

# Tambo Town Common



**Blackall-Tambo**  
Regional Council

Management Plan

## **BLACKALL-TAMBO REGIONAL COUNCIL MISSION STATEMENT**

The Blackall-Tambo Regional Council aims to provide excellent service and leadership for our residents.

## **BLACKALL-TAMBO REGIONAL COUNCIL VALUES**

The Blackall-Tambo Regional Council will provide strong community leadership underpinned by the core values, quality service, community engagement, equity, integrity and commitment. These core values are fundamental to how Council carries out its activities and to the ultimate achievement of its long-term goals.

## **BLACKALL-TAMBO REGIONAL COUNCIL CORPORATE PLAN 2020-2025**

Rural lands – Council controlled lands are well managed.

## **CONSULTATION**

In 2009 the Council resolved to proceed with the development of a Town Common Plan for Tambo. Council in partnership with Desert Channels Queensland planned and commenced community consultation. In 2010 inspections were conducted, workshops held, the draft plan distributed, and final plan adopted in June 2010.

The Town Common Plan has been developed with the intention of documenting all of the agreed strategies between Council, stakeholders and the Town Common Advisory Group focusing on best practice management of both stock and the environment. Its intention is to ensure the continued viability of the Town Common.

## **PURPOSE**

The purpose of this plan is to provide direction, operational information and framework for the development, management and maintenance of the Tambo Town Common identifying the community

needs and matching them to Council resources in an effort to provide services in a cost efficient and effective way.

## **INTRODUCTION**

The intent of this Management Plan is to provide a guiding living document that has been developed through consultation with the community and the Town Common Advisory Committee which has identified issues, provided forward planning, incorporated an action plan and budget that can be used in the daily management of this natural resource.

## **REFERRAL DOCUMENTATION**

Blackall-Tambo Regional Council – Corporate Plan 2020-2025

Local Government Act 2009

Pest Management Act 2001

Stock Route Management Act 2002

Blackall-Tambo Regional Council Local Laws & Subordinate Local Laws

Blackall-Tambo Regional Council Pest Management Plan 2012-2016

## **ABBREVIATIONS**

TCC	Tambo Town Common
PMP	Pest Management Plan
TTCAG	Tambo Town Common Advisory Group
BTRC	Blackall-Tambo Regional Council
TTCM	Tambo Town Common Management

## **LAND PROFILE**

The Tambo Town Common has an area of approximately 5,200 ha and is located to the north of the Tambo township.

Of the 5,200 ha's, approximately 442 ha of the Town Common is leased.

These leases include:

- The Tambo Industrial Estate – 45.87 ha;
- Tambo Cemetery 8.1102 ha;
- Tambo Golf Course 37.6108 ha;
- Current Tambo Refuse Tip 16.0442 ha;
- Decommissioned Tambo Refuse Tip 16.0424 ha;
- Tambo Butcher Paddock 124 ha;
- Tambo Racecourse 93.346 ha;
- Horse Paddock 101 ha;
- Pound Paddock and miscellaneous tourist and recreational sites.

Mitchell, Flinders and Natural Grass cover 810 ha of downs country whilst the remaining 4,759 ha is covered by timber.

Generations of townspeople living in the community of Tambo have enjoyed the opportunity of agisting stock on the Town Common. Culture dictates the commitment these town folk have for the welfare of the Common who in partnership with Council participate and assist in best practice management of the environment, fodder, infrastructure, resources and day-to-day management to ensure positive outcomes and a legacy left for future generations.

## TENURE OF THE TAMBO TOWN COMMON

The property description of the Tambo Town Common is listed below:

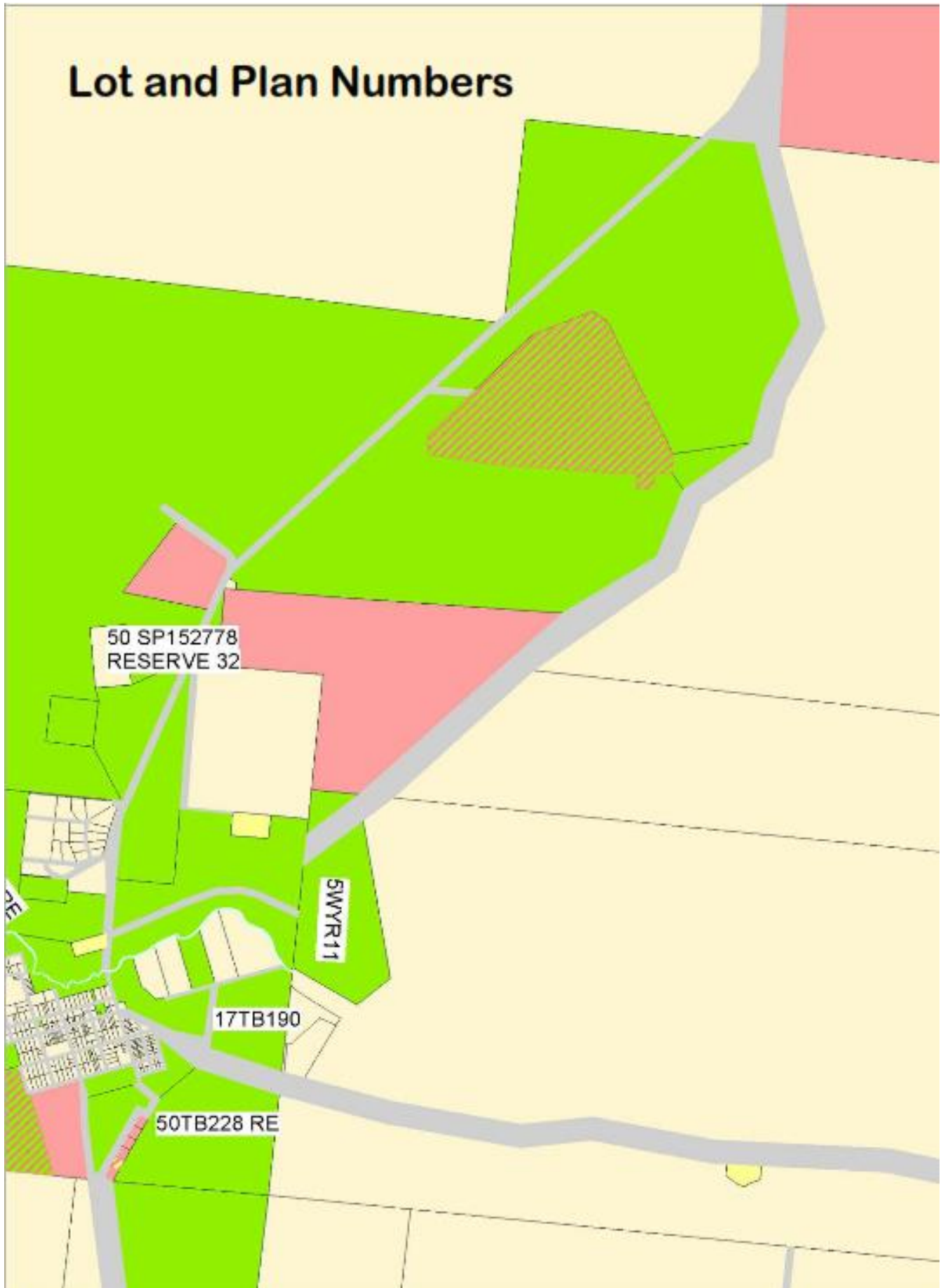
Lot	Plan	Description
3	SP157686	Pony/Campdraft
77	TB255	North of town to river
3	T1502	Lane to Pound Paddock
17	TB190	Pound Paddock
1	SP197820	Main Common
2	SP157686	Campdraft Paddock
50	TB228	Rangers Horse Paddock
49	TB223	Old Dump



# Tambo Town Common



# Lot and Plan Numbers



## INFRASTRUCTURE

### WATER INFRASTRUCTURE/FACILITIES

Water infrastructure and facilities consists of three dams, five troughs, four fenced watering squares, six poly tanks, four river water holes and one bore.

Water is supplied via this infrastructure to the following users:

- Common livestock;
- Native fauna;
- Travelling livestock;
- Tambo community for leisure activities;
- Blackall-Tambo Regional Council.

Name	Grazed Area	Infrastructure
5 Mile	1090Ha	Water Hole Earth Tank Tank & Trough
6 Mile	810Ha	Water Hole
3 Mile	550Ha	Water Hole
Stubby Bend	750Ha	Water Hole
Rocky/Garden Water Hole	950Ha	Water Hole
Jabinda Hole	1160Ha	Earth Tank Tank & Trough
Rubbish Dump Loam Pit	1669Ha	Earth Tank
Joe's Bog	1300Ha	Tank & Trough
Golf Course	900Ha	Tank & Trough
Weaner Paddock	129Ha	Tank & Trough
Pound Paddock	40Ha	Tank & Trough
Cemetery	325Ha	Trough

### Barcoo River

The Barcoo River, after sufficient rain to run, has four water holes.

General speaking, the Barcoo River runs annually after the wet season between December and March. This annual flow has the ability to supply enough water to approximately 400 head of stock per annum. This quota takes into consideration the needs of native animals whilst allowing for environmental flows in the river.

### Cemetery Trough

Water for the cemetery trough is pumped via poly pipe from the Garden Street tanks. These tanks are filled from the town mains and are sufficient to water stock.

### Poly Tanks

The installation of poly tanks with capacities of 22,500 litres were installed in 2004, 2008 and 2014. The Garden Street facility pumps water to the Industrial Estate and cemetery trough on demand.

The poly tanks and cement troughs installed at strategic points throughout the Town Common are proving the best method of drought proofing the Common during the dry times.

### Earth Tanks

Three earth tanks were originally constructed by Council to provide water for road works. These pits are utilized by Town Common livestock, native fauna and Council. These tanks fill easily with small amounts of rain.

### Town Common Bore

The Town Common Bore was installed in 2008 and is located adjacent to the Tambo Golf Club on the Town Common. An automatic timer and a delay switch on the pressure tank ensures that water is conserved and only pumped on a need basis.

### Fencing

BTRC is responsible for maintaining a 12 km stock proof fence on the Tambo Town Common. As per the Stock Route Management Act 2002 all neighbouring properties are to maintain stock proof boundary fences.

### Pound Yards

The Pound Yards, originally wooded and erected in the late 1950's, have been upgraded to portable steel panels and include steel loading and dumping ramps, vet crush and branding cradle.

Roofing has been erected over the vet crush and branding cradle with a cooling tank that waters three

yards and fills the troughs. In 2020 a 2<sup>nd</sup> cooling tank was installed and this fills 1 trough at the cooler yards.

### Roads

BTRC is responsible for maintaining the following:

- 75kms of fire breaks
- 39km of common roads
- 17.5km of Council roads
- Stock Routes 6.5km
- Mother of Millions Road 6.5km

### Vegetation

Timber covers 2500 ha of the Town Common with 60% of timber being Dead Finish. Brigalow and Box trees cover approximate 500 ha with Gidgee covering approximately 150 ha. The remaining area is covered by scatterings of native Iron Bark, Wilga, False Sandelwood, Leopard Wood, Pine, Black Wattle and Bottle trees.

Mitchell and Flinders grass is predominately on the grass plains with Buffel Grass in the timber and Spear Grass on the Sand Hills. Native grasses such as Button, River Couch and herbage in season are scattered on the Town Common.

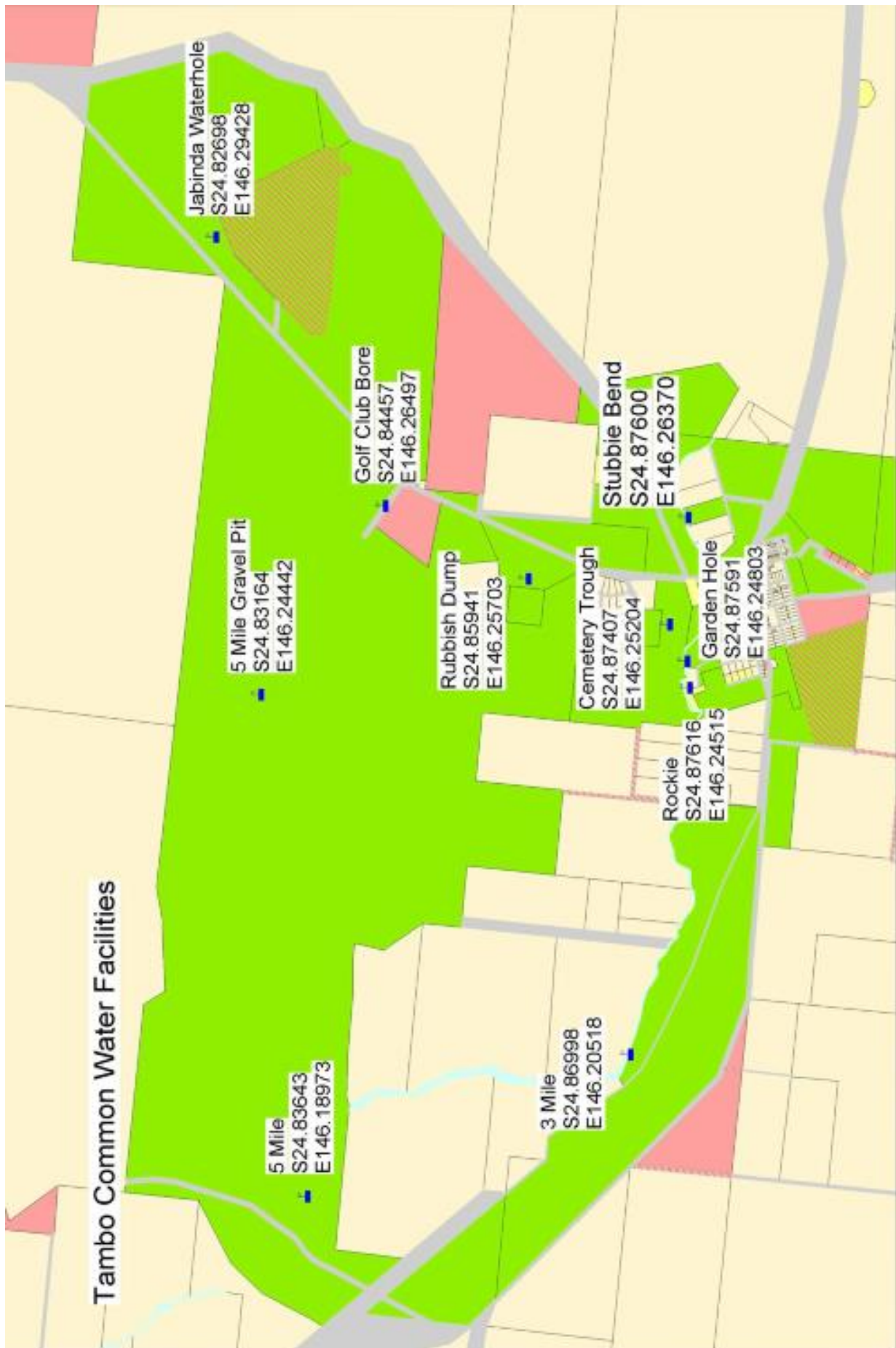
All areas are well grassed with the exception of the claypan between the Barcoo River and Cemetery Gully and beneath the canopy of the scattered Leopard Tree which has little to no grasses.

### Environmental Management

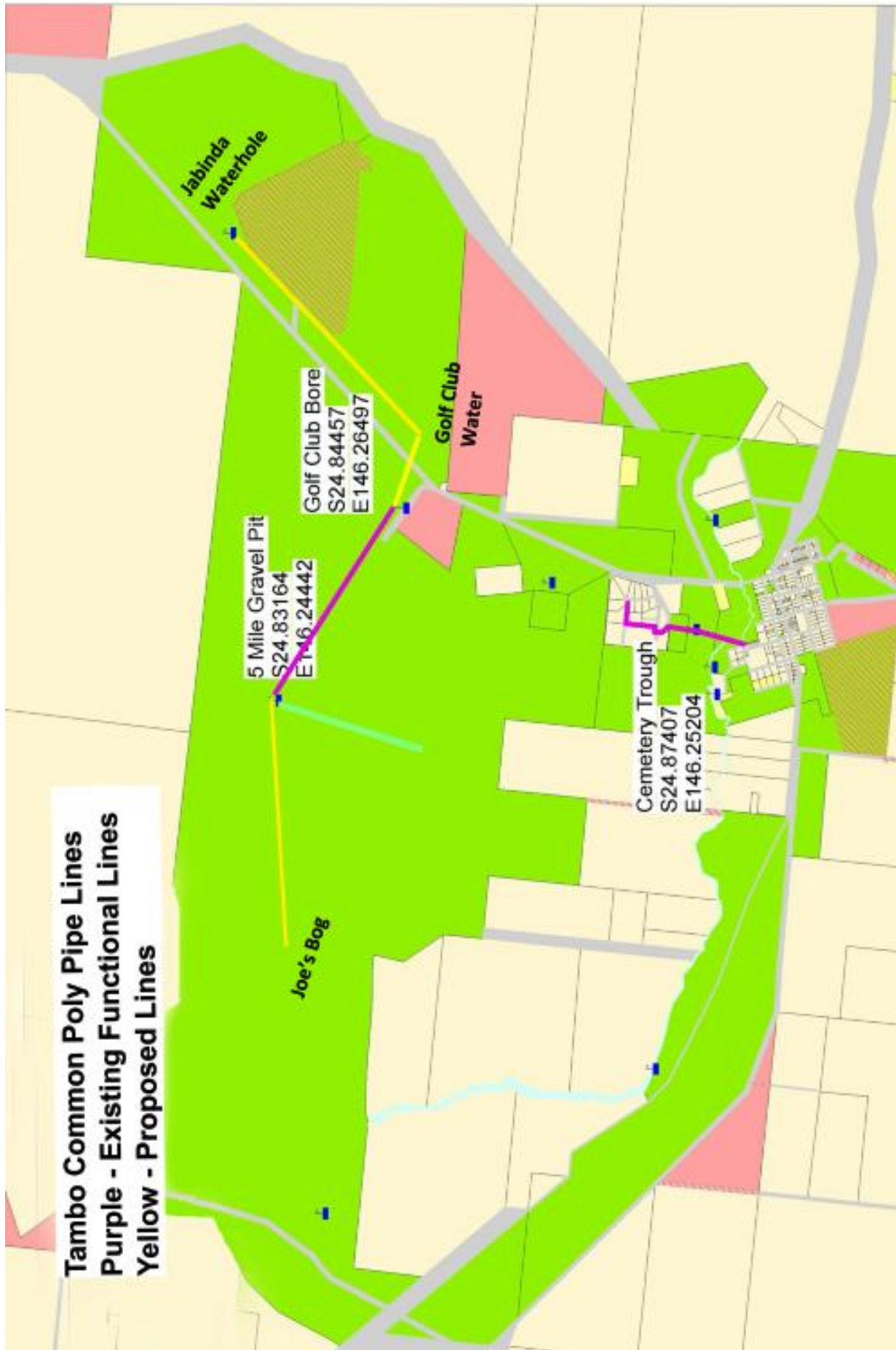
The Blackall-Tambo Regional Council Pest Management Plan (PMP) was developed for the benefit of the whole community and is prepared in accordance with the requirements of the Pest Management Act 2001 and Stock Route Management Act 2002 Queensland.

Resourcing pest management continues to be an inhibiting factor to achieving desired goals however, it is anticipated that this plan will become an aid not only for pest management planning but in achieving external funding to achieve set objectives.

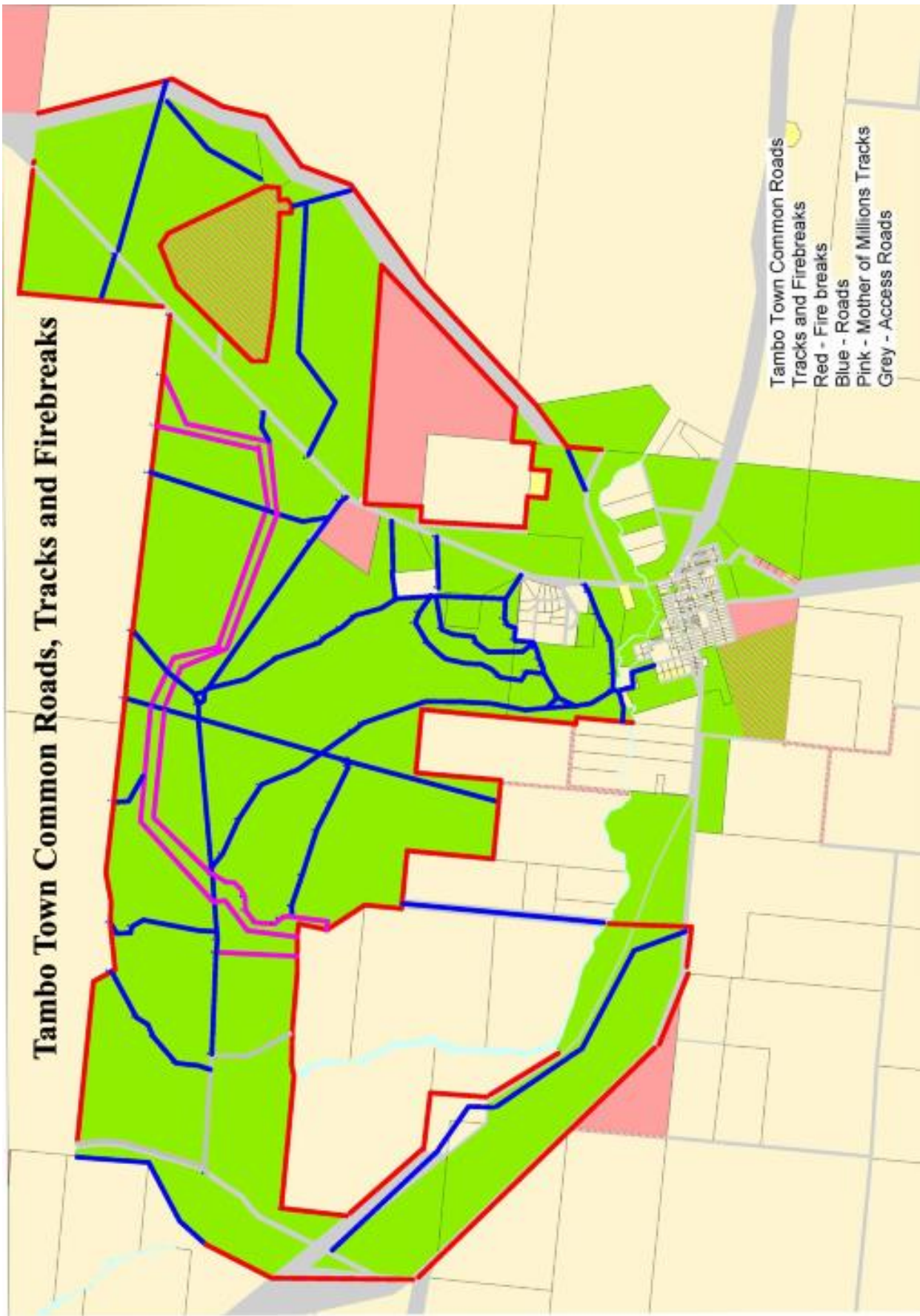


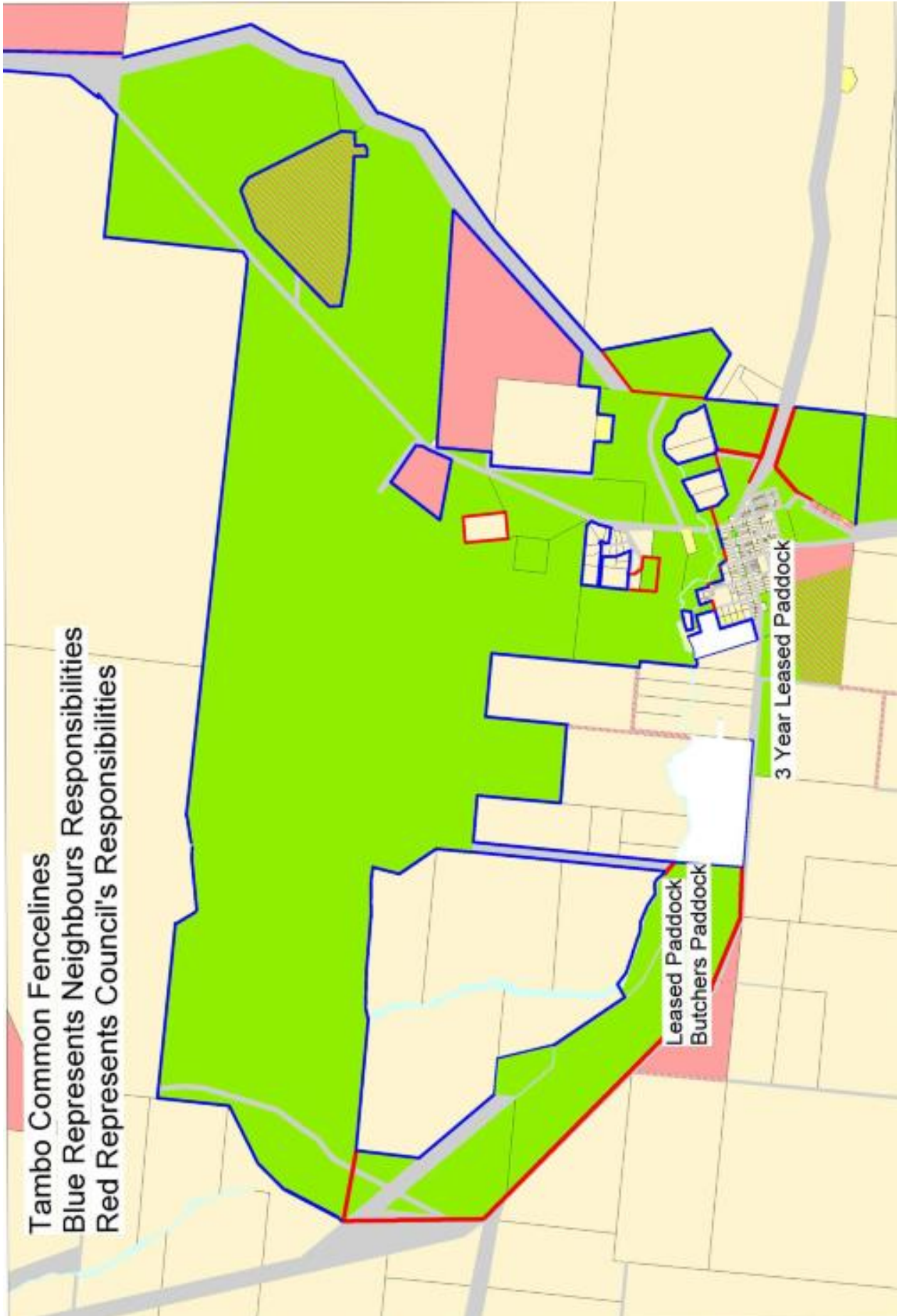






# Tambo Town Common Roads, Tracks and Firebreaks





Tambo Common Fencelines  
 Blue Represents Neighbours Responsibilities  
 Red Represents Council's Responsibilities

Leased Paddock  
 Butchers Paddock

3 Year Leased Paddock

## IDENTIFIED WEEDS ON TOWN COMMON

### MOTHER OF MILLIONS (*Bryophyllum delagoense*)

Mother of Millions is a perennial herb to 1m high. Mother of Millions are escaped ornamental plants originating from Madagascar.

Five species are commonly naturalized in Queensland with one species and a hybrid increasing over substantial areas. Mother of Millions is highly toxic to stock and because of its succulent features is well adapted to dry areas.

As the name suggests one plant can reproduce a new general from masses of embryoids (plantlets) that are formed on the leaf edges.

This makes these plants hard to eradicate. Mother of Millions are erect, smooth, fleshy succulent plants growing to one metre or more in height. All species form tall flower spikes in winter with clusters of bell-shaped flowers. Each species has a distinctive leaf-shape, but all produce small plantlets along the edges of the leaves. These plantlets drop readily, develop roots, and establish quickly to form a new colony.

Firebreaks are in place to burn and spray Mother of Millions.

Mother of Millions is a declared weed in Queensland.

### AFRICAN BOXTHORN (*Lycium ferocissimum*)

African Boxthorn is a spiny shrub from South Africa. Introduced to Australia in the mid 1800's as a hedge plant, it has since spread into pastures, neglected areas, roadside, railways and waterways. It produces a dense thicket armed with spines that can form an impenetrable barrier to domestic stock.

African Boxthorn is a perennial shrub up to 5m in height with a deep and extensive branched root system.

The main branches are drooped, widely spreading and carry numerous branchlets, each of which ends in a spine.

The main stem has spines to 15cm while the branchlets carry smaller spines. Branchlets carry small shoots

which have clusters of leaves, surrounded at the base by many small, light brown scales. Initially stems are smooth and light brown but become grey and rough as they mature.

Leaves are bright green and rather succulent, 3cm long and 2 cm wide, rounded at the top and tapering to the base. White to pale mauve flowers about 12mm in diameter hang from short stalks. They occur singly or in pairs in the forks of the leaves. Smooth green berries ripen to a bright orange to red colour and contain numerous light-brown, oval, flattened seeds.

African Boxthorn is spray as required.

African Boxthorn is a Weed of National Significance (WONS) and a category 3 restricted invasive plant under the Biosecurity Act 2014.

### NOOGOORA BURR (*Xanthium pungens*)

Noogoora Burr is found along river and creek flats, on roadsides and in pastureland following seasonal rain or floods. The burrs readily contaminate wool, significantly reducing the value of the wool due to increased processing costs. Thick patches of Noogoora Burr may deny sheep access to watering points. This plant is also a serious competitor in pastures and summer crops.

Seedlings are poisonous to domestic stock, causing death if eaten in sufficient quantities.

Noogoora Burr is not a declared weed in Queensland.

### BATHURST BURR (*Xanthium spinosum*)

Bathurst Burr was first introduced into Australia in the early 1800s from South America, as a result of contaminated grain or livestock imports. It is common weed in many parts of the world and reduces agriculture productivity.

Bathurst Burr is a declared weed in Queensland.

### CORAL CACTUS (*Cylindropuntia fulgidia*)

Distinguished by presence of distorted segments; corrugated surface of segments; presence of small bristles (glochids) in clusters in depressions (areoles) on segments, these glochids readily attached to skin and are difficult to remove, areoles also have 0-10 white to brownish spines to 1.7cm long.

Dispersal: Spreads vegetatively by movement of segments which root where they contact the ground. Much of the movement is by water down watercourses.

Coral Cactus is a category 3 restricted invasive plant under the Biosecurity Act 2014.

**MEXICAN POPPY (*Argemone ochroleuca*)**

A glaucous (blue-green) erect single to several stemmed annual with yellow sap, reproducing only by seed and with a central taproot.

It grows from 60 to 120cm in height. It has leafy stems that grow up to 60cm, with prickly lobed leaves. The flowers are showy and have a dark red 3 to 6 lobed stigma (glandular region at the tip of the style).

Commonly found as a weed of roadsides, mining dumps, rabbit warrens, recently cultivated paddocks, waste places and over grazed pastures. It often occurs as dense stands in sandy stream beds and alluvial flats associated with intermittent inland streams.

Mexican Poppy is a declared weed in Queensland.

**ROPE PEAR (*Cylindropuntia imbricata*)**

This cactus is commonly called “rope pear” because of its rope-like appearance. The plant grows to a height of 2 to 3 metres. It is made up of strong woody segments – the outer segments (and fruit pods) break off easily to form new plants. Rope pear produces very attractive purple flowers – no doubt one of the reasons for its appeal as a garden plant. The main growing period for the plant is in October each year.

Rope Pear is a very thorny cactus which can cause injury to humans and to animals. Segments are mainly spread by floodwaters and in some cases by being rolled along bare ground by strong winds.

Fire is an option for small infestations but need to be followed up with regular monitoring and herbicide use.

Rope Pear is a category 3 restricted invasive plant under the Biosecurity Act 2014.



Rope Pear

Mother of Millions

African Boxthorn



Noogoora Burr

Parkinsonia

Mexican Poppy

## ENVIRONMENTAL CONTROL

### Illegal Dumping

Dumping of liquid or soil waste in a location other than approved waste disposal facility is illegal under the Waste Reduction and Recycling Act 2011. This illegal practice will be policed, and offender reported to the relevant authorities.

### Litter

Litter is an offence under the Waste Reduction and Recycling Act 2011. Any reports of this illegal practice will be reported to the legal authorities.

### Fire Breaks & Trails

The implementation of bush fire mitigation measures is essential to minimize the potential for fires to start upon or cross into surrounding properties that has the potential to damage infrastructure and buildings.

Firebreaks work as a physical barrier, preventing or slowing the passage of a fire front. Accordingly, for firebreaks to be effective they must be free of all combustible or vegetative debris. These fire breaks must also be easily passable.

Annual maintenance grading ensures the removal of vegetive debris from the fire breaks. This grading is done in a way that reduces environmental damage during the construction phase and minimal environmental impact during maintenance operations.

There are 75kms of firebreaks graded annually.



### Wild Dogs

The term wild dogs refers collectively to purebred dingoes, dingo hybrids and domestic dogs that have escaped or been deliberately released.

Early management strategies focused on eradication of wild dogs. The effectiveness of control campaigns was usually based on circumstantial evidence.

The development of radio-tracking technology provided the opportunity to study wild dog movement and allowed better assessment of the effectiveness of control operations.

Wild dog control methods include trapping, shooting, fencing, poisoning and the use of guard dogs to protect valuable stock. A planned strategy using a combination of these methods that also considers wild dog behavior will enable effective management of population.

Trapping is time consuming and labour intensive. The success of trapping (using leg hold traps and snares) depends on the skill of the operator. Trapping is predominately used in areas with low populations and to control 'problem' wild dogs.

Wild dogs are a restricted invasive animal under the Biosecurity Act 2014.



## TAMBO TOWN COMMON ADVISORY GROUP

The Tambo Town Common Advisory Group was formed prior to 1990 after a resolution made by the Tambo Shire Council in accordance with Section 452 of the Local Government Act 1993 to make recommendations to Council on issues related to the management of the Town Common.

Since this appointment, the Tambo Town Common Advisory Group (TTCAG) in partnership with Council has continued to give advice and make recommendations on best practice methods including grazing management techniques, animal husbandry practices and stock carrying capacity of the Town Common.

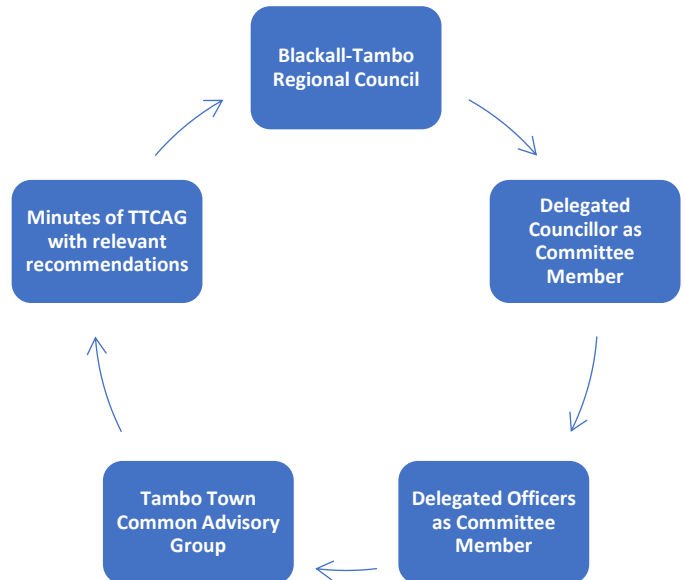
After the amalgamation of the Tambo Shire Council and the Blackall Shire Council on 15 March 2008 and the introduction of the Local Government Act 2009 a resolution was adopted on 8 December 2010 in accordance with Chapter 6, Administration, Part 2 Local government meetings and committees, Local Government (Operations) Regulations 2010 formally appointing the Tambo Town Common Advisory Group as an “advisory committee” to the Blackall-Tambo Regional Council. Membership of this group is automatic once a resident agists stock after meeting the criteria.

The Tambo Town Common Advisory Group is administered as per the Local Government Regulation 2012, Chapter 8 Administration, Part 2 – Local government meetings and committees with the Rural Lands Officers and delegated Council staff attending meeting and communicating back to the executive and Council. Minutes of these meetings are also a form of communication between the group and Council. These minutes are included in the agenda of general meetings of Council where they are received by Council for consideration.

Appendix – Terms of Reference

## COMMUNICATION STRATEGY

Council will communicate through the Ranger to the Committee to ensure concerns and aspirations are consistently understood and considered.



## STOCK MANAGEMENT

### STOCK NUMBERS

In consultation with the Ranger the committee will make recommendations to Council concerning the number of stock to be agisted on the Town Common.

These recommendations will be made after consideration of the following:

- Assessment of fodder on the Common;
- Seasonal conditions;
- Community demand.

A maximum of 400 head of stock can be agisted on the Town Common.

A maximum of 20 horses only can be agisted on the Town Common.

### BULLS ON COMMON

In an effort to promote best practice in animal husbandry and cast for age, two bulls per year may be purchased upon recommendation from the Committee two with a further two bulls removed for sale from the Town Common.

In consultation with the Ranger the committee will make a recommendation to Council identifying the breed of bull, reached by consensus at the committee meeting, to be purchased.

A minimum of two delegated committee members and the Ranger will be responsible for the annual purchase of bulls.

The purchase of the two bulls and the sale of the two bulls each year must be conducted in accordance with Council's Procurement and Disposal Policy.

An annual bull fee will be levied by Council and will be applied per joined females. The fee will be charged as per the annual fees and charges adopted by Council. The fees will be held for the purpose of procuring additional bulls for the common.

The purchase of bulls will be the discretion of the Committee and the sale of common bulls will be credited to the bull levy account.

### CLASS OF ANIMAL PERMITTED ON THE TOWN COMMON

Class of animals permitted on the Town Common and definition of same are:

- Horses;
- Foals – under 6 months – no payment;
- Cows;
- Heifers;
- Steers – Common bred only up to 12mths;
- Un-weaned calves; and
- Committee approved bulls only.

### CLASS OF ANIMAL NOT PERMITTED ON THE TOWN COMMON

Class of animal not permitted on the Town Common:

- **NO** – entires (horses)
- Donkeys
- Goats
- Camels
- Sheep

### CRITERIA FOR AGISTING STOCK ON TOWN COMMON

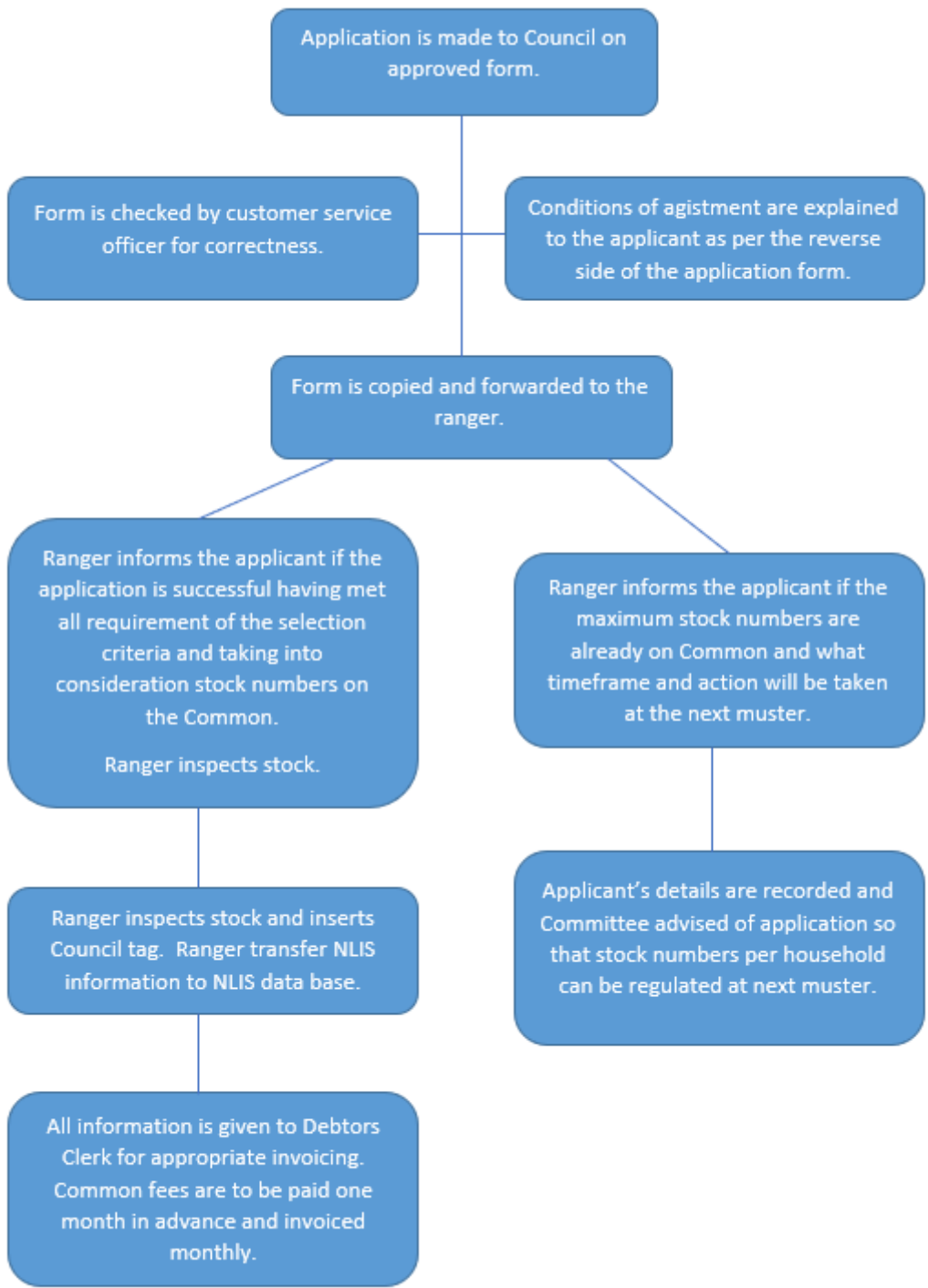
The criteria for agisting stock on the Town Common are as follows:

- Stock agisted is per household in the township of Tambo;
- Maximum number of stock per household is determined by recommendation to Council taking into consideration seasonal conditions and grass count;
- Stock number per household may vary due to demand for agistment; i.e. Council approves a maximum number of stock per household however a person meeting the set criteria requests agistment after a common muster, must wait until the next muster. Other users under supervision of the Ranger decrease their numbers to accommodate the new request;
- Must be a resident (own or rent premises) in the township of Tambo for a minimum of 6 months;
- 16 years of age and working;
- Must have own brand registered in agistee's name;
- Must not own more than 100ha of land;
- Must be the bona fide owner of the stock;
- All stock weaned are deemed as adult stock.



**PROCESS FOR AGISTING STOCK**

- Application to Council on approved form;
- Total number of stock allowed on Town Common at time of application will influence the number of head agisted;
- All stock inspected by Ranger prior to depasture.



## CONDITION OF USE

Owners must notify the Ranger before depasturing stock or removing stock under special circumstances from the Town Common.

Any stock removed without notifying the Ranger will be invoiced until notification of the removal is made to the Ranger.

Animals are depastured at the owner's own risk.

Compulsory weaning of all calves 6 months and over going back onto the Common – owners' responsibility.

Administration to be advised of any stock removed or depastured so that appropriate invoices/credit notes can be distributed.

Any removal of stock off Town Common – Council tags to be returned to Blackall-Tambo Regional Council Ranger.

All weaned cattle introduced to the Town Common must pay agistment and carry a Town Common tag.

All cattle to be dehorned or tipped.

Rogue cattle will be removed on recommendation of Advisory Committee and Ranger.

Common fees are paid one month in advance when agisting stock.

Debtor invoices are dispatched monthly.

The branding of calves on the Common may only occur during the bi-annual musters.

Owners are responsible for the payment of NLIS tags.

Owners agree to pay all agistment and applicable bull levy fees and charges as set down by Council in the annual schedule of Fees and Charges.

## TAMBO TOWN COMMON MUSTERS

The Common is mustered bi-annually, the first muster being March and the second muster being September. These months are preferred however, due to seasonal conditions they may vary from time to time to accommodate the weather.

The coordination of the muster is the responsibility of the Ranger:

- Stock removed only at time of musters;
- Employment of contract musterers is the responsibility of the committee.
- Common is mustered by horseback and vehicle;
- All yard work is done by volunteer labour at their own risk;
- Work Health and Safety procedures are observed and practiced at all times;
- Ranger records all stock movement on and off the Common.

## CHEMICAL REGISTER

A chemical register will be maintained by the Ranger specifying:

- What chemical rate;
- Spray rate;
- Dosage per animal;
- Withholding period;
- Expiry date of chemical; and
- Date of application.



## RISK MANAGEMENT

<b>Consequences Likelihood</b>	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (4)
Probable (A)	L	M	S	H	H
Possible (B)	L	M	M	S	H
Improbable (C)	L	L	M	S	S

Risk Level	(H) (S) (M) (L)	High – must be dealt with immediately Significant – must be dealt with urgently Moderate – apply routine procedures Low – may be accepted and managed
Likelihood	A B C	Probable – can be expected to occur during the activity Possible – not expected to occur during the activity Improbable – conceivable but highly unlikely to occur during the activity
Consequences	5 4 3 2 1	Catastrophic – death or huge financial loss Major – extensive injuries or major financial loss Moderate – medical treatment required or high financial loss Minor – first aid treatment or medium financial loss Insignificant – no injuries or low financial loss



ID	Identified Risk	Existing Controls	Likelihood	Consequences	Risk Level	Priority
1	WH&S Stock handling	Volunteers with previous stock experienced to work cattle under the direction of the ranger	B	3	M	1
2	WH&S Maintenance	Rangers inspect and repair yards regularly	B	3	M	1
3	Unfenced roads	Appropriate signage is installed	B	2	M	
4	Pest animals	Trapping, shooting and monitoring	A	1	L	
5	Noxious weeds	Spraying and monitoring	A	3	M	
6	Overstocking	Grass check and monitoring	C	1	L	
7	Fires	Grading of fire breaks and burn offs	B (seasonal)	4	H	
8	Erosion	Grading, land fill and drainage	C	1	L	
9	Disease outbreak	Monitor movement of cattle and regular inspections of stock	C	5	L	
10	High fees and charges	Consultation with Advisory Committee and Council	B	2	L	
11	Water infrastructure break down	Desilting of water holes, piping water from bores and town water	B	2	L	
12	Budget	Submit an equal budget request to Council	B	4	L	
13	Animal health and welfare	Spraying of stock and treatment of dehorning	C	1	L	

## LOCAL LAWS

Subordinate Local Law No. 2 (Animal Management) 2010 – Schedule 1 – Prohibition on keeping animals – Section 5(4)(5).

### Schedule 1 Prohibition on keeping animals

5	Stallions & Bulls	Stallions and Bulls in a designated town area, except where the bull is kept within a “town common” designated by the local government for grazing cattle under “common rights”.
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## TAMBO TOWN COMMON ADVISORY COMMITTEE

### 1. TITLE

The name of the Committee shall be the Tambo Town Common Advisory Committee.

### 2. PURPOSE

To provide a consultative forum that can effectively address the Tambo Town Common Stock Management issues arising from operational processes and procedures with a view to developing and implementing best practice animal husbandry practices.

### 3. MEMBERSHIP

- Blackall-Tambo Regional Council will appoint management representatives.
- This committee must not be appointed as a standing committee.
- Membership will be made up of financial stock owners who have stock agisted on the Tambo Town Common.
- A member of the advisory committee (whether or not they are a Councillor) may vote on business before the committee.
- There is only one (1) vote per household.

### 4. CHAIRPERSON OF COMMITTEE

- The committee may appoint one of its members as Chairperson.
- Duties of the Chairperson in liaison with the management representative of council will include the following:
  - Scheduling meetings and notifying committee members;
  - Inviting specialists to attend meetings when required by the committee;
  - Guiding the meeting according to the agenda and time available;
  - Ensuring all discussion items end with a decision, action or definite outcome;
  - Review and approve the draft minutes before distribution;
  - Ensure minutes are forwarded to Council for inclusion in the Council agenda with all recommendations documented.

### 5. MINUTE TAKER

The role of the minute taker is to:

- Prepare agendas and issuing notices for meetings and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
- Distributing the agenda one week prior to the meeting;
- Taking notes of proceedings and preparing minutes of meeting;
- Distributing the minutes to all committee members one week after the meeting; and
- The minutes shall be checked by the Chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting.

### 6. FREQUENCY OF MEETINGS:

Meetings of the Committee will be held twice per year as a minimum at the time and place decided by the committee.

### 7. QUORUM

A quorum will be six (6).

### 8. VOTING RIGHTS

- All members have equal voting rights.
- Invited guests and management representatives appointed by Council will have no voting rights.

### 9. PROCEDURE AT MEETINGS

- Business may be conducted at a meeting of a committee only if a quorum is present.
- At a meeting of a committee:
  - (a) Voting must be open; and
  - (b) A question is decided by a majority of the votes of the members present; and
  - (c) Each member present has a vote on each question to be decided and, if the votes are equal, the member presiding also has a cast vote; and
  - (d) If a member present fails to vote, the member is taken to have voted in the negative.

## 10. INVITED GUESTS

Internal or external persons may be invited to attend the meetings at the request of the Chairperson, on behalf of the committee, to provide advice and assistance where necessary.

They have no voting rights and may be requested to leave the meeting at any time by the Chairperson.

## 11. COMMITTEE MEMBERS WILL CEASE TO BE A MEMBER OF THE COMMITTEE IF THEY:

Have no stock agisted on the Tambo Town Common.

## 12. FUNCTIONS

The functions of the Tambo Town Common Advisory Committee are:

- To provide advice to Council on best practice management of the Tambo Town Common;
- In consultation with the ranger, the committee will make recommendations to Council concerning the number of stock to be agisted on the Town Common;
- In consultation with the ranger, the committee will make a recommendation to Council identifying the breed of bull reach by consensus at the committee meeting to be purchases;
- The committee will assist with the implementation of the Tambo Town Common Management Plan as adopted by Council;
- Consultation on infrastructure, development and maintenance

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## DEFINITIONS

- Resident:** a person who owns or leases a residence in Tambo and resides in the town permanently or on a continuous long-term basis.
- Council:** Blackall-Tambo Regional Council, a delegated officer or representative of Council.
- Ranger:** Council appointed officer including a Local Laws officer.
- Household:** a house located on an allotment located within the designated town area.