



## **GENERAL MEETING**

**18 November 2020**

### **NOTICE OF MEETING**

Date: 18 November 2020

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 in Tambo 18 November 2020 commencing at 8.30am.

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

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

## CALENDAR OF EVENTS

### **November 2020**

18 November 2020

28 November 2020

Council Meeting – Tambo

Blackall Race Meet

### **December 2020**

16 December 2020

Council Meeting – Blackall

**Held at Tambo Council Chambers**  
**On Wednesday 18 November 2020**  
**Commencing at 8.30am**

**Order of Business**

**Blue items are hyperlinked**

Leave of absence/Signing of Attendance Book

Apologies

Condolences:

Myrtle Richardson  
Milton Rex Johnson  
Don Athorn

Declarations of Conflicts of Interest

**BUSINESS**

**1. CONFIRMATION OF THE MEETING MINUTES**

1.1 <a href="#">Confirmation of General Meeting Minutes 14 October 2020</a> .....	5
That the General Meeting Minutes of 14 October be adopted with the following corrections:.....	8

Item 4.1.9 – That the Christmas shutdown for 2020 will be:

1. Council offices will close from Wednesday 23 December 2020 and reopen Monday 4 January 2021; and
2. Council depots will close from Friday 18 December 2020 and reopen Monday **11** January 2021.

Item 4.1.20 – That Council adopt the **draft** 2019/2020 Annual report.

**2. BUSINESS ARISING FROM THE MINUTES**

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<b>3. <a href="#">AEC Feasibility Study</a></b> – Presentation by Jonathan Pavetto.....	15
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<b>4. DEPUTATION</b> – Hon David Littleproud – Minister for Agriculture, Disaster and Emergency Management	
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<b>5. PETITIONS</b> – Nil	
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**6. REPORTS & CORRESPONDENCE**

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**MINUTES OF THE GENERAL MEETING OF  
BLACKALL-TAMBO REGIONAL COUNCIL  
HELD AT THE BLACKALL COUNCIL CHAMBERS  
ON WEDNESDAY 14 OCTOBER 2020  
AT 8.30AM**

**PRESENT:**

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

**OFFICERS:**

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

**CONDOLENCES:**

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

- Ashley James Johnson
- Beverley Jean Bucknell

**DECLARATIONS OF INTEREST:**

**Cr Russell for item 4.1.7** - I, Councillor Russell, inform the meeting that I have prescribed conflict of interest in item 4.1.7 as my wife, Gill Russell is the president of the Better in Blackall Festival Committee. As a result of my conflict of interest, I will leave the meeting room while the matter is considered and voted on.

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**1.1 Confirmation of General Meeting Minutes**

**MOTION:** Moved: Cr BP Johnstone

Seconded: Cr JH Scobie

**“That the minutes of the General Meeting held on 16 September 2020 be taken as read and confirmed, and that the Mayor be authorised to sign same.”**

**Minute No. 01/10A/20**

**Carried 7/0**







**“That Council receive the Director of Works and Services’ Operation Report for September 2020.”**

**Minute No. 12/10A/20**

**Carried 7/0**

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

The Work Health and Safety Report has been provided to Council. There was one incident reported for the month.

**MOTION: Moved: Cr JH Scobie**

**Seconded: Cr LP Russell**

**“That Council receive the Work Health and Safety Report for September 2020 and note that hazard inspections are ongoing.”**

**Minute No. 13/10A/20**

**Carried 7/0**

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#### **4.2.3 Purchase of Motor Grader**

Quotations were requested from 3 machinery dealers for the purchase of a motor grader to replace plant 1305 John Deere 770GP grader.

**MOTION: Moved: Cr PJ Pullos**

**Seconded: Cr LP Russell**

**“That Council accept the quotation from Hastings Deering to supply a new Caterpillar 140-14A motor grader for \$414,000.00 (ex GST). This machine is preferred as it will provide uniformity of plant, uniformity of parts and proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.”**

**Minute No. 14/10A/20**

**Carried 7/0**

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#### **4.2.4 Purchase of 6x4 Prime Movers**

Quotations were requested from 14 truck manufacturers for the purchase of 2 6x4 prime movers to replace plant 5507, 5018 and 5019 trucks.

**MOTION: Moved: Cr LP Russell**

**Seconded: Cr PJ Pullos**

**“That Council accept the quotation from VCV Rockhampton to supply 2 x new Mack Granite prime movers for \$504,522 (ex GST). These trucks are preferred as they will provide uniformity of plant, value for money/resale, flexibility of use and proven backup service. Local Buy (NPN 04-13) contract will apply.”**

**Minute No. 15/10A/20**

**Carried 7/0**





**CLOSURE:**

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

**CONFIRMATION OF MINUTES:**

Confirmed by Council as a true and correct record at the General Meeting held on Wednesday 18 November 2020.

Signed.....Mayor

<b>Minute No.</b>	<b>Report Number</b>	<b>Subject</b>	<b>Resolution</b>	<b>Action By</b>	<b>Result</b>
07/06B/20	4.1.6	Tambo Child Care Centre	That this matter be held over to the 15 July 2020 meeting.	DFCCS	
11/10A/20	4.1.10	Annual Report	That Council adopt the draft 2019/2020 Annual Report.	DFCCS	Final draft included in current agenda.
14/10A/20	4.2.3	Purchase of Motor Grader	That Council accept the quotation from Hastings Deering to supply a new Caterpillar 140-14A motor grader for \$414,000.00 (ex GST). This machine is preferred as it will provide uniformity of plant, uniformity of parts and proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.	DWS	The order has been placed.
15/10A/20	4.2.4	Purchase of 6x4 Prime Movers	That Council accept the quotation from VCV Rockhampton to supply 2 x new Mack Granite prime movers for \$504,522 (ex GST). These trucks are preferred as they will provide uniformity of plan, value for money/resale, flexibility of use and proven backup service. Local Buy (NPN 04-13) contract will apply.	DWS	The order has been placed.
16/10A/20	4.2.5	Purchase of 3 x Tractors and 1 Slasher	That Council accept the quotation from Blackall Truck Sales and Ag to supply 3 x tractors and 1 slasher for \$233,800.00 (ex GST). This machine is preferred as it will provide uniformity of plant, uniformity of parts and proven backup service and warranty. Local Buy (NPN 2.15) contract will apply.	DWS	The order has been placed.
17/10A/20	4.2.6	Purchase of Vac Tank Trailer	That Council accept the quotation from RDO Australia to supply Vermeer Vac tank trailer for \$84,300 (ex GST). This unit would be preferred as it will provide uniformity of plant,	DWS	The order has been placed.

			value for money/resale, flexibility of use and proven backup service. Local Buy (NPN 2.15) contract will apply.		
18/10A/10	4.2.7	Supply, Cart, Heat and Spray Bituminous Products	That Council accept the tender from Road Surfaces Group for \$341,921.89 as they are the lowest tender and are a proven supplier.	DWS	The order has been placed.
21/10A/20	5.3	Discount of Rate Payment Received After Due Date Being 16 September 2020 – Rate Assessments 11145-10000-000 & 11143-00000-000	That Council refund the amount of \$1288.48 on Rate Assessment 11145-10000-000 and \$400.11 on Rate Assessment 11143-00000-000 on compassionate grounds.	DFCCS	The ratepayer has been notified of Council's decision and refunded the amount.
22/10A/20	5.4	Discount of Rate Payment Received After Due Date Being 16 September 2020 – Rate Assessments 20247-10000-000 & 20360-00000-000	That Council decline the request to have the amount of \$1424.12 on Rate Assessment 20247-10000-000 and \$1288.48 on Rate Assessment 20360-00000-000 refunded.	DFCCS	The ratepayer has been notified of Council's decision.

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 3

SUBJECT HEADING: AEC Presentation

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

CLASSIFICATION: (if confidential)

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*Summary: Jonathan Pavetto will present the report to Council for the feasibility study of the Wool Handling and Receival Facility.*

**Officer's Recommendation: That Council receive the feasibility report for the Wool Handling and Receival Facility as presented by AEC.**

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### Background

Jonathan Pavetto will present the AEC feasibility study for the Wool Handling and Receival Facility to Council.

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### Link to Corporate Plan

Sustainable and Prosperous Economy

Economic Development

Encourage economic development within the region

### Consultation (internal/external)

CEO

Mayor

Arts and Cultural Officer

### Policy Implications

Nil

### Budget and Resource Implications

Nil

## BLACKALL-TAMBO REGIONAL COUNCIL

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### OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.1.1

**SUBJECT HEADING: Financial Report for the Month of October**

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

CLASSIFICATION: (if confidential)

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*Summary: The Finance Report for October 2020 is presented to Council.*

**Officer's Recommendation: That Council receive the Financial Report for October 2020.**

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### Background

The finance report for October 2020 is presented to Council.

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### Link to Corporate Plan

Governance

Asset and Financial Management

### Consultation (internal/external)

CEO

Manager of Finance

### Policy Implications

Nil

### Budget and Resource Implications

Nil

**FINANCE REPORT TO A MEETING OF THE  
BLACKALL-TAMBO REGIONAL COUNCIL HELD  
ON 18 November 2020**

**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 18 NOVEMBER 2020**

## 1. Cash Position as at 31 October 2020

### **Cash at Bank**

Operating Accounts \$ 1,352,617

### **Short Term Investments**

Bank of Queensland - Term Deposits \$ 7,000,000

Queensland Treasury Corporation - Cash Fund \$ 8,000,000

**\$ 16,352,617**

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 Leave Entitlements) \$ 2,606,918

Unspent Grants ( QRA , W4Q, DCP & Other Capital Works) \$ 809,352

**\$ 3,416,270**

	<i>Debtors</i>	<i>Creditors</i>	
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :	246,664	33,477	\$ 213,187

Plus cash surplus	16,352,617	3,416,270	\$ 12,936,347
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**Working Capital** **\$ 13,149,534**

## 2. Monthly Cashflow Estimate: November 2020

### Receipts

Rates & Fees & Charges \$ 60,000

Debtors \$ 100,000

Grants/Subsidies/Loans QTC \$ 520,824

Total \$ 680,824

### Expenditure

Payroll \$ 720,000

Creditor Payments \$ 800,000

Loan Payments \$ -

Total \$ 1,520,000

**Therefore cash is expected to decrease by -\$ 839,176 in the period.**

## 3. Comparative Data:

	October 2020	October 2019
Cash position	16,352,617	18,308,410
Working capital	13,149,534	16,907,588
Rate arrears	200,788	185,117
Outstanding debtors	246,664	880,836
Current creditors	33,477	185,905
Total Loans	1,702,466	1,368,757

# FINANCE REPORT TO A MEETING OF BLACKALL-TAMBO REGIONAL COUNCIL

**HELD ON 18 NOVEMBER 2020**

## 4. Capital Works Summary: 1 July 2020 to 30 June 2021

	Budget	YTD Actual	% of Budget
Buildings & Other Structures	3,508,525	1,489,669	42%
Plant & Equipment	1,110,000	84,300	8%
Road Infrastructure	2,820,865	41,295	1%
Water Infrastructure	250,000	102,016	41%
Sewerage Infrastructure	250,000	10,908	4%
QTC Loan Redemption	95,800	23,829	25%
<b>Total</b>	<b>8,035,190</b>	<b>1,752,017</b>	<b>22%</b>

## 5. Road Works Expenditure : 1 July 2020 to 30 June 2021

	Budget	Expended YTD Actual	% of Budget Expended
<b>Total Roads Expenditure</b>	<b>3,817,991</b>	<b>585,071</b>	<b>15%</b>
1. Rural Roads Maintenance	1,000,000	81,537	8%
2. Town Streets Maintenance	300,000	123,946	41%
3. RMPC Works	2,517,991	379,588	15%

## 6. Rate Arrears Summary

**Total Rates Outstanding Balance                    \$            291,400**

Rates Outstanding Breakdown	Total	No. of Assessments
Current	\$ 90,612	<b>85</b>
1 Year	\$ 92,979	<b>38</b>
2 Years	\$ 48,593	<b>19</b>
3 Years and over	\$ 59,216	<b>9</b>

BTRC 2020-21 CAPITAL EXPENDITURE PROJECTS		1/07/20 to 30/06/21		SOURCES OF FUNDING			
Particulars	Budget 2020-21	Expenditure YTD	% Expended	Capital Grants	Contributions	Loans	Council Contribution
<b>BUILDINGS &amp; OTHER STRUCTURES</b>	<b>3,508,525</b>	<b>1,489,669</b>	<b>42%</b>	<b>2,896,125</b>	<b>-</b>	<b>-</b>	<b>612,400</b>
Blackall Indoor Cricket Facility (W4Q)	200,000	201,787	101%	200,000			
Tambo Swimming Pool Replaster and Paint (W4Q)	172,825	170,995	99%	172,825			
Tambo Dam Sprinkler System	15,000	-	0%				15,000
Blackall Depot Portable Generator	10,000	-	0%				10,000
Tambo TV Transmitters Replacments	32,000	-	0%				32,000
BTRC LGGSP Emergency Rural Signs	240,000	142,576	59%	144,000			96,000
Blackall Airport Fencing 2020/2021 Federal Funding	218,800	-	0%	109,400			109,400
Tambo 'Truck Museum BOR - 2020/2021	504,900	-	0%	454,900			50,000
Fast Internet Project BOR - 2020/2021	400,000	-	0%	200,000			200,000
Blackall Saleyards Ramp	100,000	-	0%				100,000
Saleyards Pens Stage 1 & 2 COVID19	400,000	395,814	99%	400,000			
Blackall Magpies Clubhouse Covid19	150,000	100,708	67%	150,000			
Tambo Pool Shade & Disability Chair COVID19	70,000	-	0%	70,000			
Blackall Pool Shade Structure & Maint. COVID19	50,000	-	0%	50,000			
Waste Oil Collection Stations COVID19	40,000	40,273	101%	40,000			
Blackall Office Depot Toilets COVID19	30,000	-	0%	30,000			
Pathway to Health Extension COVID19	80,000	-	0%	80,000			
Elephant Palace COVID19	100,000	-	0%	100,000			
Tambo Weighbridge Upgrade COVID19	50,000	45,627	91%	50,000			
Backup Fuel Supply (DCP)	180,000	180,338	100%	180,000			
Banks Park Beautification (DCP)	80,000	5,820	7%	80,000			
Blackall Sign Western end (DCP)	60,000	-	0%	60,000			
Saleyards Canteen Upgrade (DCP)	120,000	120,135	100%	120,000			
Tambo Dam Lights (DCP & TTTT)	105,000	-	0%	105,000			
Western Sports Complex Upgrade (DCP)	100,000	85,596	86%	100,000			

BTRC 2020-21 CAPITAL EXPENDITURE PROJECTS		1/07/20 to 30/06/21		SOURCES OF FUNDING			
Particulars	Budget 2020-21	Expenditure YTD	% Expended	Capital Grants	Contributions	Loans	Council Contribution
<b>PLANT &amp; EQUIPMENT</b>	<b>1,110,000</b>	<b>84,300</b>	<b>8%</b>	-	-	-	<b>1,110,000</b>
Fleet Replacement (Net of Trade in/disposals)	1,100,000	84,300	8%				1,100,000
Blackall Workshop - Rotary Broom for Bobcat	10,000	-	0%				10,000
<b>ROAD INFRASTRUCTURE</b>	<b>2,820,865</b>	<b>41,295</b>	<b>1%</b>	<b>2,020,865</b>	-	-	<b>800,000</b>
Roads to Recovery -yet to be allocated	772,519	-	0%	772,519			
New Hospital Road	120,000	41,295	34%	120,000			
Emmet Road Reseals	320,000	-	0%	320,000			
Reseals	800,000	-	0%				800,000
Heavy Bypass Stage 1	808,346	-	0%	808,346			
Langlo Road Pave and seal	400,000	54,850	14%	200,000			200,000
<b>WATER INFRASTRUCTURE</b>	<b>250,000</b>	<b>102,016</b>	<b>41%</b>	<b>250,000</b>	-	-	-
Water Mains Replacements DCP & COVID19	250,000	102,016	41%	250,000			
<b>SEWERAGE INFRASTRUCTURE</b>	<b>250,000</b>	<b>10,908</b>	<b>4%</b>	<b>250,000</b>	-	-	-
Sewerage Renewals DCP & COVID19	250,000	10,908	4%	250,000			
<b>LOAN REDEMPTION Qld Treasury Corporation</b>	<b>95,800</b>	<b>23,829</b>	<b>25%</b>	-	-	-	<b>95,800</b>
Saleyards Upgrade - Current Balance \$ 1,311,881 Maturity June 2037 [ Drawdown 16/05/2017 \$ 1,500,000 ]	58,400	14,414	25%				58,400
Tambo Bore - Current Balance \$ 390,585 Maturity June 2030 [ Drawdown 15/06/2020 \$400,000 ]	37,400	9,415	25%				37,400
<b>TOTAL CAPITAL PROGRAM 20-21</b>	<b>8,035,190</b>	<b>1,752,017</b>	<b>22%</b>	<b>5,416,990</b>	-	-	<b>2,618,200</b>

(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 36% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2021

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		REVENUE			EXPENDITURE				
		AMENDED	ORIGINAL	AMENDED	ORIGINAL				
		BUDGET	BUDGET	BUDGET	BUDGET				
		ACTUAL			ACTUAL				
1000-0001	ADMINISTRATION								
1000-0002	Administration	43,127.06	22%	197,600	197,600	1,299,230.78	40%	3,266,600	3,266,600
1100-0002	Finance	1,920,783.46	28%	6,807,500	6,807,500	24,674.82	37%	67,300	67,300
1200-0002	Oncosts	0.00	0%	0	0	148,713.57	-11%	(1,385,400)	(1,385,400)
1300-0002	Stores/Purchasing	0.00	0%	0	0	23,302.27	34%	68,300	68,300
2000-0002	Corporate Governance	0.00	0%	0	0	184,552.08	25%	738,700	738,700
2100-0002	Business Activities	22,616.74	61%	37,000	37,000	12,352.53	11%	116,700	116,700
2150-0002	Saleyard Operations	723,750.96	63%	1,150,000	1,150,000	340,621.71	54%	632,000	632,000
2200-0002	Tambo Sawmill	8,400.00	105%	8,000	8,000	133,350.35	188%	71,000	71,000
2350-0002	Airports/Aerodromes	9,154.06	6%	149,000	149,000	69,201.14	22%	321,300	321,300
2450-0002	Tourism	45,651.65	142%	32,100	32,100	139,004.95	42%	331,500	331,500
2500-0002	Planning & Development	12,173.36	41%	30,000	30,000	29,173.58	47%	62,000	62,000
2580-0002	Economic & Community Develop	1,625,396.98	45%	3,645,300	3,645,300	61,022.31	52%	117,400	117,400
2600-0002	Environmental	40,104.94	103%	39,100	39,100	2,331.96	3%	69,500	69,500
3000-0002	Work Scheme and Community	5,840.24	38%	15,300	15,300	35,446.59	28%	128,100	128,100
3100-0002	Council Housing	44,170.00	37%	120,000	120,000	38,755.87	10%	377,200	377,200
3300-0002	Child Care Services	63,693.28	37%	170,000	170,000	116,521.12	36%	326,500	326,500
3350-0002	Sport and Recreation	3,050.48	2%	140,000	140,000	45,019.10	38%	119,600	119,600
3400-0002	Youth Services	0.00	0%	18,000	18,000	44,643.53	39%	115,000	115,000
3410-0002	Sixties and Better	30,933.55	54%	57,700	57,700	24,310.28	41%	59,000	59,000
3415-0002	Tambo Multi-Purpose Centre	101,315.97	20%	498,500	498,500	208,563.35	35%	588,300	588,300
3445-0002	Disability	35,148.58	55%	64,000	64,000	17,667.33	55%	32,000	32,000
3460-0002	Neighbourhood Centre	214,241.63	150%	143,000	143,000	65,517.97	40%	162,500	162,500
3470-0002	Miscellaneous Care Services	0.00	0%	0	0	0.00	0%	2,000	2,000
3500-0002	Libraries, Education and Arts	2,020.32	18%	11,100	11,100	68,546.42	31%	219,400	219,400
3570-0002	Regional Arts Development Fund	71,743.00	96%	75,000	75,000	40,928.51	17%	240,000	240,000
3600-0002	Halls and Cultural Centres	899.98	30%	3,000	3,000	19,445.28	8%	248,000	248,000
3700-0002	Showgrounds & Sports Facilities	660.91	22%	3,000	3,000	108,545.64	21%	529,000	529,000
3740-0002	Funerals	30,717.39	47%	66,000	66,000	30,403.65	55%	55,000	55,000
3800-0002	Corporate Buildings	0.00	0%	0	0	40,533.19	31%	130,000	130,000
1000-0001	ADMINISTRATION	5,055,594.54	38%	13,480,200	13,480,200	3,372,379.88	43%	7,808,500	7,808,500
4000-0001	WORKS AND SERVICES								
4001-0002	Works Office and Depot	0.00	0%	0	0	214,313.16	7%	3,149,400	3,149,400
4100-0002	Town Street Maintenance	0.00	0%	0	0	124,604.40	42%	300,000	300,000
4200-0002	Rural Roads Maintenance	139,449.75	11%	1,219,900	1,219,900	108,319.88	11%	1,000,000	1,000,000
4500-0002	Recoverable Works	4,897,115.64	30%	16,374,000	16,374,000	4,976,812.70	32%	15,374,000	15,374,000
4550-0002	Plant Operations	1,279,364.05	37%	3,480,500	3,480,500	1,125,214.73	39%	2,912,200	2,912,200
4600-0002	SES - Disaster Mgmt	5,547.60	33%	17,000	17,000	125,101.00	84%	148,300	148,300
4700-0002	Cemeteries	836.35	84%	1,000	1,000	10,031.36	9%	106,000	106,000
4800-0002	Parks, Gardens and Reserves	0.00	0%	0	0	306,245.15	29%	1,051,500	1,051,500
4860-0002	Aquatic Centres	0.00	0%	0	0	111,334.53	25%	437,500	437,500
4900-0002	Animal Control	16,890.50	105%	16,100	16,100	21,705.71	20%	109,600	109,600
4950-0002	Stock Routes & Pest Mgmt	31,141.45	25%	126,000	126,000	84,058.67	14%	580,200	580,200

(Accounts: 0100-0001-0000 to 5250-2000-0000. All report groups. 36% of year elapsed. To Level 2. Excludes committed costs)

Blackall-Tambo Regional Council (Budget for full year)

Financial Year Ending 2021

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		REVENUE			EXPENDITURE				
		AMENDED	ORIGINAL	AMENDED	ORIGINAL				
		BUDGET	BUDGET	BUDGET	BUDGET				
		ACTUAL		ACTUAL					
5000-0002	Cleansing	159,365.23	50%	319,500	319,500	81,308.33	32%	257,000	257,000
5100-0002	Water Supply	422,504.47	50%	845,200	845,200	78,534.37	15%	514,400	514,400
5200-0002	Sewerage Services	362,112.17	50%	725,800	725,800	43,982.97	12%	373,700	373,700
4000-0001	WORKS AND SERVICES	7,314,327.21	32%	23,125,000	23,125,000	7,411,566.96	28%	26,313,800	26,313,800
TOTAL REVENUE AND EXPENDITURE		12,369,921.75	34%	36,605,200	36,605,200	10,783,946.84	32%	34,122,300	34,122,300

## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: **6.1.2**

**SUBJECT HEADING: DFCCS Operations Report – October 2020**

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

CLASSIFICATION: (if confidential)

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*Summary: The Director of Finance Corporate and Community Services operations report for October 2020 is presented to Council. The report includes housing and administration, 60s and Better, youth program, community development program, 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 2020.**

---

## Background

### Tambo Housing and Administration

#### ***Building Maintenance***

- Tambo Racecourse has been inspected for termites after damage was reported. No termites were found.
- Power issue with the kitchen at the Tambo Racecourse. Repairs enabled the power to be turned back on and a commercial switchboard is to be installed.
- Safety lighting at the Racecourse needs to be upgraded as well. Quotes are being obtained.
- Contractor is carrying out maintenance and painting at the Coolibah Village.

#### **Aged Housing**

- Coolibah Village has one vacancy.

### Blackall Housing and Administration

- Cultural Centre Maintenance
  - Monthly fire alarm system inspection complete
- Housing Maintenance
  - Faulty aircon replaced in council house
  - Small repairs completed to pensioner hut before new tenancy commenced
  - Aircons in 3-bedroom Council house replaced after Ergon power fault at Ergons cost.
- Housing Applicant
  - New tenant in vacant pensioner hut

## Community Development Report

- Referrals made, and received and service support provided,  
-A total of 4 client contacts were made during the period of October
- Community Development Activities/Events October 2020:
  - Continued Woolscour Icon Funding Project – Filming of TV/Media material commences mid-November
  - Supported Funny Mummies Event. Provided a fundraising opportunity for Blackall Bush Beatz Dance who were able to raise over \$500 for the evening.
  - Successful Queensland Mental Health Week Grant – facilitated and delivered a Rural Men’s Mental Health Working Dog Clinic, Community BBQ and Presentation from Are You Bugged Mate? 16-17<sup>th</sup> October. 19x local men attended the workshop, 30 x community members attended the Are you Bugged Mate Presentation and BBQ, inc local QPS.
  - Committed support for the inaugural ‘Combined Churches Christmas Tree Festival’ to contribute towards community BBQ costs and electrical tagging.
  - RADF Grant submitted for support towards facilitating youth school holiday workshops from Crack Up Sisters at Community Christmas Event (circus acrobatics, dance, whip cracking, comedy)
  - Forward Planning for Family Friendly ‘Christmas is #BetterinBlackall Event – Mutton Buster for little kids, ice-Cream, Crack-Up Sisters, Christmas lights comp announcement
  - Assisted ‘Tie Up the Black Dog’ & ICPA with organising a ‘Julie Cross Motivational Speaker Luncheon’ held on Sunday 1<sup>st</sup> November.
- Meetings Attended:
  - Connect4Children Local Stakeholder meeting – 27-10-2020
  - Attended Zoom Meeting with Brisbane Festival Collaboration Meeting with BetterinBlackall future project

## Blackall Library Report

Month	Loans 2019/20	Loans 2020/21	Visitors 2019/20	Visitors 2020/21	Requests 2019/20	Requests 2020/21	Members Added 2019/20	Members Added 2020/21
July	233	233	478	389		14		3
August	243	263	415	371		26		14
September	233	266	436	401		29		11
October	335	216	459	389		21		4
November	277		434					
December	273		213					
January	589		389		34			
February	256		376		25		4	
March	246		213		72		3	
April	100		63		100			
May	211		126		51		1	
June	177		318		13		4	
<b>Year to Date</b>	<b>2173</b>	<b>978</b>	<b>3920</b>	<b>1550</b>	<b>295</b>	<b>90</b>	<b>12</b>	<b>32</b>

## Tambo Library and Tourist Report

	Loans 2019/20	Loans 2020/21	Visitors 2019/20	Visitors 2020/21	Requests 2019/20	Requests 2020/21	Members Added 2019/20	Members Added 2019/20
July	571	710	203	138	107	65	7	3
August	444	419	132	125	76	52	2	6
September	405	465	156	144	39	52	2	3
October	419	414	121	137	88	114	5	3
November	412		119		61		4	
December	411		172		37		3	
January	444		127		82		0	
February	449		108		56		8	
March	402		91		75		1	
April	150		40		47		1	
May	294		81		96		6	
June	515		124		56		5	
<b>Totals</b>	<b>4916</b>	<b>2008</b>	<b>1474</b>	<b>544</b>	<b>820</b>	<b>283</b>	<b>44</b>	<b>15</b>

	Visits 2019/20	Visits 2020/21
July	750	464
August	536	506
September	323	612
October	178	323
November	79	
December	75	
January	81	
February	69	
March	82	
April	33	
May	0	
June	133	
<b>Totals</b>	<b>2339</b>	<b>1905</b>

### Blackall Visitor Information Centre

Information on Blackall and the region is placed outside the library/VIC at close of day to ensure visitors have access to town and region information.

No information packs were requested by phone or email. Numerous phone calls are still being received requesting information on what venues are currently open in Blackall.

The number of people self-registering at the Barcoo River Camp is higher than those who apply for a permit at the VIC.

The number of visitors and campers are up significantly compared to October last year. These are the highest numbers recorded numbers in October since 2007.

**Monthly Statistics:**

**Visitor Numbers to Blackall Tourist Information Centre**

<b>2019/2020</b>	<b>Visitor Numbers</b>	<b>2020/2021</b>	<b>Visitor Numbers</b>
July	2,483	July	1,638
August	2,104	August	1,985
September	933	September	1,522
October	416	October	941
November	101	November	
December	34	December	
January	93	January	
February	18	February	
March	107	March	
April	0	April	
May	5	May	
June	388	June	
<b>Year to Date</b>	<b>6,682</b>	<b>Year to Date</b>	<b>6,086</b>

**Issue of Camping Permits**

<b>Month</b>	<b>Information Centre</b>	<b>Self - Registration</b>	<b>Total for Month 2020/21</b>
July	198	139	337
August	230	131	361
September	140	291	431
October	81	166	247
November			
December			
January			
February			
March			
April			
May			
June			
<b>Year to Date</b>	<b>653</b>	<b>717</b>	<b>1370</b>
<b>2019/2020</b>	<b>1075</b>	<b>1954</b>	<b>1954</b>

<b>Camping Ground Fees</b>		
<b>Month</b>	<b>\$ Amount</b>	<b>2020/2021 YTD \$</b>
July	\$3,370.00	\$3,370.00
August	\$3,618.00	\$6,988.00
September	\$4,318.00	\$11,306.00
October	\$2,472.00	\$13,483.00
November		
December		
January		
February		
March		
April		
May		
June		

**Year ending 2019/2020      \$24,232.00**

#### **Youth Program**

- **Operational** – The Youth Officer has been providing activities online and deliveries for activities to youth's places.
- **Youth Centre** – Youth centre has opened doing inside and outside activities with COVID-19 restrictions in place.
- **Smart Moves** – 7<sup>th</sup>, 9<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup>, 21<sup>st</sup>, 23<sup>rd</sup> and 30<sup>th</sup>
- **Blackall Youth Group** – 9<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 30<sup>th</sup>
- **Tambo Youth Group** – 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 29<sup>th</sup>
- **Breakfast Club** – 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>
- **Blackall Cooking** – 15<sup>th</sup>
- **Tambo Cooking** – 14<sup>th</sup>
- **Blackall Dance – Red Ridge Program** – 12<sup>th</sup> and 19<sup>th</sup>
- **Tambo Dance – Red Ridge Program** – 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup>
- **Halloween Hunt** – 30<sup>th</sup>
- **Annual Leave** – 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>
- **NAIDOC Colouring in Competition** – 13<sup>th</sup>

#### **Upcoming Events: November**

- **Nothing has been organised yet.**

#### **Qantas Report**

<b>Month</b>	<b>Pax OFF</b>	<b>Pax ON</b>	<b>Total</b>	<b>YTD</b>
July	0	0	0	0
August	12	15	27	27
September	74	58	132	159
October	85	106	191	350
November				
December				

January				
February				
March				
April				
May				
June				
6 Monthly Average	28.5	29.83	58.33	58.33
YTD	171	179	350	350
Total for 2018/2019	1121	823	1944	1944

## 60's & Better

### Operational Information:

- No activities are being organized and no members attending due to lock down for the month.
- Allowing customers in one at a time to get books.
- Keeping in touch with members via Facebook and phone.
- KPI's set by Department of Communities is not currently being met with the 60 & Better being closed.

Assisting with providing names of seniors in Blackall for the Christmas lunch.

Have liaised with owner of the old post office regarding the shift and have started packing. Have been informed that the premises could be ready in a few weeks.

### Tambo Multipurpose Centre

- The centre has started Aqua fitness this month starting Tuesday and Thursday mornings and Thursday afternoon.
- The centre is organising Halloween this year, we have come up with a spooky bus to drive around and deliver goodies to the children. We have encouraged the children to still dress up and be waiting on the footpath with parents.
- The centre has the Optometrist visiting this month for one day, then a revisit in the new year.
- The total amount of clients seen for the month of October:  
Podiatry - 10 clients  
Remedial Massage - 45 clients  
Physiotherapy – 48 clients
- The centre has signed up a new client, starting next month.

### Council Facility Bookings

Blackall	Memorial Hall		Cultural Centre		Showgrounds		Racecourse		Bus	
	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21
July	10	11	1	4	9	4	1	0	1	0
August	9	11	4	11	3	4	1	0	1	12
September	2	11	5	12	1	9	1	0	2	8
October	1	2	1	11	1	11	1	2	2	3
November	2		9		2		2		5	
December	3		4		3		0		0	
January	0		2		2		0		1	
February	11		8		0		0		4	
March	7		4		1		0		3	
April	0		0		0		0		0	
May	0		0		0		0		0	
June	8		2		0		0		0	
<b>TOTAL</b>	<b>37</b>	<b>35</b>	<b>48</b>	<b>38</b>	<b>32</b>	<b>28</b>	<b>10</b>	<b>2</b>	<b>25</b>	<b>23</b>

### Council Facility Bookings

Tambo	Shire Hall		Racecourse		Western Sports		Bus	
	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21
July	1	8	1	0	1	0	3	0
August	6	13	2	0	0	0	5	1
September	1	6	3	1	1	1	5	1
October	10	7	0	1	0	1	6	2
November	8		1		1		2	
December	5		0		0		0	
January	1		1		0		0	
February	5		2		0		3	
March	4		1		0		0	
April	4		3		1		3	
May	5		2		1		5	
June	2		2		1		3	
<b>TOTAL</b>	<b>47</b>	<b>34</b>	<b>18</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>40</b>	<b>4</b>

### Tambo Child Care Centre

Attendance	Month	YTD	Month	YTD
	2019-2020	2019-2020	2020-2021	2020-2021
July	194	194	207	207
August	205	399	214	421
September	139	538	110	531
October	172	710	303	834
November	171	881		
December	35	916		
January	41	957		
February	145	1102		
March	157	1259		
April	100	1359		

May	73	1432		
June	130	1562		

Finance	Month	YTD	Month	YTD
	Receipts	Receipts	Expenditure	Expenditure
	2020-2021	2020-2021	2020-2021	2020-2021
July	\$5,423.12	\$ 5,423.12	\$24,806.00	\$24,806.00
August	\$15,175.09	\$20,598.21	\$27,094.00	\$51,900.00
September	\$24,903.35	\$45,501.56	\$28,001.90	\$83,508.90
October	\$14,462.60	\$59,964.16	\$25,197.85	\$108,706.75
November				
December				
January				
February				
March				
April				
May				
June				

---

### Link to Corporate Plan

Sustainable and Prosperous Economy  
Tourism

Social  
Arts and Culture  
Childcare  
Community Services  
Community Spirit  
Education  
Health  
Sport and Recreation  
Youth

Governance

### Consultation (internal/external)

Neighbourhood Centre Coordinator  
Tambo Library and Tourism Officer  
Community Development Officer  
Customer Service Officers  
Multi-Purpose Coordinator  
Child Care Coordinator  
Library Officer  
Tourism Officer

### Policy Implications

Nil

**Budget and Resource Implications**  
Nil

## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.1.3

**SUBJECT HEADING: Arts & Cultural Report – October 2020**

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

CLASSIFICATION: (if confidential)

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*Summary: The Arts and Cultural report is provided to Council*

**Officer's Recommendation: That Council receive the Arts and Cultural Report for October 2020.**

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### Background

- Arts Queensland – Playing Queensland Fund consultation participant
- Artour – presenter on virtual roadcase

### Grassland Art Gallery:

Statistics: 651 visitors for Oct 2020 (295 in Oct 2019).

Facebook: 1929 followers

Current exhibition – Recovering the Past is an international photographic exhibition by Ian Alderman. This exhibition has been very well received by visitors to the gallery.

Two Sisters Talking by the Crombie sisters from Birdsville opens on Friday November 27<sup>th</sup>.

### Tambo Sawmill:

Currently the mill is not operating.

Transportation of the sawdust waste material, funded under the Regional Recycling Transport Assistance Package Program, has commenced and to date 4000 cm has been shifted. There is funding to shift a further 1000 cm.

### Tourism:

Tiny Towns Tourism:

A page on the BT Tourism website is being created to enable online booking of three tours initially, with capacity for more tours to be added.

Through the QTIC mentoring with Parker Travel it is being recommended that a booking platform, Rezdy, is installed on the website. This is being investigated.

### Matilda Way:

Matilda Way Facebook page has 7,036 followers.

Oct statistics:

Reach: 9,542

Post engagements: 2,689

### Barcoo Way:

Currently there are 7066 followers.

Oct statistics:

Reach: 4,514

Post engagements: 1,113

EOI is being prepared to secure a consultant to develop a business case and strategic implementation plan to repurpose the disused rail line into a dedicated cycling/walking track to attract the adventure seeking tourist market to this unique part of Outback Queensland.

**Blackall Tambo Visitor Information** Facebook page has 2,565 followers.

Sept Statistics:

Reach: 15,218

Engagements: 1,524

Targeted Facebook marketing of the region to increase reach and grow following will commence prior to next year's tourist season.

#### **Tambo Dam Lights Project:**

Fabrication of the sculpture has commenced to ensure expenditure of the DCP prior to the end of December.

#### **RADF:**

Round two will open the week commencing November 16<sup>th</sup> and close early February.

#### **Tambo Trucking Museum:**

- Preliminary earthworks commenced
- Waiting on designs from Engineers to put out for tender
- Agreement for truck loan/donation received
- Collecting information and imagery for story boards
- Signage completed – ready for delivery

#### **Corporate Plan:**

Draft Corporate Plan, goals, strategies etc., has been completed.

Information pages to be finalised ready for compilation once approved by Council.

#### **Saleyards:**

Updating the Blackall Saleyards business plan.

Data is being collated and will be reported in a revised format that takes into account variable factors, such as season, market and AUD, that impact on the numbers through the yards and the overall profitability of the services (products) provided.

#### **Funding:**

Remote Airstrip Upgrade Program

Submission for \$148,000 for PAPI lighting at the Blackall Aerodrome has been submitted.

#### **Funding opportunities:**

Building Better Regions (Federal): It will be a \$200million round with \$100million dedicated to tourism-related infrastructure.

There are two streams of funding available under the program:

- Infrastructure Projects Stream
- Community Investments Stream

The Infrastructure Projects Stream supports projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas.

The Community Investments Stream funds the following community activities, new or expanded local events, strategic regional plans, and leadership and capability strengthening activities. These projects will deliver economic and social benefits to regional and remote communities. Infrastructure activities are not eligible for the Community Investments Stream.

SES Support Grant:

Grants of up to \$75,000 for accommodation and \$30,000 for motor vehicles are available.

A co-contribution is required (25%)

---

**Link to Corporate Plan**

Social

Arts and Cultural

Tourism

Economic Development

**Consultation (internal/external)**

Arts and Cultural Officer

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.1.4

**SUBJECT HEADING: Environmental Health Officer's Report**

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

CLASSIFICATION: (if confidential)

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

**Officer's Recommendation: That Council receive the Environmental Health Officer's Report and note that six food licence renewals have been issued and one new food licence has been granted.**

---

## Background

### Food premises

Annual food business license renewals have been assessed and respective licenses issued to six applicants.

A food business licence application has been received for a home-based business. Suitability assessment of the premises has been carried out. The licence has been issued to the applicant.

EHO consulted with an itinerant vendor (seafood) to reinforce the requirement to obtain a permit for the commercial use of council-controlled areas, application for the permit has been received in the interim.

### Education strategies / continues improvement

EHO attended training "Body worn cameras"  
EHO attended Standard Training Mental Health First Aid

---

### Link to Corporate Plan

Environmental Management  
Health

### Consultation (internal/external)

Environmental Health Officer

### Policy Implications

Nil

### Budget and Resource Implications

Nil

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.1.5

**SUBJECT HEADING: Internal Audit and Risk Management Committee Meeting held 12 October 2020**

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

CLASSIFICATION: (if confidential)

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*Summary: The Internal Audit and Risk Management Committee met on 12 October 2020.*

**Officer's Recommendation: That Council receive the minutes of the Internal Audit and Risk Management Committee meeting held 12 October 2020.**

---

## Background

The Internal Audit and Risk Management Committee met on 12 October 2020.

The significant issues discussed were:

- (i) Review of the audited Annual Financial Statements for the financial year ended 30 June 2020.
  - (ii) The Closing Report.
  - (iii) The Briefing Note.
- 

## Link to Corporate Plan

Governance

Asset and Financial Management

Effective Long-Term Financial Management

## Consultation (internal/external)

Queensland Audit Office

## Policy Implications

Nil

## Budget and Resource Implications

Nil

## **Minutes of Internal Audit and Risk Management Committee Meeting – 12 October 2020**

### **A/. Attendance**

Cr Lindsay Russell  
Cr Boyd Johnstone  
Mr Alastair Rutherford  
Mr Shalveen Dayal  
Ms Megan Prow  
Mr Tony Walsh  
Mr Andrew Cornes  
Mr. Kelly Graham  
QAO Representative – Lisa Fraser

### **Open meeting at 10.00am**

### **B/. Apologies**

Nil

### **C/. Previous minutes of meeting 18 September 2020**

Approved

Moved: Megan Prow

Seconded: Cr. Johnstone

### **D/. Business arising out of minutes of previous meeting**

Nil

### **E/. Agenda items**

- (i) The review of the audited Annual Financial Statements for year ended 30 June 2020.
- (ii) The Closing Report
- (iii) Briefing Note

***Recommendation: that the audited annual financial statements for the year ended 30 June 2020, the Closing Report, and the Briefing Note be received by the Internal Audit and Risk Management Committee.***

Moved: Cr. Russell

Secunder: Cr. Johnstone

**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.**

Moved: Cr. Russell

Secunder: Cr. Johnstone

### **Other Business**

The next Internal Audit and Risk Management Committee meeting is to be held mid-February 2021.

The agenda to include the following items:

Fraud policies plans and assessments

Internal audit plan

IT Report

**The meeting closed at 10.57am**

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.1.6

**SUBJECT HEADING: Investment and Advertising Spending Policies**

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

CLASSIFICATION: (if confidential)

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*Summary: The Investment Policy and Advertising Spending Policy required reviewing.*

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

1. The Investment Policy; and
  2. The Advertising Spending Policy.
- 

## Background

The external auditors noted in their closing report to Council that the Investment and Advertising policies had not been reviewed in the previous four years.

Accordingly, the two policies have now been reviewed and are submitted for Council's consideration.

---

## Link to Corporate Plan

Governance

Asset and Financial Management

Effective Long-Term Financial Management

## Consultation (internal/external)

CEO

Manager of Finance

## Policy Implications

Nil

## Budget and Resource Implications

Nil



# **Blackall-Tambo** Regional Council

## **Investment Policy**

Version Number: Eight	Effective Date: 18 November 2020
Policy Compiled by: DFCCS	Review Date: 17 November 2024
Policy Approved by: Chief Executive Officer	

### **1. INTRODUCTION**

Council generally has large sums of surplus funds available for investment at any one time. Interest on these investments may represent a significant contribution to the income of Council.

The security of Council's investments must always be a priority.

### **2. LEGISLATIVE REQUIREMENT**

The investment powers of Council are defined in the *Statutory Bodies Financial Arrangement Act 1982*. Section 47 requires that a statutory body must use its best efforts to invest its funds-

- (a) At the most advantageous interest rate available to it at the time of the investment for an investment period of the proposed type; and
- (b) In a way it considers is most appropriate in all the circumstances.

Section 191 of the *Local Government Regulation 2012* requires a local government to prepare and adopt an investment policy.

The investment policy must outline Council's investment objectives and overall risk philosophy. The policy must also state procedures for achieving the goals related to investment stated in the policy.

### **3. PHILOSOPHY**

- a) **Strategy** – to invest surplus Council funds in short term cash investments at the highest interest rate available at the time of investment while being cognizant of institutions providing a service to the local community.
- b) **Risk** – Council will limit its risk exposure by:
  - i) Using Queensland Treasury Corporation (QTC) as its default investment institution
  - ii) Investing the remaining funds with Australian financial institutions with a long-term credit rating of BBB+ or greater
  - iii) Limiting the amount of funds invested with any one institution (other than QTC) to no more than 50% of Council's total investments
  - iv) Ensuring two officers authorise the deposit and withdrawal of investment funds and
  - v) Reporting a summary of investments to each monthly Council meeting.

Document #: Stat 17	Date Effective:	Version: Eight	Page 1 of 3
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c) **Objectives –**

- i) To maximize revenue to Council
- ii) To ensure the security of Council's investments
- iii) To minimize the risk exposure for Council's investments
- iv) To support financial institutions that service the local community.

**4. PROCEDURES**

- a) All Council funds not required for financial commitments are to be invested.
- b) Council may only invest money in the following forms of investment:
  - i. Deposits with an Australian financial institution; or
  - ii. Deposits with Queensland Treasury Corporation.
- c) Investments must be:
  - i. At call; or
  - ii. For a fixed period of not more than twelve months.
- d) No institution (other than QTC) shall hold more than 50% of Council's total investments at the time the investment is made.
- e) Not less than \$3,000,000 (whichever is the lesser) of Council's total investment is to be held in on call investments.
- f) At least two quotations shall be obtained from authorised institutions whenever an investment, other than a deposit into an approved QTC fund, is proposed. Quotations will be assessed considering the objectives outlined in 3(c).
- g) Two officers are to authorise the deposit and withdrawal of investment funds.

**5. DELEGATION**

The Chief Executive Officer may delegate authority to invest surplus funds in accordance with this policy.

**6. FINANCE REPORTING**

The monthly financial report shall include details of Council's investments at the end of each month.

**7. POLICY REVIEW**

This policy will be reviewed when any of the following occur:

- 1. As required by legislation
- 2. Other circumstances as determined by the Chief Executive Officer.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

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**VERSION CONTROL**

Version 1	23 June 2010
Version 2	8 June 2011
Version 3	31 July 2012
Version 4	23 July 2013
Version 5	8 July 2014
Version 6	30 June 2015
Version 7	20 July 2016

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# **Blackall-Tambo** Regional Council

## **Advertising Spending Policy**

Version Number: Six	Effective Date: 18 November 2020
Policy Compiled by: DFCCS	Review Date: 17 November 2024
Procedure Approved by: Chief Executive Officer	

### **1. Objective**

The purpose of this advertising policy is to ensure that any spending on advertising by Council for the period 18 November 2020 to 18 November 2024 complies with legislative requirements and is appropriate only for Council operations.

### **2. Legal Requirement**

Section 197 of the *Local Government Regulation 2012* states that a Local Government must prepare an Advertising Spending Policy.

The Council may spend money on advertising only

(A) IF:

- a. Advertising is to provide information or education to the public;
- b. The information or education is provided in the public interest; and

(B) Money is spent in a way that is consistent with Council's advertising spending policy.

### **3. Definition**

Section 197(3) of the *Local Government Regulation 2012* defines advertising as:

Promoting an idea, goods or services to the public for which a fee is paid.

Media for advertising includes newspapers, magazines, radio, television, electronic media (for example: Council's website, social media, newsletters, brochures, posters, signage, banners, billboards and direct mailouts).

### **4. Statement**

#### **4.1. Application**

The Council may insure expenditure for advertising where the following apply:

- Advertising is required for the acquisition or disposal of property, plant and equipment used (or to be used) for conduction Council business or operations;
- Advertising is required for Tenders or Expressions of Interest under the *Local Government Act 2009* and Council's Procurement Policy;

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- Advertising for recruitment purposes;
- To advise the public of new or continuing service or facility provided by Council.
- To advise the public about changes to an existing service or facility provided by Council.
- To promote a change in behavior of people in the Council region for the reasonable benefit of all, or some of the community (for example health lifestyles, or responsible consumption of alcohol).
- To advise the public of the time, place and content of scheduled meetings of the Council.
- To advise the public of decisions made by the Council at its meetings.
- To invite comment on proposed policies, objectives or activities of Council.
- To advertise matters required by legislation to be advertised.
- To advertise matters as approved from time to time the Chief Executive Officer in consultation with the Mayor.

**4.2. Advertising Expenditure not to be used for:**

- The sole purpose of promoting the achievements or plans of individuals or a group of individuals. Expenditure must be for the promotion of Council's interest in any achievements or plans advertised.
- The cost of advertisements of a self-promotional nature featuring one or more Councillors or containing quotations attributed to individual Councillors (this does not preclude Councillors from appearing in unpaid publicity or publicity for which the cost is not borne by Council).
- During the three-month period immediately preceding an election of the Local Government, Council is not to advertise:
  - Information relating to future plans which have not been formally adopted by Council;
  - Promoting the activities of Council in a manner or form that is not normally used by Council to advertise its activities.

**5. Approval Process**

No Council advertising is to be undertaken unless the necessary expenditure has been approved by the Chief Executive Officer, or an officer to whom authority has been delegated to by the Chief Executive Officer.

The officer approving any advertising expenditure must ensure that:

- The expenditure is in accordance with this policy;
- The costs of the advertising is appropriate for the number of people it is intended to inform and there is a commensurate benefit to Council and the public;

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- There is an approval in the annual budget for the advertising expenditure either as part of an aggregated amount for Council advertising or as an amount which is part of an individual project;
- The expenditure is in accordance with normal procurement procedures as required under Council's Procurement and Disposals Policy.

**6. POLICY REVIEW**

This policy will be reviewed when any of the following occur:

1. As required by legislation
2. Other circumstances as determined by the Chief Executive Officer.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.

**VERSION CONTROL**

Version 1	12 August 2009
Version 2	29 February 2012
Version 3	23 July 2013
Version 4	30 June 2015
Version 5	20 July 2016

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# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.1.7

**SUBJECT HEADING: Annual Financial Statements and Queensland Audit Office Report for the Year Ending 30 June 2020**

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

CLASSIFICATION: (if confidential)

---

*Summary: The audit of the Annual Financial Statement for 30 June 2020 is now complete and has been signed off by the Auditor-General.*

### Officer's Recommendation: That Council receive:

1. The audited annual financial statements for the year ended 30 June 2020; and
  2. The Queensland Audit Office report for the year ended 30 June 2020; and
  3. Council adopt the final draft of the 2019-2020 Annual Report.
- 

### Background

The audit of the Annual Financial Statement for 30 June 2020 is now complete and was signed off by the Auditor-General on 13 October 2020.

The Auditor-General made the following comments in his Audit Report:

- (i) I received all the information and explanations I required.
- (ii) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts was complied with in all material aspects.

The Queensland Audit Office Final Management Report for the year ended 30 June 2020 is also attached to this report.

The Final Management Report outlines issues that have been resolved and those that are still outstanding with agreed dates for resolution.

---

### Link to Corporate Plan

Governance

Asset and Financial Management

Effective Long-Term Financial Management

### Consultation (internal/external)

CEO

Director of Finance Corporate and Community Services

Manager of Finance

Queensland Audit Office

### Policy Implications

Nil

### Budget and Resource Implications

Nil



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



*Final Seal of Stage 3 - Blackall-Jericho Road*

**ANNUAL REPORT**

**1 JULY 2019 – 30 JUNE 2020**

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## Attachments

Annual Audited Financial Statements for the year ended 30 June 2020

QAO Auditor's Report for year ended 30 June 2020

# Message from the Mayor

2020 Mayoral Report.

The phrase “may you live in interesting times” is often quoted as an ancient Oriental curse, I have no idea of the validity of the origin, but a year like the one just past for our nation in general could well have been that origin.

The Outback however, by comparison, is having its time in the sun. Covid free, agricultural products across the board setting all-time records, saleyards setting its own set of records, a fair proportion of our Shire enjoying a better season than any number of the previous eight or nine and latterly one of the most intense, though late, tourist seasons that is showing strong signs of lasting through the Christmas period and on through next year.

The tourism participants are not the usual grey nomads however, although there are good numbers of them. The new kids on the tourism block are the travellers who cannot travel overseas and are spending time and money bringing their children and sometimes parents to the bush, in many cases re-tracing forbears time out here and re-connecting with the strong origins of much of our Aussie culture. Magnificent news to your Mayor, who has spent most his adult life lamenting the population drift away and consequent generational dis-connect from the bush.

Western Councils recognised the potential for a Covid inspired disaster and took the opportunity to band together under the banner of Western Queensland Alliance of Councils, comprising 21 Councils in the North, Central and South West, representing 60% of the geography of our state, initially to strongly advocate the western protocols around the Covid travel restrictions and now, broadly advocate all things common to us in the Outback at all levels of Government.

As usual I wish to pay tribute to our Council staff, workforce and their families for their contribution to our region’s progress and productivity.

Congratulations to our new Councillors and we all look forward to helping in making our region the best it can be.



Andrew Martin  
Mayor



# Chief Executive Officer's Report

During the 2020 financial year the Blackall-Tambo Regional Council has been focussing on developing our two communities through, roads, water, sewerage, beautification and tourism.

Roads have continued to be a major priority and is the biggest area of investment.

Kerb and channelling and street widening have occurred in both towns.

The Queensland Reconstruction Authority approved \$15M of flood damage work and this is underway.

These works are being delivered by Council work crews and local contractors providing a full work schedule.

Completed works include stage three of the Jericho Road sealing project with a further \$5M being allocated by the Department of Transport and Main Road for continuance of this work in 2020/2021.

One kilometre of the Tumbar Road has been sealed with multiple RMPC and R2R projects completed.

This year the Tambo bore was completed and the old bore capped. Council resolved to draw down \$400,000 in borrowings from Queensland Treasury Corporation to partly fund the cost of \$789,200.

Several major items of plant were purchased consistent with the plant replacement program.

Capital projects over the 2019/2020 financial year include the purchase of a grandstand at the Tambo cricket field, extension to the Pathway to Health, lighting upgrade of Banks Park and Shamrock Street, Blackall Town Entrance Welcome Sign, Tambo Sports Ground Dressing Sheds, installation of emergency generators, fencing for the Tambo Pound Paddock and upgrades to the Blackall Saleyards which continues to excel as a sale and spelling facility.

January 2020 saw the adoption of the Blackall-Tambo Region Planning Scheme. This is a significant milestone as it is a single planning scheme and was prepared in accordance with the State Government legislative framework and mandatory guidelines.

The local elections were held on March 2020 with the new Council making their declaration of office on 14<sup>th</sup> April 2020.

Unfortunately, COVID-19 put a halt to the community events at the beginning of 2020, but in-kind support has been provided to community groups and associations. COVID-19 also saw a late start to the usual tourist season, but the workforce worked hard to ensure the community was informed and public areas sanitised.

We look forward to continuing our service to the community in 2020-21.

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

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

Significant events affecting community assets and an analysis of the revenue compared to expenditure:

The total income received for the year is \$23.6M while the total expenditure incurred is \$28.4M giving a net result of \$4.8M deficit.

Rates, levies and charges received for the year is \$4.9M compared to \$4.8M for the previous year.

Grants, subsidies, contributions and donations for the year is \$9.0M compared to \$6.3M for the previous year. A further \$3.2M in grants was received in the year and its recognition has been deferred at year end until the work is done.

Fees and charges received for the year is \$1.9M compared to \$1.1M for the previous year mainly due to the increase in the Blackall Sale Yard fees.

Sales revenue from recoverable road works contracts with the Department of Transport and Main Roads for the year is \$4.5M down from \$9.5M last year.

During 2019/2020 the State Government announced a second round of the Work for Queensland program providing \$1.09M for projects to be completed by 30 June 2021. These projects are: Parks Solar Lighting, Shaded Seating for Tambo Cricket Ground, New Fencing for the Tambo Pound, Pathway to Health Extension, Tambo Swimming Pool Plaster and Repaint, Blackall Indoor Cricket, Shamrock Street Widening and Kerbing, Dressing Rooms and Showers for the Tambo Western Sports Complex.

In 2019/2020 the Federal Government announced funding from the Drought Communities Program of \$1.0M for the following projects; Back-up Fuel Supply, Blackall-Tambo Park Beautification, Saleyards canteen upgrade, Entrance to Blackall welcoming sign, Tambo Dam Lights, Water and Sewer Main upgrades, Tambo Western Sports Complex upgrade. These projects require to be completed by 31 December 2020.

In 2019/2020 the State Government announced a COVID Work for Queensland program providing \$1.07M for projects to be completed by 30 June 2021. These projects are: Extension to Pathway to Health, Blackall Tourism Display, Blackall and Tambo Pools Shade Structure, Tambo Pool Disability Chair, Magpies Club House, Sale Yards Selling Pens, Tambo Weighbridge Upgrade, Blackall Water and Sewerage Upgrade. These projects are required to be complete by 30 June 2021.

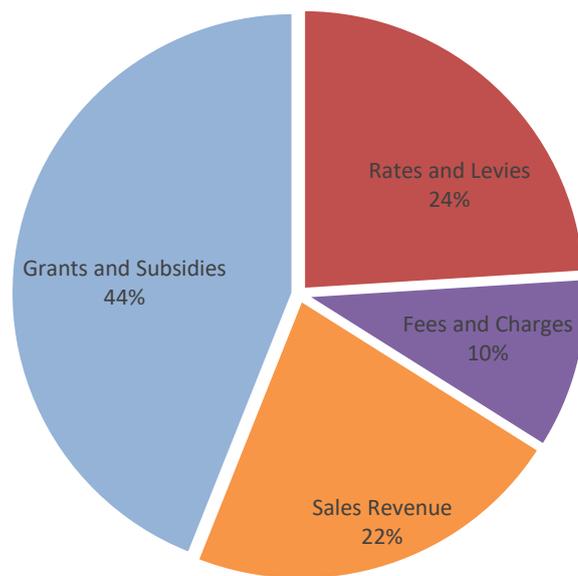
The State government also announced a further round of the Building our Regions program and have provided funding of \$454,900 for the Tambo Trucking Museum and \$200,000 to continue with the rural internet expansion.

With the recurrent revenue base under a degree of pressure, Council continues to seek external funds as well as tendering for external roadwork jobs to supplement local funds. Works projected to be undertaken by Council under contract to Department of Transport and Main Roads include a continuance of the sealing of the Blackall-Jericho Road, replacement of the Tambo Barcoo River Bridge, rehabilitation of the Isisford Road, and work on the Springsure Road. The funds derived from these activities will contribute significantly to economic development and social improvements for businesses and residents alike.

The Council road network continues to be well maintained through funding from the Financial Assistance Grant, TIDS, TMR and the Roads to Recovery program. Water, sewerage and waste management infrastructure assets are also maintained and renewed to meet service delivery demands.

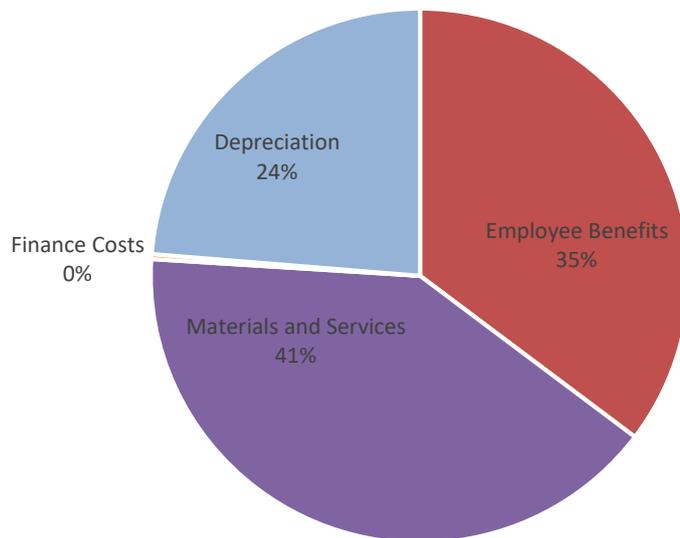
The increases in fees and charges reflects the movement in the consumer price index where applicable.

### Recurrent Revenue 2019/2020



■ Rates and Levies ■ Fees and Charges ■ Sales Revenue ■ Grants and Subsidies ■

### Recurrent Expenditure 2019/2020



■ Employee Benefits ■ Materials and Services ■ Finance Costs ■ Depreciation ■



*Extension to Pathway to Health*

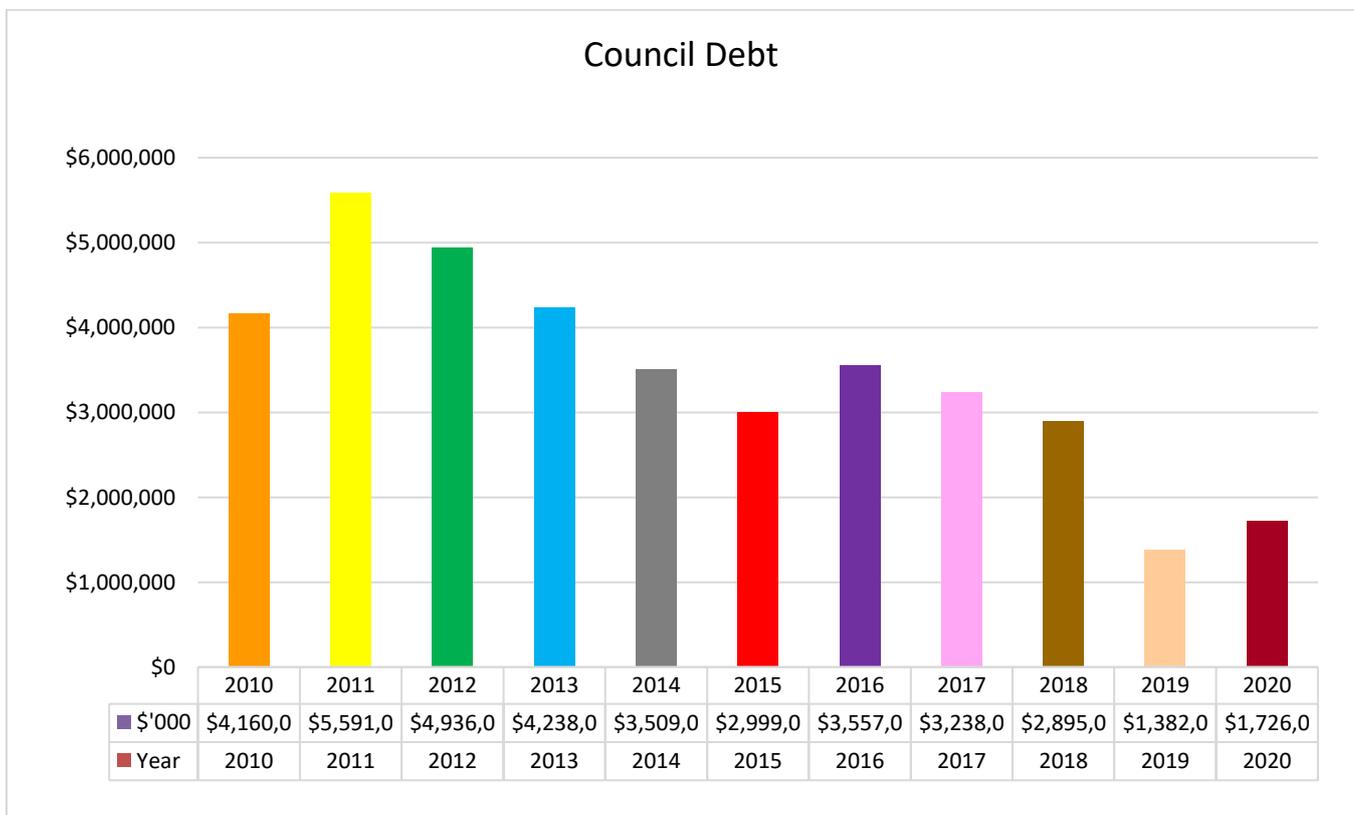
Recurrent expenses total \$26.2M; employee costs are slightly down at 35%, materials and services are slightly up at 41%, depreciation is down to 24%, and finance costs are at 0.3%. Employee costs include staff and related employee expenses while materials and services include such items as general operating costs to maintain and operate services to the region.

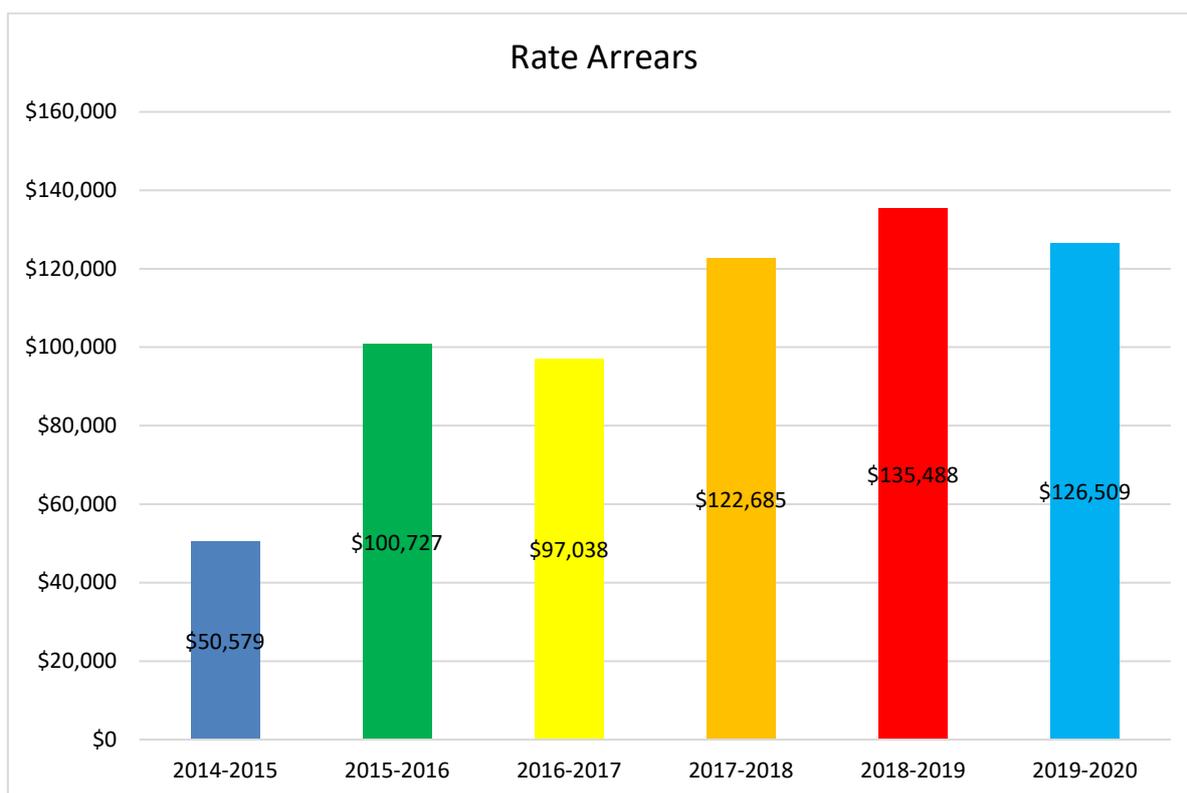
During 2017-2018 Council negotiated a new Enterprise Bargaining Agreement with Council staff which became effective on the 1 July 2018 and expires on the 30 June 2021.

The five-year revaluation of all non-current assets was undertaken during the year by APV Asset Valuers. 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 renewal of assets.

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 increased its borrowings by \$400,000 in the 2019/2020 financial year to fund the replacement of the Tambo Bore. The total cost of replacing the Tambo Bore was \$789,200 with Council paying the balance of \$389,200.

A summary of Council’s debt levels is expressed in the figures below indicating that Council debt remains at a manageable level.





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

Council did not make any changes to the policies referred to in sections 250(1) and 206(2) of the Regulation during the 2019-2020 financial year. The referred policies are the expense reimbursement policy subsequently updated on the 17 July 2019 and the asset recognition thresholds policy subsequently updated on the 18 September 2019.

**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	\$83,293.20	Nil	\$83,293.20
Deputy Mayor Allowance	\$42,154.56	Nil	\$42,154.56
Councillor Allowance	\$22,992.84	\$11,496.36	\$34,489.20

\* 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 2019 to 30 June 2020

Councillor	General Meeting Attendance	Special Meeting Attendance	Remuneration	Superannuation Expenses Incurred	Total Remuneration
Cr A Martin	14	2	\$83,293.20	—	\$83,293.20
Cr L Russell	13	2	\$42,154.56	—	\$42,154.56
Cr P Heumiller	9	0	\$25,866.90	—	\$25,866.90
Cr G Schluter	5	2	\$8,622.30	—	\$8,622.30
Cr G Jarvis	9	0	\$25,866.90	—	\$25,866.90
Cr B Johnstone	14	2	\$34,489.20	—	\$34,489.20
Cr P Pullos	14	2	\$34,489.20	—	\$34,489.20
Cr J Scobie	14	2	\$34,489.20	—	\$34,489.20
Cr D Hardie	5	2	\$8,622.30	—	\$8,622.30

At the Local Government Council elections held 28 March 2020 Councillor Hardie and Councillor Schluter were elected to Council.

Councillor Heumiller was not returned and Councillor Jarvis resigned in 18 March 2020 prior to the elections.



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

<b>Section</b>	<b>Details</b>	<b>Number</b>
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	Nil
186(1)(f)(ii)	Matters, mentioned in section 150 P (3) of the Act, notified to the Crime and Corruption Commission	Nil
186(1)(f)(iii)	Notices given under section 150 R (2) of the Act – local government official must give the assessor a notice about councilor’s conduct	Nil
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	Nil
186(1)(f)(v)	Decisions made under section 150 W(a)(b)(c) of the Act – assessor’s action after investigating conduct of a councillor	1
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	Nil
186(1)(f)(vii)	Occasions information was given under section 150 AF(4)(a) of the Act – information provided to the assessor while investigating	Nil
186(1)(f)(viii)	Occasions the Council asked another entity to investigate the suspected inappropriate conduct of a councillor	Nil
186(1)(f)(ix)	Applications heard by the conduct tribunal about the alleged misconduct of a councillor	Nil

**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 handles 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 the complainant.

Administrative complaints made during the 2019/2020 financial year	4
Number of complaints resolved under the complaint's management process	4
Number of complaints not resolved under the complaint's management process	Nil

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

During the financial year 2019/2020 Council did not receive any correspondence from the 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 discretionary funds.

<b>Description</b>	<b>Amount</b>
Expenditure on grants and sponsorships to community organisations	\$248,451
In-kind support to community organisations	\$21,369
Total	\$269,820

### **Other Contents** (section 190 Local Government Regulation 2012)

#### **Joint Activities**

Council has a signed agreement with the Longreach and Barcaldine Regional Councils whereby the Environmental Health Officer employed by Longreach Regional Council is required to work for both the Barcaldine and Blackall-Tambo Regional Councils with costs being shared equally.

#### **Corporate and operational plans**

Council is required to adopt a Corporate Plan 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 on four occasions relevant to the financial period and in each instance, Council considered an assessment of its progress in the implementation of the operational plan as being satisfactory. Council receives a written assessment of the implementation of the operational plan at the end of each quarter.

The Corporate Plan for 2020 to 2024 is in the process of completion.

### Registers and public documents

Item	Description	Access
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 date.

- (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**

At the general meeting 19 June 2019 Council adopted a resolution to form an Audit and Risk Committee to improve transparency as well as the oversight process.

During 2019/2020 the Audit and Risk Management Committee met three times:

- (i) approve the audit charter and plan
- (ii) review internal audit reports on purchasing, payments, creditors
- (iii) review risk management policies
- (iv) review internal audit reports on governance and legislative compliance
- (v) review accounting position papers
- (vi) review draft annual financial statements

### **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 2020.

There was no commercialisation, or full cost pricing of a significant business activity in the financial year ended 30 June 2020.

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

Total of all remuneration packages payable to senior management \$823,780

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

Two (2) 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.



*New Tambo Bore*

# Blackall-Tambo Regional Council

## Financial Statements

For the year ended 30 June 2020

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Statement of Cash Flows

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Auditor's report on the Financial Statements

Current year Financial Sustainability Statement

Auditor's report on the Current year Financial Sustainability Statement

Unaudited Long Term Financial Sustainability Statement

**Blackall-Tambo Regional Council**  
**Statement of Comprehensive Income**  
**For the year ended 30 June 2020**

	Note	2020 \$	2019 \$
<b>Income</b>			
<b>Recurrent revenue</b>			
Rates, levies and charges	3(a)	4,882,981	4,796,969
Fees and charges	3(b)	1,913,598	1,073,285
Sales revenue	3(c)	4,477,818	9,470,606
Grants, subsidies, contributions and donations	3(d)	8,995,293	6,295,296
		<u>20,269,690</u>	<u>21,636,156</u>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	3(d)	2,695,670	4,121,114
<b>Total capital revenue</b>		<u>2,695,670</u>	<u>4,121,114</u>
Rental income	3(e)	183,792	205,732
Interest received	4	299,847	301,029
Other income		167,564	480,711
<b>Total income</b>		<u>23,616,563</u>	<u>26,744,742</u>
<b>Expenses</b>			
<b>Recurrent expenses</b>			
Employee benefits	6	(9,415,721)	(8,968,889)
Materials and services	7	(10,539,153)	(9,859,992)
Finance costs	8	(75,688)	(86,613)
Depreciation of property plant and equipment	11	(6,148,139)	(6,059,340)
Amortisation of intangible assets	12	(11,396)	(11,396)
		<u>(26,190,097)</u>	<u>(24,986,230)</u>
<b>Capital expenses</b>	5	(2,185,254)	(1,382,477)
<b>Total expenses</b>		<u>(28,375,351)</u>	<u>(26,368,707)</u>
<b>Net result</b>		<u>(4,758,788)</u>	<u>376,035</u>
<b>Other comprehensive income</b>			
<i>Items that will not be classified to net result</i>			
Increase / (decrease) in asset revaluation surplus	17	57,382,001	-
<b>Total other comprehensive income for the year</b>		<u>57,382,001</u>	<u>-</u>
<b>Total comprehensive income for the year</b>		<u>52,623,213</u>	<u>376,035</u>

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

*The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.*

**Blackall-Tambo Regional Council**  
**Statement of Financial Position**  
**As at 30 June 2020**

	2020	2019
Note	\$	\$
<b>Current assets</b>		
Cash and cash equivalents	17,167,909	14,266,719
Trade and other receivables	2,569,244	2,463,367
Inventories	142,307	145,637
<b>Total current assets</b>	<b>19,879,460</b>	<b>16,875,723</b>
<b>Non-current assets</b>		
Property, plant and equipment	278,121,691	224,655,611
Intangible assets	191,557	202,953
<b>Total non-current assets</b>	<b>278,313,248</b>	<b>224,858,564</b>
<b>Total assets</b>	<b>298,192,708</b>	<b>241,734,287</b>
<b>Current liabilities</b>		
Contract liabilities	3,193,798	-
Trade and other payables	2,342,333	1,658,501
Borrowings	96,285	56,362
Provisions	1,130,304	984,589
<b>Total current liabilities</b>	<b>6,762,720</b>	<b>2,699,452</b>
<b>Non-current liabilities</b>		
Borrowings	1,629,965	1,326,134
Provisions	551,279	538,170
<b>Total non-current liabilities</b>	<b>2,181,244</b>	<b>1,864,304</b>
<b>Total liabilities</b>	<b>8,943,964</b>	<b>4,563,756</b>
<b>Net community assets</b>	<b>289,248,744</b>	<b>237,170,531</b>
<b>Community equity</b>		
Asset revaluation surplus	176,896,116	-
Retained surplus	112,352,628	117,656,416
<b>Total community equity</b>	<b>289,248,744</b>	<b>117,656,416</b>

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

*The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.*

**Blackall-Tambo Regional Council**  
**Statement of Changes in Equity**  
**For the year ended 30 June 2020**

	Asset revaluation surplus 17	Retained surplus	Total
Note	\$	\$	\$
<b>Balance as at 1 July 2019</b>	119,514,115	117,656,416	237,170,531
Adjustment on initial application of AASB 15 and AASB 1058	-	(545,000)	(545,000)
Restated balance at 1 July 2019	<u>119,514,115</u>	<u>117,111,416</u>	<u>236,625,531</u>
<b>Net result</b>	-	(4,758,788)	(4,758,788)
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	57,382,001	-	57,382,001
<b>Total comprehensive income for the year</b>	<u>57,382,001</u>	<u>(4,758,788)</u>	<u>52,623,213</u>
<b>Balance as at 30 June 2020</b>	<u>176,896,116</u>	<u>112,352,628</u>	<u>289,248,744</u>
<b>Balance as at 1 July 2018</b>	119,514,115	117,280,381	236,794,496
Net result	-	376,035	376,035
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	-	-	-
<b>Total comprehensive income for the year</b>	<u>-</u>	<u>376,035</u>	<u>376,035</u>
<b>Balance as at 30 June 2019</b>	<u>119,514,115</u>	<u>117,656,416</u>	<u>237,170,531</u>

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

*The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.*

**Blackall-Tambo Regional Council**  
**Statement of Cash Flows**  
**For the year ended 30 June 2020**

	Note	2020 \$	2019 \$
<b>Cash flows from operating activities</b>			
Receipts from customers		12,744,040	16,220,839
Payments to suppliers and employees		<u>(20,544,984)</u>	<u>(19,775,574)</u>
		(7,800,944)	(3,554,735)
Interest received		299,847	301,029
Rental income		184,128	205,732
Non capital grants and contributions		11,878,581	6,295,296
Borrowing costs		<u>(49,804)</u>	<u>(72,583)</u>
<b>Net cash inflow (outflow) from operating activities</b>	23	<u>4,511,808</u>	<u>3,174,739</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(4,895,430)	(7,494,958)
Short term investments		-	6,000,000
Proceeds from sale of property plant and equipment		479,878	1,245,506
Grants, subsidies, contributions and donations		<u>2,461,180</u>	<u>4,121,114</u>
<b>Net cash inflow (outflow) from investing activities</b>		<u>(1,954,372)</u>	<u>3,871,662</u>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings		400,000	-
Repayment of borrowings		<u>(56,246)</u>	<u>(557,038)</u>
<b>Net cash inflow (outflow) from financing activities</b>		<u>343,754</u>	<u>(557,038)</u>
Net increase (decrease) in cash held		<u>2,901,190</u>	<u>6,489,363</u>
Cash at beginning of the financial year		14,266,719	7,777,356
<b>Cash at end of the financial year</b>	9	<u>17,167,909</u>	<u>14,266,719</u>

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.

*The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.*

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**1 Significant accounting policies**

**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 for the period 1 July 2019 to 30 June 2020 have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other pronouncements issued by the Australian Accounting Standards Board. They also comply with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

These financial statements comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for profit entity for financial reporting purposes and complies with Australian Accounting Standards 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 and investment property.

**1.B Currency**

Council uses the Australian dollar as its functional currency and its presentation currency.

**1.C Adoption of new and revised Accounting Standards**

In the current year Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period.

***AASB 15 Revenue from Contracts with Customers; AASB 1058 Income of Not-for-Profit Entities and AASB 2016-8 Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities***

AASB 1058 clarifies and simplifies the income recognition requirements that apply to not-to-profit (NFP) entities, in conjunction with AASB 15, and AASB 2016-8. These Standards supersede the majority of income recognition requirements relating to public sector NFP entities, previously in AASB 1004 *Contributions*.

This year Council applied AASB15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not for Profit Entities* for the first time. These standards had an impact on the reported position and performance. Refer to the change in accounting policy note 21 for transition disclosures.

***AASB 16 Leases***

This year Council has applied AASB16 *Leases* for the first time. AASB 16 introduces a single, on-balance sheet lease accounting model for lessees. A lessee recognises a right-of-use asset representing its right to use the underlying asset and a lease liability representing its obligation to make lease payments. There are recognition exemptions for short-term leases and leases of low-value items. Lessor accounting remains similar to the current standard – i.e. lessors continue to classify leases as finance or operating leases.

**Leases in which the Council is a lessee**

The Council currently leases IT equipment only and has elected not to recognise IT equipment leases under the AASB 16 as they have been assessed as being low-value assets under the standard

The Council does not currently have any finance leases.

Based on Council's assessment, first-time adoption of AASB 16 for the year ending 30 June 2020 has had no impact on assets, liabilities, equity and net result. Council has used the exception to lease accounting for short-term leases and leases of low-value assets, and the lease expense relating to these leases is recognised in the Statement of Comprehensive Income on a straight-line basis.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**Note 1.C Adoption of new and revised Accounting Standards (continued)**

**Standards issued by the AASB not yet effective**

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements Council will implement them when they are effective. The standards that could be applicable to Council are:

<b>Standard</b>	<b>Effective for annual report periods beginning on or after:</b>
AASB 17 <i>Insurance Contracts</i>	1 January 2021
AASB 1059 <i>Service Concession Arrangements: Grantors</i>	1 January 2020
AASB 2018-6 <i>Amendments to Australian Accounting Standards - Definition of a Business</i>	1 January 2020
AASB 2018-7 <i>Amendments to Australian Accounting Standards - Definition of Material</i>	1 January 2020
AASB 2019-3 <i>Amendments to Australian Accounting Standards - Interest Rate Benchmark Reform</i>	1 January 2020

Council has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective. Generally Council applies Standards and Interpretations in accordance with their respective commencement dates.

**1.D Estimates and judgements**

Where necessary, judgements, estimates and assumptions have been used 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. Those that have a significant effect or risk of causing an adjustment to council's assets or liabilities relate to:

Valuation of property, plant and equipment - Note 11  
Provisions - Note 16  
Contingent liabilities - Note 19  
Financial instruments and financial risk management - Note 26

**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.  
Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard.

**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 2020**

**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 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**

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 meets health standards and minimises 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 2020**

- 2 Analysis of results by function  
(b) Income and expenses defined between recurring and capital are attributed to the following functions:

Functions	Gross program income						Total income	Gross program expenses		Total expenses	Net result from recurring operations	Net operating surplus	Assets
	Recurring		Capital		Other			Recurring	Capital				
	Grants	Other	Grants	Other	Grants	Other							
	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate services	3,432,878	5,386,804	278,427	-	9,098,109	-	(7,357,470)	(86,904)	(7,444,374)	1,462,212	1,653,735	42,397,290	
Community services	1,040,328	307,865	916,074	-	2,264,267	-	(4,888,701)	(1,187,946)	(6,086,647)	(3,550,508)	(3,822,380)	34,205,234	
Planning & development	-	35,135	-	-	35,135	-	(94,676)	-	(94,676)	(59,541)	(59,541)	-	
Transport infrastructure	4,522,087	4,326,935	1,412,519	-	10,261,541	-	(12,579,858)	(324,407)	(12,904,265)	(3,730,836)	(2,642,724)	196,036,380	
Waste management	-	312,696	-	-	312,696	-	(255,979)	-	(255,979)	56,717	56,717	575,364	
Water infrastructure	-	843,090	88,650	-	931,740	-	(555,698)	(585,997)	(1,141,695)	287,392	(209,955)	10,642,853	
Sewerage infrastructure	-	713,075	-	-	713,075	-	(447,715)	-	(447,715)	265,360	265,360	14,335,587	
<b>Total Council</b>	<b>8,995,293</b>	<b>11,925,600</b>	<b>2,695,670</b>	<b>-</b>	<b>23,616,563</b>	<b>-</b>	<b>(26,190,097)</b>	<b>(2,185,254)</b>	<b>(28,375,351)</b>	<b>(5,269,204)</b>	<b>(4,758,788)</b>	<b>298,192,708</b>	

Functions	Gross program income						Total income	Gross program expenses		Total expenses	Net result from recurring operations	Net operating surplus	Assets
	Recurring		Capital		Other			Recurring	Capital				
	Grants	Other	Grants	Other	Grants	Other							
	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate services	3,151,503	4,776,310	1,595,063	-	9,522,876	-	(7,700,197)	(217,757)	(7,917,954)	227,616	1,604,922	36,706,968	
Community services	1,093,176	290,718	912,079	-	2,295,973	-	(4,948,119)	(578,240)	(5,526,359)	(3,564,225)	(3,230,386)	27,420,920	
Planning & development	-	9,907	-	-	9,907	-	(50,900)	-	(50,900)	(40,993)	(40,993)	-	
Transport infrastructure	2,050,617	9,423,641	1,613,972	-	13,088,230	-	(11,077,693)	(586,480)	(11,664,173)	396,565	1,424,057	159,807,123	
Waste management	-	307,656	-	-	307,656	-	(214,314)	-	(214,314)	93,342	93,342	391,362	
Water infrastructure	-	817,643	-	-	817,643	-	(527,190)	-	(527,190)	290,453	290,453	7,366,076	
Sewerage infrastructure	-	702,457	-	-	702,457	-	(467,817)	-	(467,817)	234,640	234,640	10,041,838	
<b>Total Council</b>	<b>6,295,296</b>	<b>16,328,332</b>	<b>4,121,114</b>	<b>-</b>	<b>26,744,742</b>	<b>-</b>	<b>(24,986,230)</b>	<b>(1,382,477)</b>	<b>(26,368,707)</b>	<b>(2,362,602)</b>	<b>376,035</b>	<b>241,734,287</b>	

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

	AASB 15	AASB 1058
Note	\$	\$
<b>3 Revenue</b>		
<b>Revenue recognised at a point in time</b>		
Rates, levies and charges (excluding those related to services)	3(a) -	4,882,981
Grants, subsidies, donations and contributions	3(d) 310,312	5,390,366
Fees and charges	3(b) 1,913,598	-
Sale of goods and services	3(c) 4,477,818	-
	<u>6,701,728</u>	<u>10,273,347</u>
<b>Revenue recognised over time</b>		
Grants and subsidies	3(d) 3,294,615	-
Revenue relating to grants for assets controlled by Council	3(d) -	3,240,670
	<u>3,294,615</u>	<u>3,240,670</u>
	<u>2020</u>	<u>2019</u>
	\$	\$
<b>(a) Rates, levies and charges</b>		
General rates	3,604,254	3,541,798
Water	823,649	808,861
Sewerage	706,433	693,983
Garbage charges	309,135	303,572
Total rates and utility charge revenue	<u>5,443,471</u>	<u>5,348,214</u>
Less: Discounts	(506,736)	(498,584)
Less: Pensioner remissions	(53,754)	(52,661)
	<u>4,882,981</u>	<u>4,796,969</u>
<b>(b) Fees and charges</b>		
Saleyard fees	1,363,534	560,443
Building and development fees	35,135	9,907
Agistment/Town Common fees	87,109	119,059
Childcare fees	32,201	39,687
Cemetery/Funeral fees	72,070	51,037
Licences and registrations	4,239	5,160
Commissions	58,716	65,268
Hire of Community facilities	4,324	6,825
Airport landing fees	119,654	137,936
Other fees and charges	136,616	77,963
	<u>1,913,598</u>	<u>1,073,285</u>

2020 accounting policy: Rates and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is 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.

2019 accounting policy: Rates are recognised as revenue at the start of the rating period. If a ratepayer pays their rates before the start of the rating period, they are recognised as revenue when they are received.

2020 accounting policy: Revenue arising from fees and charges is recognised when or as 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 caravan parks. 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.

2019 accounting policy: Fees and charges are recognised when council is unconditionally entitled to those funds. Generally this is upon lodgement of the relevant applications or documents or when the service is provided.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**Note 3 Revenue (continued)**

	2020 \$	2019 \$
<b>(c) Sales revenue</b>		
<b>Sale of services</b>		
Contract and recoverable works	4,281,235	9,282,007
Private Works	174,089	150,582
	<u>4,455,324</u>	<u>9,432,589</u>
<b>Sale of goods</b>		
Visitor Information Centre	22,494	38,017
	<u>22,494</u>	<u>38,017</u>
Total sales revenue	<u>4,477,818</u>	<u>9,470,606</u>

Sale of goods is recognised when the significant risks and rewards of ownership are transferred to the buyer, generally when the customer has taken undisputed delivery of the goods. Revenue from services is recognised when the service is rendered.

Council generates revenue from a number of services including child care, motor vehicle repairs 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.

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

**2020 accounting policy:**

**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 obligations is satisfied.

The performance obligations are varied based on the agreement. 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**

Assets arising from grants in the scope of AASB 1058 is recognised at the assets fair value when the asset is received.

Councils considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

**Capital grants**

Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which is enforceable are recognised as revenue 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 since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

**2019 accounting policy:**

Grants, subsidies, donations and contributions that are non-reciprocal in nature are recognised as revenue when Council obtains control over them, which is usually upon receipt of funds. Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. In 2019, Council did not have any reciprocal grants.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**Note 3(d) Grants, subsidies, contributions and donations (continued)**

	2020	2019
	\$	\$
<b>(i) Recurrent</b>		
General purpose grants	4,300,453	4,227,900
State government subsidies and grants	506,932	671,175
Flood restoration funding	3,294,615	805,006
Commonwealth government subsidies and grants	893,212	574,683
Donations	81	16,532
	<u>8,995,293</u>	<u>6,295,296</u>
<b>(ii) Capital</b>		
State government subsidies and grants	1,128,293	2,070,063
Commonwealth government subsidies and grants	1,567,377	2,051,051
	<u>2,695,670</u>	<u>4,121,114</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.

<b>(e) Rental income</b>		
Commercial property rental	61,897	95,695
Accommodation rental income	121,895	110,037
	<u>183,792</u>	<u>205,732</u>

Rental revenue from investment and other property is recognised as income on a periodic straight line basis over the lease term.

**4 Interest income**

<b>Interest received</b>		
Interest received from term deposits	273,085	269,256
Interest from overdue rates and utility charges	26,762	31,773
	<u>299,847</u>	<u>301,029</u>

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

**5 Capital expenses**

**Gain / loss on disposal of non-current assets**

Proceeds from the sale of property, plant and equipment	469,081	1,203,415
Less: Book value of property, plant and equipment disposed of	(541,552)	(1,301,447)
	<u>(72,471)</u>	<u>(98,032)</u>
Proceeds from sale of land and improvements	10,797	42,091
Less: Book value of land sold	(25,230)	(93,472)
	<u>(14,433)</u>	<u>(51,381)</u>
Loss on disposal of infrastructure assets for no consideration*	(1,187,946)	-
Write off of infrastructure and building assets	(910,404)	(1,233,064)
	<u>(2,098,350)</u>	<u>(1,233,064)</u>
Total capital income/(loss)	<u>(2,185,254)</u>	<u>(1,382,477)</u>

\* Council transferred ownership of the Blackall-Tambo Internet Connectivity Project assets to contractor Field Solutions Group Pty Ltd upon project completion as per signed agreement.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

	2020	2019
	\$	\$
<b>6 Employee benefits</b>		
Total staff wages and salaries	6,812,267	6,667,319
Councillors' remuneration	297,894	292,146
Annual, sick and long service leave entitlements	1,583,966	1,447,367
Superannuation	851,467	805,531
	<u>9,545,594</u>	<u>9,212,363</u>
Other employee related expenses	242,424	275,248
	<u>9,788,018</u>	<u>9,487,611</u>
Less: Capitalised employee expenses	(372,297)	(518,722)
	<u>9,415,721</u>	<u>8,968,889</u>

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

	2020	2019
	Number	Number
Total Council employees at the reporting date:		
Elected members	7	7
Administration staff	34	38
Depot and outdoors staff	66	70
Total full time equivalent employees	<u>107</u>	<u>115</u>

	2020	2019
	\$	\$
<b>7 Materials and services</b>		
Administration	977,857	848,617
Audit of annual financial statements by the Auditor-General of Queensland*	82,977	64,719
Community health programs	456,267	322,950
Parks, gardens & reserves	632,664	633,983
Pandemic management	42,938	-
Pest management	238,616	238,857
QRA Flood damage repairs	2,948,470	1,389,228
Rentals - operating leases	13,295	9,191
Recoverable road contracts	2,899,967	3,767,021
Road maintenance	545,978	1,170,993
Saleyards	505,197	353,754
Waste services	164,780	152,655
Water and sewerage	329,002	298,364
Other materials and services	701,145	609,660
	<u>10,539,153</u>	<u>9,859,992</u>

\*Total audit fees quoted by the Queensland Audit Office relating to the 2019-20 financial statements are \$87,450 (2019: \$84,500)

<b>8 Finance costs</b>		
Finance costs charged by the Queensland Treasury Corporation	49,804	72,583
Bank charges	11,991	13,641
Impairment of receivables	6,439	389
Unwinding of discount on landfill restoration provision	7,454	-
	<u>75,688</u>	<u>86,613</u>

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

	2020	2019
	\$	\$
<b>9 Cash and cash equivalents</b>		
Cash at bank and on hand	1,167,909	4,158,004
Deposits at call	16,000,000	10,108,715
Balance per Statement of Cash Flows	<u>17,167,909</u>	<u>14,266,719</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's cash and cash equivalents are subject to a number of internal and external restrictions that limit the amount that is available for discretionary or future use.

Restricted cash and cash equivalents as at 30 June

Unspent government grants and subsidies	3,193,798	545,000
Unspent developer contributions	-	-
Total unspent restricted cash	<u>3,193,798</u>	<u>545,000</u>

**10 Trade and other receivables**

**Current**

Rateable revenue and utility charges	304,198	135,488
Other debtors	2,121,188	2,192,649
Less impairment	(10,787)	(4,347)
GST recoverable	42,583	50,403
Prepayments	112,062	89,174
	<u>2,569,244</u>	<u>2,463,367</u>

Trade receivables are recognised at the amounts due at the time of sale or service delivery, i.e. the agreed purchase price / contract price. Settlement of receivables is required within 30 days from invoice date. The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. 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.

Because Council has the power to sell an owner's property to recover outstanding rate debts, Council does not impair any rate receivables.

Movement in accumulated impairment losses (other debtors) is as follows:

Opening balance at 1 July	4,347	3,958
Additional impairments recognised	6,439	389
Closing Balance at 30 June	<u>10,786</u>	<u>4,347</u>

Further details of Council's expected credit loss assessment are contained in note 26.

Interest is charged on outstanding rates at 11% per annum. No interest is charged on other debtors.

**Blackall-Tambo Regional Council  
Notes to the financial statements  
For the year ended 30 June 2020**

**11 Property, plant and equipment**

30 June 2020

Basis of measurement Fair value category	Buildings		Plant and equipment		Road, drainage and bridge network		Water		Sewerage		Work in progress	Total
	Fair value Level 2 & 3	Cost	Fair value Level 3	Cost	Fair value Level 3	Cost	Fair value Level 3	Cost	Fair value Level 3	Cost		
<b>Asset values</b>												
Opening gross value as at 1 July 2019	4,221,829	14,227,344	206,846,725	12,179,911	16,552,232	3,837,824	320,436,000					
Additions	-	1,636,643	-	-	-	3,258,787	4,895,430					
Assets capitalised from WIP	14,461	1,730,102	1,785,702	884,547	-	(4,414,812)	-					
Disposals	(27,630)	(1,187,946)	(753,877)	(673,346)	(103,475)	-	(4,178,216)					
Revaluation adjustment	(1,431,760)	(933,961)	60,852,305	1,060,001	2,703,668	-	62,250,253					
<b>Closing gross value as at 30 June 2020</b>	<b>2,776,900</b>	<b>14,432,045</b>	<b>268,730,855</b>	<b>13,451,113</b>	<b>19,152,425</b>	<b>2,681,799</b>	<b>383,403,467</b>					

**Accumulated depreciation and impairment**

Opening gross value as at 1 July 2019	2,112	29,477,473	48,825,968	4,990,584	6,524,741	-	95,780,389
Depreciation provided in period	20,994	1,671,525	2,841,941	220,849	272,157	-	6,148,139
Depreciation on disposals	-	-	(426,416)	(158,200)	(32,624)	-	(1,507,630)
Revaluation adjustment	(7,070)	(13,878,863)	22,850,570	(2,156,323)	(1,947,436)	-	4,860,878
<b>Accumulated depreciation as at 30 June 2020</b>	<b>16,036</b>	<b>17,270,135</b>	<b>74,092,063</b>	<b>2,896,910</b>	<b>4,816,838</b>	<b>-</b>	<b>105,281,776</b>

**Book value as at 30 June 2020**

2,760,864	44,908,195	194,638,792	10,554,203	14,335,587	2,681,799	278,121,691
Land: Not depreciated.						
Improvements: 7 - 50	40 - 100	6 - 120	10 - 60	20 - 60	-	-
	2 - 20					

**ADDITIONS COMPRISE**

Renewals	-	-	-	-	2,712,946	4,349,589
Other additions	-	-	-	-	545,841	545,841
<b>Total Additions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,258,787</b>	<b>4,895,430</b>

**Blackall-Tambo Regional Council  
Notes to the Financial Statements  
For the year ended 30 June 2020**

Note 11 Property, plant and equipment (continued)

30 June 2019

Basis of measurement Fair value category	Land and improvements		Buildings		Plant and equipment		Road, drainage and bridge network		Water		Sewerage		Work in progress		Total
	Fair value Level 2	Fair value Level 2 & 3	Fair value Level 2 & 3	Cost	Fair value Level 3	Fair value Level 3	Fair value Level 3	Fair value Level 3	Fair value Level 3	Fair value Level 3	Fair value Level 3	Cost	Cost		
Asset values															
Opening gross value as at 1 July 2018	\$ 3,603,251	\$ 60,197,876	\$ 14,097,484	\$ 2,043,076	\$ 204,953,017	\$ 12,179,911	\$ 16,552,232	\$ 5,836,205	\$ 317,419,976						\$
Additions	393,367	-	2,043,076	-	-	-	-	5,451,882	7,888,325						
Assets capitalised from WIP	318,683	3,833,315	277,114	277,114	3,021,151	-	-	(7,450,263)	-						
Disposals	(93,472)	(1,461,056)	(2,190,330)	(2,190,330)	(1,127,443)	-	-	-	-						
Revaluation adjustment	-	-	-	-	-	-	-	-	-						(4,872,301)
Closing gross value as at 30 June 2019	4,221,829	62,570,135	14,227,344	14,227,344	206,846,725	12,179,911	16,552,232	3,837,824	320,436,000						

Accumulated depreciation and impairment

Opening balance as at 1 July 2018	-	28,668,991	5,715,267	5,715,267	46,563,369	4,769,040	6,248,699	-	91,965,366
Depreciation provided in period	2,112	1,622,954	1,133,127	1,133,127	2,803,561	221,544	276,042	-	6,059,340
Depreciation on disposals	-	(814,472)	(888,883)	(888,883)	(540,962)	-	-	-	(2,244,317)
Revaluation adjustment	-	-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2019	2,112	29,477,473	5,959,511	5,959,511	48,825,968	4,990,584	6,524,741	-	95,780,389

Book value as at 30 June 2019

	4,219,717	33,092,662	8,267,833	8,267,833	158,020,757	7,189,327	10,027,491	3,837,824	224,655,611
Range of estimated useful life in years	Land: Not depreciated. Improvements: 7 - 50	40 - 100	2 - 20	6 - 120	10 - 60	20 - 60	-	-	-

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**11 Property, plant and equipment**

**(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.

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.

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**

Property, plant and equipment are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees, engineering design fees and all other establishment costs. Subsequently each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are included in the cost base.

**(iii) Depreciation**

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use. At this time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, 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 that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**11 Property, plant and equipment (continued)**

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. The condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date.

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**

Each non-current physical and intangible asset and group of assets 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 Level 1 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.

Non current assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value of each class of property, plant and equipment at least once every 5 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

In the intervening years, Council uses internal engineers and asset managers to assess the condition and cost assumptions associated with all infrastructure assets, the results of which are considered in combination with an appropriate cost index for the region. Together these are used to form the basis of a management valuation for infrastructure asset classes in each of the intervening years. With respect to the valuation of the land and improvements, buildings and major plant asset classes in the intervening years, management engage independent, professionally qualified valuers to perform a "desktop" valuation. A desktop valuation 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.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**11 Property, plant and equipment (continued)**

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.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

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.

In accordance with AASB 13 fair value measurements are categorised on the following basis:

- 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, nor between levels 2 and 3. 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.

2020	Note	Level 2	Level 3	Total
		\$	\$	\$
<b>Recurring fair value</b>				
Land and improvements		2,760,864	-	2,760,864
Buildings				
- Commercial Buildings		395,380	630,114	1,025,494
- Residential Buildings		3,194,168	-	3,194,168
- Other Buildings		4,754,637	35,933,896	40,688,533
Road, drainage and bridge network		-	194,638,792	194,638,792
Water		-	10,554,203	10,554,203
Sewerage		-	14,335,587	14,335,587
		<u>11,105,049</u>	<u>256,092,592</u>	<u>267,197,641</u>

2019	Note	Level 2	Level 3	Total
		\$	\$	\$
<b>Recurring fair value</b>				
Land and improvements		4,219,717	-	4,219,717
Buildings				
- Commercial Buildings		147,447	335,553	483,000
- Residential Buildings		3,030,092	-	3,030,092
- Other Buildings		1,584,811	27,994,759	29,579,570
Road, drainage and bridge network		-	158,020,758	158,020,758
Water		-	7,189,326	7,189,326
Sewerage		-	10,027,491	10,027,491
		<u>8,982,067</u>	<u>203,567,887</u>	<u>212,549,954</u>

**Blackall-Tambo Regional Council  
Notes to the financial statements  
For the year ended 30 June 2020**

**11 Property, plant and equipment (continued)**

All Council asset classes except for plant and equipment were comprehensively valued as at 30 June 2020 by APV asset valuers.

There were no other changes that have a material impact on the value of the assets, such as impairment.

The table below summarises the level of detail applied in determining the value of Council's assets as at 30 June 2020 and the effective date of last comprehensive valuation.

Asset Category	Valuation Effective 30 June 2020	Performed By	Effective Date of Last Comprehensive Valuation
Land	Comprehensive	APV Valuers & Asset Management	30/06/2020
Buildings	Comprehensive	APV Valuers & Asset Management	30/06/2020
Road and Drainage Network	Comprehensive	APV Valuers & Asset Management	30/06/2020
Water Infrastructure Network	Comprehensive	APV Valuers & Asset Management	30/06/2020
Sewerage Infrastructure Network	Comprehensive	APV Valuers & Asset Management	30/06/2020

**(vi) Valuation techniques used to derive fair values for level 2 and level 3 valuations**

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.

**Specific valuation techniques used to value Council assets comprise:**

**Land (level 2)**

Level 2 valuation inputs are used to value land in freehold title as well as land used for special purposes, which is restricted in use under current zoning rules. Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre. All land values are based on the assumption that contaminants such as asbestos, chemicals, toxic wastes or other hazardous materials do not exist on these land parcels.

**Waste Landfill Cells**

*Current replacement cost*

Waste landfill cells fair values were determined by Council's contracted environmental health officer effective 29 March 2019. CRC was calculated by reference to landfill cell area and volume specifications, estimated labour and material inputs, services costs, and overhead allocations. Material and services costs were determined by reference to existing supplier contracts and labour costs by reference to Council's Enterprise bargaining agreement.

Site improvements are depreciated over their useful life to the council. The useful life of cells and some other improvements extends until the site becomes available for another use, as they continue to provide benefits over this period (including the monitoring period) by facilitating the safe disposal of waste.

*Accumulated depreciation*

Accumulated depreciation was determined through assessment of the remaining space for each landfill cell, which was also used to determine percentage cell capacity used in the year.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**11 Property, plant and equipment (continued)**

**Buildings (level 2)**

Council's rental properties include residential and commercial properties within the town boundaries, in areas with regular sales of comparable properties. They are valued using the sales comparison approach. Sales prices of comparable residential properties in close proximity are adjusted for differences in key attributes such as property size (level 2).

In undertaking the 2020 comprehensive valuation, APV asset valuers derived fair value of residential and commercial properties from sales prices of comparable properties after adjusting for differences in key attributes such as property size.

**Buildings (level 3)**

With the exception of residential and commercial buildings described above, it is considered that Council buildings are of a specialist nature and there is no active market for these assets. As such, fair value is determined on the basis of replacement with a new asset having similar service potential including allowances for preliminaries and professional fees. The gross current values are derived from reference to market data for recent projects and indices for building & construction in Queensland issued by the Australian Bureau of Statistics.

The net current value of a building asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. In determining the level of accumulated depreciation, building assets are disaggregated into significant components which exhibit different useful lives. Allowance is made for the typical asset life cycle and renewal treatments of each component and the condition of the asset. Condition is assessed taking into account both physical characteristics as well as holistic factors such as functionality, capability, utilisation and obsolescence.

While the unit rates based on square metres can be supported by market evidence (level 2), the estimates of useful life and asset condition that are used to calculate accumulated depreciation comprise unobservable inputs (level 3). Where these other inputs are significant to the valuation, the overall valuation has been classified as level 3.

The last comprehensive revaluation of Council's land and building assets was undertaken as at 30 June 2020 by APV asset valuers.

In undertaking the 2020 comprehensive valuation, APV asset valuers derived fair value of specialised properties using current replacement cost approach. Under this approach, cost to replace an asset was calculated and adjusted for any obsolescence.

The next comprehensive valuation of land and building assets is planned to occur in 2025.

**Infrastructure assets (level 3)**

All Council infrastructure assets are fair valued using a written down current replacement cost methodology. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. The gross cost of replacing the full service potential of an asset is first determined and then adjusted downwards by an accumulated depreciation charge to take account of the expired service potential of the asset.

CRC is measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets are over designed, have excess capacity, or are redundant, an adjustment is made so that the resulting valuation reflects the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the Council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component are based on a "Greenfield" assumption meaning that the CRC is determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The CRC is determined using methods relevant to the asset class as described under individual asset categories below.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**11 Property, plant and equipment (continued)**

***Road, drainage and bridge network***

*Current replacement cost*

Council categorises its road infrastructure into urban and rural roads and then further sub-categorises these into sealed and unsealed roads. All roads are managed in segments according to surface type and age. All road segments are then componentised into formation, pavement and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

CRC is calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. Council assumes that pavements are constructed to depths of 4-6 cms for high traffic areas and 4 cms for lower traffic locations. Council also assumes that all raw materials can be sourced from various local quarries with haulage rates of between \$2 and \$2.50 per cubic meter depending on the location of the segment being valued. For internal construction estimates, material and services prices are based on existing supplier contract rates or supplier price lists and labour wage rates are based on Council's Enterprise Bargaining Agreement (EBA). All direct costs are allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC is based on the average of completed similar projects over the last few years.

Similar to roads, drainage assets are managed in various segments; pits, pipes and channels being the major components. Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that each segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. Where drainage assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date. Construction estimates are determined on a similar basis to roads.

The last comprehensive revaluation of Council's road, drainage and bridge infrastructure was undertaken as at 30 June 2020 by APV asset valuers.

The next comprehensive valuation of Council's road, drainage and bridge infrastructure is planned to occur in 2025.

In determining the written down value of an asset, accumulated depreciation, representing the service potential consumed, is subtracted from the asset's current replacement cost. An asset's service potential has a linear relationship to its useful life.

Useful lives are determined via the following process:

1. Inspection of the oldest assets within each category to estimate the remaining life (based on the delivery of future economic benefits) and estimated useful life.
2. Making comparisons with other regional Council's useful lives.
3. Making comparisons with the national databases of useful lives to ensure useful lives adopted are in consistent ranges with national standards (e.g. International Infrastructure Management Manual).
4. Consideration of other aspects, including:
  - Council's internal knowledge of the performance of assets based on historical experience.
  - Australian standards, pavement design manuals and product guidelines.
  - Current engineering practice.
5. Technical and commercial obsolescence is also considered.

Where an asset is young in age and shows no significant signs of wear and tear its remaining useful life is calculated by subtracting its age from its useful life as determined above.

Where Council does not have accurate records of year of construction, and for older assets where an aged based approach for determining remaining life is not considered appropriate, remaining lives of assets are estimated.

**Blackall-Tambo Regional Council**  
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**11 Property, plant and equipment (continued)**

***Water and Sewerage***

*Current replacement cost*

Water and sewerage mains are segmented and componentised into standard and rising mains to ensure a reliable measure of cost and service capacity and deterioration of estimated remaining life. Each segment is valued on the same basis as described for roads above. Due to these assets being located underground, the age based approach for determining remaining useful life is adopted, with condition assessment undertaken by exception.

The most significant inputs into the valuation approach are construction cost unit rates (per linear or square metre), estimated residual values, estimated useful lives, pattern of consumption and asset condition.

The last comprehensive revaluation of Council's water and sewerage infrastructure was undertaken as at 30 June 2020 by APV asset valuers.

The next comprehensive valuation of Council's water and sewerage infrastructure is planned to occur in 2025.

Shepherd's cost models were derived from the following sources:

- Schedule rates for construction of asset or similar assets
- Building Price Index tables
- Recent contract and tender data
- Suppliers' quotations

Factors taken into account in determining replacement costs included:

- Development factors - the area in which development takes place (e.g. rural areas would have little or no restoration requirements, whereas a high density area would have large amounts of high quality footpaths, road pavements and associated infrastructure that would require reinstatement, and would also require traffic control).
- Soil factors - The types of soil or other surface material (e.g. areas where soil is sandy are difficult to excavate and would require shoring while areas where the soil is generally free of rock would not present any great difficulty for excavation).

*Accumulated depreciation*

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets), the assets were allocated a condition assessment rating of between 1 and 5, which was used to estimate remaining useful life - 1 being excellent with a remaining useful life of 95% and 5 being unserviceable with a remaining useful life of 5%. The higher the condition rating, the lower the fair value.

Where site inspections were not conducted (i.e. for passive assets and active assets for which no site inspections were undertaken), the remaining useful life was calculated on an age basis after taking into consideration current and planned maintenance records.

For wastewater gravity mains the assumption that the pipes will be relined was adopted. The fair value for sewer gravity mains was determined as follows:

For all pipes, replacement cost was determined based on replacement by trench excavation, useful life was determined as the pipe useful life plus the reline useful life, and the pipe fair value was based on age.

- Where pipes have been relined, the total pipe useful life was determined as the pipe age when the reline occurred plus the reline life.
- The relining of pipes was valued at reline rates and depreciated over the reline life (70 years). The reline fair value was based on age.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
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**11 Property, plant and equipment (continued)**

**(vii) 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>Changes in buildings (Level 3)</b>	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Opening gross value as at 1 July	47,553,198	45,222,054
Additions	542,155	3,724,701
Disposals	-	(1,393,557)
Revaluation adjustment	2,766,587	-
<b>Closing gross value as at 30 June</b>	<b>50,861,940</b>	<b>47,553,198</b>
<b>Accumulated depreciation and impairment</b>		
Opening balance as at 1 July	19,222,886	18,756,378
Depreciation provided in period	1,283,791	1,234,565
Depreciation on disposals	-	(768,057)
Revaluation adjustment	(6,208,747)	-
<b>Accumulated depreciation as at 30 June</b>	<b>14,297,930</b>	<b>19,222,886</b>
<b>Book value as at 30 June</b>	<b>36,564,010</b>	<b>28,330,312</b>

**Blackall-Tambo Regional Council**  
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**12 Intangible Assets**

	2020	2019
	\$	\$
<b>Asset values</b>		
Opening gross value as at 1 July	225,000	225,000
Additions at cost	-	-
Closing gross carrying value as at 30 June	<u>225,000</u>	<u>225,000</u>
<b>Accumulated amortisation</b>		
Opening balance as at 1 July	22,047	10,651
Amortisation provided in period	11,396	11,396
Closing accumulated amortisation as at 30 June	<u>33,443</u>	<u>22,047</u>
Book value as at 30 June	<u>191,557</u>	<u>202,953</u>

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.

**13 Contract Liabilities**

Grants received upfront to construct Council controlled assets*	310,510	545,000
Grants received upfront to repair flood damaged roads**	2,883,288	-
	<u>3,193,798</u>	<u>545,000</u>

The contract liabilities have arisen on adoption of AASB 15 and AASB 1058. Previously grant revenue was recognised upon receipt. Under the new standards, 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.

\*\* Grant received to repair road assets where funding is sufficiently specific as to the nature and cost of repairs. Revenue is recognised as performance obligations are met.

An opening balance adjustment has been made for \$545,000 to the retained profits account as shown in the statement of equity to reflect the effect of changes in prior year comparatives.

**14 Trade and other payables**

<b>Current</b>		
Creditors and accruals	741,337	566,666
Prepaid rates	165,004	-
Fees & charges received in advance	21,870	-
Annual leave	1,281,800	1,043,267
Other entitlements	132,322	48,568
	<u>2,342,333</u>	<u>1,658,501</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.

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. 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.

**Blackall-Tambo Regional Council**  
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**For the year ended 30 June 2020**

**15 Borrowings**

	2020 \$	2019 \$
<b>Current</b>		
Loans - Queensland Treasury Corporation	96,285	56,362
	<u>96,285</u>	<u>56,362</u>
<b>Non-current</b>		
Loans - Queensland Treasury Corporation	1,629,965	1,326,134
	<u>1,629,965</u>	<u>1,326,134</u>
<b>Loans - Queensland Treasury Corporation</b>		
Opening balance at beginning of financial year	1,382,496	1,939,534
Loans raised	400,000	-
Principal repayments	(56,246)	(557,038)
Book value at end of financial year	<u>1,726,250</u>	<u>1,382,496</u>

The QTC loan market value at the reporting date was \$1,941,260. This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost. All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

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. Expected final repayment date is 16 March 2037. There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrears.

Council adopts an annual debt policy that sets out council's 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.

**16 Provisions**

<b>Current</b>		
Provision for long service leave	1,130,304	984,589
	<u>1,130,304</u>	<u>984,589</u>
<b>Non-current</b>		
Provision for long service leave	143,084	144,803
Provision for waste landfill rehabilitation	408,195	393,367
	<u>551,279</u>	<u>538,170</u>

*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 interest rates attached to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

**Blackall-Tambo Regional Council**  
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**Note 16 Provisions (continued)**

*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 (49 years time) and will have aftercare costs for the subsequent 20 years.

	2020	2019
	\$	\$
<b>Details of movements in long service leave provision</b>		
Balance at the beginning of financial year	1,129,392	925,766
Long Service Leave entitlement arising	331,271	339,096
Long Service Leave entitlement paid	<u>(187,275)</u>	<u>(135,470)</u>
Balance at end of financial year	<u>1,273,388</u>	<u>1,129,392</u>

**Details for movements in landfill restoration provision**

Balance at beginning of financial year	393,367	-
New restoration provision recognised	-	393,367
Increase in provision due to unwinding of discount	7,454	-
Increase in provision due to change in discount rates	7,374	-
Balance at end of financial year	<u>408,195</u>	<u>393,367</u>

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.

**17 Asset revaluation surplus**

**Movements in the asset revaluation surplus were as follows:**

Balance at beginning of financial year	119,514,115	119,514,115
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
Land and improvements	(1,424,691)	-
Buildings	12,944,902	-
Road, drainage and bridge network	38,001,736	-
Water	3,216,324	-
Sewerage	<u>4,651,104</u>	<u>-</u>
	57,389,375	-
Net adjustment to landfill restoration provision to reflect change in discount rate - land and improvements	<u>(7,374)</u>	<u>-</u>
Balance at end of financial year	<u>176,896,116</u>	<u>119,514,115</u>
Net increase/(decrease) in Asset Revaluation Surplus	<u>57,382,001</u>	<u>-</u>

**Asset revaluation surplus analysis**

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

Land and improvements	1,852,418	3,284,484
Buildings	19,788,714	6,843,811
Road, drainage and bridge network	136,786,736	98,785,000
Water	8,433,155	5,216,831
Sewerage	<u>10,035,093</u>	<u>5,383,989</u>
	<u>176,896,116</u>	<u>119,514,115</u>

**Blackall-Tambo Regional Council**  
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**Note 17 Asset revaluation surplus (continued)**

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.

**18 Commitments for expenditure**

	2020	2019
	\$	\$
<b>Contractual commitments</b>		
Contractual commitments at end of financial year but not recognised in the financial statements are as follows:		
Blackall aquatic centre spa and shed construction contract	-	8,888
Blackall sewer relining contract	73,554	73,554
Blackall indoor cricket complex	42,900	-
Blackall saleyards canteen extension	75,218	-
Blackall wool feasibility study	85,728	-
Tambo western sports complex fencing and landscaping	70,271	-
	<u>347,671</u>	<u>82,442</u>

**19 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 2020 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 \$316,967.

**20 Superannuation**

The Council contributes to the Local Government Superannuation Scheme (Qld) (the scheme). The scheme is a Multi-employer Plan as defined in the Australian Accounting Standard *AASB119 Employee Benefits*.

The Queensland Local Government Superannuation Board, the trustee of the scheme, advised that the local government superannuation scheme was a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation.

The scheme has three elements referred to as:

The City Defined Benefits Fund (CDBF) which covers former members of the City Super Defined Benefits Fund

The Regional Defined Benefits Fund (Regional DBF) which covers defined benefit fund members working for regional local governments; and

The Accumulation Benefits Fund (ABF)

The ABF is a defined contribution scheme as defined in AASB 119. Council has no liability to or interest in the ABF other than the payment of the statutory contributions as required by the *Local Government Act 2009*.

Council does not have any employees who are members of the CDBF and, therefore, is not exposed to the obligations, assets or costs associated with this fund.

**Blackall-Tambo Regional Council**  
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**Note 20 Superannuation (continued)**

The Regional DBF is a defined benefit plan as defined in AASB119. The Council is not able to account for the Regional DBF as a defined benefit plan in accordance with AASB119 because the scheme is unable to account to the Council for its proportionate share of the defined benefit obligation, plan assets and costs. The funding policy adopted in respect of the Regional DBF is directed at ensuring that the benefits accruing to members and beneficiaries are fully funded as they fall due.

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*.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Council can 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 was undertaken as at 1 July 2018. The actuary indicated that "At the valuation date of 1 July 2018, 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 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 assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2021.

The most significant risks that may result in LGIAsuper increasing the contribution rate, on the advise 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.

There are currently 62 Councils contributing to the scheme and any changes in contribution rates would apply equally to all 62 Councils. Blackall-Tambo Regional Council made less than 4% of the total contributions to the plan in the 2019-20 financial year.

**21 Changes in accounting policy**

During the year ended 30 June 2020, the Council adopted AASB 15 *Revenue from Contracts with Customers*, AASB 1058 *Income of NFP Entities* and AASB 16 *Leases* using the modified retrospective (cumulative catch-up) method and therefore the comparative information for the year ended 30 June 2019 has not been restated.

The following options have been applied on transition to AASB 15 and AASB 1058:

Council has not adopted the completed contract expedient and therefore has not excluded revenue which was fully recognised in previous years in accordance with the former accounting standards and pronouncements.

Council has not retrospectively restated contracts for modifications that occurred before 1 July 2019 unless such contract modification were minor.

**Revenue standards - AASB 15 and AASB 1058**

Based on Council's assessment, adoption of the new standards in the current financial year has impacted on grant revenue recognition at year end.

If the standard had been applied to 30 June 2019 year comparatives, this application would have resulted in a revenue decrease of \$545,000 in the Statement of Comprehensive Income. There would have been an equal reduction in reported equity and an increase in recognition of contract liabilities. An opening balance adjustment has been made to the retained surplus account and capital grant revenue.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**Note 21 Changes in accounting policy (continued)**

The following table shows the amount by which the financial statement line item is affected by the application of AASB 15 and AASB 1058 as compared to the previous revenue standards.

<i>Statement of Financial Position at 30 June 2020</i>	Carrying amount per Statement of Financial Position \$	Adjustments \$	Carrying amount if previous standards had been applied \$
<i>Current liabilities</i>			
Contract liabilities	3,193,798	(3,193,798)	-
Retained surplus	112,352,628	3,193,798	115,546,426
 <i>Statement of Comprehensive Income for the year ended 30 June 2020</i>	 Balance per Statement of Comprehensive Income \$	 Adjustments \$	 Carrying amount if previous standards had been applied \$
<i>Revenue</i>			
Recurrent Grants	8,995,293	2,883,288	11,878,581
Capital Grants	2,695,670	310,510	3,006,180
	<u>11,690,963</u>	<u>3,193,798</u>	<u>14,884,761</u>

The adjustments above relate to the recognition of contract liabilities for revenue streams where the revenue is recognised over time rather than on receipt of funding under AASB 1004.

The adoption of AASB 15 and AASB 1058 has not caused a material change to the Statement of Cash Flows for the year ended 30 June 2020.

**Lease standard - AASB 16**

Under the previous lease accounting standard, Council assessed whether leases were operating or finance leases, based on its assessment of whether the significant risks and rewards of ownership had been transferred to Council or remained with the lessor. Under AASB 16, there is no differentiation between finance and operating leases for the lessee and therefore all leases which meet the definition of a lease are recognised on the statement of financial position (except for short-term leases and leases of low-value assets).

Leases in which the Council is a lessee

The Council currently leases IT equipment only and has elected not to recognise IT equipment leases under the AASB 16 as they have been assessed as being low-value assets under the standard.

Based on Councils assessment, first-time adoption of AASB 16 for the year ending 30 June 2020 has had no impact on assets, liabilities, equity and net result. Council has used the exception to lease accounting for short-term leases and leases of low value assets, and the lease expense relating to these leases is recognised in the Statement of Comprehensive Income on a straight-line basis.

The Council did not previously have any finance leases.

**Blackall-Tambo Regional Council**  
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	2020	2019
	\$	\$
<b>22 Trust funds</b>		
<b>Trust funds held for outside parties</b>		
Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities	51,225	59,583
Security deposits	<u>20,400</u>	<u>36,287</u>
	<u><u>71,625</u></u>	<u><u>95,870</u></u>

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.

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

Net result	<u>(4,758,788)</u>	<u>376,035</u>
Non-cash operating items:		
Depreciation and amortisation	<u>6,159,535</u>	<u>6,070,736</u>
	<u>6,159,535</u>	<u>6,070,736</u>
Investing and development activities (non cash):		
Net (profit)/loss on disposal/write-off of non-current assets	2,185,254	1,382,477
Capital grants and contributions	<u>(2,695,670)</u>	<u>(4,121,114)</u>
	<u>(510,416)</u>	<u>(2,738,637)</u>
Changes in operating assets and liabilities:		
(Increase)/decrease in receivables	(105,877)	(1,144,160)
(Increase)/decrease in inventory	3,330	36,477
Increase/(decrease) in payables	689,285	370,662
Increase/(decrease) in other liabilities	2,883,289	-
Increase/(decrease) in other provisions	<u>151,450</u>	<u>203,626</u>
	<u>3,621,477</u>	<u>(533,395)</u>
Net cash inflow from operating activities	<u><u>4,511,808</u></u>	<u><u>3,174,739</u></u>

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

<b>Loans</b>		
Opening balance as at 1 July	1,382,496	1,939,534
Cash Flows	<u>343,754</u>	<u>(557,038)</u>
Closing balance as at 30 June	<u><u>1,726,250</u></u>	<u><u>1,382,496</u></u>

**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 2020**

**26 Financial instruments and financial risk management**

Blackall-Tambo Regional Council's activities expose it to a variety of financial risks including interest rate risk, credit risk, and liquidity risk.

Exposure to financial risks is managed in accordance with Council approved policies on financial risk management. These policies focus on managing the volatility of financial markets and seek to minimise potential adverse effects on the financial performance of Council. Council minimises its exposure to financial risk in the following ways:

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

Investments in financial assets are only made where those assets are with a bank or other financial institution in Australia. Council does not invest in derivatives or other high risk investments.

When Council borrows, it borrows from the Queensland Treasury Corporation unless another financial institution can offer a more beneficial rate, taking into account any risk. Borrowing by Council is constrained by the provisions of the *Statutory Bodies Financial Arrangements Act 1982*.

Council measures risk exposure using a variety of methods as follows:

Risk exposure	Measurement method
Interest rate risk	Sensitivity analysis
Liquidity risk	Maturity analysis
Credit risk	Ageing analysis

**Credit risk exposure**

Credit risk exposure refers to the situation where Council may incur financial loss as a result of another party to a financial instrument failing to discharge their obligations.

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts and therefore generally for rates debtors the credit risk is low.

In other cases, Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

Council is also exposed to credit risk through its deposits held at call with financial institutions.

By the nature of Council's operations, there is a geographical concentration of risk in Council's area. Because the area is largely agricultural, there is also a concentration in the agricultural sector.

The Council does not require collateral in respect of trade and other receivables. The Council does not have trade receivables for which no loss allowance is recognised because of collateral.

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is the gross carrying amount of those assets inclusive of any provisions for impairment.

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.

Council's maximum exposure to credit risk is as follows:

	Note	2020	2019
		\$	\$
Financial assets			
Cash and cash equivalents	9	17,167,909	14,266,719
Receivables - rates	10	304,198	135,488
Receivables - other	10	2,121,188	2,192,649
		<u>19,593,295</u>	<u>16,594,856</u>

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

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

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

A summary of the Council's exposure to credit risk for trade receivables is as follows:

	2020 Not credit- impaired	2020 Credit- impaired	2019 Not credit- impaired	2019 Credit- impaired
	\$	\$	\$	\$
Less than 30 days	2,006,095	-	2,137,092	-
Past due 31-60 days	10,442	-	25,132	-
Past due 61-90 days	9,805	-	21,065	-
More than 90 days	94,846	-	9,360	-
<b>Total gross carrying amount</b>	<u>2,121,188</u>	<u>-</u>	<u>2,192,649</u>	<u>-</u>

*Expected credit loss assessment as at 1 July 2019 and 30 June 2020*

The Council uses an allowance matrix to measure the expected credit losses of trade receivables from individual customers, which comprise a very large number of small balances.

Loss rates are calculated using a 'roll rate' method based on the probability of a receivable progressing through successive stages of delinquency to write-off.

The following table provides information about the exposure to credit risk and expected losses for trade receivables from individual customers as at 30 June 2020:

	Weighted- average loss rate	Gross carrying amount	Loss allowance
	%	\$	\$
Not past due	0.11%	2,006,095	2,207
Past due 31-60 days	1.10%	10,442	115
Past due 61-90 days	4.40%	9,805	431
More than 90 days	8.47%	94,846	8,033
<b>Total</b>		<u>2,121,188</u>	<u>10,786</u>

Loss rates are based on actual credit loss experience over the past five years. These rates are multiplied by scalar factors to reflect differences between economic conditions during the period over which the historical data has been collected, current conditions and the Council's view of economic conditions over the expected lives of the receivables.

**Liquidity risk**

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

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.

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

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

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

The following table sets out the liquidity risk of financial liabilities held by Council in a format as it might be provided to management. The amounts disclosed in the maturity analysis represent the contractual undiscounted cash flows at balance date:

	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cashflows	Carrying amount
	\$	\$	\$	\$	\$
<b>2020</b>					
Trade and other payables	741,337	-	-	741,337	741,337
Loans - QTC	148,611	594,446	1,458,896	2,201,953	1,726,250
	<u>889,948</u>	<u>594,446</u>	<u>1,458,896</u>	<u>2,943,290</u>	<u>2,467,587</u>
<b>2019</b>					
Trade and other payables	566,666	-	-	566,666	566,666
Loans - QTC	106,050	424,201	1,352,141	1,882,392	1,382,496
	<u>672,716</u>	<u>424,201</u>	<u>1,352,141</u>	<u>2,449,058</u>	<u>1,949,162</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 prices, 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 finance lease borrowings, borrowings from the 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.

Council does not undertake any hedging of interest rate risk.

**Sensitivity**

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

The Council does not account for any fixed-rate financial assets or financial liabilities at Fair Value through Profit or Loss, therefore a change in interest rates at the reporting date would not affect profit or loss.

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	Effect on Net Result		Effect on Equity	
	Amount	1% increase	1% decrease	1% increase	1% decrease
	\$	\$	\$	\$	\$
<b>2020</b>					
Cash on Deposit	17,167,909	171,679	(171,679)	171,679	(171,679)
Loans QTC	1,726,250	(17,263)	17,263	(17,263)	17,263
Net Total	<u>18,894,159</u>	<u>154,416</u>	<u>(154,416)</u>	<u>154,416</u>	<u>(154,416)</u>
<b>2019</b>					
Cash on Deposit	10,108,715	101,087	(101,087)	101,087	(101,087)
Loans QTC	1,382,496	(13,825)	13,825	(13,825)	13,825
Net Total	<u>11,491,211</u>	<u>87,262</u>	<u>(87,262)</u>	<u>87,262</u>	<u>(87,262)</u>

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

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

**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. The market value of debt is provided by QTC and is shown in Note 15.

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.

**Blackall-Tambo Regional Council**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**27 Transactions with Related Parties**

(a) Transactions with key management personnel (KMP)

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

The compensation paid to KMP comprises:

	2020 \$	2019 \$
Short-term employee benefits	1,060,271	1,222,488
Post-employment benefits	81,664	103,159
Long-term benefits	16,906	21,669
<b>Total</b>	<b>1,158,841</b>	<b>1,347,316</b>

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	2020 \$	2019 \$
Purchase of materials and services from entities controlled by key management personnel - Note 26(b)(i)	12,686	57,627
Personnel services provided by a related party to Council - Note 27(b)(ii)	117,911	3,696

(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	2020 \$	2019 \$
Building and construction materials and services	3,952	47,626
Catering services	1,102	3,038
Uniforms and protective clothing	2,647	3,835
Livestock handling services	4,985	3,128

(ii) Council incurred \$117,911 in engineering service fees paid to George Bourne and Associates for technical services provided by Amanda Turlan who is an employee of the firm. Amanda Turlan is on Council's related party list being 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**  
**Notes to the financial statements**  
**For the year ended 30 June 2020**

**28 COVID-19 Impact Statement**

Council has assessed the impact of COVID-19 pandemic on its financial statements for the current year and further impacts are expected to continue into 2020-21.

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

- Waived rent from 1 March 2020 to 30 June 2020 on Council's commercial properties that was payable by businesses who were not able to trade due to COVID-19 situation.
- Discontinued the levying of interest on overdue rates and charges for the period 15 April 2020 to 30 June 2020.
- Increased frequency in cleaning of Council and public facilities which will continue to occur in the 2020-21 financial year.
- 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.

The impact of these measures are not material to the 2019-20 financial statements of Council and is not expected to be material for the 2020-21 financial year.

**Blackall-Tambo Regional Council**

**Financial Statements**

**For the year ended 30 June 2020**

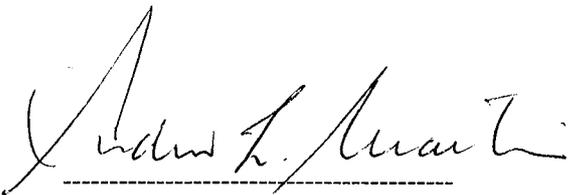
**Management Certificate**

**For the year ended 30 June 2020**

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 36, 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: 18 Oct, 2020



Chief Executive Officer  
Des Howard

Date: 13, 10, 20

## 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 accompanying financial report of Blackall-Tambo Regional Council (the council).

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2020, 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 2020, 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 the 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 2020 was the current year financial sustainability statement and long-term financial sustainability statement.

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 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 2020:

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



13 October 2020

Dale Hassell  
as delegate of the Auditor-General

Queensland Audit Office  
Brisbane

**Blackall-Tambo Regional Council**

**Current-year Financial Sustainability Statement  
For the year ended 30 June 2020**

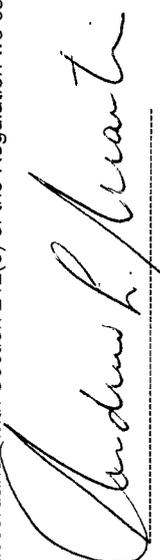
Measures of Financial Sustainability	How the measure is calculated	Actual	Target
Council's performance at 30 June 2020 against key financial ratios and targets:			
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-25%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	54%	greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-52%	not greater than 60%

**Certificate of Accuracy**

**For the year ended 30 June 2020**

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: 13 Oct 2020

  
 \_\_\_\_\_  
 Chief Executive Officer

**Des Howard**

Date: 13 10 20

**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 2020.

**Blackall-Tambo Regional Council  
Unaudited Long-Term Financial Sustainability Statement  
Prepared as at 30 June 2020**

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2020	Projected for the years ended									
				30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	
Operating Surplus Ratio	Net result divided by total operating revenue	Between 0% and 10%	-25%	-10%	-18%	-17%	-16%	-16%	-16%	-15%	-15%	-14%	-14%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	greater than 90%	54%	104%	100%	102%	102%	102%	102%	102%	102%	102%	102%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue	not greater than 60%	-52%	-36%	-52%	-53%	-52%	-52%	-52%	-52%	-52%	-52%	-52%

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

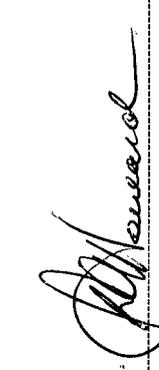
Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial 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 2020**

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

Chief Executive Officer  
Des Howard

Date: 13 Oct, 2020

Date: 13, 10, 20

## SENSITIVE

15 October 2020

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

Dear Andrew

### **Final Management Report for Blackall-Tambo Regional Council**

We have completed our 2020 financial audit for Blackall-Tambo Regional Council. The Auditor-General issued an unmodified audit opinion on your financial statements.

As per section 213 of the Local Government Regulation, you must present this report at the next ordinary meeting of the Council.

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

Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter. Our rating definitions for internal control deficiencies is shown in Appendix B.

### **Report to parliament**

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

This year 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. In this report 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 Financial Officer and will 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 report.

### **Audit fee**

The final audit fee for this year will be no more than \$79,500 exclusive of GST (2019: \$84,500). This fee is in line with the estimate in our external audit plan.

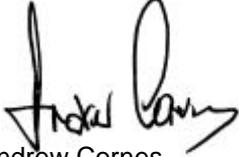
### **Financial reporting maturity level**

QAO are in the process of finalising a new financial statement preparation reporting tool, called the financial reporting maturity model. This model allows for scalable assessment of financial reporting preparation processes which aims to better reflect the differences in size and maturity of public sector entities. For future years, we are planning to move to assessing the process according to the new maturity model. In the interim we will commence working with management to understand their expected / desired positioning of maturity.

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 me on 07 4046 8803 or Dale Hassell on 07 3149 6071.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew Cornes', with a stylized flourish at the end.

Andrew Cornes  
Engagement Partner

Enc.

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

# Appendix A1—Internal control issues



## Significant deficiencies, deficiencies and other matters

The following table details control deficiencies and other matters identified since our last interim report dated 29 May 2020. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



 Significant deficiencies
<p><b>20CR-1 Cyber security incident (final issue)</b></p> <p><b>Control activities</b></p> <p>Council's IT systems were severely impacted by a ransomware intrusion on 15 June 2020 with Council's IT systems and data were locked and encrypted for a period of time.</p> <p>With hindsight, the incident highlighted the following weaknesses in Council's IT environment:</p> <ul style="list-style-type: none"><li>• Network with legacy issues</li><li>• User training</li><li>• Back-up procedures</li><li>• Network infrastructure monitoring and security</li></ul> <p>Council was ultimately able to obtain a decryption tool and unlock key data which was then migrated to a new IT environment.</p> <p>Council has taken steps when establishing the new IT environment to address the weakness identified above.</p> <p><b>QAO recommendation</b></p> <p>Council management to monitor for any subsequent attempts for unauthorised access to the system and continue to use outside specialists for assistance in this area. Council to re-inforce cyber security training amongst users of the system.</p> <p>A thorough review of IT has been earmarked for the 2020/21 audit.</p> <p>Status: Resolved</p>

## Appendix A1—Internal control issues (cont'd)



### Deficiencies

#### 20IR-1 Capitalisation of work in progress projects (interim issue)

##### Control activities

Documented confirmation of project completion was not obtained before all projects were capitalised within Council's accounts.

The absence of documented confirmation of completion creates the risk that projects may be incorrectly capitalised and costs related to the project may not be accurately captured.

In addition, it was noted that included in the work-in-progress balance at year end are a number of completed projects that have yet to be transferred to the appropriate asset class.

Although the property, plant and equipment balance in the statement of financial position is correct, classifications in the property, plant and equipment note may be incorrect.

##### QAO recommendation

Before a project is capitalised by Council, documented confirmation the project is complete should be obtained.

We also recommend that a procedure be developed to ensure the timely capitalisation of completed projects out of work in progress into property, plant and equipment.

##### Management response

Management has implemented a project management portal in August 2020 with the aim of better managing projects to completion. This portal includes project tracking information from project inception, procurement, progress and completion. Project completion forms are a requirement for project managers and asset managers. The project portal and regular monitoring will ensure timely completion and capitalisation of works in progress. QAO recommendation is accepted.

Responsible officer: Director of Finance, Corporate and Community Services

Status: In progress

Action date:

## Appendix A1—Internal control issues (cont'd)



### Deficiencies

#### 20CR-2 Briefing paper on valuations (final issue)

##### Monitoring

A summarised briefing paper on the results of the valuations was not provided to the audit committee.

A summarised briefing paper should examine the valuation's key assumptions, inputs and movements to demonstrate the results of the valuation had been scrutinised and challenged by management prior to the adoption of the results.

The absence of a summary makes the oversight by the audit committee more difficult to achieve as this is a critical area in Council's financial reporting process and may result in reporting errors and/or delays.

##### QAO recommendation

A summarised briefing paper on the results of the valuation that highlights key assumptions, inputs and movements should be submitted to the audit committee for endorsement prior to certification of the financial statements by Council.

##### Management response

Management notes the need for a briefing paper on the results of valuation to be submitted to the audit committee to assist with the understanding of key valuation assumptions, inputs and movements. QAO recommendation is accepted.

Responsible officer: Director of Finance, Corporate and Community Services

Status: Not started

Action date: 31 March 2021

#### 20CR-3 Bank Payment Authorisation (final issue)

##### Control activities

Weekly payroll and creditor runs are prepared by either the Creditors Officer or Payroll Officer. The pay run is reviewed by the Finance Manager and either the Creditors Officer or Payroll Officer will upload the bank file to the online banking portal from Practical. Two of the following individuals (Finance Manager, Creditors Officer or Payroll Officer) will authorise the payment within the banking portal.

This represents a segregation of duties issue.

##### QAO recommendation

Payment authorisation be restricted to employees who are not involved in the preparation of the payment.

##### Management response

Recommendation is accepted.

Responsible officer: Director of Finance, Corporate and Community Services

Status: Not started

Action date: 31 October 2020

## Appendix A1—Internal control issues (cont'd)



### Other matters

#### 20CR-4 Goals (Corporate Plan) (re-raised)

**Date issue initially raised: 6 July 2018 (2018 interim report)**

While the Corporate Plan sets out Council's goals, it does not detail how performance against goals will be assessed.

Without defined measurement criteria, it will be difficult for management to assess if they are on the right track towards achieving their goals.

#### **QAO recommendation**

The Corporate Plan should detail how management will measure their progress towards achieving goals, including both to the end result and milestones along the way.

#### **Management response**

The new corporate plan is in draft stage due for completion by 22 December 2020. QAO recommendation noted.

Responsible officer: Director of Finance, Corporate and Community Services

Status: Work in progress

Action date: 22 December 2020

#### 20CR-5 Outdated investment and advertising spending policy (final issue)

**Date issue initially raised: 6 July 2018 (2018 interim report)**

The investment and advertising spending policy were due for review 30 June 2017. We have been unable to obtain evidence that these policies have been reviewed.

Section 105(6) of the Local Government Act 2009 states that a local government must ensure that its financial policies are regularly reviewed and updated.

#### **QAO recommendation**

Council should periodically review and update all policies. Policies should be presented to Council for approval. Policies should also include the adoption date to allow for timely review.

#### **Management response**

These policies will be reviewed and presented to Council at the November Council meeting.

Responsible officer: Director of Finance, Corporate and Community Services

Status: Not started

Action date: November 2020

# Appendix A2—Financial reporting issues



The following tables detail financial reporting issues identified through our audit since our last interim report dated 29 May 2020. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



High

Medium



Low



## Medium risk issue

### 20FR-1 Initial application of AASB 1058 Income of Not-for-Profit Entities impacting recognition of capital grants from the prior year (final issue)

#### Observation

On applying the new accounting standard AASB 1058 Income of Not-for-Profit Entities for capital grants we noted that the recognition criteria for such grants has changed under the new standard with capital grants being recognised in line with the progression of the projects to which the grant relates.

Grant funding in relation to the Works for Queensland Program grants was recorded in the year in which the funding was received (2019 financial year) however Council's obligations with the respect to the program were satisfied during the 2020 financial year.

This has resulted in management subsequently recording an adjustment totalling \$545k to increase grant income in the year ended 30 June 2020 and reduce the retained surplus at 1 July 2019 – the treatment being “as if” the accrued income was recognised at the start of the reporting period.

Where the initial application of AASB 1058 Income of Not-for-Profit Entities is not applied it can result in a material misstatement to the financial statements.

#### QAO recommendation

The implementation of this new standard will not recur, however, the application of this accounting standard will be ongoing and Council will need to track and identify those grants where year-end adjustments are required to ensure Council recognises the appropriate amount of respective revenue for the year.

Status: Resolved

### 20FR-2 Employee benefits didn't include on-costs (final issue)

#### Observation

Employee benefits (annual leave and long service) did not factor in on-costs into the calculation of the year end liabilities for items such as superannuation.

This resulted in an understatement of employee benefit liabilities at 30 June 2020.

#### QAO recommendation

Management posted an adjustment to correct the annual leave and long service leave liabilities to factor in on-costs. This should be done on an annual basis.

Status: Resolved

# Appendix A3—Matters previously reported



## Status

The following table summarises all control deficiencies, financial reporting issues and other matters that we have raised this year and those issues raised in in prior years but are not yet resolved.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.

### Internal control issues

### Financial reporting issues

Significant deficiency	Deficiency	Other matters	High	Medium	Low

Reference	Rating	Issue	Status / Comment Action Date
<b>Internal control issues</b>			
19IR-1		<p><b>Leave approval</b>  <i>Date issue initially raised:</i> 2019 interim report</p> <p><i>COSO Component:</i> Control activities</p> <p><i>Observation and implication</i>                      During our testing over payroll it was noted that one annual leave form for a member of key management personnel was both prepared and approved by that employee.</p> <p>This represents a lack of controls in regards to annual leave as employees may take leave without the appropriate entitlement or without obtaining the appropriate authorisation.</p> <p><i>QAO recommendation</i>                      Annual leave should be approved by an appropriate officer before it is taken.</p>	Resolved
19CR-1		<p><b>Capitalisation of completed projects</b>  <i>Date initially raised:</i> 2019 closing report</p> <p><i>COSO Component:</i> Control activities</p> <p><i>Observation and implication</i>                      During our testing over property, plant and equipment we noted that included in the work in progress balance at year end are a number of completed projects that had yet to be transferred to the appropriate asset class.</p>	Matter re-raised, refer to Appendix A1.

Reference	Rating	Issue	Status / Comment Action Date
		<p>Although the property, plant and equipment balance in the statement of financial position is correct, classifications in the property, plant and equipment note may be incorrect.</p> <p><i>QAO recommendation</i></p> <p>We recommend that a procedure be developed to ensure the timely capitalisation of completed projects out of work in progress into property, plant and equipment.</p>	
20IR-1		<p><b>Monthly financial reports and framework (interim issue) (re-raised)</b></p> <p><i>Date issue initially raised:</i> 2019 interim report</p> <p><i>COSO Component:</i> Information and communication</p> <p><i>Observation and implication</i> At each Council meeting financial reports are presented to Council for review and consideration. These reports include a comparison of actual results against budgeted results but do not always include an analysis and/or explanatory comments.</p> <p>We also note there is no financial reporting framework, which clearly defines management's responsibilities for the preparation and review of reports, as well as regular review to drive improvement.</p> <p>Monthly financial management reporting is critical to the effective financial management of the Council.</p> <p><i>QAO recommendation</i> Financial reports presented to Council should be underpinned by a robust financial reporting framework and include explanatory comments for significant variances between actual results and budgeted results.</p>	<p>Work in progress</p> <p><i>2020 final update:</i> Council will look into how monthly management reporting can be improved having received links to guidance and an example template</p> <p>Initial agreed action date: 14 September 2020</p> <p>Revised agreed action date: 31 March 2021</p>
20IR-2		<p><b>Contracts for casual employees (interim issue)</b></p> <p><i>Date issue initially raised:</i> 2020 interim report</p> <p><i>COSO Component:</i> Control activities</p> <p><i>Observation and implication</i> Casual saleyard employees do not have a signed employment contract with Council.</p>	<p>Work in progress</p> <p><i>2020 final update:</i> Council contacted PEAK Legal Services for assistance. Contracts are currently being drafted for saleyard employees.</p> <p>Initial agreed action date: 14 September 2020</p>

Reference	Rating	Issue	Status / Comment Action Date
		<p>The absence of a formal signed employment contract, letter of offer or workplace agreement creates the risk of inaccurate payroll records and may give rise to confusion and uncertainty in respect to agreed employee responsibilities and benefits.</p> <p><i>QAO recommendation</i></p> <p>Formal employment contracts, letters of offer and workplace agreements are required for all employees including casual employees. At a minimum, casual employees should have a signed agreement that outlines the applicable award classification and job position.</p>	Revised agreed action date: 31 December 2020
<b>Financial reporting issues</b>			
19FR-1		<p><b>Condition assessments for damaged assets recorded at fair value</b></p> <p><i>Date issue initially raised:</i> 19 November 2018 (2018 closing report)</p> <p><i>Observation and implication</i></p> <p>Through discussions with management in regards to the condition of assets held by Council, it was noted that no impairment had been recognised on roads damaged as a result of weather events during the year. On reflection, management's best estimate of impairment at 30 June 2019 is based on the amount of the flood damage repairs and restoration works of \$10,790,124 per the current Queensland Reconstruction Authority claim. This claim is still being assessed by QRA and may not be accepted in full. The works undertaken in 2019/2020 would then subsequently be capitalised to restore the assets to the condition that existed before the weather event.</p> <p><i>QAO recommendation</i></p> <p>For assets known to have endured damage, management should ensure an assessment for impairment is undertaken and accounted for at year-end.</p>	<p>Resolved</p> <p><i>2020 final update:</i></p> <p>Council conducted comprehensive revaluations of all asset classes effective 30 June 2020.</p>
19FR-2		<p><b>Incorrect classifications</b></p> <p><i>Date issue initially raised:</i> 8 October 2019 (2019 closing report)</p>	<p>Resolved</p> <p><i>2020 final update:</i></p> <p>We did not identify the need for any classification adjustments between recurrent and capital revenue.</p>

Reference	Rating	Issue	Status / Comment Action Date
		<p><i>Observation and implication</i> It was noted during the year that several plant assets were damaged by flooding which occurred in March 2019. Council received insurance proceeds and recorded this as recurrent revenue instead of against capital revenue/expense in connection with the disposal of those assets. As such, a reclassification entry was required.</p> <p>Although the net result is correct, classifications between recurrent and capital were incorrect and this impacts the measure of financial sustainability in the operating surplus ratio.</p> <p><i>QAO recommendation</i> Management should perform a thorough review of the non-standard revenue items on receipt in order to appropriately classify capital transactions from recurrent transactions in the general ledger</p>	
19FR-3		<p><b>Calculation of landfill provision</b> <i>Date issue initially raised:</i> 8 October 2019 (2019 closing report)</p> <p><i>Observation and implication</i> Council have recorded a provision for landfill in the financial statements, however the calculation of the present value of the estimated cost of restoring the sites assumes the inflation and discount rate is the same.</p> <p>Guidance issued by the QAO suggests the inflation factor should be calculated with reference to either projected cost increases (i.e. indexation) or the long-term government bond rate with the most appropriate discount rate being Council's incremental borrowing rate or the Group of 100 (G100) rate.</p> <p>Any changes are unlikely to have a material impact on the provision made at 30 June 2019.</p> <p><i>QAO recommendation</i> Council should update its landfill provision, in particular the inflation and discount rates, based on the guidance available from the QAO.</p>	<p>Resolved</p> <p><i>2020 final update:</i> Council updated the landfill provision calculation during the year, factoring in a discount rate of 1.923% (20 year QTC fixed term borrowing rate) and an inflation rate of 2% (lower end of the RBA target inflation rate).</p>

Reference	Rating	Issue	Status / Comment Action Date
		Disclosures in Council's financial statements going forward should include a break-down of the movement in the provision detailing the increase due to unwinding of the discount and increases/decreases due to change in the discount rate.	
<b>Other matters</b>			
		<p><b>Goals (Corporate Plan)</b></p> <p><i>Date issue initially raised:</i> 6 July 2018 (2018 interim report)</p> <p><i>Observation and implication</i></p> <p>While the Corporate Plan sets out Council's goals, it does not detail how performance against goals will be assessed.</p> <p>Without defined measurement criteria, it will be difficult for management to assess if they are on the right track towards achieving their goals.</p> <p><i>QAO recommendation</i></p> <p>The Corporate Plan should detail how management will measure their progress towards achieving goals, including both the end result and milestones along the way.</p>	Matter re-raised, refer to Appendix A1.

# Appendix B—Our rating definitions



## Internal rating definitions

	Definition	Prioritisation of remedial action
<b>Significant deficiency</b> 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>• the risk of material misstatement in the financial statements</li> <li>• the risk to reputation</li> <li>• the significance of non-compliance with policies and applicable laws and regulations</li> <li>• the potential to cause financial loss including fraud, or</li> <li>• where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
<b>Deficiency</b> 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
<b>Other matter</b> 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

## Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
<b>High</b> 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
<b>Medium</b> 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
<b>Low</b> 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: **6.1.8**

**SUBJECT HEADING: North Australia Climate Program Workshops**

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

CLASSIFICATION: (if confidential)

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*Summary: The University of Southern Queensland are wanting to hold a workshop in Tambo and have requested that Council provide a venue, assistance with promotion and catering for the event.*

**Officer's Recommendation: That Council consider the request to provide support.**

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## Background

The attachments detail a request from the University of Southern Queensland to hold a workshop in Tambo on 9<sup>th</sup> or 10<sup>th</sup> December.

The workshop will run from 8.30am to 2.00pm with a range of presenters.

It is suggested that Council provides:

- (i) A venue
- (ii) Assistance with promotion – emails, Facebook and posters etc.
- (iii) Catering

Funds have not been included in the budget for this event.

---

## Link to Corporate Plan

Sustainable and Prosperous Economy  
Economic Development  
Encourage Economic Development within the Region

## Consultation (internal/external)

Arts and Cultural Officer  
University of Southern Queensland

## Policy Implications

Nil

## Budget and Resource Implications

Approx \$700.00 not budgeted.

# BREAKING NEWS ALERT

## INTERPRETING A RAIN FORECAST ACCURATELY A MAJOR ISSUE FOR PRODUCERS

Are you in the 70% of producers reading their weather forecasts incorrectly? Does the rainfall forecast always seem to 'get it wrong'?



**Chinchilla Workshop**  
**Thursday 29 October, 8:30am-2pm**  
In partnership with Chinchilla Landcare Group  
Guest speaker from Ag Solutions

**To register, contact Vicki Mayne**  
**vicki.mayne@usq.edu.au**  
**0429 894 194**

The banner features a background image of a lightning storm over a field. On the left is the Ag Solutions logo, and on the right is the Chinchilla Landcare Group logo.

Photograph by Steve O'Connor

The Northern Australia Climate Program's regionally located 'Climate Mates' deliver climate and forecasting workshops across Northern Australia. During these workshops, the team discovered that 7/10 producers have been misinterpreting the rainfall forecast for years!

NACP is now offering an online short course, *Forecasting for Decision-Making*, that has been designed to upskill producers to get the most out of the weather forecasts and read them accurately.

This course covers: El Nino-Southern Oscillation (ENSO); Indian Ocean Dipole (IOD); Madden-Julien Oscillation (MJO); and Interpreting the Forecast. One-on-one follow up ensures this information is tailored to your property.

Supported by the Bureau of Meteorology and the UK Met office, this course will give you the knowledge to correctly interpret and use forecasting as a productive tool in decision-making.

**Places are limited, so register now and connect with the best climate and forecast researchers in the business.**

Find out more at: [nacp.org.au/outreach/training/launchpad](http://nacp.org.au/outreach/training/launchpad) or contact [nacp@usq.edu.au](mailto:nacp@usq.edu.au)

NACP is a partnership between the Queensland Government, Meat and Livestock Australia and the University of Southern Queensland to help Northern Australian producers manage drought and climate risks



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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.1.9

**SUBJECT HEADING: St Patrick's Catholic Church**

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

CLASSIFICATION: (if confidential)

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*Summary: St Patrick's Catholic Church are holding their annual Christmas fete on 21 November and have asked for Council assistance.*

**Officer's Recommendation: That Council consider the request to provide support.**

---

### Background

The representatives of St Patrick's Catholic Church inadvertently missed the 27 May 2020 cut-off regarding requests for in-kind support for the 2020/2021 financial year.

Council has received a request for in-kind support by waiving of hire fees of the following:

- 250 chairs and 60 tables
- 10 wheelie bins
- 13 KVA generator
- Sanitizing/cleaning of toilets
- 50 metres of barrier mesh

and a cash donation of \$352.00 to meet the copyright costs of a children's movie to be shown at their fete on Saturday 21 November.

---

### Link to Corporate Plan

Nil

### Consultation (internal/external)

DFCCS

### Policy Implications

Nil

### Budget and Resource Implications

Approx \$1744.00 not budgeted

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 4.1.10

SUBJECT HEADING: **Regional Arts Development Program – Round 1 (2020-2021)**

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

CLASSIFICATION: (if confidential)

---

*Summary: The first round of the 2020-2021 RADF program closed for applications on 30 October. Six applications were received.*

**Officer's Recommendation: That Council receive the minutes of the meeting of the Regional Arts Development Fund Committee and endorse the Committee's recommendations to fund the applications totalling \$13,500.00.**

---

## Background

Applications were received for the 1<sup>st</sup> round of funding for the 2020-2021 year with applications closing on 30 October. Six applications were received and presented for assessment. The Committee elected to support four applications as presented and request more information from two applicants.

Applicant	Project	Amount	
Red Ridge	<i>Support for a tour of western Queensland for Humphrey B. Bear's – Put on Your Dancing Shoes!</i>	\$3,000	More information requested
BCA	<i>Furniture Restoration</i>	\$2,185	Approved
BCA	<i>Furniture Making</i>	\$2,185	Approved
BTRC - Neighbourhood Centre	<i>Crack-up sisters</i>	\$4,950	Approved
Better in Blackall	<i>Community Workshop &amp; Tourism Symposium</i>	\$5,400	More information requested
Tambo - ICPA	<i>Children's art/acro workshops</i>	\$4,180	Approved

---

## Link to Corporate Plan

Social

Arts & Culture

Continue to grow our region as the premier arts and cultural hub of Western Queensland

Youth

**Consultation (internal/external)**

RADF Committee

**Policy Implications**

Nil

**Budget and Resource Implications**

\$13,500.00 funded

**General Meeting RADF Meeting 10.11.2020 – BTRC Tambo Boardroom.**

**Date:** 10.11.20

**Time:** 3.45 pm

**Present:** Louise Martin, Ros Wood, Lindy Hardie(Chair), Alison Shaw (RLO), Kiralee Sanderson, Boyd Johnstone, Pip Fearon

**Apologies:** Pam Pullos

*Motion:* That the Apologies be accepted.

Moved: Boyd

Seconded: Louise

**Appointment of Chairman:**

Lindy Hardie  
Johnstone

nominated by Boyd

Accepted

There being no further nominations Lindy was duly accepted.

**Minutes:**

The minutes of the previous general meeting held on 12<sup>th</sup> May 2020 were tabled.

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

Moved: Louise

Seconded: Ros

**Business arising from the Minutes:**

- Tambo Dam Lights update.
- Round 1 was unable to open in July due to late notification of the AQ RADF funding.

**Correspondence:**

Inward - Email & written correspondence:

- AQ – notification of \$49,500.00 for 2020-2021 program.
- Requests to delay projects due the COVID-19
- BCA – cancellation of bead making working workshop

Outward - Email & written correspondence:

- RD1 advertising/promotion

*Motion:* That the inward correspondence be received and the outward endorsed.

Moved: Wendy  
Seconded: Pip

**Business arising from the Correspondence:**

nil

**Financial Report:**

Current Balance: \$77,365.94

*Motion:* That the financial report be received.

Moved: Alison  
Seconded: Wendy

**Business arising from the Financial Report:**

- \$2,243.00 returned from BCA – glass bead workshops cancelled
- BCA – \$622.94 to be returned from furniture restoration workshop

**Assessment of Applications:**

Red Ridge	<i>Support for a tour of western Queensland for Humphrey B. Bear's – Put on Your Dancing Shoes!</i>
BCA	<i>Furniture Restoration</i>
BCA	<i>Furniture Making</i>
BTRC - Neighbourhood Centre	<i>Crack-up sisters</i>
Better in Blackall Festival	<i>Community Workshop &amp; Tourism Symposium</i>
Tambo - ICPA	<i>Children's art/acro workshops</i>

*Motion:* That the RADF Committee seek further information from Red Ridge regarding the tour of western Queensland by Humphrey B Bear.

Moved: Wendy

Seconded: Boyd

All in favour

The Committee requests

- Entire budget showing what BTRC RADF funds are supporting
- Evidence of community support
- Evidence of commitment from other Shires
- Detail of other community engagement activities to be undertaken in the towns.

*Motion:* That the RADF committee approves the application received from the Blackall Cultural Assoc Inc for a furniture restoration workshop for the amount of \$2,185.00

Moved: Ros

Seconded: Kiralee

All in favour

The Committee noted that historically furniture restoration workshops have been delivered as a cooperative regional project.

*Motion:* That the RADF committee approves the application received from the Blackall Cultural Assoc Inc for a furniture making workshop for the amount of \$2185.00

Moved: Kiralee

Seconded:

All in favour

Committee considered an option if there are not enough participants for the box-making a second week of furniture restoration is delivered.

*Motion:* That the RADF committee approves the application received from the BTRC - Neighbourhood Centre workshops with the Crack-up sisters for the amount of \$4,950.00

Moved: Kiralee

Seconded: Louise

All in favour

*Motion:* That the RADF Committee seek further information from the Better in Blackall Festival Committee about the community workshop and tourism symposium.

Moved: Louise

Seconded: Wendy

All in favour

- Enquire why Jo Jordan is not being utilised – why is BiB not building on the work done with Jo?
- Would like detail of the \$2000 in-kind support from Red Ridge
- Committee doesn't consider the catering should be free for participants

*Motion:* That the RADF committee approves the application received from the Tambo ICPA for children's art and acrobatic workshops for the amount of \$4,180.00

Moved: Boyd

Seconded: Wendy

All in favour

Kiralee and Phillipa declared a conflict of interest and abstained from voting.

### **General Business:**

Next Round & Meeting:

Open the week of November 16th, closing at the beginning of February.

Closure:

There being no further general business the meeting closed at 5.45pm.

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.2.1

SUBJECT HEADING: **Director of Works and Services' Operations Report – October 2020**

Author and Officer's Title: John Turlan, Director of Works and Services

CLASSIFICATION: (if confidential)

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*Summary: The Director of Works and Services report for October 2020 is presented to Council.*

**Officer's Recommendation: That Council receive the Director of Works and Services' Operation Report for October 2020.**

---

## Background

### **Construction**

- R2R - Hospital Road - 1<sup>st</sup> seal completed, second seal early December.
- TMR - Isisford Road Rehab – Primed lots 1-6 to seal on 4<sup>th</sup> November. (19 lots in total).
- TIDS - Langlo Road pave and seal

### **Flood Damage crews /Maintenance Graders Location**

- TMR - Adavale Road flood damage
- Rosclare, Jynoomah and Toolmaree Roads

### **Maintenance Crews**

- RMPC - Guide posts Adavale Road and 13C
- RMPC - Surface correction 13B and 13C
- Edge patching 13B
- Private Works – Ergon traffic control
- Reflect pick up
- Hospital line marking
- RMPC - Remove grid on Adavale Road
- Pothole patching Mitchell Street and Playfair Road
- RMPC - Sign repairs Springsure and Alpha Roads

	<b>Total km - 2020/21</b>
<b>New Bitumen sealing works</b>	3 klm
<b>Bitumen resealing works</b>	0 klm

### **Monthly Statistics**

Formation grading – total km	86 km
Gravel re-sheeting – total meters	0.5 km
Bitumen resealing works – total km	2,400 m2
Plant downtime that impacted production - total hours for month	0days
Number of customer requests received	5

Number of customer requests actioned	5
Average response time to customer request - hrs.	Same day/next day
Premix used/prime used	20tn / 120ltrs
Emulsion/sand/stone	5m3

### **Upcoming Works**

- TMR-Isisford Road rehabilitation
- TIDS- Langlo Road pave and seal

### **Projects**

#### **W4Q PROJECTS**

- Rugby League dressing rooms – will be completed mid November
- Saleyards Water Yards – Complete
- Saleyards Loading Ramp – starting first week of November
- Waste oil collection stations - Complete
- Perry Bros Tourism Project – slab for rotunda mid November
- EE Parr Park Lighting – Complete
- Banks Park stage - footings installed stage to be complete late November

#### **DCP PROJECTS**

- Sewerage Mains – 75 % cleaning complete, relining early December
- BIB Sign - ordered delivery late November

#### **LRCI PROJECT**

- Heavy vehicle bypass – design stage with works to start early 2021

### **Water and Sewerage**

#### **Water Services**

Number of interruptions to services	2
Number of customers impacted by the interruptions to services- notices were issued to residents as part of mains replacement works	2
Water consumption total ML	21020
Number of customer requests received	4
Number of customer requests actioned	4
Average response time to customer request - hrs.	Same day/next day
Number of incidents	0
Lost Time Injury (LTI) resulting from incidents	0

#### **Sewerage Services**

Number of interruptions to services	4
Number of customers impacted by the interruptions to services	4
Sewerage Treated total hours	496
Number of customer requests received	2
Number of customer requests actioned	2
Average response time to customer request - hrs.	2 hrs
Number of incidents	0
Lost Time Injury (LTI) resulting from incidents	0

### **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	12
Number of plant breakdowns	6
Number of call outs	0
Hours downtime due to servicing	29.5
Hours downtime due to breakdown	72
Hours downtime due to parts availability	34
Number of incidents	0
Lost Time Injury (LTI) resulting from incidents	0

### **Maintenance and Repairs**

<b>Plant Number</b>	<b>Plant Description</b>	<b>DOM</b>	<b>Hrs Down</b>	<b>Breakdown description</b>
5202	Iveco Garbage truck	2015	34	Compactor would not engage. Diagnosed worn PTO. Rebuilt PTO and tested ok.
5511	Mack granite	2017	3	Leaking wheel seal
2008	Ahmann Multi roller	2012	2	Engine de-rated. Found broken wire on fuel pump.
6522	Ford Ranger	2017	18	Brake lines U/S. New ones supplied under warranty.
4102	Kubota tractor	2006	3	Short in PTO solenoid.
5803	TWE side tipper	2006	12	Failed wheel bearing. Cut off and fit new bearings and seal.
		Total	72	

### **Rangers Monthly Statistics:**

#### **Animal Control**

- Destroy 1 possum & 1 crippled common bull.
- Remove dead cow from bottom fence line of cemetery

#### **Animal Complaints**

- nil

#### **Weed Control**

- Spray – Prickly acacias - Linsalee turn off and Manning Reserve area
- Spray – Parkinsonia –Jynoomah gravel pit and Stubbie Bend.
- Spray - Parthenium - Tambo industrial area
- Spray – Weeds – Tambo Racecourse
- Spray – Florestina - Ward Road, Blackall -Tambo Road and Augathella Road
- Spray – Mexican Poppies - Tambo air strip

### **Wild Dog Control**

Dingo scalps destroyed

- 25 Tambo
- 0 Blackall

### **1080 Baiting**

- 48 properties baited

### **Water Facilities**

Check waters at Rodds, Manning, Gum Holes, Drensmaine and Chatham.

### **General**

Bloomfield Pastoral Co. has 50 cows and some calves on agistment in Jackson lane.

Barry Rogers has 16 heifers and 1 bull on agistment at Burr Gully – Alpha/Springsure Road.

---

### **Link to Corporate Plan**

Sustainable and Prosperous Economy

Roads

Environmental Management

Pest Management

Weed, seeds and pests including wild dogs are effectively controlled

Rural Lands

Council controlled lands are well managed

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

CEO

DWS

Works Supervisors

Parks & Garden Supervisors

Water Supervisors

Sewerage Supervisor

Fleet Manager

Ranger

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.2.2

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

Author and Officer's Title: John Turlan, Director of Works and Services

CLASSIFICATION: (if confidential)

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

**Officer's Recommendation: That Council receive the Work Health and Safety Report for October 2020.**

---

## Background

### Incidents

- There has only been one incident this month which was a minor injury.
  - No Department reportable incidents to WHS Qld.

### Investigations

- 1 ongoing investigation

### Toolbox Talks

- There has been 1 toolbox talk for the month

### Improvements

- The Work Health & Safety Management System is working on closure of actions from the Corrective Actions Register.

The BTRC-Safe Management System is in the process of being updated with all documents being reviewed and the whole site being made as user friendly as possible.

### Notices

- Prohibition – none
  - Improvement – none
- There were 9 improvement notices after a visit from WHS Qld, 7 of which have been completed

## Operational Information

### Safety Management Plans for TMR works:

- There have not been any WHS Management Plans for TMR works

### Safety Hazards

- There have been 0 hazards reported

**Inductions:** up to and including 31.10.2020

Employees: 2

Contractors: 5

Work Camp: 2

---

**Link to Corporate Plan**

Governance

Best Practice Governance

A competent, productive and contributing workforce

**Consultation (internal/external)**

Work Health and Safety Advisor

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 6.2.3

SUBJECT HEADING: **Private Works Policy**

Author and Officer's Title: John Turlan, Director of Works and Services

CLASSIFICATION: (if confidential)

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*Summary: The Private Works Policy outlines conditions for private works undertaken by Council.*

**Officer's Recommendation: That Council adopt the Private Works Policy.**

---

## Background

The Private Works Policy has been written to assist the Council workforce and community understand conditions on which Council will conduct private works.

Council's core business takes precedence over any agreed or perceived obligation to carry out private works and it is not a core business of Council. Council is not to compete against any individuals or businesses in the provision of services and this policy outlines this obligation.

---

## Link to Corporate Plan

Sustainable and Prosperous Economy  
Economic Development  
Encourage Economic Development with the Region

## Consultation (internal/external)

CEO  
DWS

## Policy Implications

Nil

## Budget and Resource Implications

Nil



# **Blackall-Tambo** Regional Council

## **Private Works Policy**

Policy Number: Admin 46	Effective Date: 18 November 2020
Version Number: One	Review Date: 17 November 2024
Policy Compiled by: Chief Executive Officer	
Policy Approved by: Chief Executive Officer	

### **SCOPE**

This policy applies to all Community members who wish to hire Council plant and equipment.

### **DEFINITIONS**

Private works includes any work, undertaken by agreement for which a fixed price quotation or schedule of rates has been provided by Council.

### **POLICY STATEMENT**

It is recognised that private works is not a "core business" of Council. It should be recognised that a key factor in Council not promoting itself for conduction of private works is to avoid competing against individuals and/or businesses operating and/or engaged in the provision of such services within the community.

Generally, Council will only undertake private works which fall within its usual areas of operations.

Works will only be undertaken if:

- a) The owner and/or caretaker are present for the duration of the works; and
- b) No local contractor is available to carry out the work; or
- c) No local contractor is capable of carrying out the work.

It is recognised that, at all times, Council core business takes precedence over any agreed or perceived obligation to carry out private works.

Council's schedule of fees and charges lists some of the private works offered at a set rate by Council. All other private works are discharged as per this policy.

### **PROVISIONS**

Only approved Council employees shall operate plant engaged on private works.

Small plant is generally not available for hire. Small plant is inclusive of electrical equipment, pumps, mowers and generators. Council however may consider hiring small plant in special circumstances.

Appropriately ticketed employees may operate plant and equipment outside work hours for private use (including operating plant for clubs or organisations in the Shire) with no labour hire component being applied.

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Council will not "dry hire" any plant or equipment to outside parties for commercial use.

Any damages or injury caused to persons or property by the operation of Council plant, whilst on hire, shall be the responsibility of the hirer. eg. Accidental injuries, vehicle/equipment damage, damage to water lines, electricity, telecommunications or other buildings or property.

It is applicant's responsibility to discuss with the operator the standard of work to be achieved or to terminate the plant operation at any time if the work does not meet the applicant's satisfaction. The applicant will be charged for work completed up to the point of termination.

In the case of a community organisation or club wishing to apply for private works to be undertaken at a reduced or nil cost, the organisation or club must make an application through the Request for Council Assistance policies.

#### **PROCEDURE**

For all works a private works application form must be completed.

Applicants shall request private works in one of several ways:

A private works application form, completed in full which details:

- The person for whom the work will be carried out
- The address or location of the work
- The nature of the work
- The type and quantity of material or plan expected
- The timeframe requested in which the work is to be completed

Or

A written request for private works (including details similar to those mentioned above) addressed to the CEO. The CEO will forward the letter to the relevant Director who shall complete the application form on the applicants' behalf.

Or

A verbal request for private works (in the event that the person is unable to make the request in any other way) made to the relevant Director who shall then complete the application form on the applicants' behalf.

The relevant Director will then

- Check with debtors to ensure the applicant has paid any outstanding fees or charges
- Estimate the cost to complete the works
- Estimate the timeframe for delivery
- Specify the Council Officer who will 'deliver' the works.

The relevant Director will notify the applicant of the estimated cost and timeframe for delivery.

Written confirmation is required prior to commencement of the work.

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## Private Works Policy

The Director will facilitate the private works and engage a Council Officer to deliver the work, providing them with a copy of the private works application form.

On completion of works the Council Officer will fill in the 'delivered' section of the private works application form and get a signature from the applicant.

The Council Officer gives the completed application to the relevant Director who will then direct the Debtors Clerk to generate an appropriate invoice.

### INDEMNITY

In requesting and authorising the Blackall-Tambo Regional Council to carry out private works (projects or plant hire), the applicant shall indemnify the Blackall-Tambo Regional Council against any claim, action or process for damage or injury which may arise during the process of such works and shall keep indemnified the Blackall-Tambo Regional Council against any claim, action or process for damage and/or injury which might arise from the existence of such works unless such damage and/or injury is due or contributed to by an act or omission of the Blackall-Tambo Regional Council, its employees or agents.

### REVIEW TRIGGERS

This policy is to be reviewed every 4 years or at the direction of the Chief Executive Officer.

### VERSION CONTROL

Version One	
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### RECORDS

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

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

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# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.1

**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 2020 is presented to Council.*

**Officer's Recommendation: That Council receive the Blackall Saleyards monthly report for October 2020.**

## Background

SALES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD	2020/21 Totals
Spelling Cattle	5749	5452	1759	5492									18452	70240
Spelling Sheep	-	-	-	-									-	-----
Prime & Store Sales	13683	8308	4856	7821									34668	59581
Weaner & Store Sales	4336	4446	2076	5361									16219	39554
Private Weigh (Same Day)	3932	1621	1413	858									7824	22722
Private Weigh (Over-night)	3348	640	685	1698									6371	28693
Private Scan	-	-	-	-									-	432
Bull Sales	-	-	59	160									219	291
<b>TOTALS 2020/20</b>	31048	20467	10848	21390									83753	
<b>TOTALS 2019/20</b>	13118	24421	18297	13241	12576	5822	2213	8918	25288	28619	34823	34177	221513	

## **Capital Works Projects**

The selling pens and spelling yards are now complete as per the tenders.

The tender for the ramp and associated yards has been awarded and works are underway and will exceed the allocated budget however, provision will be made to be cover the cost. Some additional works were required to complete the project to bring it to a safe usable stage.

Lighting and additional feeders are still required.

The budget will be increased to account for the additional cost and the revenue has increased significantly due to the extra sales and spelling.

---

### **Link to Corporate Plan**

Sustainable and Prosperous Economy  
Economic Development

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

CEO  
Saleyards Manager  
Director of Works and Services  
Construction Foreman

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020  
Item No: 7.2  
SUBJECT HEADING: **Planning and Development Report**  
Author and Officer's Title: Des Howard, Chief Executive Officer  
CLASSIFICATION: (if confidential)

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*Summary: The Planning and Development Report is presented to Council*

**Officer's Recommendation: That Council receive the Planning and Development Report for October 2020 and note that there were 2 building approvals for the month and 3 planning enquiries.**

---

## Background

DATE	NUMBER	DEVELOPMENT TYPE	DEVELOPMENT DETAILS	TOWN
6/10/2020	06-2020-2021	Building	Additions to house	Tambo
23/10/2020	14-2020-2021	Building	Garden Shed	Blackall

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

### 1. DEVELOPMENT ASSESSMENT

No new development applications were lodged with Council during October and no applications are currently under assessment.

### 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
7/10/20	Blackall resident	A Blackall resident has submitted a Food Business Licence application to prepare grazing boards at their premises for catering purposes. Planning advice confirms that a development application for material change of use (i.e. planning approval) is not required as the proposal meets the definition and requirements for a home-based business in an existing building in the Township Zone. The Food Business Licence application can therefore be processed.	Closed

16/10/20	Property owner, Blackall	<p>The owner of a rural residential property outside Blackall lodged a building application for a large shed. The property currently accommodates an existing shed and a 'mobile cabin' (no dwelling house is approved on the premises). Council's building certifier was concerned that the proposed shed will be used for an industrial activity, given its scale and the absence of a dwelling on the premises. Building approval cannot be given if planning approval is required – the latter must be obtained first.</p> <p>Our phone discussions with the owner indicated that the shed will be used for equipment and machinery storage and potentially a future contractor's depot. This is an industrial-type activity in the Rural Zone, requiring a development application for material change of use, which would be subject to impact assessment and public notification. Email advice was given to this effect.</p> <p>A letter was also provided to the applicant, confirming that the building application could be processed on the basis of the shed's use for storage only and that items stored must be ancillary/associated with the rural residential nature of the land. This would not require planning approval. At this stage, the owner has not proceeded with his building application.</p>	Closed
20/10/20	Christmas Tree Festival	As part of a COVID-safe checklist, event organisers require confirmation that local planning permissions have been obtained from the Council. Planning advice confirmed that the annual occurrence of the event constitutes a temporary use, which is not assessable development under the Planning Scheme. Therefore planning approval is not required, which addresses the 'local planning permissions' section of the checklist.	Closed
<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**  
Sustainable and Prosperous Economy  
Land Development  
Land available to meet the needs of the community

**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: 18 November 2020

Item No: 7.3

**SUBJECT HEADING: Building our Regions Round 5 – Blackall-Tambo Internet Project – Stage 3**

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

CLASSIFICATION: (if confidential)

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*Summary: Council has received a letter from the Department of State Development, Tourism and Innovation confirming \$200,000 (GST exclusive) towards the Blackall-Tambo Internet Project – Stage 3.*

### **Recommendation: That Council:**

- 1. receive the letter from the Department of State Development, Tourism and Innovation confirming the conditional funding of \$200,000.00; and**
  - 2. commits \$200,000 (excluding GST) to the Blackall-Tambo Internet Project – Stage 3.**
- 

## **Background**

An application had been submitted through the Building our Regionals Round 5 for funding of stage 3 of the Blackall-Tambo Internet Project. The application has been successful, and the Department of State Development, Tourism and Innovation have confirmed a conditional offer of \$200,000 (GST exclusive) with a co-contribution from Council of \$200,000 (GST exclusive).

The Department and Council have signed the funding agreement.

---

## **Link to Corporate Plan**

Sustainable and Prosperous Economy

Infrastructure

Quality infrastructure that meets the needs of the community

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

CEO

Director of Finance Corporate and Community Services

Arts and Cultural Officer

Manager of Finance

## **Policy Implications**

Nil

## **Budget and Resource Implications**

\$200,000.00 budgeted



Department of  
State Development,  
Tourism and Innovation

Our ref: WR19/32070

Mr Des Howard  
Chief Executive Officer  
Blackall-Tambo Regional Council  
PO Box 21  
BLACKALL QLD 4472

Email: [CEO@btrc.qld.gov.au](mailto:CEO@btrc.qld.gov.au)

Dear Mr Howard

Conditional Letter of Offer – Building our Regions Round 5 – Blackall-Tambo Internet Project – Stage 3.

The State, acting through the Department of State Development, Tourism and Innovation (DSDTI) is pleased to confirm its conditional offer of \$200,000 (GST exclusive) towards the Blackall-Tambo Internet Project – Stage 3 (the Project).

This conditional offer of funding through Building our Regions Round 5 is offered to Blackall-Tambo Regional Council (the Council), subject to the Council accepting the terms and conditions of the attached Project Funding Schedule and the Director-General of DSDTI (or his delegate) approving and executing the Project Funding Schedule.

Please review the Project Funding Schedule to confirm that the details included are accurate and achievable. The Project Funding Schedule must be read together with the Head Funding Agreement between the State of Queensland and the Council entered into on 10 February 2020. Together these documents set out the terms and conditions of the Project Funding Agreement between the State and the Council.

Level 37, 1 William Street  
BRISBANE QLD 4000  
PO Box 15168  
CITY EAST QLD 4002

Telephone +61 7 3333 5122  
Website [www.ditid.qld.gov.au](http://www.ditid.qld.gov.au)  
ABN 83 481 966 722

2.

The State may withdraw this conditional offer if the Council does not accept it within 20 business days from the date of this letter. If the Project Funding Schedule is acceptable to the Council, please sign, scan and email it to [BuildingourRegions@dsdti.qld.gov.au](mailto:BuildingourRegions@dsdti.qld.gov.au). By returning the signed Project Funding Schedule, Council confirms that it is committed to delivering the Project, has budgeted its financial contribution to the Project and acknowledges responsibility for any funding shortfall if costs or other contributors change.

Please be aware that any funding to be provided by the State to the Council for the Project will be provided in accordance with the terms and conditions of the Project Funding Agreement, and the State is not obliged to provide any funding to the Council unless and until the Project Funding Schedule is fully signed by both parties.

All media and public announcements relating to the Council's successful application and the Project must be coordinated and handled in consultation with DSDTI's media team, and the Council must obtain DSDTI approval prior to contacting or responding to any media or public requests.

Should you have any questions, please contact Lynn Sawtell, Project Manager on telephone 07 3828 2929.

Yours sincerely



Anita Hicks  
Director  
Grants and Program Management  
16 September 2020

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.4

SUBJECT HEADING: Meeting Procedures

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

CLASSIFICATION: (if confidential)

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*Summary: The Meeting Procedures set out certain procedures to ensure the local government principles are reflected in the conduct of all meetings of council as defined in the Local Government Regulation 2012.*

**Recommendation: That Council adopt the revised Meeting Procedures.**

---

### Background

Section 150G of the *Local Government Act 2009* requires that a local government must either:

- a. adopt the model procedures; or
- b. prepare and adopt other procedures for the conduct of its meetings and meetings of its committee

The Meeting Procedures attached to this report has been written using the model procedures from the Department of Local Government, Racing and Multicultural Affairs.

The changes to the *Local Government Regulation 2012* came into effect on 12 October 2020 and the Meeting Procedures have been amended in accordance with these changes.

---

### Link to Corporate Plan

Governance

Best Practice Governance

Accountable, responsible and transparent governance

### Consultation Internal/External

CEO

Department of Local Government, Racing and Multicultural Affairs

### Policy Implications

Standing Orders Policy

Councillor Code of Conduct Policy

### Budget and Resource Implications

Nil



# **Blackall-Tambo** Regional Council

## **Meeting Procedures**

Policy Number: Stat 46	Effective Date:
Version Number: Two	Review Date:
Policy Compiled by: Chief Executive Officer	
Policy Approved by: Chief Executive Officer	

### **SCOPE**

This policy applies to Blackall-Tambo Regional Council, its Councillors and employees.

### **PURPOSE**

The purpose of the meeting procedures is to set out certain procedures to ensure the local government principles are reflected in the conduct of council meetings, standing and advisory committee meetings as defined in the *Local Government Regulation 2012* (LGR). However, meeting procedures do not apply to meetings of the council's audit committee.

It is not intended that the meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to deal with the conduct of councillors in meetings.

### **REFERENCE**

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Model Meeting Procedures – Department of Local Government, Racing and Multicultural Affairs
- BTRC Standing Orders Policy
- BTRC Councillor Code of Conduct Policy

### **BACKGROUND**

As required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:

- the process for how a chairperson of a council meeting may deal with instances of unsuitable meeting conduct by councillors, and
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor is to be dealt with at a council meeting.

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### APPLICATION

A council must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its council meeting, standing and advisory committee meetings that are consistent with the model meeting procedures.

A council must conduct its meetings in a manner that is consistent with the model meeting procedures.

### PROCESSES

#### 1. Process for dealing with unsuitable meeting conduct by a councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 1.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of serious nature or another warning is unwarranted, proceed to step 1.7.
- 1.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
  - 1.3.1 Cease the unsuitable meeting conduct and refraining from exhibiting the conduct
  - 1.3.2 Apologising for their conduct
  - 1.3.3 Withdrawing their comments.
- 1.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 1.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the requests could result in an order being issued.
- 1.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.3, the chairperson may make one or more of the orders below:
  - 1.7.1 An order reprimanding the councillor for the conduct
  - 1.7.2 An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

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- 1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9 Following the completion of the meeting, the chairperson must ensure:
  - 1.9.1 Details of any order issued is recorded in the minutes of the meeting
  - 1.9.2 If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct.
  - 1.9.3 The council's chief executive officer is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

**Note:** Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

**2. Meeting process for dealing with suspected inappropriate conduct which has been referred to the local government by the Independent Assessor**

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to local government) a referral from the Independent Assessor of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 1.9.2 of this document.

In either case, the council must complete an investigation into the alleged conduct:

- Consistent with any recommendation from the Independent Assessor; and
- Consistent with the council's investigation policy; or
- In another way decided by resolution of the council.

After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the Independent Assessor:

- 2.1 The council must be consistent with the local government principle of transparency and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR to discuss the allegation.

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- 2.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 2.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide on how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 2.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 2.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 2.6 The council may order that no action be taken against the councillor or make one or more of the following:
  - 2.6.1 An order that the councillor make a public admission that the councillor has engaged in inappropriate conduct
  - 2.6.2 An order reprimanding the councillor for the conduct
  - 2.6.3 An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
  - 2.6.4 An order that the councillor be excluded from a stated council meeting
  - 2.6.5 An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee.
  - 2.6.6 An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
  - 2.6.7 An order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
- 2.7 A local government may not make an order under 2.6.3, 2.6.4, 2.6.5, 2.6.6 in relation to a person who is no longer a councillor.

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- 2.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.
- 2.9 The chairperson must ensure the meeting minutes reflect the resolution made.

**3. Prescribed conflict of interest**

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 3.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 3.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
  - 3.3.1 If it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - 3.3.2 If it arises because of an application or submission, the subject of the application or submission
  - 3.3.3 The name of any entity, other than the councillor, that has an interest in the matter
  - 3.3.4 The nature of the councillor's relationship with the entity that has an interest in a matter
  - 3.3.5 Details of the councillor's and any other entity's interest in the matter.
- 3.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 3.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

**4. Declarable conflict of interest**

Councillors are ultimately responsible for informing any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that in contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

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- 4.1 a councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
  - 4.3.1 The nature of the declarable conflict of interest
  - 4.3.2 If it arises because of a councillor's relationship with a related party:
    - 4.3.2.1 The name of the related party to the councillor
    - 4.3.2.2 The nature of the relationship of the related party to the councillor
    - 4.3.2.3 The nature of the related party's interest in the matter
  - 4.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:
    - 4.3.3.1 the name of the other person
    - 4.3.3.2 the nature of the relationship of the other person to the councillor or related party
    - 4.3.3.3 the nature of the other person's interest in the matter
    - 4.3.3.4 the value of the gift or loan and the date the gift or loan was made.
- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 4.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.

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- 4.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:
- 4.3.4 How does the inclusion of the councillor in the deliberation affect the public trust
  - 4.3.5 How close or remote is the councillor's relationship to the related party
  - 4.3.6 If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - 4.3.7 Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
  - 4.3.8 How does the benefit or detriment the subject councillor stands to receive compare to others in the community
  - 4.3.9 How does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
  - 4.3.10 Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 4.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 4.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

**5. Reporting a suspected conflict of interest**

- 5.1 If a councillor at a meeting reasonable believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

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- 5.2 The chairperson should ask the relevant councillor with the suspected personal interest of whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures.
- 5.5 If the councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

**6. Loss of quorum**

- 6.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of quorum for deciding the matter, the council must resolve to:
  - 6.1.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA
  - 6.1.2 Defer the matter to a later meeting
  - 6.1.3 Not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

- 6.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 6.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

**7. Recording prescribed and declarable conflicts of interest**

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being;

- The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
- The particulars of the prescribed or declarable conflict of interest provided by the councillor
- The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest
- Any decision then made by the eligible councillors
- Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

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- The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
- The name of each councillor who voted on the matter and how each voted
- If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor, the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- Where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

**8. Closed meetings**

Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- Appointment, dismissal or discipline of the CEO
- Industrial matters affecting employees
- The council's budget
- Rating concessions
- Legal advice obtained by the council, including legal proceedings that may be taken by or against the council
- Matters that may directly affect the health and safety of an individual or a group of individuals
- Negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
- Negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*
- A matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

A council meeting, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:

- Delegate the matter
- Decide by resolution to defer to a later meeting
- Decide by resolution to take no further action on the matter.

None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in a closed meeting.

To take a matter into a closed session the council must abide by the following:

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- 8.1 pass a resolution to close the meeting.
- 8.2 The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
- 8.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.
- 8.4 Not make a resolution while in a closed meeting (other than a procedural resolution).

**9. Teleconferencing meetings**

9.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairperson may allow a councillor to participate in a council meeting, standing or advisory committee meeting by teleconference.

9.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

9.3 In order for councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR that will expire in June 2021.  
These provisions allow the council:

- The option to conduct the entire council meeting via phone, teleconference or video conference
- Where possible, that they must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the council's public offices or on the council's website
- Chairperson the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.

**POLICY REVIEW**

This policy is to be reviewed when any of the following occur:

- 1. As required by legislation
- 2. Other circumstances as determined by the Chief Executive Officer.

Notwithstanding the above, this policy is to be review at intervals of no more than four (4) years.

**VERSION CONTROL**

Version One	15 May 2019
Version Two	
Version Three	

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**RECORDS**

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

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

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# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.5

**SUBJECT HEADING: Sale of Jumping Castles**

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

CLASSIFICATION: (if confidential)

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*Summary: Council recently advertised the jumping castles located in Tambo for sale by tender.*

### **Recommendation: That Council:**

1. **Accept the offer from Emerald Sheds & Garages of \$1000.00 for each jumping castle; and**
  2. **Offer the small jumping castle located in Blackall to R McLeod for \$300.00; and**
  3. **Put the remaining large jumping castle located in Blackall to auction.**
- 

### **Background**

After expressions of interest for the jumping castles was advertised in the community it was resolved at the 21 August 2019 general meeting to offer the jumping castles to two community groups. The community organisations are finding it difficult to store and insure the items and have returned the gifts to Council.

Advertising for the sale by tender for the Tambo jumping castles closed on 26 November 2020 and Council received 3 offers. Since the advertising commenced the community group in Blackall have returned the large and small jumping castles to Council also.

It is recommended that the two jumping castles in Tambo be sold to Emerald Sheds & Garages for \$1000.00 for each item and small jumping castle in Blackall be offered to R McLeod for \$300.00 and the remaining jumping castle be put to auction and sold in situ.

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### **Link to Corporate Plan**

Nil

### **Consultation Internal/External**

CEO

Director of Works and Services

Asset Manager

### **Policy Implications**

Nil

### **Budget and Resource Implications**

\$2300.00

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020  
Item No: 7.6  
SUBJECT HEADING: **Sale of Land by Tender**  
Author and Officer's Title: Des Howard, Chief Executive Officer  
CLASSIFICATION: (if confidential)

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*Summary: Council recently advertised the 9 remaining lots at the Blackall Industrial Estate for sale by tender.*

### **Recommendation: That Council:**

- 1. decline all offers as they are below Council's reserves; and**
  - 2. relist the lots with the local real estate agents.**
- 

### **Background**

At the 16 September 2020 general meeting Council resolved to invite written tenders for the sale of Lot 8, Lot 9, Lot 12, Lot 13, Lot 15, Lot 16, Lot 18, Lot 19 and Lot 28 on SP210763 at the Blackall Industrial Estate.

The lots had been listed with local real estate agents from 20 June 2018 and blocks had been selling slowly. It was recommended that Council put the lots up for sale by tender in the interest of good tendering principles. Subsequently, the lots were advertised, commencing on 18 September 2020 with the local newspapers and on Council's website with tenders closing Tuesday 27 October 2020.

Council received the following three offers:

Lot 19 on SP210376 – 4 Banksia Street Blackall \$22,000.00 plus GST  
Lot 18 on SP210376 – 2 Banksia Street Blackall \$10,157.00 plus GST  
Lot 28 on SP210376 – 23 Violet Street Blackall \$24,000.00 including GST

The amounts offered on these lots are below Council's reserves.

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### **Link to Corporate Plan**

Sustainable and Prosperous Economy  
Land development  
Land available to meet the needs of the community

### **Consultation Internal/External**

CEO  
Rates Officer

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Nil

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020  
Item No: 7.7  
SUBJECT HEADING: Council Meeting Dates 2021  
Author and Officer's Title: Des Howard, Chief Executive Officer  
CLASSIFICATION: (if confidential)

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*Summary: 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.*

**Recommendation: That Council adopt the meeting dates for 2021 as follows and they be advertised as such:**

<b>20 January 2021</b>	<b>Tambo</b>
<b>17 February 2021</b>	<b>Blackall</b>
<b>17 March 2021</b>	<b>Tambo</b>
<b>21 April 2021</b>	<b>Blackall</b>
<b>19 May 2021</b>	<b>Tambo</b>
<b>16 June 2021</b>	<b>Blackall</b>
<b>21 July 2021</b>	<b>Tambo</b>
<b>18 August 2021</b>	<b>Blackall</b>
<b>15 September 2021</b>	<b>Tambo</b>
<b>20 October 2021</b>	<b>Blackall</b>
<b>17 November 2021</b>	<b>Tambo</b>
<b>15 December 2021</b>	<b>Blackall</b>

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## Background

Section 257 of the *Local Government Regulation 2012* outlines the requirements for the frequency and place of meetings for local governments.

- (1) A local government must meet at least once in each month.
- (3) All meetings of a local government are to be held-
  - (a) At 1 of the local government's public offices.

Blackall-Tambo Regional Council holds alternate meetings in Blackall and Tambo and this has been set out in the table below.

20 January 2021	Tambo
17 February 2021	Blackall
17 March 2021	Tambo
21 April 2021	Blackall
19 May 2021	Tambo
16 June 2021	Blackall
21 July 2021	Tambo
18 August 2021	Blackall
15 September 2021	Tambo
20 October 2021	Blackall
17 November 2021	Tambo
15 December 2021	Blackall

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**Link to Corporate Plan**

Governance

Best practice governance

**Consultation Internal/External**

CEO

Mayor

**Policy Implications**

Standing Orders Policy

Model Meeting Procedures

**Budget and Resource Implications**

Nil

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020  
**Item No:** 7.8  
**SUBJECT HEADING:** Defibrillator for Tambo Pool  
Author and Officer's Title: Des Howard, Chief Executive Officer  
CLASSIFICATION: (if confidential)

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*Summary: At the 19 August meeting Council held over the matter for the request to have a defibrillator installed at the Tambo pool.*

**Recommendation: That Council consider the request to have an Automated External Defibrillator installed at the Tambo pool.**

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### Background

In August 2020 Council received a request to have a defibrillator installed at the Tambo pool. The matter was held over to allow Council officers time to investigate duty of care, cost of purchasing, installing and maintaining a unit.

Queensland Ambulance Service was contacted, and it was recommended that AEDs purchased are approved by the Therapeutic Goods Administration (TGA). St John Ambulance Australia sell AEDs that are approved under the TGA.

The cost of purchasing an automated external defibrillator and the consumables are listed below:

Initial Cost	\$3365.00
Replacement battery (every 4 years)	\$280.00
Replacement pads (every 2 years or after each use)	\$111.95

The quoted AED unit, HeartStart RFX, incorporates daily self-testing and will produce an audio signal to notify that inspection is required. No regular or contractual technical maintenance programs are required. The cost of the item also includes online training for up to 10 people. Long term costs have not been taken into consideration.

Consideration would have to be given to who would be best suited to receive training in the use of the AED. The lessee would have to be trained and any staff engaged by them should also be trained.

There is an AED installed at the Tambo MPC which is considered a higher risk area. Since installation in 2017 the defibrillator has not been used and the unit is maintained, and cost is borne by Queensland Ambulance Service. There are no other units installed in any Council buildings or facilities. Should Council install a unit at the Tambo pool consideration should also be given to other Council owned facilities.

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### Link to Corporate Plan

Social

Community Services

Services and facilities that meet the needs of the community

**Consultation Internal/External**

CEO

DFCCS

Queensland Ambulance Service

St Johns Ambulance

**Policy Implications**

Nil

**Budget and Resource Implications**

\$3365.00 – not budgeted

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020  
Item No: 7.9  
SUBJECT HEADING: **Standing Orders Policy**  
Author and Officer's Title: Des Howard, Chief Executive Officer  
CLASSIFICATION: (if confidential)

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*Summary: Recent changes to the Local Government Regulation 2012 necessitated changes to the Blackall-Tambo Regional Council's Standing Orders Policy.*

**Recommendation: That Council adopt the revised Standing Orders Policy.**

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### Background

The Standing Orders Policy supplements statutory requirements by providing standard processes to be observed to assist in the governance of conducting business and proceedings at Council and Council committee meetings.

Recent changes to the *Local Government Regulation 2012* necessitated changes to be made to the Policy.

A revised copy of the policy is attached to this report.

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### Link to Corporate Plan

Governance  
Best practice governance  
Accountable, responsible and transparent governance

### Consultation Internal/External

CEO  
Department of Local Government, Racing and Multicultural Affairs

### Policy Implications

Model Meeting Procedures

### Budget and Resource Implications

Nil



# **Blackall-Tambo** Regional Council

## **Standing Orders Policy**

Policy Number: Stat 47	Effective Date:
Version Number: Two	Review Date:
Policy Compiled by: Chief Executive Officer	
Policy Approved by: Chief Executive Officer	

### **PRELIMINARY**

#### **Background**

Chapter 8 Part 2 of *Local Government Regulation 2012* provides core requirements for the conduct of meetings of Council and the committees of Council.

#### **Objective**

These standing orders supplement the statutory requirements by providing standard processes to be observed and to set out the arrangements that govern the conduct of business and proceedings at Council and Council committee meetings.

#### **Application of Standing Orders**

1. These Standing Orders apply to all meetings of Council and any standing Committees.
2. Any provision of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
3. Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

### **REFERENCES**

*Local Government Act 2009*  
*Local Government Regulation 2012*  
BTRC Model Meeting Procedures  
BTRC Councillor Code of Conduct  
BTRC Investigation Policy

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**LOCAL GOVERNMENT MEETINGS****Ordinary Meetings**

1. The local government may, by resolution, fix dates and times for its Ordinary Meetings.
2. If there is no resolution fixing the date and time for an Ordinary Meeting, the Chief Executive Officer must fix the date and time for the meeting.
3. Before the Chief Executive Officer fixes the date and time for an Ordinary Meeting, the Chief Executive Officer must, if practicable, consult with the Mayor about the proposed date and time for the meeting.

**Time of Special Meetings**

1. The Chief Executive Officer must call a special meeting of the local government if –
  - a) the special meeting is required by a resolution of the local government; or
  - b) a written request for the special meeting is lodged with the Chief Executive Officer under subsection (2)
2. A written request for a special meeting of the local government must –
  - a) Be signed by the Mayor or three or more Councillors; and
  - b) specify the purpose of the special meetings; and
  - c) propose a day and time for the holding of the special meeting.
3. The Chief Executive Officer calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor.
4. The Chief Executive Officer may call for a special meeting to discuss any matter the Chief Executive Officer considers should be brought before Council.

**AGENDA****Agenda for Ordinary Meetings**

1. The Chief Executive Officer must ensure that each statutory notice of meeting includes an agenda listing the items to be discussed at the meeting.
2. The agenda may include –
  - a) Notice of meeting
  - b) Minutes of the previous meetings
  - c) Business arising out of previous meetings
  - d) Business which the Mayor wishes to have considered at that meeting without notice
  - e) Matters of which notice has been given
  - f) Committees' reports referred to the meeting by the chief executive officer (CEO)
  - g) Officers' reports referred to the meeting by the CEO
  - h) Deputations and delegations from the community that are approved to attend
  - i) Any other business the Council determines by resolution to be included in the agenda.

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## Standing Orders Policy

3. A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the Chief Executive Officer at least seven days before the date of the meeting.
4. The Chief Executive Officer may include in the agenda a matter the Chief Executive Officer considers should be brought before the meeting.
5. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.
6. Matters on the agenda that will require the meeting to be in closed session will be clearly identified including the reasons why the session will be closed.
7. Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.

### PROCEDURES FOR MEETINGS OF COUNCIL

#### Presiding Officer

1. The Mayor will preside at a meeting of Council.
2. If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
3. If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
4. Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
5. If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

#### Order of Business

1. Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
2. The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
3. Unless otherwise altered, the order of business shall be as follows:
  - Attendance
  - Apologies
  - Condolences
  - Declaration of Conflicts of Interest
  - Confirmation of Minutes or Previous Meeting

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- Reception of Petitions
  - Reception of Deputations
  - Reception and Consideration of Committee Reports
  - Reception and Consideration of Officer Reports
4. The order of business may be altered for a particular meeting where the Councillors at the meeting pass a motion to that effect.
  5. A motion to alter the order of business may be moved without notice.
  6. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed, and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. The must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

**Petitions**

1. Any petition presented to a meeting of Council shall:
  - be in legible writing or typewritten and contain a minimum of ten (10) signatures
  - include the name and contact details of the Principal Petitioner (i.e. the key contact for the issue)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
2. Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is:
  - that the petition be received;
  - or received and referred to a committee or officer for consideration and a report to Council;
  - or not be received because it is deemed invalid.
3. Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

**Deputations**

1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
2. The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.

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3. For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
4. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may terminate the deputation.
5. The Chairperson may terminate an address by a person in a deputation at any time where:
  - the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

### MOTIONS

#### Motion to be Moved

1. A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
2. When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
3. Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
  - A motion brought before a meeting of Council in accordance with the *Local Government Act 2009* or these Standing Orders shall be received and put to the meeting by the Chairperson.
  - The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
4. The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.
5. Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

#### Absence of Mover of Motion

Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:

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- moved by another Councillor at the meeting, or
- deferred to the next meeting.

### **Motion to be Seconded**

A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

### **Amendment of Motion**

1. An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
2. Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
3. Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

### **Speaking to Motions and Amendments**

1. The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
2. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
3. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
4. A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
5. The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
6. Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.
7. Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.
8. In accordance with Section 273 of the *Local Government Regulation 2012*, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

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**Method of Taking Vote**

1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
2. Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division.
3. Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
4. If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

**Withdrawing A Motion**

A motion or amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.

**Repealing or Amending Resolutions**

1. A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the *Local Government Act 2009* or the *Local Government Regulation 2012*.
2. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

**Procedural Motions**

1. A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
  - that the question/motion be now put
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceed to the next item of business
  - that the question lie on the table
  - a point of order
  - a motion of dissent against the Chairpersons decision
  - that this report/document be tabled
  - to suspend the rule requiring that (insert requirement)
  - that the meeting stand adjourned.

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2. A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson shall immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.
3. The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
  - a further motion may be moved to specify such a time or date, or
  - the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.
4. Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion shall cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
5. A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
6. Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:
  - has failed to comply with proper procedures
  - is in contravention of the Local Government Act/Regulations, or
  - is beyond the jurisdiction power of Council.

Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended. The Chairperson shall determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.

7. A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
8. The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise

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protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

9. A procedural motion, "to suspend the rule requiring that ....", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
10. A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillors time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

### Questions

1. A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next Meeting.
2. A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
3. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

### GENERAL CONDUCT DURING MEETINGS

1. Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behaviour set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
2. After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.
3. Councillors shall speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers shall designate them by their respective official or departmental title and shall confine their remarks to the matter then under consideration.
4. No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
5. When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

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**MEETING CONDUCT****Process for dealing with unsuitable meeting conduct**

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

1. The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 11.
3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
  - 3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
  - 3.2 Apologising for their conduct
  - 3.3 Withdrawing their comments
8. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
9. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
10. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
11. If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:
  - 11.1 an order reprimanding the Councillor for the conduct
  - 11.2 an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
12. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
13. Following the completion of the meeting, the Chairperson must ensure:
  - 13.1 details of any order issued is recorded in the minutes of the meeting
  - 13.2 if it is the third or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct.
  - 13.3 the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register.

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14. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1, 11 and 12 above.

**Meeting Process for Dealing with Suspected Inappropriate Conduct Which has been Referred to a Council by the Independent Assessor (IA)**

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 13.2 – Process of dealing with unsuitable meeting conduct, of this document.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:

1. Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the *Local Government Regulation 2012* (the LGR).
2. The subject Councillor has a declarable conflict of interest in the matter and is permitted by Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the being is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.
3. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures as per the declarable conflict of interest section in this policy. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under the declarable conflict of interest section of this policy. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
4. The Council must debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
5. If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:
  - 5.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
  - 5.2 an order reprimanding the Councillor for the conduct
  - 5.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, included at the Councillor's expense

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- 5.4 an order that the Councillor be excluded from a stated Local Government meeting
  - 5.5 an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee
  - 5.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
  - 5.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct
6. When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.
  7. A Council may not make an order that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no long a Councillor.
  8. The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.
  9. The Local Government must ensure the meeting minutes reflect the resolution made.

**CONFLICTS OF INTEREST**

Councillors are ultimately responsible for informing of a prescribed conflict of interest or declarable conflict of interest on matters to be discussed at a Council or committee meeting. When dealing with a conflict of interest, Councillors must abide by the following procedures

**Prescribed Conflict of Interest**

1. A Councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.
2. A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of the interest.
3. When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
  - if it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - if it arises because of an application or submission, the subject of the application or submission
  - the name of any entity other than the Councillor that has an interest in the matter
  - the nature of the Councillor's relationship with the entity that has an interest in a matter
  - details of the Councillor's and any other entity's interest in the matter.
4. The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.

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5. Once the Councillor has left the area where the meeting is being conducted, the Council can continue discussing and deciding on the matter at hand.

**Declarable Conflict of Interest**

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

1. A Councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a Council meeting must also give notice during the meeting.
2. A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Council meeting must inform the meeting of the conflict of interest
3. When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest
  - if it arises because of the Councillor's relationship with a related party:
    - i. the name of the related party to the Councillor
    - ii. the nature of the relationship of the related party to the Councillor
    - iii. the nature of the related party's interest in the matter
  - if it arises because of a gift or loan from another person to the Councillor or a related party:
    - i. the name of the other person
    - ii. the nature of the relationship of the other person to the Councillor or related party
    - iii. the nature of the other person's interest in the matter
    - iv. the value of the gift or loan and the date the gift or loan was made.
4. After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
5. If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.
6. The other non-conflicted Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors. The non-conflicted Councillors may impose conditions on the Councillor under a decision to

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either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the non-conflicted Councillors.

7. In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
8. The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
9. When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors should consider the particular circumstances of the matter including, but not limited to:
  - how does the inclusion of the Councillor in the deliberation affect the public trust
  - how close or remote is the Councillor's relationship to the related part
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them
  - how does the benefit or detriment the subject Councillor stands to receive compare to others in the community
  - how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting
  - whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
10. If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the non-conflicted Councillors discuss and vote on the matter.
11. A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. briefing sessions or workshops.
12. In making the decision, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
13. A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

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**Reporting a Suspected Conflict of Interest**

1. If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
2. The Chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.
3. If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
4. The non-conflicted Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above.
5. If the Councillors cannot reach a majority decision, then they are taken to have determined that the Councillor has a declarable conflict of interest.

**Loss of Quorum**

1. In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:
  - delegate the consideration and decision on the matter, pursuant to section 257 of the LGA
  - defer the matter to a later meeting
  - not decide the matter and take no further action in relation to the matter.
2. All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
3. The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
4. If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

Policy Number: Stat 47	Version number: Two	Adopted by Blackall-Tambo Regional Council	Page 15 of 19
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**DISORDER**

The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

**ATTENDANCE AND NON-ATTENDANCE****Attendance of Public and the Media at Meeting**

1. An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
2. When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
3. The use of mobile phones by members, Council employees or members of the public is prohibited during local government meetings, unless by permission of the Chairperson.

**Public Participation at Meetings**

1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
2. In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
3. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
4. For any matter arising from such an address, Council may take the following actions:
  - refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
5. Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
6. Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

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**CLOSED SESSION**

1. Council and standing committee meetings may resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:
  - Appointment, dismissal or discipline of the CEO
  - Industrial matters affecting employees
  - The Council's budget
  - Rating concessions
  - Legal advice obtained by Council, including legal proceedings that may be taken by or against Council
  - Matters that may directly affect the health and safety of an individual or a group of individuals
  - Negotiations relating to a commercial matter involving Council for which the public discussion could prejudice the interest of Council
  - Negotiations relating to the taking of land by Council under the *Acquisition of Land Act 1967*
  - A matter that the Council is required to keep confidential under a law of, or a formal agreement with, Commonwealth or state.
  
2. A Council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a declarable conflict of interest in the matter.
  
3. Further, a meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must:
  - Delegate the matter
  - Decide by resolution to defer to a later meeting
  - Decide by resolution to take no further action on the matter.

**Note:** None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

4. To take a matter into a closed session the Council must abide by the following:
  - pass a resolution to close the meeting
  - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
  - if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated
  - not make a resolution while in a closed meeting (other than a procedural resolution).

**TELECONFERENCING OF MEETINGS**

1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes

Policy Number: Stat 47	Version number: Two	Adopted by Blackall-Tambo Regional Council	Page 17 of 19
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## Standing Orders Policy

aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council or committee meeting by teleconference.

2. A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

### COMMITTEE MEETINGS

#### Local Government committee meetings

Local government committees established by Council are subject to the provisions of these Standing Orders.

### RECORD OF MEETINGS

#### Audio and video recording of meetings

1. No person shall operate any electronic or similar image, voice or camera recording device, during any meeting of the local government or a local government committee without the prior approval of the Chairperson.
2. Where recording is approved, the Chairperson shall, before the commencement of such meeting, or the commencement of such recording, announce to the members present that such approval has been granted.

### PROCEDURES NOT PROVIDED FOR

If an appropriate or adequate method of dealing with any matter is not provided for in these Standing Orders, the method of dealing with the matter may be determined by a ruling of the Chairperson or by a resolution of the local government upon a motion which may be put with notice in conformity with these Standing Orders.

### POLICY REVIEW

This policy is to be reviewed when any of the following occur:

As required by legislation

Other circumstances as determined by the Chief Executive Officer.

Notwithstanding the above, this policy is to be review at intervals of no more than four (4) years.

### VERSION CONTROL

Version One	15 May 2019
Version Two	
Version Three	

### RECORDS

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## **Standing Orders Policy**

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

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

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020  
**Item No:** 7.10  
**SUBJECT HEADING:** Butch Lenton Memorial Award  
Author and Officer's Title: Des Howard, Chief Executive Officer  
CLASSIFICATION: (if confidential)

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*Summary: The Butch Lenton Memorial Bush Council Innovation Award was created to recognise innovation in Queensland's bush councils and celebrate the contribution the late Mayor of Winton Shire, Graham 'Butch' Lenton, made to his community and local government in Queensland. The winner, Burke Shire Council was announced at the 2020 LGAQ Annual Conference in October.*

**Recommendation: That Council receives the report and congratulates Burke Shire Council on its award.**

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## Background

The Butch Lenton Memorial Bush Council Innovation Award and a \$10,000 bursary was presented to Burke Shire Council at the Annual LGAQ Conference held at the Gold Coast in October.

1. When the remote shire was isolated in the Pandemic Exclusion Zone – with nobody in and nobody out for four months – council leaped at an offer to take part in a pilot virtual reality workplace health and safety training program, covering everything from manual handling to working at heights. Peak Services Managing Director Brent Reeman said Burke Shire's efforts prove that, for Queensland's bush councils, necessity is the mother of innovation.

"The COVID-19 pandemic has seen a lot of vital activities curtailed but it's great to salute an instance where travel and other restrictions have actually opened up new possibilities," Mr Reeman said.

"Burnie in Tasmania is closer to Brisbane than Burketown is, so our remote councils regularly have to devise clever workarounds like this to keep their workforces and communities informed and safe."

"Anything that reduces the tyranny of distance for our bush councils, even virtually, is worth investigating – and, in Burke Shire's case, worth celebrating."

Burke Shire CEO, Clare Keenan, said council's early adoption of high-speed blue fibre technology into Burketown meant the remote community was ready to connect.

Ms Keenan said when the virtual reality training commenced, "suddenly, the coolest cats at council were the Workplace Health and Safety team."

"We can train separately by ourselves but, with connectivity, we can expand it to train with somebody in Brisbane – or New York," Mayor Ernie Camp said.

"And, as we know with the gaming world, learning as a team is certainly more exciting than learning as an individual."

Council will use its \$10,000 bursary to fund a licensing agreement that will make the virtual reality training more widely available in the community.

Peak Services board member David Foster says Burke Shire's approach could be a game-changer for many more councils.

"This is the sort of initiative that could support all councils and change the face of how we deliver training in remote areas," Mr Foster said.

"We will consider how we continue to invest in this area to further build capability." <sup>1</sup>.

<sup>1</sup>Information sourced from LGAQ

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**Link to Corporate Plan**

Nil

**Consultation Internal/External**

CEO

Mayor

LGAQ

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

# BLACKALL-TAMBO REGIONAL COUNCIL

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

## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.11

**SUBJECT HEADING:** **Bush Councils Compact**

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

CLASSIFICATION: (if confidential)

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*Summary: LGAQ have developed the Bush Councils Compact and have requested that Councils provide feedback by 6 December 2020.*

**Recommendation: That Council receives the report and the CEO, on behalf of Council, provides feedback to LGAQ.**

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## Background

Following a resolution of the 2019 Annual Conference, LGAQ developed and pursued the *Bush Councils Compact* on behalf of members.

The draft *Bush Councils Compact* was considered and endorsed by the LGAQ Policy Executive on 14 August 2020 in line with LGAQ's policy development framework. At the 14 August meeting the Policy Executive considered and agreed on which councils would be a part of the *Bush Councils Compact*.

LGAQ is now seeking feedback which is to be provided by 6 December 2020.

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## Link to Corporate Plan

Governance

Best practice governance

Strong federal, state and regional advocacy

## Consultation Internal/External

CEO

Mayor

LGAQ

## Policy Implications

Nil

## Budget and Resource Implications

Nil

# BUSH COUNCILS COMPACT

## Meeting the needs of the Bush

- ▶ This Compact recognises the diversity of Queensland's rural and remote communities and the unique responsibilities, challenges and opportunities confronting the State's 45 bush councils.
- ▶ With almost 40% of Queensland's population living outside major metropolitan areas, rural and remote communities contribute significantly to the state's development, economic prosperity and social fabric.
- ▶ However, small populations, funding and policy uncertainty, the tyranny of distance and a high dependence on cyclical industries can severely inhibit the ability of bush councils to deliver the essential infrastructure and services their communities need and deserve.
- ▶ Bush councils often have to provide and pay for services that are taken for granted by communities elsewhere and, in fact, are routinely delivered outside of local government.
- ▶ One-size-fits-all government policies - invariably generated in a big city environment - regularly ignore any unique circumstances existing in rural and remote economies.
- ▶ This Compact sets out a practical investment and engagement framework to guide government policies, programs and regulatory arrangements by which the liveability of rural and remote communities can be improved, jobs created, economic growth fostered and natural resources sustainably managed.
- ▶ This Compact is not a funding wish list - it is a high-level agreement designed to guarantee minimum standards of service delivery and infrastructure for rural and remote communities.
- ▶ Under this Compact, the Queensland Government will consider how every Cabinet submission, every piece of legislation and every decision might affect bush communities. It will ensure the Government facilitates policy development, resource allocation and reporting so that no rural and remote community in Queensland is left behind.

A partnership between the Queensland Government and the Local Government Association of Queensland that enables bush councils to meet the unique challenges, responsibilities, opportunities and needs of their rural and remote communities.



"We would like to see a far greater understanding throughout government departments of the realities facing bush councils so they can make better decisions, have greater revenue certainty and, of course, improve the quality of life of rural and remote residents."

— Mayor Paul McVeigh,  
Western Downs Regional Council

## Structure

- ▶ A formal partnership between the Queensland Government and the LGAQ that establishes standards and commitments that empower bush councils to confidently meet the needs of their rural and remote communities.
- ▶ Transparent policy making, regulation and program delivery by government that focusses on creating jobs and delivering infrastructure and essential services in rural and remote communities.
- ▶ Embedded government decision-making mechanisms that never fail to consult and realistically reflect the unique circumstances, opportunities and challenges of rural and remote communities.
- ▶ An on-going commitment that all government programs and services are correctly targeted as well as properly managed and monitored.

## Key outcomes

- **Greater awareness across government of the impact of funding, policy and legislative decisions on bush councils.**
- **Greater funding certainty over the forward estimates to enable bush councils to confidently plan and deliver infrastructure and services.**
- **Greater policy and regulatory flexibility that takes into account local circumstances and does not hinder the growth and prosperity of rural and remote communities.**
- **Better program and project management to enable bush councils and the Queensland Government to effectively deliver essential infrastructure and services as well as track outcomes.**
- **A new standard of collaboration between the Queensland Government, the LGAQ and bush councils that maximises the value of investments made by all levels of government.**
- **A robust, respectful and enduring partnership between the Queensland Government, the LGAQ and bush councils that is underpinned by common objectives and always strives to achieve the full potential of Queensland's rural and remote communities.**

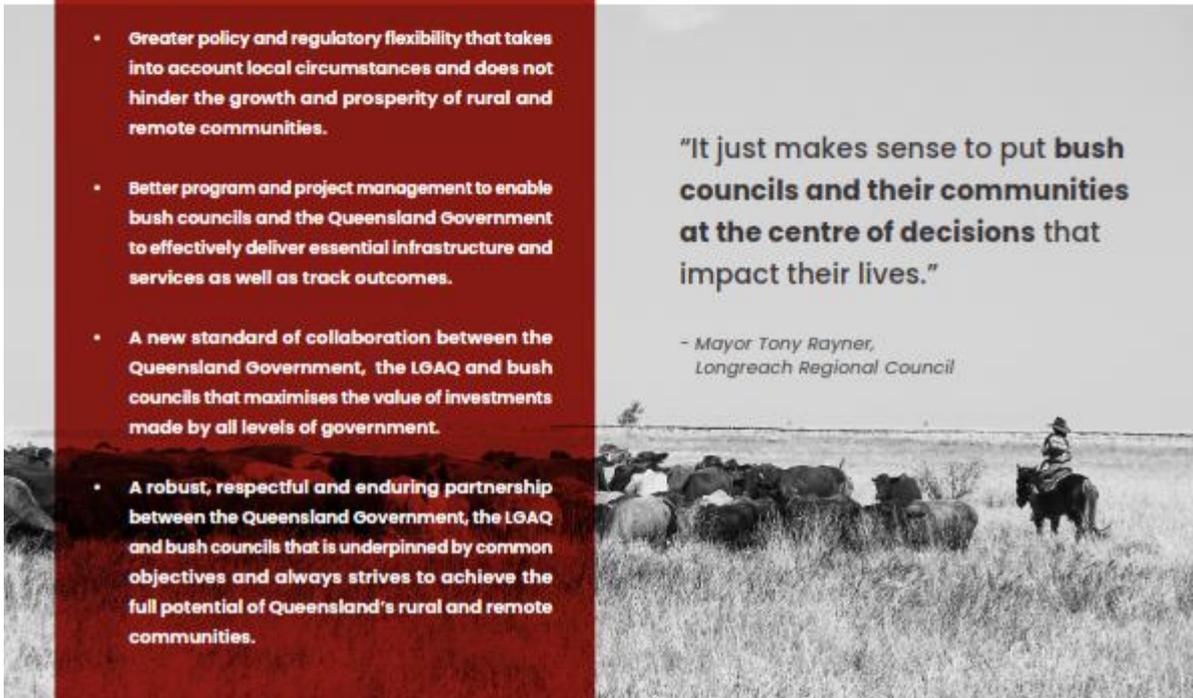
## Common objectives

**This Compact will ensure the Queensland Government, the LGAQ and bush councils share the same objectives in meeting the needs of rural and remote communities:**

- ▶ **Essential services security** so water, wastewater, waste management and other public services provided to rural and remote communities are safe, reliable and meet local needs.
- ▶ **Improved well-being** to support community health and liveability and attract and retain local populations.
- ▶ **Jobs growth and economic diversification** to better manage the highly cyclical nature of rural and remote economies and enable communities to reach their economic potential.
- ▶ **Improved access** through safer and more efficient road and transport systems for rural and remote communities and industry.
- ▶ **Sustainable natural resource management** that enhances the value of our natural resources and improves environmental and economic outcomes.
- ▶ **Resilient rural and remote communities** that can adapt to climate challenges and, with preventative planning and more effective responses, are better protected from natural and other disasters

**"It just makes sense to put bush councils and their communities at the centre of decisions that impact their lives."**

*- Mayor Tony Rayner,  
Longreach Regional Council*



# ROLES OF THE PARTIES

Photo credit:  
Tourism and Events Queensland

## Queensland Government

- ▶ Establish an intergovernmental taskforce led by Department of Premier and Cabinet to develop an agreement (the "Bush Councils Compact") between the State Government and the LGAQ that provides an ongoing commitment ensuring bush councils can always meet the needs of their rural and remote communities.
- ▶ Commence implementation of the Bush Councils Compact within the first 100 days of the new government.
- ▶ Create whole-of-government arrangements that streamline the implementation of solutions to challenges and opportunities identified by local government in rural and remote communities.
- ▶ Facilitate greater awareness across government of the impact of funding, policy and legislative decisions on bush councils by publishing an annual report on the State of Our Bush Communities, including an independent assessment of government program and service delivery to these communities. Additional initiatives to include a Regulatory Impact Statement on all proposed legislation likely to affect rural and remote communities and a co-ordinating comment on all Cabinet submissions.
- ▶ Introduce a "Bush Champions" scheme for departmental directors-general and incorporate performance clauses into their contracts related to achieving key milestones under this Compact as well as government program and service delivery to rural and remote communities.
- ▶ Respect the authority of the LGAQ in speaking on behalf of local government in relation to policy, program and regulatory strategies and priorities.

**"One-size-fits-all government policies can often prove frustrating for bush councils by overlooking the unique circumstances that exist in rural and remote communities."**

- Cr Robyn Fuhrmeister,  
Balonne Shire Council

**"My council has 86 individual ratepayers yet manages an area larger than Tasmania"**

- Mayor Robbie Dare,  
Diamantina Shire Council

## LGAQ

- ▶ Provide policy leadership, coordination and advice on behalf of local government, including advice on the financial and non-financial priorities of bush councils and the potential impact of Queensland Government decisions on their communities.
- ▶ Promote and facilitate bush council use of streamlined arrangements for finding and implementing solutions to problems and opportunities identified by bush councils.
- ▶ Support and facilitate a systematic approach by bush councils to acknowledging and publicising Queensland Government funding contributions to projects.
- ▶ Support enhanced governance and asset management to improve the financial sustainability for bush councils.
- ▶ Respect the responsibility of the Queensland Government to set and deliver on strategic priorities and objectives for rural and remote communities throughout the State.

**"Regional communities are often hamstrung by policies and regulations formulated in Brisbane to appease the social conscience of those who live 1000s of kilometres from where the extra compliance actually impacts - undermining our future."**

- Mayor Stuart Mackenzie,  
Quilpie Shire Council

**On behalf of our 45 bush councils:**

Balonne Shire Council  
Banana Shire Council  
Barcaldine Regional Council  
Barcoo Shire Council  
Blackall-Tambo Regional Council  
Boulia Shire Council  
Bulloo Shire Council  
Burdekin Shire Council  
Burke Shire Council  
Carpentaria Shire Council  
Cassowary Coast Regional Council  
Central Highlands Regional Council  
Charters Towers Regional Council  
Cloncurry Shire Council  
Cook Shire Council

Croydon Shire Council  
Diamantina Shire Council  
Douglas Shire Council  
Etheridge Shire Council  
Flinders Shire Council  
Gladstone Regional Council  
Goondiwindi Regional Council  
Gympie Regional Council  
Hinchinbrook Shire Council  
Isaac Regional Council  
Livingstone Shire Council  
Lockyer Valley Regional Council  
Longreach Regional Council  
Maranoa Regional Council  
Mareeba Shire Council

McKinlay Shire Council  
Mount Isa City Council  
Murweh Shire Council  
North Burnett Regional Council  
Paroo Shire Council  
Quilpie Shire Council  
Richmond Shire Council  
Scenic Rim Regional Council  
Somerset Regional Council  
South Burnett Regional Council  
Southern Downs Regional Council  
Tablelands Regional Council  
Western Downs Regional Council  
Whitsunday Regional Council  
Winton Shire Council



**Local Government Association  
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<https://www.linkedin.com/local-government-association-of-queensland/>

## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020  
Item No: 7.12  
SUBJECT HEADING: **Get Ready Queensland**  
Author and Officer's Title: Des Howard, Chief Executive Officer  
CLASSIFICATION: (if confidential)

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*Summary: Council receives funding from the Queensland Reconstruction Authority to use for the annual Get Ready Queensland program. Blackall-Tambo Regional Council has worked with 4 other Councils to produce a flip book that is relevant to the Central West.*

**Recommendation: That Council receive the Be Ready Central West flip book.**

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### Background

Council receives funding for the Get Ready Queensland program through the Queensland Reconstruction Authority (QRA). For the 2020-2021 program Council was allocated \$6,164.00 (ex GST) to use towards projects relating to natural disasters.

Council is required to submit a plan of activities and these were as follows:

- **BE READY - Central West - Preparing for a Natural Disaster Flip Book.** The Longreach Disaster District is located in Central Western Queensland and is comprised of five Councils. These are the Barcaldine Regional Council, Barcoo Shire Council, Blackall Tambo Regional Council, Longreach Regional Council and Winton Shire Council. Each one of these Councils takes steps to prepare their local communities, organisations and businesses to prepare for possible disaster events. Prepared communities take better care of themselves preparing for, during and after disaster events, which eases the burden and workload on response and recovery agencies. The five Councils will partner to prepare a booklet to advise their communities of the natural disaster events which can impact upon them. The information provided will inform residents of the Central West and tourists visiting the area on how best they can prepare for these natural disaster events.
- **COVID-19 Get Ready Care Package** - This is an initiative targeted at the elderly in our region. Council would like to create COVID-19 care packs for the elderly which will include items such as hand sanitizer, washable mask, soap, cleaning products, isolation sign for their front door, hard copy of the COVID-19 information pack. Council wishes to engage with school students to assist with this project. This will encourage relationships between the young and elderly in the community and minimise the sense of isolation that is being felt by the older member of the community during the COVID restrictions.  
A lot of the elderly don't access social media or the internet. The care packages will ensure that the correct information is being disseminated to those people.

Council has worked in partnership with the other 4 Councils in our District Disaster Management Group to produce the flip book and it is being launch at a RAPAD function in Brisbane on 26 November 2020. Council has authorised \$1,596.00 to be allocated to Longreach Regional Council for the delivery of this part of the program through QRA.

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**Link to Corporate Plan**

Governance

Disaster Management

**Consultation Internal/External**

CEO

DDMG Councils

Get Ready Queensland

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil



## BEING READY FOR DISASTERS

The Central West of Queensland is a remote region which covers 240 599 km<sup>2</sup>. We are prone to a number of disaster events including flooding, severe storms, bush fires and heatwaves. Our communities are resilient and we are known for having wide open skies, breathtaking scenery, beautiful landscapes and a warm, dry climate. The grazing of cattle, sheep and, more recently goats, are the key industries throughout the region. Tourism is also a major industry during the cooler months with people visiting from all areas of Australia and from overseas. The Landsborough and Capricorn Highways traverse the area and the Diamantina, Thomson and Barcoo Rivers and Coopers Creek run through the Central West on their way to Kati Thanda-Lake Eyre. The head waters of Alpha Creek and the Belyando River commence south of Alpha and flow north into the Burdekin basin.

The Longreach Disaster District is located in Central Western Queensland and is comprised of five Councils. These are the Barcaldine Regional Council, Barcoo Shire Council, Blackall-Tambo Regional Council, Longreach Regional Council and Winton Shire Council. Each one of these Councils takes steps to prepare their local communities, organisations and businesses for possible disaster events. Prepared communities take better care of themselves before, during and after disaster events, which eases the burden and workload on response and recovery agencies. The five Councils have partnered to prepare a booklet to advise their communities of the natural disaster events which can impact upon them. The information provided will inform residents of the Central West and tourists visiting the area on how best they can prepare for and respond to these natural disaster events.

## FOUR STEPS TO BE READY: PLAN.PACK.LISTEN.ACT

PLAN	PACK AN EMERGENCY KIT	LISTEN	ACT
<p>Preparedness includes the taking of preparatory measures to ensure that, if an event occurs, individuals, communities, business and industry, government and non-government organisations are able to cope with the effects of the event.</p> <ul style="list-style-type: none"> <li>» Check your insurance policies are current (car, home and contents);</li> <li>» Identify the strongest room in your house to take shelter during a storm;</li> <li>» Know where and how to turn off your mains supply of power, water and gas; and</li> <li>» Have water storage containers and gas cooking equipment.</li> </ul>	<ul style="list-style-type: none"> <li>» Torch;</li> <li>» Toiletries;</li> <li>» Sturdy gloves;</li> <li>» Portable radio;</li> <li>» Spare batteries;</li> <li>» Essential medication;</li> <li>» Baby formula and nappies;</li> <li>» Three days' worth of non-perishable food; and</li> <li>» Important documents saved to a USB or in a sealed bag;</li> <li>» Can opener;</li> <li>» First aid kit;</li> <li>» Fresh water;</li> <li>» Waterproof bags;</li> <li>» Cash;</li> </ul>	<ul style="list-style-type: none"> <li>» Listen to regular updates on ABC radio (AM 540), 4LG (AM 1098) and West FM (FM 104.5);</li> <li>» Check the BOM website <a href="http://bom.gov.au">bom.gov.au</a> for updates in relation to current and future weather information;</li> <li>» Check Council websites for up to date information on road closures and evacuation centres;               <p style="text-align: center;"> <a href="http://barcaldinerc.qld.gov.au">barcaldinerc.qld.gov.au</a>   <a href="http://barcoo.qld.gov.au">barcoo.qld.gov.au</a>  <a href="http://btrc.qld.gov.au">btrc.qld.gov.au</a>   <a href="http://longreach.qld.gov.au">longreach.qld.gov.au</a>  <a href="http://winton.qld.gov.au">winton.qld.gov.au</a> </p> </li> <li>» Listen for the Standard Emergency Warning Signal (SEWS). The SEWS is a wailing siren sound that has been adopted by all States and Territories to alert the community to the broadcast of an urgent safety message relating to an emergency/disaster.</li> </ul>	<ul style="list-style-type: none"> <li>» Act quickly on the advice provided by Emergency Personnel and the Local Disaster Management Group;</li> <li>» Ensure all members of your household are informed of the current situation;</li> <li>» Check on neighbours and friends who may need assistance;</li> <li>» Activate your emergency plan including evacuation arrangements if needed; and</li> <li>» Locate your emergency kit.</li> </ul>

## FLOODING

Heavy rain in the catchments of the Diamantina, Thomson and Barcoo River systems can lead to flooding of townships and rural properties downstream. Water movements from these rain events can take from several days to several weeks to reach affected towns downstream from these headwaters. This water is generally slow moving, therefore allowing sufficient time to prepare and activate emergency plans and evacuation arrangements if required. As this water flows downstream, it tends to spread outside of the river banks and can cause flooding to properties as it makes its way south.

Heavy rainfall in the upper catchment of the Burdekin basin south of Alpha can lead to flooding in the local creek and river systems. Residents in this upper catchment need to adequately prepare as this floodwater can quickly make its way north.

These rain events often restrict road access to towns and properties throughout the region. Unsealed roads become impassable for extended periods of time and most rural roads are comprised of black soil which becomes very boggy. Black soil roads can hold moisture for long periods of time and should not be driven on until they are completely dried out.



### WHAT WILL HAPPEN?

- If flood-producing rain is expected in the near future, the Bureau of Meteorology will issue a Flood Watch;
- A flood warning is issued when flooding is occurring or expected to occur in a particular area. A severe weather warning is issued when flash flooding is expected;
- Warnings will be broadcast on radio, TV, social media and Council websites or directly within communities by street announcements and door knocking. The emergency alert system or SEWS (Standard Emergency Warning Signal) may also be used;
- Drains, creeks and rivers that have had little or no water in previous months may fill rapidly with fast-flowing water, which can then spread to houses and streets; and
- You may not be able to get in or out of your house or street.

### WHAT SHOULD I DO?

- Check the Bureau of Meteorology and local emergency service websites and listen for flood information;
- Contact your local Council;
- Secure loose items around the property including rubbish bins, garden tools, sports equipment and outdoor furniture;
- Unplug electrical equipment to avoid damage caused by power surges;
- Move household items to a higher place;
- Keep refrigerator and freezer doors closed;
- Switch off power at the switchboard, gas and the main water valve;
- Sandbag areas at risk from flooding, including drains inside the house to help prevent sewage overflows;
- Boil tap water in case of contamination; and
- Never drive, walk, swim or play in floodwaters. There could be hidden hazards below the water that you cannot see, regardless of how well you know the area.

### AFTER THE FLOOD HAS PASSED?

- Do not return to a flood zone until there is official communication that it is safe to do so;
- Check whether electricity, gas or water supplies have been affected;
- Treat every electrical item with extreme caution. Avoid power lines or other electric lines and cables;
- Wear rubber boots or rubber-soled shoes and rubber or leather gloves;
- Watch for damaged flooring, walls and ceilings as well as unexpected visitors such as snakes;
- Follow Council or QHealth instructions for treating water that is contaminated; and
- Contact emergency services if you need help.

## FLOODING

## SEVERE STORMS

Heavy rain, lightning strikes, damaging winds and hail can be experienced during severe storms. These storms can last several hours and they can travel long distances. The storm season normally occurs from November to April.

Damaging winds and hail associated with severe storms can cause considerable damage to infrastructure including buildings, power lines, vehicles and trees. Large loose objects that are not fixed to permanent structures can be picked up by strong winds and can also damage infrastructure.

It is important to listen to and heed warnings issued by authorities including the local Council, the Bureau of Meteorology and emergency services.



### DAMAGE AND IMPACT

Storms have potential to cause substantial damage to homes and vehicles caused by heavy winds and large hail. They can damage significant structures such as power lines, trees and other large objects that can be collected by large winds.

### WHAT SHOULD I DO?

- » Check the Bureau of Meteorology and local emergency service websites and listen for storm and flood information;
- » Contact your local Council;
- » Secure loose items around the property including rubbish bins, garden tools, sports equipment and outdoor furniture;
- » Unplug electrical equipment to avoid damage caused by power surges; and
- » Move household items to a higher place.

### AFTER THE STORM HAS PASSED?

- » Listen to your radio and remain indoors until advised it is safe to go outside;
- » Use recommended safe routes to return to your home;
- » Do not go sightseeing;
- » Check on your neighbours if necessary;
- » Do not use electrical appliances that have been wet until they are checked for safety;
- » Boil or purify your water until supplies are declared safe;
- » Stay away from damaged power lines, fallen trees and floodwater; and
- » Contact your local Council if you need help, or if your home is uninhabitable due to storm damage.

## SEVERE STORMS

### BUSHFIRES

Bushfires occur when both managed and unmanaged areas of vegetation ignite and burn through reserves, national parks, private property and urban corridors and are most likely to occur when the weather is very hot and dry. The higher the temperature and the lower the humidity, the more likely it is that a fire may start or continue to burn. They can start from human activity either accidentally or deliberately, or can start by natural causes such as lightning strikes.



### WHAT WILL HAPPEN?

- » If fire danger levels are rising in your area, information will be broadcast on radio and websites including the BOM, Rural Fire Service Queensland and Council Facebook pages; and
- » When there is a bushfire in your area, it is up to you to take notice, seek information, make decisions and act.

#### THE FOLLOWING ACTIONS WILL OCCUR:

**Advice:** When an Advice warning is issued for your area, it indicates a fire or other emergency has started, however there is no immediate threat. At this level of warning, you will be asked to stay informed.

**Watch & Act:** When a Watch & Act warning is issued for your area, there is a heightened level of threat. You need to be aware of your situation and take action to be prepared and protect yourself and your family. At this level of warning, you will be asked either to leave now or be prepared to leave.

**Emergency Warning:** Don't assume you'll receive a warning as a fire approaches and don't assume a fire crew will be available to assist every home. It is up to you to monitor conditions, know what the Fire Danger Rating is each day and to tune in to local media including radio, social media and websites.

## WHAT SHOULD I DO?

### STRUCTURE

- Clear leaves, twigs, bark and other debris from the roof and gutters;
- Purchase and test the effectiveness of gutter plugs;
- Enclose open areas under decks and floors;
- Install fine steel wire mesh screens on all windows, doors, vents and weep holes;
- Point LPG cylinder relief valves away from the house;
- Conduct maintenance checks on pumps, generators and water systems; and
- Seal all gaps in external roof and wall cladding.

### ACCESS

- Display a prominent house or lot number in case it is required in an emergency; and
- Ensure there is adequate access to your property for fire trucks – four metres wide by four metres high, with a turn-around area.

### VEGETATION

- Reduce vegetation loads along the access path;
- Mow your grass regularly;
- Remove excess ground fuels and combustible material (long dry grass, dead leaves and branches); and
- Trim low-lying branches two metres from the ground surrounding your home.

### PERSONAL

- Check that you have sufficient personal protective clothing and equipment;
- Relocate flammable items away from your home, including woodpiles, paper, boxes, crates, hanging baskets and garden furniture;
- Check the first aid kit is fully stocked;
- Make sure you have appropriate insurance for your home and vehicles; and
- Review and update your household emergency and evacuation plan.

## BUSHFIRES

## HEATWAVE

The Bureau of Meteorology defines a heatwave as “three or more days of high maximum and minimum temperatures that are unusual for that location”. Heatwaves are calculated using the forecast maximum and minimum temperatures for the next three days, compared to both actual temperatures over the previous 30 days and to the “normal” temperatures expected for that location based on past records.

During heatwaves, there is an increase in emergency calls from people suffering heat-related illnesses. While the very young and the elderly are most at risk, anyone can be affected. Heat-related illness occurs when the body absorbs too much heat. This may happen slowly over a day or two of very hot weather. Act quickly to avoid serious – or even fatal effects of fully developed heat stroke.

### EARLY SIGNS OF HEAT STRESS INCLUDE:

- Rising body temperature;
- Dry mouth and eyes;
- Headache;
- Shortness of breath;
- Vomiting; and
- Absence of tears when crying.

### The risk of adverse clinical effects from the heat can be minimised by encouraging the population to:

- Drink plenty of water and monitor themselves for signs of dehydration (e.g. dark urine);
- Minimise physical activity;
- Check on those at higher risk;
- Check if their home air conditioner works before a heatwave;
- Go to a public area which has air conditioning if they don't have access at home; and
- Plan around the heat and avoid being outside between 11am and 3pm.

### WHAT IS HEAT EXHAUSTION?

Heat exhaustion happens when someone becomes dehydrated due to fluid loss from a hot environment and/or excessive physical activity.

#### HEAT EXHAUSTION SIGNS AND SYMPTOMS

- » Headache;
- » Body temperature more than 40°C;
- » Muscle cramps;
- » Exhaustion and general weakness;
- » Nausea and/or vomiting;
- » Dizzy spells;
- » Pale, cool, clammy skin at first, becoming flushed and red later; and
- » A rapid, weak pulse.

#### TREATMENT FOR HEAT EXHAUSTION

- » Help the person to lie down at total rest in a cool or shady area to monitor;
- » Remove excessive clothing and loosen any tight clothing;
- » Cool by fanning and moisten skin if possible;
- » If fully alert and responsive, give them frequent small drinks of water;
- » If muscle cramps occur, gently stretch the affected muscles to ease pain;
- » If unresponsive, place in the recovery position;
- » If the person is unable to drink, vomiting, unresponsive, or does not improve, call 000 for an ambulance; and
- » Prepare to give CPR if necessary.

### WHAT IS HEAT STROKE?

Heat stroke is a life-threatening emergency and can cause a person to collapse or fall unconscious. Heat stroke is more serious and means the body is no longer able to regulate its temperature by cooling the skin's surface by sweating. The internal body temperature rises, and organ damage can occur.

#### HEAT STROKE SIGNS AND SYMPTOMS

- » Typically no longer sweating;
- » Red, hot and dry skin;
- » Body temperature more than 40°C;
- » A rapid, strong pulse;
- » Rapid, noisy breathing;
- » Irrational or aggressive behaviour; and
- » Deterioration of the conscious state.

#### TREATMENT FOR HEAT STROKE

- » Call 000 for an ambulance immediately;
- » Cool the person using wet towels or a wet sheet with a fan directed across the surface;
- » If ice packs are available, wrap them in towels and place them around the neck, groin and armpits;
- » If shivering occurs, reduce active cooling;
- » Monitor the person continually;
- » If unresponsive or not alert, place in the recovery position; and
- » Prepare to give CPR if necessary.

## HEATWAVE

## PANDEMIC

Pandemics are highly contagious viruses that are easily spread and can cause severe illness and even loss of life. The most common form of pandemic in Australia is influenza, otherwise known as the flu. Many people die annually from complications of the flu.

### PERSON TO PERSON TRANSMISSION

Human infection occurs through the transfer of a pathogen from an infected person to a susceptible person.

**Droplet transmission** occurs when contagious droplets produced by the infected host are propelled into the environment through coughing or sneezing.

**Airborne transmission** refers to the production of droplet nuclei <math>< 5\mu\text{m}</math> in diameter, which can stay suspended in the air and be disseminated by air currents. These particles can infect a susceptible host through inhalation. The classic example of a pathogen transmitted by airborne droplet nuclei is the measles virus.

Contact transmission refers to contact with bodily secretions through direct person-to-person contact and indirectly, through contact with contaminated objects such as hands, door handles and toys.

### DIFFERENCES BETWEEN PANDEMIC AND OTHER DISASTERS

Some impacts of a pandemic are similar to those experienced in other disaster events; however some are specific to the pandemic environment and may result in circumstances not previously experienced in the community.

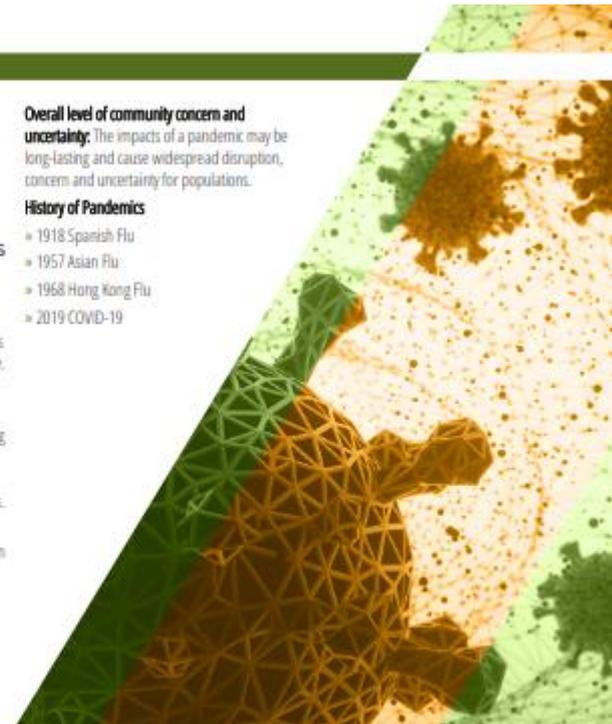
**Scale of impact:** A pandemic could impose a major strain on health and emergency services, and social and economic functioning generally. When a significant proportion of the population is affected, this can lead to disruption of critical infrastructure or services.

**Duration of impact:** The first wave of a pandemic may last several months, and can be followed by further waves of infection, with less intense periods of infection as more people become immune.

**Overall level of community concern and uncertainty:** The impacts of a pandemic may be long-lasting and cause widespread disruption, concern and uncertainty for populations.

### History of Pandemics

- » 1918 Spanish Flu
- » 1957 Asian Flu
- » 1968 Hong Kong Flu
- » 2019 COVID-19



**HOUSEHOLD MEMBERS:**

Name:	Phone:
_____	_____
Name:	Phone:
_____	_____
Name:	Phone:
_____	_____
Name:	Phone:
_____	_____

**WHERE WE WILL GO IF LEAVING:** (Family, friends, neighbours)

Name:	Phone:
_____	_____
Address:	
_____	
Email:	
_____	

**HAZARD ZONES:** (Storms, floods, bushfires)

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**HOW WE WILL GET THERE:**

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**EMERGENCY MEETING PLACE:**

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**OUR EMERGENCY KIT IS LOCATED:**

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**HOUSEHOLD EMERGENCY KIT: PLAN.PACK.LISTEN.**

**ESSENTIAL MEDICATIONS:**

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**PETS:**

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**INSURANCE DETAILS:**

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**DOCTOR:**

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**SCHOOL:**

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**CHILDCARE:**

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**WORKPLACE:**

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**FRIENDS:**

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**NEIGHBOURS:**

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**OTHER:**

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### HELPFUL HINTS

Resupply before disaster events;

- » Carry plenty of water;
- » Carry insect repellent;
- » Black soil becomes boggy when wet;
- » Don't park under trees during storms;
- » Don't enter floodwaters in a vehicle or on foot;
- » Get off the road for heavy vehicles (if possible);
- » Don't enter storm water drains;
- » Beware of washouts along roads;
- » Know the UHF channels in the areas you are travelling through; and
- » Be aware of a lack of mobile phone reception.

**BARCALDINE REGIONAL COUNCIL**  
P: 07 4651 5600 [barcaldinerc.qld.gov.au](http://barcaldinerc.qld.gov.au)

**BARCOO SHIRE COUNCIL**  
P: 07 4658 6900 [barcoo.qld.gov.au](http://barcoo.qld.gov.au)

**BLACKALL-TAMBO REGIONAL COUNCIL**  
P: 07 4621 6600 [btrc.qld.gov.au](http://btrc.qld.gov.au)

**LONGREACH REGIONAL COUNCIL**  
P: 07 4658 4111 [longreach.qld.gov.au](http://longreach.qld.gov.au)

**WINTON SHIRE COUNCIL**  
P: 07 4657 2666 [winton.qld.gov.au](http://winton.qld.gov.au)



## ACKNOWLEDGEMENTS

### PAGE 4: STORMS

[qld.gov.au/emergency/dealing-disasters/disaster-types/cyclone-severe-storm](http://qld.gov.au/emergency/dealing-disasters/disaster-types/cyclone-severe-storm)

### PAGE 6: BUSHFIRES

[ruralfire.qld.gov.au/BushFire\\_Safety/Pages/tune-in-to-warnings.aspx](http://ruralfire.qld.gov.au/BushFire_Safety/Pages/tune-in-to-warnings.aspx)

[ruralfire.qld.gov.au/BushFire\\_Safety/Pages/Prepare-for-bushfire-season.aspx](http://ruralfire.qld.gov.au/BushFire_Safety/Pages/Prepare-for-bushfire-season.aspx)

[ruralfire.qld.gov.au/BushFire\\_Safety/Pages/tune-in-to-warnings.aspx](http://ruralfire.qld.gov.au/BushFire_Safety/Pages/tune-in-to-warnings.aspx)

### PAGE 8: HEATWAVE

[health.qld.gov.au/\\_data/assets/pdf\\_file/0032/628268/heatwave-response-plan.pdf](http://health.qld.gov.au/_data/assets/pdf_file/0032/628268/heatwave-response-plan.pdf)

[redcross.org.au/get-help/emergencies/looking-after-yourself/heatstroke-and-heat-exhaustion](http://redcross.org.au/get-help/emergencies/looking-after-yourself/heatstroke-and-heat-exhaustion)

### PAGE 10: PANDEMIC

[getready.qld.gov.au/understand-your-risk/types-natural-disasters/pandemic](http://getready.qld.gov.au/understand-your-risk/types-natural-disasters/pandemic)

## CENTRAL WESTERN QUEENSLAND DISASTER INFORMATION

MAGNET

MAGNET

## EMERGENCY CONTACTS:

**POLICE / FIRE / AMBULANCE: 000**

—

**SES (STATE EMERGENCY SERVICE): 132 500**

—

**ER00N ENERGY: 13 16 70**

—

**DEPARTMENT OF TRANSPORT & MAIN ROADS: 13 19 40**



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# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.13

SUBJECT HEADING: **Sawdust Project**

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

CLASSIFICATION: (if confidential)

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*Summary: Funding received through the Regional Recycling Transport Assistance Package Program is enabling Council to remove waste material from the Tambo Sawmill.*

**Recommendation: That Council receive the letter from the Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for the Arts providing funding of \$187,500 (ex GST) for the Sawdust Project at the Tambo Sawmill.**

---

### Background

Funding of \$187,500 (ex GST) was secured under the Regional Recycling Transport Assistance Program delivered by the State Department of Environment and Science.

Funding is to support the transportation of the waste material (sawdust) to a receival point, Westrex at Jackson, where it is being used as compost component. Due to the location of the mill and transport costs it is uneconomical to transport the waste from Tambo to the markets without funding support.

The original estimate of waste was 3000m<sup>3</sup> however, to date 4000m<sup>3</sup> of material has been transported. Remaining funding will allow a further 1100m<sup>3</sup> to be shifted.

---

### Link to Corporate Plan

Environmental Management

Waste Management

Best Practice Waste Management

### Consultation Internal/External

CEO

DWS

Arts and Cultural Officer

### Policy Implications

Nil

### Budget and Resource Implications

Nil



Minister for Environment and the Great Barrier Reef,  
Minister for Science and Minister for the Arts

Our Ref: CTS 02265/20  
Your Ref: RRTAP026APP

09 MAR 2020

1 William Street Brisbane Qld 4000  
GPO Box 5078 Brisbane  
Queensland 4001 Australia  
Telephone +61 7 3719 7140  
Email [environment@ministerial.qld.gov.au](mailto:environment@ministerial.qld.gov.au)

Mr Des Howard  
Chief Executive Officer  
Blackall-Tambo Regional Council  
PO Box 21  
BLACKALL QLD 4478

Dear Mr Howard

**Regional Recycling Transport Assistance Package application – RRTAP026APP**

I am delighted to inform you that your application for funding under the Regional Recycling Transport Assistance Package grant program has been successful to the amount of \$187 500 (GST excl). The program was highly competitive, with over \$12 million in funding sought. A rigorous assessment process was undertaken to determine the successful projects.

Department of Environment and Science (the department) officers will be in contact with you shortly to establish the grant deed. Please note that your project should not commence until the Grant Deed is executed by both parties.

Please treat this notification as confidential at this time and withhold any media or public announcements. You will be notified once the successful applicants have been announced by the Queensland Government and I then encourage you to actively promote your project and your success in securing this funding. A departmental officer may contact you regarding opportunities to attend future media or promotional events.

Congratulations once again on the success of your application, and I look forward to learning more about the progress of your project as you contribute to Queensland's resource recovery targets.

Should you have any questions about the program, please contact the department by email at [WastePrograms@des.qld.gov.au](mailto:WastePrograms@des.qld.gov.au) or by telephone on (07) 3330 5816 quoting the application number above.

Yours sincerely

Leeanne Enoch MP  
Minister for Environment and the Great Barrier Reef,  
Minister for Science and Minister for the Arts

## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.14

**SUBJECT HEADING: Desert Channels Queensland – Natural Resource Management Plan**

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

CLASSIFICATION: (if confidential)

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*Summary: Desert Channels Queensland is in the process of renewing their Natural Resource Management Plan. This is the fourth plan developed by DCQ and they are requesting feedback.*

**Recommendation: That the CEO, on behalf of Council, provide feedback to Desert Channels Queensland regarding the Natural Resource Management Plan.**

---

### Background

Desert Channels Queensland (DCQ) is a natural resource management group, one of 14 within Queensland. DCQ is renewing the Natural Resource Management Plan. The plan is to provide strategic and integrated framework to foster good management within the DCQ region and covers many issues such as water and soils, supporting community and industry that rely on healthy landscapes.

DCQ state that it is important for the 2021-2025 iteration of the plan to be based on community consultation therefore they are asking for feedback. This will be the fourth NRM plan developed by DCQ.

The following link directs people to the community consultation page on the DCQ website.

<https://dcq-nrm-plan-2021---test-dcq.hub.arcgis.com/>

---

### Link to Corporate Plan

Governance

Best Practice Governance

Strong federal, state and regional advocacy

### Consultation Internal/External

CEO

Mayor

### Policy Implications

Nil

### Budget and Resource Implications

Nil

# Are you interested in providing feedback on DCQ's Natural Resource Management Plan – 2021-2025?



## Background

Desert Channels Queensland is current seeking feedback on the fourth Natural Resource Management Plan (NRM plan) for the region. The NRM plan sets targets and ideas to implement natural resource management within Queensland's Lake Eyre Basin. Feedback is valuable to ensure that the plan reflects community aspirations in natural resource management.

The fourth version will be released in 2021 and has been designed in a new online software allowing for interactive maps. It allows landholders and the community to see where projects are occurring, or where future projects are proposed. These are included as unique 'Management Actions' to clearly show what the plan aims to implement to achieve the targets and goals.

## How Does the Plan Work?

The plan is broken into three unique programs, each with separate themes. These include:

### Natural Resources Program

- Pastures and Soils
- Water Resources
- Natural Environment

### Industry Program

- Agriculture
- Tourism
- Mining and Coal Seam Gas

### Community Program

- Community Engagement
- Informing Policy Development

**Natural Resources Program**

The natural resources of the region are a highly valued and diverse natural asset and the natural environment. This program, which is one of three key programs, contains a long-term goal and targets to be met by 2025.

Overall the region is predominantly irrigated with a mix of river systems and the majority of the landscape relating to natural vegetation.

Key objectives of natural resources within the region include water and soils, protection of their catchment and current water and increasing climate variability.

- Pasture and Soils**  
See the list of actions proposed.  
[Button: Actions]
- Water Resources**  
See the list of actions proposed.  
[Button: Actions]
- Natural Environment**  
See the list of actions proposed.  
[Button: Actions]

**Industry Program**

A number of industries and development plans rely on natural resources. Supporting these industries through use of natural resources is vital to ensure that they are sustainable, but also to ensure that they do not have a negative effect on other natural resources.

The part of the NRM plan has been split into four programs, reflecting the major industries and development that influence natural resources in the region. These are:

- Agriculture
- Tourism
- Mining and Coal Seam Gas

Each of these is valuable to the community to ensure ongoing regional prosperity, wellbeing and safety in the plan.

- Agriculture**  
See the list of actions proposed.  
[Button: Actions]
- Tourism**  
See the list of actions proposed.  
[Button: Actions]
- Mining and Coal Seam Gas**  
See the list of actions proposed.  
[Button: Actions]

## Management Actions

Under each program and theme is a series of management actions that will help support the targets and goals that the program is aiming to achieve. There are currently 22 unique management actions proposed in the plan, but these can be updated based on community feedback. Each management action provides a justification and specific location along with what is needed for implementation. The current list of management action includes:

- Artesian Spring Management
- Collaborative Research and Development
- Community Awareness of CSG and Mining
- Complementing Bore Drain Piping with Weed Control
- Decision Making tools for Grazing Management
- Developing specialised tourist programs
- Expanding the Traditional Ecological Knowledge Database
- Feral Pig Monitoring and Control
- Floodplain Corridor Management
- Improving Management of the GAB
- Improving Tourist Awareness and Information
- Landcare Program
- Mitchell Grass Downs Condition Monitoring
- Native Woody Thickening in Grasslands
- Parkinsonia Biocontrol
- Prickly Acacia Control in Northern LEB
- Promotion of Environmental offsets
- Promotion of Weed Seed Spread Prevention
- Updating Knowledge of the GAB
- Weed Outlier Control
- Wetland Education Program

**Management Action**  
This management action supports the following programs:  
- Agriculture  
- Parks and Soil

**Prickly Acacia Eradication in Northern Lake Eyre Basin**

This management action works with landholders and initiates control of prickly acacia across the landscape scale in dense infestations of prickly acacia through the Northern Lake Eyre Basin.



*Example pictures of the Prickly Acacia Management Action with interactive maps*



**Priority Areas**

The adjacent map shows areas of priority for DCQ under 10 different management zones. This control area from Bourke in the south-west up to the boundary around Hughenden and into Eyre in the north-west.

## To Provide Feedback on the NRM Plan

1. To view the NRM plan and provide feedback, you can do this via the DCQ webpage - <https://dcq.org.au/plans/>
2. You can contact Andrew Burrows on 0427 427 966 or via email [Andrew.burrows@dcq.org.au](mailto:Andrew.burrows@dcq.org.au) to discuss any ideas you have.
3. List any issues you would like raised in the NRM plan in the box below and return to DCQ staff member.

# BLACKALL-TAMBO REGIONAL COUNCIL

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## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.15

**SUBJECT HEADING: RAPAD – Board Communiques**

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

CLASSIFICATION: (if confidential)

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*Summary: RAPAD provide Board Communiques on their Board meetings. The Communique for the 6 November RAPAD Board meeting has been provided to Council.*

**Recommendation: That Council receive the RAPAD Board Communique for 6 November 2020.**

---

### Background

RAPAD provides Board Communiques from their board meetings. These are public documents available on the RAPAD website.

The Board Communique for 6 November is attached to this report.

---

### Link to Corporate Plan

Governance

Best Practice Governance

Strong federal, state and regional advocacy

### Consultation Internal/External

CEO

Mayor

### Policy Implications

Nil

### Budget and Resource Implications

Nil

## RAPAD Board Meeting 6 November 2020 Communiqué

As a part of normal business, the Board of RAPAD held its eleventh scheduled Board meeting for 2020, on 6 November, via zoom video conference. Six directors were in attendance while a proxy represented a director who offered apologies due to other commitments. All CEOs were in attendance also.

### Matters covered at the meeting were:

- DCQ – NRM planning:** Andrew Burrows, from Desert Channels Qld, provided a presentation on the DCQ Natural Resource Planning process for Queensland's Lake Eyre Basin region. Specifically, Desert Channels Queensland is currently seeking community feedback on this Natural Resource Management Plan. It was outlined that this is the fourth version of the NRM plan, and it identifies targets and actions to support natural resources in our region. The plan is captured in an online format and highlights key actions to support the targets in the plan. Community feedback on the plan is valued and helps ensure it reflects regional aspirations. The plan can be viewed at: <https://dcq-nrm-plan-2021---test-dcq.hub.arcgis.com/> , or contact can be made direct to Andrew Burrows via his email - [andrew.burrows@dcq.org.au](mailto:andrew.burrows@dcq.org.au) . The Board did raise questions relating to irrigation, water licensing and an apparent shift in government policy regarding water use in general, and this was taken on board by Andrew. The Board also asked about the DCQ Boards policy approach to CSG and asked if they could receive advice on this. The Chair and Board members were appreciative of the presentation and update. For additional reading, an attachment is provided at the end of this communiqué. The Chair advised the Board that the DCQ Board, would join the RAPAD Board at the next face to face meeting for discussions.
- Board continuous improvement:** Dr Gerry Roberts joined the meeting and asked for feedback on his proposed process for the upcoming workshop with the Board. The Board, with four new members, has now been in place for approximately six months which represents an ideal timeframe for this review and discussion. Self-improvement, on-going assessment, optimal group functioning are recognised by the Board as important factors for their ongoing Board effectiveness. The workshop will occur at their next face to face meeting on November 26.
- Housing:** The CEO updated the Board regarding progression of the draft terms of reference for a potential housing discussion paper. Karl Morris from Ord Minnet joined the meeting and offered insights into housing models which are operating in other regions, but more so, an overview of investors requirements for potential housing solutions. The Board instructed the CEO to seek the Department of Local Governments attendance at the November 26 meeting so further advice regarding regulatory matters impacting potential models, can be obtained.
- Former LPC:** The CEO advised no advice has been forthcoming from the Minister regarding the business case, which was provided to government in late July. With the election now settled, the Chair had written to the Premier congratulating her on the result and also asking for a response on the former LPC, as soon as possible. Several worthwhile discussions had occurred, and were planned, with interested stakeholders regarding future uses of the premises however the Chair and CEO advised that little could occur, medium to long term, unless the Government offered

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#RAPADCWQ

clear direction. The CEO advised the Board, the recent hosting of a large school group, over three nights, at the former college went well despite some minor hiccups.

- **Regional Planning Interests Act:** The CEO tabled pre-election correspondence (*att*) from the Deputy Premier, Stephen Miles, regarding their commitments, or otherwise, relating to the RPIA as it pertains to the Lake Eyre Basin,
- **Finance, legal:** The CEO tabled:
  - monthly YTD financials,
  - 19-20 FY unaudited statements,
  - 19-20 FY audit progress,
  - Sale of vehicle advice,
  - Advice regarding the appointment of the contractor to undertake Stage 2 of the tourism data model, and
  - Risk outlook
- **RAPAD Skilling:** The Board received an operational update on the YTD activities of the registered training organisation, RAPAD Skilling.
- **AGM procedure:** The CEO provided advice to the Board on the planned agenda for the upcoming general and annual general meeting on November 25,26, and advised that a notice of meeting regarding the AGM had been forwarded,
- **Drone workshop** – The CEO provided a brief regarding the outcome of the drone planning workshop. There are a range of recommendations which the Board will take more time to consider.
- **Aviation Transport Security Regulations:** Boulia SC raised recent correspondence, from an air service provider, regarding regulatory amendments to the Aviation Transport Security Regulations 2005 (the Regulations) by the Aviation and Maritime Security Department of Home Affairs, effective 19 December 2020, and advised of concerns they had on how this may impact them and other small airport / towns. There was agreement that the Board invite the air provider to the next Board meeting.
- **Election feedback:** The CEO tabled pre-election feedback, specifically from Government (*att*), now that they have been re-elected. The Board noted that it was reasonably detailed, also noting the Government had left the door open for discussion on several matters including the former LPC.
- **LGAQ Bush Councils proposal:** The Board discussed the LGAQs Bush Councils proposal. LGAQ were requesting feedback from councils by December. There was a range of views expressed both for and against the proposal.
- **OQTA:** The Board (re)nominated Cr Martin to the Outback Qld Tourism Authority management committee.
- **Wild Dog Coordinator role:** The CEO tabled an update from AgForce regarding the CWQ WDC role. There was agreement from the Board that they do not see value in trying to fill the role in the CWQ, given the timeframe remaining. Associated with this, there was discussion about the coordination of wild dog baiting, and directors agreed to progress this discussion at the next Central West Regional Pest Management Committee.
- **Mental health funding:** There was discussion regarding recent announcements relating to mental health funding, and Directors indicated that at this stage they would assess the uses of the funding on an individual LG basis once more detail was known.
- **National Flood and Drought Agency Flood Implementation Strategy:** The CEO advised he was invited to participate in the North West Monsoon Trough Flood Implementation Strategy Working Group. The Chair approved the CEOs participation

out of session given the response timeframe. The Board were in agreement with the CEOs participation.

- **West Qld Alliance of Councils:** The Board noted the WQACs work plan, recently endorsed by the WQAC leadership group.

## OFFICER REPORTS

COUNCIL MEETING DATE: 18 November 2020

Item No: 7.16

**SUBJECT HEADING: Flood Warning Gauge Installation**

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

CLASSIFICATION: (if confidential)

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*Summary: Through funding from the Queensland Disaster Resilience Fund rain gauges and river rain gauges have been installed at various locations around the Blackall-Tambo Region.*

**Recommendation: That Council receive the report and note that rain gauges have been installed at Langlo Road Minnie Downs, Langlo Road Lumeah, Truno Road, Ward Road Woolga and river rain gauges have been installed at Mt Enniskillen and Tambo.**

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## Background

The Natural Disaster Resilience Program (NDRP) has allocated funding for the installation of flood warning gauges across central western Queensland. The works includes stations constructed in various locations across the following local government areas; Barcoo Shire Council, Winton Shire Council, Longreach Regional Council, Barcaldine Regional Council, Blackall-Tambo Regional Council and Flinders Shire Council.

The purpose of the works is to manufacture, deliver, install and commission new river level gauges and rain gauges at various locations. The proposed flood gauges will integrate into the Bureau of Meteorology flood warning system to provide accurate real time information that can be used to make decisions about best deployment strategies for staff and equipment during flood events.

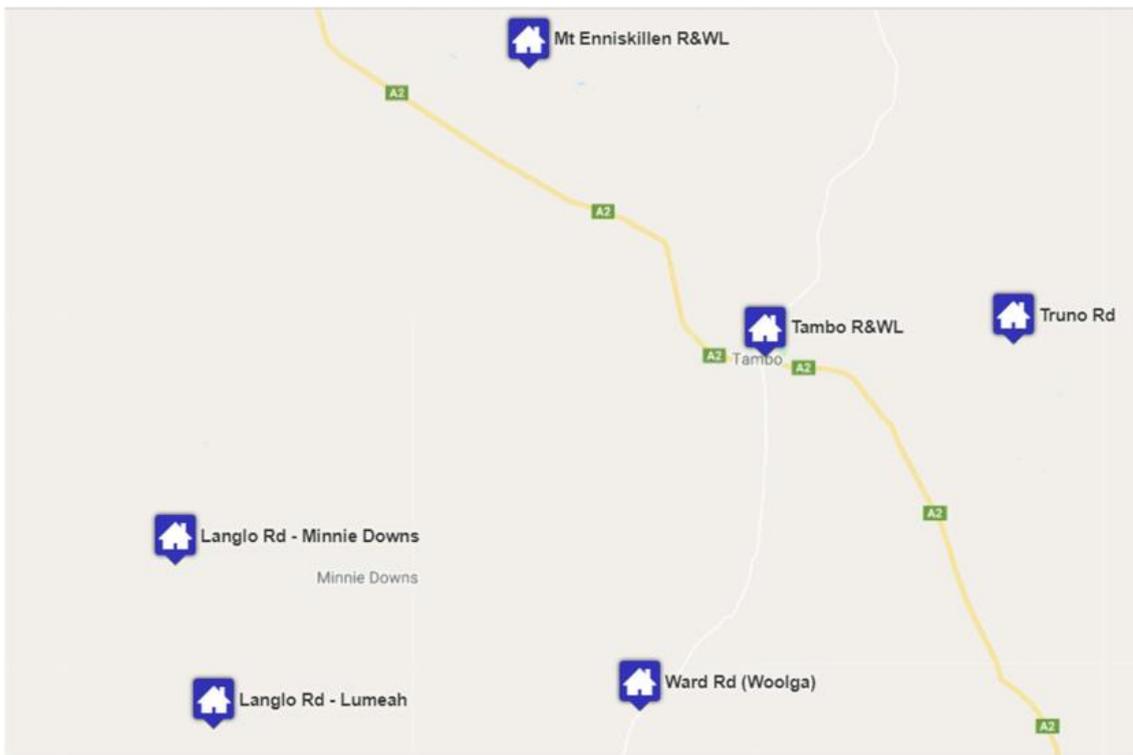
Prospect Environmental is pleased to announce the completion of Rain Gauge installations at

- Langlo Road Minnie Downs
- Langlo Road Lumeah
- Truno Road
- Ward Road Woolga

Prospect Environmental is also pleased to announce the completion of a Rain River Gauge installation at

- Mt Enniskillen
- Tambo

Current station locations from dataOnline



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### **Link to Corporate Plan**

Governance  
Best Practice Governance  
Strong federal, state and regional advocacy

### **Consultation Internal/External**

CEO  
Mayor  
Deputy Mayor  
DWS

### **Policy Implications**

Nil

### **Budget and Resource Implications**

Funded by Queensland Disaster Resilience Fund