

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE RSL MEMORIAL HALL,
15 BRUFORD STREET, MUTTABURRA
ON WEDNESDAY 19 AUGUST 2015
COMMENCING AT 9.30AM**

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), I Kuhn (Executive Manager – Aramac), B Walsh (Executive Manager – Barcaldine), J Ricks (Manager – Engineering Services), and A Newton (Minute Secretary).

PRAYER – Cr. Cowper read the prayer.

CONDOLENCES

A minute's silence was observed to mark the passing of Mr. Vivian Peckett of Alpha, Mr. Steven Peckett of Alpha, Mr. Robert Tengbom of Barcaldine and Mr. Thomas Roberts of Aramac.

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

Pursuant to Section 173 (2) of the *Local Government Act 2009*, Mr. Brett Walsh informed the meeting of a material personal interest in relation to Item 3.5.2 (as a family member has received a grant) and left the meeting during discussions thereon.

Conflict of Interest

Cr. Gray for Item 3.1.5 - "I declare I may have a real conflict of interest in this matter, as defined in section 173 of the *Local Government Act 2009*, due to my Committee membership of the Muttaborra Community Development Association I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest. I honestly believe that I will best perform my responsibility of serving the overall public interest of the whole of council's area by participating in this discussion and voting on this matter.

Personal Gifts and Benefits - Nil

BUSINESS

1. CONFIRMATION OF MINUTES

*Summary: The following minutes required confirmation by Council:-
General Meeting – 15 July 2015.*

Resolution: 2015/08/182 **Moved Cr Glindemann** **Seconded Cr Gray**
That the minutes of the General Meeting held by Barcaldine Regional Council on the 15 July 2015 be received.

Carried
Unanimous

Resolution: 2015/08/183 **Moved Cr Cowper** **Seconded Cr Peoples**
That the minutes of the General Meeting held by Barcaldine Regional Council on 15 July 2015 be confirmed.

Carried
Unanimous

2. PETITIONS - Nil

3. REPORTS

3.1 CHIEF EXECUTIVE OFFICER

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 14 August 2015.

Resolution: 2015/08/184 **Moved Cr Mitchell** **Seconded Cr Bettiens**
That the report be received.

Carried
Unanimous

The meeting adjourned at 10.10am for morning tea and resumed at 10.35am.

3.1.2 Motions for the Local Government Association of Queensland Annual Conference

Summary: From the Chief Executive Officer advising that motions to be considered at the Annual Conference of the Local Government Association of Queensland 2015 are required by 28 August 2015.

3.1.4 Application for Permit to Occupy - Driftway Reserve

Summary: From the Chief Executive Officer tabling correspondence from Mount Cornish Grazing Co. advising that the company intends to apply for a Permit to Occupy from the State Government for grazing over the Driftway Reserve and asking for Council's support.

Resolution: 2015/08/187 **Moved Cr Cowper** **Seconded Cr Bettiens**
That Council advises Mount Cornish Grazing Co. and the Department of Natural Resources and Mines that it does not support an application for a Permit to Occupy over the Driftway Reserve.

Carried
Unanimous

Cr. Gray declared an interest in the following item. She took no part in the discussions thereon and refrained from voting.

3.1.5 Muttaborra Interpretation Centre

Summary: From the Chief Executive Officer tabling correspondence from the Muttaborra Community Development Association asking Council's assistance to complete soil testing and surveying of the Muttaborra Interpretation Centre site.

Resolution: 2015/08/188 **Moved Cr Glindemann** **Seconded Cr Mitchell**
That Council agrees to assist with the cost of soil testing and surveying of the Muttaborra Interpretation Centre site.

Carried
Unanimous

3.1.6 Additional BOM Recording Stations

Summary: From the Chief Executive Officer that following a visit by Department of Natural Resources and Mines and Bureau of Meteorology staff, Council should consider locations for future flood and rainfall recording sites.

Resolution: 2015/08/189 **Moved Cr Gray** **Seconded Cr Bettiens**
That Council advise the BOM of suitable locations on the Landsborough and Tower Hill Creeks, north of Muttaborra, for future flood and rainfall recording stations.

Carried
Unanimous

3.2 FINANCE

3.2.1 Financial Report – August 2015

Summary: The Financial Report for the period ending 12 August 2015 was presented to Council.

3.4.3 Alpha Aquatic Centre – Shade Structure

Summary: As discussed at a previous Briefing Session, quotes are submitted for a shade structure at the Alpha Aquatic Centre for Council's consideration.

Resolution: 2015/08/194 **Moved Cr Glindemann** **Seconded Cr Gray**
That Council sets a budget of \$24,000 and the Alpha area office in conjunction with the Alpha Swimming Club report back to Council on the purchase and erection of a suitable shade structure.

Carried
Unanimous

3.4.4 Alpha Aquatic Centre – Poolside Seating

Summary: As discussed at a previous Briefing Session, quotes are submitted for poolside seating at the Alpha Aquatic Centre for Council's consideration.

Resolution: 2015/08/195 **Moved Cr Bettiens** **Seconded Cr Mitchell**
That Council accepts the quote from Seats Plus for the supply and delivery of :-

10 X ASFSS2 x 2m stackable benches with powder coated legs and end caps; and

2 x ASPS1 wheelchair friendly park setting with powder coated legs and end caps

as per quote of \$4,855.00 plus GST.

Carried
Unanimous

3.4.5 Alpha Aquatic Centre – Pool Cleaner

Summary: As discussed at a previous Briefing Session, quotes are submitted for a pool cleaner at the Alpha Aquatic Centre for Council's consideration.

Resolution: 2015/08/196 **Moved Cr Mitchell** **Seconded Cr Cowper**
That Council accepts the quote from Bobtrac Swim School Pty Ltd Emerald for the supply and delivery of a new Dolphin Pro Expert 2 x 2 Commercial Pool Vacuum in the amount of \$12,209.00 incl. GST.

Carried
Unanimous

3.5 EXECUTIVE MANAGER – ARAMAC

3.5.1 General Information Report

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

Resolution: 2015/08/197 **Moved Cr Bettiens** **Seconded Cr Cowper**
That the Executive Manager's – Aramac General Information Report be received.

Carried
Unanimous

At this stage Mr. Brett Walsh declared an interest in the following item and left the meeting during discussions thereon

3.5.2 RADF Update

Summary: From the Community Development Officer reporting on RADF Assessment Outcomes and Funded Project Outcome reports.

Resolution: 2015/08/198 **Moved Cr Peoples** **Seconded Cr Cowper**
That Council:-

- 1. approves the 2015/2016 Barcaldine Regional Council RADF documents:**
 - BRC RADF 2015-2016 Guidelines**
 - BRC RADF Committee Protocols**
 - BRC RADF Application Form**
 - BRC RADF Committee Assessment Checklist**
 - BRC RADF Committee member expression of interest form;**
- 2. notes the 2015-2016 RADF funding allocation; and**
- 3. receives the RADF Project Outcome Reports approved by the RADF Committee.**

Carried
Unanimous

At this stage Mr. Brett Walsh returned to the meeting.

3.5.3 eKindy Programme - Muttaborra

Summary: A letter from the Muttaborra State School has been received requesting \$5,000.00 to assist in establishing the E Kindy program.

Resolution: 2015/08/199 **Moved Cr Gray** **Seconded Cr Cowper**
That Council support the request from the Muttaborra State School and allocate \$5,000.00 to assist in establishing the E Kindy program.

Carried
Unanimous

3.6 EXECUTIVE MANAGER – BARCALDINE

3.6.1 General Information Report

Summary: The Executive Manager’s – Barcaldine report was submitted to Council for information.

Resolution: 2015/08/200 **Moved Cr Cowper** **Seconded Cr Glindemann**
That the Executive Manager’s – Barcaldine General Information Report be received.

Carried
Unanimous

3.6.2 Uniform Policy

Summary: Amendments to the Barcaldine Regional Council Uniform Policy are presented for Council consideration.

Resolution: 2015/08/201 **Moved Cr Glindemann** **Seconded Cr Cowper**
That Council adopts the amended Barcaldine Regional Council Uniform Policy (as per Attachment A).

Carried
Unanimous

3.6.3 Government Grant Funding

Summary: There are several funding opportunities currently available for Council to consider for capital works projects.

Resolution: 2015/08/202 **Moved Cr Bettiens** **Seconded Cr Gray**
That Council lodges funding applications for the following projects:

Funding Program	% Grant	Closing Date	Projects	Project Cost	Grant Amount
National Stronger Regions Fund	50%	31 July	The Globe Art Gallery	\$336,000	\$168,000
Remote Airports Upgrade Program	50%	31 August	Barcaldine Airport Lighting Upgrade	\$300,000	\$150,000
Building Our Regions	50%	11 September	Aramac Swimming Pool	\$1,500,000	\$750,000
Local Government Grants and Subsidy Scheme	40%	25 August	Shakespeare Street Alpha Barcaldine Swimming Pool	\$377,000	\$150,800
			retiling	\$220,000	\$88,000
			Acacia Street Drainage	\$100,000	\$40,000
			Jericho Swimming Pool	\$550,000	\$275,000
Get Playing Places and Spaces	80% / \$100,000	2 October	Aramac Tennis Courts	\$95,000	\$76,000
Community Resilience Fund	40%	10 September			

Carried
 Unanimous

3.6.4 Project Priorities

Summary: A list of projects is presented for Council consideration and prioritisation for future funding and budget consideration.

Resolution: 2015/08/203 **Moved Cr Peoples** **Seconded Cr Bettiens**
That Council adopts its project priorities for each community as follows:

Community	Council Projects	Community Projects	Road Projects
Muttaburra	<ul style="list-style-type: none"> • New Pathways and Walkways • Bore Water (Iron Reduction) • Flood Monitoring Stations – Landsborough Upper Channel and Tower Hill Creek 	<ul style="list-style-type: none"> • Dinosaur Interpretation Centre • Upgrade Mobile Coverage 	<ul style="list-style-type: none"> • Bowen Downs Road Upgrade • Reseal Town Streets • Seal Cemetery Road • Seal Airport Road • Kerbing and Channelling
Aramac	<ul style="list-style-type: none"> • New Pool • Tennis Courts Upgrade • New Pathways • Gordon Street Landscaping • Touch Football Grounds Upgrade • Upgrade Water Mains • Upgrade Sewerage Plant 	<ul style="list-style-type: none"> • New Primary Health Centre • eKindy Programme • Kangaroo Processing Works 	<ul style="list-style-type: none"> • Reseal Town Streets • Aramac Barcaldine Road Widening • Aramac Ilfracombe Road Upgrade • Improve floodways • Torrens Creek Road Sealing (final section) • Prairie Creek Crossing Upgrade • Eastmere Road Upgrade
Barcaldine	<ul style="list-style-type: none"> • Upgrade Airport Lights • Re-tiling of Pool • Cultural Precinct Development • Oak Street Landscaping • Lagoon Creek Leisure Area • Turf of Race Track • Sewerage Re-lining • Heating of Pool • Cycle Track from Barcaldine to Aramac • Water Mains Upgrades • Construct New Show Society Office 	<ul style="list-style-type: none"> • Barcaldine Aged Care Complex • Barcaldine Child Care Centre • Upgrade Bar at Racecourse 	<ul style="list-style-type: none"> • Carparking at IGA • Seal Remaining Unsealed Streets • Saltern Creek Road Seal Rehabilitation • Acacia Street Stormwater • Home Creek Road Seal Rehabilitation
Jericho	<ul style="list-style-type: none"> • New Pool • Ablution Block for New Pool • Install Watering Systems • Airport Lighting (solar) 	<ul style="list-style-type: none"> • Town Entrance Landscaping 	<ul style="list-style-type: none"> • Kerb and Channelling
Alpha	<ul style="list-style-type: none"> • Shakespeare Street Upgrade • New Pathways • Relocate Beta Hut • New Toilets at Dipyards • Upgrade SES Shed 	<ul style="list-style-type: none"> • Alpha Airport Upgrade 	<ul style="list-style-type: none"> • Sealing of Hood Street • Clermont to Tambo Road Sealing • Milton & Dryden Street Drainage

Regional	<ul style="list-style-type: none">• Install Watering Systems in all communities• Landscaping and Tree Planting in all communities	<ul style="list-style-type: none">• Mobile Phone Upgrades	
----------	--	---	--

Carried
Unanimous

3.6.5 Planning and Development Report – August 2015

Summary: The Planning and Development and Adopted Infrastructure Charges Notices Report for August 2015 is presented for consideration.

Resolution: 2015/08/204 **Moved Cr Gray** **Seconded Cr Cowper**
That Council receives the Planning and Development Report and the Adopted Infrastructure Charges Notice Report for August 2015.

Carried
Unanimous

3.6.6 Barcaldine Regional Council Wild Dog Management Committee

Summary: Correspondence from the Barcaldine Regional Council Wild Dog Management Committee regarding wild dog trappers.

Resolution: 2015/08/205 **Moved Cr Peoples** **Seconded Cr Bettiens**
That Council supports the recommendation from the Barcaldine Regional Council Wild Dog Management Committee to support the Barcaldine Wild Dog Syndicate with an \$8,000 one-off payment as it is no longer eligible for support funding from AWI (\$20,000).

Carried
Unanimous

3.7 RURAL SERVICES MATTERS - Nil

3.8 CONFIDENTIAL REPORTS - Nil

3.9 NOTIFIED MOTIONS - Nil

As there was no further business, the Mayor declared the meeting closed at 1.40pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: _____

DATED: 16 September 2015

Attachment A

SYSTEM ELEMENT:	Human Resources	
DOCUMENT REFERENCE:	Uniform Policy	
POLICY NUMBER:	HR007	
ADOPTED:	16 December 2009	
AMENDED:	17 February 2010	17 March 2010
	16 February 2011	29 September 2014
	19 August 2015	
PURPOSE:	To ensure all Council employees and contractors promote a positive corporate image and are able to safely perform their duties.	

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, contractors and Councillors 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 and contractors 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 by non-employees.

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.

Laundry

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

Exemptions

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

School Work Experience Students

Council is not responsible for issuing uniforms to School Work Experience students.

Work Experience students are required to wear personal protective clothing relevant to the duties performed.

Works Contractors

Council is not responsible for issuing protective clothing to Works Contractors and/or their employees. Works Contractors and/or their employees working on Council projects are required to wear appropriate personal protective clothing.

Corporate Contractors

Engineers (including university students), Environmental Health Officers, Local Laws Officers and other Corporate Contractors will be issued with Council uniforms as determined by the Chief Executive Officer.

In principle, Corporate Contractors will be issued with an allocation of uniforms commensurate with the hours and type of work performed.

Probationary Employees

Probationary employees are eligible for 60% of the uniform allocation upon commencement of employment and the balance after the successful completion of the 3 month probationary period.

Full Time Trainees

Full-time trainees are eligible for 60% of the uniform allocation upon commencement of employment and the balance after the successful completion of the 1 month probationary period.

School Based Trainees

School-based trainees who are employed for a 12 month period are eligible for a uniform allocation on a pro-rata basis on commencement of employment.

Part time and Casual Employees

Part time and casual employees are eligible for a pro-rata issue of uniforms based on the estimated number of days per week at work. The following uniforms will be issued unless otherwise determined by the Chief Executive Officer.

Employees	Allocation
Airport Security & ARO	2 uniform shirts (polo or office)
Home Care	1 uniform shirt for each day usually worked (polo or office)
Pool, Cleaning, Other	1 uniform shirt for each day usually worked (polo or office)
Permanent Part time	Full uniform allocation for each day usually worked

Funerals

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

Head Protection

All employees must consider their exposure to UV radiation when performing work tasks. All employees and contractors shall wear a hat with at least a 7.5cm brim at all times while working outdoors (even for short periods of time). Employees may choose to either wear a Council supplied hat or to purchase their own. Council will reimburse employees up to a value of \$60.00 upon producing a receipt for the purchase of a work hat.

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

EXTERNAL WORKFORCE

Workplace Health & Safety

In order for Council to meet its WH&S obligations, it provides Person Protective Equipment (PPE) to all external employees. PPE includes clothing designed to protect an employee from the risks of injury or illness.

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 of uniforms 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 navy shirt.

An employee or contractor, not wearing a high visibility shirt, is required to wear a Council supplied high visibility safety vest when on a road site or construction site or as directed by their supervisor.

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 External Employees

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 perform administrative work on a regular basis may substitute one or more external uniforms for corporate uniforms with the approval of the Executive Manager.

Replacement Uniforms

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

Where an employee requests an excessive number of replacement uniforms, a risk assessment of the employee's work environment must be conducted by the Workplace Health & Safety Officer. A review of work methods may result from this assessment.

Foot Protection

All employees and contractors are required to wear safety boots that comply with AS 2210.3 at all times. Employees may choose to wear either a pair of Council supplied boots or to purchase their own. For those employees who purchase their own boots, Council will reimburse the employee up to the value of \$110 upon provision of a receipt.

Boots that are worn or damaged and no longer comply with the above Standard are to be replaced. Council will, after assessment of the boots by the Executive Manager (or Delegate),

either supply a new pair of boots or reimburse the employee for the cost of a new pair of boots up to a value of \$110.00 upon provision of a receipt.

New employees are only eligible for reimbursement upon completion of their probationary period.

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

CORPORATE SERVICES – (Administration, Library, Tourism, Undertaker, 60 & Better, HAS, HACC, Bank of Queensland, Rural Transaction Centre, Post Office, Airport 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 (excluding GST) per financial year for actual costs incurred. For the first year of employment, the Uniform Allowance will be a maximum of \$495.00 (excluding GST).

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.

Any unused portion of the Uniform 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, an employee may purchase their uniforms directly and have the Council logo embroidered on that uniform. In this case, uniform colours must still match Council uniform colours and style as closely as possible. Skirts must be a minimum of knee length and trousers may be full or three quarter length. Council will reimburse the employee for the cost of the uniforms up to the maximum allowance.

Footwear

Corporate employees shall, at their own expense, be responsible for providing appropriate footwear. All footwear must:-

- Be appropriate and safe for the tasks 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 for Council and puts staff at risk of injury.

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

Council Polo Shirts may be worn by internal employees on Fridays, in conjunction with Council uniform skirts or pants.

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, Airport, etc.