

**MINUTES OF THE GENERAL MEETING  
OF THE BARCALDINE REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS,  
43 DRYDEN STREET, ALPHA  
ON MONDAY 29 SEPTEMBER 2014  
COMMENCING AT 9.10A.M.**

**ATTENDANCE**

Councillor R Chandler (Mayor) (In the Chair), Councillor J Gray (Deputy Mayor), Councillors G Bettiens, A Cowper, G Peoples, P Mitchell and R Glindemann.

**OFFICERS**

D Howard (Chief Executive Officer), R Bauer (Executive Manager – Alpha), G Buswell (Executive Manager – Aramac), B Walsh (Executive Manager – Barcaldine), J Ricks (Manager - Engineering Services) and A Newton (Minute Secretary).

**PRAYER** – Cr. Gray read the prayer.

**CONDOLENCES**

A minute's silence was observed to mark the passing of Mr. John Robinson of Barcaldine, Mr. Allan (Cranky) Lawrence of Barcaldine, Mr. Gordon Lee MBE OAM formerly of Muttaborra, Mrs. Daphne Beatrice (Betty) Stevenson of Barcaldine and Mrs. Audrey Phyllis Innocend formerly of Barcaldine. Council also observed a minute's silence in honour of National Police Remembrance Day for those officers killed in the line of duty.

**LEAVE OF ABSENCE - Nil**

**ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Mayor acknowledged the traditional owners of the land, past and present.

**DECLARATIONS OF COUNCILLORS**

**Material Personal Interest on any items of Business - Nil**

**Conflict of Interest - Nil**

**Personal Gifts and Benefits**

The Mayor and Chief Executive Officer advised that they had dinner with representatives of Conergy Australia and Solconnect Pty Ltd whilst in Brisbane for the Major Projects Conference in September 2014.

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**BUSINESS**

**MAYORAL MINUTE**

**Resolution:**            **Moved Cr. Chandler**  
**2014/09/222**            **That the Mayor's action of offering the Chief Executive Officer a new contract of employment under the same terms and conditions as the previous contract, be endorsed.**

**Carried**  
*Unanimous*

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**1. CONFIRMATION OF MINUTES**

*Summary: The following minutes required confirmation by Council:-  
General Meeting – 20 August 2014.*

**Resolution: 2014/09/223**      **Moved Cr Glindemann**      **Seconded Cr Bettiens**  
**That the minutes of the General Meeting held by Barcaldine Regional Council on the 20 August 2014 be received.**

**Carried**  
*Unanimous*

**Resolution: 2014/09/224**      **Moved Cr Peoples**      **Seconded Cr Gray**  
**That the minutes of the General Meeting held by Barcaldine Regional Council on 20 August 2014 be confirmed.**

**Carried**  
*Unanimous*

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**2. PETITIONS - Nil**

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**3. REPORTS**

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**3.1 CHIEF EXECUTIVE OFFICER**

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**3.1.1 Councillor Information Bulletin**

*Summary: From the Chief Executive Officer tabling a list of items sent to Councillors in the Councillor Information Bulletin up to and including 23 September 2014.*

**Resolution: 2014/09/225**      **Moved Cr Bettiens**      **Seconded Cr Peoples**  
**That the report be received.**

**Carried**  
*Unanimous*

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**3.1.2 Youcamp Website – Register of Private Land for Camping**

*Summary: From the Chief Executive Officer tabling correspondence from Youcamp website seeking Councils who are working towards allowing private landholders and businesses to accept “freedom campers”.*

**Resolution: 2014/09/226**      **Moved Cr Bettiens**      **Seconded Cr Gray**  
**That Council investigates making amendments to the Town Plans and Local Laws to allow private landholders and businesses to accept campers on private property.**

**Carried**  
*Unanimous*

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### **3.1.3 Environmental Health Activities Report**

*Summary: From the Environmental Health Officer submitting his report on environmental health activities.*

**Resolution: 2014/09/227**      **Moved Cr Glindemann**      **Seconded Cr Gray**  
**That Council receives the Environmental Health Officer's report on environmental health activities.**

**Carried**  
*Unanimous*

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### **3.1.4 The Local Government Remuneration and Discipline Tribunal**

*Summary: From the Chief Executive Officer advising that the Local Government Remuneration and Discipline Tribunal is asking Councils to raise matters for consideration by the Tribunal in making its annual determination.*

**Resolution: 2014/09/228**      **Moved Cr Peoples**      **Seconded Cr Glindemann**  
**That the correspondence be received.**

**Carried**  
*Unanimous*

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### **3.1.5 Roads Action Plan**

*Summary: From the Chief Executive Officer tabling correspondence from the Regional Roads Forum Working Group requesting \$3,000 from each Council to fund the Queensland Western Roads Action Plan.*

**Resolution: 2014/09/229**      **Moved Cr Bettiens**      **Seconded Cr Gray**  
**That Council agrees to contribute \$3,000 to the Regional Roads Forum Working Group to prepare the Queensland Western Roads Action Plan.**

**Carried**  
*Unanimous*

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*The meeting adjourned at 10.35am for morning tea and resumed at 11.00am.*

*The Councillors and staff then inspected the new Alpha Swimming Pool construction site and Shakespeare Street.*

### **3.1.6 Wild Dog Check Fence**

*Summary: From the Chief Executive Officer advising that the Wild Dog Check Fence consultation report indicating support has been made public and Council is now asked for support.*

**Resolution: 2014/09/230**      **Moved Cr Gray**      **Seconded Cr Cowper**  
That Council requests RAPAD to approach the Minister for Agriculture, Fisheries and Forestry and the Minister for Local Government requesting subsidised funding for landholders for wild dog cluster fences in line with the South West NRM model.

**Carried**  
*Unanimous*

**Resolution: 2014/09/231**      **Moved Cr Gray**      **Seconded Cr Mitchell**  
That Council advises RAPAD that it does not support the formation of a joint Local Government entity with Blackall-Tambo Regional Council, Longreach Regional Council and Barcoo Shire Council.

**Carried**  
*Unanimous*

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## **3.2 FINANCE**

### **3.2.1 Financial Report – September 2014**

*Summary: The Financial Report for the period ending 19 September 2014 was presented to Council.*

**Resolution: 2014/09/231**      **Moved Cr Glindemann**      **Seconded Cr Peoples**  
That Council receives the Financial Report for the period ending 19 September 2014.

**Carried**  
*Unanimous*

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## **3.3 MANAGER ENGINEERING SERVICES**

### **3.3.1 Works Report**

*Summary: From the Manager Engineering Services submitting for Council's advice and consideration his report on engineering works and environmental matters in Barcaldine, Alpha, Jericho, Aramac and Muttaborra for the period ending 31 August 2014.*

**Resolution: 2014/09/232**      **Moved Cr Gray**      **Seconded Cr Bettiens**  
That the Works Report for the period August 2014 be received.

**Carried**  
*Unanimous*

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*The meeting adjourned for lunch at 12.35pm and resumed at 1.30pm.*

### **3.4 EXECUTIVE MANAGER - ALPHA**

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#### **3.4.1 General Information Report**

*Summary: The Executive Manager's – Alpha report was presented to Council for information.*

**Resolution: 2014/09/233**      **Moved Cr Glindemann**      **Seconded Cr Cowper**  
**That the Executive Manager's – Alpha General Information Report be received.**

**Carried**  
*Unanimous*

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### **3.5 EXECUTIVE MANAGER - ARAMAC**

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#### **3.5.1 General Information Report**

*Summary: The Executive Manager's – Aramac report was submitted to Council for information.*

**Resolution: 2014/09/234**      **Moved Cr Gray**      **Seconded Cr Bettiens**  
**That the Executive Manager's – Aramac General Information Report be received.**

**Carried**  
*Unanimous*

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#### **3.5.2 Aramac Viewing Pavilion**

*Summary: From the Executive Manager – Aramac, submitting a report on the completion of the concrete floor of the Aramac Viewing Pavilion.*

**Resolution: 2014/09/235**      **Moved Cr Peoples**      **Seconded Cr Glindemann**  
**That Council authorise the transfer from the Harry Redford Cattle Drive Reserve surplus to the Capital Budget an amount of \$53,350.00 to complete the concrete floor of the Aramac Viewing Pavilion.**

**Carried**  
*Unanimous*

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#### **3.5.3 Results of Sale of Land for Overdue Rates and Charges**

*Summary: From the Executive Manager – Aramac reporting that land owned by Tricone Pty Ltd Trustee (under Instrument 711430443 assessment 30408-00000-000 property at 5 Lyon Street Jericho Qld 4728) was auctioned and sold on the 22 August 2014 with Council recovering all outstanding rates and charges.*



3. Alpha Airport (\$20,000,000 total with \$10,000,000 Royalties for the Regions funding with no Council contribution).

**Carried**  
*Unanimous*

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### **3.6.3 Get Ready Funding**

*Summary: The Queensland Government has allocated Council \$4,850 in Get Ready funding for 2014-15.*

**Resolution: 2014/09/240**      **Moved Cr Gray**      **Seconded Cr Peoples**  
**That Council utilises the Queensland Government Get Ready funding for open days in each community to promote disaster resilience.**

**Carried**  
*Unanimous*

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### **3.6.4 Uniform Policy**

*Summary: An amended Uniform Policy is presented for Council consideration.*

**Resolution: 2014/09/241**      **Moved Cr Peoples**      **Seconded Cr Gray**  
**That Council adopts the Barcaldine Regional Council Uniform Policy as per Attachment A.**

**Carried**  
*Unanimous*

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### **3.6.5 Planning and Development Report – August 2014**

*Summary: The Planning and Development and Adopted Infrastructure Charges Notices Report for August 2014 is presented for consideration.*

**Resolution: 2014/09/242**      **Moved Cr Mitchell**      **Seconded Cr Cowper**  
**That Council receives the Planning and Development Report and the Adopted Infrastructure Charges Notice Report for August 2014.**

**Carried**  
*Unanimous*

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### **3.6.6 Library Services**

*Summary: Report on the provision of Wi-Fi connection, free library membership and public internet access at Council's libraries in accord with the Service Level Agreement with the State Library of Queensland, for consideration.*

**Resolution: 2014/09/243**      **Moved Cr Gray**      **Seconded Cr Peoples**  
**That Council, in accordance with the Service Level Agreement with the State Library of Queensland 1 July 2014 to 30 June 2017:-**

- (a) provides Wi-Fi connection in each of its libraries for use by both Librarians and customers using their own devices;**
- (b) provides free library membership with reciprocal borrowing across Queensland; and**
- (c) provides free internet use from public access computers.**

**Carried**  
**Unanimous**

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### **3.6.7 Wild Dog Baiting Campaign**

*Summary: A recommendation from the Barcaldine Regional Council Wild Dog Committee to limit the quantity of baits distributed to landholders is presented to Council for approval.*

**Resolution: 2014/09/244**      **Moved Cr Cowper**      **Seconded Cr Bettiens**  
**That Council approves the recommendation of the Barcaldine Regional Council Wild Dog Committee to limit the quantity of baits supplied for each baiting campaign:**

- (a) for hand baiting to 60kg of meat per 10,000 acres up to a maximum of 200kg of meat per property; and**
- (b) for aerial baiting to one plane load per 40,000 acres up to a maximum of 275kg per property.**

**Carried**  
**Unanimous**

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### **3.6.8 Waste Collection Services**

*Summary: A review of Council's Waste Collection Services is presented to Council for consideration.*

**Resolution: 2014/09/245**      **Moved Cr Mitchell**      **Seconded Cr Gray**  
**That the waste collection service continues in its current arrangement in Barcaldine, Aramac and Muttaborra.**

**Carried**  
**Unanimous**

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### **3.6.9 Barcaldine Showground Improvements**

*Summary: A proposal for improvements at the Barcaldine Showground for Council consideration.*

**Resolution: 2014/09/246**      **Moved Cr Cowper**      **Seconded Cr Bettiens**  
**That Council:**

- (a) allocates the funds distributed from the Estate of Gloria May Lowe to the building of a new office for the Barcaldine P. A. & H. Society;**
- (b) meets with the Barcaldine P. A & H. Society, Barcaldine Fitness Centre and Westech Field Days representatives to prepare a proposal for Council consideration; and**
- (c) negotiates with RESQ for possible assistance.**

**Carried**  
*Unanimous*

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### **3.6.10 Get Playing Applications**

*Summary: The Get Playing Plus funding applications are now open for sport recreation infrastructure.*

**Resolution: 2014/09/247**      **Moved Cr Gray**      **Seconded Cr Bettiens**  
**That Council applies for funding under the Get Playing Plus program for construction of the Jericho Swimming Pool and that Council agrees to contribute \$375,000 (excluding GST) to the project.**

**Carried**  
*Unanimous*

**Resolution: 2014/09/248**      **Moved Cr Peoples**      **Seconded Cr Cowper**  
**That the Chief Executive Officer investigate funding options for the construction of a new swimming pool in Aramac.**

**Carried**  
*Unanimous*

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### **3.6.11 Barcaldine Airport Lighting**

*Summary: The Aerodrome AGL (Airfield Ground Lighting) Assessment for Barcaldine Airport has been completed.*

**Resolution: 2014/09/249**      **Moved Cr Cowper**      **Seconded Cr Peoples**  
**That Council receives the report.**

**Carried**  
*Unanimous*

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**3.7 RURAL SERVICES MATTERS**

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**3.7.1 Regional Rural Lands Coordinator's Report**

*Summary: From the Regional Rural Lands Coordinator submitting a summary of lands activities for August 2014.*

**Resolution: 2014/09/250**      **Moved Cr Glindemann**      **Seconded Cr Mitchell**  
**That Council receives the Regional Rural Lands Coordinator's Report.**

**Carried**  
*Unanimous*

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**3.8 CONFIDENTIAL REPORTS - Nil**

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**4. CLOSE OF MEETING**

As there was no further business, the Mayor declared the meeting closed at 3.35pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: \_\_\_\_\_

DATED: 15 October 2014

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## **Attachment A**

<b>SYSTEM ELEMENT:</b>	Human Resources
<b>DOCUMENT REFERENCE:</b>	<b>Uniform Policy</b>
<b>POLICY NUMBER:</b>	<b>HR007</b>
<b>ADOPTED:</b>	16 December 2009
<b>AMENDED:</b>	17 February 2010 17 March 2010 16 February 2011 29 September 2014
<b>PURPOSE:</b>	To ensure all employees are provided with safe and appropriate clothing to promote a positive corporate image.

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### **GENERAL PROVISIONS**

#### **Corporate Image**

It is compulsory for all employees to wear a Council approved uniform while at work.

A high standard of personal presentation is required from all employees at all times whilst on duty and when representing Council in a professional capacity outside normal working hours.

The Council uniform is NOT to be worn when not under the employ of Council.

#### **Return of Uniforms upon Termination of Employment**

Employees are required to return Council provided uniforms to the administration office or depot on termination of employment. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future. An employee may alternatively, prior to leaving Council, offer their uniforms to other employees for future use.

#### **Hair**

Long hair must be worn up and back when working in areas with machinery and other situations in which it could pose a risk to the employee or other staff members.

#### **Body Art**

Tattoos that could be perceived offensive should be discreetly covered where possible (eg: tattoos of naked men/women, skulls or daggers dripping blood etc.). This item is to be administered at the discretion of the Executive Manager.

#### **Body Piercing**

Body piercing that may pose a safety risk shall not be worn whilst working.

#### **Work Experience Students**

Council will not be responsible for issuing protective clothing to Work Experience students. Work Experience students will be required to wear protective clothing appropriate for their duties. However second hand uniforms may be issued where appropriate.

#### **Laundry**

Council will not be responsible for the laundry or maintenance of employees' uniforms.

### **Contractors**

Council will not be responsible for issuing protective clothing to Contractors and/or their employees. Contractors and/or their employees working on Council projects will be required to wear personal protective clothing.

### **Probationary Employees / Trainees**

Probationary employees will become eligible for a clothing allowance following the 3 month probationary period.

Full-time trainees will be eligible for clothing allowances following the completion of the 1 month probationary period.

School-based trainees who are employed for a 12 month period will be eligible for a clothing allowance on a pro-rata basis following a 1 month probationary period.

### **Exemptions**

Employees with work specific clothing requirements may, following an appropriate risk assessment, request approval for an exemption from the Chief Executive Officer.

## **EXTERNAL WORKFORCE**

### **Objective**

Personal Protective Equipment (PPE) includes clothing and/or equipment designed to be worn by a person and to protect the person from risks of injury or illness.

In order that Council meets its WH&S Obligations in this regard the following Protective Clothing Policy applies to employees in the external workforce.

This policy has been formulated taking into account extreme temperatures and high skin cancer risks in this region and observes Queensland Cancer Council recommendations.

### **Protective Clothing**

Council shall make an initial issue to non-probationary employees of:

- five (5) orange high visibility, UV protective, long sleeve work shirts
- five (5) navy pairs of knee length shorts or long pants (drill and/or jeans); and
- one (1) orange high visibility cold weather coat (heavy or light at employee's request)

Employees not normally performing tasks involving exposure to traffic or construction hazards may choose a non-high visibility colour but must wear a high visibility safety vest when exposed to the above work areas.

Casual employees and employees on three months probation are required to wear a Council supplied high visibility safety vest where appropriate or as directed.

Part time and casual employees are entitled to a pro rata issue of the full time allowance.

Mechanics may wear navy blue cotton drill shirts. Long sleeved shirts (either hi-visibility shirt or navy blue shirt with hi-visibility vest) are required for field work. Where a risk assessment is undertaken, short sleeved shirts may be permitted for specific activities.

### **Corporate Uniform for Meetings**

Senior Works Supervisors may be issued with either the Barcaldine Regional Council polo shirt or corporate shirt to wear when attending meetings and/or workshops on behalf of Council.

Other external employees required to attend meetings or functions on a regular basis may substitute one external uniform for a corporate uniform.

### **Fair Wear and Tear**

All uniforms are to be replaced on a fair wear and tear basis as authorized by the Executive Manager (or Delegate). Where an employee seeks a replacement uniform, the old items must be returned before issue of new items or reimbursement of a purchase.

### **Foot Protection**

All employees are required to supply and wear safety boots that comply with AS 2210.3 at all times eg steel cap. Boots that are worn or damaged and can no longer comply with the above Standard are to be replaced.

Council will reimburse employees up to a value of \$110.00 upon provision of a receipt and the old boots being assessed by the Executive Manager (or delegate). For example if the employee purchases boots to the value of \$150.00 the reimbursement will be \$110.00 only, and if the boots cost \$70.00 the reimbursement will be \$70.00 only.

Employees completing the three month probation period will be eligible for reimbursement.

Council shall supply Safety Gum Boots (steel cap) to employees as required.

### **Head Protection**

All employees are required to supply and wear a hat that complies with Australian Standards with at least a 7.5cm brim. Hats must be worn at all times by employees working outdoors. Council will reimburse employees up to a value of \$60.00 upon producing a receipt and the old hat being assessed by the Executive Manager (or delegate). For example if the employee purchases a hat to the value of \$150.00 the reimbursement will be \$60.00 only, and if the hat costs \$25.00 the reimbursement will be \$25.00 only.

Employees must consider their exposure to UV radiation when performing work tasks. Any hat deemed by Council as not providing adequate UV protection will not be permitted on Council work sites.

Mechanics may wear caps in the workshop. However they must use a wide brim hat or legionnaires cap if they are out in the sun for extended periods.

### **CORPORATE SERVICES – (Administration, Library, Tourism, Undertaker, 60 & Better, HAS, HACC, Bank of Queensland, Rural Transaction Centre, Post Office and Engineering).**

#### **Uniform Allowance**

All permanent employees, working at least 25 hours per week, are to be allocated a Uniform Allowance of up to \$385.00 per financial year for actual costs incurred. For the first year of employment, the Uniform Allowance will be a maximum of \$495.00.

Where an employee commences with the Council part way through the financial year, they shall be entitled to a pro rata allowance for uniforms in their first year of service.

Permanent part-time or casual employees working less than 25 hours per week will be allocated a Uniform Allowance on a pro-rata basis depending on hours worked and at the discretion of the Executive Manager.

Any unused portion of the Clothing Allowance is not transferable to subsequent years.

All corporate uniforms will be supplied through Council stores. Employees will be invoiced for any purchases above the allocated uniform allowance.

Alternatively, where sizes are not available through stores, an employee may purchase their own uniform shirt or blouse and have the Council logo embroidered on that uniform. In this case, uniform colours must still match as closely as possible.

Employees may purchase skirts/trousers direct provided they have 'BRC' embroidered on the garment and they are Navy or Taupe in colour. Skirts must be a minimum of knee length and trousers may be full or three quarter length.

Employees shall, at their own expense, be responsible for selecting their own appropriate footwear that is safe for the tasks that are being performed. All footwear must:-

- Be appropriate for the task to be performed;
- Reduce the risk of injury; and
- Not be thongs (including fashion thongs) or flat slip-ons.

Staff must not remove their shoes to traverse distances. This does not portray a professional image of Council and puts staff at risk of injury.

During the probationary period, new staff members are expected to dress in a smart/casual manner, appropriate to the office environment.

### **Charity Days**

Jeans or other appropriate clothing may be worn on charity fundraising days eg. Jeans for Genes Day, only with the approval of the Executive Manager.

### **Polo Shirts**

BRC Polo Shirts may be worn by internal employees on Fridays. However the BRC uniform skirts or pants must still be worn on these days.

BRC Polo Shirts may, with the approval of the Executive Manager, be worn by employees required to work in community services eg HACC, HAS, Events, Childcare etc.

### **Funerals**

Employees providing undertaking services shall be issued with one full corporate uniform to wear at funerals.

### **Head Protection**

Corporate Services employees must consider their exposure to UV radiation when performing outdoor work tasks. Hats must be worn at all times by employees working outdoors.

All employees required to work outdoors (even for short periods of time) are required to supply and wear a hat that complies with Australian Standards with at least a 7.5cm brim. Council will reimburse employees up to a value of \$60.00 upon producing a receipt to the Executive Manager (or delegate). For example if the employee purchases a hat to the value of \$150.00 the reimbursement will be \$60.00 only, and if the hat costs \$25.00 the reimbursement will be \$25.00 only.