



# **GENERAL MEETING**

**16 November 2022**

## **NOTICE OF MEETING**

Date: 16 November 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, 16 November 2022 commencing at 8.30am.

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

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

**CALENDAR OF EVENTS****November 2022**

16 November 2022 Council Meeting – Tambo

**December 2022**

3 December 2022 Tambo QCWA Seniors Christmas Lunch  
 6 December 2022 Seniors Christmas Lunch - Blackall  
 14 December 2022 Council Meeting – Blackall  
 16 December 2022 Council Depots Close  
 18 December 2022 Carols in the Park  
 22 December 2022 Council Offices Close  
 25 December 2022 Christmas Day  
 27 December 2022 Christmas Day Public Holiday

**January 2023**

1 January 2023 New Year's Day  
 2 January 2023 Public holiday for New Year's Day  
 3 January 2023 Council Offices Open  
 9 January 2023 Council Depots Open  
 25 January 2023 Council Meeting – Tambo  
 26 January 2023 Australia Day

**February 2023**

15 February 2023 Council Meeting – Blackall

**March 2023**

15 March 2023 Council Meeting – Tambo  
 18 March 2023 Box Cars Rally - Tambo

**April 2023**

1 April 2023 Tambo Outback Rodeo  
 7 April 2023 Good Friday  
 8 April 2023 Easter Sunday  
 10 April 2023 Easter Monday  
 19 April 2023 Council Meeting – Blackall  
 23 April 2023 ANZAC Day

**May 2023**

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

**June 2023**

21 June 2023 Council Meeting – Blackall

**July 2023**

19 July 2023 Council Meeting – Tambo

29 July 2023	Tambo Races – Ladies Day
<b>August 2023</b>	
16 August 2023	Council Meeting – Blackall
<b>September 2023</b>	
20 September 2023	Council Meeting – Tambo
<b>October 2023</b>	
2 October 2023	Queen's Birthday
11 October 2023	Council Meeting – Blackall
<b>November 2023</b>	
2 November 2023	Melbourne Cup Day – Bank Holiday for BTRC
11 November 2023	Remembrance Day
15 November 2023	Council Meeting – Tambo
<b>December 2023</b>	
20 December 2023	Council Meeting - Blackall

**Held at Tambo Council Chambers**  
**On Wednesday 16 November 2022**  
**Commencing at 8.30am**

## Order of Business

### Blue items are hyperlinked

Leave of absence/Signing of Attendance Book

Apologies:

Condolences:

- Gregory Farrows
- Kathleen Elliot

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 26 OCTOBER 2022  
AT 8.30AM**

**PRESENT:**

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

**OFFICERS:**

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

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**CONDOLENCES:**

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

- Beverley Ann Welldon
- Neville Noske
- Greg Adam
- Peter Harvey
- Ken Riley

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**DECLARATIONS OF INTEREST:**

No declarations of interest were declared at this point.

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**Attendance by Audio Visual Link**

Cr Pullos has requested attendance to the October general meeting by audio visual link.

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

**That under section 254K - Participating in meetings by audio link or audio-visual link, Council permits Cr PJ Pullos to take part in the meeting.**

**Minute No. 01/10A/22**

**Carried 7/0**

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**1.1      Confirmation of General Meeting Minutes**

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

**That the minutes of the General Meeting held on 21 September 2022 be taken as read and confirmed, and that the Mayor be authorised to sign same.**

**Minute No. 02/10A/22**

**Carried 7/0**

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**4.1.1      Financial Report for the Month of September 2022**

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

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

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

**Minute No. 03/10A/22**

**Carried 7/0**

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**4.1.2      DFCCS Operations Report – September 2022**

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

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

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

**Minute No. 04/10A/22**

**Carried 7/0**

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**4.1.3 Wild Dog Committee Meeting 16 September 2022**

The Wild Dog committee assessed applications for 2022/2023 for funding to assist with the trapping, baiting, shooting of wild dogs in the Blackall Tambo region. The committee held a meeting on 16 September 2022 to decide on the 5 applications received for the latest round of funding.

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

**That Council receive the minutes of Wild Dog Committee meeting held 16 September 2022 and ratifies the Committee's recommendations to fund the following:**

<b>Four active helicopters</b>	<b>\$1,000.00 each for the full year</b>
<b>Goonadee Syndicate</b>	<b>\$6,000.00</b>
<b>Lilydale Wild Dog Syndicate</b>	<b>\$2,000.00</b>
<b>Terrick Terrick Dog Netting Trust</b>	<b>\$12,666.00</b>
<b>Mt Enniskillen Wild Dog Syndicate</b>	<b>\$12,666.00</b>
<b>Eastwood Wild Dog Syndicate</b>	<b>\$12,666.00</b>

**Minute No. 05/10A/22**

**Carried 7/0**

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**4.1.4 Operational Plan Review**

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

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

**That Council receive the September 2022 report.**

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

**Carried 7/0**

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**4.1.5 Equal Employment Opportunity Policy Review**

The Equal Employment Opportunity Policy- Stat 33 has been reviewed.

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

**That Council adopt the revised Equal Employment Opportunity Policy.**

**Minute No. 07/10A/22**

**Carried 7/0**

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**4.2.1 Director of Works and Services' Operations Report – September 2022**

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

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

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

**Minute No. 08/10A/22**

**Carried 7/0**

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

The Work Health and Safety report is provided to Council.

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

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

**Minute No. 09/10A/22**

**Carried 7/0**

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#### **4.2.3 Blackall Aquatic Centre Report**

The Blackall Aquatic Centre quarterly report is provided to Council.

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

**That Council receive the Blackall Aquatic Centre report.**

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

**Carried 7/0**

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

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

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

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

**Minute No. 11/10A/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 DA Hardie**

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

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

**Carried 7/0**

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

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

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

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

**Minute No. 13/10A/22**

**Carried 7/0**

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**5.4      2022 Christmas Closure**

Council traditionally closes the office and depots over the Christmas and New Year period.

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

**That Council approve the Christmas closure period for 2022 as:**

- 1. Council offices will close from close of business Thursday 22 December 2022 and reopen Tuesday 3 January 2023.**
- 2. Council depots will close from close of business Friday 16 December 2022 and reopen Monday 9 January 2023.**

**Minute No. 14/10A/22**

**Carried 7/0**

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**5.5      Council Meeting Dates for 2023**

Section 257 of the Local Government Regulation 2012 requires local governments to meet at least once in each month and section 254B of the Local Government Regulation 2012 requires the meeting dates and places to be published.

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

**That Council adopt the meeting dates for 2023 as follows and they be advertised as such:**

<b>25 January 2023</b>	<b>Tambo</b>
<b>15 February 2023</b>	<b>Blackall</b>
<b>15 March 2023</b>	<b>Tambo</b>
<b>19 April 2023</b>	<b>Blackall</b>
<b>17 May 2023</b>	<b>Tambo</b>
<b>21 June 2023</b>	<b>Blackall</b>
<b>19 July 2023</b>	<b>Tambo</b>
<b>16 August 2023</b>	<b>Blackall</b>
<b>20 September 2023</b>	<b>Tambo</b>
<b>11 October 2023</b>	<b>Blackall</b>
<b>15 November 2023</b>	<b>Tambo</b>
<b>20 December 2023</b>	<b>Blackall</b>

**Minute No. 15/10A/22**

**Carried 7/0**

## **5.6 Vacant Land in Tambo**

The Department of Energy and Public Works is interested in purchasing several vacant lots in Tambo.

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

**Seconded: Cr GK Schluter**

**That Council under section 236(1)(b)(i) of the *Local Government Regulation 2012* sells the following land to the Department of Energy and Public Works:**

- a. Lot 12 off Garden Street (un-named street)
- b. Lot 13 off Garden Street (un-named street)
- c. Lot 14 off Garden Street (un-named street)
- d. Lot 15 off Garden Street (un-named street)

**That under section 3.6 of the Queensland Government Land Transaction Policy Council accepts the offer of \$10,000.00 per lot totalling \$40,000.00.**

**Minute No.16/10A/22**

**Carried 7/0**

## **5.7 SES Volunteers**

Two long-term volunteers were recently recognised for their service to the Blackall SES.

**MOTION:**      **Moved: Cr LP Russell**

**Seconded: Cr PJ Pullos**

**That Council congratulate Donald Wheeler and Ian Murray on their service to the Blackall SES unit.**

**Minute No.17/10A/22**

**Carried 7/0**

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**5.8 Subdivision of Land in Blackall**

Council has a large parcel of land in Blackall which could be subdivided into smaller parcels therefore making the land available for purchase.

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

**That Council authorise the Chief Executive Officer to commence the process of the subdivision of Lot 2 on RP611230 into three (3) lots.**

**Minute No.18/10A/22**

**Carried 7/0**

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Attendance:

At this point, 9:43am Councillor JH Scobie left the meeting.

At 9:44am Councillor JH Scobie returned to the meeting.

**5.9 Blackall Aerodrome Manual**

The new aerodrome manual for Blackall has been completed, signed by the CEO and submitted to Civil Aviation Safety Authority for Approval.

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

**That Council ratify the Chief Executive's Office's decision to commence the use of the new Blackall Aerodrome Manual.**

**Minute No.19/10A/22**

**Carried 7/0**

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**5.10 In-Kind Request - Blackall State School**

The Blackall State School have requested a further \$6,100 in in-kind support.

**MOTION:      Moved: Cr AL Martin                      Seconded: Cr GK Schluter**

**That Council reviewed the original application from Blackall State School for bus and facility hire which was the sum of \$13,600 for in-kind support. Consequently, Council approves the request for the remaining amount of \$6,100.00 in-kind support.**

**Minute No. 20/10A/22**

**Carried 7/0**

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Attendance:

At this point, 9:59am Manager of Finance left meeting.

At 10:00am Manager of Finance returned to meeting.

**Adjournment:**

At 10:20am the meeting was adjourned for morning tea.

**Resumption:**



At 10:50am the meeting was resumed.

#### **5.11 Queensland Music Trails Events in 2023**

Queensland Music Festival have written to Council asking if they would support an Outback Music trail in 2023.

**MOTION:      Moved: Cr AL Martin                      Seconded: Cr BP Johnstone**

**That Council in principle support the Queensland Music Festival's Outback Music Trail in 2023 subject to more information.**

**Minute No. 21/10A/22**

**Carried 7/0**

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#### **5.12 Naming of Street in Tambo**

Council approached the Tambo State School to seek input from the students for a name for the unnamed street off Garden Street in Tambo.

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

**That Council name the unnamed street in Tambo Queen Elizabeth Street.**

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

**Carried 7/0**

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#### **CLOSURE:**

There being no further business to consider, the Mayor declared the Meeting closed at 10:59 am.

#### **CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 16 November 2022.

Signed.....Mayor

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Minute No.	Report Number	Subject	Resolution	Action By	Result
10/07A/22	4.1.6	Proposal to Relocate the Tambo Library and Visitor Information Centre to the Grassland Building.	That Council continues consultation with the Tambo Arts Council regarding possible relocation of the Tambo Library and Visitor Information Centre to the Grassland Gallery building.	CEO	Ongoing
14/10A/22	5.4	2022 Christmas Closure	That Council approve the Christmas closure period for 2022 as: 1. Council offices will close from close of business Thursday 22 December 2022 and reopen Tuesday 3 January 2023. 2. Council depots will close from close of business Friday 16 December 2022 and reopen Monday 9 January 2023.	CEO	The staff have been notified and advertising will be provided to the community.
15/10A/22	5.5	Council Meeting Dates for 2023	That Council adopt the meeting dates for 2023 as follows and the be advertised as such: 25 January 2023 – Tambo 15 February 2023 – Blackall 15 March 2023 – Tambo 19 April 2023 – Blackall 17 May 2023 – Tambo 21 June 2023 – Blackall 19 July 2023 – Tambo 16 August 2023 – Blackall 20 September 2023 – Tambo 11 October 2023 – Blackall 15 November 2023 – Tambo 20 December 2023 – Blackall	CEO	The meeting dates for 2023 have been placed on Council's website and advertised.
16/10A/22	5.6	Vacant Land in Tambo	That Council under section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> sells the	CEO	The Department of Energy and Public

			<p>following land to the Department of Energy and Private Works:</p> <ul style="list-style-type: none"> <li>a. Lot 12 off Garden Street (un-named street)</li> <li>b. Lot 13 off Garden Street (un-named street)</li> <li>c. Lot 14 off Garden Street (un-named street)</li> <li>d. Lot 15 off Garden Street (un-named street)</li> </ul> <p>That under section 3.6 of the Queensland Government Land Transaction Policy Council accepts the offer of \$10,000.00 per lot totalling \$40,000.00.</p>		Works have been advised that Council agrees to sell the land.
18/10A/22	5.8	Subdivision of Land in Blackall	That Council authorise the Chief Executive Officer to commence the process of the subdivision of Lot 2 on RP611230 into three (3) lots.	CEO	Commenced
20/10A/22	5.10	In-Kind Request – Blackall State School	That Council reviewed the original application from Blackall State School for bus and facility hire which was the sum of \$13,600.00 for in-kind support. Consequently, Council approves the request for the remaining amount of \$6,100.00 in-kind support.	CEO	The Blackall State School has been advised of Council's decision.
21/10A/22	5.11	Queensland Music Trails Events in 2023	That Council in principle support the Queensland Must Festival's Outback Music Trail in 2023 subject to more information.	CEO	Waiting for further information.
22/10A/22	5.12	Naming of Street in Tambo	That Council name the unnamed street in Tambo Queen Elizabeth Street.	CEO	Officers have commenced the process for naming the street.

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

COUNCIL MEETING DATE: 16 November 2022

Item No: **4.1.1****SUBJECT HEADING: Financial Report for the Month of October 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 October 2022 details Council's current financial position and compares its performance against the adopted budget for 2022-2023.*

**Officer's Recommendation: That Council receive the Financial Report for October 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 16 NOVEMBER 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 16 NOVEMBER 2022

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

#### Cash at Bank

Operating Accounts \$ 2,197,682

#### Short Term Investments

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

**\$ 23,197,682**

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) \$ 2,661,927

Unspent Grants (Restricted Cash) \$ 1,360,855

**\$ 4,022,782**

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :	204,446	62,788	\$ 141,658

Plus cash surplus	23,197,682	4,022,782	\$ 19,174,900
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**Working Capital** **\$ 19,316,558**

### 2. Monthly Cashflow Estimate: November 2022

#### Receipts

Rates & Fees & Charges \$ 50,000

Debtors \$ 100,000

Grants/Subsidies \$ 781,837

Total \$ 931,837

#### Expenditure

Payroll \$ 800,000

Creditor Payments \$ 800,000

Loan Payments \$ -

Total \$ 1,600,000

Therefore cash is expected to decrease by -\$ 668,163 in the period.

### 3. Comparative Data:

	October 2022	October 2021
Cash position	23,197,682	21,907,932
Working capital	19,316,558	17,422,985
Rate arrears	41,640	64,231
Outstanding debtors	204,446	422,852
Current creditors	62,788	20,447

**FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL****HELD ON 16 NOVEMBER 2022****4. Capital Works Summary: 1 July 2022 to 30 June 2023**

	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
Buildings & Other Structures	2,109,600	123,221	6%
Plant & Equipment	813,000	632,840	78%
Road Infrastructure	4,853,065	652,705	13%
Water Infrastructure	930,000	-	0%
Sewerage Infrastructure	250,000	-	0%
<b>Total</b>	<b>8,955,665</b>	<b>1,408,766</b>	<b>16%</b>

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

	<b>Budget</b>	<b>Expended YTD Actual</b>	<b>% of Budget Expended</b>
1. Rural Roads	9,847,300	2,157,156	22%
2. Town Streets	400,000	173,506	43%
3. RMPC Works	2,871,795	738,222	26%
<b>Total Roads Expenditure</b>	<b>13,119,095</b>	<b>3,068,884</b>	<b>23%</b>

**6. Rate Arrears Summary**

**Total Rates Outstanding Balance      \$      101,067**

<b>Rates Outstanding Breakdown</b>	<b>Total</b>	<b>No. of Assessments</b>
Current	\$ 59,427	<b>69</b>
1 Year	\$ 23,038	<b>20</b>
2 Years	\$ 12,051	<b>7</b>
3 Years and over	\$ 6,551	<b>4</b>

BTRC 2022-23 CAPITAL EXPENDITURE PROJECTS		1/07/22 to 30/06/23		SOURCES OF FUNDING			Comments
Particulars	Budget 2022-23	Expenditure YTD	% Expended	Capital Grants	Contributions	Council Contribution	
<b>BUILDINGS &amp; OTHER STRUCTURES</b>	<b>2,109,600</b>	<b>123,221</b>	<b>6%</b>	<b>878,600</b>	<b>-</b>	<b>1,231,000</b>	
Tambo Dam Tree Lights	100,000	-	0%	-	-	100,000	In progress
Tambo Dam Beautification	100,000	-	0%	-	-	100,000	Planning stage
Tambo Truck Museum	200,000	88,622	44%	200,000	-	-	In progress
Tambo Racecourse Rock Removal	60,000	-	0%	-	-	60,000	Planning stage
Tambo Historic House Shed	40,000	10,243	26%	-	-	40,000	In progress
Blackall Admin Office South Wall	100,000	-	0%	-	-	100,000	Planning stage
Blackall Cultural Centre Lighting & Accoustic matting	100,000	-	0%	-	-	100,000	Planning stage
Banks Park snail structure, floor, tank and table	20,000	-	0%	-	-	20,000	Planning stage
Shade Structures - Blackall Carpark & TMPC	100,000	-	0%	-	-	100,000	Planning stage
LGA Entry Signs - Blackall & Tambo	40,000	-	0%	-	-	40,000	Planning stage
Four Mile Waterhole - culvert & grading	30,000	24,356	0%	-	-	30,000	In progress
Tambo TV Transmitters	35,000	-	0%	-	-	35,000	Planning stage
Blackall Campdraft Arena BBRF -subject to funding	392,600	-	0%	207,600	-	185,000	Subject to funding
Blackall Airport PAPI Lights - subject to funding	142,000	-	0%	71,000	-	71,000	Subject to funding
Tambo Childcare Building - subject to funding	100,000	-	0%	100,000	-	-	Subject to funding
Blackall Saleyards Upgrade - subject to funding	550,000	-	0%	300,000	-	250,000	Subject to funding
<b>PLANT &amp; EQUIPMENT</b>	<b>813,000</b>	<b>632,840</b>	<b>78%</b>	<b>-</b>	<b>-</b>	<b>813,000</b>	
Plant Replacement including committed orders	763,000	632,840	83%	-	-	763,000	As per plant replacement program
Plant New - Cherry Picker	50,000	-	0%	-	-	50,000	As per plant replacement program
<b>ROAD INFRASTRUCTURE</b>	<b>4,853,065</b>	<b>652,705</b>	<b>13%</b>	<b>4,003,065</b>	<b>-</b>	<b>850,000</b>	
R2R Emmet Road Works	808,300	-	0%	808,300	-	-	Planning Stage
LRCI Stage 3 Local Rd Reseals	1,200,000	-	0%	800,000	-	400,000	Planning Stage
LRCI Stage 3 Main Street Rehab	800,000	-	0%	800,000	-	-	Planning Stage
Remote Rds RRUP - Langlo Rd Resheet	600,000	-	0%	480,000	-	120,000	Planning Stage
TIDS Scrubby Creek Rd	400,000	175,801	44%	200,000	-	200,000	In Progress
Blackall Median Strip upgrade	100,000	-	0%	-	-	100,000	Planning Stage
Banks Park Footpath	30,000	-	0%	-	-	30,000	Planning Stage
Heavy Vehicle Bypass Stage 2 (LRCI & HVSP)	914,765	476,904	52%	914,765	-	-	In Progress
<b>WATER INFRASTRUCTURE</b>	<b>930,000</b>	<b>-</b>	<b>0%</b>	<b>880,000</b>	<b>-</b>	<b>50,000</b>	
Water infrastructure renewals and upgrades	930,000	-	0%	880,000	-	50,000	Planning stage
<b>SEWERAGE INFRASTRUCTURE</b>	<b>250,000</b>	<b>-</b>	<b>0%</b>	<b>200,000</b>	<b>-</b>	<b>50,000</b>	
Sewerage infrastructure renewals and upgrades	250,000	-	0%	200,000	-	50,000	Planning stage
<b>TOTAL CAPITAL PROGRAM 22-23</b>	<b>8,955,665</b>	<b>1,408,766</b>	<b>16%</b>	<b>5,961,665</b>	<b>-</b>	<b>2,994,000</b>	



General Ledger 2022.7.5.1

Revenue and Expenditure Summary

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(Accounts: 0100-0001-0000 to 5245-2000-0000. All report groups. 34% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2023

Printed(SDAYAL): 09-11-2022 11:48:26 AM

		REVENUE			EXPENDITURE		
		31 Oct 2022		AMENDED	31 Oct 2022		AMENDED
		ACTUAL		BUDGET	ACTUAL		BUDGET
				ORIGINAL			ORIGINAL
				BUDGET			BUDGET
1000-0001	ADMINISTRATION						
1000-0002	Administration	108,861	49%	222,500	1,358,436	37%	3,701,800
1100-0002	Finance	2,200,081	31%	7,046,000	62,292	84%	74,000
1200-0002	Oncosts	0	0%	0	448,578	-100%	(447,900)
1300-0002	Stores/Purchasing	0	0%	0	1,884	4%	52,800
2000-0002	Corporate Governance	50,590	---	0	293,720	39%	751,200
2100-0002	Business Activities	19,696	44%	45,000	37,995	76%	49,700
2150-0002	Saleyard Operations	532,750	34%	1,561,000	264,889	26%	1,036,200
2200-0002	Tambo Sawmill	2,945	16%	18,000	14,364	96%	15,000
2350-0002	Airports/Aerodromes	42,537	42%	102,000	64,566	21%	306,500
2450-0002	Tourism	24,818	58%	42,500	120,582	33%	360,300
2500-0002	Planning & Development	11,803	26%	45,000	15,905	24%	65,000
2580-0002	Economic & Community Develop	1,372,739	34%	4,038,600	0	0%	82,500
2600-0002	Environmental	33,503	40%	83,100	69,141	43%	160,000
2650-0002	Animal Control	18,010	79%	22,800	8,527	15%	58,000
2700-0002	Stock Routes	20,292	19%	108,500	46,942	14%	340,000
3000-0002	Work Scheme and Community	6,885	40%	17,000	47,518	38%	125,000
3100-0002	Council Housing	47,048	21%	220,000	66,326	22%	299,500
3300-0002	Child Care Services	117,349	43%	273,200	84,821	18%	469,500
3350-0002	Sport and Recreation	30,816	48%	64,400	10,223	9%	112,000
3400-0002	Youth Services	0	0%	0	0	0%	80,000
3415-0002	Tambo Multi-Purpose Centre	82,880	48%	173,600	107,788	40%	271,100
3445-0002	Disability	43,145	60%	71,500	25,207	50%	50,000
3460-0002	Community Services	138,017	44%	315,300	14,660	4%	325,800
3470-0002	Miscellaneous Care Services	0	0%	0	0	0%	2,000
3500-0002	Libraries, Education and Arts	12,798	133%	9,600	69,407	30%	232,300
3570-0002	Regional Arts Development Fund	49,990	98%	51,000	55,370	18%	314,000
3600-0002	Halls and Cultural Centres	827	28%	3,000	29,843	13%	230,200
3700-0002	Showgrounds & Sports Facilities	9,935	110%	9,000	114,804	17%	692,000
3740-0002	Funerals	25,806	47%	55,000	24,656	45%	55,000
3800-0002	Corporate Buildings	0	0%	0	59,496	30%	195,500
1000-0001	ADMINISTRATION	5,004,121	34%	14,597,600	3,517,939	35%	10,059,000
4000-0001	WORKS AND SERVICES						
4001-0002	Works Office and Depot	0	0%	0	285,906	9%	3,074,000
4100-0002	Town Street Maintenance	0	0%	0	173,506	43%	400,000
4200-0002	Rural Roads Maintenance	150,670	13%	1,193,500	202,198	25%	800,000
4500-0002	Recoverable Works	2,052,810	12%	16,769,600	3,326,883	21%	15,684,300
4550-0002	Plant Operations	1,030,937	29%	3,590,000	1,233,975	43%	2,838,500
4600-0002	SES - Disaster Mgmt	48,082	98%	49,000	11,593	7%	157,500
4700-0002	Cemeteries	0	0%	1,000	11,659	19%	62,400
4800-0002	Parks, Gardens and Reserves	0	0%	0	357,767	35%	1,012,900
4860-0002	Aquatic Centres	0	0%	0	128,265	25%	506,700
5000-0002	Cleansing	169,615	48%	351,400	94,449	33%	286,500
5100-0002	Water Supply	449,802	50%	893,600	114,337	23%	500,400
5200-0002	Sewerage Services	381,973	50%	767,100	96,457	28%	340,400
4000-0001	WORKS AND SERVICES	4,283,890	18%	23,615,200	6,036,994	24%	25,663,600
TOTAL REVENUE AND EXPENDITURE		9,288,011	24%	38,212,800	9,554,933	27%	35,722,600

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

Account	Description	Revenue	Expenditure
1000-0002	Administration	<i>Includes revenue from sale of railway building \$18,318</i>	
1100-0002	Finance	<i>Includes general rates levied for 6 months</i>	<i>Includes rates on Council properties paid for 6 months</i>
1200-0002	Oncosts		<i>Includes 1 - Insurance premiums paid for 12 months. 2 - Sick leave expense recognition on 1 July to bring to account liability provision.</i>
1300-0002	Stores/Purchasing		
2000-0002	Corporate Governance	<i>Includes circus grant \$46,000</i>	<i>Includes circus carnivale contribution exp \$80,829</i>
2100-0002	Business Activities		
2150-0002	Saleyard Operations		
2200-0002	Tambo Sawmill		<i>Includes annual environmental permit fees and rates for 6 months</i>
2350-0002	Airports/Aerodromes		
2450-0002	Tourism	<i>July to Sept -Peak tourist season takings</i>	
2500-0002	Planning & Development		
2580-0002	Economic & Community	<i>Includes State and Federal capital grants</i>	
2600-0002	Environmental		
2650-0002	Animal Control	<i>Annual animal registration fees issued in July</i>	
2700-0002	Stock Routes		
3000-0002	Work Scheme and Community		
3100-0002	Council Housing		
3300-0002	Child Care Services	<i>Includes sustainability grant received \$75,000</i>	
3350-0002	Sport and Recreation		
3400-0002	Youth Services		
3415-0002	Tambo MPC		
3445-0002	Disability		
3460-0002	Community Services		<i>Increase in program activities planned for 2nd quarter</i>
3470-0002	Miscellaneous Care		
3500-0002	Libraries, Education	<i>Increase in State subsidy</i>	
3570-0002	Regional Arts Dev. Fund		
3600-0002	Halls and Cultural Centres		
3700-0002	Showgrounds & Sports	<i>Additional revenue from camping permits</i>	
3740-0002	Funerals		
3800-0002	Corporate Buildings		
4100-0002	Town Street Maintenance		
4200-0002	Rural Roads Maintenance	<i>Financial Assistance Grants (Roads component)</i>	
4500-0002	Recoverable Works	<i>Claims in progress</i>	
4550-0002	Plant Operations		
4600-0002	SES - Disaster Management	<i>Annual SES &amp; Get Ready grants received</i>	
4700-0002	Cemeteries		
4800-0002	Parks, Gardens and Reserves		
4860-0002	Aquatic Centres		
5000-0002	Cleansing	<i>Rate charges levied for 6 months</i>	
5100-0002	Water Supply	<i>Rate charges levied for 6 months</i>	
5200-0002	Sewerage Services	<i>Rate charges levied for 6 months</i>	

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

COUNCIL MEETING DATE: 16 November 2022

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

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

- Monthly fire alarm system inspection at Cultural Centre
- 2 pensioner units vacant- Hut 1/30 and 3/26 Bauhinia Lane
- Aircon replaced at 9 Acacia Street
- Asbestos inspections completed

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

- Tenders were called for the painting of the exterior of the Childcare.
- Tenders are being processed for the painting of the interior of the MPC building
- Tenders are being called for the cleaning of air-conditioners in Council owned buildings in Tambo.

***Aged Housing***

- The new tenant will move in on the 7th of November.
- The front verandahs and the ramps at the Coolibah Village are in the process of being painted.
- There are 2 x two – bedroom units vacant in the Coolibah Village.

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

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

<b>2021/2022</b>	<b>Visitor Numbers</b>	<b>2022/2023</b>	<b>Visitor Numbers</b>
August	2628	August	3697
September	2100	September	1901
October	904	October	720
November	185	November	
December	93	December	
January	101	January	
February	164	February	
March	367	March	
April	928	April	
May	1710	May	
June	3119	June	
<b>Year to Date</b>	<b>16,093</b>	<b>Year to Date</b>	<b>9,609</b>

### Issue of Camping Permits

<b>Month</b>	<b>Information Centre</b>	<b>Self - Registration</b>	<b>Total for Month 2022/23</b>
July	426	615	1041
August	378	621	999
September	108	235	343
October	41	83	124
November			
December			
January			
February			
March			
April			
May			
June			
<b>Year to Date</b>	<b>953</b>	<b>1554</b>	<b>2507</b>
<b>2021/2022</b>	<b>2354</b>	<b>2100</b>	<b>4454</b>

### Camping Ground Fees

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

Month	\$ Amount	2022/2023 YTD \$
January		
February		
March		
April		
May		
June		
<b>Year ending 2021/2022</b>	<b>\$44,561.60</b>	

**Blackall Library Report**

Month	Loans 2021/22	Loans 2022/23	Visitors 2021/22	Visitors 2022/23	Requests 2021/22	Requests 2022/23	Members Added 2021/22	Members Added 2022/23
July	248	231	471	392	21	52	8	9
August	367	336	508	412	62	34	6	15
September	346	318	479	426	27	58	9	9
October	277	376	389	415	30	46	14	6
November	300		415		41		10	
December	278		155		43		2	
January	273		278		111		4	
February	358		320		77		10	
March	368		360		59		8	
April	207		341		65		5	
May	305		356		20		8	
June	289		296		42		10	
<b>Year to Date</b>	<b>3616</b>	<b>1351</b>	<b>4628</b>	<b>1645</b>	<b>598</b>	<b>190</b>	<b>94</b>	<b>39</b>

**Tambo Library and Tourist Report**

	Loans 2021/22	Loans 2022/23	Visitors 2021/22	Visitors 2022/23	Requests 2021/22	Requests 2022/23	Members Added 2021/22	Members Added 2022/23
July	396	383	103	136	53	51	4	4
August	381	435	113	160	52	63	3	4
September	425	364	115	107	58	48	9	3
October	375	362	115	144	62	48	3	3
November	400		122		70		1	
December	326		123		29		1	
January	363		95		55		8	
February	445		109		67		1	
March	521		145		57		11	
April	346		120		55		6	

May	435		183		58		3	
June	398		122		51		2	
<b>Totals</b>	<b>4811</b>	<b>1544</b>	<b>1465</b>	<b>547</b>	<b>616</b>	<b>210</b>	<b>52</b>	<b>14</b>

	<b>Visits 2021/22</b>	<b>Visits 2022/23</b>
July	733	750
August	512	754
September	511	432
October	197	240
November	126	
December	56	
January	85	
February	94	
March	203	
April	390	
May	609	
June	893	
<b>Totals</b>	<b>4409</b>	<b>2176</b>

### Council Facility Bookings

<b>Blackall</b>	<b>Memorial Hall</b>		<b>Cultural Centre</b>		<b>Showgrounds</b>		<b>Racecourse</b>		<b>Bus</b>	
	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23
July	0	1	6	7	13	1	1	1	8	4
August	2	1	5	11	15	3	1	0	8	4
September	2	2	5	8	6	6	0	0	5	4
October	2	1	9	8	3	5	2	3	7	11
November	2		11		1		1		6	
December	1		2		0		0		1	
January	1		0		1		0		0	
February	1		7		1		1		1	
March	1		6		1		0		3	
April	1		8		2		1		2	
May	4		10		4		0		5	
June	3		6		6		1		1	
<b>TOTAL</b>	<b>20</b>	<b>5</b>	<b>75</b>	<b>34</b>	<b>53</b>	<b>15</b>	<b>8</b>	<b>4</b>	<b>47</b>	<b>23</b>

<b>Tambo</b>	<b>Shire Hall</b>		<b>Racecourse</b>		<b>Western Sports</b>		<b>Bus</b>	
	21/22	22/23	21/22	22/23	21/22	22/23	21/22	22/23
July	11	7	2	2	2	1	2	1
August	7	13	2	1	0	4	0	2

<b>Tambo</b>	<b>Shire Hall</b>		<b>Racecourse</b>		<b>Western Sports</b>		<b>Bus</b>	
September	7	2	4	4	0	1	0	2
October	16	7	2	1	2	2	2	4
November	20		1		2		3	
December	14		2		2		1	
January	2		2		0		0	
February	9		0		0		2	
March	8		0		3		2	
April	5		2		0		0	
May	11		2		0		1	
June	8		1		2		7	
<b>TOTAL</b>	118	<b>29</b>	20	<b>8</b>	13	<b>8</b>	20	<b>9</b>

### Tambo Childcare Centre

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

<b>Finance</b>	<b>Month Receipts 2022-2023</b>	<b>YTD Receipts 2022-2023</b>	<b>Month Expenditure 2022-2023</b>	<b>YTD Expenditure 2022-2023</b>
July	\$6,650.00	\$6,650.00	\$17,623.00	\$17,623.00
August	\$16,603.00	\$23,253.00	\$23,955.00	\$41,678.00
September	\$8,423.40	\$31,676.47	\$19,487.31	\$61,283.97
October	\$10,189.13	\$41,865.60	\$19,798.53	\$81,082.50
November				
December				
January				
February				
March				
April				
May				
June				

**Qantas Report**

Month	Pax OFF	Pax ON	Total	YTD
July	113	115	228	228
August	115	99	214	442
September	133	97	230	672
October	145	140	285	957
November				
December				
January				
February				
March				
April				
May				
June				
6 Monthly Average	133	112.17	245.17	245.17
YTD	506	451	957	957
Total for 2021/2022	1069	888	1957	1957

- The roster has been distributed for airport employees.

**Tambo Multi-Purpose Centre**

- Matthew Edwards podiatry will be visiting on the 24th of November.
- As part of mental health week Tambo provided the community with a macrame workshop with Karen from Sage Living and resin workshop with Leanne from Leanne Letters. It was a wonderful outcome of members of the Tambo community venturing outside of their comfort zone and learning new various skills.
- The Halloween celebration was a massive success, and the children received a goodie bag upon arrival as well as a hotdog and popper for dinner. I would like to thank Outback Sound for putting on the disco for the Tambo community. It has been approximately three years since the last disco for the community.
- The RADF round 2 funding has closed, with two applications being delivered.
- RADF round 3 funding will be advertised as soon as possible closing February 1st 2023. I have advertised this in local newspapers, local networks, and on the internet (Facebook, webpage, etc.).
- The centre coordinator will be away from the 13/11/22 to 6/12/22 to complete nursing hours.
- Allied Health sessions for the month of October  
Physiotherapy – 41 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**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 November 2022

Item No: 4.1.3

**SUBJECT HEADING: RADF Meeting Minutes**

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

CLASSIFICATION: (if confidential)

*Summary: The second round of the 2022-2023 RADF program closed for applications on October 28<sup>th</sup> and the RADF Committee held a meeting on the 7<sup>th</sup> of November.*

**Officer's Recommendation: That Council receive the meeting minutes of the RADF Committee dated 7 November 2022.**

**Background**

Applications were invited for the second round of funding for the 2022-2023 year with applications closing on October 28<sup>th</sup>.

The Committee met on 7 November at 4.00pm via a Teams conference to assess the applications.

Two applications were submitted for the second round and the RADF Committee elected to approve both applications.

**Link to Corporate Plan**

Vibrant Communities

Outcome 1 – Arts and Culture

Outcome 2 – Health and Wellbeing

Outcome 4 - Youth

**Consultation (internal/external)**

RADF Committee

**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
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low

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

**Proposed Risk Treatment**

Nil required.



**General Meeting RADF Meeting**

**Date:** 07.11.2022

**Time:** 4:09pm

**Present:** Pip Fearon, Louise Martin, Nadine McLeod, Linda Hardie, Wendy Just, Kiralee Sanderson

**Apologies:** Roz Wood and Pam Pullos

*Moved: Kiralee Sanderson*

*Seconded: Nadine McLeod*

*All in Favour – yes*

**Previous meeting minutes:**

*Moved: Pip Fearon*

*Seconded: Louise Martin*

*All in Favour – yes*

**Business arising from previous minutes:**

*Email from Louise Campbell (Red Ridge) accepting the amount of \$15000.00 for the Cultural Initiative for 2023.*

**Correspondence:**

*Email from Louise Campbell (Red Ridge) accepting the amount of \$15000.00 for the Cultural Initiative for 2023.*

**Business arising from the correspondence:**

*Nil*

**Financial Report:**

*Arts Queensland Allocation - \$49,500.00*

*BTRC Contribution - \$25,000.00*

*Surplus funds from 2021-2022 - \$3625.50*

*Round 1 2022-2023 - \$14630.00*

*Total funds for 2022/2023 - \$32,495.50*

*Moved: Nadine McLeod*

*Seconded: Pip Fearon*

*All in Favour – yes*



### **Business arising from Financial Report:**

*Moved: Nadine McLeod*

*Seconded: Louise Martin*

*All in Favour – yes*

### **Assessment of Application:**

<i>Better in Blackall Festival 2023</i>	<i>"Roll with it" &amp; "Woolly Wire" Community workshops</i>
<i>Tambo ICPA</i>	<i>Children's Arts and Swim Camp 2022</i>

*Motion:* That the RADF committee approves the application received from the Better in Blackall Festival 2023 for *Roll with it" & "Woolly Wire" Community workshops* in Blackall for \$4500.00.

*Moved: Louise Martin*

*Seconded: Wendy Just*

*All in Favour – yes*

*Motion:* That the RADF committee approves the application received from the Tambo ICPA for *Children's Arts and Swim Camp 2022* for \$5000.00.

*Moved: Wendy Just*

*Seconded: Kiralee Sanderson*

*All in Favour – yes*

### **General Business:**

#### *Community grant writing and RADF training*

*As the year has come to an end very quickly and everyone being busy the committee has decided to complete community grant writing and RADF training in February 2023. Date to be advised.*

#### *Journalist application*

*Pip has asked if the RADF funding can cover a journalist to cover the community events as they have one in Blackall. Louise mentioned that the RADF training are unable to pay "someone" to do the job, but someone can apply for funding through the RADF rounds to self-develop themselves as a journalist. This has happened in the past.*



**Next Round:**

*Round 3 closing 1<sup>st</sup> February 2022.*

**Next meeting:**

*7<sup>th</sup> February 2023, 4:30pm Tambo. A team meeting with will be available RLO will organise this.*

**Closure:**

*4:36pm*

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 November 2022

Item No: 4.1.4

**SUBJECT HEADING: RADF Application – Tambo Isolated Children’s Parents’ Association (ICPA)**

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

CLASSIFICATION: (if confidential)

*Summary: The second round of the 2022-2023 RADF program closed for applications on October 28<sup>th</sup> and the Committee recommended the application from the Tambo Isolated Children’s Parents’ Association be approved.*

**Officer's Recommendation: That Council endorse the RADF Committee’s recommendation to approve the application from Tambo Isolated Children’s Parents’ Association for \$5000.00.**

**Background**

Applications were received for the second round of funding for the 2022-2023 year with applications closing on October 28<sup>th</sup>.

Two submissions were received and the Committee elected to approve all two submissions.

Tambo Isolated Children’s Parents’ Association (ICPA) applied for funding to support the children’s four day arts and swim camp for 2023 for the amount of \$5000.00.

**Link to Corporate Plan**

Vibrant Communities

Outcome 1 – Arts and Culture

Outcome 2 – Health and Wellbeing

Outcome 4 - Youth

**Consultation (internal/external)**

RADF Committee

**Policy Implications**

Nil

**Budget and Resource Implications**

\$5000.00 – funded project

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	\$5000 – funded project	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



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

COUNCIL MEETING DATE: 16 November 2022

Item No: 4.1.5

**SUBJECT HEADING: RADF Application – Better in Blackall Festival Inc**

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

CLASSIFICATION: (if confidential)

*Summary: The second round of the 2022-2023 RADF program closed for applications on October 28<sup>th</sup> and the Committee recommended the application from the Better in Blackall Festival Inc. be approved.*

**Officer's Recommendation: That Council endorse the RADF Committee's recommendation to approve the application from Better in Blackall Festival Inc for \$4500.00.**

**Background**

Applications were invited for the second round of funding for the 2022-2023 year with applications closing on October 28<sup>th</sup>.

Two submissions were received and the Committee elected to approve all two submissions.

Better in Blackall Festival Inc applied for funding to support the "Roll with it" & "Woolly Wire" community workshops for 2023 for the amount of \$4500.00.

**Link to Corporate Plan**

Vibrant Communities

Outcome 1 – Arts and Culture

Outcome 2 – Health and Wellbeing

Outcome 4 - Youth

**Consultation (internal/external)**

RADF Committee

**Policy Implications**

Nil

**Budget and Resource Implications**

\$4500.00 – funded project

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	\$4500.00 – funded project	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low

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

**Proposed Risk Treatment**

Nil

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 November 2022

Item No: 4.1.6

**SUBJECT HEADING: Annual Report 2021/2022**

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

CLASSIFICATION: (if confidential)

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

**Officer's Recommendation: That Council adopt the Annual Report for the financial year 2021/2022.**

**Background**

The Queensland Audit Office has completed its audit of the annual financial statements for the year ended 30 June 2022. Accordingly, these accounts and the Auditor-General's audit certificates are attached to the Annual Report for 2021/2022.

**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

Outcome 4 - Financial

**Consultation (internal/external)**

Chief Executive Officer

Director of Finance Corporate and Community Services

Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications****Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Compliant with the Local Government Regulation 2012.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low

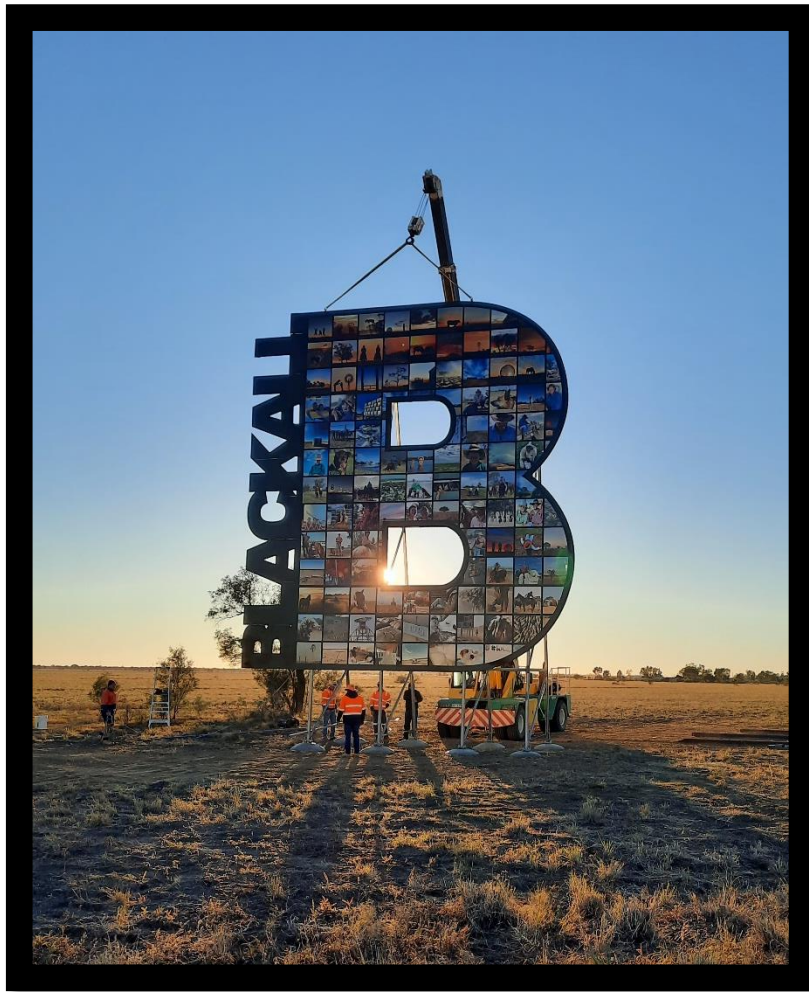
<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Proposed Risk Treatment**

Nil



# **Blackall-Tambo** Regional Council



*“B” Sign - Blackall*

## **ANNUAL REPORT**

**1 JULY 2021 – 30 JUNE 2022**

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## Attachments

Audited Annual Financial Statements for the year ended 30 June 2022

QAO Auditor's Report for year ended 30 June 2022

## Message from the Mayor

Despite the fact I am usually a little tardy in compiling the annual Mayor's report, I do enjoy the reflection of doing same.

As usual I have great admiration and respect for the work of Council staff and workforce, this year, with much welcomed but nonetheless regular weather interruptions and the constant difficulties encountered from the 'new' Covid non-restrictions. Everything from parts availability, labour force recruitment, cancelled events, the list is endless, we have achieved some great results.

At the time of writing our inaugural Circus Carnival is under way and what a wonderful community event and tribute to the birth of Australian Circus right here on the Barcoo is proving to be. The smiles on the faces of all ages indicates that we will see this event again on a regular basis.

Our financial performance is a tribute to our Council with debt free status being achieved and cash reserves being comfortably maintained without affecting the normal and expected services to all ratepayers.

Remote Shires have tiny rate-based returns compared to cities like Brisbane and we rely very heavily on grants and delivery of roadworks to both State and Federal Governments to keep our bottom line stable.

The measurement for local governments, developed by the Department of Local Government, Racing and Multicultural Affairs are ratios and these measurements would indicate that remote shires are lacking in sustainability when in fact we are doing very well.

I can report that after much loud advocacy from our united organisations such as RAPAD, Western Alliance and LGAQ we will see realistic ratios applied to shires like ours into the future and reflect our pretty impressive results much more accurately.

All in all, I am sure we are all very appreciative of where and how we live compared to most of the rest of the world.



Cr. Andrew Martin  
Mayor



## Chief Executive Officer's Report

The 2021-2022 year was a pivotal year in which Council has navigated beyond a difficult period, responding to the challenges of the COVID-19 pandemic and ongoing delivery of an array of core services together with new programs, projects, and initiatives.

Council has continued its goal to always bring the best of service to the community through improved roads and infrastructure, health and safety, economic development, and support for local businesses.

Completion of the sealing of the Blackall-Jericho Road connecting people has helped pave the way to economic prosperity in the future. Council continues to take a firm view that road infrastructure and maintenance represent a core service with a massive impact on safety, travel time, flood access, tourism, freight, and business throughout our region. This helps support the Blackall Saleyard.

Council's commitment to supporting our local business community through our procurement process saw the Prequalified supplier panels tendered to continue to support local contractors. Sixty-six suppliers in total were added to the supplier panel and notably 36% of these businesses were local suppliers. While the annual Shop Local Campaign encourages residents to spend locally.

Staff have continued working with C&K to improve services and staff support at the Tambo Child Care while the Churches of Christ have taken over the 60s & Better program at the Blackall Memorial Hall.

The Heart of Australia bus regularly visits, and this is also supported by Council ensuring that residents are receiving the appropriate care.

Council's involvement in RAPAD, Outback Regional Roads and Transport Group, RAPAD Water and Sewerage, Central West Pest Management Group and the Western Queensland Alliance of Councils has allowed us to collaborate, advocate and coordinate the continued growth of our region, addressing issues such as housing, health, pest and weed control, drought resilience and many other matters that directly affect our community.

Council revisited how we do what we do and refined our strategy by prioritising our core business services. Council resolved to sell off various valuable non-current assets, such as the remaining blocks of Blackall industrial land, the commercial building in Tambo and Tambo Sawmill. This encourages the expansion of current businesses and development of new businesses for the region.

There has also been significant support of many community events such as the Better in Blackall Festival, Opera Queensland Regional Tour of the Sopranos, ICPA Conference and local shows.

Implementation of the new Council website and Disaster Dashboard demonstrate our commitment to providing easy access to information while Council has continued with the monthly newsletter "Council Catch Up" and information page in each local paper.

The community satisfaction survey conducted during the year, enabled Council to assess expectations and downfalls as experienced by the public. The returned surveys showed that Council is performing above average with all services.

The 2021-2022 financial year wrapped up with the payout of the loans Council had with the Queensland Treasury Corporation. This finalised the loans for the Blackall Saleyards and Tambo Bore and has put Council in a debt free position.

**D A Howard**  
**Chief Executive Officer**



**Community Financial Report** (section 184 Local Government Regulation 2012)

The total income received for the year is \$41.1M while total expenditure is \$35.5M giving a surplus of \$5.6M

Rates, levies, and charges received are \$5.0M the same amount as for the previous year. This is due to write offs in the current year.

Grants, subsidies, contributions, and donations are \$19.7M compared to \$17.1M for the previous year.

Fees and charges are \$2.1M compared to \$2.0M for the previous year.

Sales revenue including recoverable road work contracts with the Department of Transport and Main Roads is \$13.6M up from \$11.6M last year.

The Federal Government funded \$1.75M for the heavy bypass road to the Blackall saleyards, \$588,000 to pave and seal the Tambo dump road and the industrial estate roads, \$109,000 being 50% funding towards the Blackall airport fence replacement project, and \$808,300 through the roads to recovery program for the pave and seal of Ravensbourne Road and Frames Lane. The Tambo Dam Lights project funded through the Federal Drought Communities Program will be completed in 2022/2023.

The State Government funded \$1.08M through the Work for Queensland program for upgrades to existing water infrastructure and relining existing sewerage pipes. These projects are to be completed by 30 June 2024.

The State Government funded \$70,000 for the Tambo Shade Structure and Disability Chair, and \$240,000 through the LGGSP program for emergency signs on the entrances to all rural properties,

In 2021 the State government announced a further round of the Building our Regions program and provided funding of \$454,900 for the Tambo Trucking Museum which is due for completion in 2022-2023.

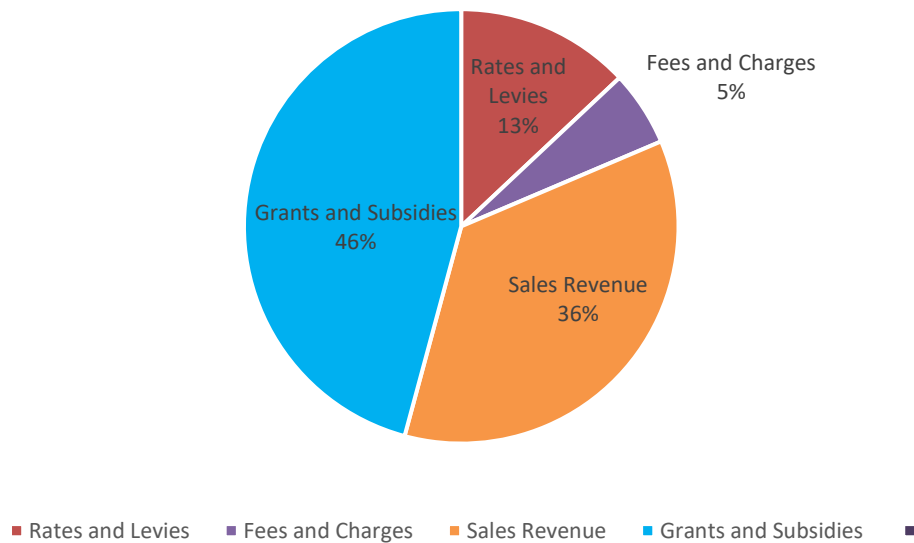
Projects Council has funded include the Tambo depot fence, Tambo sprinkler system, Coolibah Village footpath, and the beautification of Banks Park

Council continues to seek external funds as well as tendering for external roadwork contracts to supplement local funds. Works currently being undertaken by Council under contract to the Department of Transport and Main Roads include the widening of the Blackall-Jericho Road, replacement of the Tambo Barcoo River Bridge, and the re-sheeting of Springsure Road.

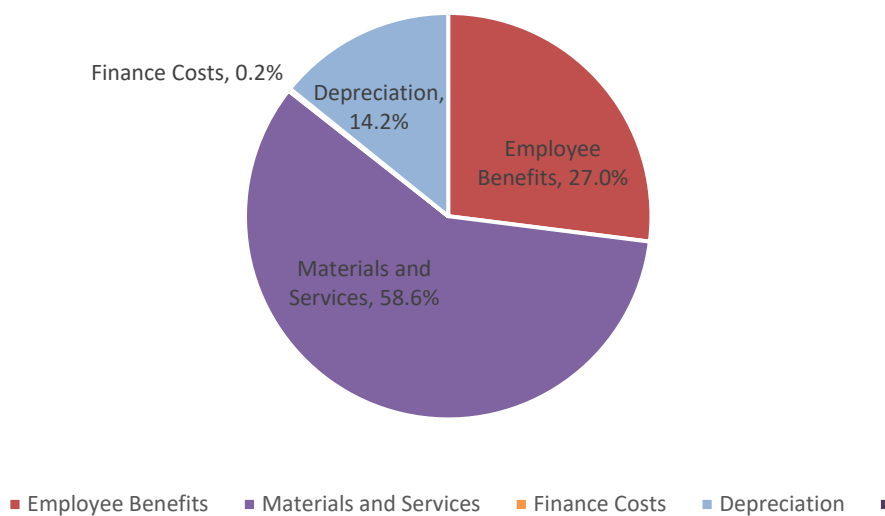
The council road network continues to be maintained through funding from the Financial Assistance Grant, TIDS, DTMR, LRCI, HVSPP, RRUP and the Roads to Recovery program. Council has funded \$1.8M (net) for the replacement and renewal of plant. Water and sewerage infrastructure assets are maintained and renewed to meet service delivery demands.

The increases in fees and charges reflects the movement in the consumer price index where applicable.

### Recurrent Revenue 2021/2022



### Recurrent Expenditure 2021/2022



Recurrent expenses total \$34.6M; employee costs have reduced from \$9.4M to \$9.3M, materials and services have increased to \$20.3M from \$17.5M due to the increase in roadwork activity; depreciation at \$4.9M remains the same as for the previous year, the finance cost of \$66,307 has gone down from \$156,302 in the previous year due to the repayment in full of all Council Debt. Employee costs include staff and related employee expenses while materials and services include such items as general operating costs to maintain and operate services to the region.

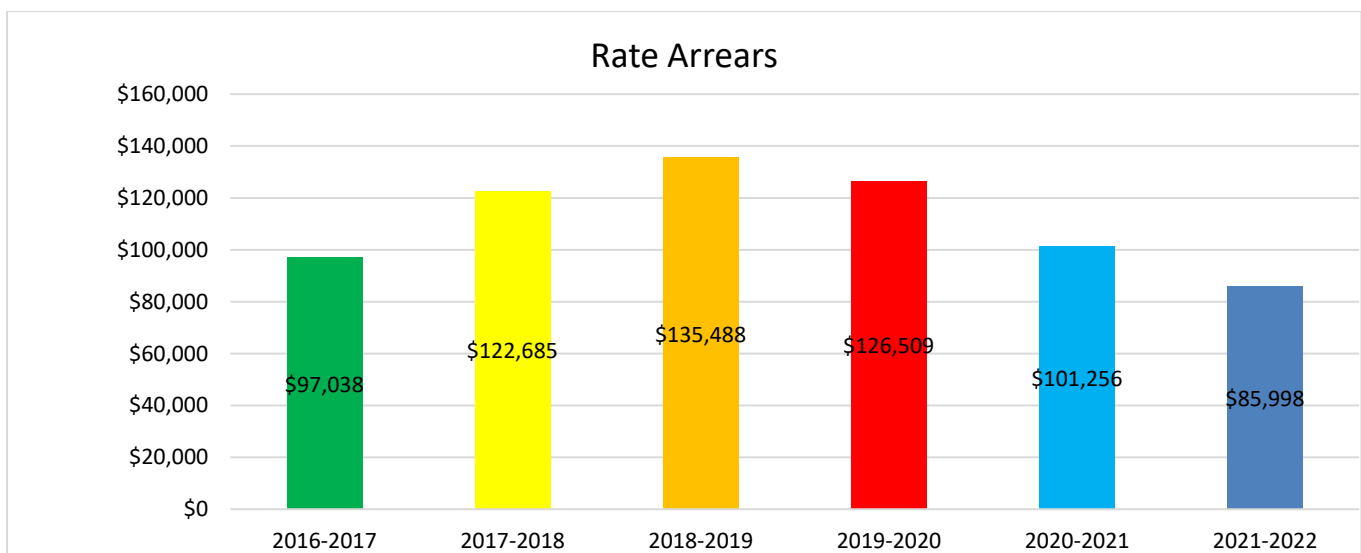
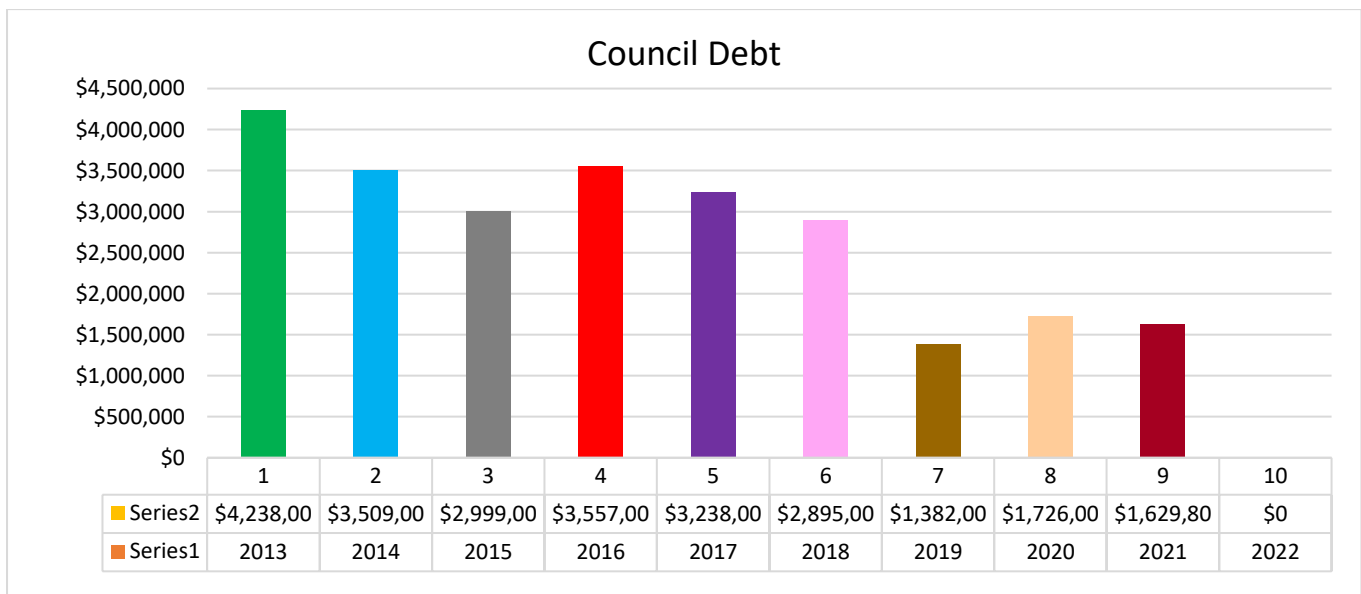
Council's Enterprise Bargaining Agreement 2021–2024 was signed off by the Queensland Industrial Commission on 22 February 2022. This agreement will expire 30 June 2024.



***Blackall Saleyards Canteen  
Extension***

Council's policy on the valuation of non-current assets requires indexation to take place on categories where there is movement in the relevant indexes greater than 5%. All categories of non-current assets were indexed in the 2021/2022 financial year. While depreciation is a non-cash item, it is used as a guide to help Council retain enough funds to meet the costs of future asset renewals.

Borrowing of funds is used for long term assets to reduce inter-generational inequity and is applicable for new assets and the major upgrade of existing assets. Council repaid all debt prior to the 30 June 2022 and is accordingly debt free.



**Resolutions** (section 185 Local Government Regulation 2012)

Council reviewed both policies referred to in sections 250(1) and 206(2) of the Local Government Regulations 2012 during the 2021-2022 financial year. The policies referred to are the expense reimbursement policy and the asset and services management strategy. Council adopted both policies on 15 June 2022.

**Councillors** (section 186 Local Government Regulation 2012)**(i) Remuneration schedule**

The Local Government Remuneration and Discipline Tribunal sets the maximum levels of remuneration that can be paid to Councillors annually.

Position	Annual Remuneration*	Meeting Allowance**	Total Allowance
Mayor Allowance	\$108,222.00	Nil	\$108,222.00
Deputy Mayor Allowance	\$62,435.04	Nil	\$62,435.04
Councillor Allowance	\$36,073.32	\$18,036.72	\$54,110.04

\* The allowance is paid in twelve equal instalments at the end of each calendar month.

\*\* One twelfth of the meeting allowance is paid for each monthly meeting attended.

**(ii) Councillor remuneration and meeting attendance – 1 July 2021 to 30 June 2022**

Councillor	General Meeting Attendance	Special Meeting Attendance	Remuneration	Superannuation Expenses Incurred	Total Remuneration
Cr A Martin	12	1	\$108,222.00	—	\$108,222.00
Cr L Russell	12	1	\$62,435.04	—	\$62,435.04
Cr G Schluter	12	1	\$54,110.04	—	\$54,110.04
Cr B Johnstone	11	1	\$52,606.98	—	\$52,606.98
Cr P Pullos	10	1	\$51,103.92	—	\$51,103.92
Cr J Scobie	12	1	\$54,110.04	—	\$54,110.04
Cr D Hardie	12	1	\$54,110.04	—	\$54,110.04



*Barcoo River Bridge - Tambo*

(iii) **Conduct and performance of Councillors** (section 186 (d), (e), (f) Local Government Regulation 2012)

Section	Details	Number
186(1)(d)(i)	Total number of orders made under section 150I(2) of the Act	0
186(1)(d)(ii)	Total number of orders made under section 150AH(1) of the Act	0
186(1)(d)(iii)	Total number of decisions, orders and recommendations made under section 150AR(1) of the Act	0
186(1)(e)(i)(ii) (iii)	The name of each Councillor for whom a decision, order or recommendation was made under section 150I(2), section 150AH(1) or section 150AR(1) of the Act, a description of unsuitable meeting conduct, inappropriate conduct or misconduct engaged in by each Councillor, and a summary of the decision, order or recommendation made for each Councillor.	0
186(1)(f)(i)	Complaints referred to the assessor under section 150 P(2)(a) of the Act – government entity must refer complaint to the assessor	0
186(1)(f)(ii)	Matters, mentioned in section 150 P (3) of the Act, notified to the Crime and Corruption Commission	0
186(1)(f)(iii)	Notices given under section 150 R (2) of the Act – local government. official must give the assessor a notice about councillor's conduct	0

186(1)(f)(iv)	Notices given under section 150 S (2)(a) of the Act – inappropriate conduct on 3 occasions during a period of 1 year	0
186(1)(f)(v)	Decisions made under section 150 W(a)(b)(c) of the Act – assessors action after investigating conduct of a councillor	4
186(1)(f)(vi)	Referral notices accompanied by a recommendation mentioned in section 150 AC(3)(a) of the Act – referral by assessor to council	0
186(1)(f)(vii)	Occasion's information was given under section 150 AF(4)(a) of the Act. – information provided to the assessor while investigating	0
186(1)(f)(viii)	Occasions the Council asked another entity to investigate the suspected inappropriate conduct of a councillor	0
186(1)(f)(ix)	Applications heard by the conduct tribunal about the alleged misconduct of a councillor	0

### **Administrative complaints** (section 187 Local Government Regulation 2012)

Council has adopted a policy “General Complaints (Administrative Actions) Policy” and a “General Complaints (Administrative Actions) Procedure”.

The procedure is broken down into three stages:

- (i) Complaints are initially managed and resolved by the CEO. The CEO can refer a complaint to a head of department (HOD).
- (ii) Unresolved complaints are referred to council for review and response.
- (iii) People who are not happy with the way council has handled their complaint can contact the Queensland Ombudsman for help.

It is the Council's intent to provide a level of customer service that does not attract complaints, but acknowledges the rights of persons to provide feedback, both positive and negative, on its services and / or to lodge a complaint about a decision or other action Council takes.

The complaints process has been instituted to ensure that, to the greatest practical extent, any complaint is dealt with fairly, promptly, professionally, in confidence subject to any legal requirement, and in a manner respectful to both parties.

Administrative complaints made during the 2021/2022 financial year.	Two
Number of complaints resolved under the complaint's management process.	Two
Number of complaints not resolved under the complaint's management process	Nil

**Human Rights** (Section 97 Human Rights Act 2019)

During the financial year 2021/2022 Council did not receive any complaints from the Queensland Human Rights Commission where a response was required.

**Overseas travel** (section 188 Local Government Regulation 2012)

No overseas travel was undertaken during the financial year.

**Grant Expenditure to Community Groups** (section 189 Local Government Regulation 2012)

In accordance with section 189 of the *Local Government Regulation 2012*, the following information is provided concerning expenditure on grants to community organisations. The Council does not operate a discretionary fund.

Description	Amount
Expenditure on grants and sponsorships to community organisations	\$87,216
In-kind support to community organisations	\$40,970
Total	\$128,186

**Other Contents** (section 190 Local Government Regulation 2012)**Corporate and operational plans**

Council adopted its Corporate Plan for 2020 to 2025 on 16 December 2020 to guide Council's decision making. This document establishes the framework and identifies goals, objectives, and strategies to be pursued by Council to meet the aspirations and needs of the community. The plan is developed in consultation with the community and can be revised at any time during the life of the plan to ensure council is following its strategic direction.

The Operational Plan is prepared annually and outlines Council's work program for the next financial year including costs and completion timelines. This document is subject to quarterly reviews and must be consistent with the Council's Corporate Plan.

In accordance with legislative requirements, Council reviewed the operational plan each quarter and considered the assessment of its progress in the implementation of the operational plan as being on target. Council receives a written assessment of the implementation of the operational plan at the end of each quarter.

**Registers and public documents**

<b>Item</b>	<b>Description</b>	<b>Access</b>
Register of personal interests of Councillors	To record certain financial and other personal interests of Councillors.	Councillor's interests are available on Council's website.
Register of personal interest of Chief Executive Officer and other specified employees	To record certain financial and other personal interests of the Chief Executive Officer and certain other employees.	Available only to Councillors, the Chief Executive Officer or a person permitted by law.
Register of Delegations of Authority by Council.	To record all powers delegated by the Local Government or the Chief Executive Officer's delegated powers.	Available on Council's website.
Register of Local Laws	To record all local laws set by Council.	Available on Council's website.
Register of Policies	To record the current policies as set by Council.	Available on Council's website.
Register of Legal Documents	To hold a record of all legal documents.	Available to any person.
Register of Fees and Charges	To record all fees and charges levied by Council.	Available on Council's website.
Cemetery Register	To record all burial sites.	Available to any person.
Operational Plan	To document the goals and strategies set by Council for the period specified in each plan.	Available on Council's website.
Annual Report	To document the financial position and report on attainment of goals specified in the Corporate Plan and Operational Plan.	Available on Council's website.

**Concessions for rates and charges granted by Council**

- (i) A 15 % discount on general rates if paid by the due dates.
- (ii) Eligible pensioners in receipt of a full pension and having a State Government Concession Card receive a Council pensioner rate remission up to a maximum of \$340.00 per annum.
- (iii) Council also provides administrative support to the State Government Pensioner Rate Subsidy Scheme.
- (iv) Council considers requests from Community organizations for the waiver of fees for the use of community facilities.

**Internal Audit**

During 2021/2022 the Audit and Risk Management Committee met five times to:



- (i) review internal audit reports on property plant and equipment, information technology systems, grants administration,
- (ii) review draft annual financial statements 30 June 2021, and position papers
- (iii) review audited 30 June 2021 annual financial statements and the closing auditor's report.
- (iv) review external and internal audit plans for 2021/2022
- (v) review fraud control and risk management documents

### **Competitive Neutrality**

Council has not been required to issue any investigation notices in the financial year under section 49 of the competitive neutrality complaints procedures.

Council has not been required to respond to any Queensland Competition Authority recommendations as per section 52 (3).

### **Beneficial Enterprises and business activities**

There were no significant business activities during the financial year ended 30 June 2022

There was no commercialisation, or full cost pricing of a significant business activity in the financial year ended 30 June 2022

### **Senior staff remuneration** (Local Government Act 2009 section 201)

Total of all remuneration packages payable to senior management \$928,885

Two (2) senior contract employees with a total remuneration package in the range of \$200,000 - \$300,000

Three (3) senior contract employees with a total remuneration package in the range of \$100,000 - \$200,000

### **Public Service Ethics 1994** (section 23)

Council has implemented the code of conduct and undertaken regular education, training, and review of procedures.

The Employee Code of Conduct was amended and adopted by Council on the 20 February 2019.



*Ravensbourne Road Pave and Seal*

# Blackall-Tambo Regional Council

## Financial Statements

**For the year ended 30 June 2022**

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Statement of Comprehensive Income

Statement of Financial Position

Statement of Changes in Equity

Statement of Cash Flows

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Management Certificate

Independent Auditor's Report

Current Year Financial Sustainability Statement

Certificate of Accuracy - for the Current Year Financial Sustainability Statement

Independent Auditor's Report (Current Year Financial Sustainability Statement)

Unaudited Long Term Financial Sustainability Statement

Certificate of Accuracy - for the Long Term Financial Sustainability Statement

**Blackall-Tambo Regional Council**  
**Statement of Comprehensive Income**  
**For the year ended 30 June 2022**

	<b>Note</b>	<b>2022</b> <b>\$</b>	<b>2021</b> <b>\$</b>
<b>Income</b>			
<b>Recurrent revenue</b>			
Rates, levies and charges	3(a)	4,970,597	4,994,806
Fees and charges	3(b)	2,138,624	2,012,813
Sales revenue	3(c)	13,627,910	11,551,193
Grants, subsidies, contributions and donations	3(d)	17,504,194	12,906,529
<b>Total recurrent revenue</b>		<b>38,241,325</b>	<b>31,465,341</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	3(d)	2,173,444	4,200,011
<b>Total capital revenue</b>		<b>2,173,444</b>	<b>4,200,011</b>
Rental income	15	159,603	171,080
Interest received	4	101,481	138,963
Other income		387,375	254,995
<b>Total income</b>		<b>41,063,228</b>	<b>36,230,390</b>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits	6	(9,344,612)	(9,414,076)
Materials and services	7	(20,302,218)	(17,495,304)
Finance costs	8	(66,307)	(156,302)
Depreciation of property plant and equipment	12	(4,903,851)	(4,882,100)
Amortisation of intangible assets	13	(11,397)	(11,396)
		<b>(34,628,385)</b>	<b>(31,959,178)</b>
<b>Capital expenses</b>	5	<b>(863,776)</b>	<b>(1,214,292)</b>
<b>Total expenses</b>		<b>(35,492,161)</b>	<b>(33,173,470)</b>
<b>Net result</b>		<b>5,571,067</b>	<b>3,056,920</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to net result</b>			
Increase in asset revaluation surplus	19	11,495,211	76,079
<b>Total other comprehensive income for the year</b>		<b>11,495,211</b>	<b>76,079</b>
<b>Total comprehensive income for the year</b>		<b>17,066,278</b>	<b>3,132,999</b>

*The above statement should be read in conjunction with the accompanying notes and accounting policies.*

**Blackall-Tambo Regional Council**  
**Statement of Financial Position**  
**As at 30 June 2022**

		<b>2022</b>	<b>2021</b>
	<b>Note</b>	<b>\$</b>	<b>\$</b>
<b>Current assets</b>			
Cash and cash equivalents	9	26,574,055	23,182,204
Trade and other receivables	10	295,216	822,301
Other assets	11	31,390	119,376
Inventories		282,937	167,491
<b>Total current assets</b>		<b>27,183,598</b>	<b>24,291,372</b>
<b>Non-current assets</b>			
Property, plant and equipment	12	288,627,487	277,833,732
Intangible assets	13	168,764	180,161
<b>Total non-current assets</b>		<b>288,796,251</b>	<b>278,013,893</b>
<b>Total assets</b>		<b>315,979,849</b>	<b>302,305,265</b>
<b>Current liabilities</b>			
Contract liabilities	14	2,088,151	3,753,923
Trade and other payables	16	1,594,759	1,639,517
Borrowings	17	-	98,916
Provisions	18	2,450,722	2,400,897
<b>Total current liabilities</b>		<b>6,133,632</b>	<b>7,893,253</b>
<b>Non-current liabilities</b>			
Borrowings	17	-	1,530,943
Provisions	18	398,196	499,326
<b>Total non-current liabilities</b>		<b>398,196</b>	<b>2,030,269</b>
<b>Total liabilities</b>		<b>6,531,828</b>	<b>9,923,522</b>
<b>Net community assets</b>		<b>309,448,021</b>	<b>292,381,743</b>
<b>Community equity</b>			
Shire capital			
Asset revaluation surplus	19	188,467,406	176,972,195
Retained surplus		120,980,615	115,409,548
<b>Total community equity</b>		<b>309,448,021</b>	<b>292,381,743</b>

*The above statement should be read in conjunction with the accompanying notes and accounting policies.*

**Blackall-Tambo Regional Council**  
**Statement of Changes in Equity**  
**For the year ended 30 June 2022**

	<b>Note</b>	<b>Asset revaluation surplus 19 \$</b>	<b>Retained surplus \$</b>	<b>Total \$</b>
<b>Balance as at 1 July 2021</b>		176,972,195	115,409,548	292,381,743
<b>Net result</b>		-	5,571,067	5,571,067
Other comprehensive income for the year				
Increase in asset revaluation surplus		11,495,211	-	11,495,211
<b>Total comprehensive income for the year</b>		<u>11,495,211</u>	<u>5,571,067</u>	<u>17,066,278</u>
<b>Balance as at 30 June 2022</b>		<u>188,467,406</u>	<u>120,980,615</u>	<u>309,448,021</u>
 <b>Balance as at 1 July 2020</b>		 176,896,116	 112,352,628	 289,248,744
<b>Net result</b>		-	3,056,920	3,056,920
Other comprehensive income for the year				
Increase in asset revaluation surplus		76,079	-	76,079
<b>Total comprehensive income for the year</b>		<u>76,079</u>	<u>3,056,920</u>	<u>3,132,999</u>
<b>Balance as at 30 June 2021</b>		<u>176,972,195</u>	<u>115,409,548</u>	<u>292,381,743</u>

*The above statement should be read in conjunction with the accompanying notes and accounting policies.*

**Blackall-Tambo Regional Council**  
**Statement of Cash Flows**  
**For the year ended 30 June 2022**

	<b>Note</b>	<b>2022</b>	<b>2021</b>
		<b>\$</b>	<b>\$</b>
<b>Cash flows from operating activities</b>			
Receipts from customers		24,249,112	22,734,438
Payments to suppliers and employees		(32,264,132)	(28,739,806)
		(8,015,020)	(6,005,368)
Interest received		101,481	138,963
Rental income		159,603	171,080
Non capital grants and contributions		14,739,850	13,502,998
Borrowing costs		(47,890)	(52,221)
<b>Net cash inflow from operating activities</b>	<b>23</b>	<b>6,938,024</b>	<b>7,755,452</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(5,694,202)	(6,557,751)
Proceeds from sale of property plant and equipment		505,871	749,318
Capital grants, subsidies, contributions and donations		3,272,017	4,163,667
<b>Net cash outflow from investing activities</b>		<b>(1,916,314)</b>	<b>(1,644,766)</b>
<b>Cash flows from financing activities</b>			
Repayment of borrowings		(1,629,859)	(96,391)
<b>Net cash outflow from financing activities</b>		<b>(1,629,859)</b>	<b>(96,391)</b>
<b>Net increase in cash held</b>		<b>3,391,851</b>	<b>6,014,295</b>
<b>Cash at beginning of the financial year</b>		<b>23,182,204</b>	<b>17,167,909</b>
<b>Cash at end of the financial year</b>	<b>9</b>	<b>26,574,055</b>	<b>23,182,204</b>

*The above statement should be read in conjunction with the accompanying notes and accounting policies.*

# Blackall-Tambo Regional Council

## Notes to the financial statements

### For the year ended 30 June 2022

#### 1 Information about these financial statements

##### 1.A Basis of preparation

Blackall-Tambo Regional Council is constituted under the *Queensland Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2021 to 30 June 2022. They are prepared in accordance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is a not-for profit entity for financial reporting purposes and these financial statements comply with Australian Accounting Standards and interpretations as applicable to not-for profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment.

##### 1.B New and revised Accounting Standards adopted during the year

In the current year Council adopted all standards which became mandatorily effective for the annual reporting periods beginning on 1 July 2021, none of the standards had a material impact on reported position, performance and cash flows.

##### 1.C Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2022, these standards have not been adopted by Council and will be included in the financial statements on their effective date. These standards are not expected to have a material impact.

##### 1.D Estimates and judgements

Council makes a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note.

Valuation of property, plant and equipment - Note 12  
Provisions - Note 18  
Contingent liabilities - Note 21  
Financial instruments and financial risk management - Note 26  
Revenue recognition - Note 3

##### 1.E National competition policy

Council has reviewed its activities to identify its business activities. Council has resolved not to apply the code of competitive conduct to any of its prescribed activities.

##### 1.F Rounding and comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1, unless otherwise stated. Comparative information is prepared on the same basis as prior year.

##### 1.G Volunteer services

Council's dependence on volunteer services is not material and is not recognised in the Statement of Comprehensive Income.

##### 1.H Taxation

Council is exempt from income tax, however Council is subject to Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 1 Information about these financial statements (continued)**

**1.1 COVID-19**

Council has assessed the impact of the COVID-19 pandemic on its financial statements for the current year and further impacts are expected to continue into 2022-23.

Council undertook a number of key actions during the current year in response to the COVID-19 pandemic which included the following:

- Increased frequency in cleaning of Council and public facilities.
- Diverted additional resources towards implementing pandemic management strategies in association with health and enforcement authorities. Key measures included implementation of social distancing measures in work spaces and public spaces under Council's control and promotion of good hygiene practices.
- A small number of operations had reduced hours / capacity in facilities during the year to comply with directives from lead agencies.

The impact of these measures are not material to the 2021-22 financial statements of Council and is not expected to be material for the 2022-23 financial year.



**Blackall-Tambo Regional Council  
Notes to the financial statements  
For the year ended 30 June 2022**

**2 Analysis of results by function**

**2(a) Components of Council functions**

The activities relating to the Council's components reported on in Note 2(b) are as follows:

**Corporate Services**

The corporate services function includes corporate governance and financial administration of Council.

The objective of corporate governance is for Council to be accountable and transparent in delivering value for money community outcomes. This function includes strategic and operational planning, risk management, legal and administrative support. This comprises the support functions for the Mayor and Councillors, Council and committee meetings and statutory requirements.

Finance and information provides professional finance and information services across Council. This function includes internal audit, budget support, financial accounting and information technology services. The objective of this function is to provide reliable information in a timely manner to support decision making and meet statutory obligations.

**Community services**

The goal of the community services function is to provide effective social, recreational and health services. The function includes libraries, community buildings, recreation venues, social support, care and disability services.

**Planning and development**

This function manages building and development approvals in the shire. The goal of this function is to ensure compliance with building standards and sustainable development practices. Council's planning scheme aims to service development through trunk infrastructure planning.

**Transport infrastructure**

This function includes construction and maintenance of Council and State government controlled roads, town streets, stormwater drainage, footpaths and aerodromes. The goal of the transport function is to provide a transport network that is accessible and safe for public use.

**Waste management**

The waste management function provides refuse collection and disposal services. The goal of the waste management program is to manage waste in a way that protects the community and the environment.

**Water infrastructure**

The water services function attends to the maintenance of water supply infrastructure with the goal of delivering sustainable water services that meet health standards and minimise waste.

**Sewerage infrastructure**

The sewerage services function attends to the maintenance of sewerage infrastructure with the goal of delivering a reliable sewerage network that is environmentally friendly.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 2 Analysis of results by function (continued)**

**(b) Income and expenses defined between recurring and capital are attributed to the following functions:**

**Year Ended 30 June 2022**

Functions	Gross program income				Total income	Gross program expenses		Total expenses	Net result from recurring operations	Net Result	Assets
	Recurring		Capital			Recurring	Capital				
	Grants	Other	Grants	Other							
	2022	2022	2022	2022							
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate services	4,581,622	5,612,418	48,000	-	10,242,040	(6,508,300)	(152,259)	(6,660,559)	3,685,740	3,581,481	51,983,731
Community services	1,349,581	309,328	651,280	-	2,310,189	(4,646,834)	-	(4,646,834)	(2,987,925)	(2,336,645)	35,283,000
Planning & development	-	45,093	-	-	45,093	(72,736)	-	(72,736)	(27,643)	(27,643)	-
Transport infrastructure	11,565,889	13,509,914	1,444,629	-	26,520,432	(22,311,427)	(711,517)	(23,022,944)	2,764,376	3,497,488	201,964,654
Waste management	-	327,455	-	-	327,455	(218,464)	-	(218,464)	108,991	108,991	533,321
Water infrastructure	7,102	867,532	29,535	-	904,169	(503,809)	-	(503,809)	370,825	400,360	11,005,584
Sewerage infrastructure	-	713,850	-	-	713,850	(366,815)	-	(366,815)	347,035	347,035	15,209,559
Total Council	17,504,194	21,385,590	2,173,444	-	41,063,228	(34,628,385)	(863,776)	(35,492,161)	4,261,399	5,571,067	315,979,849

**Year Ended 30 June 2021**

Functions	Gross program income				Total income	Gross program expenses		Total expenses	Net result from recurring operations	Net Result	Assets
	Recurring		Capital			Recurring	Capital				
	Grants	Other	Grants	Other							
	2021	2021	2021	2021							
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate services	3,272,916	5,479,628	614,112	40,596	9,407,252	(6,926,113)	(424,759)	(7,350,872)	1,826,431	2,056,380	47,120,493
Community services	1,084,861	366,688	915,893	-	2,367,442	(4,954,529)	-	(4,954,529)	(3,502,980)	(2,587,087)	33,951,028
Planning & development	-	24,848	-	-	24,848	(88,099)	-	(88,099)	(63,251)	(63,251)	-
Transport infrastructure	8,548,752	11,364,964	2,153,290	-	22,067,006	(18,958,315)	(633,281)	(19,591,596)	955,401	2,475,410	195,755,868
Waste management	-	319,531	-	-	319,531	(238,037)	-	(238,037)	81,494	81,494	554,343
Water infrastructure	-	841,411	150,686	-	992,097	(456,176)	(100,151)	(556,327)	385,235	435,770	10,468,284
Sewerage infrastructure	-	726,780	325,434	-	1,052,214	(337,909)	(56,101)	(394,010)	388,871	658,204	14,455,249
Total Council	12,906,529	19,123,850	4,159,415	40,596	36,230,390	(31,959,178)	(1,214,292)	(33,173,470)	71,201	3,056,920	302,305,265

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**3 Revenue**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>(a) Rates, levies and charges</b>		
General rates	3,703,104	3,695,655
Water	826,685	835,051
Sewerage	710,528	721,375
Garbage charges	304,622	316,272
Total rates and utility charge revenue	5,544,939	5,568,353
Less: Discounts	(519,984)	(517,737)
Less: Pensioner remissions	(54,358)	(55,810)
	<u>4,970,597</u>	<u>4,994,806</u>

Rates, levies and charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

**(b) Fees and charges**

Saleyard fees	1,606,401	1,579,717
Building and development fees	45,094	24,848
Agistment/Town common fees	73,902	56,899
Childcare fees	48,030	51,418
Cemetery/Funeral fees	70,285	87,231
Licences and registrations	7,163	7,150
Commissions	59,474	61,896
Hire of community facilities	12,525	5,979
Airport landing fees	101,729	49,340
Other fees and charges	114,021	88,335
	<u>2,138,624</u>	<u>2,012,813</u>

Revenue arising from fees and charges is recognised at a point in time when the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example camping permits. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

**(c) Sales revenue**

**Rendering of services**

Contract and recoverable works	13,532,423	11,310,561
Private works	55,826	199,595
	<u>13,588,249</u>	<u>11,510,156</u>

**Sale of goods**

Visitor Information Centre	39,661	41,037
	<u>39,661</u>	<u>41,037</u>
Total sales revenue	<u>13,627,910</u>	<u>11,551,193</u>

Sale of goods revenue is recognised at a point in time when the customer obtains control of the goods, generally at delivery. Revenue from services is recognised when the service is rendered.

Council generates revenue from a number of services including child care and contracts for road and earthworks. Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included as a liability and is recognised as revenue in the period when the service is performed.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 3 Revenue (continued)**

**(d) Grants, subsidies, contributions and donations**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>(i) Operating</b>		
General purpose grants	5,969,466	4,138,268
State government subsidies and grants	638,705	583,947
Flood restoration funding	9,956,967	7,392,119
Commonwealth government subsidies and grants	939,056	792,150
Donations	-	45
	<u>17,504,194</u>	<u>12,906,529</u>
<b>(ii) Capital</b>		
State government subsidies and grants	1,289,938	1,429,699
Commonwealth government subsidies and grants	883,506	2,729,716
Other capital contributions	-	40,596
	<u>2,173,444</u>	<u>4,200,011</u>

Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets.

**(iii) Timing of revenue recognition for grants, subsidies, contributions and donations**

**Revenue recognised at a point in time**

Grants and subsidies	8,357,573	6,744,885
Donations	-	45
Contributions	-	40,596
	<u>8,357,573</u>	<u>6,785,526</u>

**Revenue recognised over time**

Grants and subsidies	11,320,065	10,321,014
	<u>11,320,065</u>	<u>10,321,014</u>

**Grant income under AASB 15**

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligation is satisfied.

Performance obligations vary in each agreement, examples include provision of allied health service and targeted children's learning program. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract. Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

**Grant income under AASB 1058**

Where Council receives an asset for significantly below fair value, the asset is recognised at fair value, related liability (or equity items) are recorded and income then is recognised for any remaining asset value at the time the asset is received.

**Capital grants**

Where Council receives funding under an enforceable contract to acquire or construct a specified item of property, plant and equipment which will be under Council's control on completion, revenue is recognised as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred.

**Donations and contributions**

Where assets are donated or purchased by Council for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council. Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**4 Interest income**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Interest received</b>		
Interest received from term deposits	25,230	53,871
Interest received from financial institutions*	65,611	62,062
Interest from overdue rates and utility charges	10,640	23,030
	<u>101,481</u>	<u>138,963</u>

Interest received from bank and term deposits is accrued over the term of the investment.

\* - Interest received from financial institutions includes interest from Queensland Treasury Corporation Cash Fund account.

**5 Capital expenses**

**Loss on disposal of non-current assets**

Proceeds from the sale of property, plant and equipment	428,711	570,991
Less: Book value of property, plant and equipment disposed of	<u>(575,192)</u>	<u>(565,448)</u>
	<u>(146,481)</u>	<u>5,543</u>
 Proceeds from sale of land and improvements	 77,160	 178,327
Less: Book value of disposed land	<u>(82,938)</u>	<u>(200,000)</u>
	<u>(5,778)</u>	<u>(21,673)</u>
 Write off of infrastructure and building assets	 <u>(711,517)</u>	 <u>(1,198,162)</u>
	<u>(711,517)</u>	<u>(1,198,162)</u>
Total capital expenses	<u>(863,776)</u>	<u>(1,214,292)</u>

**6 Employee benefits**

Total staff wages and salaries	6,788,707	6,903,230
Councillors' remuneration	436,698	438,201
Annual, sick and long service leave entitlements	1,247,433	1,264,841
Superannuation	858,613	862,397
	<u>9,331,451</u>	<u>9,468,669</u>
Other employee related expenses	<u>284,747</u>	<u>271,375</u>
	9,616,198	9,740,044
Less: Capitalised employee expenses	<u>(271,586)</u>	<u>(325,968)</u>
	<u>9,344,612</u>	<u>9,414,076</u>

Employee benefit expenses are recorded when the service has been provided by the employee.

Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties.

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Total Council employees at the reporting date:		
Elected members	<u>7</u>	<u>7</u>
Administration staff	35	34
Depot and outdoors staff	66	73
Total full time equivalent employees	<u>108</u>	<u>114</u>

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**7 Materials and services**

	2022 \$	2021 \$
Administration	895,615	918,243
Audit of annual financial statements by the Auditor-General of Queensland*	84,000	150,272
Community health programs	402,427	408,834
Parks, gardens & reserves	568,661	589,666
Pandemic management	62,623	80,015
Pest management	201,168	190,749
QRA Flood damage repairs	9,424,213	6,952,181
Rentals - operating leases	13,922	13,922
Recoverable road contracts	7,083,992	6,895,488
Road maintenance	483,305	237,754
Saleyards	617,087	653,168
Waste services	115,792	142,678
Water and sewerage	265,024	231,562
Other materials and services	84,389	30,772
	<u>20,302,218</u>	<u>17,495,304</u>

Expenses are recorded on an accruals basis as Council receives the goods or services.

\* - Total audit fees quoted by the Queensland Audit Office relating to the 2021-22 financial statements are \$84,000 (2021: \$80,900). The 2021 expensed audit fee of \$150,272 included \$80,900 accrued fee for 2020-21 year and \$69,372 being the audit fee expensed for the 2019-20 year not accrued in the previous financial year.

**8 Finance costs**

Finance costs charged by the Queensland Treasury Corporation	47,890	52,221
Bank charges	11,178	11,355
Impairment of receivables	(500)	85,130
Unwinding of discount on landfill restoration provision	7,739	7,596
	<u>66,307</u>	<u>156,302</u>

**9 Cash and cash equivalents**

Cash at bank and on hand	5,574,055	6,182,204
Deposits at call	16,000,000	12,000,000
Term deposits	5,000,000	5,000,000
Balance per Statement of Financial Position	<u>26,574,055</u>	<u>23,182,204</u>
Less bank overdraft	-	-
Balance per Statement of Cash Flows	<u>26,574,055</u>	<u>23,182,204</u>

Cash and cash equivalents in the statement of cash flows include cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Council is exposed to credit risk through its investments in the QTC Cash Fund. The QTC Cash Fund is an asset management portfolio investing in a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. All investments are required to have a minimum credit rating of "A-", the likelihood of the counterparty not having capacity to meet its financial commitments is low.

Cash and cash equivalents	26,574,055	23,182,204
Less: Externally imposed restrictions on cash	(i) <u>(2,088,151)</u>	<u>(3,753,923)</u>
Unrestricted cash	<u>24,485,904</u>	<u>19,428,281</u>

Council's cash and cash equivalents are subject to a number of external restrictions that limit the amount that is available for discretionary or future use. These include:

**(i) Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:**

Unspent government grants and subsidies	2,088,151	3,753,923
Total externally imposed restrictions on cash assets	<u>2,088,151</u>	<u>3,753,923</u>

Council did not have internal allocations of cash at the reporting date.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 9 Cash and cash equivalents (continued)**

	2022 \$	2021 \$
<b>Trust funds held for outside parties</b>		
Monies collected or held on behalf of other entities yet to be paid out	98,296	90,999
Security deposits	28,170	23,970
	<u>126,466</u>	<u>114,969</u>

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, a separate bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account on behalf of outside parties include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance, refundable bond monies for venue and equipment hire and funds held in trust for inactive non profit community clubs. Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements since Council has no control over the assets.

**10 Trade and other receivables**

**Current**

Rateable revenue and utility charges	85,998	210,267
Other debtors	209,761	613,078
Less: loss allowance	(543)	(1,044)
	<u>295,216</u>	<u>822,301</u>

Receivables are amounts owed to Council at year end and are recognised at the amount due at the time of sale or service delivery. Settlement of receivables is required within 30 days after the invoice is issued.

Receivables are measured at amortised cost which approximates fair value at reporting date. Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is required within 30 days from invoice date.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

Council applies normal business credit protection procedures prior to providing goods or services to minimise credit risk.

The Council does not require collateral in respect of trade and other receivables.

**Accounting policies - Grouping**

When Council has no reasonable expectation of recovering an amount owed by a debtor, and has ceased enforcement activity, the debt is written-off by directly reducing the receivable against the loss allowance. If the amount of debt written off exceeds the loss allowance, the excess is recognised as an impairment loss.

Accounting for impairment losses is dependent upon the individual group of receivables subject to impairment. The loss allowance for grouped receivables reflects lifetime expected credit losses and incorporates reasonable and supportable forward-looking information. Economic changes impacting debtors, and relevant industry data form part of the impairment assessment.

Council has identified 2 distinctive groupings of its receivables: Rates & Charges and Other Debtors.

**Rates and Charges:** Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts and therefore the expected credit loss is immaterial. Impairment of rates and charges will occur only if arrears are deemed to be greater than the proceeds Council would receive from the sale of the respective property.

**Other Debtors:** Council identifies other debtors as receivables which are not rates and charges, statutory charges or grants. Council has applied a simplified approach for trade receivables and the loss allowance is measured at an amount equal to lifetime expected credit losses.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 10 Trade and other receivables (continued)**

	2022 \$	2021 \$
Movement in accumulated impairment losses (other debtors) is as follows:		
Opening balance at 1 July	1,043	10,786
Additional impairments recognised (impaired debts written off or reversed)	(500)	(9,743)
Closing Balance at 30 June	<u>543</u>	<u>1,043</u>

The impairment loss relates to other debtors.

Interest is charged on outstanding rates at 8.03% per annum. No interest is charged on other debtors.

**11 Other assets**

Prepayments	31,390	119,376
	<u>31,390</u>	<u>119,376</u>

Prepayments include expenditures paid in advance for software licences, memberships and subscriptions.



**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**12 Property, plant and equipment**

**30 June 2022**

Basis of measurement

Fair value category

**Asset values**

Opening gross value as at 1 July 2021

Additions

- Renewals

- Other additions

Transfers between classes

Disposals

Revaluation adjustment

**Closing gross value as at 30 June 2022**

Note	Land and improvements	Buildings	Plant and equipment	Road, drainage and bridge network	Water	Sewerage	Work in progress (WIP)	Total
	Fair value	Fair value	Cost	Fair value	Fair value	Fair value	Cost	
	Level 2	Level 2 & 3		Level 3	Level 3	Level 3		
	\$	\$	\$	\$	\$	\$	\$	\$
	2,576,900	63,842,418	14,800,262	269,459,642	13,421,871	19,462,167	2,615,874	386,179,134
	-	-	2,244,004	-	-	-	2,711,089	4,955,093
	19,103	-	247,731	-	-	-	472,275	739,109
	-	578,970	-	1,930,297	-	-	(2,509,267)	-
5	(82,938)	(1,187,000)	(724,115)	(771,707)	-	-	-	(2,765,760)
19	-	4,571,304	-	9,204,856	927,451	1,282,557	-	15,986,168
	2,513,065	67,805,692	16,567,882	279,823,088	14,349,322	20,744,724	3,289,971	405,093,744

**Accumulated depreciation and impairment**

Opening gross value as at 1 July 2021

Depreciation expense

Depreciation on disposals

Revaluation adjustment

**Accumulated depreciation as at 30 June 2022**

	37,057	18,280,942	6,147,400	75,919,498	2,953,587	5,006,918	-	108,345,402
	21,021	1,239,150	906,523	2,358,766	174,032	204,359	-	4,903,851
5	-	(475,200)	(529,445)	(391,468)	-	-	-	(1,396,113)
19	-	1,388,443	-	2,665,132	216,119	343,423	-	4,613,117
	58,078	20,433,335	6,524,478	80,551,928	3,343,738	5,554,700	-	116,466,257

**Carrying amount as at 30 June 2022**

Range of estimated useful life in years

	2,454,987	47,372,357	10,043,404	199,271,160	11,005,584	15,190,024	3,289,971	288,627,487
	Land: Not depreciated. Improvements: 15 - 50	5 - 195	2 - 20	8 - 171	15 - 120	23 - 166	-	-

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 12 Property, plant and equipment (continued)**

**30 June 2021**

Note	Land and improvements	Buildings	Plant and equipment	Road, drainage and bridge network	Water	Sewerage	Work in progress (WIP)	Total
	Fair value	Fair value	Cost	Fair value	Fair value	Fair value	Cost	
	Level 2	Level 2 & 3		Level 3	Level 3	Level 3		
	\$	\$	\$	\$	\$	\$	\$	\$
	2,776,900	62,178,330	14,432,045	268,730,855	13,451,113	19,152,425	2,681,799	383,403,467
	-	-	1,905,540	-	-	-	3,674,371	5,579,911
	-	-	-	-	-	-	977,840	977,840
	-	2,303,434	-	1,846,483	189,885	378,334	(4,718,136)	-
5	(200,000)	(639,346)	(1,537,323)	(1,117,696)	(219,127)	(68,592)	-	(3,782,084)
	2,576,900	63,842,418	14,800,262	269,459,642	13,421,871	19,462,167	2,615,874	386,179,134

**Accumulated depreciation and impairment**

Opening balance as at 1 July 2020

Depreciation expense

Depreciation on disposals

**Accumulated depreciation as at 30 June 2021**

	16,036	17,270,135	6,189,794	74,092,063	2,896,910	4,816,838	-	105,281,776
	21,021	1,241,524	929,481	2,311,850	175,653	202,571	-	4,882,100
5	-	(230,717)	(971,875)	(484,415)	(118,976)	(12,491)	-	(1,818,474)
	37,057	18,280,942	6,147,400	75,919,498	2,953,587	5,006,918	-	108,345,402

**Carrying amount as at 30 June 2021**

Range of estimated useful life in years

	2,539,843	45,561,476	8,652,862	193,540,144	10,468,284	14,455,249	2,615,874	277,833,732
	Land: Not depreciated. Improvements: 15 - 50	5 - 195	2 - 20	8 - 171	15 - 120	23 - 166	-	-

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 12 Property, plant and equipment (continued)**

**(i) Recognition**

Land and improvements, buildings and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 *Property, Plant & Equipment* and AASB 13 *Fair Value Measurement*. Plant and equipment and work in progress are measured at cost.

Purchases of property, plant and equipment are recognised as assets unless they are below the asset recognition threshold or maintenance expenditure.

Items of plant and equipment with a total value of less than \$10,000, and infrastructure assets and buildings with a total value of less than \$20,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Individual assets valued below the asset recognition threshold are recognised as an asset if connected to a larger network, for example the component of parks.

Land under roads and reserve land under the *Land Act 1994* or *Land Title Act 1994* is controlled by the Queensland State Government and not recognised in the Council financial statements.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

**(ii) Measurement**

Items of property, plant and equipment are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment losses.

Cost is determined as the fair value of consideration plus costs incidental to the acquisition. Direct labour, materials and an appropriate portion of overheads incurred in the acquisition or construction of assets are also included as capital costs.

Property, plant and equipment received in the form of contributions, for significantly less than fair value or as offsets to infrastructure charges are recognised as assets and revenue at fair value.

When Council raises a provision for the restoration of a Council-controlled site, such as a landfill site, the provision is initially recognised against property plant and equipment. Subsequent changes in the provision relating to the unwinding of the discount is recognised against rehabilitation expense. Any increase or decrease in the provision due to change in discount rate is offset against asset revaluation surplus.

**(iii) Depreciation**

Assets are depreciated from the date of acquisition or, when an asset is ready for use.

Land, work in progress and road formation components are not depreciated.

Depreciation where applicable, is calculated on a straight-line basis such that the cost of the asset less its residual value is recognised progressively over its estimated useful life to Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components, these components have separately assigned useful lives.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 12 Property, plant and equipment (continued)**

**Key judgements and estimates:**

Straight line depreciation is used as that is consistent with the even consumption of service potential of these assets over their useful life to the Council.

Management reviews its estimate of the useful lives of depreciable assets at each reporting date, based on the expected utility of the assets. Uncertainties in these estimates relate to technical obsolescence that may change the utility of certain software and IT equipment.

**(iv) Impairment**

Property, plant and equipment held at cost is assessed for indicators of impairment annually. If an indicator of possible impairment exists, Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use.

An impairment loss is recognised immediately in profit and loss, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation surplus increase.

**(v) Valuation**

**Key judgements and estimates:**

Some of the Council's assets and liabilities are measured at fair value for financial reporting purposes.

In estimating the fair value of an asset or a liability, the Council uses market-observable data to the extent it is available. Where market-observable data inputs are not available, the Council engages third party qualified valuers to perform the valuation. The Council works closely with the qualified external valuers to establish the appropriate valuation techniques and inputs to the model. Information about the valuation techniques and inputs used in determining the fair value of various assets and liabilities are disclosed within this note.

Council considers the carrying amount of its property, plant and equipment on an annual basis compared to fair value and makes adjustment where these are materially different. Every 5 years, Council performs a full comprehensive revaluation by engaging an external professionally qualified valuer.

In the intervening years, Council undertakes:

A management valuation using internal engineers and asset managers to assess the condition and cost assumptions associated with all infrastructure assets and an appropriate cost index for the region.

A desktop valuation for assets involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

An analysis performed by management has indicated that, on average, the variance between an indexed asset value and the valuation by an independent valuer when performed is not significant and the indices used by Council are sound. Further details in relation to valuers, the methods of valuation and the key assumptions used in valuing each different asset class are disclosed below.

Revaluation increases are recognised in the asset revaluation surplus unless they are reversing a previous decrease which was taken through the income statement, in that case the increase is taken to the income statement to the extent of previous decrease.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 12 Property, plant and equipment (continued)**

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

Fair value are classified into three levels as follows:

- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (level 2)
- Fair value based on unobservable inputs for the asset and liability (level 3)

There were no transfers between levels 1 and 2. Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The summary below categorises fair value measurements as either level 2 or level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

Council utilises AASB13 *Fair Value Measurement* and has reviewed each valuation to ensure compliance with the requirements of the standard. There have been no changes in valuation techniques as a result of this review.

**Valuation techniques used to derive fair values.**

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Land and improvements (level 2)	Market value	30/06/2020	APV Valuers & Asset Management	Land - Current zoning and sales price of comparable properties per square meter, adjusted for differences in key attributes such as property size. Assumption that contaminants do not exist on these parcels. Waste Landfill Cells - Valued at current replacement cost by reference to cell area and volume. Accumulated depreciation determined through assessment of remaining cell space.	Nil	Nil
Buildings (level 2) 2022: \$7,818,103 2021: \$7,907,444	Market value	30/06/2020	APV Valuers & Asset Management	Sales prices of comparable properties in close proximity, adjusted for differences in key attributes such as property size.	7.35% Cumulative movement 1 July 2020 to 30 June 2022	Nil
Buildings (level 3) 2022: \$39,554,254 2021: \$37,654,032	Current replacement cost	30/06/2020	APV Valuers & Asset Management	Gross replacement cost, indexed for subsequent changes in construction costs. Unit rates for construction as at the comprehensive revaluation date: building and construction indices issued by the Australian Bureau of Statistics and project costs from recently completed buildings.	7.35% Cumulative movement 1 July 2020 to 30 June 2022	Nil

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 12 Property, plant and equipment (continued)**

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Index applied (change in index recognised this year)	Other interim revaluation adjustment
Road, drainage and bridge network (level 3)	Current replacement cost	30/06/2020	APV Valuers & Asset Management	Assumption that environmental factors such as soil type, climate, and topography are consistent across each segment. Also assumes that a segment is designed and constructed to the same standard using a consistent amount of labour and materials. Existing supply contract rates for raw materials appropriate for the asset based on age, size, location and condition. Labour rates based on Council's EBA, Average cost of outsourced projects, Remaining life of assets including existing conditions.	3.45% Cumulative movement 1 July 2020 to 30 June 2022	Nil
Water infrastructure assets (level 3)	Current replacement cost	30/06/2020	APV Valuers & Asset Management	Development, soil and depth factors taking into account to determine replacement cost. Gross replacement cost per m2 based on appropriate materials using schedule of rates for construction of similar assets, building price index tables and recent procurement data. Aged based approach to determining remaining useful lives with condition assessment undertaken by exception.	6.91% Cumulative movement 1 July 2020 to 30 June 2022	Nil
Sewerage infrastructure assets (level 3)	Current replacement cost	30/06/2020	APV Valuers & Asset Management	Development, soil and depth factors taking into account to determine replacement cost. Gross replacement cost per m2 based on appropriate materials using schedule of rates for construction of similar assets, building price index tables and recent procurement data. Aged based approach to determining remaining useful lives with condition assessment undertaken by exception.	6.59% Cumulative movement 1 July 2020 to 30 June 2022	Nil

All Council asset classes except for plant and equipment were subject to an indexation assessment as at 30 June 2022. Council's asset and services management policy requires a desktop revaluation adjustment where asset values have a cumulative change of 5% or greater. Other indicators of change in fair value of assets considered included condition, useful life, residual values, pattern of consumption and use. The valuation indices report supplied by APV Valuers showed cumulative change in index of greater than 5% as at 30th June 2022 for buildings, water and sewerage asset classes. The average cumulative change in index for road assets was 3.45%, however this is considered significant given that roads represent over 70% of Council's non-current asset value.

There were no other changes that have a material impact on the value of the assets, such as impairment. Management resolved that cumulative indexation be applied for the 2021-22 year for all asset classes subject to indexation assessment given the materiality of change in values.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 12 Property, plant and equipment (continued)**

**(vi) Changes in Fair Value Measurements using significant unobservable inputs (level 3)**

Buildings disclosed in the notes comprise both level 2 and level 3 assets, the movement in level 3 buildings are detailed below.

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Changes in buildings (Level 3)</b>		
Opening gross value as at 1 July	52,908,827	50,861,940
Transfers between Levels	-	493,660
Additions	578,970	2,175,394
Disposals	(696,000)	(622,167)
Revaluation adjustment	3,803,774	-
<b>Closing gross value as at 30 June</b>	<b>56,595,571</b>	<b>52,908,827</b>
<b>Accumulated depreciation and impairment</b>		
Opening balance as at 1 July	15,254,795	14,297,930
Transfers between levels	-	187,344
Depreciation provided in period	995,045	996,817
Depreciation on disposals	(364,723)	(227,296)
Revaluation adjustment	1,156,200	-
<b>Accumulated depreciation as at 30 June</b>	<b>17,041,317</b>	<b>15,254,795</b>
<b>Carrying value as at 30 June</b>	<b>39,554,254</b>	<b>37,654,032</b>

# **Blackall-Tambo Regional Council** **Notes to the financial statements** **For the year ended 30 June 2022**

## **13 Intangible assets**

	2022	2021
	\$	\$
<b>Permit</b>		
Opening gross value as at 1 July	225,000	225,000
Closing gross carrying value as at 30 June	225,000	225,000
<b>Accumulated amortisation</b>		
Opening balance as at 1 July	44,839	33,443
Amortisation in the period	11,397	11,396
Closing accumulated amortisation as at 30 June	56,236	44,839
Net carrying value as at 30 June	168,764	180,161

Intangible assets with a cost or other value exceeding \$10,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

It has been determined that there is not an active market for any of the Council's intangible assets. Therefore, the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses. Where an intangible asset has a finite life, the cost of the asset is amortised over that period on a straight line basis.

Council acquired a Sales Permit (No. 201304400) for \$225,000 in 2016-17 under which the State of Queensland agrees to sell and Council agree to purchase cypress sawlogs according to the terms of the permit. The permit allows for the harvesting of 142,500 tonnes of cypress sawlogs over 20 years from 2017 to 2037.

## **14 Contract balances**

Contract assets represents the excess of costs incurred in relation to a contract with a customer or construction of an asset over the amounts that Council has invoiced the customer or grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

Contract liabilities

Grants received upfront to construct Council controlled assets*	1,372,739	274,166
Non capital performance obligations not yet satisfied**	715,412	3,479,757
	<u>2,088,151</u>	<u>3,753,923</u>

Certain revenues are held as contract liabilities until performance obligations are met. Revenue is deferred and treated as a liability at year end.

\* Capital grants received to construct Council controlled assets has been deferred where revenue is recognised in line with costs incurred and the construction of the asset.

\*\* Includes grants received in advance with funding agreements which are enforceable and contains sufficiently specific performance obligations. Revenue is recognised as performance obligations are met.

Revenue recognised that was included in the contract liability balance at the beginning of the year.

Funds to construct Council controlled assets	255,701	310,510
Non-capital performance obligations	2,764,345	2,883,288
	<u>3,020,046</u>	<u>3,193,798</u>

Significant changes in contract balances

Unspent capital grants received in advance to construct Council controlled assets as at 30th June 2022:

- Works for Queensland 2021-24 program - water and sewerage renewals project \$ 520,465
- Local Roads and Community Infrastructure (LRCI) Phase 3 - roads and streets rehabilitation project \$ 808,346

Non capital performance obligations include Queensland Reconstruction Authority (QRA) advance payments for flood damage restoration works.



**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**15 Leases**

**Council as a lessee**

Where Council assesses that an agreement contains a lease, a right-of-use asset and lease liability is recognised on inception of the lease. Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received and is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is re-measured whether there is a lease modification, or change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI).

Where the lease liability is re-measured, the right-of-use asset is adjusted to reflect the re-measurement.

**Exceptions to lease accounting**

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

*Office Equipment Leases*

Council enters into leases for photocopiers in use at administration offices. These leases are for low-value assets and are therefore not subject to lease accounting. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Council does not have any other agreements containing a lease and no right of use assets and lease liabilities were recognised.

**Council as a lessor**

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risk and rewards have been transferred, then the lease is classified as a finance lease, otherwise it is an operating lease.

If the lease contains lease and non-lease components, then the non-lease components are accounted for in accordance with AASB 15 *Revenue from Contract with Customers*.

*Operating Leases*

Council leases residential properties consisting of private rentals and aged housing. Residential properties comprise of one, two and three bedroom units and houses available for community housing on an ongoing periodic agreement. Other properties leased include a building used for storage space and part of a building used for retail catering.

Rent from investment and other property is recognised as income on a periodic straight line basis over the lease term. These assets are included in the statement of financial position as property, plant and equipment as the rental property is only incidental or the asset is only held to meet Council's service delivery objectives.

**Rental income**

Commercial property rental  
Accommodation rental

2022	2021
\$	\$
38,206	50,065
121,397	121,015
<u>159,603</u>	<u>171,080</u>

Assets classified as property, plant and equipment leased out by Council under operating leases:

Buildings  
Total property, plant and equipment leased out by Council under operating leases

3,377,437	3,980,356
<u>3,377,437</u>	<u>3,980,356</u>

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 15 Leases (continued)**

Council residential properties are leased out on a periodic ongoing agreement that are cancellable with minimum notice. Commercial buildings and land paddocks are leased out on fixed term agreements.

The minimum lease receipts are as follows:

Not later than one year

Between one and two years

Between two and three years

2022	2021
\$	\$
185,640	168,800
24,300	24,300
24,300	24,300
<u>234,240</u>	<u>217,400</u>

**16 Trade and other payables**

**Current**

Creditors and accruals

Prepaid rates

GST payable

Other entitlements

1,176,087	1,080,376
176,336	168,379
63,920	201,848
178,416	188,914
<u>1,594,759</u>	<u>1,639,517</u>

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

**17 Borrowings**

**Current**

Loans - Queensland Treasury Corporation

-	98,916
<u>-</u>	<u>98,916</u>

**Non-current**

Loans - Queensland Treasury Corporation

-	1,530,943
<u>-</u>	<u>1,530,943</u>

**Loans - Queensland Treasury Corporation**

Opening balance at beginning of financial year

Principal repayments

Book value at end of financial year

1,629,859	1,726,250
<u>(1,629,859)</u>	<u>(96,391)</u>
<u>-</u>	<u>1,629,859</u>

Council fully paid out all QTC loan balances resulting in a nil balance at reporting date.

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost. Principal and interest repayments are made quarterly in arrears.

No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government.

All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current or comparative reporting period.

Council adopts an annual debt policy that sets out planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**18 Provisions**

**Current**

Provision for annual leave  
Provision for long service leave

**Non-current**

Provision for long service leave  
Provision for waste landfill rehabilitation

<b>2022</b>	<b>2021</b>
<b>\$</b>	<b>\$</b>
1,267,221	1,263,271
1,183,501	1,137,626
<u>2,450,722</u>	<u>2,400,897</u>
172,905	159,614
225,291	339,712
<u>398,196</u>	<u>499,326</u>

Liabilities are recognised for employee benefits such as annual and long service leave in respect of services provided by the employees up to the reporting date. Short-term benefits which are expected to be settled within 12 months are calculated on wage and salary levels which are expected to be paid and includes related employee on costs. Amounts not expected to be wholly settled within 12 months are calculated on projected future wage and salary levels and related employee costs, and are discounted to present values. Liabilities for employee benefits are assessed at each reporting date. Where it is expected that the leave will be paid in the next twelve months the liability is treated as a current liability. Otherwise the liability is treated as non-current. As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after reporting date, all annual leave liabilities are classified as current.

*Long Service Leave*

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in Council's employment or other associated employment which would result in Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The provision is discounted using the Commonwealth Bond yield rates published on the Department of State Development, Infrastructure, Local Government and Planning website.

*Refuse dump restoration*

A provision is made for the cost of restoring refuse dumps where it is probable the Council will be liable, or required, to do this when the use of the facilities is complete. As refuse dumps are situated on Council controlled/owned land the cost of the provision constitutes an asset.

The provision for refuse restoration is calculated as the present value of anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that the site will close in 2069 (47 years time) and will have aftercare costs for the subsequent 20 years.

A provision is made for the cost of restoring refuse sites where it is probable that Council will be liable or required to incur such costs on cessation of use of facilities.

The provision represents the present value of the anticipated future costs associated with the closure of the landfill sites, decontamination and monitoring of historical residues and leaching on these sites.

**Details of movements in long service leave provision**

Balance at the beginning of financial year	1,297,240	1,273,388
Long Service Leave entitlement arising	144,970	186,578
Long Service Leave entitlement paid	(85,804)	(162,726)
Balance at end of financial year	<u>1,356,406</u>	<u>1,297,240</u>

**Details for movements in landfill restoration provision**

Balance at beginning of financial year	339,712	408,195
Increase in provision due to unwinding of discount	7,739	7,596
(Decrease) in provision due to change in discount rates	(122,160)	(76,079)
	<u>225,291</u>	<u>339,712</u>

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**19 Asset revaluation surplus**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Movements in the asset revaluation surplus were as follows:</b>		
Balance at beginning of financial year	176,972,195	176,896,116
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
Buildings	3,182,861	-
Road, drainage and bridge network	6,539,724	-
Water	711,332	-
Sewerage	939,134	-
	<u>11,373,051</u>	<u>-</u>
Net adjustment to landfill restoration provision to reflect change in discount rate - land and improvements	122,160	76,079
Balance at end of financial year	<u>188,467,406</u>	<u>176,972,195</u>
Net increase in asset revaluation surplus	<u>11,495,211</u>	<u>76,079</u>

**Asset revaluation surplus analysis**

The closing balance of the asset revaluation surplus comprises the following asset categories:

Land and improvements	2,050,657	1,928,497
Buildings	22,971,575	19,788,714
Road, drainage and bridge network	143,326,460	136,786,736
Water	9,144,487	8,433,155
Sewerage	10,974,227	10,035,093
	<u>188,467,406</u>	<u>176,972,195</u>

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus. Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense. When an asset is disposed of, the amount in the reserve in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

**20 Commitments for expenditure**

**Capital commitments**

Commitments by assets class contracted at the reporting date but not recognised as liabilities:

Buildings and other structures	96,940	156,090
Road assets	197,427	-
Plant and equipment	-	13,750
	<u>294,367</u>	<u>169,840</u>

Capital commitments include contracts for the purchase or construction of assets.

The capital commitment expenditures are payable within one year.

**21 Contingent liabilities**

Details and estimates of maximum amounts of contingent liabilities are as follows:

**Local Government Mutual**

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2021 the financial statements of LGM Queensland reported an accumulated surplus and it is not anticipated any liability will arise.

**Local Government Workcare**

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$442,401.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**22 Superannuation - Regional Defined Benefit Fund**

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the *Local Government Act 2009*.

The scheme is a pooled defined benefit plan and it is not in accordance with the deed to allocate obligations, plan assets and costs at the Council level.

Any amount by which the scheme is over or under funded may affect future contribution rate obligations, but has not been recognised as an asset or liability of the Council.

Council may be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to Council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme as required under Superannuation Prudential Standard 160 was undertaken as at 1 July 2021. The actuary indicated that "At the valuation date of 1 July 2021, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The measure of vested benefits represents the value of benefit entitlements should all participating employees voluntarily exit the scheme. The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee salary or wages and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2024.

The most significant risks that may result in LGIASuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

	2022 \$	2021 \$
Superannuation contributions made to the Regional Defined Benefits Fund	64,861	83,942
Other superannuation contributions	793,752	778,455
Total superannuation contributions paid by Council for employees	<u>858,613</u>	<u>862,397</u>

**23 Reconciliation of net result for the year to net cash inflow from operating activities**

Net result	5,571,067	3,056,920
Non-cash operating items:		
Depreciation and amortisation	4,915,248	4,893,496
	<u>4,915,248</u>	<u>4,893,496</u>
Investing and development activities (non cash):		
Net loss on disposal/write-off of non-current assets	863,776	1,214,292
Capital grants and contributions	(2,173,444)	(4,200,011)
	<u>(1,309,668)</u>	<u>(2,985,719)</u>
Changes in operating assets and liabilities:		
Decrease in receivables	527,085	1,592,299
Decrease in other assets	87,986	35,268
(Increase) in inventory	(115,446)	(25,184)
Increase in payables	12,806	575,373
(Decrease)/increase in contract liabilities	(2,764,345)	596,469
Increase in other provisions	13,291	16,530
	<u>(2,238,623)</u>	<u>2,790,755</u>
Net cash inflow from operating activities	<u>6,938,024</u>	<u>7,755,452</u>

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**24 Reconciliation of liabilities arising from finance activities**

**Borrowings**

Opening balance as at 1 July  
Cash Flows  
Closing balance as at 30 June

<b>2022</b>	<b>2021</b>
<b>\$</b>	<b>\$</b>
1,629,859	1,726,250
(1,629,859)	(96,391)
-	1,629,859

**25 Events after the balance date**

There were no material adjusting events after the balance date.

## Blackall-Tambo Regional Council

### Notes to the financial statements

### For the year ended 30 June 2022

#### 26 Financial instruments and financial risk management

Blackall-Tambo Regional Council has exposure to the following risks arising from financial statements.

- interest rate risk
- credit risk, and
- market risk

##### Risk management framework

Blackall-Tambo Regional Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

The Council's internal audit and risk management committee approves policies for overall risk management, as well as specifically for managing credit, liquidity, and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

The Council's internal audit and risk management committee oversees how management monitors compliance with the risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by the Council. The committee is assisted in its oversight role by internal audit. Internal audit undertakes reviews of risk management controls and procedures as per audit plan, the results of which are reported to the internal audit and risk management committee.

Council does not invest in derivatives.

##### Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State/Commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by Council.

The carrying amounts of financial assets at the end of the reporting period represent the maximum exposure to credit risk for the Council.

##### Liquidity risk

Liquidity risk is the risk that the Council may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

The Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its liabilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Council's reputation.

##### Exposure to liquidity risk

Council is exposed to liquidity risk through its trading in the normal course of business and borrowings from the Queensland Treasury Corporation for capital works.

Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows.

The following table sets out the liquidity risk of financial liabilities held by Council in a format as it might be provided to management. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**Note 26 Financial instruments and financial risk management (continued)**

	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cashflows	Carrying amount
	\$	\$	\$	\$	\$
<b>2022</b>					
Trade and other payables	1,594,759	-	-	1,594,759	1,594,759
Loans - QTC	-	-	-	-	-
	<u>1,594,759</u>	<u>-</u>	<u>-</u>	<u>1,594,759</u>	<u>1,594,759</u>
<b>2021</b>					
Trade and other payables	1,639,517	-	-	1,639,517	1,639,517
Loans - QTC	148,611	594,446	1,310,285	2,053,342	1,629,859
	<u>1,788,128</u>	<u>594,446</u>	<u>1,310,285</u>	<u>3,692,859</u>	<u>3,269,376</u>

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

**Market Risk**

Market risk is the risk that changes in market indices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

*Interest rate risk*

Council is exposed to interest rate risk through its investments and borrowings with Queensland Treasury Corporation and investments held with financial institutions.

Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

*Sensitivity*

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on profit and equity, based on carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net Carrying Amount	Effect on Net Result		Effect on Equity	
		1% increase	1% decrease	1% increase	1% decrease
	\$	\$	\$	\$	\$
<b>2022</b>					
Cash on Deposit	26,574,055	265,741	(265,741)	265,741	(265,741)
Loans QTC	-	-	-	-	-
Net Total	<u>26,574,055</u>	<u>265,741</u>	<u>(265,741)</u>	<u>265,741</u>	<u>(265,741)</u>
<b>2021</b>					
Cash on Deposit	23,182,204	231,822	(231,822)	231,822	(231,822)
Loans QTC	1,629,859	(16,299)	16,299	(16,299)	16,299
Net Total	<u>24,812,063</u>	<u>215,523</u>	<u>(215,523)</u>	<u>215,523</u>	<u>(215,523)</u>

**Fair value**

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date.

QTC applies a book rate approach in the management of debt and interest rate risk, to limit the impact of market value movements to clients' cost of funding. The book value represents the carrying value based on amortised cost using the effective interest method.

**Measurement of Fair Value**

The valuation technique used in measuring financial liabilities is discounted cash flows. This valuation model considers the present value of expected payments, discounted using a risk-adjusted discount rate.



**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2022**

**27 Transactions with related parties**

(a) Transactions with key management personnel (KMP)

KMP include the Mayor, Councillors, Chief Executive Officer and senior management.

The compensation paid to KMP comprises:

	2022 \$	2021 \$
Short-term employee benefits	1,259,950	1,154,877
Post-employment benefits	87,505	78,998
Long-term benefits	18,128	15,947
Total	1,365,583	1,249,822

Detailed remuneration disclosures are provided in the annual report.

(b) Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

The Council did not employ any close family members of key management personnel.

Details of transactions between Council and other related parties are disclosed below:

Details of Transaction	2022 \$	2021 \$
Purchase of materials and services from entities controlled by key management personnel - Note 27(b)(i)	13,004	14,311
Personnel services provided by a related party to Council - Note 27(b)(ii)	230,250	80,431

(i) Council purchased materials and services from entities controlled by members of key management personnel. All purchases were at arm's length and were in the normal course of Council operations. The following table outlines the breakdown of goods and services acquired.

Goods and services acquired	2022 \$	2021 \$
Catering services	6,125	9,591
Uniforms and protective clothing	3,733	4,390
Livestock handling services	3,146	-
Real estate services	-	330

(ii) 2021-22: Council incurred \$ 230,250 in project management fees paid to George Bourne and Associates for technical services provided by Neville Kath and associated vehicle cost reimbursements. Neville Kath is a contract employee of the firm George Bourne and Associates and is the father of Garth Kath - Director of Works and Services.

2020-21: Council incurred \$ 80,431 in project management fees paid to George Bourne and Associates for technical services provided by Amanda Turlan and associated vehicle cost reimbursements. Amanda Turlan was an employee of the firm George Bourne and Associates and is the wife of John Turlan - Director of Works and Services.

(c) Transactions with related parties that have not been disclosed

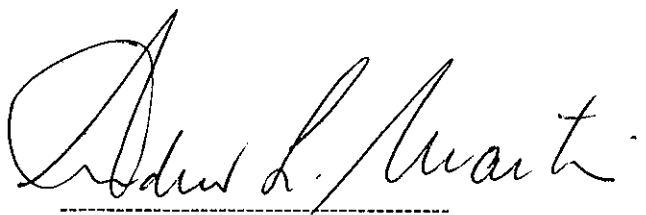
Most of the entities and people that are related parties of Council live and operate within the Blackall-Tambo region. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Examples include payment of rates and animal registration. Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

**Blackall-Tambo Regional Council****Financial Statements****For the year ended 30 June 2022****Management Certificate****For the year ended 30 June 2022**

These general purpose financial statements have been prepared pursuant to Sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

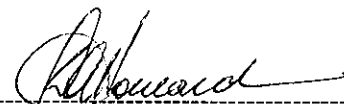
In accordance with Section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 32, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor  
Andrew Martin

Date: 28 / 10 / 22



Chief Executive Officer  
Des Howard

Date: 28 / 10 / 22



## INDEPENDENT AUDITOR'S REPORT

To the Councillors of Blackall-Tambo Regional Council

### Report on the audit of the financial report

#### Opinion

I have audited the financial report of Blackall-Tambo Regional Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2022, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2022, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Blackall-Tambo Regional Council's annual report for the year ended 30 June 2022 was the current year financial sustainability statement, long-term financial sustainability statement and annual report.

The councillors are responsible for the other information.



My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

### **Responsibilities of the councillors for the financial report**

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and the Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.



- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### **Report on other legal and regulatory requirements**

In accordance with s. 40 of the *Auditor-General Act 2009*, for the year ended 30 June 2022:

- a) I received all the information and explanations I required
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

### **Prescribed requirements scope**

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, any other Act and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.

A handwritten signature in blue ink that reads 'Lisa Fraser'.

Lisa Fraser  
as delegate of the Auditor-General

31 October 2022

Queensland Audit Office  
Brisbane

## Blackall-Tambo Regional Council

**Current-year Financial Sustainability Statement**  
**For the year ended 30 June 2022**

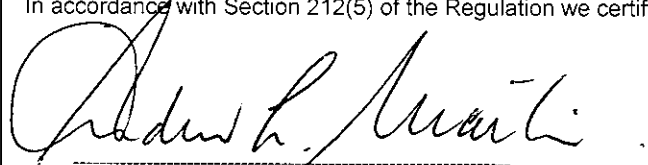
Measures of Financial Sustainability	How the measure is calculated	Actual	Target
Council's performance at 30 June 2022 against key financial ratios and targets:			
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	11%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	68%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-53%	not greater than 60%

**Certificate of Accuracy**

**For the year ended 30 June 2022**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012 (the regulation)*.

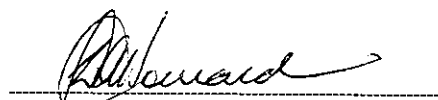
In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Mayor

Andrew Martin

Date: 28 / 10 / 22



Chief Executive Officer

Des Howard

Date: 28 / 10 / 22

**Note 1 - Basis of Preparation**

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from Council's audited general purpose financial statements for the year ended 30 June 2022.



## INDEPENDENT AUDITOR'S REPORT

To the Councillors of Blackall-Tambo Regional Council

### Report on the current-year financial sustainability statement

#### Opinion

I have audited the accompanying current year financial sustainability statement of Blackall-Tambo Regional Council for the year ended 30 June 2022, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s. 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Blackall-Tambo Regional Council for the year ended 30 June 2022 has been accurately calculated.

#### Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### Other Information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Blackall-Tambo Regional Council's annual report for the year ended 30 June 2022 was the general purpose financial statements, long-term financial sustainability statement and annual report.

The councillors are responsible for the other information.



My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

### **Responsibilities of the councillors for the current year financial sustainability statement**

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

### **Auditor's responsibilities for the audit of the current year financial sustainability statement**

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.





- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in blue ink that reads "Lisa Fraser".

Lisa Fraser  
as delegate of the Auditor-General

31 October 2022

Queensland Audit Office  
Brisbane

**Blackall-Tambo Regional Council**  
**Unaudited Long-Term Financial Sustainability Statement**  
**Prepared as at 30 June 2022**

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2022	Projected for the years ended								
				30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030	30 June 2031
Operating Surplus Ratio	Net result divided by total operating revenue	Between 0% and 10%	11%	-8%	-8%	-12%	-12%	-11%	-11%	-11%	-10%	-10%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	greater than 90%	68%	167%	119%	117%	117%	117%	117%	117%	117%	117%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-53%	-60%	-61%	-62%	-61%	-60%	-59%	-57%	-56%	-55%

**Blackall-Tambo Regional Council's Financial Management Strategy**

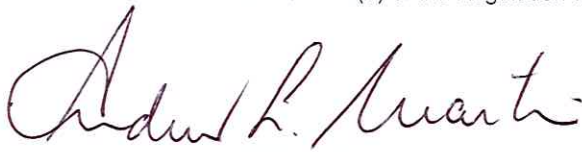
Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

**Certificate of Accuracy**

**For the unaudited long-term financial sustainability statement prepared as at 30 June 2022**

This unaudited long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012 (the regulation)*.

In accordance with Section 212(5) of the Regulation we certify that this unaudited long-term financial sustainability statement has been accurately calculated.



Mayor  
 Andrew Martin

Date: 28, 10, 22



Chief Executive Officer  
 Des Howard

Date: 28, 10, 22

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

COUNCIL MEETING DATE: 16 November 2022

Item No: **4.1.7****SUBJECT HEADING: QAO – Final Management Report to Mayor 2022**

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

CLASSIFICATION: (if confidential)

*Summary: Under section 2013 of the Local Government Regulation 2012 a copy of the final management report from the Queensland Audit Office to the Mayor must be presented to Council regarding the audit of Council's annual financial statements.*

**Officer's Recommendation: That Council receive the final 2022 Management Report to the Mayor.**

**Background**

The Queensland Audit Office's contracted auditors have completed the audit of Council's 2022 annual financial statements and standard audit practice is to forward a copy of matters addressed during the audit to the Mayor for presentation to Council.

**Link to Corporate Plan**

Governance

Outcome 2 – Accountability

Outcome 3 - Leadership

Outcome 4 - Financial

**Consultation (internal/external)**

Chief Executive Officer

Director of Finance Corporate and Community Services

Manager of Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	The Mayor must present a copy of the report at the next ordinary meeting of the local government.	Low
People	Low	Nil	Low
Operational	Medium	Nil	Low
Environmental	Medium	Nil	Low

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

**Proposed Risk Treatment**

Nil



## 2022 FINAL MANAGEMENT LETTER

# Blackall-Tambo Regional Council

31 October 2022

---



31 October 2022

Mr Andrew Martin  
Mayor  
Blackall-Tambo Regional Council  
6 Coronation Drive  
BLACKALL-TAMBO QLD 4472

Dear Mayor Martin

### **Final management report for Blackall-Tambo Regional Council**

We have completed our 2022 financial audit for Blackall-Tambo Regional Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the audit committee on 20 October 2022.

### **Reporting on issues identified after the closing report**

I can confirm that we have not identified significant issues since the presentation of our closing report. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as Appendix A.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

### **Report to parliament**

Each year we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of Blackall-Tambo Regional Council in our report to parliament on the results of the Local Government sector. We will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector including major transactions and events. We will discuss the proposed content of our report with your Chief Executive Officer and continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

### **Audit fee**

The final audit fee for this year is \$84,000 exclusive of GST (2021: \$80,900). This fee is in line with the estimated in our external audit plan.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact Kelly Graham or me on (07) 4046 8888.

Yours sincerely

Helen Wilkes  
Engagement Partner

cc. Desmond Howard, Chief Executive Officer  
Lindsay Russell, Chair of the Audit Committee






## Appendix A1 – Matters previously reported




The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our interim report this year and those issues raised in prior years yet to be resolved.

Internal control issues			Financial reporting issues		
					
Significant deficiency	Deficiency	Other matter	High	Medium	Low

### Internal control issues



Ref.	Rating	Issue	Status and comment
21IR-4		<b>Lack of IT Risk Assessment Process</b> <b>Information and communication</b> We noted that there are no internal formal processes to identify, record and track mitigation of IT risks in collaboration with other areas at the Council. In addition, whilst cyber-security tests (such as penetration tests, social engineering, etc.) and evaluation of IT security may be carried out by the vendor, results of these tests are only shared with the Council at the discretion of the vendor.	Overdue / in progress Council is in the process of updating software and external equipment by stages and has engaged an external party to assess the IT risks. Responsible officer: IT Officer Action date: 1/11/2022
22IR-1		<b>Risk register</b> <b>Information and communication</b> Section 164 of the Local Government Regulation 2012 requires Council to keep a written record stating the risks Council is exposed to, the extent they are relevant to financial management and the control measures adopted to manage the risks. The risk register was last updated on 11 February 2021 and may be outdated.	Resolved The updated risk register was tabled at the Audit Committee meeting on 2 September 2022.
22IR-2		<b>WIP reconciliation and review</b> <b>Control activities</b> We understand the Asset Officer reviews and reconciles work-in-progress (WIP) on a monthly basis. However, the	Overdue / in progress The Asset Manager has adopted audit's recommendations and we note the June 22 and September 22 WIP reconciliation was reviewed by a separate individual. We note the Asset Manager was on leave in July 22 and August 22 so a WIP reconciliation was not

## 2022 Final management letter

Ref.	Rating	Issue	Status and comment
		results of this are not maintained or reviewed by an individual other than the preparer.	performed. We recommend if the Asset Manager is unable to perform the WIP reconciliation, another individual is nominated to perform the control so it does not go unperformed. Responsible officer: Asset Manager Action date: 1/11/2022
22IR-3		<b>Encryption of backups</b> <b>Information and communication</b> The hard drive should be encrypted and stored in a secure location.	Resolved We understand backups to the external hard drive are now encrypted.
22IR-4		<b>Debtor masterfile changes</b> <b>Control activities</b> We recommend that management conduct a user access review, particularly as it relates to debtors, to ensure adequate segregation of duties exists such that all changes are subjected to documented review controls.	Overdue / in progress We understand, following a review of user access, there will be no changes to the staff who currently have access to create and edit debtor profiles in the debtor Masterfile. However, we have been advised the debtor system and procedures have been discussed at length and the Debtors Administrator will implement a form for all additions, deletions, and changes of debtor master cards. Administration Officers will prepare and sign the form and the Asset Officer/Tambo Officer Manager will check and counter sign the form so that all changes are subjected to documented review controls. Responsible officer: Debtors Administrator Action date: 1/11/2022
22IR-5		<b>Saleyard fees</b> <b>Control activities</b> We understand there is no review of the register of cattle sold or saleyard invoices before they are issued.	In progress The livestock sale process using Outcross Systems has significant controls in place to ensure sale data is recorded accurately and balanced prior to invoicing livestock agents as per fees and charges. The process for sale and invoicing is currently being reviewed as part of internal audit. Responsible officer: Chief Executive Officer Action date: 1/12/2022



## Other matters

Ref.	Rating	Issue	Status and comment
21IR-9		<b>Performance reviews</b> Council should implement a performance evaluation system. This framework should define capabilities and outline key expectations for each position on which performance will be assessed.  Performance reviews should be conducted at least annually for each employee.	Overdue / in progress  We understand performance reviews have only been conducted at the supervisor level so far. Responsible officer: Chief Executive Officer Action date: TBC (Management to determine if the performance evaluation system will be rolled out further)
22IR-6		<b>Register of audit recommendations</b> We recommend the Internal Audit and Risk Management Committee create a register of recommendations made by Council's internal and external auditors and track management's progress towards implementing recommendations.	Overdue / in progress  The register has been created, however, the register only documents the internal audit recommendations and does not yet include the status of the recommendation's implementation. Responsible officer: Director of Finance, Corporate, and Community Services Action date: By the next Internal Audit and Risk Management Committee meeting



Lisa Fraser  
Director  
Queensland Audit Office  
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## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 November 2022

Item No: 4.1.8

**SUBJECT HEADING: Internal Audit and Risk Management Committee – Minutes of Meeting 20 October 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 20 October 2022 and the minutes of the meeting are provided to Council.*

**Officer's Recommendation: That Council receive the minutes of the Internal Audit and Risk Management Committee's meeting 20 October 2022.**

---

### Background

The Internal Audit and Risk Management Committee meeting was held to discuss the following matters:

- Audited Annual Financial Statements for 30 June 2022
  - Auditors closing report
  - IT risk assessment process
  - Acceptable use of IT
  - IT security and infrastructure
  - Internal audit plan for 2022/2023 year
  - Consolidation of Stores.
- 

### Link to Corporate Plan

Governance

Outcome 2 – Accountability

Outcome 4 - Financial

### Consultation (internal/external)

Chief Executive Officer

Director of Finance Corporate and Community Services

Manager of Finance

Internal Audit and Risk Management Committee

Internal Auditor

### Policy Implications

Nil

### Budget and Resource Implications

Nil

**Risk Assessment**

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Financial	Low	Nil	Low
Legal & Regulatory	Low	Nil	Low
People	Low	Nil	Low
Operational	Medium	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



## **Minutes of the Internal Audit and Risk Management Committee Meeting Thursday 20 October 2022 1.30pm at the Blackall Boardroom**

### **A/. Attendance**

Cr Lindsay Russell (Chairman)  
 Cr Boyd Johnstone (Member)  
 Ms Megan Prow (Member)  
 Mr Tony Walsh (Internal Auditor)  
 Ms. Helen Wilkes (ASP Engagement Partner)  
 Mr. David Moore (QAO Audit Manager)  
 Mr. Kelly Graham (External Auditor)  
 Mr Shalveen Dayal (MOF)  
 Mr. Lance Bly (IT Officer)  
 Mr. Garth Kath (Director of Works and Services)

### **Open meeting at 1.30pm**

#### **1/. Apologies**

Alastair Rutherford (Director of Finance Corporate and Community Services)  
 Cr Boyd Johnstone (Member)

#### **2/. Business arising out of the minutes for meeting held 02 September 2022**

Nil

#### **3/. Approval of 02 September 2022 minutes**

**Recommendation:** *That the minutes be approved*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

#### **4/. Review the audited annual financial statements for year ended 30 June 2022**

Presented by Kelly Graham Grant Thornton

**Recommendation:** *That the annual financial statements be signed by both the Mayor and the Chief Executive Officer; and the Management Representation letter be signed by the Chief Executive Officer and the Director of Finance, Corporate and Community Services.*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**5/. External auditors closing report**

Presented by Kelly Graham Grant Thornton

**Recommendation:** *that the audited annual financial statements for the year ended 30 June 2022, and the closing report be received by the Internal Audit and Risk Management Committee subject to any QAO changes.*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**6/. The IT Risk Assessment Process**

Presented by the IT Officer

**Recommendation:** *That the IT Risk Assessment Process be received*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**7/. The Acceptable Use of IT Policy**

Presented by the IT Officer

**Recommendation:** *That the User Acceptance Policy be approved and forwarded to Council for adoption.*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**8/. The current position regarding MFA security**

Presented by the IT Officer

**Recommendation:** *That the MFA Security Report be received.*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**9/. Review of IT infrastructure**

Presented by the IT Officer

**Recommendation:** *That the IT Infrastructure Report be received.*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell



**10/. Internal Audit Plan - Sales, Cash Receipting and Rates Income**

Presented by the Internal Auditor

**Recommendation:** *That the internal audit plan for sales, cash, and rates income be received.*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**11/. Update on progress regarding the consolidation of Stores at the Blackall Depot.**

Presented by the Director of Works and Services.

**Recommendation:** *That the presentation on the consolidation of stores at the Blackall Depot be received.*

Approved

Moved: Megan Prow

Seconded: Cr Lindsay Russell

**12/. Any other business**

**13/. Closing comments**

The Director of Works and Services provided the committee members a walk through on site demonstration of the new store arrangements implemented to date at the Blackall depot.

**14/. The meeting closed at 2.50pm**

**Cr. Lindsay Russell  
CHAIRMAN**

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 November 2022

Item No: 4.2.1

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

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

CLASSIFICATION: (if confidential)

---

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

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

---

### Background

#### Construction

- TMR – Barcoo River Bridge Project – Concrete works underway
- TIDS – Scrubby Creek Road Inverts – Under construction, completion December 2022
- TMR – Blackall Isisford Road Rehabilitation – Culverts completed, awaiting consistent weather prior to commencing pavement
- HVSP – Heavy Vehicle Bypass Blackall – Culverts installed. Pavement and sealing to occur in November.

#### Flood Damage Crews/Maintenance Grader Locations

- Flood Damage Crews:
  - Bexhill Road
  - Alva Road
  - Ravensbourne Road
  - East West Road
  - Terrick Road

#### Maintenance Crews

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

#### Upcoming Works

- Blackall Isisford Rehabilitation – Sidetrack commenced, Concrete Works complete, completion February 2023
- Blackall Emmet Road – Patches Sealed December 2022, Various Rehabilitation and Concrete Works February – June 2023
- Langlo Road Resheeting – January 2023, completion March 2023



- Springsure-Tambo Road Resheeting – March 2023, completion June 2023
- Blackall-Jericho Road Widening – Earthworks March 2023, completion June 2023

## Water and Sewerage

### Water Services

Number of interruptions to services	6
Water consumption total ML	16221
Number of customer requests received	6
Number of customer requests actioned	6

### Sewerage Services

Number of interruptions to services	3
Number of customer requests received	3
Number of customer requests actioned	3

### Parks and Gardens

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

### Workshop/Fleet

- Preventative/Routine Maintenance
- Minor Breakdowns

### Monthly Statistics

Number of plant items serviced	8
Number of plant breakdowns	4
Hours downtime due to servicing	29
Hours downtime due to breakdown	75
Hours downtime due to parts availability	24

### Breakdown Register

Plant Number	Plant Description	DOM	Hrs Down	Breakdown description
5028	Mack Granite Prime	2020	20	PTO fault. Diagnosed faulty clutch switch and harness. Repaired tested ok
3206	Bobcat	2018	3	Replaced Aux ECM and programmed
5506	Hino Dutro	2010	26	Starter motor U/S Replaced with new.
5010	Isuzu Crew Tipper	2017	26	Replaced clutch and fly wheel.
			Total	75

### 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**[Return to Agenda](#)[Next Item](#)**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 November 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)

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

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

There were two incidents for the month of October.

**October 2022 Summary**

- Zero safety interactions were undertaken
- Zero safety inspections were undertaken

**Inductions**

Month	Employees	Contractors	Work Camp	Total
July 2022	1	5	2	8
August 2022	0	0	1	1
September 2022	2	2	2	6
October 2022	1	2	4	7

**Link to Corporate Plan**

Governance

Outcome 1 - Workforce

**Consultation (internal/external)**

Work Health and Safety Advisor

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

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

COUNCIL MEETING DATE: 16 November 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 October is provided to Council.***Officer's Recommendation: That Council receive the Blackall Saleyards monthly report for October 2022.****Background**

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	Totals 2021/22
Spelling Cattle	5154	3839	3893	4534									17420	69364
Spelling Sheep	-	-	-	-									-	-
Prime & Store Sales	7793	2565	1857	3201									15416	47912
Weaner & Store Sales	2988	2312	6152	2885									14336	43255
Private Weigh (Same Day)	370	1917	3971	1361									7619	18331
Private Weigh (Over-night)	725	1152	1014	701									3592	11554
Private Scan	-	-	-	-									-	59
Bull Sales	-	-	54	218									272	331
<b>TOTALS 2022/23</b>	17030	11785	16941	12899									58655	
<b>TOTALS 2021/22</b>	17473	23545	20141	19114	13704	6457	3048	11635	20602	15977	17979	21130	190806	

**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: 16 November 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 October 2022.**

**Background**

Council did not receive any building applications for October.

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

**1. DEVELOPMENT ASSESSMENT**

One new development application has been lodged since the last monthly report. There are three applications currently under assessment.

An application has been made by Cliff and Tanya Reid, seeking a Development permit for Material Change of Use for an extension to a Tourist Park at 58 Arthur Street, Tambo. The proposal includes the addition of six (6) standalone cabins to complement the existing Tambo Caravan Park.

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

The subject site is in the Recreation and Open Space Zone and is subject to Impact Assessment. As the application is subject to Impact Assessment, public notification will be required.

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

1.2 An application has been made by Josh Phelps, seeking a Development permit for Material Change of Use for Short-term accommodation at 51 Arthur Street, Tambo. The

proposal includes six (6) standalone transportable cabins and a common BBQ area. The proposal includes access from both Arthur Street and Charles Street.

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

The subject site is in the Township Zone and is subject to Impact Assessment. As the application is subject to Impact Assessment, public notification will be required.

The application has been referred to the SARA for assessment. SARA have issued their referral agency response which has no requirements. Public notification has been completed and Council is aware of two (2) submissions regarding the application. The submissions raised issues about the following matters:

- The proposal detracts from services provided in the Commercial precinct of Tambo
- Amenity impacts on adjoining owners
- The proposal is for a Commercial use in the Township zone.

The submissions are currently being reviewed and consideration will be given to all matters raised.

1.2	Council reference:	DA05-2022-2023
	Application:	Development Permit for a Material Change of Use for Short-term accommodation
	Street address:	51 Arthur Street, Tambo
	Property description:	Lot 510 on T1501
	Day application was made:	12 September 2022
	Category of assessment:	Impact Assessment
	Public notification required:	Yes
	Applicant:	Josh Phelps
	Status:	Public notification 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 proposal. The submissions raised issues about the following matters:

- Provision of infrastructure
- Amenity and privacy
- Stormwater
- Need of the development.

The applicant has been notified of the matters raised in the submissions and advised that Council will be requesting further information to address the matters raised in the submissions. Council issued an advice notice on 25 August 2022, requesting the following:

- Water and sewer capacity assessment
- Stormwater management plan
- Civil engineering plans
- Conceptual road work plans for upgrading Thistle Street
- Landscape concept plan

The applicant has provided a full response to the advice notice. The response included an Infrastructure Report which demonstrates the site can be appropriately serviced. The Infrastructure Report also includes a design for the upgrading of Thistle Street. A Landscape plan has been submitted which shows extensive landscaping, including dense landscaping to the northern boundary where the site adjoins residential dwellings.

The application will be presented for decision at November's meeting.

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:	Decision Stage (extended to 18 November 2022)

## 2. GENERAL PLANNING SERVICES, ENQUIRIES AND ADVICE

### 2.1 CUSTOMER REQUESTS

The following customer requests have been received and responded to over the past month:

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
31/10/22	Landowner	<p><u>Proposal</u> Enquiry about placing a donger on a site.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site Rural zone.</li> <li>• The site is not subject to any overlays.</li> </ul> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• A donger would be considered a dwelling house</li> <li>• A dwelling house in the Rural zone, where less than 8.5m in height is Accepted development</li> <li>• Accepted development means no development application is required</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>Building and plumbing approvals will still be required.</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

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### OFFICER REPORTS

COUNCIL MEETING DATE: 16 November 2022

Item No: 5.3

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

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

CLASSIFICATION: (if confidential)

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

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

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### Background

#### Food premises

- Food safety assessments were carried out, minor issues were noted and raised with operators.
- A food business license application has been assessed, granted, permit issued to the applicant.

#### Environmental Management/ Public Health

- EHO consulted with CEO and DWS regarding GPS mapping for EA amendment application as requested by DES.
- EHO conducted site monitoring landfill sites.
- EHO removed litter along Council roads.

#### Local Laws

- LLO issued several compliance notices regarding overgrown allotments.
- LLO issued remedial notices for noncompliance with compliance notices.
- A complaint was received about an overgrown allotment.
- LLO attended training about dog behaviour and dog attack awareness.
- LLO consulted with CEO regarding local laws review.
- LLO consulted with roadside vendor regarding their annual trading permit.
- LLO consulted with RLO regarding stock route water facilities.
- LLO received enquiry from QFES regarding backyard fires in township.

#### LLO assisted Rural Lands Officer

- Maintenance conducted at water facilities
- Weed management undertaken for Parthenium along Ravensbourne Road, Evora Road and Blackall-Jericho Road, and 2 properties in the township. Parkinsonia evident on Evora Road, treated.
- Notifications were received regarding Parthenium sightings in the Shire. Pest management undertaken.

### Ranger

#### Animal Control

- The ranger had to deal with several deceased animals during the period of October.

### **Call Outs**

- One

### **Weed Control**

- Spray – 3 rope pears and 93 coral cactus plants – Tambo Common
- Spray – Tambo airstrip road for Mexican poppies
- Spray – Mexican poppies and Florestina on Tambo rubbish dump road, old loam pits (car dump area) Tambo Common
- Spray – Florestina – Joe's Bog to Rocky Crossing (Tambo Common), White Oaks boundary and cemetery gully.
- Spray – Tambo Racecourse
- Spray – parthenium on Ravensbourne Road, Jericho, Evora (Blackall Common), Malta/Caldervale Mail roads, Tambo Station (Mt Playfair Rd), Ward, Isoroy roads and Landsborough Highway.

### **Operational**

- Clean stock route troughs.
- Issued 2 permits – 1872 head and 1310 head

### **Tambo Common**

- Replaced broken gate at golf course watering square

### **Wild Dog Control**

- Scalps – 7 Tambo, 0 Blackall (1/10/2022 to 31/10/2022)

### **1080**

- Ground baiting completed (pig 560kg and dog 1,102kgs)
- Aerial baiting postponed to the 15-16 November 2022 due to weather conditions.

### **Link to Corporate Plan**

Environment and Heritage

Outcome 3 – Pest Management

Outcome 4 – Waste Management

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

Environmental Health / Local Laws Officer

Ranger

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

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

COUNCIL MEETING DATE: 16 November 2022

Item No: 5.4

**SUBJECT HEADING:** Investigation Policy and Vehicle Policy Review

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

CLASSIFICATION: (if confidential)

*Summary: The Investigation Policy was last updated in May 2019 and required revision. The Vehicle Policy was last updated in July 2022, however the policy required changes.*

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

- a) The revised Investigation Policy; and
- b) The revised Vehicle Policy.

**Background**

The Investigation Policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s, which will be dealt with as required by section 150AE of the *Local Government Act 2009 (the LGA)*.

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

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

**Link to Corporate Plan**

Governance

Outcome 1- Workforce

Outcome 2- Accountability

Outcome 3- Leadership

**Consultation (internal/external)**

Chief Executive Officer

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Low
Legal & Regulatory	Low	Review maintains compliance with legislative requirements and Council processes.	Low
People	Low	Nil	Low

<b>Risk Category</b>	<b>Risk Tolerance</b>	<b>Summary of Risks Involved</b>	<b>Risk Rating</b>
Operational	Medium	Review of the policies provides improved guidance to Councillors and staff.	Low
Environmental	Medium	Nil	Low
Strategic	Medium	Nil	Low
Ethical	Low	The revision of the Investigation Policy ensure Council is compliant.	Low
Reputation	Low	Provides transparency by continual revision of policies.	Low
Leadership	Low	The revision of policies ensures Council is adhering to current needs.	Low

### **Risk Treatment**

A review of policies ensures Council is up to date and compliant with legislative and regulatory changes.



# Blackall-Tambo Regional Council

## Investigation Policy

Policy Number: Stat 45	Effective Date: 15/05/2019
Version Number: 1.1	Review Date: 16.11.2022
Policy Compiled by: Governance Coordinator	
Policy Approved by: Chief Executive Officer	

### 1. AUTHORITY

This is Blackall-Tambo Regional Council's investigation policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious Councillor conduct.

### 2. COMMENCEMENT

The investigation policy was adopted by Council resolution on 15 May 2019 and applies from 15 May 2019.

### 3. SCOPE

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

### 4. DEFINITIONS

Term	Meaning
<b>Assessor</b>	means the Independent Assessor appointed under section 150CV of the LGA
<b>Behavioural standard</b>	means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA
<b>Conduct includes</b>	(a) failing to act; and (b) a conspiracy, or attempt, to engage in conduct
<b>Councillor conduct register</b>	means the register required to be kept by Council as set out in section 150DX of the LGA
<b>Inappropriate conduct</b>	see section 150K of the LGA
<b>Investigation policy investigator</b>	refers to this policy, as required by section 150AE of the LGA means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor
<b>LGA</b>	means the Local Government Act 2009
<b>Local government meeting means a meeting of</b>	- a local government; or - committee of a local government.
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Regional Council

## Investigation Policy

<b>Misconduct</b>	see section 150L of the LGA
<b>Model procedures</b>	see section 150F of the LGA
<b>Natural justice</b>	a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
<b>Referral notice</b>	see section 150AC of the LGA
<b>Tribunal</b>	means the Councillor Conduct Tribunal as established under section 150DK of the LGA
<b>Unsuitable meeting conduct</b>	see section 150H of the LGA

### 5. CONFIDENTIALITY

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

*Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.*

### 6. NATURAL JUSTICE

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- the investigator(s) should be objective and impartial (absence of bias), and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

Ensuring decision are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

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## Investigation Policy

### 7. ASSESSOR'S REFERRAL

The Council ~~will~~ may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the Councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct. The recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- (i) Any recommendation of the assessor
- (ii) To the extent that his policy is not inconsistent with the recommendation of the assessor – this investigation policy, or
- (iii) In another way the local government decides by resolution.

A resolution under subsection (iii) must state the decision and the reasons for the decision.

~~Council may also receive referrals directly.~~

### 8. RECEIPT OF ASSESSOR'S REFERRAL

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the Councillor who is the subject of the complaint, or the complainant if the complainant is a Councillor, as a confidential document.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide, by resolution, on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

### 9. INVESTIGATOR

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer ~~may~~ must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant, then

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**Blackall-Tambo**  
Regional Council

## Investigation Policy

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

### 10. EARLY RESOLUTION

Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

### 11. TIMELINESS

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

*Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.*

### 12. ASSISTANCE FOR INVESTIGATOR

If the Mayor or another Councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillors may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

### 13. POSSIBLE MISCONDUCT OR CORRUPT CONDUCT

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and

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**Blackall-Tambo**  
Regional Council

## Investigation Policy

advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

### 14. COMPLETION OF INVESTIGATION

On the completion of an investigation, the investigator will provide a report to the Council outlining as appropriate:

- The investigation process
- Any witnesses interviewed
- Document or other evidence obtained
- A statement of the relevant act ascertained
- Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- The investigation findings
- A statement of any relevant previous disciplinary history
- Any recommendations about dealing with the conduct
- A record of the investigations costs
- ~~the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.~~

The Council (with the exception of the Councillor the subject of the investigation and complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

The Chief Executive Officer is also required to ensure the details are entered into the Councillor Conduct Register.

If there is a risk to the health and safety of the complainant, under s 254J of the LGR the Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations. In accordance with S254(6) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

~~Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA.~~

### 15. DISCIPLINARY ACTION AGAINST COUNCILLORS

If the Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, the Council may:

- (i) Order that no action be taken against the Councillor; or
- (ii) Make an order outlining the action the Councillor must undertake in accordance with section 150AH(1)(b) of the LGA

### 15.16. NOTICE ABOUT THE OUTCOME OF INVESTIGATION

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## Investigation Policy

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

### **46.17. COUNCILLOR CONDUCT REGISTER**

The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor Conduct register.

Where a complaint has been resolved under section 10 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

### **47.18. EXPENSES**

Council must pay any reasonable expenses of Council associated with the ~~informal early resolution or~~ investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- ~~a mediator engaged under this investigation policy~~
- ~~an independent investigator engaged on behalf of, or by the Tribunal~~
- ~~an independent investigator engaged on behalf of the local government~~
- ~~a private investigator engaged on behalf of or by the investigator~~
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal advice
- engaging an expert.

*Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.*

Any costs incurred by complainants or the subject Councillors will not be met by Council.

### **48.19. RELATED DOCUMENTS**

~~Local Government Act 2009~~  
~~Local Government Regulation 2012~~  
~~Council Meeting Policy (To be adopted)~~  
~~Meeting Procedures~~  
~~Acceptable Request Guidelines (To be adopted)~~  
~~Chief Executive Officer's Guidelines for Mayoral and Councillor Requests to Employees for Advice Policy~~

### **49.20. REFERENCES**

Department of ~~State Development, Infrastructure, Local Government and Planning~~ example ~~investigation policy, May 2021~~

~~Local Government, Racing and Multicultural Affairs example Investigation Policy (October 2018)~~

### **20.21. REVIEW TRIGGER**

Change of Legislation

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# Blackall-Tambo Regional Council

## Vehicle Policy

Version Number: <del>Three</del> Four	Effective Date: <del>20/07/2022</del> 21/09/2022
Procedure Compiled by: Chief Executive Officer	Review Date: <del>20/07/2026</del> 21/09/2026
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.

3.8. Smoking in all Council vehicles is prohibited.



## Blackall-Tambo Regional Council

### Vehicle Policy

3.9. Carrying pets in Council vehicles is prohibited.

3.10. Keys are not to be left in parked vehicles at any time and the vehicle must be locked when left unattended.

3.11. 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. Safe Operation of Vehicle

All employees using Council Motor Vehicles must ensure they are operated in a safe manner to ensure, to the extent possible, that the user of the vehicle, passengers and the public do not come to harm as a result of the vehicle is operated. The safe operation of the vehicle also reduces the risk of damage to the vehicle.

To ensure safe operation of the vehicle drivers must ensure that as a minimum the following factors apply:

- Vehicles are only to be drive by authorised person.
- The vehicle must be driven in a safe and responsible way with due regard to the road conditions.
- State road rules must be complied with in respect to speeds travelled, traffic management and vehicle operation.
- The vehicle is not to be operated by a person with a blood alcohol content exceeding 0.05%.
- The vehicle is not to be operated by a person who faculties are impaired due to the take of drugs (prescription or illicit).
- The vehicle is not to be operated by a person who is fatigued.

#### 4.5 Maintenance

- 54.1. Vehicles are an asset of the Council for which value must be maintained.
- 54.2. Vehicles must be made available to the Workshop Supervisor for servicing in accordance with the manufacturer's specifications.
- 54.3. If any malfunction of a vehicle, however minor, has been observed, the driver must advise the Workshop Supervisor immediately.
- 54.4. 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.
- 54.5. The operator is responsible for the regular checking of fuel, coolant, oil, battery fluid, brake fluid, windscreen washer fluid and tyre pressure.
- 54.6. The operator must maintain the vehicle (internal and external) in a clean and tidy condition.

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## Blackall-Tambo Regional Council

### Vehicle Policy

#### 65. 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.

#### 76. ~~Penalty Notices and Convictions~~Safety

76.1. An employee convicted of drink driving or consumption or use of an illegal drug in association with a crash and/or incident, will be liable for all costs associated with the repair of such vehicle/vehicles.

7.2 If a driver is charged and found guilty of a driving offence which results in cancellation or suspension of their licence. All Council vehicle use will be suspended immediately and the vehicle returned to Council.

7.3 Traffic infringement fines incurred are the responsibility of the driver at the time of the infringement. The allocated driver (responsible for the vehicle) must be able to identify whether it was an alternative driver.

~~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.~~

#### 87. 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.

#### 98. 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.

#### 109. 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.).

#### 110. Exceptions

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

#### 124. 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.

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**132. 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.

**14. 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.
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.



## Blackall-Tambo Regional Council

### Vehicle Policy

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:

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

#### 15. Breach of Policy

A failure by employees, volunteers and contractors to comply with this policy may result in disciplinary action being taken against them. It may also result in access to Council vehicles being withdrawn.

#### 16. Associated Documents

- Employee Code of Conduct Policy
- Councillor Code of Conduct Policy
- Drug and Alcohol Policy
- Councillor's Expenses Reimbursement Policy

#### 17. Version Control

<u>Version One</u>	<u>19/04/2019</u>
<u>Version Two</u>	<u>15/01/2020</u>
<u>Version Three</u>	<u>20/07/2022</u>
<u>Version Four</u>	<u>21/09/2022</u>

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**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 November 2022

Item No: 5.5

**SUBJECT HEADING:** **Tambo Town Common Advisory Group Meeting – 16 August 2022**

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

CLASSIFICATION: (if confidential)

*Summary: The Tambo Town Common Advisory Group held a meeting in the Tambo Council Boardroom on 16 August 2022.*

**Officer's Recommendation: That Council receive the minutes from the Tambo Town Common Advisory Group meeting held 16 August 2022.**

**Background**

The Tambo Town Common Advisory Group (TTCAG) was formed to make recommendations to Council on issues related to the management of the Town Common.

The TTCAG met on 16 August 2022 to discuss the Council Bull Account, muster dates and cattle numbers on the Common.

**Link to Corporate Plan**

Environment &amp; Heritage

Outcome 3 – Pest Management

**Consultation (internal/external)**

Tambo Town Common Advisory Group

**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	Minutes are presented to Council as per the Tambo Town Common Management Plan.	Low
People	Low	Nil	Low
Operational	Medium	Information from the Tambo Town Common Advisory Group enables Council to address any concerns.	Low
Environmental	Medium	Adequate management of the Tambo Common addresses environmental issues.	Low
Strategic	Medium	Nil	Low

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Implementation of the Tambo Town Common Plan and advice from the TTCAG provides guidelines on how to manage the land.	Low

**Risk Treatment**

Receiving the minutes of the Tambo Town Common Advisory Group meeting presents no risk to Council.



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

Tambo Town Common Meeting held 16<sup>th</sup> August 2022

Tambo Council Boardroom 6.00pm

**Chairperson**

Bill Rogers

**Minute Taker**

Bronwyn Beck

Welcomed: 6.06pm

**Apologies:** Lindsay Russell, Dean Frousheger, Liza Nay, Ralph McLeod, Leonie May, Richard Graczyk, Sheryl West for Gary West Snr, Taylor Smith, Leon Russell, Johnno Holmes, Jimmy Hafey and Jo Cooper, Gidgee Johnson, Kevin and Merle Hafey, Kevin Johnson, Malcom Johnson, Maxine Johnson, James Webber.

Motion: Apologies be accepted

**Moved:** Nadine

**Seconded:** Jason

**Attendance:** Nadine Mcleod, Kelvin Hafey, Orleen McKellar, Karen Johnson, Jason Rogers, Errol Rogers, Teresa Johnston.

**Previous Minutes:**

The minutes from the previous meeting held 17<sup>th</sup> February 2022 were handed around the table to be read.

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

**Moved:** Karen Johnson

**Seconded:** Kelvin Hafey

Business Arising from previous meeting: Nil

**Agenda Items:****Chairman's Report**

It is good to report of the continued grass cover this year although the Buffalo grass has hayed off due to the severe frosts but still green under the cover of trees and cattle continue to be in top condition. As the last muster there is 26 household owners with 284 head of adult stock and 94 branded calves.

These conditions may allow for a moderate increase to the numbers allowed to be agisted per household is such increase is permitted the numbers and grass conditions will be monitored closely.

The council bull account as of 31/07/2022 shows

Receipts - \$4,319.70

Bull Sale - \$5,180.87

Total - \$9,500.87

Bull Purchased - \$8,000.00

Current total - \$1,500.57

These figures should allow the committee to sell and purchase another two bulls at the muster next year. I would like to take this opportunity to thank all of those who volunteer to help with the muster and yard work but there is always more room to have extra hands-on deck during the days work. On closing I would like to wish you all a successful sale and the weather is kind to us for the coming season.

Bill Rogers Chairman

**Moved:** Kelvin Hafey

**Seconded:** Nadine McLeod

**Muster Dates:** Proposed dates 1 & 2<sup>nd</sup> October 2022, the first weekend in October which is a long weekend.

**Motion:** Muster date has been set for the 1 & 2<sup>nd</sup> October 2022. Mustering cost will be \$9.25 per head for three days.

**Moved:** Teresa Johnston

**Seconded:** Jason Rogers

**Agenda items:**

**Cattle Numbers:** People to increase Judith Taylor x3, Bill Hutchinson x5, Jimmy Hafey x2, Gidgee x2, Jason x1, Sheryl West x3, and Orleen x 3.

376 x Branded cows and Calves

**Motion to move that the number increase to 16 per household.**

**Moved:** Nadine McLeod

**Seconded:** Karen Johnson

**General Business:**

July accounts agistment fees went up by 5% in the new financial year. A letter will be drawn up to Council asking for any improvements to the common and the yards. Grading of the Common, upkeep of the firebreaks.

Bill Rogers will draft letter to council, asking the council to do the upkeep on the Tambo Common which would include grading of the common and maintain the fire break around the common. The Common committee would also ask the Council to upgrade and maintain the yards for the muster as some equipment is dangerous at that the moment.

**Moved:** Nadine McLeod

**Seconded:** Karen Johnson

Kelvin to ask DPI regarding the paddock behind the stable blocks, it is deemed as contaminated land.

Meeting closed at: 6:45pm

**BLACKALL-TAMBO REGIONAL COUNCIL**

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**OFFICER REPORTS**

COUNCIL MEETING DATE: 16 November 2022

Item No: 5.6

**SUBJECT HEADING: Development Application – DA 37-2021-2022 – Tourist Park – 18 Leek Street, Blackall**

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

CLASSIFICATION: (if confidential)

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

*Under the Blackall-Tambo Region Planning Scheme 2020 (the Planning Scheme), the subject site is in the Mixed Use Precinct of the Township Zone. The defined use that has been applied for, being a 'Tourist Park', is subject to Impact Assessment in the Township Zone. Reconfiguring a lot in the Township zone is subject to Code Assessment. The overall level of assessment for the application is Impact Assessment.*

*A development application that is subject to Impact Assessment is assessed against the entire Planning Scheme and is required to be publicly notified for a minimum of 15 business days. During the public notification period, seven (7) submissions and one (1) petition with 20 signatures was received. The issues raised in the submissions and petition have been addressed in the decision report.*

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

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

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

**1.0 PARAMETERS OF APPROVAL**

- 1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.**
- 1.2 Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.**

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

## **2.0 APPROVED PLANS AND DOCUMENTS**

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

<b>Plan/Document Name</b>	<b>Plan/Document Number</b>	<b>Revision Number</b>	<b>Date</b>
<b>Thistle Street Aspect</b>	<b>Page 1</b>	<b>-</b>	<b>25/05/2022</b>
<b>Layout Proposed Site Plan</b>	<b>Page 3</b>	<b>-</b>	<b>26/05/2022 (Received date)</b>
<b>Caravan Park Proposed Site Plan</b>	<b>Page 4</b>	<b>-</b>	<b>26/05/2022 (Received date)</b>
<b>Type A &amp; Shower-WC-Vanity &amp; Elevations</b>	<b>Page 5</b>	<b>-</b>	<b>26/05/2022 (Received date)</b>
<b>Type B &amp; C &amp; Shower-WC-Vanity &amp; Elevations</b>	<b>Page 6</b>	<b>-</b>	<b>26/05/2022 (Received date)</b>
<b>Type D &amp; Laundry-WC-Shower &amp; Elevations</b>	<b>Page 7</b>	<b>-</b>	<b>26/05/2022 (Received date)</b>
<b>Proposed Dwelling – Lower and Upper Floor</b>	<b>Page 8</b>	<b>-</b>	<b>26/05/2022 (Received date)</b>
<b>Proposed Dwelling Aspects</b>	<b>Page 9</b>	<b>-</b>	<b>26/05/2022 (Received date)</b>
<b>Site Layout</b>	<b>DWG-S01</b>	<b>A</b>	<b>26/09/2022</b>
<b>General Arrangement</b>	<b>CE22056-301-GA</b>	<b>A</b>	<b>19/10/2022</b>
<b>Landscape Plan Planting Plan</b>	<b>IY-666-18LE</b>	<b>-</b>	<b>19/10/2022</b>

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

## **3.0 LIMITATIONS OF OPERATION**

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

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

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

#### **4.0 ENGINEERING CERTIFICATION**

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

**4.1.1 Road works and access and parking works**

**4.1.2 Reticulated water supply connection**

**4.1.3 Reticulated sewer supply**

**4.1.4 Earthworks**

**4.1.5 Stormwater works**

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

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

#### **5.0 ACCESS AND PARKING WORKS**

**5.1 Design, construct and maintain the Thistle Street crossover in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standard drawing, Figure 2 – Vehicle Crossover – Piped, from the General Development Code of the Blackall-Tambo Region Planning Scheme.**

**5.2 Design and construct the upgrade to Thistle Street and the intersection of Leek and Thistle Street, at no cost to Council, in accordance with the approved plans (see Condition 2.1) and generally in accordance with the standards detailed in the *Capricorn Municipal Development Guidelines (including Standard Drawings and Specifications, Construction Specifications and Procedures, Design Specifications and Purchase Specifications)*.**

**5.3 Provide and maintain a minimum of eighteen (18) car parking spaces on-site for guests, four (4) car parking on-site for guests and two (2) car parking spaces for the caretaker's residence. All car parking spaces must be clearly delineated by either line-marking or signage.**

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

**5.5 All car parking, caravan sites and vehicle manoeuvring areas must be either compacted gravel or concrete.**



- 5.6 Install and maintain directional signage within the site to ensure the orderly and efficient movement of vehicles.
- 5.7 Provide dedicated visitor car parking areas generally in accordance with the approved plans (Condition 2.1).

## 6.0 FLOOD

- 6.1 Maintain and implement a current Flood Evacuation Plan for the approved use.
- 6.2.1 The Flood Evacuation Plan must consider:
  - 6.2.1 Trigger conditions for evacuation;
  - 6.2.2 Flood free or low flood hazard access, by way of trafficable roads to facilitate evacuation or provision of supplies;
  - 6.2.3 Location of local evacuation centres; and
  - 6.2.4 Roles and responsibilities of the manager/employees in implementing the Flood Evacuation Plan.
- 6.4 Make available a copy of the Flood Evacuation Plan on site at all times.

## 7.0 SITE MANAGEMENT PLAN

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

## 8.0 ROOF AND ALLOTMENT DRAINAGE

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

## 9.0 STORMWATER WORKS

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

## 10.0 SEWERAGE AND WATER

- 10.1 The premises must be connected to Council's reticulated water and sewerage network.
- 10.2 All works must be designed, constructed and maintained in accordance with the approved plans (refer to Condition 2.1), the *Plumbing and Drainage Act, Water Services Association of Australia (WSAA), 2011, "WSA 03-11 Water Supply Code of Australia" Version 3.1* and *Queensland Department of Energy and Water Supply, 2010, Planning Guidelines for Water Supply and Sewerage*.

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

**11.0 TELECOMMUNICATION AND ELECTRICITY SUPPLY**

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

**12.0 WASTE MANAGEMENT**

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

**12.1.1 Designed to not cause nuisance to neighbouring properties;**

**12.1.2 Screened from any road frontage or adjoining property;**

**12.1.3 Of a sufficient size to accommodate a waste bin/s suitable to service the Tourist Park.**

**13.0 AMENITY AND ENVIRONMENTAL HEALTH**

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

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

**14.0 LANDSCAPING**

**14.1 Establish and maintain landscaping generally in accordance with the approved plans.**

**14.2 The landscaping must predominantly contain species consisting of native, drought tolerant groundcovers, shrubs, small trees and trees.**

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

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

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

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

## **16.0 ASSET MANAGEMENT**

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

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

### **17.0 ENDORSEMENT OF SURVEY PLAN**

- 17.1** Council will not endorse or release the survey plan for this development until such time as:

- (a) All conditions attached to this development approval for Reconfiguring a Lot have been fully satisfied;
- (b) A statement demonstrating compliance with all conditions attached to this development approval has been submitted to Council; and
- (c) All outstanding rates and charges relating to the site have been paid.

### **18.0 APPROVED PLANS AND DOCUMENTS**

- 18.1** The approved reconfiguration of a lot must be completed and maintained generally in accordance with the lot layout shown on Layout Proposed Site Plan with reference Page 3 and dated 26/05/2022 (received date).
- 18.2** Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.

### **19.0 ACCESS**

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

### **20.0 SERVICES**

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

### **21.0 PUBLIC UTILITIES**

- 21.1** The applicant is responsible for the cost of any alteration to public utilities as a result of complying with conditions of this Development Permit.
- 21.2** Any alteration of any public utility or other facilities necessitated by the development of the land or associated construction works external to the site shall be at no cost to Council.
- 21.2** Any damage caused to any public utility during the course of construction shall be repaired to the satisfaction of Council's Delegated Officer and at no cost to Council prior to the sealing of the Survey Plan.

**ADVISORY NOTES**

- A. Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, and potentially for operational work, as required under relevant legislation for this work.
- B. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.
- C. General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.
- D. This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).
- E. The Tourist Park will require approval to operate under Schedule 14 of the Blackall-Tambo Regional Council Subordinate Local Law No.1 (Administration) 2010.

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

<b>PROPERTY DETAILS</b>	
<b>Site address</b>	18 Leek Street, Blackall QLD 4472
<b>RPD</b>	Lot 1 on CP900484
<b>Site Area</b>	10,020m <sup>2</sup>
<b>Landowners</b>	New Beginnings Church
<b>Existing use of land</b>	Church
<b>Existing development approval</b>	<p>The site has been subject to previous applications.</p> <ul style="list-style-type: none"> <li>IPA 10 – 1999/2000 – George Borne &amp; Associates as Private Certifier approved a development application for building works for Future Building Pads</li> <li>001018-1 – T.T Building Consultants Pty Ltd as Private Certifier approved a development application for building works for a Proposed Place of Worship (Church)</li> </ul>
<b>APPLICATION DETAILS</b>	
<b>Application No.</b>	DA37-2021-2022
<b>Applicant</b>	New Beginnings Church

<b>Application description</b>	Development Permit for Material Change of Use for a Tourist Park and Reconfiguring a Lot (1 lot into 2 lots)
<b>Decision due date</b>	18 November 2022
<b>Main Issues/Resolution</b>	Sewer and water connections and upgrading of Thistle Street/Infrastructure Report provided that demonstrates that suitable services can be provided to the site without impacting on surrounding infrastructure. The Infrastructure Report also details how Thistle Street can be upgraded.
<b>STATUTORY DETAILS</b>	
<b>Planning Scheme</b>	Blackall-Tambo Region Planning Scheme 2020
<b>Overlays</b>	Blackall (and surrounds) Flood Hazard Map
<b>Zone</b>	Township Zone
<b>Precinct</b>	Mixed use
<b>Land use definition</b>	Tourist Park and reconfiguring a lot
<b>Category of Assessment</b>	Impact Assessment

## 2.0 PROPOSAL BACKGROUND

**TABLE 2 – OVERVIEW OF DEVELOPMENT ASSESSMENT PROCESS**

Application lodged	8 April 2022
Application properly made	26 April 2022
Confirmation Notice issued	27 April 2022
Public Notification Period	3 June to 24 June 2022
Decision Due (Decision Stage)	18 November 2022

## 3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 18 Leek Street, Blackall, formally known as Lot 1 on CP900484. The subject site has an area of 10,020m<sup>2</sup>, and has a 100m frontage to both Leek Street and Thistle Street. Thistle Street is currently unformed.

The site contains an established Church that has been in operation for approximately 20 years. The site is adjoined by vacant land to the west and south, Leek Street to the east and residential dwellings to the north. The immediate vicinity is made up of predominantly residential uses.



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

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

The proposal involves two components:

##### Material change of use for a Tourist Park

This component involves the establishment of a Tourist Park on the western half of the lot. The proposal includes the provision of 16 caravan sites with ensuite facilities for each site. Each caravan site has parking for a vehicle and a caravan.

The proposal also includes an ancillary caretaker's residence. The caretaker's residence includes a foyer and office on the ground floor in addition to bedrooms, a living area, kitchen and bathrooms over two levels. The

The proposal will provide a total of 24 car spaces, 18 for guests, 4 for visitors and 2 for the caretaker's residence. Extensive landscaping is proposed, particularly to the northern boundary where it adjoins residential dwellings.

##### Reconfiguring a Lot (1 lot into 2 lots)

The component involves subdividing the land into two lots and will ensure the existing church and its parking and landscaping areas are fully contained within its lot.

Proposed lot 1 (Tourist Park) will have an area of 4,246.9m<sup>2</sup> and proposed lot 2 (Church site) will have an area of 5,128.96m<sup>2</sup>.

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

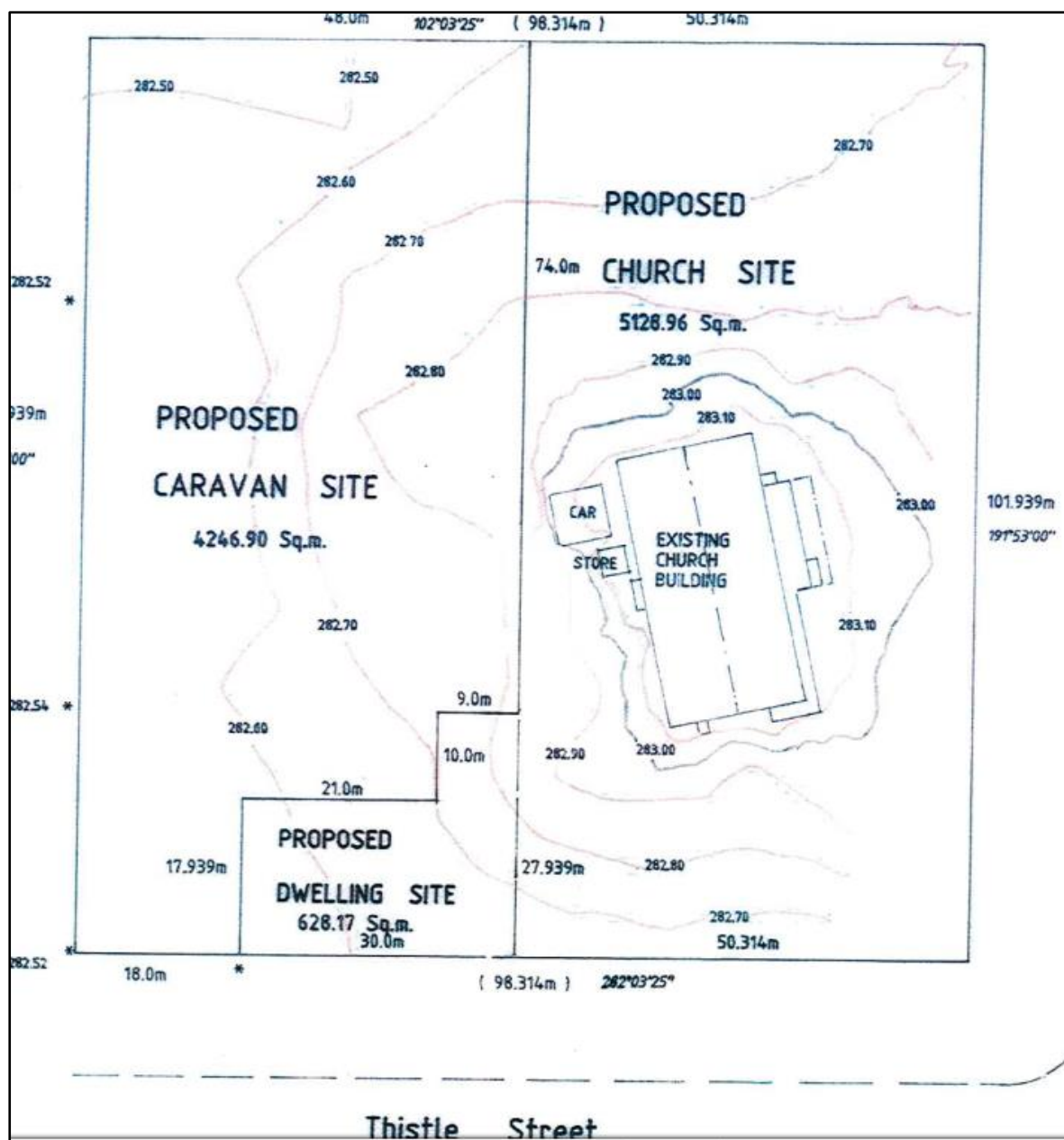
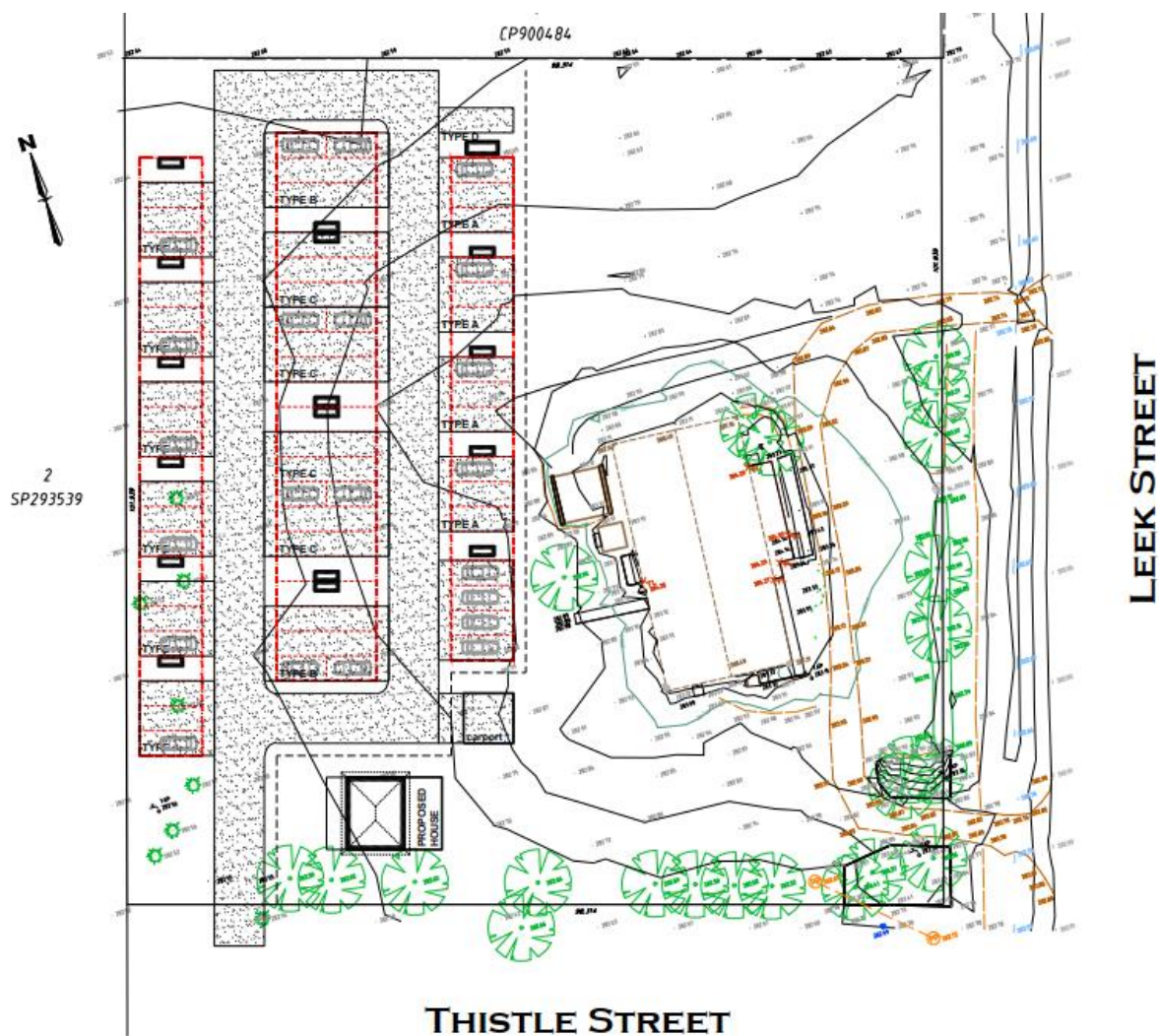


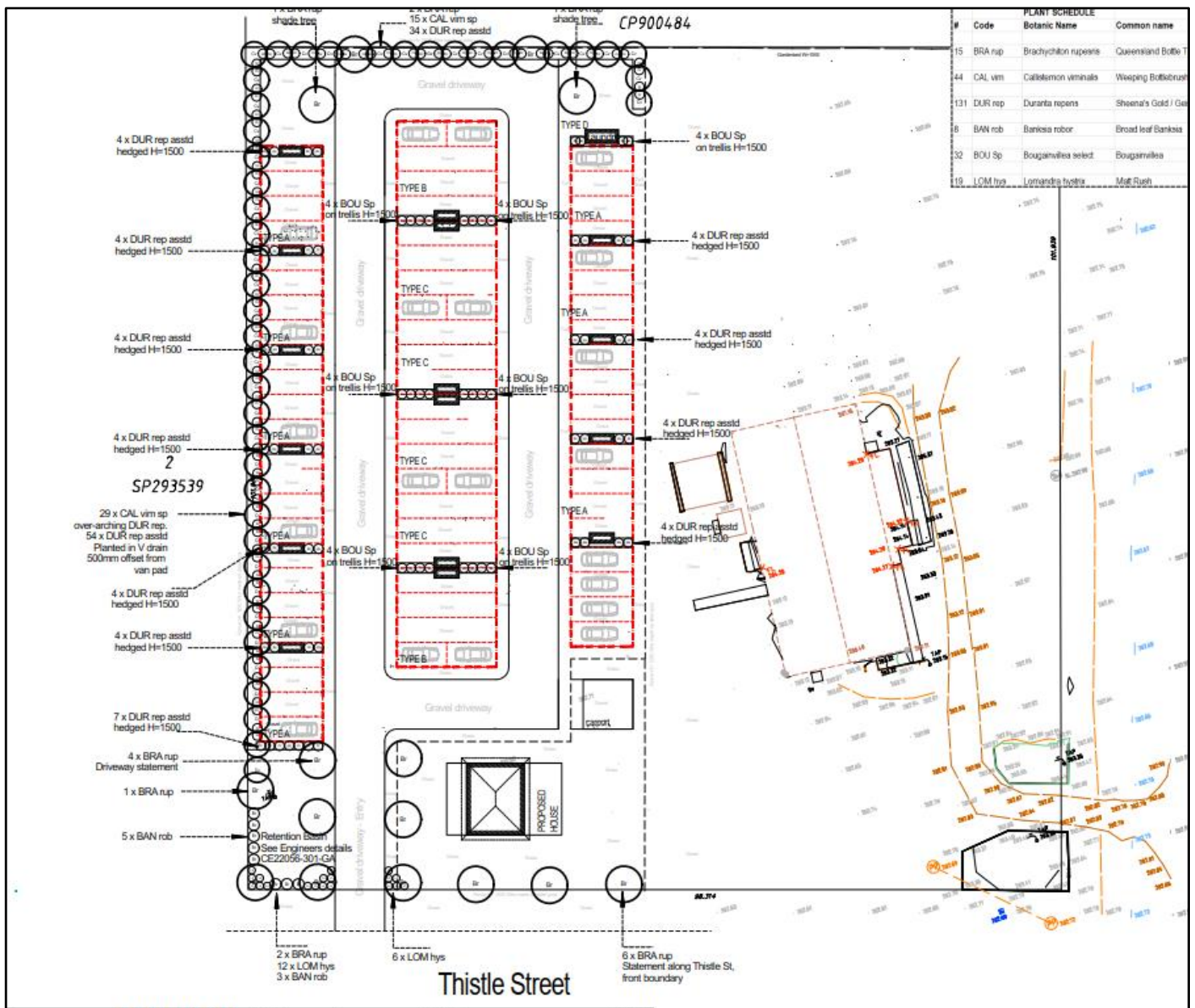
Figure 2 – Reconfiguration Layout (Source: Extract from approved plans)





**Figure 3:** Site Layout (Source: Extract from approved plans)





This framework for assessing impact assessable applications is clarified as follows –

The categorising instrument for the development is the *Blackall-Tambo Region Planning Scheme 2020*. The entire planning scheme must be assessed as relevant to the application. In this instance, relevant assessment benchmarks are encompassed by the Strategic Framework, the Township Zone Code, General Development Code, Reconfiguring a Lot Code and corresponding mapping and planning scheme policies. These benchmarks are addressed in section 5.2.

Where a conflict may be evident between the application and above assessment benchmarks, Council can consider any other relevant matter, such as planning need, to override the conflict and justify the non-compliance. This typically relates to matters that Council deems to be in the public interest, as opposed to personal circumstances.

The *Planning Regulation 2017* (sections 29-31) prescribes additional assessment benchmarks and other general assessment matters, which are addressed as follows:

The Central West Regional Plan and the State Planning Policy

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

The Local Government Infrastructure Plan

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

Schedules 9 and 10 of the Planning Regulation

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

Under Schedule 10, a referral to the State Assessment and Referral Agency (SARA) was not required. Although the site is mapped as containing native vegetation, the site area is less than 5 hectares and therefore does not require referral to SARA. It is noted that the site only contains very sparse vegetation and mature vegetation will be retained.

Approval history / lawful use of the premises and adjoining premises

The site has been subject to historic approvals for the establishment of a Church. The Church is established and is likely to have been in operation for approximately 20 years. The proposal will not impact the existing church and will ensure its preservation as the church, access, parking and landscaping will be self-contained on a single lot.

While the approval history of adjoining premises has not been investigated in detail, a general understanding of existing surrounding uses has been considered in this planning assessment and has informed the recommendation with a view to ensuring a compatible land use pattern if the development is approved.

Common material

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

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

#### 5.1.1 Public Notification

The development application required Impact Assessment, which means public notification of the application was required. Public notification was undertaken by Council on behalf of the Applicant.

Seven (7) properly made submissions and one (1) petition with 20 signatures was received during the public notification. The following table includes the issues raised and how they have been addressed:

Matter raised in submission	Response to matter raised
Concern that the proposed development will affect water pressure in the locality.	<p>Council requested further information regarding the capacity of the existing water infrastructure and how the development will be managed. In response the applicant provided an Infrastructure Report.</p> <p>The Infrastructure Report concludes that the existing water network has capacity available to provide supply to an expected maximum transient population of 32 people.</p> <p>A condition has been included that requires the submission of an operational works application that will include detailed information regarding the design of any reticulated water works.</p>
What is the maximum capacity or people that can stay at the caravan park.	<p>The Tourist Park has capacity for 16 caravans and its occupants. The applicant has advised that it is expected that any one time the maximum number of occupants could be 32.</p>
How will sewerage be managed and is the existing sewerage infrastructure sufficient to manage the sewerage generated by the development.	<p>Council requested further information regarding the capacity of the existing sewer infrastructure and how the development will be managed. In response the applicant provided an Infrastructure Report.</p> <p>The Infrastructure Report concludes that the addition of the transient population and calculated flows to the existing Blackall gravity sewer network is not likely to generate any wider community impacts.</p>

	<p>A condition has been included that requires the submission of an operational works application that will include detailed information regarding the design of any reticulated sewer works.</p>
<p>Concern regarding stormwater run-off and how it will be managed.</p>	<p>Council requested further information regarding how stormwater will be managed. In response the applicant provided an Infrastructure Report.</p> <p>The Infrastructure Report concludes that in order to manage stormwater a detention basin will be required. The detention basin will capture all overland flow before it is discharged to a lawful point of discharge.</p> <p>A condition has been included to ensure stormwater from the approved development must drain to a lawful point of discharge. The condition also requires that stormwater run-off must not adversely affect adjoining land or infrastructure by way of blocking, altering or diverting existing stormwater runoff patterns or have the potential to cause damage to other infrastructure.</p>
<p>There is no need for another caravan park in Blackall.</p>	<p>It is considered that the proposal is a suitable development in the Mixed Use Precinct of the Township Zone. The Mixed Use Precinct functions as a transition space between residential and non-residential areas.</p> <p>It is considered that the site is ideally located to provide for a Tourist Park. The proposal will provide a different offering than currently in the Township and will add healthy competition. An additional Tourist park in Blackall will also have the potential to attract additional tourists in the tourist season which will have economic benefits for businesses.</p> <p>Conditions have been imposed to ensure that any potential impacts associated with the Tourist Park can be appropriately managed.</p>
<ul style="list-style-type: none"> <li>Concerns with privacy of surrounding residents.</li> <li>The existing fence will not provide adequate privacy.</li> </ul>	<p>Council requested further information regarding amenity and privacy, in particular details on proposed landscaping and fencing.</p>

	<p>In response the applicant has provided a detailed landscape plan that incorporates extensive landscaping, in particular to northern boundary where the site adjoins residential dwellings. The landscape plan also includes fencing to all boundaries.</p> <p>It is considered that the fencing and proposed vegetation will provide a clear barrier between the development and residential dwellings.</p>
Noise impacts generated from the proposal.	<p>The proposal is not expected to generate excessive noise. A condition has been included to ensure a site management plan is developed that includes measures to manage operational aspects of the development including noise generation.</p> <p>The Tourist Park will also require approval to operate under Schedule 14 of the Blackall-Tambo Regional Council Subordinate Local Law No.1 (Administration) 2010.</p> <p>The Local Law requires that caravan parks are operated in a way which will not cause nuisance, inconvenience or annoyance to the occupiers of adjoining land.</p>
Concerns the proposed fire pit will cause impacts in terms of smoke, embers and ash.	<p>A condition has been included that requires a Site Management Plan. The Site Management Plan will include measures to manage operational aspects of the Tourist Park.</p> <p>The Tourist Park will also require approval to operate under Schedule 14 of the Blackall-Tambo Regional Council Subordinate Local Law No.1 (Administration) 2010.</p> <p>The Local Law requires that caravan parks are operated in a way which will not cause nuisance, inconvenience or annoyance to the occupiers of adjoining land.</p>
Concern that the proposed development will cause impact on the local electricity supply.	<p>The locality is serviced by overhead electricity supply and the development has been conditioned to connect to this network.</p>

	Any work relating to electricity supply will be the responsibility of Ergon Energy as the local energy provider.
There is no detail regarding earthworks and potential impacts from earthworks.	Due to the relatively flat nature of the site, minimal earthworks are proposed. A condition has been included to ensure erosion and sediment measures are installed and maintained during site works.
Query on whether the zoning is zoned as business or residential.	<p>The site is located in the Mixed Use Precinct of the Township Zone.</p> <p>The purpose of the Township Zone is to provide a variety of uses and activities to service local residents, including business, community, education, industrial, open space, recreation, residential or retail uses or activities. Tourist attractions and short-term accommodation are also permitted where appropriate for the area.</p> <p>The Mixed Use Precinct functions as a transition space between residential and non-residential areas. It is considered that the Mixed Use Precinct is a suitable area for a use of this nature and scale, where its impacts are appropriately managed.</p>
The nature and scale of the development is not compatible with the residential nature of the area.	<p>The site is located in the Mixed Use Precinct of the Township Zone.</p> <p>The Mixed Use Precinct functions as a transition space between residential and non-residential areas. It is considered that the Mixed Use Precinct is a suitable area for a use of this nature and scale, where its impacts are appropriately managed.</p>
The proposed caretaker's accommodation is not consistent with buildings in the locality.	<p>Whilst it is noted that the caretaker's accommodation is two storeys it is below 8.5m in height. It is noted that a dwelling house is permitted to have a maximum height of 8.5m in the Township zone.</p> <p>The caretaker's accommodation incorporates timber and tin construction, in particular timber weather boards and a pitched Colourbond roof that is consistent with materials used in dwelling houses in the locality.</p>
The proposed design does not allow for passive surveillance of the streetscape, nor does it increase the	The proposal incorporates a caretaker's residence that includes windows that

<p>safety of the neighbourhood with increased transient activity.</p>	<p>overlook Thistle Street. The proposal also includes a low fence to Thistle Street that will allow for casual surveillance.</p>
<ul style="list-style-type: none"> <li>• The proposed access will impact traffic.</li> <li>• The proposed parking is not sufficient.</li> <li>• The existing church does not provide sufficient parking.</li> <li>• Will the applicant be accountable for the required road infrastructure upgrades that are needed to accommodate this proposal or Blackall-Tambo Regional Council and thus the Rate payer?</li> </ul>	<p>The new access will be from a previously unformed part of Thistle Street. The proposed access is located a reasonable distance from the intersection of Leek Street and Thistle Street and is unlikely to impact traffic.</p> <p>The applicant has provided plans that detail the extent of work required to upgrade Thistle Street. The works required to Thistle Street have been conditioned to be provided before the use commences and will be at the cost of the applicant.</p> <p>The proposal includes a reconfiguration of a lot component that will ensure the existing church will be self-contained including its parking, access and landscaping. The church has sufficient parking, and the proposed development will not impact on that parking.</p>
<p>Threatened species of Flora and Fauna have been identified in the area. Has an impact assessment/consideration been given to the effect of such development in an area which back onto bushland in which these species potentially reside?</p>	<p>The proposal maintains mature vegetation and will incorporate additional vegetation that is endemic to the area. The proposal includes fencing to all boundaries to ensure no aspect of the proposal extends into the adjoining land.</p>
<p>Concerns that the site is affected by flooding.</p>	<p>The applicant has carried out a site survey which demonstrates that the levels of the land are above the Blackall flood level of 282m AHD. The proposed caretaker's accommodation although located on land above the Blackall flood level will incorporate a minimum 300mm freeboard.</p> <p>A condition has been included to ensure a flood evacuation plan is developed and made available to guests staying at the Tourist Park.</p>

### 5.1.2 Internal Officer Comments

The application was internally referred to the Director of Works and Services who raised no issues with the proposal.

## 5.2 BLACKALL-TAMBO REGION PLANNING SCHEME 2020

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

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

The Tourist Park will result in the start of a new premises on the site. A Tourist Park is defined below:

**Tourist park** means the use of premises for—

- (a) holiday accommodation in caravans, self-contained cabins, tents or other similar structures; or*
- (b) amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).*

In accordance with Table 4.4.1 of the Planning Scheme, a Tourist Park in the Township Zone is subject to Impact Assessment.

Under the Planning Scheme the development also constitutes reconfiguring a lot. Under the *Planning Act 2016* (the Planning Act), the definition of Reconfiguring a Lot relates to:

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

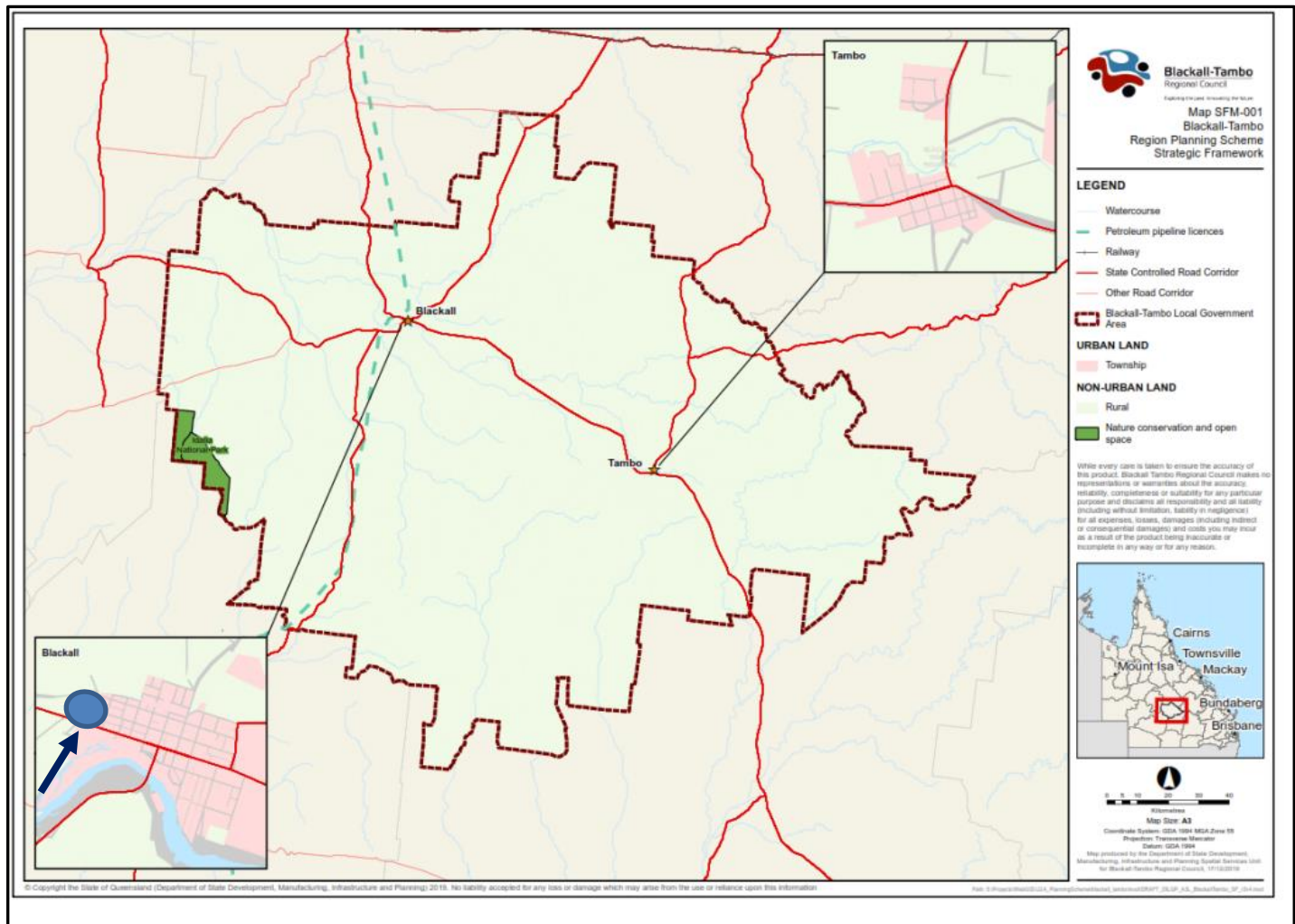
In accordance with Table 4.5.1 of the Planning Scheme, the relevant assessment benchmarks for the development application is the Planning Scheme. When assessing this application, particular consideration has been given to the following assessment benchmarks:

- Strategic Framework
- Township Zone Code
- General Development Code
- Reconfiguring a Lot Code



### 5.2.1 Assessment of Strategic Framework

The Strategic Framework sets the policy direction for the Planning Scheme. As per the Strategic Framework Map in Figure 5, the subject site is designated as 'Urban Land', being within the township area (coloured pink) of Blackall.



**Figure 5:** Site (denoted in blue) on Strategic Framework Map (Source: Blackall-Tambo Regional Planning Scheme)

The proposal is consistent with Strategic Intent statements relating to infill development in the township areas that result in high quality and inclusive living environments that meet a broad range of community needs and occur in serviceable locations. The Tourist Park will contribute to the Region's tourism industry by adding an additional and different option for tourists. Relevant extracts from the Planning Scheme are as follows -

*'The planning scheme seeks to provide for development which meets and is relevant to community needs...*

*'The planning scheme builds upon the region's established communities, existing natural and historical features and traditional economic strengths, which include agriculture and tourism.'*

*Infill and renewal development within the established towns of Blackall and Tambo is encouraged ....'*

*'Development in the region should not expose people or property to unacceptable risks of flood hazards.'*

The proposal is also able to meet the Strategic Framework intent relating to avoiding and mitigating the risk of flood hazard impacts. The proposed development site is mapped as being located within the flood hazard overlay, however the site levels exceed the Blackall flood level. The development has been located, sited and designed to not worsen flood risks. A condition has been included to ensure a flood evacuation plan is development and maintained on site.

On this basis, there is no conflict between the development and the Strategic Framework as it relates to the site and the proposal development.

### 5.2.2 Assessment of Codes

The following codes are relevant to the proposed development.

#### Township Zone Code

The site is located in the Mixed Use Precinct of the Township Zone, as shown on the Zone Map for Blackall in Figure 6.



**Figure 6:** Site (denoted in blue) located within Township Zone (Source: Blackall-Tambo Regional Planning Scheme)

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

- The Mixed Use Precinct functions as a transition space between residential and non-residential areas, therefore it is considered the site is reasonable location for a Tourist Park
- Conditions have been imposed to ensure any impacts associated with the Tourist Park are appropriately managed
- The proposal will not compromise the safety or efficiency of the local road network, in fact the proposal will improve the road network as the proposal includes the upgrading of Thistle Street which is currently unformed. The upgrade will be carried out at no cost to Council.
- The development is of a reasonable scale and does not include extensive built form
- With the imposition of conditions, the development will not cause adverse impacts on residential amenity in terms of privacy, safety, noise, odour and fumes, lighting and traffic generation
- The development will provide accommodation that is of a good standard
- The proposed caretaker's residence will be below 8.5m in height and will use timber and tin materials, which complement development in the locality
- A condition has been included to ensure waste disposal areas are screened
- Conditions have been included to manage any impacts, including the provision of a Site Management Plan which will manage operational aspects of the development.

### **General Development Code**

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

- The site cover is below the permitted 50%
- The proposal provides setbacks that can comply with QDC requirements
- Includes extensive landscaping to the northern and western boundaries. Noting that additional landscaping has been provided to the northern boundary where it adjoins residential dwellings
- The proposed caretaker's residence will be below 8.5m in height
- The proposed caretaker's residence incorporates materials that are consistent with buildings in the locality
- The caretaker's residence includes windows to Thistle Street frontage therefore allowing for causal surveillance
- The proposal includes the upgrading of Thistle Street to make it a fully formed road and it is considered that traffic to and from the site will be of a reasonable volume
- The proposal provides sufficient carparking for the scale of development. The proposal is required to provide 22 car spaces in total, which it does, and it also provides an additional two car spaces for the caretaker's residence
- The proposed access to the site from Thistle Street will be provided in accordance with Council standards
- The development will be able to connect to existing reticulated water and sewer as well as telecommunications and electricity services
- The proposal incorporates measures to manage stormwater to ensure it is conveyed to a lawful point of discharge
- The development has been sited to avoid the flood hazard overlay onsite. The applicant submitted a survey plan of the site which demonstrates that even though the

site is within the flood hazard overlay the site is actually higher than the Blackall flood level of 282m AHD

- The site is not located within a Bushfire prone area.

## Flood Hazard Area



**Figure 7:** Site located in Flood Hazard Overlay (Source: Blackall-Tambo Regional Planning Scheme)

Parts of the site are mapped as being subject to flooding as it is located within the Flood Hazard Overlay, as shown in Figure 7 above. The applicant has engaged a surveyor to confirm the levels of the site. The survey plan demonstrates that even though the site is mapped as being in the overlay the actual levels of the site are higher than the Blackall flood level of 282m AHD. In any case the applicant has designed the caretaker's residence and ensuite buildings to include a minimum 300mm freeboard. A condition has also been included to ensure a flood evacuation plan is prepared and a copy is maintained onsite.

## Reconfiguring a Lot Code

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

- The proposal creates lots that are functional, suitable and consistent with the existing zone and precinct intent. The proposed lots are substantially larger than the required minimum lot size of 800m<sup>2</sup>



- The proposed upgrade to Thistle Street is conditioned to be carried out with the relevant standards
- Each lot will have access, the existing access from Leek Street to the Church will be maintained and the Tourist Park will have a new access from the upgraded Thistle Street
- Stormwater will be appropriately managed
- Each lot will be appropriately serviced, including provision for access, reticulated water and sewer, electricity and telecommunications
- The reconfiguration will not create significant adverse impacts on the regions important biodiversity
- Although mapped as being in the flood hazard overlay, the site levels are above the Blackall flood level of 282m AHD.

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

## 6.0 CONCLUSION

This Impact assessable Development Application for a Development Permit for Material Change of Use for a Tourist Park and Reconfiguring a Lot (1 lot into 2 lots) over land at 18 Leek Street, Blackall, formally described as Lot 1 on CP900484, is recommended for approval, subject to the conditions outlined in this report.

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

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

- a) The site is contained within the Mixed Use Precinct which functions as a transition space between residential and non-residential areas, therefore it is considered the site is reasonable location for a Tourist Park
- b) The Tourist Park will contribute to the Region's tourism industry by adding an additional and different option for tourists
- c) The proposal will not compromise the safety or efficiency of the local road network, in fact the proposal will improve the road network as the proposal includes the upgrading of Thistle Street which is currently unformed. The upgrade will be carried out at no cost to Council
- d) The proposal can be adequately serviced without impacting surrounding development
- e) Although mapped as being in the flood hazard overlay, the site levels are above the Blackall flood level of 282m AHD
- f) The proposal incorporates extensive landscaping, in particular to northern boundary where the site adjoins residential dwellings.
- g) Conditions have been imposed to ensure any impacts associated with the Tourist Park are appropriately managed
- h) Development does not conflict with the State Planning Policy 2017 and Central West Regional Plan 2009.

**Link to Corporate Plan**

Economic Development

Outcome 1 – Business Investment

Outcome 2 – Tourism

Outcome 4 – Land Development

**Consultation (internal/external)**

Chief Executive Officer

Town Planners

Rates Officer

Blackall Community

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

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

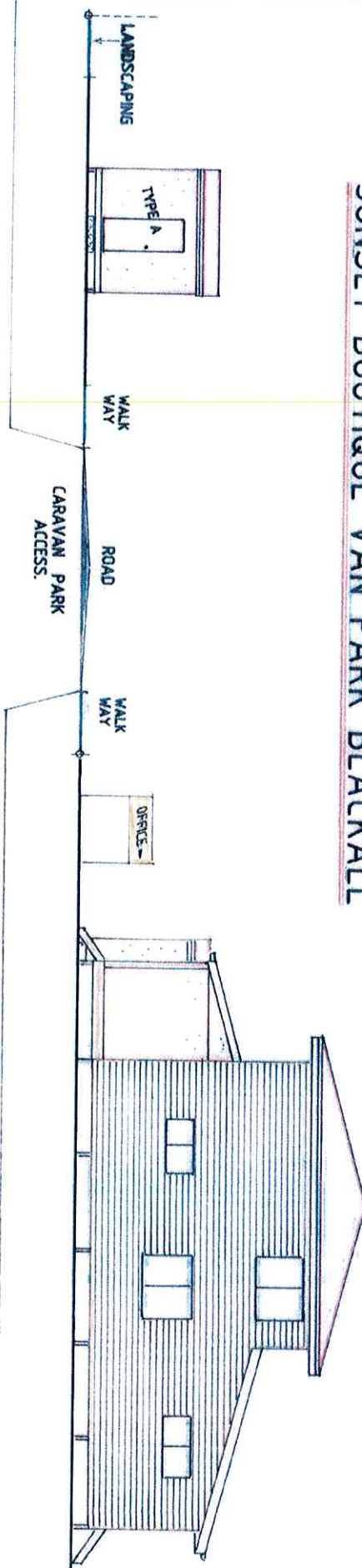
**Risk Treatment**

Nil

**RECEIVED**  
26 MAY 2022

BY: .....

# SUNSET BOUTIQUE VAN PARK BLACKALL



## THISTLE STREET ASPECT

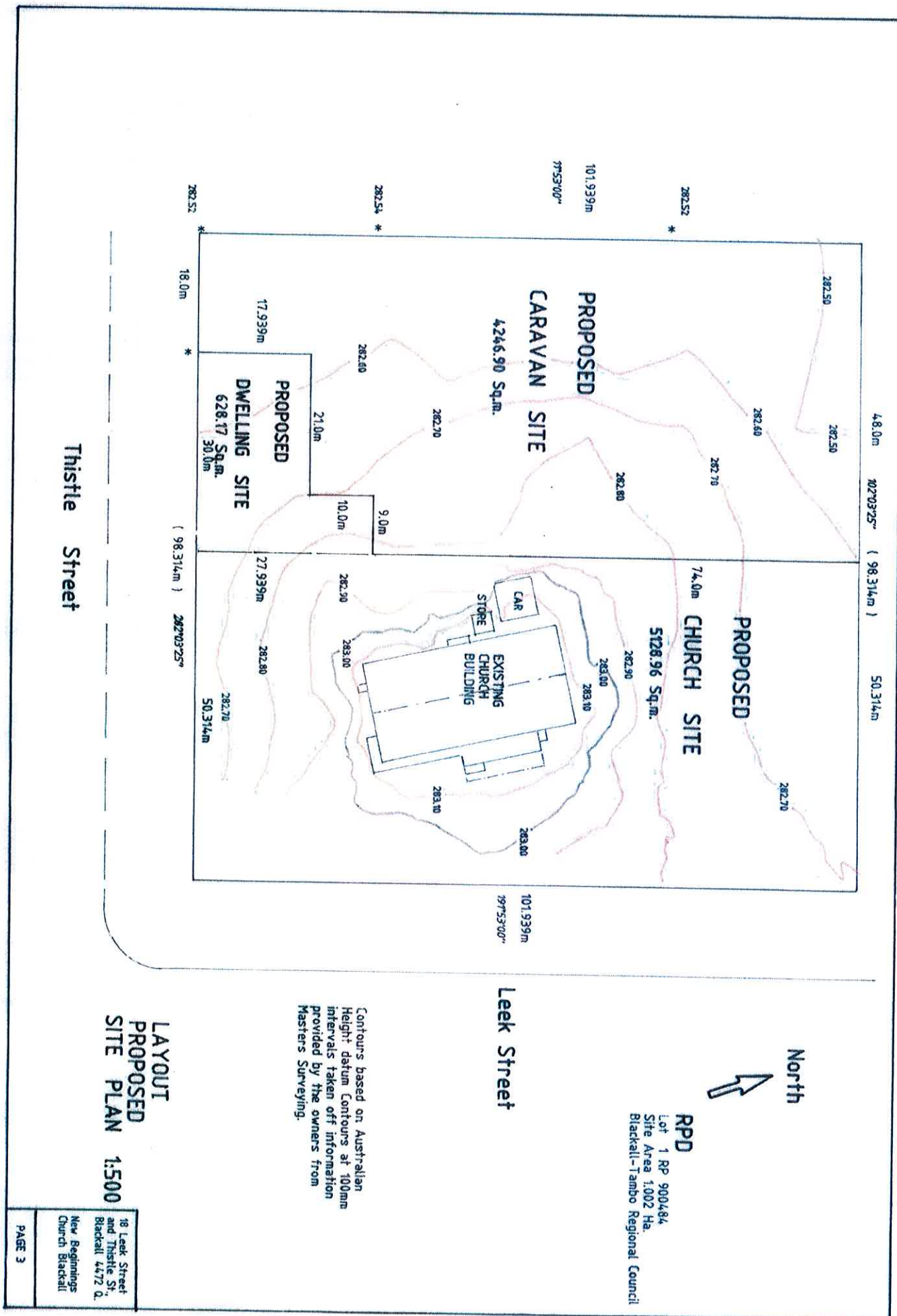
- CONTENTS:
- 1/Heading page
  - 2/Existing site plan
  - 3/Proposed subdivision layout
  - 4/Proposed Caravan park layout
  - 5/Type A layout small caravans
  - 6/Type B and C layout large caravans
  - 7/Type D layout laundry
  - 8/Dwelling floor plan
  - 9/Dwelling elevations
  - 10/Masters surveying showing the allotment
- Is all above Blackall flood level RL 282m AHD.

PROPOSED CARAVAN PARK AT LOT 1  
CORNER OF LEEK STREET & THISTLE STREET  
BLACKALL 4472 QUEENSLAND.  
FOR NEW BEGINNINGS CHURCH BLACKALL

DATE	11-03-2022
SCALE	1:100 and as marked.
DRAWN	John Butler
LOCAL AUTHORITY	BLACKALL-TAMBO REGIONAL COUNCIL

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AMENDED PLAN  
25/5/2022



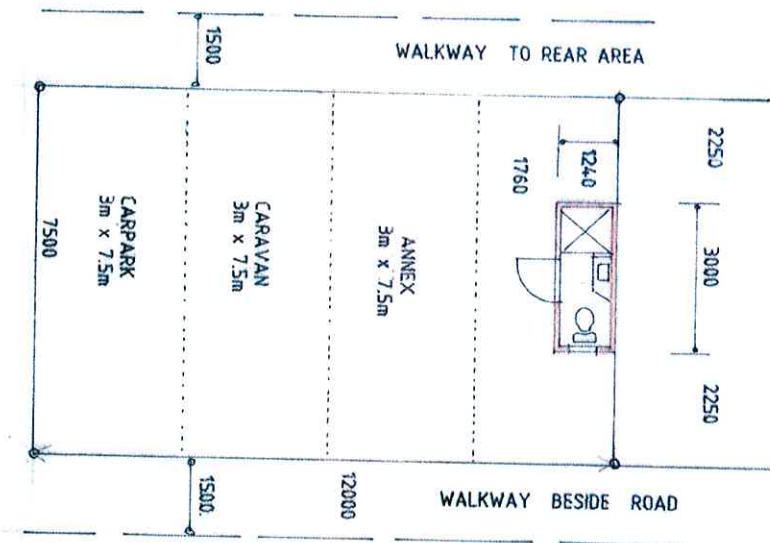




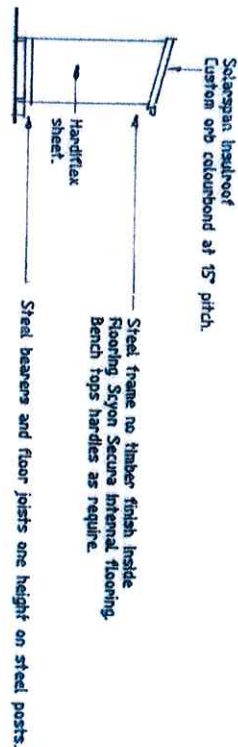
PAGE 4

SHOWER-WC-VANITY 1:100

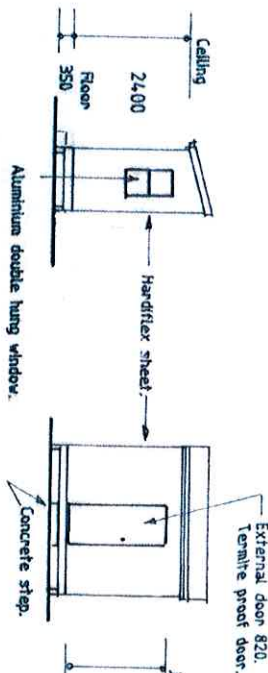
TYPE A



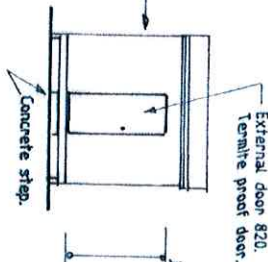
L.H. SIDE ELEVATION



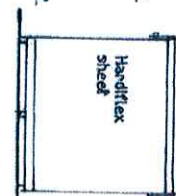
R.H. SIDE ELEVATION



FRONT ELEVATION



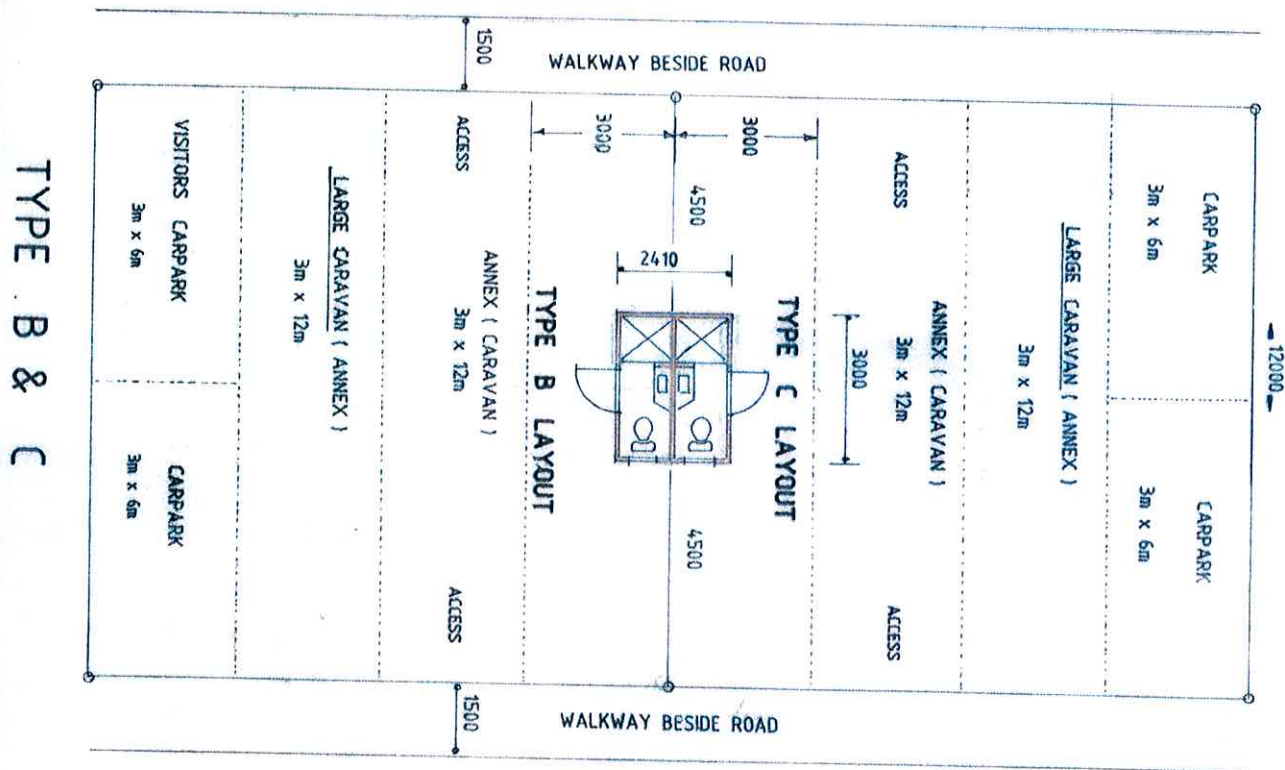
REAR ELEVATION



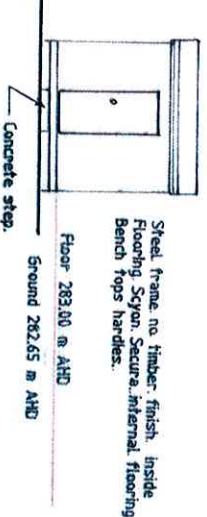
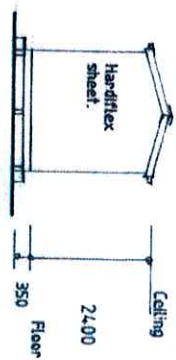
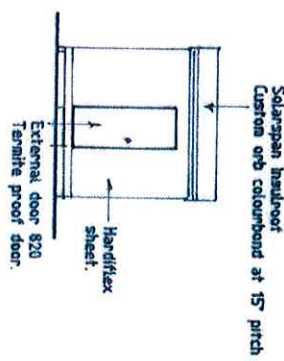
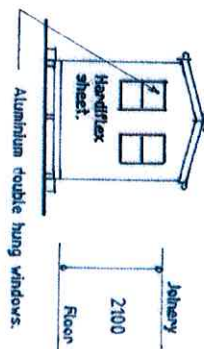
The floor level is 870/1150mm above the defined Blackall flood level of 282.00m AHD.

Floor 282.87 AHD and Floor 283.15 AHD  
Ground 282.52 AHD and 282.80 AHD





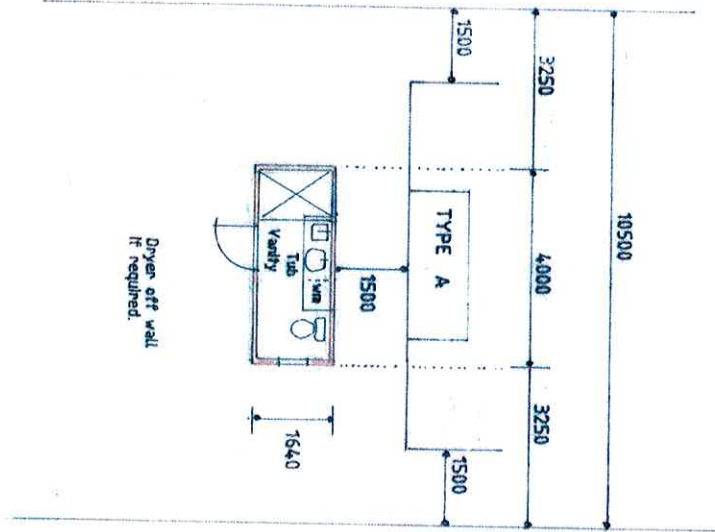
## SHOWER-WC-VANITY 1:100



The floor level is 1000mm above the defined Blackall flood level of 262.00m AHD

## TYPE B & C LARGE CARAVANS

# LAUNDRY-WC-SHOWER 1:100



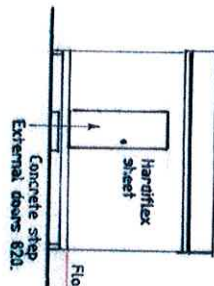
## REAR ELEVATION



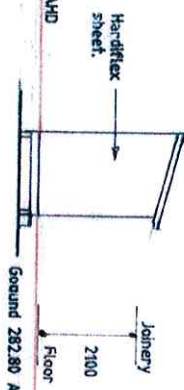
Steel frame no timber finish inside  
Flooring Scyon Secure internal flooring  
Bench tops hardies as required

Steel bearers and floor joists one height on steel posts.

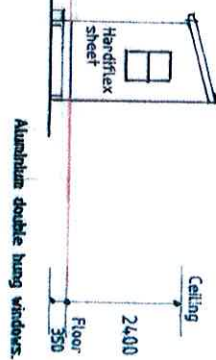
## FRONT ELEVATION



## L.H. SIDE ELEVATION



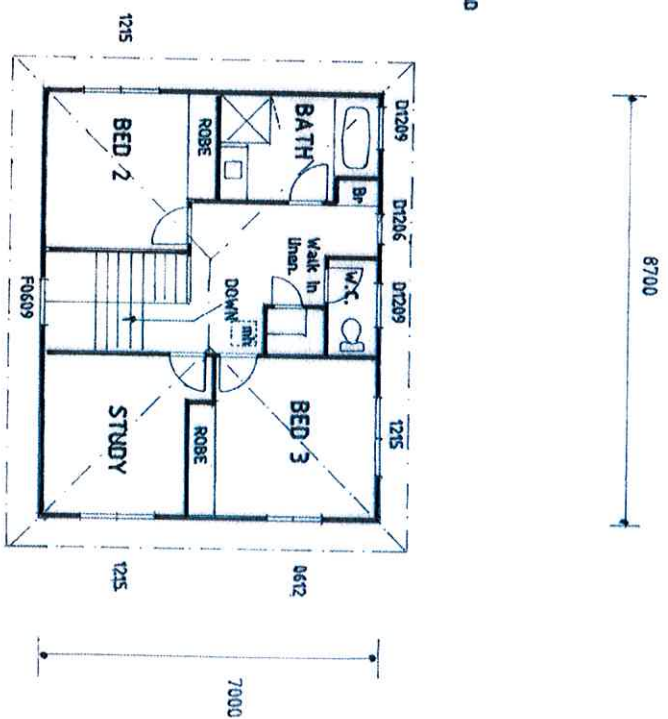
## R.H. SIDE ELEVATION



Solarspan Insulroof  
Custom one colourbond at 15° pitch.

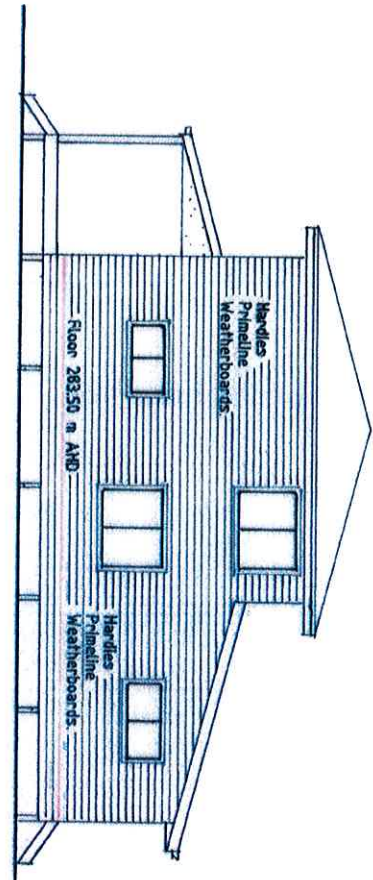
TYPE D

The floor level is 1150mm  
above the defined Blackall  
flood level of 282.00m AHD

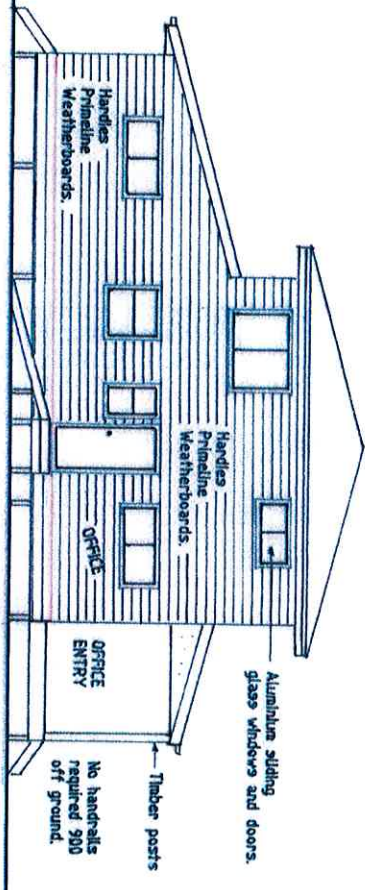


The floor level is 1500mm above the defined Blackali flood level of 282.00m AHD

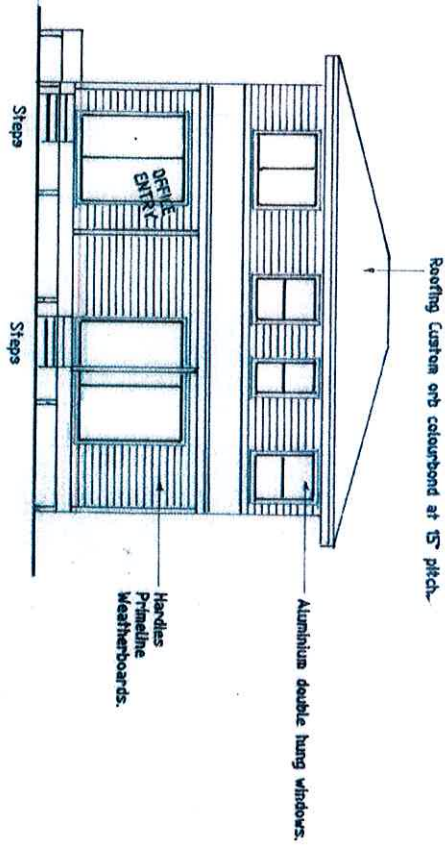




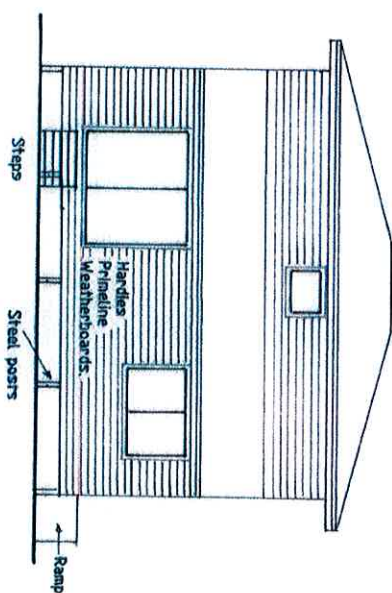
THISTLE STREET ASPECT



CARAVAN PARK ASPECT



CARAVAN PARK ACCESS ASPECT



LEEK STREET ASPECT



CATCHMENT PARAMETERS

CONDITION	CATCH ID	AREA (ha)	FRACTION IMP %
POST-DEVELOPMENT	A1	1.000	8.00

IMPORTANT:  
ALL CONNECTIONS TO EXISTING LIVE SEWER AND WATER LINES  
ARE TO BE CARRIED OUT BY BLACKALL - TAMBO REGIONAL  
COUNCIL. FOLLOWING THE APPLICATION AND APPROVAL FOR  
LIVE WORKS.

A1

1  
CP900484

38  
B1388

ST  
LEEK

0 1.25 5.0m 1:250 (A1)  
0 2.5 10.0m 1:500 (A3)

www.dialbeforeyoudig.com.au

ALL UNDERGROUND SERVICES  
SHOULD BE LOCATED ON SITE  
BEFORE ANY WORK IS COMMENCED



DIAL 1100  
BEFORE YOU DIG

NOTES:

- ALL CONSTRUCTION SET-OUT IS TO BE VERIFIED AND SET-OUT BY A REGISTERED CONSTRUCTION SURVEYOR BASED ON THE 3D ELECTRONIC FILES PROVIDED, ANY DISCREPANCIES BETWEEN MODEL & CERTIFIED DRAWINGS IS TO BE CLARIFIED BY THE CERTIFYING ENGINEER PRIOR TO CONSTRUCTION.
- EXISTING IN-SITU CUT MATERIAL MAY BE USED FOR EMBANKMENT/SELECT FILL LAYERS, HOWEVER MUST COMPLY WITH SPECIFICATION TESTING REQUIREMENTS AND ENSURE DISPERSIVE SOILS ARE NOT TO BE USED. ALL CONSTRUCTION TO BE DONE IN ACCORDANCE WITH CONTRACT SPECIFICATIONS AND TECHNICAL STANDARDS.
- ALL FILL BATTERS TO BE 1 IN 4, 1 IN 2 MAY BE ADOPTED IN CONSTRAINED ENVIRONMENTS SUBJECT TO SUPERINTENDENTS APPROVAL.
- WHERE WORKS ABUTS EXISTING, ALL WORK SHALL BE NEAT, SMOOTH, WORKMANLIKE AND TO THE SUPERINTENDENTS SATISFACTION.

2  
SP293539

PROPOSED BASIN AREA  
REFER DRG CE22056-101-TC.

GRAVEL ACCESS ROAD IN  
ACCORDANCE WITH IPWEA  
STD DRG RS-056.

FIRST ISSUE	CALCS DRAWN	DATE	AMENDMENT DETAILS
A	LM	AB 10/22	
	LM	AB 19/10/22	PRELIMINARY ISSUE FOR APPROVAL

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DRAWING TITLE  
GENERAL ARRANGEMENT

DRAWING NUMBER  
CE22056-301-GA

ISSUE  
A



2  
SP293539

Leek Street

Thistle Street





# Leek Street



## BLACKALL-TAMBO REGIONAL COUNCIL

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

### OFFICER REPORTS

COUNCIL MEETING DATE: 16 November 2022

Item No: 5.7

SUBJECT HEADING: Local Disaster Management Group

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

CLASSIFICATION: (if confidential)

---

*Summary: The Blackall-Tambo Local Disaster Management Group (LDMG) held a meeting on Wednesday 9 November 2022. The revised Local Disaster Management Plan, Activation Guideline and Coordination Centre Guideline were adopted at the meeting.*

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

1. Receive the minutes from the 9 November 2022 Local Disaster Management Group meeting; and
  2. Adopt the revised Local Disaster Management Plan; and
  3. Adopt the Blackall-Tambo Regional Council Activation Guideline; and
  4. Adopt the Blackall-Tambo Regional Council Coordination Centre Guideline.
- 

### Background

Under section 12(1) of the *Disaster Management Regulation 2014* disaster management group meetings must be held twice a year at the times and places decided by the chairperson of the group. The Local Disaster Management Group held a meeting on 9 November 2022. Core members and advisors were present at the meeting.

The Local Disaster Management Plan was revised and adopted at the meeting. The BTRC Activation Guideline and Coordination Centre Guideline were also adopted at the meeting.

The minutes, Local Disaster Management Plan, Activation Guideline and Coordination Centre Guideline are attached to this report.

---

### Link to Corporate Plan

Environment & Heritage

Outcome 1 – Disaster Management

### Consultation (internal/external)

Local Disaster Management Group

Disaster Management Coordinator

### Policy Implications

Nil

### Budget and Resource Implications

Nil

### Risk Assessment

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	
Legal & Regulatory	Low	Compliant with the Disaster Management Act and Regulation.	
People	Low	Nil	
Operational	Medium	Nil	
Environmental	Medium	Nil	
Strategic	Medium	Nil	
Ethical	Low	Nil	
Reputation	Low	Nil	
Leadership	Low	Regular meetings of the LDMG enables the assessment of risks of disasters to the community on an ongoing basis.	

**Risk Treatment**

Nil



# Blackall-Tambo Regional Council

## Minutes of the Blackall-Tambo Regional Council Local Disaster Management Group Meeting Held at the Blackall Council Chambers and via TEAMS Wednesday 9 November 2022

### 1.0 Welcome and Call to Order

The Meeting was called to order and opened at 10.01am.

### 2.0 Attendance

Andrew Martin (Mayor, LDMG Chair)  
Lindsay Russell (BTRC Deputy Mayor and LDMG Deputy Chair)  
Mel Baird (Executive Officer – Longreach DDMG)  
Garth Kath (DWS BTRC)  
Kim Llewelyn (Acting QFES Inspector)  
James Webber (OIC Tambo Police)  
Stefan Holweg (EHO BTRC & SES Local Controller)  
Doug Armstrong (QAS Blackall)  
Matt Burrows (QFES Emergency Management Coordinator)  
Lisa Kings (Blackall Hospital)  
Craig Neuendorf (Disaster Management Coordinator)  
Dan Burton (DAF Blackall)  
Julie Brown (NEMA)  
Gabiella Burke (Qld Health)  
Michael Young (SES)

### 3.0 Apologies

Des Howard (CEO BTRC)  
Mick Wilshire (OIC Blackall Police)  
Alastair Rutherford (DFCCS BTRC)  
Julia Cook (Inspector QPS & District Disaster Coordinator)  
Pete Carroll (Blackall Police)  
Kelvin Hafey (SES Tambo)  
Jodie Thompson (Qld Health)  
Rowan O'Donoghue (QFES Blackall)

**Moved: Craig Neuendorf    Seconded: Garth Kath**

That the apologies be accepted.

**Carried**

### 4.0 Confirmation of Minutes

**Moved: Craig Neuendorf    Seconded: Lindsay Russell**

That the minutes from the 9 May 2022 meeting be confirmed.

Carried

**5.0 General Business**

**5.1 Adoption of the revised BTRC LDMG Disaster Management Plan**

**Moved: Dan Burton                      Seconded: Lindsay Russell**

That the revised BTRC LDMG Disaster Management Plan be adopted and taken to Council for endorsement.

Carried

**5.2 Adoption of the BTRC Activation Guideline**

**Moved: Dan Burton                      Seconded: Doug Armstrong**

That the BTRC Activation Guideline be adopted and taken to Council for endorsement.

Carried

**5.3 Adoption of the BTRC Coordination Centre Guideline**

**Moved: Lindsay Russell                      Seconded: Mel Baird**

That the BTRC Coordination Centre Guideline be adopted and taken to Council for endorsement.

Carried

**6.0 Round Table**

DDMG - Mel Baird – DDMG doesn't have much going. DM Support Officer attended training and is in the process of writing an exercise which is planned to occur in April next year. Exercise will be very basic – a couple of the councils had phoned D Patchett when they activated instead of DDMG – SITREP's and RFA's can be escalated through DIEMS.

Inspector away over Christmas period (24<sup>th</sup> – 6<sup>th</sup>). XO away 2<sup>nd</sup> until 19<sup>th</sup>. Any activations over the break to be lodged with Mel Baird or acting inspector. Contact lists need to be updated for the period.

DMC - Craig Neuendorf – Get Ready team visited in May and they spoke to kids about preparedness at the 3 schools. Emergency services were also in attendance. Information was given to the kids for items they should pack as part of a Get Ready Kit. Was a successful experience. The flipbook was being used in Tambo as part of the curriculum. Aim is to educate the kids and hopefully they will take the information home to the parents.

Follow up with the Get Ready visit is that Longreach and BTRC would like to engage Red Cross to deliver the Pillowcase Project. The Councils have funding for the program however no funding for the travel and accommodation for the presenter. Pillowcase program provides a pillowcase which children can keep emergency evacuation items. This means if someone



needs to leave in a hurry, they can grab a pillowcase containing these items. Proposal to approach QRA to see if they can present the program. \$480 for the program is covered by Get Ready, travel, accommodation and meals are not covered. These expenses would be shared between both council areas.

Andrew Martin (BTRC) stated that BTRC may be able to assist with the funding. Contact with Red Cross has left and it is difficult to find someone to deliver as they have had a lot of staff changes. Other people may be able to deliver the program.

IGA has partnered with the Get Ready Scheme – have sat outside Longreach and Barcaldine handing out the fridge magnets to remind people what to have in an emergency kit. Planning is underway to do this in Blackall later this month.

All 5 Councils have had their Council logo placed on the resupply flyer which have been posted to graziers within the shire.

BTRC - Andrew Martin asked QHealth to ensure that they have the medical supplies they need if a disaster is imminent. QHealth responded positively. Local Chemist is always well prepared for any pending disasters.

SES Blackall - Stefan – attended school with Craig in his role with SES and said the day was well received by the kids. QAS agreed.

NEMA - Julie Brown – QRA don't have much leeway with their funding however Red Cross are well resourced. Will push through NEMA to see if it can be funded with them.

QPS – Mel Baird and James Webber – nothing to add.

QAS – Doug Armstrong - OIC going on leave departing tomorrow back on 15<sup>th</sup> December. Things are starting to quieten down with tourist season over, busy this year with events. QAS have 16 staff in the QAS district which must cover all of the events. Blackall races will be the last event for the year.

Local district disaster scenario is conducted each year. This year's scenario will be done prior to the end of the year

Staffing is an ongoing issue in the district.

QFES - Kim Llewelyn – starting pre-retirement leave commencing 13<sup>th</sup> January. Will be on leave until March 2024. Thanks to everyone for their support over the past 2 years. Greg will be coming in to fill the position.

Common problem in the west is getting staff and retaining staff, volunteers etc.

The fire service has just gone through a review. SES and fire service will split, however the service to the community will not change.

BTRC - Andrew Martin – staffing issues are a problem across the district and with all departments. Andrew thanked Kim for his efforts and the LDMG congratulated him on his 40 years of service to QFES.

SES – Michael Young – fill-in area controller at the moment. Was out in the area a couple of weeks ago and will be back in a couple of weeks with plans to visit BTRC. Recruitment for the Longreach Area Controller is happening at the moment with this due to close soon.

Recommendations from the reviews have come out, nothing will be implemented this year. Been in contact with Craig Neuendorf and will continue to use Craig as a conduit with the councils.

There will be SES staff to cover the area until 23 December.

BTRC - Andrew Martin - SES Tambo needs a bit of guidance. District SES staff plan on coming down to meet the members.

QPS Tambo - James Webber – members of the community have shown interest in joining the SES.

QFES - Matthew Burrows – replacement for Phil Kuhne – permanent appointment and has been in Longreach since early September. Apologies for not being in the boardroom today as he had training matters that need attending to.

DPI – Dan Burton – business as usual – same threats FMD, LSD, avian flu. There has been a notice that someone in Perth has been intercepted with imported meat – duck, beef and chicken. The person was fined and deported. His plan was to sell the meat to members of the public. Diseases will not affect people if accidentally consumed.

The risk of FMD is approx 10% and LSD sitting at 30%. Doing Japanese Encephalitis monitoring in cattle. Doing some pig work. DAF are very active.

All inspectors and vets in the state have been doing entry and exit training for FMD. 18 people attended the training in Blackall. Barcoo Butchery provided a lot of assistance with the training.

Emergency response trailers have been well stocked. Citric acid is the antiseptic for FMD. 80km radius required for vaccinated animals for buffer of FMD. Aerial group has been activated again. Humans are the greatest risk of spreading FMD.

Warren Lehmann has retired and position won't be filled.

Scabby mouth in sheep is on the move at the moment.

QHealth - Lisa Kings – having issues with staff and accommodation. No permanent doctors. Gabriella has moved here permanently and is acting DON.

QHealth - Gabriella Burke – The Chair thanked her for attending and welcomed her to the region and raised issues with lack of doctors etc. The Chair also asked if CWHHS is provisioned properly. CWHHS responded stating they are fine. Gabriella will be here permanently and moved from Brisbane 7 weeks ago.

QPS - James Webber – nothing to report – station will be fully staffed in approximately 6 weeks. Announcement of OIC may not be announced until new year.

NEMA - Julie Brown – Federal budget – the government wants to shift the dial from response and recovery to more in preparation, prevention and mitigation - \$200M annually across next 5 years – levy banks, shelters. Councils can put applications in for these types of preparations. Funding opportunities will be provided to councils once they become available.

BTRC – Stefan Holweg – consulted with QHealth for any updates on mosquito borne diseases and was advised there are none around. Council has conducted fogging in Blackall and Tambo. Residents need be vigilant to ensure they don't have any water ponding.

BTRC - Lindsay Russell – asked to be kept informed with the matter.

**7.0    Close**

The meeting was closed at 11.07am.





# **Blackall-Tambo** Regional Council

## *Blackall-Tambo Local Disaster Management Plan*

Version 5.0 May 2022

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## Introduction

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*The Blackall-Tambo Local Disaster Management Plan (LDMP) provides the framework for local disaster management and operations under the Queensland Disaster Management Arrangements (QDMA).*

*Disaster management planning is focussed on a disaster event which causes serious disruption and impact on a community, whereas an incident causes minimal disruption to the community.*

*Disaster planning has two components and they provide guidance on:*

- **Disaster Management** which comprises arrangements about managing the potential adverse effects of an event.
- **Disaster Operations** which are activities, undertaken before, during and after an event to help reduce loss of life, illness or injury, property loss or damage and environmental damage.

## Foreword

*Blackall-Tambo Regional Council has an active disaster management philosophy which embraces mitigation, prevention, preparedness, response and recovery strategies.*

*The Blackall-Tambo Communities know well the effects that a natural disaster can have on people, infrastructure and business. In recent years, major floods have been seen across the region which has seen the community strengthen and work together and as a result, recovery efforts have been successful.*

*The Blackall-Tambo Local Disaster Management Group aims to assist the Blackall-Tambo communities by providing the information and plans to mitigate against adverse effects of a disaster and to co-ordinate an effective response and recovery.*

*This plan and its associated sub-plans document the arrangements required under the Queensland Disaster Management Act 2003. The Plan takes a risk based and all hazards approach when considering strategies.*

*Only through collaboration with the Community and members of the Local Disaster Management Group from all levels of Government and Non-Government organizations, can disaster management efforts be successful.*

*Mayor of Blackall-Tambo*

*Chair*

*Blackall-Tambo Local Disaster Management Group*

## Part 1 – Administration

The following sections provide the governance and administrative requirements for the Local Disaster Management Plan (LDMP).

### Authority

The Local Disaster Management Plan has been prepared by the Blackall-Tambo Local Disaster Management Group and endorsed by the Blackall-Tambo Regional Council pursuant to Section 57 of the *Disaster Management Act 2003* (the Act).

### Endorsement

The Blackall-Tambo Local Disaster Management Plan has been prepared by the Local Disaster Management Group pursuant to the *Disaster Management Act 2003* and recommended to the Blackall-Tambo Regional Council for endorsement.

This LDMP has been endorsed by the Blackall-Tambo Regional Council at a Council meeting held on .....

Mayor

Blackall-Tambo Regional Council

Date: .....

### Version Control

The Local Disaster Management Plan is a controlled document. The controller of the document is the Blackall-Tambo Regional Council Local Disaster Coordinator. Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator (LDC)

Blackall-Tambo Regional Council

PO Box 21

Blackall QLD 4472

[PA@btrc.qld.gov.au](mailto:PA@btrc.qld.gov.au)

The LDMP will have a version control number and date of currency and be marked:

1. **Restricted** - complete version for approved use by disaster management stakeholders.
2. **Public** - limited version for access by the public that has confidential information removed.

Version control numbering is listed on the front page of the LDMP and noted at [Appendix 1](#)

### Accessibility

The public version of the LDMP is available for download from the Council website [www.btrc.qld.gov.au](http://www.btrc.qld.gov.au). Printed copies of the public version of the LDMP are available at council offices for a service fee.

Copies of the restricted version of LDMP are available upon written request to the Local Disaster Coordinator or their delegate, the Disaster Management Officer.

### Amendment Register

Administrative amendments to the LDMP may be approved by the Local Disaster Coordinator. Any changes to the intent of the document is confirmed by the Local Disaster Management Group and recommended to the Blackall-Tambo Regional Council for endorsement.

Amendments to this plan are noted and recorded in the Amendments Register at [Appendix 1](#).

### Distribution

The restricted version of the LDMP is distributed according to the Distribution List at [Appendix 2](#).

The public version of the LDMP can be accessed by the community either online or at the Blackall-Tambo Regional Council offices.

### Planning Review

The LDMP is a living document and may be amended from time to time in response to the following:

1. Legislative changes
2. Administrative changes
3. Lessons learned from activations, exercises or training activities
4. Hazard and/or Risk changes
5. Community context changes
6. Participation in external reviews (annual IGEM Plan Assessment)

The minimum review periods include, but are not limited to:

1. Amendment because of the above as required
2. Administrative review at least annually

3. *Complete review and rewrite every three years*

## Consultation

*In preparation of this plan, members of the Blackall-Tambo Local Disaster Management Group were consulted and contributed to its development.*

## Privacy Statement

*The information contained herein is collected, stored and managed in accordance with the Information Privacy Principles contained in Schedule 3 of the *Information Privacy Act, 2009*.*

## References

*This Plan and its associated Sub-plans and Guidelines are part of the *Queensland Disaster Management Arrangements (QDMA)* made up of but not limited to:*

- *Legislation*
- *Plans*
- *Policy*
- *Doctrine*
- *Standard*

*For a list of the references utilised in this Plan refer to [Appendix 9](#).*

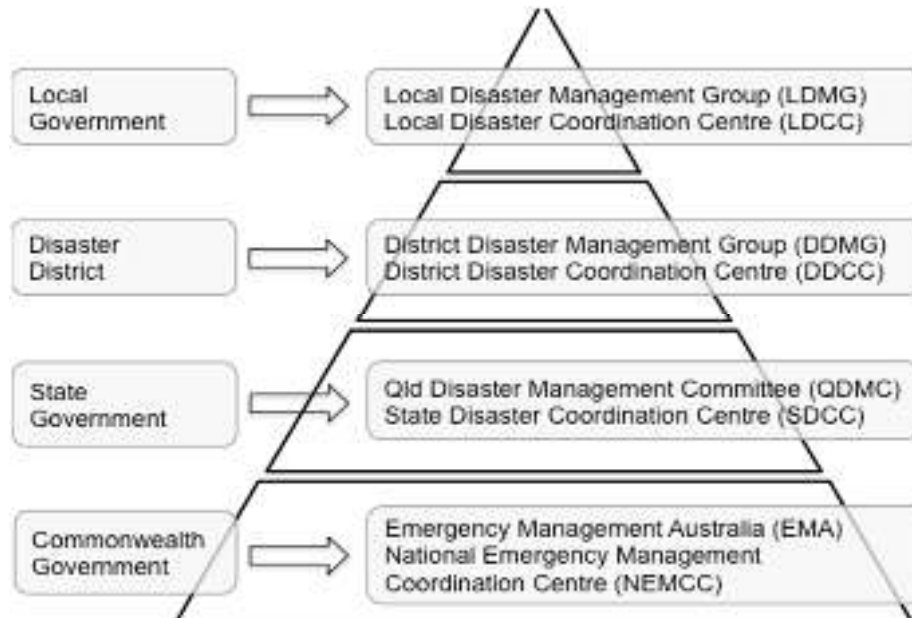
## Part 2 – Plan Elements

The Blackall-Tambo Local Disaster Management Plan has been produced by the Local Disaster Management Group and endorsed by the Blackall-Tambo Regional Council. The following plan elements underpin the development and review of the LDMP.

### Queensland Disaster Management Arrangements

The Blackall-Tambo LDMG forms part of the Queensland Disaster Management Arrangements (QDMA) that:

- Include local, district and state levels (see diagram below)
- Enable a progressive escalation of support and assistance



Under the Disaster Management Act 2003, disaster management in Queensland is based on four principles:

1. A comprehensive approach:
  - Prevention (mitigation)
  - Preparedness
  - Response
  - Recovery
2. An all hazards approach
3. A local disaster management capability
4. Support by the state and district groups to local government

The Standard for Disaster Management in Queensland focuses on outcomes and accountabilities of shared responsibilities that include:

- Managing risk
- Planning and plans
- Community engagement
- Capability integration
- Operations

### Scope

The scope of the Blackall-Tambo Local Disaster Management Plan is bound by the Blackall-Tambo Regional Council area and other areas where the Local Disaster Management Plan (LDMP) may be activated to support our local communities and disaster management partners.

### Purpose

The purpose of the Blackall-Tambo Local Disaster Management Plan is to prescribe the local disaster management arrangements to support community safety in times of disaster within the Blackall-Tambo Regional Council area.

### Objectives

The objectives of the Blackall-Tambo Local Disaster Management Plan include:

1. Develop local disaster management arrangements for preventing (mitigating), preparing for, responding to and recovering from disasters that impact the community within the Blackall-Tambo Regional Council area



2. *Identify local resource capacity and capability to support the Blackall-Tambo Regional Council, disaster management stakeholders and community in a disaster event*
3. *Develop local capacity and capability to support disaster management operations*
4. *Support local community recovery*

## **Planning Framework**

*These arrangements are developed under the Queensland Disaster Management Arrangements.*

*For a complete listing of local Plans, Sub-plans and Guidelines that support the Local Disaster Management Plan, refer to **Appendix 3**.*

## Part 3 – Blackall-Tambo Local Disaster Management Group

The Blackall-Tambo Regional Council (BTRC) established a Local Disaster Management Group (LDMG) pursuant to Sections 29, 34 & 35 of the Act to perform its role under the Act and advise Council on disaster management related topics.

### Terms of Reference

For the Blackall-Tambo Local Disaster Management Group to function, it requires Terms of Reference (ToR), which are detailed at **Appendix 4 Terms of Reference**. The ToR provides governance to the LDMG on its functions and obligations.

The Terms of Reference are reviewed annually or as required in line with any legislative or policy change.

### Priorities of the Blackall-Tambo LDMG

The priorities of the LDMG are set by the group annually based on the Queensland Disaster Management Arrangements and local need. The current set of priorities are listed at **Appendix 4 Terms of Reference**.

### Membership

Members of the Blackall-Tambo LDMG have been appointed by the chairperson pursuant to Regulation 9 of the *Disaster Management Regulations 2014* (the Regulations). Membership is further described in **Appendix 4 Terms of Reference**.

A guideline for members on Local Disaster Management Groups including templates to nominate new members can be found here: [M.1.030 Local Disaster Management Group \(LDMG\) Responsibilities Manual](#)

The chairperson in appointing members, has selected representatives from agencies representing the Blackall-Tambo Regional Council area who:

1. Have a key role in responding to disaster or emergency situations
2. Have required qualifications and experience
3. Manage key assets
4. Provide essential community services
5. Can provide liaison officers to ensure succession planning

#### Chairperson

The Blackall-Tambo Regional Council has appointed the Mayor as the Chairperson and a Councillor as the Deputy Chairperson of the LDMG. They have voting rights.

The Chairperson has the following functions (S.34A of the Act):

- Manage and coordinate the business of the group
- Ensure, as far as practicable, that the group performs its functions
- Report regularly to the relevant district group, and the Chief Executive of the department, about the performance by the local group of its functions

#### Local Disaster Coordinator

The Chairperson of the LDMG will consult with the Chief Executive Officer to select a council employee to appoint as the Local Disaster Coordinator (LDC).

The Chairperson of the Blackall-Tambo LDMG has consulted and appointed the Chief Executive Officer of Council as the LDC. The LDC has voting rights.

The LDC has the following functions (S.36 of the Act):

- Coordinate disaster operations for the LDMG
- Report regularly to the LDMG about disaster operations
- Ensure, as far as practicable, that any strategic decisions of the LDMG about disaster operations are implemented

#### Members

The membership of the LDMG will be made up of members who have voting rights. This membership will be reviewed annually by the Chairperson, Local Disaster Coordinator and the Longreach District Disaster Coordinator (Queensland Police Service).

The Commissioner of the Queensland Fire and Emergency Services (QFES) will be advised of the membership of the group and any changes pursuant to Section 37 of the Act.

#### Advisors

The LDMG may seek the assistance of individuals or organisations where specialist or community related information is required. These persons sit as advisors to the group. They are non-voting members.

#### Support Agencies

*These are identified agencies or organisations that may be consulted due to their subject matter expertise but are not required to attend meetings regularly. They are invited guests with no voting rights.*

## **Sub-groups**

*The LDMG may form subgroups in response to a need. The LDMG will provide authority and direction on the tasks they may undertake, the more common being risk management, disaster management planning or recovery. The subgroups may:*

- *Determine their own Terms of Reference*
- *Report and advise the LDMG on the subject they are working on according to agreed times*
- *Subgroups may be ongoing or established for a set time*

## **Roles and Responsibilities**

*Local roles and responsibilities of disaster management stakeholders align with those contained within the State Disaster Management Plan (SDMP).*

*A listing of stakeholders who engage with the Blackall-Tambo LDMG can be found at [Appendix 6](#).*

## Part 4 – Risk Management

*The LDMG recognises the importance of risk assessment and the development of risk mitigation strategies based on sound disaster risk management processes. The LDMG is committed to implementing the concepts and principles detailed in the accepted Risk Management Standard ISO 31000.*

### Community Context

*Located in the heart of Queensland's outback, Blackall-Tambo is approximately 600km west of Gladstone and 900km north-west of Brisbane. The Blackall-Tambo Regional Council local government area is 30 489 square kilometres in size. The region comprises of the two towns of Blackall and Tambo which lie along the historic Barcoo River on the Landsborough Highway (Matilda Highway). Blackall is an attractive, vibrant town with a population of approximately 1500 people. It is a key administrative centre with a strong arts and cultural scene. As the oldest town in Central West Queensland, Tambo, which sits at the headwaters of five river systems is a jewel in the west with a population of approximately 350.*

*Bidjara (also known as Bidiyara, Pitjara and Peechara) is an Australian Aboriginal language spoken by the Bidjara people. The Bidjara language region includes the towns of Charleville, Augathella and Blackall as well as the properties of Nive Downs and Mount Tabor. Kuungkari (also known as Kungkari and Koonkerri) is a language of Western Queensland. The Kuungkari language region includes the landscape within the local government boundaries of Longreach Region and Blackall-Tambo Region. Gungabula (also known as Kongabula and Khungabula) is an Australian Aboriginal language of the headwaters of the Dawson River in Central Queensland. The language region includes areas within the local government area of the Maranoa Region, particularly the towns of Charleville, Augathella and Blackall as well as the Carnarvon Range.*

*The Blackall-Tambo region has an extensive history of cattle, sheep and wool production. Jackie Howe, Australia's famous shearer, lived and worked in the area. The Blackall Saleyards is an important centre for the sale and spelling of cattle. It is the only saleyards in Queensland that is certified to sell organic cattle and as such attracts buyers and sellers from within and beyond the region. The region's economy has diversified into other industries including cypress pine sawmilling and tourism. Blackall-Tambo is home to the historic Blackall Wool Scour and the Tambo Teddy workshop where hand crafted bears are made. There are regular passenger flights three times per week connecting Blackall Airport with Longreach and Brisbane.*

*The region provides a range of youth, seniors and family services and programs. Quality facilities are available to support our many community organisations to provide a wide range of sport and recreation activities including horse racing, bowls, tennis, rugby league, swimming and equestrian. The region's strong volunteer base has been and continues to play an important part in the life of both communities and reflects the high level of community spirit that exists across the region.*

*The region of Blackall-Tambo can be accessed by road or aeroplane.*

*Key vulnerabilities / resiliencies:*

- *Blackall and Tambo have a significant visitor/tourist population at different times of the year. This brings important financial support to the towns but few of these tourists are aware of the disaster potential in the areas they are visiting or travelling through;*
- *Blackall and Tambo have considerable latent capacity to support themselves and isolated properties during most disaster events;*
- *Rural properties are subject to extended periods of isolation by road;*
- *Blackall and Tambo have populations with a strong sense of community. People are generally well-known to each other which raises inherent resilience factors for these communities; and*
- *Most residents on remote properties are aware of their unique risks and make seasonal preparations for reasonably predictable events.*

*Industry overview:*

*The economy of the Blackall-Tambo Region is based on rural agricultural enterprises, light industry, professional service sector (including government, health, education and finance) and tourism. Council places considerable emphasis on maintaining current industry and growing economic opportunities for the area.*

*Industries include grazing, saleyards, tourism, and showgrounds.*

### Hazard Identification

*Whilst all hazards were considered in the development of this Plan, hazards that have been identified below are those with a reasonably foreseeable chance of impacting on the area, or those with historical data to support considerations:*

- *Flooding – most of the BTRC region has a long history of flood events with potential to cause anything from mild disruption to serious damage to property, environment and economy;*
- *Severe Storms – the BTRC region is subject to seasonal storm periods that can often include damaging winds, hail or torrential rain;*
- *Transport Incidents (Motor Vehicle) – vehicle accidents have occurred in the BTRC region. These have included accidents with other vehicles, animals and property assets and have resulted in the loss of lives (usually controlled entirely by QPS);*
- *Transport Incidents (Heavy Motor Vehicle) – heavy vehicle accidents have occurred in the BTRC region. These have included Hazmat incidents and have resulted in the loss of lives. There are particular concerns*

*regarding the potential for these incidents in the residential areas near the highways (usually controlled entirely by QPS and QFES);*

- *Transport Incidents (Aircraft) – regular scheduled domestic flights, charter and private aircraft use the Blackall airport. The Tambo airstrip is used for charter or private aircraft and is an all-weather strip;*
- *Urban Fire – each town within the BTRC area has had urban fire events. They have been recorded at various times of the year and are not seasonal;*
- *Rural Fire – rural fires affecting property and grazing areas occur from time to time during the dry season;*
- *Water Supply Contamination – domestic water services in all towns are subject to potential contamination by natural, accidental or malicious events;*
- *Animal Disease/Exotic Animal Disease – diseases of animals affecting production, safety for consumption or livestock. There have been historical events of animal disease outbreaks affecting both domestic and wild animals;*
- *Terrorist Attack – on public infrastructure, multiple casualties and potentially main thoroughfares blocked by the incident;*
- *Pandemics – pandemics are highly contagious viruses that are easily spread and can cause severe illness and even loss of life. This includes Covid-19 which is a pandemic that is long-lasting and has caused widespread disruption, concern and uncertainty in the community.*

## Land Use Planning:

*Whilst cognisant of some Local Government incentive programs that support land use policies generally targeting nature conservation efforts, Blackall-Tambo Regional Council has not initiated any such programs and has not indicated an eagerness to engage in this arena in the near future.*

## Risk Assessment

*The Blackall-Tambo LDMG undertook a risk management process aligned to the Risk Management Standard ISO 31000 – 2009. The Risk Register and matrix along with the listings of Critical Infrastructure and Essential Services can be found at [Appendix 5 Risk Register](#).*

## Risk Treatment (Mitigation Strategies)

*The LDMG is committed to identifying risk treatment including mitigation works, preparations for response and management of residual risks within their area of responsibility. Blackall-Tambo Regional Council will seek to make appropriately responsible allocations to approved mitigation works.*

*The LDMG will identify responsible agencies and lobby for mitigation activities, response preparations and management of residual risks that are outside the area of responsibility of Blackall-Tambo Regional Council, but where non-action is likely to result in an adverse impact on the community of BTRC.*

*It is recognised that limited options to physically mitigate against natural hazards exist in the Blackall-Tambo Regional Council area. Most of the risk treatments will therefore be identified to prepare the community, local disaster management system, Council, other agencies and linkages to support agencies for response, recovery and management of residual risks.*

*Mitigation Strategies*

<i>Risk</i>	<i>Treatment Strategy</i>	<i>Priority</i>	<i>Responsible (Agency)</i>	<i>Consequential Actions</i>	<i>Implementation (Timeframe)</i>	<i>Performance Measures (Reporting, Monitoring)</i>
<i>Flooding</i>	<i>Monitoring upstream water flows to enable preparedness for warning of upcoming events and advising of severity</i>	<i>High</i>	<i>BTRC BOM</i>	<i>This monitoring will provide up to date information to residents to assist them to prepare for a flood event.</i>	<i>Regularly during and after rainfall events</i>	<i>Reports to Council</i>
<i>Severe weather</i>	<i>Cleaning backyards, removing rubbish/debris. Removing trees near power lines.</i>	<i>Medium</i>	<i>BTRC Ergon</i>	<i>These actions remove the risk of injury or further damage from flying articles or trees falling on power lines.</i>	<i>Annual</i>	<i>Reports to Council</i>
<i>Bushfire</i>	<i>Reducing fuel load on Landsborough Highway and local roads</i>	<i>High</i>	<i>BTRC DTMR QFES</i>	<i>These actions reduce the risk of bushfires crossing the Highway and local roads</i>	<i>Regularly after rainfall events</i>	<i>Reports to Council</i>
<i>Drought</i>	<i>Provide psychological assistance to drought affected members of the Shire</i>	<i>High</i>	<i>BTRC Queensland Health Mental health providers WQ Drought Committee</i>	<i>BTRC to provide assistance as requested from agencies</i>	<i>Ongoing</i>	<i>Reports to Council</i>
<i>Heatwave</i>	<i>Ensure that Council swimming pools are available during times of extreme heat to provide relief</i>	<i>Medium</i>	<i>BTRC BOM Queensland Health</i>	<i>BTRC to provide assistance to Queensland Health as requested</i>	<i>During a declared heatwave event</i>	<i>Reports to Council</i>

<i>Risk</i>	<i>Treatment Strategy</i>	<i>Priority</i>	<i>Responsible (Agency)</i>	<i>Consequential Actions</i>	<i>Implementation (Timeframe)</i>	<i>Performance Measures (Reporting, Monitoring)</i>
<i>Vector Outbreak</i>	<i>Council to undertake year round monitoring for vector outbreak</i>	<i>Medium</i>	<i>BTRC DAF</i>	<i>BTRC to monitor mosquito levels around suspect areas and undertake periodic treatment in these areas and provide public health notices.  DAF to monitor locust and grasshopper infestations.</i>	<i>Ongoing</i>	<i>Reports to Council</i>
<i>Pandemic</i>	<i>Council will support a public health vaccination program</i>	<i>Medium</i>	<i>Queensland Health</i>	<i>BTRC to provide facilities where public health vaccination programs can be conducted.</i>	<i>As required</i>	<i>Reports to Council</i>
<i>Vulnerable Persons</i>	<i>Council investigate with the Blackall Hospital and Longreach District Health Services a "Vulnerable Persons Register" and "Evacuation Plan".</i>	<i>Medium</i>	<i>Queensland Health  Providers of health care for vulnerable persons</i>	<i>Council requests information to be managed by Blackall Hospital DON.</i>	<i>Ongoing</i>	<i>Reports to Council</i>

## Hazard Specific Arrangements

*A number of incidents will be specifically planned by specialist agencies where expert advice is required. Hazard specific plans address the hazard actions across all PPRR phases. Those plans include information on how the QDMA links with the hazard specific arrangements and how the LDMG will support the primary agency to manage that event.*

*Human and/or animal disease epidemic or pandemic has significant potential to impact across the region, especially in smaller towns where resources to identify, treat and care for those affected may be limited.*

*Agency specific coordination centres may be established in addition to the local, district and State coordination centres. Internal procedures including the passage of information and resources may be managed using different processes. Where this occurs, the primary agency will inform the SDCC and is responsible for ensuring these arrangements are coordinated. Primary agencies have a role in ensuring hazard specific plans link to corresponding national hazard specific plans and arrangements and that appropriate communication and relationships with counterparts at the national level are maintained.*

*Hazard specific plans include, but are not limited to:*

Hazard	Primary Agency	State National Plans
Animal and plant disease	Department of Agriculture & Fisheries	<ul style="list-style-type: none"> <li>Australian Veterinary Emergency Plan (ausvetplan)</li> <li>Australian Aquatic Veterinary Emergency Plan</li> <li>Australian Emergency Plant Pest Response Plan</li> <li>Biosecurity Emergency Management – Response Planning Guide</li> </ul>
Biological (human related)	Queensland Health	State of Queensland Multi-Agency Response to Chemical, Biological and Radiological Incidents
Bushfire	Queensland Fire & Emergency Services	Wildfire Mitigation and Readiness Plans (Regional)
Chemical	Queensland Fire & Emergency Services	State of Queensland Multi-Agency Response to Chemical, Biological, Radiological Incidents
Pandemic	Queensland Health	<ul style="list-style-type: none"> <li>Queensland Pandemic Influenza Plan</li> <li>National Action Plan for Human Influenza Pandemic</li> </ul>
Radiological	Queensland Health	State of Queensland Multi-Agency Response to Chemical Biological and Radiological Incidents
Terrorism	Queensland Police Service	<ul style="list-style-type: none"> <li>Queensland Counter-Terrorism Plan</li> <li>National Counter-Terrorism Plan</li> </ul>

## Residual Risk Management

*Residual Risk refers to the level of risk remaining after implementation of a risk treatment.*

*The LDMG is not directly responsible for the management of residual risk that is identified as the responsibility of an agency/organisation. Each agency is required to address residual risks in its area of responsibility through the development of its own internal management and planning processes.*

*The LDMG Chairperson may seek assurance or confirmation that this planning and capacity development has been undertaken by responsible agencies.*

*For residual risks with no clearly established responsible agency, or where the residual risk is not being appropriately managed, or where the residual risk remains an unacceptable risk to the community, the LDMG should develop mitigation strategies.*



*Residual risks identified as the responsibility of Council will be communicated to the LDMG and managed by council through the development of the local response and recovery arrangements and appropriate support activities. Where council's capacity to deal with a residual risk that fall within its responsibility, requests for additional assistance may be directed to the DDMG.*

## Part 5 – Preparedness

The Blackall-Tambo Regional Council and its Local Disaster Management Group undertakes preparedness activities throughout the year to promote community safety and resilience. The LDMG does this through a variety of strategies in partnership with its disaster management partners.

### Operational Planning

These arrangements are developed under the Queensland Disaster Management Arrangements. The objectives of the LDMG operational planning arrangements are to:

- Ensure the safety of the community;
- Ensure the provision of appropriate response and/or recovery support to affected communities;
- Facilitate and support the restoration of essential community services and infrastructure;
- Support and locally lead the recovery of the community from the disaster.

A listing of subplans, Guidelines and strategies can be found at [Appendix 3](#).

### Agency Role and Responsibilities

Agency role and responsibilities can be found in detail at [Appendix 6](#). Their listed role and responsibilities are based on what they are required to provide in support of the LDMG from a Local, District or State level subject to the disaster type. The LDMG supports agency preparedness activities.

### Community Engagement

The Blackall-Tambo LDMG seeks to engage with the local community to facilitate a ‘**Shared Responsibility**’ approach to disaster management.

The LDMG is guided by the **International Association of Public Participation (IAP2)** Spectrum when engaging with the community. The Spectrum provides a level of engagement depending on the outcome and includes:

- Inform
- Consult
- Involve
- Collaborate
- Empower

The way the Blackall-Tambo LDMG communicates with the community and its stakeholders is detailed in the **Communications Sub-plan**.

### Community Resilience

The Queensland Strategy for Disaster Resilience is underpinned by four key objectives:

- Queenslanders understand their disaster risk
- Strengthened disaster risk management
- Queenslanders are invested in disaster risk reduction
- There is continuous improvement in disaster preparedness, response and recovery.

The Strategy provides an overarching framework to empower Queenslanders to factor in resilience measures and activities as they anticipate, respond and adapt to changing circumstances.

Further detail can be obtained from the Queensland Strategy for Disaster Resilience 2017.

### Training

Disaster management training is the responsibility of the member agency and the individuals on the LDMG. The Queensland Fire and Emergency Service (QFES) delivers the training through the State Disaster Management Training Framework.

The Local Disaster Coordinator of the Blackall-Tambo LDMG will liaise with the QFES Emergency Management Coordinator (EMC) for the Longreach District to identify training needs and deliver training to LDMG members and others to build capacity and capability to undertake their responsibilities in disaster management.

For further support, the contact details for the QFES EMC are listed in the Contact Directory at [Appendix 7](#).

### Exercise Management

Developing an exercise management program has the benefit of:

- training personnel
- reviewing plans
- testing the effectiveness of plans and resources

The exercise format can be one or a combination of the following:

- Discussion – hypothetical – agency presentation
- Desk-top
- Functional
- Field

*An exercise management program to review the Local Disaster Management Arrangements will be determined by the Blackall-Tambo LDMG or Subgroup set up for the purpose.*

*An exercise management program to review the Blackall-Tambo Local Disaster Management Arrangements includes but is not limited to:*

- *A need is identified to test a plan or part of a plan from the Local Disaster Management Arrangements at least annually is facilitated by the Blackall-Tambo LDMG*
- *If the Local Disaster Management Arrangements have been activated fully at least once in a calendar year, it may be decided not to proceed with the annual exercise*
- *The Blackall-Tambo LDMG participates in neighbouring LDMG or DDMG exercises in a calendar year where the arrangements are activated, then the annual exercise may not be required*

*The Local Disaster Coordinator will seek the assistance of the QFES Emergency Management Coordinator to assist in facilitating the exercise management program along with the Disaster Management Coordinator (DMC) and the Executive Officer of the DDMG.*

## Part 6 – Prevention

*The Blackall-Tambo Regional Council and its Local Disaster Management Group identify hazards and potential mitigation strategies to implement that will alleviate the consequences of a disaster on the community.*

### Community Education

*The Blackall-Tambo Regional Council and its LDMG contributes to the resilience of their community through Community Education by the supply of relevant disaster management information, specific hazard/risk management tools for the community and hazard/risk awareness activities, including:*

- Regular disaster management information as part of the council newsletter to residents;
- Signage of known risks (where appropriate) to ensure greater community awareness;
- Specific disaster management news, information, tools or resources through council service centres, rates notices and other community resources;
- Preparing information sheets for public distribution on hazards;
- Notifying residents of preparedness for extreme hazards via varied media tools;
- Preparing procedures and guidelines for the public on communication methods to be adopted before, during and post disasters;
- Connecting to the community via multi-media (i.e. Website and Facebook);
- Newsletters to each community prior to storm season and distributed on Facebook;
- Distribute information from Get Ready website as reminders to communities;
- Community information sessions for pre-season awareness;
- Distribution of Be Ready Central West Flip Books [www.btrc.qld.gov.au/downloads/file/928/be-ready-central-west](http://www.btrc.qld.gov.au/downloads/file/928/be-ready-central-west)
- Up-to-date information on council's disaster dashboard [www.rapad.qitplus.com/blackall-tambo](http://www.rapad.qitplus.com/blackall-tambo)

*Further detail on how community education may be facilitated is found in the **Communications Sub-plan**.*

### Hazard Specific Arrangement

*The Blackall-Tambo LDMG through its risk management process may identify a need or collaborate with a hazard management agency to develop a local hazard specific plan.*

*The LDMG has developed local hazard specific plans for:*

*Pandemic*

*The Blackall-Tambo LDMG worked with Queensland Health and Queensland Police to develop a local Pandemic Sub-plan. Refer to **Pandemic Sub-plan**.*

## Part 7 - Response

During a disaster, Council provides initial support to the affected community until its resources are fully committed. Additional support from the state, and ultimately the Commonwealth Government may be requested if needed. In accordance with section 4A(c) of the Act, Local Government is the frontline of disaster management and primarily responsible for managing events in their local government area. The Blackall-Tambo LDMG is ideally suited to manage disaster events at the community level, based on its understanding of local social, environmental and economic issues as well as knowledge of the Shire's infrastructure.

### Disaster Declaration

Where there is a requirement for a person or a class of persons to exercise the additional powers available under the provisions of the *Disaster Management Act 2003* (section 64), the District Disaster Coordinator (DDC) may, with the approval of the Minister, declare a disaster situation for the Disaster District or a part of the Disaster District. The District Disaster Coordinator should take reasonable steps to consult with Council prior to any declaration.

There is also provision for the Premier of Queensland and the Minister for Emergency Services to declare a Disaster Situation for the State or a part of the State.

The Chairperson of the State Disaster Management Group or the District Disaster Coordinator only, may authorise the exercise of additional powers.

In declaring a disaster situation, the DDC is to be satisfied that a disaster has happened, is happening or is likely to happen and it will be necessary, or reasonably likely to be necessary, to exercise declared disaster powers to prevent or minimise the loss of human life, illness or injury to humans, property loss or damage, or damaging to the environment. The DDC will ensure that information to the DDC is regular and consistent with the seriousness of an event so that an informed decision can be made.

### Communication

The LDMG will coordinate effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public before, during and after disaster events.

The principal responsibility for the release of this information through the media and other agencies rests with the Chairperson or their delegate.

Refer to the Blackall-Tambo Regional Council Communications Sub-plan for further detail.

### Activation

The LDMG can be activated in the following circumstances:

- By the Chairperson of the LDMG (or delegate) on receipt of information regarding an actual, imminent or likely disaster event that has potential to significantly impact one or more communities in the Blackall-Tambo Regional Council area; or
- By the Chairperson of the LDMG (or delegate) on receipt of request from the District Disaster Coordinator in response to an actual, imminent or likely disaster event; or
- By the Chairperson of the LDMG (or delegate) on receipt of request from an emergency management agency with combat responsibility for a disaster event.

Activation does not necessarily mean the convening of disaster management groups. Initially, it may be for the provision of information to group members as required.

Refer to the **Activation Guideline** for more information.

### Escalation

The LDMG is activated according to an escalation model based on the following levels:

1. Alert
2. Lean Forward
3. Stand Up
4. Stand Down

The movement through this table may not be sequential depending on circumstances. Refer to the **Activation Guideline** for more detail.

Triggers to escalate the level of response from Local to District and/or State include but are not limited to:

- Local resources are exhausted
- Level of expertise and/or asset requirements are beyond local capacity and capability
- Complex and multiple events affecting the area

### Local Disaster Coordination Centre

The Blackall-Tambo LDMG is responsible for local disaster coordination during a disaster event. Disaster coordination is facilitated through the establishment of a primary Local Disaster Coordination Centre. Other facilities may be identified to support coordination as required.

The primary Local Disaster Coordination Control Centre is located in the Boardroom, Blackall-Tambo Regional Council, 6 Coronation Drive, Blackall. The secondary LDCC is located at the Blackall-Tambo Regional Council Works Depot, 60 Rose Street, Blackall.

Refer to the **Disaster Coordination Centre Guideline** for further detail on location, setup and management of the local disaster coordination centre.

## Warnings and Alerts

Warnings and Alerts are issued by the responsible agency and the Blackall-Tambo LDMG facilitates the dissemination of these warnings and alerts as required to the local community. Refer to the **Public Information and Warnings Sub-plan** for further detail.

Warnings and Alerts may include but are not limited to:

- Bureau of Meteorology, issuing severe weather and flood warnings
- Emergency Alert issued by the Queensland Fire and Emergency Services with input from LDMGs and the DDMG. Refer to *Queensland Emergency Alert Guidelines*
- Standard Emergency Warning Signal (SEWS) issued where life and/or property is threatened by a disaster
- Australian Warning System, a consistent standard warning information system across five key hazards used nationally.

The LDMG may issue disaster messaging to keep the local community informed of the situation. Refer to the **Communications Sub-plan** for further detail.

## Resource Management

Whilst the Blackall-Tambo Local Disaster Management Group has available the combined resources of its member agencies for use in a disaster event, there will be times when the resources will be insufficient.

Where the LDMG requires logistics support and/or resources to meet operational requirements that are beyond local capacity and capability, the LDMG may formally seek assistance through a:

- **Request for Assistance** forwarded to the DDC.
- Personnel or logistics may be available through council to council arrangements.
- In all circumstances where additional logistics are required, the DDC will be informed.

Refer to the **Resource Management Guideline** for further detail.

## Financial Management

Initially, Council and each agency is responsible for their own financial management when engaged in disaster management activities according to their role and responsibilities.

The Blackall-Tambo Regional Council has their own internal system for the financial management of resources it is responsible for and activities undertaken where they may attract funding support.

The Blackall-Tambo LDMG through Council will ensure a correct collation of expenditure during a disaster event is compiled.

Refer to the **Financial Management Guideline** for further detail.

## Disaster Reporting

Situation Reports will be submitted at intervals as determined by the LDC from the member agencies to ensure the Disaster Coordination Centre has complete situational awareness.

LDMG Situation Reports will be submitted on a regular basis to the DDC, Longreach. Such reports will be required at times stipulated by the DDC Longreach, and will be in the format as prescribed in the Local Disaster Coordination Centre Guideline.

- The review of operational activities undertaken during a disaster is a key component in ensuring capability development and the continuous improvement of disaster management arrangements.
- Post-disaster reviews are conducted to:
- Assess disaster operations undertaken including actions, decisions or processes;
- Document processes that worked well for use in the next operation and disaster management planning
- Assess capability and consider where additional training and/or exercises may enhance capacity

## Evacuation

Evacuation is a strategy that may be employed for the safety of the community. It is based on the:

- Decision to evacuate
- Warning to evacuate
- Withdrawal of people
- Shelter of people

- *Return of people*

*Evacuation is a general term used when managing a community that needs to be removed from a potential hazard or threat. Other types of evacuation include:*

- *Voluntary evacuation, where the community is requested to leave an area by their own means without much assistance*
- *Directed evacuation, where the community is directed to leave (under a Disaster declaration which is managed by Police)*
- *The LDMG manages evacuations within their area of responsibility*

*The Blackall-Tambo LDMG has developed an **Evacuation Sub-plan** that provides the detail to facilitate an evacuation.*

#### *Evacuation Centre Management*

*Evacuation Centres have been identified by the Blackall-Tambo LDMG for use should the community require evacuation or a central facility together during a disaster event.*

*The identified facilities and management process are contained in the **Evacuation Centre Management Guideline**.*

## **Resupply**

*The Blackall-Tambo LDMG is responsible for the management of the resupply of essential items to isolated communities and rural properties.*

*State approved resupply operations may involve watercraft, fixed wing or rotary wing aircraft. The delivery of supplies by these means is designed to ensure the isolated properties or communities are not financially disadvantaged in ordering essential supplies. They may still pay for the supplies, but the transportation costs are managed through state funding.*

*Refer to **Resupply Sub-plan** for further detail.*

## PART 8 - Recovery

*The Blackall-Tambo Regional Council and its Local Disaster Management Group undertake recovery activities and supports partnering agencies in providing recovery services to the community.*

### Recovery Functions

*Disaster recovery is the coordinated process of supporting affected individuals and communities in the reconstruction of the physical infrastructure, restoration of the economy and of the environment and support for the emotional, social and physical well-being of those affected.*

*Disaster recovery is a complex and usually a long process that requires a range of services from various government and non-government organisations who contribute to the support of the community across the five functional areas of recovery:*

#### 1. Human and Social

*Focuses on supporting the emotional, social, physical and psychological health and wellbeing of individuals, families and communities.*

#### 2. Economic

*Focuses on rectifying the direct and indirect impacts on the economy.*

#### 3. Roads and Transport

*Focuses on rectifying the effects on transport networks including road, rail, aviation and maritime networks that result in difficulty accessing communities and disruption to critical supply chains.*

#### 4. Building

*Focuses on rectifying damage and disruption which inhibits the capacity of essential services and the building sector*

#### 5. Environment

*Focuses on rectifying the impacts on the natural environment either directly or through secondary impacts that include loss of flora and fauna, air and water quality, land degradation and cultural and built heritage listed places*

*The Blackall-Tambo Regional Council through the LDMG has developed the **Blackall-Tambo Regional Council Recovery Sub-plan December 2020**. The Recovery Sub-plan provides greater detail on how recovery will be implemented within the Blackall-Tambo Regional Council area.*

### Vulnerable Persons

*The LDMG acknowledges that there are vulnerable people in the community and people can become vulnerable due to a disaster impact. The LDMG has limited capacity to manage vulnerable persons and will rely on working with partner stakeholders who have responsibility in this area and through support from the District Disaster Management Group.*

### Offers of Assistance

*In disaster operations and management, the LDMG may receive offers of assistance but may not have the capacity to manage all offers depending on their nature. One way the LDMG will manage offers is through GIVIT under the Queensland Policy for Offers of Assistance and Guideline.*

*The Queensland Government through the Queensland Reconstruction Authority (QRA) has partnered with GIVIT to provide a mechanism to match donations with community need.*

### Animals in Disasters

*The LDMG recognises that animals both domestic and commercial are impacted by a disaster. The LDMG will liaise with the Blackall-Tambo Regional Council Local Laws and Rural Lands team and the Department of Agriculture and Fisheries to facilitate support for impacted animals. Where this will exceed local capacity, assistance will be sought through the District Disaster Coordinator.*

### Spontaneous Volunteers

*Volunteers play a key role in local disaster management response and recovery. Spontaneous volunteers may present during a disaster event. Whilst limited in the Blackall-Tambo Regional Council area, the LDMG through Council does not have capacity to manage spontaneous volunteers and would seek assistance from the District Disaster Management Group through Volunteering Queensland to provide support with this.*

### Impact Assessments

*Impact assessments inform the disaster management approach and may be undertaken by various agencies due to their role and responsibility. The Blackall-Tambo Local Disaster Management Group is required to undertake their own impact assessments where Council has responsibility but also to liaise with other agencies to collect and collate information to develop an overview of the impact of the disaster on the community to inform disaster management, not only in recovery but also response, preparedness and prevention (mitigation) as applicable.*

*Further detail on how impact assessments are managed can be found in the **Blackall-Tambo Regional Council Impact Assessment Sub-plan September 2019**.*



*Appendix 1 – Amendment Register*

<i>Version</i>	<i>Amendment</i>	<i>Author</i>	<i>Date accepted by LDMG</i>	<i>Date adopted by Council</i>
<i>1.0</i>	<i>LDMP written</i>			
<i>1.1</i>	<i>Contact list updated</i>		<i>August 2016</i>	
<i>2.0</i>	<i>Minor update</i>		<i>September 2016</i>	
<i>3.0</i>	<i>Minor update</i>		<i>April 2019</i>	
<i>4.0</i>	<i>Minor Update</i>		<i>August 2019</i>	
<i>5.0</i>	<i>Full rewrite</i>	<i>Craig Neuendorf Phil Kuhne</i>		

*Appendix 2 – Distribution List*

<i>Organisation / Agency</i>	<i>Officer (copies)</i>
<i>Blackall-Tambo Regional Council</i>	<i>Mayor, Chair of the LDMG (1) Local Disaster Coordinator, Blackall-Tambo LDMG (1) Disaster Management Coordinator (1)</i>
<i>SES</i>	<i>Blackall-Tambo SES (1)</i>
<i>Queensland Fire and Emergency Services</i>	<i>Emergency Management Coordinator – Longreach (1) Inspector, Fire &amp; Rescue, Longreach (1) Captain, Blackall-Tambo Fire &amp; Rescue (1) Captain, Blackall-Tambo Rural Fire Service (1)</i>
<i>Queensland Police</i>	<i>Officer in Charge, Blackall (1) Officer in Charge, Tambo (1)</i>
	<i>DDC – Longreach (1)</i>
<i>Queensland Ambulance Service</i>	<i>Officer in Charge, Blackall (1)</i>
<i>Queensland Health</i>	<i>Director of Nursing, Blackall Hospital (1)</i>

## *Appendix 3 – Blackall-Tambo Disaster Management Planning Framework*

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*The Blackall-Tambo Disaster Management Planning Framework has been developed to guide local disaster management planning and comprises:*

### *Plans*

- *Blackall-Tambo Local Disaster Management Plan (LDMP) V.5.0 March 2022*
- *Blackall-Tambo Regional Council Business Continuity Plan December 2016*
- *Central West Regional Resilience Strategy January 2020*
- *Blackall-Tambo Regional Council Public Health Plan*

### *Sub-plans - Support*

- *Blackall-Tambo Regional Council Recovery Sub-plan December 2020*
- *Blackall-Tambo Disaster Management Communications Sub-plan*
- *Blackall-Tambo Local Evacuation Sub-plan*
- *Blackall-Tambo Local Resupply Sub-plan*

### *Sub-plans – Hazard Specific*

- *Blackall-Tambo Local Pandemic Sub-plan*

### *Guidelines*

- *Local Activation Guideline*
- *Local Disaster Coordination Centre Guideline*
- *Local Evacuation Centre Management Guideline*
- *Public Information and Warnings Guideline*
- *Local Resource Management Guideline*
- *Local Financial Management Guideline*
- *Local Impact Assessment Guideline*

### *Community Information Documents*

- *Community Disaster Management Flip Book*
- [www.btrc.qld.gov.au/downloads/file/928/be-ready-central-west](http://www.btrc.qld.gov.au/downloads/file/928/be-ready-central-west)

### *Notes*

- *The Blackall-Tambo LDMG will review their suite of disaster management plans annually to determine if they have an appropriate level of plans and guidelines in place to support local disaster management activities*
- *Generally, plans and sub-plans will be provided in a restricted and public version*
- *Generally, guidelines may only be developed as a restricted version as they are an internal management document containing confidential information*

## Appendix 4 – Blackall-Tambo Local Disaster Management (LDMG) Terms of Reference

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### Establishment

The Local Disaster Management Group (LDMG) is established under Section 29 of the *Disaster Management Act 2003* (the Act).

### Role

The local government, through the LDMG, retains primary responsibility for managing disaster events contained within their local government area. (S.4A(c) of the Act)

### Functions

The LDMG has the following functions (S.30 of the Act):

- To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;
- To develop effective disaster management, and regularly review and assess the disaster management;
- To help the local government for its area to prepare a local disaster management plan;
- To identify and provide advice to the relevant district group about support services required by the local group to facilitate disaster management and disaster operations in the area;
- To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- To manage disaster operations in the area under policies and procedures decided by the State group;
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- To identify and coordinate the use of resources that may be used for disaster operations in the area;
- To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;
- To ensure information about a disaster in the area is promptly given to the relevant district group;
- To perform other functions given to the group under this Act;
- To perform a function incidental to any of the previous functions mentioned.

### LDMG Priorities

- Development of function-specific planning groups to support the Local Disaster Management Group;
- Development of a comprehensive hazard and risk assessment for the Blackall-Tambo Regional Council area;
- Development of a disaster mitigation strategy for the Blackall-Tambo Regional Council;
- Development of a comprehensive disaster management arrangements suite of documents for the Blackall-Tambo Regional Council;
- Development and resourcing of primary and secondary disaster coordination centres for the Blackall-Tambo Regional Council;
- Development of a holistic disaster recovery plan for the Blackall-Tambo Regional Council;
- Development of an effective disaster preparedness community awareness strategy;
- Develop and maintain effective local community communications strategies;
- Develop and maintain a local disaster management group membership who is appropriately qualified and trained.

### Membership

Membership of the Local Disaster Management Group (LDMG) is outlined in the *Disaster Management Regulation 2014* (the Regulation). Appointments under the *Disaster Management Act 2003* (the Act) can be made to a person or by position (see section 24A of the *Acts Interpretation Act 1954*). It is strongly recommended that appointments be made by position which eliminates the need for a new appointment when a change in personnel occurs.

Generally, an LDMG is comprised of:

- Chairperson (must be a councillor) appointed by the relevant local government under section 34 of the Act.
- Deputy Chairperson (recommended to be a councillor) appointed by the relevant local government under section 34 of the Act.

- *Local Disaster Coordinator (must be an employee of the local government) appointed by the relevant local government under section 35 of the Act.*
- *Person nominated by the Commissioner, Queensland Fire and Emergency Services (QFES) appointed by the relevant local government under section 33 of the Act.*
- *Other persons appointed by the relevant local government under section 33 of the Act, as identified by the local government's functional requirements.*

*Local group members are appointed under section 33 of the Act. It is suggested that LDMG membership consists of representatives with the necessary expertise or experience and delegation authority to assist with a comprehensive, all hazards, all agencies approach to disaster management.*

*Section 14(1) of the Regulation allows a member of a disaster management group, with the approval of the Chairperson, to appoint, by signed notice, another person as their deputy. In identifying and nominating a deputy, a disaster management group member must acknowledge that the nominated person has the necessary expertise or experience to perform the functions associated with membership of the group.*

#### **Chairperson and deputy chairperson**

*The Chairperson and Deputy Chairperson of the LDMG are the persons appointed by the relevant local government for the LDMG. The Chairperson must be a Councillor of that Local Government (S. 34 the Act & Reg. 10).*

#### **Functions of chairperson of the LDMG**

*In accordance with Section 34A of the Act, the chairperson of the LDMG has the following functions-*

- (a) To manage and coordinate the business of the group;*
- (b) To ensure, as far as practicable, that the group performs its functions;*
- (c) To report regularly to the relevant district group, and the Commissioner, QFES, about the performance by the local group of its functions.*

#### **Local disaster coordinator**

*In accordance with Section 35 of the Act-*

- (1) The Chairperson of the local group must, after consulting with the Chief Executive Officer, appoint the Chief Executive Officer or an employee of the relevant local government as a Local Disaster Coordinator of the group.*
- (2) The Chairperson of the local group may appoint a person mentioned in subsection (1) as a Local Disaster Coordinator of the group only if satisfied the person has the necessary expertise or experience to be a Local Disaster Coordinator.*
- (3) The appointment under subsection (2) must be in writing and may only be revoked in writing*

#### **Functions of the local disaster coordinator**

*In accordance with Section 36 of the Act, the local disaster coordinator has the following functions-*

- (a) To coordinate disaster operations for the local group;*
- (b) To report regularly to the local group about disaster operations;*
- (c) To ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented.*

#### **Notice about membership of the LDMG**

*In accordance with Section 37 of the Act, the relevant local government for a local group must, at least once a year, give written notice of the members of the group to the Commissioner, QFES and the District Disaster Coordinator (DDC).*

#### **Members**

<i>Position</i>	<i>Holder</i>
<i>Chair LDMG</i>	<i>Mayor, Blackall-Tambo Regional Council</i>
<i>Deputy Chair</i>	<i>Councillor, Blackall-Tambo Regional Council</i>
<i>Local Disaster Coordinator</i>	<i>Chief Executive Officer, Blackall-Tambo Regional Council</i>

<i>Deputy Local Disaster Coordinator</i>	<i>Director of Finance Corporate and Community Services</i>
<i>Members</i>	<ul style="list-style-type: none"> <li>▪ <i>Officer in Charge, Blackall Police Station, Queensland Police Service</i></li> <li>▪ <i>Officer in Charge, Tambo Police Station, Queensland Police Service</i></li> <li>▪ <i>Inspector, Fire and Rescue, Queensland Fire &amp; Emergency Services, Longreach</i></li> <li>▪ <i>Captain, Fire and Rescue, Queensland Fire &amp; Emergency Services, Blackall</i></li> <li>▪ <i>Local Controller, Blackall-Tambo Regional Council State Emergency Services, Blackall</i></li> <li>▪ <i>Officer in Charge, Queensland Ambulance Service, Blackall</i></li> <li>▪ <i>Director of Nursing, Blackall Hospital</i></li> </ul>

**Advisory Members**

<i>Advisory Members</i>	<ul style="list-style-type: none"> <li>▪ <i>Emergency Management Coordinator, Queensland Fire &amp; Emergency Services, Longreach</i></li> <li>▪ <i>Area Director, Rural Operations, Queensland Fire &amp; Emergency Services, Emerald</i></li> <li>▪ <i>Disaster Management Coordinator, Blackall-Tambo Regional Council</i></li> <li>▪ <i>Community Development Officer, Blackall-Tambo Regional Council (Recovery Officer)</i></li> <li>▪ <i>Industry Representatives</i></li> <li>▪ <i>Representative from Ergon</i></li> <li>▪ <i>Representative from Telstra</i></li> <li>▪ <i>School Representative</i></li> <li>▪ <i>Representative from Bureau of Meteorology</i></li> <li>▪ <i>Representative from Housing &amp; Public Works</i></li> <li>▪ <i>Stock Inspector, DAF, Blackall</i></li> <li>▪ <i>BTRC Environmental Health Officer</i></li> <li>▪ <i>Grocery suppliers within the BTRC area</i></li> <li>▪ <i>Representative from Workplace Health &amp; Safety</i></li> <li>▪ <i>SES Area Controller, Longreach</i></li> <li>▪ <i>Local Controller, Blackall-Tambo Regional Council State Emergency Services, Tambo</i></li> <li>▪ <i>BTRC Community Development Officer (LDMG Recovery Officer)</i></li> </ul>
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**Member Obligations**

- *Attend LDMG activities with a full knowledge of their organisations' resources and services and the expectations of their organisation*
- *Are available and appropriately briefed to actively participate in LDMG activities to ensure that plans, projects and operations use the full potential of their organisation, while recognising any limitations*
- *Are appropriately positioned within their agency to be able to commit agency resources to LDMG normal business activities*
- *Have a deputy who is appropriately trained to take on their responsibilities should they be unavailable or to provide additional support during extended operations*
- *Contribute to Disaster Management Planning for the Local Government area.*

**Meetings**

*LDMG meetings must be held at least once in every 6 months at the times and places decided by the Chairperson of the group. In addition, the Chairperson of the LDMG must call a meeting if asked in writing by the DDC or if asked in writing by at least one-half of the members of the LDMG (Reg. 12).*

*The Chairperson of the LDMG is to preside at all meetings of the group at which the Chairperson is present. If the Chairperson is absent from a meeting of the LDMG, the Deputy Chairperson is to preside. If the Chairperson and Deputy Chairperson are both absent from a meeting of the LDMG, the member of the group nominated by the Chairperson is to preside, or if the Chairperson does not nominate a member, the member nominated by the Deputy Chairperson is to preside. If the offices of Chairperson and Deputy Chairperson are vacant, the member of the group chosen by the members present is to preside (Reg. 16).*

*A quorum for a LDMG meeting is the number equal to one-half of its members for the time being holding office plus one. A LDMG must keep minutes of its meetings (Reg. 13 & 18).*

*A LDMG may hold meetings or allow members of the group to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen e.g. teleconferencing. A member who takes part in a LDMG using this technology is taken to be present at the meeting (S.38 of the Act & Reg. 17).*

#### **Local Disaster Management Plan (LDMP)**

*A local government must prepare a LDMP for their local government which must include provision for (S.57 of the Act):*

- *The State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;*
- *The roles and responsibilities of entities involved in disaster operations and disaster management in the area;*
- *The coordination of disaster operations and activities relating to disaster management performed by the entities;*
- *Events that are likely to happen in the area;*
- *Strategies and priorities for disaster management for the area;*
- *The matters stated in the disaster management guidelines as matters to be included in the LDMP;*
- *Other matters about disaster management in the area the local government considers appropriate.*

*The LDMP must be consistent with the disaster management standards and disaster management guidelines. (S.58 the Act)*

*The LDMG may review or renew its LDMP when the local government considers it appropriate. However, the local government must review the effectiveness of the LDMP at least once a year. (S.59 of the Act)*

*The LDMP must be available for inspection, free of charge, by members of the public. (S.60 the Act)*

#### **Power of delegation**

*In accordance with Section 143(8) of the Act, the Local Disaster Coordinator may delegate the coordinator's functions under section 36 to an appropriately qualified person.*

#### **Local recovery coordinator (LRC)**

*The LDMG has appointed a LRC to coordinate recovery at the local level. The person appointed should not be the same person appointed as the local disaster coordinator. The LRC has the following functions:*

- *Liaise regularly with the local disaster coordinator during disaster operations;*
- *Chair the Local Recovery Group (LRG);*
- *Liaise with functional lead agency representatives;*
- *Work with agencies and the community to assist the LDMG to implement their Recovery Sub-Plan and coordinate a recovery strategy during disaster operations.*

## Appendix 5 – Blackall-Tambo Disaster Management Risk Register

The Blackall-Tambo LDMG Risk Register is the summary of a broader Risk Assessment Process that considered the likelihood and consequences of a range of risk in the communities within the Blackall-Tambo Regional Council geographic area.

The Blackall-Tambo LDMG Risk Register identifies several treatment options for many of these risks, but many of the treatment options identified have been forwarded to the DDC and/or other agencies for development of a treatment plan.

		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
CONTROL LEVEL EFFECTIVENESS	Almost Certain	Moderate	High	Extreme	Extreme	Extreme
	Likely	Moderate	High	High	Extreme	Extreme
	Possible	Low	Moderate	High	Extreme	Extreme
	Unlikely	Low	Low	Moderate	High	Extreme
	Rare	Low	Low	Moderate	High	High



**Risk Register**

<i>Natural Hazard</i>	<i>Most Vulnerable Elements</i>	<i>Natural Disaster Risks</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Priority Treatment</i>
<b>Severe Weather</b> Thunderstorms, Tornadoes	Buildings constructed prior to 1983 or poorly maintained and/or in exposed locations.  Industrial buildings, lifelines.	<ul style="list-style-type: none"> <li>▪ Serious injury or death from building damage, flying debris, electrocution from fallen power lines.</li> <li>▪ Widespread building damage.</li> <li>▪ Loss of power supply has major impact on other lifelines and industry.</li> <li>▪ Major economic disruption at both local and State levels.</li> <li>▪ Response and recovery facilities may be inadequate.</li> </ul>	Possible	Moderate	High
<b>Bushfire</b>	Areas indicated on bushfire hazard maps.	<ul style="list-style-type: none"> <li>▪ Serious injury or death from direct contact or by smoke inhalation.</li> <li>▪ Building damage in affected area.</li> <li>▪ Economic disruption.</li> <li>▪ Danger to road traffic from smoke.</li> <li>▪ Means of egress may be cut.</li> <li>▪ Loss of agriculture crops, damage to grazing land and loss of livestock.</li> <li>▪ Mental health impact on communities.</li> </ul>	Likely	Moderate	High

<i>Natural Hazard</i>	<i>Most Vulnerable Elements</i>	<i>Natural Disaster Risks</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Treatment Priority</i>
<i>Natural Hazard</i>	<i>Most Vulnerable Elements</i>	<i>Natural Disaster Risks</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Treatment Priority</i>
<i>Flood</i>	<i>Areas indicated on flood maps as being below 50 Year or 100 Year ARI maps.</i>	<ul style="list-style-type: none"> <li>▪ <i>Serious injury or death from drowning.</i></li> <li>▪ <i>Building damage in affected area.</i></li> <li>▪ <i>Economic disruption, river erosion, sediment to farmland.</i></li> <li>▪ <i>Means of egress may be cut – affecting supplies and outside assistance.</i></li> <li>▪ <i>Community drift to more Shire centres.</i></li> </ul>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>
<i>Drought</i>	<i>Agricultural communities and businesses.</i>	<ul style="list-style-type: none"> <li>▪ <i>Risk to rural economies.</i></li> <li>▪ <i>Psychosocial impact to rural communities.</i></li> <li>▪ <i>Degradation of the environment.</i></li> </ul>	<i>Possible</i>	<i>Moderate</i>	<i>High</i>

<i>Natural Hazard</i>	<i>Most Vulnerable Elements</i>	<i>Natural Disaster Risks</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Priority Treatment</i>
<i>Heatwave</i>	<ul style="list-style-type: none"> <li>▪ Older people</li> <li>▪ Babies and young children</li> <li>▪ People with:</li> <li>▪ Serious mental health</li> <li>▪ Certain medication</li> <li>▪ Chronic conditions</li> <li>▪ Existing temperature from infection</li> <li>▪ Misuse alcohol or take illicit drugs</li> <li>▪ Mobility problems</li> </ul> Physically active, (manual workers and sportsmen and women)	<ul style="list-style-type: none"> <li>▪ Increased hospital admissions relating to heat cramps, heat exhaustion, heat stroke, stress, dehydration, or because of heat exacerbating existing conditions.</li> <li>▪ Increased rates of certain crimes particularly those related to aggressive behaviour such as homicide.</li> <li>▪ Increased number of work- related incidents and reduced work productivity.</li> <li>▪ Decreased sports performance.</li> <li>▪ Strain on critical lifelines because of increased electricity/ water usage.</li> </ul>	<i>Possible</i>	<i>Minor</i>	<i>Moderate</i>

**Key Critical Infrastructure**

<i>Infrastructure Element</i>	<i>Description</i>	<i>Vulnerabilities</i>	<i>Resiliencies</i>
<i>Power</i>	<p><i>BTRC is well connected to the grid and has emergency generator capacity in critical locations.</i></p> <p><i>Many private properties, businesses and individuals also have emergency generation capacity.</i></p>	<i>Potential for loss of power over an extended period would severely test the capacity for generation.</i>	<p><i>Emergency power generation capacity exists for essential council services in Blackall and Tambo.</i></p> <p><i>Rural properties on generators are vulnerable during prolonged wet weather or flood events.</i></p>
<i>Reticulated Water</i>	<i>Reticulated water is provided to both townships through the Great Artesian Basin (GAB). The water is distributed through bores under pressure from the GAB.</i>	<i>The collapse of a bore head would place additional pressure on the functioning bores.</i>	<i>As the water is provided under natural pressure and is from the GAB there is minimal risk to the interruption of service or contamination.</i>

<i>Infrastructure Element</i>	<i>Description</i>	<i>Vulnerabilities</i>	<i>Resiliencies</i>
<i>Sewerage</i>	<p><i>Blackall and Tambo have sewerage systems.</i></p> <p><i>Relies on pump working with elevated reservoirs.</i></p>	<p><i>Potential for loss of power for 8-12 hours would result in overflows at the pump stations.</i></p> <p><i>The times stated above are dependent on demand and may be less than indicated.</i></p>	<p><i>All pump stations have the capacity for generator connection to the pumps and re-establish holding capacity of the pump stations.</i></p>
<i>Communication</i>	<p><i>BTRC is well connected to communications infrastructure.</i></p> <p><i>Telephone, internet and (where available) mobile services have good reliability.</i></p>	<p><i>Loss of communications would severely limit ability to relay important safety messages to the community.</i></p>	<p><i>Robust systems increase operational capability and ensure ability to keep community informed.</i></p> <p><i>Door knocks are the secondary method of communications.</i></p>

<i>Infrastructure Element</i>	<i>Description</i>	<i>Vulnerabilities</i>	<i>Resiliencies</i>
<i>Transport Road</i>	<i>Sealed bitumen highway (Landsborough Highway) between Augathella/Tambo and Blackall/Barcaldine. Sealed bitumen road between Blackall and Jericho and a well maintained bitumen and gravel road between Tambo and Alpha. Other areas of the BTRC are linked by unsealed roads.</i>	<i>Almost all roads in the area are subject to inundation from riverine flooding.  Limited remedial work is practical to eliminate this vulnerability.</i>	<i>Most sealed roads have been engineered to withstand small flooding events.  Maintenance and repair activities are scheduled to maximise periods of usage.</i>
<i>Transport Air</i>	<i>The Blackall Airport has regular commuter aircraft and comprises a 1688m sealed runway.  Other main airstrips in the area include:  Tambo - 1300m</i>	<i>Blackall airstrip is subject to flooding if a major event is experienced. Tambo airstrip is not subject to flooding however is inaccessible during a flood event .</i>	<i>BTRC have contingency and business continuity plans in place for the Blackall Airport.</i>

**Hazardous Material Sites:**

*Hazardous materials production and storage facilities with potential risk to the community are:*

**Blackall**

Site	Description	Quantities (if known)	Comments
<i>BP Service Station Ph: 4657 4422</i>	<i>Small storage facility for public sale</i>	<i>ULP - 18,000 litres PULP - 13,800 litres Diesel - 22,000 litres</i>	<i>Underground storage</i>
<i>BP Depot Ph: 4657 4455</i>	<i>Large storage depot</i>	<i>ULP - 61,700 litres Ultimate 98 - 52,400 litres Diesel - 208,000 litres AvGas - 1,640 litres</i>	<i>Above ground storage  8 x 205 litre drums</i>
<i>Caltex Service Station Ph: 4657 4249</i>	<i>Small storage facility for public sale</i>	<i>ULP - 20,000 litres PULP - 8,500 litres Diesel - 10,000 litres</i>	<i>Underground storage</i>
<i>Blackall Airport Ph: 4658 1963</i>	<i>Domestic aviation terminal &amp; fuelling</i>	<i>Jet A1 - 18,000 litres Av Gas - 18,000 litres</i>	<i>Above ground double skinned tankers storage</i>
<i>Blackall Council Depot Ph: 4621 6600</i>	<i>Small storage facility for council vehicle use</i>	<i>ULP - 5,000 litres Diesel - 28,960 litres</i>	<i>Underground and above ground storage</i>
<i>Curley Transport</i>	<i>Pad mount fuel storage / dispensing for company use</i>	<i>Diesel - 68,000 litres</i>	<i>Above ground storage</i>
<i>IOR</i>	<i>Pad mount fuel storage / dispensing</i>	<i>Diesel - 63,500 litres</i>	<i>Above ground storage</i>
<i>Elders Merchandise Ph: 4657 8000</i>	<i>Various quantities of animal husbandry and weed treatment chemicals</i>	<i>Various amounts</i>	<i>Stored in various container sizes</i>
<i>Nutrien Ag Solutions Ph: 4657 4299</i>	<i>Various quantities of animal husbandry and weed treatment chemicals</i>	<i>Various amounts</i>	<i>Stored in various container sizes</i>

Site	Description	Quantities (if known)	Comments
<i>Blackall Aquatic Centre Ph: 4657 4975</i>	<i>Small storage facility for chlorine and acid</i>	<i>Granu-Cid 750 litres (50 x 15 litre drums) Chlorine granules – 400kg (40 x 10kg buckets)</i>	<i>Stored on pallets near pool filters</i>
<i>Blackall Motel</i>	<i>Small storage facility for public sale.</i>	<i>5,000 ULP 22,500 Diesel</i>	<i>ULP is stored underground, and diesel is stored above ground.</i>

### ***Tambo***

Site	Description	Quantities (if known)	Comments
<i>Tambo Council Depot Ph: 4621 6600</i>	<i>Small storage facility for council vehicle use</i>	<i>Diesel – 28,960 litres</i>	<i>Above ground storage</i>
<i>Caltex Service Station Ph: 4654 6177</i>	<i>Small storage facility for public sale</i>	<i>ULP – 17,500 litres PULP – 18,800 litres Diesel – 84,500 litres</i>	<i>Underground storage</i>
<i>Gerard Johnson Transport Ph: 4654 6810</i>	<i>Small storage facility for company use</i>	<i>Diesel – 60,000 litres</i>	<i>Above ground storage</i>
<i>Adrian Johnson Pot Hole Park</i>	<i>Small storage facility for company use</i>	<i>Diesel – 27,000 litres</i>	<i>Above ground storage</i>
<i>Longhorn Transport Ph: 4654 6810</i>	<i>Small storage facility for company use</i>	<i>Diesel – 27,000 litres</i>	<i>Above ground storage</i>
<i>Tambo Pool Ph: 4654 6237</i>	<i>Small storage facility for chlorine and other chemicals</i>	<i>50 x 15 litres Granucide Liquid pool acid 500kg chlorine granules 80 litres liquid chlorine</i>	<i>Stored in locked shed</i>
<i>Landmark Ph: 4654 6244</i>	<i>Various quantities of animal husbandry and weed treatment chemicals</i>	<i>Various amounts</i>	<i>Stored in various sized containers</i>

*Most major roads in the region link through both Blackall and Tambo and are used to transport hazardous materials in quantity. These roads and rail corridors are therefore identified as potential hazardous material sites.*



## Appendix 6 – Local Agency Disaster Management Role & Responsibilities

Agency	Local Role and Responsibilities
<p><i>Blackall-Tambo Regional Council (BTRC)</i></p>	<p><i>Continuity of Council services and disaster management capacity:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Maintenance of Council functions</i></li> <li>▪ <i>Establishment of Local Disaster Management Group</i></li> </ul> <p><i>Maintenance of normal Council services to the community:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Road Condition Reporting</i></li> <li>▪ <i>Road Closures</i></li> <li>▪ <i>Water</i></li> <li>▪ <i>Sewerage</i></li> <li>▪ <i>Refuse disposal</i></li> <li>▪ <i>Public health</i></li> <li>▪ <i>Animal control</i></li> <li>▪ <i>Environmental protection</i></li> </ul> <p><i>Maintenance of a disaster response capability:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Establish Local Disaster Coordination Centre (LDCC) capacity;</i></li> <li>▪ <i>Maintain operational support resources</i></li> </ul>
<p><i>Local Disaster Management Group (LDMG)</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Development of Local Disaster Management Plan</i></li> <li>▪ <i>Support and promote public education and/or awareness programs</i></li> <li>▪ <i>Support operation of LDCC including identifying sufficient personnel to operate the LDCC</i></li> <li>▪ <i>Coordination of support to local response agencies</i></li> <li>▪ <i>Initial and on-going impact assessment</i></li> <li>▪ <i>Support provision of public information prior to, during and following disaster</i></li> <li>▪ <i>Provide advice on authorised evacuation</i></li> <li>▪ <i>Support resourcing, staffing and operation of Evacuation Centres</i></li> <li>▪ <i>Provide local community support services</i></li> </ul>

Agency	Local Role and Responsibilities
<i>QFES (Disaster Management)</i>	<ul style="list-style-type: none"> <li>▪ <i>Coordinate policy, planning and operational advice and assistance to local disaster managers</i></li> <li>▪ <i>Coordinate State and Commonwealth assistance for local disaster management and disaster operations</i></li> <li>▪ <i>Coordinate provision of disaster management training</i></li> <li>▪ <i>Deploy EMC to support disaster management and operations</i></li> </ul>
<i>QFES (Fire and Rescue)</i>	<p><i>Maintain QFES functions:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Fire control</i></li> <li>▪ <i>Fire prevention</i></li> <li>▪ <i>Rescue of trapped persons</i></li> <li>▪ <i>Swift water rescue</i></li> <li>▪ <i>Specialist Urban Search and Rescue</i></li> <li>▪ <i>Assist in pumping out of flooded buildings</i></li> <li>▪ <i>Assist in clean-up of flood affected buildings</i></li> <li>▪ <i>Management of hazardous material situations (including provisions of Safety Data Sheets)</i></li> </ul>
<i>QFES (Queensland Rural Fire Service)</i>	<p><i>Maintain QFES functions:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Provide control, management and pre-incident planning of fires</i></li> <li>▪ <i>Primary agency for bushfires</i></li> </ul>
<i>Queensland Police Service (QPS)</i>	<p><i>Overall management of Queensland's disaster management system on behalf of the SDMG</i></p> <p><i>Maintain police functions:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Preservation of law and order</i></li> <li>▪ <i>Prevention of crime</i></li> <li>▪ <i>Security of possible crime scenes</i></li> <li>▪ <i>Investigation of the criminal aspect of any event</i></li> <li>▪ <i>Coronial investigation procedures</i></li> <li>▪ <i>Traffic control, including assistance with road closures and maintenance of roadblocks</i></li> <li>▪ <i>Crowd management/public safety</i></li> <li>▪ <i>Coordination of search and rescue</i></li> <li>▪ <i>Security of evacuated areas</i></li> <li>▪ <i>Registration of evacuated persons</i></li> </ul>

Agency	Local Role and Responsibilities
<p><i>Queensland Ambulance Service (QAS)</i></p>	<p><i>Maintain QAS functions:</i></p> <ul style="list-style-type: none"> <li>■ <i>Triage, assessment, treatment and transportation of injured persons</i></li> <li>■ <i>Provide assistance with medical emergency evacuations</i></li> <li>■ <i>Provision of advice regarding medical special needs sectors of the community</i></li> </ul>

<p><i>QFES - State Emergency Service (SES) and Emergency Service Unit (ESU)</i></p>	<ul style="list-style-type: none"> <li>■ <i>Assist community to prepare for, respond to and recover from an event or disaster</i></li> <li>■ <i>Support Public Education and Awareness strategies</i></li> <li>■ <i>Assist with rescue of trapped or stranded persons</i></li> <li>■ <i>Flood boat operations</i></li> <li>■ <i>Conduct search operations for missing persons</i></li> <li>■ <i>Emergency repair/protection of damaged and/or vulnerable buildings</i></li> <li>■ <i>Assistance with debris clearance</i></li> <li>■ <i>Assist Police with Traffic Control activities</i></li> <li>■ <i>Short term welfare support to response agencies</i></li> <li>■ <i>Assist with impact assessment</i></li> <li>■ <i>Assist with establishment and maintenance of communications systems</i></li> <li>■ <i>Provide emergency lighting</i></li> </ul>
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Agency	Local Role and Responsibilities
<p><i>Queensland Health</i> <i>(Q-Health)</i></p>	<p><i>Maintain Health services:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Coordination of medical resources</i></li> <li>▪ <i>Public health advice and warnings to participating agencies and the community</i></li> <li>▪ <i>Psychological and counselling services for disaster affected persons</i></li> <li>▪ <i>Ongoing medical and health services required during the recovery period to preserve the general health of the community.</i></li> </ul>
<p><i>Queensland Reconstruction Authority (QRA)</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Administer reconstruction activities from a disaster event</i></li> <li>▪ <i>Build a more disaster resilient Queensland</i></li> <li>▪ <i>Lead agency for recovery</i></li> </ul>
<p><i>Industry Representatives</i> <i>(eg Ergon, Telstra)</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Advise on industry-specific effects of any potential disaster event</i></li> <li>▪ <i>Advise on the response assistance that industry can provide via specialist resources, manpower etc</i></li> <li>▪ <i>Provide Situation Reports and/or Damage/Impact Reports to the LDMG to ensure appropriate support is provided</i></li> </ul>
<p><i>Churches of Christ</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Recovery role</i></li> </ul>

## Appendix 7 – Contact Directory

The LDMP Contact List is not to be disclosed as public information. Note that mobile notification is the preferred distribution method should the group require to “lean forward / stand up.”

Name	Designation	Contact Details
<b>MEMBERS</b>		
Cr Andrew Martin	Chairperson	Mob: 0427 574 114 Ph: Fax: <a href="mailto:mayor@btrc.qld.gov.au">mayor@btrc.qld.gov.au</a>
Cr Lindsay Russell	Deputy Chairperson	Mob: 0428 549 450 Ph: <a href="mailto:CrRussell@btrc.qld.gov.au">CrRussell@btrc.qld.gov.au</a>
Des Howard	Local Disaster Coordinator Chief Executive Officer	Mob: 0488 574 035 Ph: 4621 6600 <a href="mailto:ceo@btrc.qld.gov.au">ceo@btrc.qld.gov.au</a>
Alastair Rutherford	Deputy Disaster Coordinator Director of Finance Corporate and Community Services	Mob: 0488 584 252 Ph: <a href="mailto:dfccs@btrc.qld.gov.au">dfccs@btrc.qld.gov.au</a>
Mick Wilshire	Officer in Charge – Blackall Police	Mob: 0429 102 320 Ph: 4652 5151 <a href="mailto:Bros-Wilshire.MickE@police.qld.gov.au">Bros-Wilshire.MickE@police.qld.gov.au</a>
Jim Beck	Officer in Charge – Tambo Police	Mob: 0427 691 318 Ph: 4652 5116 / 7
Kim Llewelyn	Inspector - Longreach Command Queensland Fire and Emergency Services (Longreach Area Office)	Mob: 0428 581 006 Ph: 07 4658 2838 <a href="mailto:kim.llewelyn@qfes.qld.gov.au">kim.llewelyn@qfes.qld.gov.au</a>

<i>Name</i>	<i>Designation</i>	<i>Contact Details</i>
<i>Rohan O'Donohue</i>	<i>Captain Blackall Fire Brigade</i>	<i>Mob:</i> <a href="mailto:whso@btrc.qld.gov.au">whso@btrc.qld.gov.au</a>
<i>Stefan Holweg</i>	<i>SES Local Controller, Blackall</i>	<i>Mob: 0426 966 215</i> <i>Email: <a href="mailto:stefan.holweg@ses.qfes.qld.gov.au">stefan.holweg@ses.qfes.qld.gov.au</a></i>
<i>Doug Armstrong</i>	<i>Officer in Charge – Blackall Station Central West District (QAS) Queensland Ambulance Service</i>	<i>Mob: 0447 636 900</i> <i>Ph: 4657 4177</i> <a href="mailto:qasblackall.oic@ambulance.qld.gov.au">qasblackall.oic@ambulance.qld.gov.au</a>
<i>Julie Seeber (relieving)</i>	<i>Director of Nursing (Facility Manager) Blackall Hospital Central West Hospital and Health Service</i>	<i>Mob: 0419 737 978</i> <i>Ph: 4650 7700</i>

#### ADVISORS

<i>Patrick Downing</i>	<i>SES Area Controller, Longreach District</i>	<i>Mob: 0419 798 884</i> <i>Ph: 4658 1308</i> <a href="mailto:patrick.downing@qfes.qld.gov.au">patrick.downing@qfes.qld.gov.au</a>
<i>Phil Kuhne</i>	<i>Emergency Management Coordinator, Longreach District</i>	<i>Mob: 0457 793 280</i> <i>Ph: 4658 1654</i> <a href="mailto:Phillip.Kuhne@qfes.qld.gov.au">Phillip.Kuhne@qfes.qld.gov.au</a>
<i>Vacant</i>	<i>ESU Coordinator - Tambo</i>	<i>Mob:</i> <i>Ph:</i>
<i>Jaimee-Lee Prow</i>	<i>Local Recovery Coordinator, Blackall LDMG</i>	<i>Mob: 0488 574 578</i> <i>Ph: 4657 4440</i> <a href="mailto:cdo@btrc.qld.gov.au">cdo@btrc.qld.gov.au</a>

<i>Name</i>	<i>Designation</i>	<i>Contact Details</i>
<i>Dan Burton</i>	<i>Stock Inspector, DAF</i>	<i>Mob: 0428 113 481</i> <i>Ph:</i> <a href="mailto:Daniel.Burton@daf.qld.gov.au">Daniel.Burton@daf.qld.gov.au</a>
<i>Mel Baird</i>	<i>Executive Officer, Longreach DDMG</i>	<i>Ph: 4652 5217</i> <i>Mob: 0427 958 907</i> <a href="mailto:ddc.longreach@police.qld.gov.au">ddc.longreach@police.qld.gov.au</a>
<i>Craig Neuendorf</i>	<i>Disaster Management Coordinator (Across 5 Councils)</i>	<i>Mob: 0428 967 989</i> <i>Ph: 4658 4138</i> <a href="mailto:craign@longreach.qld.gov.au">craign@longreach.qld.gov.au</a>
<i>Lisa Kings</i>	<i>Acting Business Manager, Blackall Hospital</i>	<i>Mob: 0427 574 033</i> <i>Ph: 4650 7700</i> <a href="mailto:Lisa.Kings@health.qld.gov.au">Lisa.Kings@health.qld.gov.au</a>
<i>Julia Cook</i>	<i>District Disaster Coordinator, Longreach District</i>	<i>Mob: 0427 789 727</i> <i>Ph: 4652 5215</i> <a href="mailto:Cook.JuliaT@police.qld.gov.au">Cook.JuliaT@police.qld.gov.au</a>

*Entries in the contact list will be made in accordance with the information privacy principles contained in Schedule 3 of the Information Privacy Act 2009.*

## Appendix 8 - Glossary

A comprehensive list of disaster management acronyms and definitions can be found at the following sites:

- Australian Institute of Disaster Resilience (AIDR) – [www.knowledge.aidr.org.au/glossary](http://www.knowledge.aidr.org.au/glossary)
- Queensland Government Disaster website – [www.disaster.qld.gov.au/dmg/Glossary/Pages/default.aspx](http://www.disaster.qld.gov.au/dmg/Glossary/Pages/default.aspx)

A general rule for the use of an acronym within this document is to write out the full name followed by the acronym in brackets, then the acronym is used where appropriate throughout the document

The following is a list of the most common terms and acronyms used in LDMP and its definition.

Term/Acronym	Meaning
BoM	Bureau of Meteorology
LRC	Longreach Regional Council
Coordination	The bringing together of agencies and individuals to ensure effective Disaster Management but does not include the control of agencies and individuals by direction.
DDC	District Disaster Coordinator
DDMG	District Disaster Management Group
Disaster Coordination Centre:	A centre established at local level as a centre of communication and coordination during response and recovery operations.
Disaster Management:	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
Disaster Operations:	Activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including for example, activities to mitigate the adverse effects of the event.
Disaster	A disaster is a serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by council, state and other agencies to manage the event and help the community recover from the disruption.
Evacuation:	The voluntary or involuntary removal of persons or things from a disaster area.
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
PPRR	Prevention, Preparedness, Response and Recovery



<i>Term/Acronym</i>	<i>Meaning</i>
<i>QAS</i>	<i>Queensland Ambulance Service</i>
<i>QFES</i>	<i>Queensland Fire and Emergency Service</i>
<i>QH</i>	<i>Queensland Health</i>
<i>QPS</i>	<i>Queensland Police Service</i>
<i>Recovery:</i>	<i>The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic, and physical well-being</i>
<i>Relief</i>	<i>The provision of immediate shelter, life support and human needs of persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief centres</i>
<i>RFS</i>	<i>Rural Fire Service</i>
<i>SES</i>	<i>State Emergency Service</i>
<i>XO</i>	<i>Executive Officer</i>

## Appendix 9 – Reference List

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### Legislation

- *Disaster Management Act 2003*
- *Disaster Management Regulations 2014*
- *Public Safety Preservation Act 1986*
- *Police Powers and Responsibilities Act 2000*
- *Other specific legislation as required e.g. Public Health Act 2005 for Pandemic*

### Policy

- *Disaster Management Strategic Policy Statement (SPS): Articulates the approach, objectives & strategies for disaster management for the State.*
- *QLD Offers of Assistance Policy*

### Plans

- *State Disaster Management Plan (SDMP)*
- *Queensland Recovery Plan*
- *Longreach District Disaster Management Plan*

### Standards and Assurance

- *Emergency Management Assurance Framework (IGEM)*
- *Standard for Disaster Management in Queensland*

### Other Doctrine

- *National Disaster Recovery Principles*
- *QLD Emergency Risk Management Framework*
- *QLD Strategy for Disaster Resilience [https://www.qra.qld.gov.au/sites/default/files/2018-10/queensland\\_strategy\\_for\\_disaster\\_resilience\\_2017\\_0.pdf](https://www.qra.qld.gov.au/sites/default/files/2018-10/queensland_strategy_for_disaster_resilience_2017_0.pdf)*
- *QLD Disaster Management Training Framework*

### Guidelines

- *Prevention, Preparedness, Response & Recovery Disaster Management Guideline*
- *QLD Emergency Alert Guidelines*
- *QLD Offers of Assistance Guideline*
- <https://www.disaster.qld.gov.au/dmg/st/Documents/M1030-LDMG-Responsibilities-Manual.pdf>
- <https://www.disaster.qld.gov.au/dmg/Pages/DM-Guideline.aspx>

### Standard

*Risk Management Standard ISO 31000-2009*

*IGEM Standard for Disaster Management*

### Key links

- [www.igem.qld.gov.au](http://www.igem.qld.gov.au)
- [www.recovery.gov.au](http://www.recovery.gov.au)
- [www.disaster.qld.gov.au](http://www.disaster.qld.gov.au)
- [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)
- [www.givvit.org.au](http://www.givvit.org.au)
- [www.volunteeringqld.org.au](http://www.volunteeringqld.org.au)
- [www.qra.qld.gov.au](http://www.qra.qld.gov.au)

## Appendix 10 – Response Organisations (non-public)

<i><b>Organisation</b></i>	<i><b>Emergency</b></i>	<i><b>Telephone Number</b></i>
<i>Queensland Police Service</i>	<i>Blackall Tambo</i>	<i>4652 5151 4654 5116 / 7</i>
<i>Civil Aviation Safety Authority</i>	<i>All Enquiries</i>	<i>131 757</i>
<i>Australia Maritime Safety Authority</i>	<i>Emergency 24 hours</i>	<i>1800 815 257</i>
<i>Blackall Airport Tambo Airport</i>	<i>Manager</i>	<i>4657 6948 0439 532 022</i>
<i>Hospital</i>	<i>Blackall Tambo</i>	<i>4650 7700 4621 7100</i>
<i>Queensland Ambulance Service</i>	<i>Blackall Tambo</i>	<i>4657 4177 4621 7100</i>
<i>Queensland Health</i>	<i>Longreach</i>	<i>0429 627 677</i>
<i>Ergon Energy</i>	<i>Faults / Power Outages</i>	<i>131 670</i>
<i>Bureau of Meteorology</i>	<i>Brisbane (Regional Office) Blackall Tambo</i>	<i>3239 8700</i>
<i>Telstra</i>	<i>Call Centre</i>	<i>132 203</i>
<i>State Emergency Service</i>	<i>Flood Storm Emergency</i>	<i>132 500</i>
<i>Chemical Unit</i>	<i>Brisbane</i>	<i>137 468</i>
<i>Queensland Transport</i>	<i>Central West Region (Barcaldine) After Hours Emergencies</i>	<i>4651 2777</i>
<i>Department of Environment &amp; Heritage Protection</i>	<i>DEHP - Rockhampton</i>	<i>4636 0536</i>
<i>Red Cross</i>	<i>Brisbane Rockhampton</i>	<i>1300 554 419 4922 8056</i>
<i>Salvation Army</i>	<i>Queensland Emerald</i>	<i>3222 6666 4987 5421</i>
<i>Department of Agriculture &amp; Fisheries /Biosecurity Qld</i>	<i>Toowoomba</i>	<i>13 25 23</i>
<i>QFES (Queensland Fire Emergency Service – Urban)</i>	<i>Blackall Tambo</i>	<i>4657 4518 0427 129 090</i>

*Appendix 11 – Key Essential Services Information (non-public)*

<b><i>Essential Service Element</i></b>	<b><i>Description</i></b>	<b><i>Capacity</i></b>	<b><i>Local Issues</i></b>
<i>Blackall-Tambo Regional Council – local government</i>	<i>Blackall-Tambo Regional Council administers local government as well as a number of non-traditional local government services (including funeral service, child care service and livestock saleyard).</i>	<i>Blackall-Tambo Regional Council has a staff of approximately 140, most of whom can be made available for short periods to support local disaster operations depending on accessibility and scale of the event.</i>	<i>Council has identified essential core functions that need to be maintained in disaster events and has developed a Business Continuity Plan to support this activity.</i>
<i>Emergency Services – Police</i>	<i>QPS has a police station located in Blackall and Tambo.</i>	<i>QPS has capacity to deploy additional resources into areas affected by disasters.</i>	
<i>Emergency Services – SES</i>	<i>SES units are located in Blackall and Tambo.</i>	<i>These units can support each other if required.</i>	
<i>Emergency Services – Fire</i>	<i>QFES have an auxiliary station in Blackall.  ESU Tambo with RFS support.</i>	<i>The fire services have capacity to deploy additional personnel and units to support operations.</i>	
<i>Emergency Services – Ambulance</i>	<i>QAS has an ambulance station in Blackall.</i>	<i>QAS has the capacity to deploy additional personnel and resources to support operations.</i>	
<i>Health</i>	<i>Blackall Hospital operates:  Accident &amp; Emergency, Medical Services, Paediatric Services as well as many allied health, visiting and community health services care Service + Black Stump Medical Centre.  Tambo Primary Health Care operates: Emergency and visiting health care services + Ambulance.</i>	<i>Queensland Health has the capacity to deploy additional personnel and resources to support local health services. Ambulance and RFDS capacity exist to transport people to other health services in Blackall, Tambo or other towns.</i>	

## Appendix 12 – Additional Information (non-public)

### Public Buildings, Spaces and Events

Blackall-Tambo Regional Council has a number of places where people gather for various activities on a regular basis and others that are used seasonally.

#### Principle Public Buildings and Places

<b>Building/Place</b>	<b>Frequency of Use</b>	<b>Usual Usage</b>	<b>Peak Gatherings</b>
Blackall Cultural Centre	Intermittent	Special Events	
Blackall Living Arts Centre	Intermittent	Special Events	
Blackall Memorial Hall	Intermittent	Special Events	
Tambo Shire Hall	Intermittent	Special Events	
Tambo Grassland Art Gallery	Regular	Week Days	
Tambo Multi-Purpose Centre	Regular	Week Days	

#### Schools

<b>Building/Place</b>	<b>Frequency of Use</b>	<b>Usual Usage</b>	<b>Peak Gatherings</b>
St Joseph's Primary School	Often	Week days	
Blackall State School	Often	Week days	
Blackall Kindergarten	Often	Week days	
Tambo State School	Often	Week days	
Tambo Child Care	Often	Week days	

#### Sporting Facilities

<b>Building/Place</b>	<b>Frequency of Use</b>	<b>Usual Usage</b>	<b>Peak Gatherings</b>
Blackall Showgrounds	Intermittent	Special Events	
Blackall Racecourse	Intermittent	Horse racing	
Blackall Golf Club	Regular	Golf events	
Blackall Pony Club	Regular	Pony Club events	
Blackall Bowls Club	Regular	Bowls events	
Blackall Tennis Club	Regular	Tennis fixtures	
Blackall Gun Club	Regular	Clay target shooting	
Blackall Cricket Grounds	Once a year	Cricket match	
Tambo Western Sporting Grounds	Intermittent	Special Events	
Tambo Racecourse	Intermittent	Stock show, rifle range	
Tambo Sports Club	Intermittent	Tennis, bowls and gym	
Tambo Golf Club	Intermittent	Golf events	

#### Significant Tourism

<b>Building/Place</b>	<b>Frequency of Use</b>	<b>Usual Usage</b>	<b>Peak Gatherings</b>
Blackall Woolscour	Regular	Daily	Tourism Season
Blackall Aquatic Centre	Regular	Daily	Tourism Season

<i>Blackall Black Stump</i>	<i>Regular</i>	<i>Daily</i>	<i>Tourism Season</i>
<i>Ram Park – Blackall</i>	<i>Regular</i>	<i>Daily</i>	<i>Tourism Season</i>
<i>Tambo Teddies</i>	<i>Regular</i>	<i>Daily</i>	<i>Tourism Season</i>
<i>Grassland Gallery</i>	<i>Regular</i>	<i>Daily</i>	<i>Art exhibitions and tourism season</i>

*Continuous*      *Used or available for usage on a continuous basis*

*Regular*          *Used or available for use most days*

*Often*           *Used or available for use 11-15 times per month*

*Seldom*         *Used or available for use 5-10 times per month*

*Intermittent*   *Used infrequently or only for specific events*

*End of Document*



# Blackall-Tambo LDMG Activation Guideline

Version 1.0 August 2022



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## INTRODUCTION

The Local Disaster Management Plan (LDMP) refers to the Activation process for the Local Disaster Management Group (LDMG) and Local Disaster Coordination Centre (LDCC). The Guideline provides the detail to initiate and manage this process in times of disaster.

### Endorsement

The Activation Guideline has been developed and endorsed by the Blackall-Tambo Local Disaster Management Group to support the implementation of the Blackall-Tambo Local Disaster Management Plan in response to a disaster event.

#### Chair

**Blackall-Tambo LDMG**

**Date:**

#### Local Disaster Coordinator

**Blackall-Tambo Regional Council**

**Date:**

### Purpose

The purpose of this document is to provide a Guideline for the activation of the Blackall-Tambo Local Disaster Management Group and their Local Disaster Coordination Centre.

### Scope

This Guideline applies to the Blackall-Tambo Local Disaster Management Group and Local Disaster Coordination Centre in response to a disaster event requiring disaster management or operations within the Blackall-Tambo Regional Council area.

## PART 1 – ADMINISTRATION

This section provides for the administrative requirements to develop and maintain the Guideline.

### Authority

The Guideline has been written by the Blackall-Tambo LDMG as a supporting document to the Local Disaster Management Plan which was established pursuant to Section 57 of the *Disaster Management Act 2003*.

### Distribution

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### Amendments

Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator (LDC)

Blackall-Tambo Regional Council

PO Box 21

BLACKALL Q 4472

A register of amendments can be found at **Appendix 1**.

### Version Control

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A public version may be made available on the Council website with private and confidential information redacted as required

### Review

The Guideline will be reviewed either/or:

- Annually
- After activation
- After an exercise

## PART 2 – LEVELS OF ACTIVATION

The level of activation for the Blackall-Tambo LDMG and Council is dependent on information received and the requirement to prepare and mobilise people and resources in response to a developing event.

### Activation

The LDMG may be activated by the Chair or their delegate (LDC) as follows:

- on receipt of information regarding an actual, imminent, or likely disaster event that has potential to significantly impact one or more communities in the Blackall-Tambo Regional Council area
- on receipt of request from the District Disaster Coordinator (DDC - Queensland Police) response to an actual, imminent, or likely disaster event
- on receipt of request from an emergency management agency with combat responsibility for a disaster event

Activation does not necessarily mean the convening of disaster management groups. Initially, it may be for the provision of information to group members as required.

When the LDMG is activated, or its level of activation changes, the LDC or his delegate is required to advise the District Disaster Coordinator (DDC) or Executive Officer of the Longreach District Disaster Management Group. Contact can be made through:

- [DDC.Longreach@police.qld.gov.au](mailto:DDC.Longreach@police.qld.gov.au)

If they are not readily available, the State Disaster Coordination Centre Watch Desk (24/7) should be advised either through:

- 07 3635 2387
- [sdcc@qfes.qld.gov.au](mailto:sdcc@qfes.qld.gov.au)

The advice to the above groups provides situational awareness and oversight as required across the district and state.

### Levels of Activation

The Blackall-Tambo LDMG and Blackall-Tambo Regional Council activate in response to a disaster event in a measured way depending on information received and resources required. The Activation Matrix is attached at **Appendix 3**.

## Escalation Triggers

The movement of the Blackall-Tambo LDMG and Blackall-Tambo Regional Council through the Activation Matrix is guided by the Escalation Checklist (Triggers) attached at **Appendix 4**.

Each level of activation is characterised by a set of actions and outcomes that are carried out and then escalate depending on:

- Disaster event characteristics
- Information received
- Resources required

At a particular point in any of the activation levels, the following may occur:

- Capability is exceeded
- Specialist skills and knowledge are required
- Capacity is reached
- Resources exhausted

The LDMG may recommend, and the Council may request support from:

- Assistance from other Local Governments (advise DDC at DDMG)
- Assistance from the District Disaster Coordinator (DDC) through the District Disaster Management Group (DDMG)
- If not available locally or at district level, assistance may be sought from State who may also coordinate any Federal assistance (military aid etc)

## PART 3 – ROLES AND RESPONSIBILITIES

The roles and responsibilities of key members are summarised here. Refer to the Blackall-Tambo Local Disaster Management Plan for more detailed information.

### Local Disaster Coordinator

- Facilitate information flow
- Manage the operations in response to the disaster event
- Ensure the LDCC is established and functioning

### Chair of LDMG

- Chair the LDMG
- Determine the strategic requirements for the disaster event
- Facilitate planning
- Official spokesperson for the LDMG/Council

### LDMG Members

- Provide Liaison Officers to the LDCC as required
- Support planning requirements
- Provide resource support

### Council Disaster Management Coordinator

- Provide disaster management advice
- Provide physical support to the LDCC operations

### QFES Emergency Management Coordinator

- Provide disaster management advice
- Provide disaster operations support

## PART 4 - COMMUNICATIONS

Communications protocols are summarised in this Guideline. For more detailed information refer to:

- Blackall-Tambo Regional Council communications protocols
- Blackall-Tambo Local Disaster Management Plan (LDMP)
- Blackall-Tambo Communications Subplan of the Blackall-Tambo LDMP

### Reporting

Situation Reports (SitReps) are the main reporting document used to collect and collate information to distribute to provide situational awareness. SitReps are provided as a minimum to the:

- District Disaster Coordinator
- Blackall-Tambo Regional Council
- LDMG membership as required
- State agencies as required

A SitRep Report example is provided at **Appendix 5**

## PART 5 – LOCAL DISASTER COORDINATION CENTRE

The Blackall-Tambo LDMG is responsible for local disaster coordination during a disaster event. Disaster coordination is facilitated through the establishment of a primary Local Disaster Coordination Centre. Other facilities may be identified to support coordination as required.

Refer to the **Disaster Coordination Centre Guideline** for further detail on location, setup and management of the local disaster coordination centre.



## APPENDIX 1 – AMENDMENT REGISTER

Organisation / Agency	Officer (copies)
Blackall-Tambo Regional Council - LDMG	Mayor, Chair LDMG (1) Local Disaster Coordinator LDMG (1) Disaster Management Coordinator (1)
SES	SES Local Controller, Blackall (1) SES Local Controller, Tambo (1)
QFES	Emergency Management Coordinator – Longreach (1) Inspector, Fire & Rescue Service – Longreach (1) Blackall Fire & Rescue Captain (1) Rural Fire Service, Tambo (1)
Queensland Police	Officer in Charge, Blackall (1) Officer in Charge, Tambo (1)
	DDC – Longreach (1)
Queensland Ambulance Service	Officer in Charge, Blackall (1)

Please Note: Unless requested, all copies will be distributed electronically.



## APPENDIX 3 – ACTIVATION MATRIX

The activation matrix is consistent with the State and District Disaster Management Plans

Level of Activation	Definition
Alert	<ul style="list-style-type: none"> <li>A heightened level of vigilance and preparedness due to the possibility of an event in the area.</li> <li>Some action may be required, and the situation should be monitored by staff capable of assessing and preparing for potential threats.</li> </ul>
Lean Forward	<ul style="list-style-type: none"> <li>An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event and a state of operational readiness.</li> <li>Disaster coordination centres are on Standby, prepared but not activated.</li> </ul>
Stand Up	<ul style="list-style-type: none"> <li>The operational state following 'lean forward' whereby resources are mobilised, personnel are activated, and operational activities commenced.</li> <li>Disaster coordination centres are activated.</li> </ul>
Stand Down	<ul style="list-style-type: none"> <li>Transition from responding to an event back to normal core business and/or recovery operations.</li> <li>The event no longer requires coordinated operational response.</li> </ul>

## APPENDIX 4 – ESCALATION CHECKLIST

	Triggers	Actions	Communications
<b>Business as Usual</b>	<ul style="list-style-type: none"> <li>Single agencies managing incidents</li> <li>No requirement for coordinated response</li> <li>Community functioning normally</li> </ul>	<ul style="list-style-type: none"> <li>LDMG meets every 6 months and as required</li> <li>LDC monitors disaster information feeds as required</li> <li>BTRC boardroom at Blackall is the nominated LDCC</li> <li>On-going community awareness activities</li> <li>On-going training / exercises for LDMG</li> </ul>	<ul style="list-style-type: none"> <li>Normal contact protocols in place</li> <li>Information communicated as required</li> </ul>
<b>Alert</b>	<ul style="list-style-type: none"> <li>Awareness of a hazard that has the potential to affect the local government area</li> </ul>	<ul style="list-style-type: none"> <li>LDC liaises with lead hazard management agencies: Police, QFES, Queensland Health etc</li> <li>LDMG meets as required</li> <li>LDC monitors BoM and other disaster information feeds</li> <li>Identify resource requirements</li> </ul>	<ul style="list-style-type: none"> <li>Duty officer roster established to monitor communications</li> <li>Communications between LDMG members</li> </ul>
<b>Lean Forward</b>	<ul style="list-style-type: none"> <li>There is a likelihood that threat may affect local government area</li> <li>Threat is quantified but may not yet be imminent</li> <li>Need for public awareness</li> </ul>	<ul style="list-style-type: none"> <li>LDC communicates with lead hazard management agencies</li> <li>LDMG meets as required</li> <li>LDC monitors media, BoM, and other disaster information feeds</li> <li>Establish LDCC as required in the BTRC boardroom at Blackall</li> <li>Request staff and Liaison Officers to attend LDCC</li> </ul>	<ul style="list-style-type: none"> <li>After hours service provider advised of impending event and to contact LDC if required</li> <li>Approved community information released</li> <li>Communications between LDMG members</li> </ul>

	Triggers	Actions	Communications
<b>Stand Up</b>	<ul style="list-style-type: none"> <li>Threat is imminent</li> <li>Community will be or has been impacted</li> </ul>	<ul style="list-style-type: none"> <li>LDMG meetings (physical-online) conducted at 9:00am and 3:00pm</li> <li>Administration staff located in LDCC</li> <li>Commence SITREPs to DDMG</li> </ul>	<ul style="list-style-type: none"> <li>Disaster related calls managed by BTRC Customer Service staff</li> <li>Approved Community information released</li> <li>SitReps provided</li> </ul>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>Coordinated response not required</li> <li>Community is functioning</li> <li>Recovery taking place</li> </ul>	<ul style="list-style-type: none"> <li>Complete outstanding requests</li> <li>Transition to recovery implemented</li> <li>Debrief with LDMG members</li> <li>Consolidate financial records</li> <li>Return to local government business</li> <li>Final situation report sent to DDMG</li> </ul>	<ul style="list-style-type: none"> <li>Incoming calls managed by BTRC staff as per BAU</li> <li>Membership of LDCC reduced to LDC as required</li> </ul>

## APPENDIX 5 – SITUATIONAL REPORT (TEMPLATE)

<b>SITUATION REPORT BLACKALL-TAMBO REGIONAL COUNCIL LOCAL DISASTER COORDINATION CENTRE</b>		
<b>EVENT NAME:</b>		
<b>TO: Longreach DDC</b>	<b>FROM: BLACKALL-TAMBO REGIONAL COUNCIL LDMG</b>	
<b>SITREP SCHEDULE:</b>		
Date	Time	Sitrep Number

## BLACKALL-TAMBO REGIONAL COUNCIL LDMG STATUS

Alert / Lean Forward/ Stand Up / Stand Down
---

## COORDINATION CENTRE ACTIVATION STATUS

Alert / Lean Forward/ Stand Up / Stand Down
---

### SITUATIONAL OVERVIEW

#### 1. Weather (Local Observations)

--

#### 2. Damage Assessment Overview (Include summary of effects)

--

#### 3. Media Issues (include brief details of any media related issues)

--

#### 4. Summary of the past 24 hours by LDMG (Include brief details of operations, visits etc.

--

#### 5. Projected Operations for next 24/48 Hours

--

#### 6. Resupply Operations

--

## **SOCIAL**

### **1. Population**

Injured	
Deceased	
Missing	
Homeless	

### **2. Evacuations - General**

<b>Evacuation Centres Activated</b> (include location and commencement date and time)	
<b>Number of persons registered at Centres</b> (include progressive total and currently number of persons from previous night)	
<b>Number of persons staying in Centres</b> (include progressive total and currently number of persons from previous night)	
<b>Issues</b> (include comments relating to public safety and resources when applicable)	

### **3. Medical and other evacuation information**

<b>Number of persons evacuated for medical reasons</b> (e.g. from nursing home or hospital to another location – include details of place of origin and place evacuated to)	
<b>Number of persons evacuated to another town or city</b> (include details of place of origin and place evacuated to)	

### **4. Community Recovery Centres**

<b>Location:</b>	
<b>Opening Hours</b>	
<b>Numbers utilising centre</b>	
<b>Issues</b>	

### **5. Health**

Public Health	
Mental Health	

## **INFRASTRUCTURE**

### **1. Transport (if roads, airstrips etc closed, include estimated time of re-opening)**

<b>Road</b>	
<b>Aviation</b>	
<b>Rail</b>	
<b>Other</b>	

### **2. Structures affected** (Note: cumulative figures will, in most cases peak, and numbers will begin to fall. When this occurs, the peak number should remain as the cumulative total)

<b>Residences – water impact</b>	Number with water in yard	
	Number with water under house but not affecting living areas	
	Number with water in living areas	
<b>Residences – all type of damage, including water impact:</b> <i>Note: These figures will include figures of residences impacted by water in previous table</i>	Number with minor damage – habitable	
	Number with damage rendering house uninhabitable	
	Number destroyed	
	Number with roof damage requiring tarpaulin/s	
<b>Business premises – water impact from flood/storm surge:</b>	Number with water in premises – no significant effect to business activity	
	Number with water in premises – causing cessation of business activity	
<b>Business premises - all type of damage, including water impact:</b> <i>Note: These figures will include figures of residences impacted by water in previous table.</i>	Number with minor damage – no significant effect to business activity	
	Number with damage causing cessation of business activity	
	Number destroyed	
	Number with roof damage requiring tarpaulin/s	



<b>Council Building:</b>	
<b>Government Offices:</b>	
<b>Schools:</b>	
<b>Hospitals:</b>	
<b>Dams:</b>	

### 3. Services

<b>Communications:</b> (If communications out, include estimated time of re-connection)		
Telephone network:		
Mobile telephone network:		
Radio (2-way):		
Internet network:		
Broadcast radio / TV:		
<b>Power:</b>		
Main's power:	Number of customers without power	<b>daily / cumulative</b>
	What is being done to progress reconnection, including estimation of timeframes  Power being disconnected at Outback Motel and possible Waltzing Matilda Centre today.	
Auxiliary power:	Number of customers on auxiliary power	
<b>Public Transport</b> (e.g. services operating normally, diversions in place, services suspended)		
Bus		
Rail		
Air		
Other		
<b>Water</b>		
Impacted?		
Still operational?		
If yes, to what capacity?		
If no, what is being done?		

<b>Sewerage:</b>	
Impacted?	
Still operational?	
If yes, to what capacity?	
If no, what is being done?	
<b>Gas</b>	
Impacted?	
Still operational?	
If yes, to what capacity?	
If no, what is being done?	

## **ECONOMIC**

### **1. INDUSTRY**

Sector:	
Financial Impact (if known):	

## **ENVIRONMENT**

--

## **LOCAL ARRANGEMENTS**

Changes in contacts	
Problems Encountered	
Staff/Resources Deployment	

Name	
Position	
Signature	
Date	

**End of document**

# **BLACKALL-TAMBO REGIONAL COUNCIL- LOCAL DISASTER COORDINATION CENTRE GUIDELINE**

Version 2.0



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## INTRODUCTION

The Local Disaster Management Plan (LDMP) refers to the Local Disaster Coordination Centre (LDCC) that may be established to coordinate the Blackall-Tambo Regional Council and Local Disaster Management Group (LDMG) comprehensive approach to a disaster event.

### Endorsement

The Local Disaster Coordination Centre Guideline has been developed and endorsed by the Blackall-Tambo Local Disaster Management Group to support the implementation of the Blackall-Tambo Local Disaster Management Plan in response to a disaster event.

### Purpose

The purpose of this Guideline is to provide the information required for the establishment and management of the Blackall-Tambo LDCC.

### Scope

This Guideline covers the establishment and operation of the Blackall-Tambo LDCC due to an activation arising from a disaster event within the Blackall-Tambo Regional Council area or where assistance is sought from neighbouring Councils.



## PART 1 – GUIDELINE ADMINISTRATION

This section provides for the administrative requirements to develop and maintain the Guideline.

### Authority

The Guideline has been written by the Blackall-Tambo LDMG as a supporting document to the Local Disaster Management Plan which was established pursuant to Section 57 of the *Disaster Management Act 2003*.

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A public version may be made available on the Council website with private and confidential information redacted as required.

### Review

The Guideline will be reviewed either/or:

- Annually
- After activation
- After an exercise

## PART 2 – LDCC Organisation

Under the *Disaster Management Act 2003*, the LDMG is responsible for the disaster management needs of the local area.

A Local Disaster Coordination Centre is activated when required to ensure an efficient and coordinated response to a disaster event. The LDCC is established to:

- Coordinate operations
- Disseminate public information
- Coordinate with and report to District and State agencies

### Location

#### **Primary:**

The primary LDCC is located in the Boardroom, Blackall-Tambo Regional Council Office, 6 Coronation Drive, Blackall.

#### **Secondary:**

The secondary LDCC is located at the Blackall-Tambo Regional Council Works Depot, Blackall.

If both locations are unserviceable, the Local Disaster Management Group (LDMG) Chairperson and the Local Disaster Co-ordinator will consider other locations in consultation with the lead agency and LDMG membership as required.

### Management

The Local Disaster Coordinator is responsible for the establishment of the LDCC to operationalise decisions to coordinate resources and information in consultation with key agencies and stakeholders.

The actual management of the LDCC is the responsibility of the LDCC Manager who with the human and physical resources and appropriate processes will ensure the LDCC is functional. The LDCC Manager is responsible for:

- Administrative arrangements
- Records management
- Inductions
- Catering
- Call takers
- Security

### Security

The LDCC is to be a secure area where unauthorised persons are not permitted. Access will be limited to LDMG Executive Members, Liaison Officers, and relevant members of Council's staff. All personnel entering are to sign in and out on a daily registration sheet.

Visitors are not permitted into the LDCC during operations without the prior consent of the LDC.

## PART 3 – LDCC OPERATIONS

The Blackall-Tambo LDMG is responsible for the coordination of local disaster operations in partnership with lead agencies and other stakeholders. This is facilitated through the establishment of an appropriate LDCC in a suitable facility. Disaster operations will be coordinated from this facility according to established procedures and protocols.

Equipment required to operate the LDCC will be stored at or near the primary location wherever possible so it can be maintained in a basic state of readiness.

Checks of equipment and readiness of the LDCC form part of preparedness planning and will be conducted on a regular basis.

If the LDCC is activated, the LDC will bring the LDCC to operational level utilising Council staff and resources as required depending on the situation.

Activation of the LDCC will occur as per the Activation Guideline in line with the LDMP.

### Activation

The Blackall-Tambo LDMG will follow the Activation matrix in relation to a disaster event. Each stage of activation is to be notified to the:

- LDMG membership
- Longreach District Disaster Coordinator (DDC)
- QFES Emergency Management Coordinator

### Disaster Incident & Event Management System (DIEMS)

DIEMS is a web-based disaster management system operated by the Queensland Police Service (QPS). In the Longreach District across the five Councils, DIEMS is used to underpin Disaster Coordination Centres (DCCs).

A number of nominated staff with DCC roles and responsibilities have access to the system. Training and administrative support is provided by the QPS through the Executive Officer (XO) of the Longreach District Disaster Management Group (DDMG).

DIEMS allows you to record information and develop information products when managing a disaster including, but not limited to:

- Activity log of decisions made, actions taken and key events
- Requests for Assistance
- Situation Reports & other reports
- Event Action Plans
- Provides an electronic filing system for later reference

To activate DIEMS, the Local Disaster Coordinator will make a request to the District Disaster Coordinator. An event name will be created for the disaster and those staff with access will log in with their username and password.

A user guide is provided to each authorised person. For issues around access and use, contact the Executive Officer of the DDMG.

### Information Flow

Within the LDCC, information will come into and out of the LDCC as the disaster evolves. The primary information management system is provided by the QPS through the Longreach DDMG. This online system is called the Disaster Incident & Event Management System (DIEMS) (see previous page).

If the online system is unavailable, a paper based contingency needs to be utilised and information managed according to the following:

- Information received
- Enter into DIEMS or record in a logbook
- LDC or delegate to review content and enable distribution for action or information to appropriate recipients online via DIEMS or through a paper-based system as required
- Key information and tasks should be summarised on an allocated whiteboard in the LDCC where available to assist situational awareness
- Ensure message is distributed and acknowledged either through DIEMS or the paper-based system. Update whiteboards with new information as required etc.
- The LDCC Manager and delegated staff are to monitor the information management in DIEMS or through the paper-based system
- Reports are to be compiled from this information according to the schedule set by the LDC and relevant agencies
- Any information management issues are to be referred to the LDC for resolution

### Request for Assistance

Requests for assistance can be made initially by various means, but they must be transcribed onto a **Request for Assistance Form (Appendix 5 Template 2)** and recorded in the Queensland Police Disaster, Incident and Event Management System (DIEMS).

### LDCC Roles and Responsibilities

For a list of key position roles and responsibilities with an LDCC, please refer to the Duty Cards at **Appendix 5 Part 7 Duty Cards**

A list of the key roles include, but are not limited to:

1. Chair LDMG
2. Local Disaster Coordinator
3. LDCC Manager
4. LDCC Administration Officer
5. Logistics Officer
6. Planning Manager
7. Media Liaison Officer
8. LDCC Call Centre Operator

## PART 4 – LDCC ADMINISTRATION

Administration underpins the successful operation of an LDCC, and whilst overseen by the LDC, it is the role of the LDCC Manager to ensure the LDCC is functioning with the resources and processes required.

### Rosters

The LDC will delegate a Council staff member to develop a roster for staff required to work in the LDCC and perform other disaster related tasks in accordance with applicable employment conditions, human resources (HR) and Workplace Health and Safety requirements.

### Reporting

The following reports will be utilised within the LDCC (Templates are provided in **Appendix 5**).

#### 1. Operations Log

The operations log is a chronological record of incoming and outgoing messages to / from the LDCC. This log is to include all Requests for Assistance, resources, SITREPS, Offers of Assistance, etc.

#### 2. Requests for Assistance

To be completed on DIEMS where possible.

The two types of requests to be recorded are as follows:

- Requests for Assistance will be recorded and directed to the LDC
- Requests for Assistance from the LDC will be directed to the relevant authority or the DDC as required

#### 3. Requests for Resources

- Requests for resources will be recorded and directed to the LDC
- Requests for resources for the LDC will be directed to the relevant authority or the DDC as required

#### 4. Situation Reports (SITREPS) Appendix 5 Template 4

There are two types of Situation Reports to be recorded:

- Situation Reports forwarded to the LDCC from LDMG members and response agencies (written and verbal)
- Situation Reports forwarded by the LDC to the DDC

#### 5. Messages In / Out

These are the reports used to record all messages received and sent from the LDCC.

Situation Reports (SitReps) in the prescribed format (**Appendix 5 Template 7**) are to be completed at agreed times on the coordinated response to a disaster event. Copies of the SitReps are to be forwarded to:

- Longreach District Disaster Coordinator
- Blackall-Tambo LDMG membership as required
- QFES Emergency Management Coordinator
- Others based on need

## Information Displays

A large volume of information will pass through the LDCC. To ensure that this information is managed appropriately, the following information displays need to be considered for use in the LDCC.

### 1. Operations Display Board, e.g., a whiteboard or electronic screen displaying:

Task	Location/s	Organisation / Person Responsible	Extra Resources Required	Started	Expected Finish	Next SITREP Due

### 2. Situation Map Board, e.g. An up-to-date map of the impacted areas marked with developing or potential threats and known impact information.

Situation Map	Impact Information
Attach or insert an up-to-date map of the impact area here.  This map should also be marked with developing or potential threats.	Known impact information should be attached or inserted here.  This will include damage caused, loss of infrastructure, access to affected area, impact upon persons including those evacuated and current locations etc.

### 3. Contact Display List (Reference the LDMG Contact List and place key contact numbers on whiteboard and issue a copy to Liaison Officers and other staff as required)

### 4. Resource Board (spreadsheet on whiteboard)

Type	Location	Committed	Available	Destination
What is the resource?  Physical Human Other	Where is it?	Has it been committed?	Is it in use elsewhere?  Is it serviceable?  Is it available to be deployed?	Where is it needed?

### 5. News / Weather Display, e.g.

Weather and Flood Warnings	Other Mapping or Relevant Information
Insert up-to-date weather information & warnings in this section.  Ensure time & date issued is noted Note when updates are due.	Insert relevant maps & information here e.g. flood level information, trigger points for evacuations

## PART 5 – LDCC COMMUNICATIONS

Communications form a vital component of an effective response and recovery operation. It is essential that staff record ALL information received through the LDCC regardless of how minor it may appear.

Communication protocols will follow the Blackall-Tambo Regional Council protocols for internal and external communications along with the Blackall-Tambo Communications Sub-plan for disaster management.

Communications may involve but are not limited to:

- Community information
- Warnings and Alerts
- Internal with LDMG membership and other agencies
- With elected Council members and staff

### Communication Networks

Early operation, communications and guidelines are as follows:

- i.) General telephone contact number for the Council and publication of these numbers
- ii.) Where adequate telephones are installed, designate one telephone as a silent number (Non-public for LDC use)
- iii.) Where mobile phones are used, arrangements need to be made to provide for alternative means of communication in the event of mobile network failure.

### Media

Media personnel will NOT be permitted into the LDCC during operations.

The LDC will appoint a media liaison officer. Any briefings will be conducted in the Council Chambers.

Blackall-Tambo Local Disaster Coordination Centre Guideline V 2.0



## APPENDIX 2 – DISTRIBUTION LIST

Organisation / Agency	Officer (copies)
Blackall-Tambo Regional Council	Mayor, Chair LDMG (1) Local Disaster Coordinator, LDMG (1) Disaster Management Coordinator (1)
SES	Blackall Local Controller (1) Tambo Representative (1)
QFES	Emergency Management Coordinator, Longreach (1) Inspector, Fire & Rescue Longreach (1) Captain, Blackall Fire & Rescue (1) Captain, Tambo RFS (1)
Queensland Police Service	Officer in Charge, Blackall (1) Officer in Charge, Tambo (1)
	DDC, Longreach (1)
Queensland Ambulance Service	Officer in Charge, Blackall (1)
Blackall Hospital	Director of Nursing, Blackall (1)

### Note:

- An electronic copy only will be provided
- Paper copies will be provided upon request and may incur a fee
- Distribution of the document to others outside of the LDMG members and listed agencies is not permitted without consultation with the Blackall-Tambo Local Disaster Coordinator (LDC).

## APPENDIX 3 – LDCC ACTIVATION CHECKLIST

<b>Blackall-Tambo Local Disaster Coordination Centre (LDCC) Activation Checklist</b>			
<b>Serial</b>	<b>Item</b>	<b>Comments</b>	<b>Completed</b>
1	LDCC prepared for activation		
2	LDCC activated		
3	Physically open facility		
4	Staff LDCC		
5	Provide Duty Cards as required		
6	Provide administrative resources		
7	Ensure plans and other documents are available		
8	Check communications systems for LDCC		
9	Check IT systems for LDCC		
10	Set up display boards		
11	Maintain information on display boards		
12	Establish LDCC sign in/out		
13	Establish security protocols		
14	Prepare Liaison Officer's (LO) induction information		
15	Induct LOs as required		
16	Develop staff rosters		

17	Organise catering		
18	Organise reporting timetable		
19	Organise media release timetable		
20	Stand down, follow shut down process		
21	Facilitate staff debrief		
20	Ensure final reports are completed and distributed		
21	Check with key stakeholders on any issues		
22	Check and ensure facility is ready to be activated again		

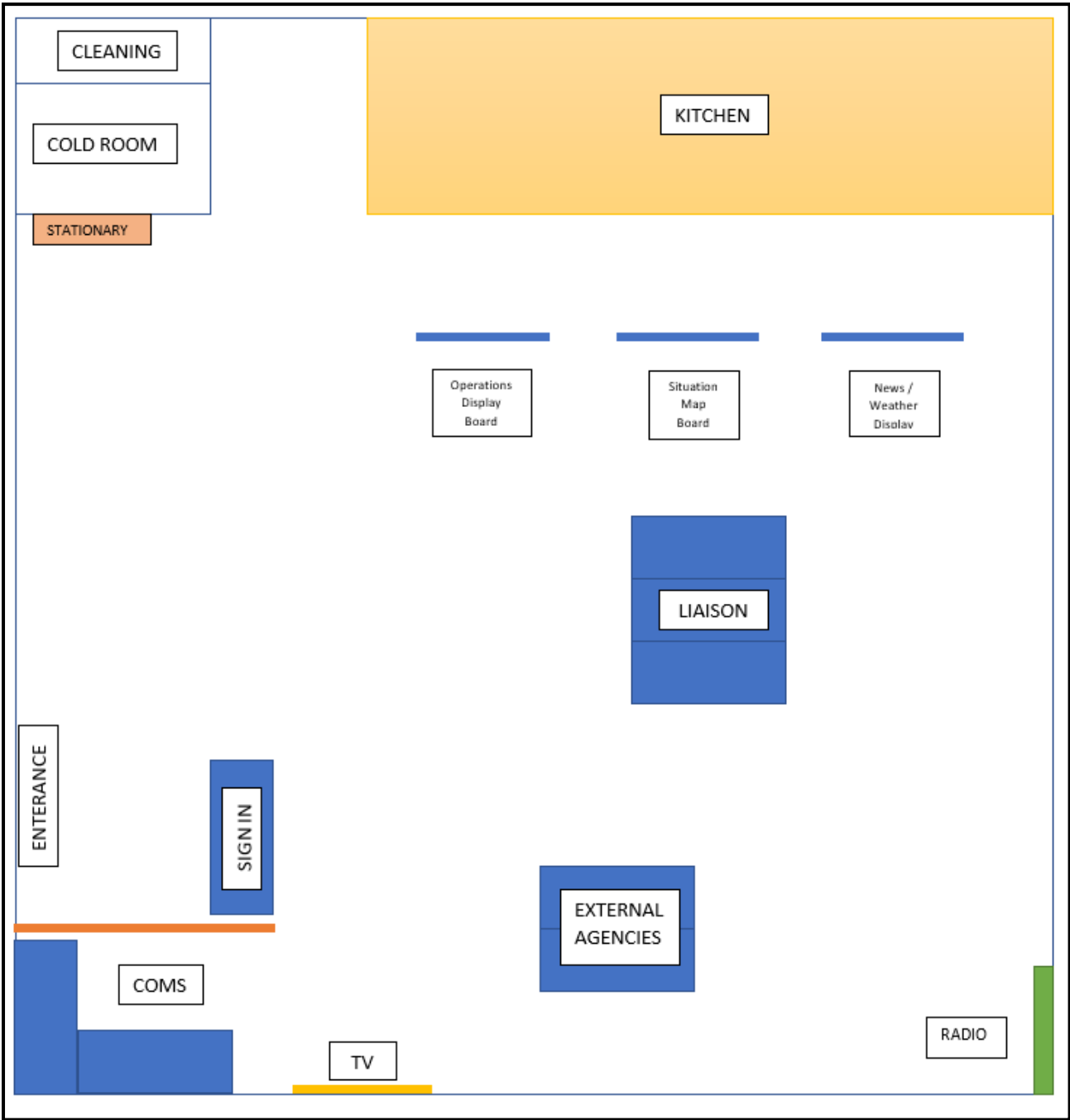
**Disaster Event Name:**

**Activation Checklist completed by:**

**Signature:**

**Date & Time:**

APPENDIX 4 – LDCC LAYOUT



## APPENDIX 5 – LDCC FORM TEMPLATES

The following templates provide an example of forms commonly used in an LDCC:

1. Operations Log
2. Request for Assistance (RFA)
3. Request for Resources Log
4. Situation Report (Sitrep)
5. Messages In/Out Log
6. Logbook
7. Duty Cards

The following documents can be printed as is or they can be adjusted as required.

### 1. Operations Log

Date & Time of Call	Name	Address	Phone Number	Assistance Required	Responsible Person

## 2. Request for Assistance (RFA)

### 3. Request for Assistance

<b>Event:</b>		<b>Date:</b>		<b>Time-24hr:</b>	
<b>Request forwarded to:</b>	LDMG <input type="checkbox"/>	DDMG <input type="checkbox"/>	SDCC <input type="checkbox"/>	Council to Council <input type="checkbox"/>	
<b>Task tracking No:</b>					
<b>To:</b>					
<b>From:</b>		<b>Phone:</b>		<b>Mob:</b>	
<b>Requesting officer's name, organisation and 24hr contact details:</b> (must be the person who has <u>detailed knowledge</u> of the request)					
<b>Name:</b>		<b>Phone:</b>		<b>Mob:</b>	
<b>Organisation:</b>		<b>Email:</b>			
<b>Delivery address:</b> physical street address (include landmarks, GPS coordinates as required)					
<b>Co-ordinates:</b> X Long: Y Lat:					
<b>On-site contact person and phone No:</b> (must be available to accept delivery)					
<b>Name:</b>		<b>Phone:</b>		<b>Mob:</b>	
<b>Priority :</b> to be delivered on-site by " <u>detail time and date</u> " (Urgent or ASAP is not acceptable)					
<b>Date:</b>		<b>Time:</b>			
<b>Request details:</b> must be specific about the required outcome or clearly detail the resources required. Do not use acronyms, state unit quantities and list skill sets for human resources.					

**Request for Assistance Checklist:** Ensure the following information is included as required:

- Transport requirements
- Hazardous information
- Special handling requirements (forklift)
- Any access issues
- Requesting officer noted
- Priority noted
- Are skill sets clearly stated

#### 4. Authorising Officer

<b>Name:</b>		<b>Position:</b>			
<b>Signature:</b>		<b>Date:</b>		<b>Time:</b>	

#### 5. DDC Authorisation

<b>Name:</b>		<b>Position:</b>			
<b>Signature:</b>		<b>Date:</b>		<b>Time:</b>	

Blackall-Tambo Local Disaster Coordination Centre Guideline V 2.0



#### 4. Situation Report (Sitrep)

<b>SITUATION REPORT BLACKALL-TAMBO REGIONAL COUNCIL LOCAL DISASTER COORDINATION CENTRE</b>		
<b>EVENT NAME:</b>		
<b>TO: Blackall-Tambo DDC</b>	<b>FROM: BLACKALL-TAMBO REGIONAL COUNCIL LDMG</b>	
<b>SITREP SCHEDULE:</b>		
<b>Date</b>	<b>Time</b>	<b>Sitrep Number</b>

### BLACKALL-TAMBO REGIONAL COUNCIL LDMG STATUS

Alert / Lean Forward/ Stand Up / Stand Down
---

### COORDINATION CENTRE ACTIVATION STATUS

Alert / Lean Forward/ Stand Up / Stand Down
---

### SITUATIONAL OVERVIEW

#### 1. Weather (local observations)

--

#### 2. Damage Assessment Overview (include summary of effects)

--

#### 3. Media Issues (include brief details of any media related issues)

--

#### 4. Summary of the past 24 hours by LDMG (include brief details of operations, visits etc.

--

#### 5. Projected Operations for next 24/48 Hours

--

#### 6. Resupply Operations

--

## **SOCIAL**

### **1. Population**

Injured	
Deceased	
Missing	
Homeless	

### **2. Evacuations - General**

<b>Evacuation Centres Activated</b> (include location and commencement date and time)	
<b>Number of persons registered at Centres</b> (include progressive total and currently number of persons from previous night)	
<b>Number of persons staying in Centres</b> (include progressive total and currently number of persons from previous night)	
<b>Issues</b> (include comments relating to public safety and resources when applicable)	

### **3. Medical and other evacuation information**

<b>Number of persons evacuated for medical reasons</b> (e.g. from nursing home or hospital to another location – include details of place of origin and place evacuated to)	
<b>Number of persons evacuated to another town or city</b> (include details of place of origin and place evacuated to)	

### **4. Community Recovery Centres**

<b>Location:</b>	
<b>Opening Hours</b>	
<b>Numbers utilising centre</b>	
<b>Issues</b>	

### **5. Health**

Public Health	
Mental Health	



## **INFRASTRUCTURE**

### **1. Transport (if roads, airstrips etc. closed, include estimated time of re-opening)**

<b>Road</b>	
<b>Aviation</b>	
<b>Rail</b>	
<b>Other</b>	

### **2. Structures affected** (Note: cumulative figures will, in most cases peak, and numbers will begin to fall. When this occurs, the peak number should remain as the cumulative total)

<b>Residences – water impact</b>	Number with water in yard	
	Number with water under house but not affecting living areas	
	Number with water in living areas	
<b>Residences:</b> all type of damage, including water impact: <i>Note: These figures will include figures of residences impacted by water in previous table</i>	Number with minor damage – habitable	
	Number with damage rendering house uninhabitable	
	Number destroyed	
	Number with roof damage requiring tarpaulin/s	
<b>Business premises:</b> water impact from flood/storm surge:	Number with water in premises – no significant effect to business activity	
	Number with water in premises – causing cessation of business activity	
<b>Business premises:</b> all type of damage, including water impact: <i>Note: These figures will include figures of residences impacted by water in previous table.</i>	Number with minor damage – no significant effect to business activity	
	Number with damage causing cessation of business activity	
	Number destroyed	
	Number with roof damage requiring tarpaulin/s	

<b>Council Building:</b>	
<b>Government Offices:</b>	
<b>Schools:</b>	
<b>Hospitals:</b>	
<b>Dams:</b>	

### 3. Services

<b>Communications:</b> (If communications out, include estimated time of re-connection)		
Telephone network:		
Mobile telephone network:		
Radio (2-way):		
Internet network:		
Broadcast radio / TV:		
<b>Power:</b>		
Main's power:	Number of customers without power	<b>daily / cumulative</b>
	What is being done to progress reconnection, including estimation of timeframes	
Auxiliary power:	Number of customers on auxiliary power	
<b>Public Transport</b> (e.g., services operating normally, diversions in place, services suspended)		
Bus		
Rail		
Air		
Other		
<b>Water</b>		
Impacted?		
Still operational?		
If yes, to what capacity?		
If no, what is being done?		

<b>Sewerage:</b>	
Impacted?	
Still operational?	
If yes, to what capacity?	
If no, what is being done?	
<b>Gas</b>	
Impacted?	
Still operational?	
If yes, to what capacity?	
If no, what is being done?	

## **ECONOMIC**

### **1. INDUSTRY**

Sector:	
Financial Impact (if known):	

## **ENVIRONMENT**

--

## **LOCAL ARRANGEMENTS**

Changes in contacts	
Problems encountered	
Staff/resources deployment	

Name	
Position	
Signature	
Date	

### 5. Messages In/Out Log

Date & Time	Name	Phone Number	Message In	Message Out

## 6. Logbook

Date & Time	Situation	Action Taken	Comment	Entered by



## 7. Duty Cards

DUTY CARD NO. 1		
Name:		
Date of Event:		
Position	<b>Chairperson, Local Disaster Management Group</b>	
Responsible to:	Council and District Disaster Coordinator	
Task No.	Task Description	Completed
1	Liaise with the LDC on disaster operations and issues as required.	
2	Liaise with the Media Officer and provide media releases as required in line with Council communication protocols.	
3	Liaise with lead agencies and relevant stakeholders over strategic direction and communication support requirements.	
4	Liaise with the LDC and Planning Officer on the development of the event Action Plan.	
5	In consultation with the LDC provide briefings to the District Disaster Coordinator (DDC), Local Disaster Management Group (LDMG) and Council staff as required.	
6	Provide strategic leadership and advocacy on behalf of Council and the LDMG.	
Time Commenced Duty:		
Time Ceased Duty:		
Log Received by Co-ordinator:		

DUTY CARD NO. 2		
Name:		
Date of Event:		
Position	<b>Local Disaster Coordinator</b>	
Responsible to:	Council/Chair of LDMG	
Task No.	Task Description	Completed
1	Coordinate Disaster Operations	
2	Activate LDCC	
3	Liaise with the Chair of the LDMG on strategic direction and issues as required	
3	Liaise with LDCC Manager to ensure LDCC is appropriately resourced	
4	Liaise with LDCC staff as required to provide direction and leadership.	
4	Coordinate Situational Reporting	
5	Liaise with LDMG membership, lead agencies and other stakeholders	
6	Coordinate Council response and implement LDMG direction as required	
Time Commenced Duty:		
Time Ceased Duty:		
Log Received by Co-ordinator:		

DUTY CARD NO. 3		
Name:		
Date of Event:		
Position	LDCC Manager	
Responsible to:	Local Disaster Coordinator	
Task No.	Task Description	Completed
1	Liaise with the LDC on the layout and management of the LDCC.	
2	Review LDCC facility and layout to ensure it is functional.	
3	Liaise with Logistics to obtain resources required for LDCC.	
4	Task LDCC Administration Officer and LDCC staff as required.	
5	Manage Liaison Officers in LDCC as required.	
6	Provide and receive briefings to and from Local Disaster Coordinator and LDCC staff as required.	
7	Monitor LDCC staff hours & transition between shifts.	
8	Perform other duties as required by the LDC.	
9	Log all requests and actions taken, ensure records are filed.	
Time Commenced Duty:		
Time Ceased Duty:		
Log Received by Co-ordinator:		

DUTY CARD NO. 4		
Name:		
Date of Event:		
Position	<b>LDCC Administration Officer</b>	
Responsible to:	LDCC Manager	
Task No.	Task Description	Completed
1	Familiarise self with LDCC.	
2	Assist the Logistics Officer in resource acquisition for the LDCC as required e.g., Stationary. Whiteboards etc.	
3	Maintain security & log of people entering/working at LDCC.	
4	Maintain contact lists.	
5	Collate logs of operators.	
6	Assist in the provision of meals, drinks etc for LDCC staff.	
7	Charge/recharge radio & phone batteries.	
8	Maintain information to be entered onto whiteboards.	
9	Ensure completed paperwork is recorded and filed appropriately.	
10	Perform other duties as required.	
11	Log all requests and actions taken, ensure records are filed.	
Time Commenced Duty:		
Time Ceased Duty:		
Log Received by Co-ordinator:		

DUTY CARD NO. 5		
Name:		
Date of Event:		
Position	<b>Logistics Officer</b>	
Responsible to:	Local Disaster Coordinator	
Task No.	Task Description	Completed
1	Support the LDC in resource acquisition for the LDCC and the disaster event.	
2	Establish a logistics management system.	
3	Maintain power supply to LDCC, obtain fuel for generator and plan for re-supply.	
4	Support the management of communications systems.	
5	Liaise with the Council Finance section the appropriate financial management system is activated for the disaster event.	
6	Maintain records and log all requests and actions taken.	
7	Ensure equipment is maintained and recovered in preparation for any future event.	
8	Log all requests and actions taken, ensure records are filed.	
Time Commenced Duty:		
Time Ceased Duty:		
Log Received by Co-ordinator:		

DUTY CARD NO. 6		
Name:		
Date of Event:		
Position	<b>Planning Officer</b>	
Responsible to:	Local Disaster Coordinator	
Task No.	Task Description	Completed
1	Support the LDC with planning requirements for the disaster event.	
2	Develop Event Action Plan (EAP) in consultation with the LDC and other stakeholders as required.	
3	Monitor incoming information and develop intelligence reports.	
4	Research and acquire relevant information to support the LDC and operation of the LDCC in response to the disaster event.	
5	Analyse operational needs and identify emerging issues or trends.	
6	Provide updates to Chairperson on areas of responsibility impacting on operations such as road closures, damage to infrastructure, structural issues etc.	
7	Log all requests and actions taken, ensure records are filed.	
Time Commenced Duty:		
Time Ceased Duty:		
Log Received by Co-ordinator:		

DUTY CARD NO. 7		
Name:		
Date of Event:		
Position	<b>Media Liaison Officer</b>	
Responsible to:	Local Disaster Coordinator/Chair of LDMG	
Task No.	Task Description	Completed
1	Liaise with the LDC and Chair of the LDMG on media management.	
2	Ensure LDMG and stakeholders are aware of where to direct media inquiries.	
3	Coordinate requests from media for information and updates.	
4	Obtain updates and media releases from the Chair, LDMG or their appointed representative.	
5	Ensure all press releases are approved by the LDC and Chair of the LDMG before release.	
6	Liaise with Media Liaison Officers of control and lead agencies as required.	
7	Manage Councils social media accounts and the Disaster Dashboard	
8	Perform other duties as required by the LDC.	
9	Log all requests and actions taken, ensure records are filed.	
Time Commenced Duty:		
Time Ceased Duty:		
Log Received by Co-ordinator:		

DUTY CARD NO. 8		
Name:		
Date of Event:		
Position	<b>LDCC Call Centre Operator</b>	
Responsible to:	LDCC Manager	
Task No.	Task Description	Completed
1	Familiarise self with LDCC and attend briefing with LDCC Manager.	
2	Answer calls and disseminate information in accordance with procedure.	
3	Refer urgent information or requests to LDCC Manager for reference to LDC as required	
4	Log all requests and actions taken, ensure records are filed.	
Time Commenced Duty:		
Time Ceased Duty:		
Time Commenced Duties:		



## APPENDIX 6 – REFERENCE LIST

### Legislation

- *Disaster Management Act 2003*
- *Disaster Management Regulations 2014*

### Plans

- Blackall-Tambo Local Disaster Management Plan

### Other Doctrine

- Queensland Disaster Management Training Framework [www.dmlms.qfes.qld.gov.au](http://www.dmlms.qfes.qld.gov.au)

### Guidelines

- Prevention, Preparedness, Response & Recovery Disaster Management Guideline  
<https://www.disaster.qld.gov.au/dmg/Pages/DM-Guideline.aspx>
- LDMG Responsibilities Manual <https://www.disaster.qld.gov.au/dmg/st/Documents/M1030-LDMG-Responsibilities-Manual.pdf>

### Key links

- [www.disaster.qld.gov.au](http://www.disaster.qld.gov.au)

**End of document**

## BLACKALL-TAMBO REGIONAL COUNCIL

[Return to Agenda](#)

### OFFICER REPORTS

COUNCIL MEETING DATE: 16 November 2022

Item No: 5.8

**SUBJECT HEADING: Blackall Work Camp Community Advisory Committee Meeting – 8 November 2022**

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

CLASSIFICATION: (if confidential)

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*Summary: The Work Camp Community Advisory Committee held a meeting on 8 November 2022.*

**Officer's Recommendation: That Council receive the Blackall Work Camp Community Advisory Committee report for the 8 November 2022 meeting.**

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### Background

The Blackall Work Camp Community Advisory Committee held a meeting on 8 November 2022.

The following people attended the 8 November meeting:

- D Howard (Chair)
- R Dobbs (QCS Manager Low Custody)
- M McIvor (Deputy Superintendent)
- P Vines (QCS Field Supervisor)
- B O'Neill (Community Representative)
- P Fry (Acting Field Officer)

P Vines presented the Work Program Report. There are currently 11 prisoners at the camp.

Ongoing jobs are:

- Blackall War Memorial Cemetery
- Repairs to small machines when required
- Repairs to Council semi-trailer side tippers

Community jobs were:

- Woolscour
  - Continued daily service
  - Outer fence repairs
  - Cleaning of the bore drain
  - Ground maintenance
  - Maintaining machinery
- Bowls Club and Golf Club
  - General maintenance
- Blackall Show
  - Set up marquee and stage area
- Line marking for Blackall Magpies Rugby League home games
- Blackall Aquatic Centre
  - General ground maintenance

The Manager for Low Custody stated that the figure for the current financial year is \$138,759 up until the 31 October and a total of 5,033 hours.

**Link to Corporate Plan**

Nil

**Consultation (internal/external)**

CEO

Queensland Corrective Services

Blackall Work CAC

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Assessment**

Risk Category	Risk Tolerance	Summary of Risks Involved	Risk Rating
Financial	Low	Nil	Medium
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	Nil	Low
Ethical	Low	Nil	Low
Reputation	Low	Nil	Low
Leadership	Low	Nil	Low

**Risk Treatment**

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