

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE DISASTER COORDINATION CENTRE,
PASTEUR STREET, JERICHO
ON WEDNESDAY 26 OCTOBER 2016
COMMENCING AT 9.20AM**

ATTENDANCE

Councillor R Chandler (Mayor) (In the Chair), Councillor J Gray (Deputy Mayor), Councillors G Bettiens, S Dillon, M Rogers, B Plumb and G Peoples.

OFFICERS

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

PRAYER – Cr Rogers read the prayer.

CONDOLENCES

A minute's silence was observed to mark the passing of Mrs Phyllis Bunn of Alpha, Mrs Valerie Charlton-Taylor formerly of Muttaborra and Mrs Dorothe "Dot" Ida Clements 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, Councillor Bettiens informed the meeting of a material personal interest in relation to Item 3.6.2 (as a contractor on projects) and left the meeting during discussions thereon.

Pursuant to Section 173 (2) of the Local Government Act 2009, Councillor Chandler informed the meeting of a material personal interest in relation to Item 3.6.2 (as an applicant) and left the meeting during discussions thereon.

Pursuant to Section 173 (2) of the Local Government Act 2009, Councillor Peoples informed the meeting of a material personal interest in relation to Item 3.1.3 (as a business owner) and left the meeting during discussions thereon.

Conflict of Interest - Nil

Personal Gifts and Benefits - Nil

BUSINESS

1. CONFIRMATION OF MINUTES

*Summary: The following minutes required confirmation by Council:-
General Meeting – 21 September 2016.*

Cr. Peoples declared an interest in the following matter and left the meeting during discussions thereon.

3.1.3 Refusal of Mobile Roadside Vending Permit – Colin Holt

Summary: From the Chief Executive Officer advising that correspondence and a petition have been received regarding Council's refusal of a Mobile Roadside Vending Permit for Colin Holt's fruit and vegetable business with the exception of Jericho.

Resolution: 2016/10/273 **Moved Cr Bettiens** **Seconded Cr Gray**
That the correspondence and petition be received.

Carried
5/1

At this stage Cr. Peoples returned to the meeting.

3.1.4 Regional Transport Plan for the Central West District

Summary: From the Chief Executive Officer advising that correspondence has been received from the Minister for Transport and the Commonwealth Games advising that the Queensland Government is commencing implementation of a new approach to regional transport planning.

Resolution: 2016/10/274 **Moved Cr Gray** **Seconded Cr Dillon**
That the correspondence from the Minister for Transport and the Commonwealth Games in relation to a Regional Transport Plan for the Central West District be received.

Carried
Unanimous

3.1.5 South Western Wireless Proposal

Summary: From the Chief Executive Officer tabling correspondence from South Western Wireless Communications Company further to deputations from Jamie Black in July and September this year.

Resolution: 2016/10/275 **Moved Cr Dillon** **Seconded Cr Peoples**
That Council advise South Western Wireless Communications Company that it approves the pilot project for wireless internet as proposed for Barcaldine and potentially Alpha and Jericho. Avenues will be explored for funding towards providing the service to Aramac and Muttaburra in the lead up to the 2017 Budget.

Carried
Unanimous

3.1.6 OQTA Board Central West Sub Region Representative

Summary: From the Chief Executive Officer advising that the Central West Sub Region Representative of the OQTA is currently due for renewal and that as a financial member Council will be required to vote for the next representative of the board until 2018.

Resolution: 2016/10/276 **Moved Cr Gray** **Seconded Cr Bettiens**
That Council endorses Alison Shaw as the Central West Sub Region Representative of the OQTA.

Carried
Unanimous

3.1.7 Draft Policy – Recognition of Service Policy

Summary: From the Chief Executive Officer tabling a draft Recognition of Service Policy for consideration by Council.

Resolution: 2016/10/277 **Moved Cr Bettiens** **Seconded Cr Dillon**
That the draft Recognition of Service Policy be adopted by Council (as per Attachment A).

Carried
Unanimous

At 10.30am the meeting adjourned for morning tea and resumed at 11.00am.

3.1.8 Request for Support of Fundraising Event - Red Faces – Supporting Mental Health Awareness South Australia

Summary: From the Chief Executive Officer advising that correspondence has been received from Brenton Williams, Nurse and Red Faces 2017 Event Manager supporting Mental Health Awareness in South Australia requesting a donation of 1 or 2 nights' accommodation in Barcaldine to be auctioned as part of a travel package.

Resolution: 2016/10/278 **Moved Cr Peoples** **Seconded Cr Plumb**
That Council declines to participate in the fundraising event as it is actively supporting mental health in the Barcaldine Regional Council region.

Carried
Unanimous

3.2 FINANCE

3.2.1 Financial Report – October 2016

Summary: The Financial Report for the period ending 19 October 2016 was presented to Council.

Resolution: 2016/10/279 **Moved Cr Dillon** **Seconded Cr Bettiens**
That Council receives the Financial Report for the period ending 19 October 2016.

Carried
Unanimous

3.3 MANAGER ENGINEERING SERVICES

3.3.1 Works Report

Summary: From the Manager of Engineering Services submitting for Council's information, the status of the scopes of work assigned to Engineering Services for the period ending 30 September 2016.

Resolution: 2016/10/280 **Moved Cr Dillon** **Seconded Cr Plumb**
That the Works Report for the period September 2016 be received.

Carried
Unanimous

3.3.2 "West Lillarea" Access

Summary: From the Manager of Engineering Services, submitting for Councils' approval, a report on the access to "West Lillarea" from the Aramac-Torrens Creek Road.

Resolution: 2016/10/281 **Moved Cr Dillon** **Seconded Cr Gray**
That Council declines the request to grade the road through "East Lillarea" from the Aramac-Torrens Creek Road to the boundary between "East Lillarea" and "West Lillarea" as the road is not a Council road.

Carried
Unanimous

3.3.3 Jericho and Alpha Water Treatment Plant Risks

Summary: From the Water and Sewer Engineer, Engineering Services, submitting a report to notify Councillors of water quality risks and operator safety risks identified at Jericho and Alpha water treatment plant.

Resolution: 2016/10/282 **Moved Cr Bettiens** **Seconded Cr Peoples**
That Council receives the report from Engineering Services, notifying Council of water quality risks and operator safety risks identified at Jericho and Alpha water treatment plants.

Carried
Unanimous

Resolution: 2016/10/283 **Moved Cr Dillon** **Seconded Cr Gray**
That Council appoint a plumber for the Alpha-Jericho area staff and provide training or access to training and accreditation for operators of water treatment and sewerage plants across the regional Council.

Carried
Unanimous

3.3.4 Water and Sewer Incident Report

Summary: From the Water and Sewer Engineer, Engineering Services, submitting a report to notify Councillors of any water supply quality incidents and sewer environmental incidents.

Resolution: 2016/10/284 **Moved Cr Dillon** **Seconded Cr Gray**
That Council receives the report from Engineering Services, notifying Council of recent water quality and sewer environmental incidents.

Carried
Unanimous

3.3.5 Aramac Pool Layout Plan

Summary: From the Water and Sewer Engineer, Engineering Services, submitting a proposal for an alternative layout plan for the new Aramac Aquatic Centre.

Resolution: 2016/10/285 **Moved Cr Peoples** **Seconded Cr Rogers**
That Council declines the alternative layout plan as submitted to improve the functionality of the Aramac Aquatic Centre and the layout remain as previously agreed.

Carried
Unanimous

3.3.6 2014 Flood Damage Jericho–Aramac Road, Texas Road and Springton Road

Summary: From the Manager of Engineering Services submitting a report on the Vendor Panel quote "2014 Flood Damage, Jericho–Aramac Road, Texas Road and Springton Road".

3.4.3 Alpha Swimming Pool Lease Contract

Summary: From the Executive Manager advising that correspondence has been received from Alpha Learn to Swim requesting Council review its decision not to alter the admission charges for the Alpha Swimming Pool. Alpha Learn to Swim again points out the inconsistencies to the fees stating that there does not seem to be any ratio or uniformity to the pricing.

Resolution: 2016/10/289 **Moved Cr Peoples** **Seconded Cr Gray**
That Council withdraws this matter from the Agenda.

Carried
Unanimous

The meeting adjourned for lunch at 1.00pm and resumed at 1.45pm.

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: 2016/10/290 **Moved Cr Dillon** **Seconded Cr Peoples**
That the Executive Manager's – Aramac General Information Report be received.

Carried
Unanimous

3.5.2 Proposed Scoping Change to Budget allocation

Summary: This report makes a recommendation to Council for a minor scoping change to the 2016/17 Budget in relation to the construction of Muttaborra Memorial Hall fence to include works associated with a new fence at the Muttaborra Cemetery. The additional scope opportunity is derived from current quotes for materials coming in under budget and the opportunity to have the works delivered by RAPAD Employment Services QLD. This project does deliver value for money for the community.

Resolution: 2016/10/291 **Moved Cr Gray** **Seconded Cr Plumb**
That Council approves the change of scope for Muttaborra Memorial Hall fence to include works associated with a new fence at the Muttaborra Cemetery.

Carried
Unanimous

3.5.3 Development Application 05/1617 Aramac Primary Health Care Centre

Summary: *This report makes recommendation to Council for approval of Development Application 05/1617 at 2 Lodge Street Aramac subject to conditions for a 1. Material Change of Use (MCU) for a Community Orientated Activity - Primary Health Care Centre; and 2. Reconfiguration of Lot (ROL) located on Lot 217 on A18414, Lot 6 on RY242 and Lot 7 on SP217660.*

Resolution: **Moved Cr Peoples** **Seconded Cr Plumb**
2016/10/292 That Council approves the Development Application 05/1617 subject to the following conditions for a Material Change of Use for a Primary Health Care Centre and Reconfiguration of Lot located on lot 217 on A18414, Lot 6 on RY242 and Lot 7 on SP217660 :-

PART A: DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR "COMMUNITY ORIENTED ACTIVITY" – PRIMARY HEALTH CARE CENTRE

GENERAL

- 1. Approval is granted for the purpose of Material Change of Use for "Community Oriented Activity" – Primary Health Care Centre**
- 2. The development shall be undertaken generally in accordance with supporting information supplied by the applicant with the development application and the approved plans listed in this Decision Notice below.**
 - (a) DA – 0001 Rev 3**
 - (b) DA – 0002 Rev 3**
 - (c) DA - 0003 Rev 1**
 - (d) DA - 0004 Rev 1**
 - (e) DA - 0005 Rev 1**
 - (f) DA - 0006 Rev 1**
 - (g) DA - 0007 Rev 1**

AMENITY

Operating Hours

- 3. Operation of the use shall occur generally between the hours of 7:00am and 6:00pm.**
- 4. Loading and unloading shall occur only between the hours of 7:00am and 6:00pm Monday to Friday, and 7:00am and 12.00 noon Saturday. No loading and unloading shall occur on Sundays or Public Holidays.**

Fencing

- 5. A 1.8 metre (minimum height) screen fence shall be erected along the entire length of the southern boundary of Lot 217 on A18414 and the part of the western boundary of Lot 217 on A18414 which adjoins Lot 5 on RP608887, and shall be maintained at all times while the use continues.**
- 6. A 1.8 metre (minimum height) screen fence shall be erected along the entire length of the southern boundary of Lot 6 on RY242, and shall be maintained at all times while the use continues.**

Landscaping

7. Landscaping shall be provided within the premises as indicated on "Site Plan", Project No. 14.0125, Sheet No. DA-0001, Revision 3, prepared by Thomson Adsett, dated 05.09.2016.
8. A landscaping plan addressing the requirements of Condition 7 shall be prepared by a suitably qualified and experienced person and shall be submitted to and for the endorsement of Council.
9. All landscaping areas shall be planted and maintained at all times while the use continues in accordance with the endorsed landscaping plan required by Condition 8.

Refuse

10. Provision shall be made for the on-site collection of general refuse in covered waste containers with a capacity sufficient for the use. At all times while the use continues, waste containers shall be maintained in a clean and tidy state and shall be emptied and the waste removed from the site on a regular basis.

Lighting

11. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

Noise

12. All external plant and equipment, including air-conditioning units, shall be acoustically screened and treated to ensure compliance with Environmental Protection (Noise) Policy 2008.

ENGINEERING

Vehicle Access and Driveways

13. Lot 6 on RY242 shall be provided with a sealed vehicle crossover from Porter Street generally as shown on "Site Plan", Project No. 14.0125, Sheet No. DA-0001, Revision 3, prepared by Thomson Adsett, dated 05.09.2016.
14. Lot 7 on SP217660 shall be provided with a sealed vehicle crossover from Porter Street generally as shown on "Site Plan", Project No. 14.0125, Sheet No. DA-0001, Revision 3, prepared by Thomson Adsett, dated 05.09.2016.
15. The vehicle crossovers, as required by Conditions 13 and 14, shall be designed and constructed in accordance with Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Areas and Access, Section 2.3(1) of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.
16. The existing internal driveways within Lot 6 on RY242 and Lot 7 on SP217660 shall be extended, and if necessary upgraded, to Lot 217 on A18414 to allow for vehicle access from Porter Street generally as shown on "Site Plan", Project No. 14.0125, Sheet No. DA-0001, Revision 3, prepared by Thomson Adsett, dated 05.09.2016.

17. The internal driveways, as required by Condition 16, shall be located and constructed within proposed “easement A” and proposed “easement B”, generally as shown on “Proposed Easement Plan”, Project No. 14.0125, Sheet No. DA 0002, Revision 3, prepared by Thomson Adsett, dated 05.09.2016.
18. At such time as Council undertakes construction of McAuliffe Street to a formed road, vehicle access to Lot 217 on A18414 shall be provided from McAuliffe Street by way of two (2) sealed vehicle crossovers generally as indicated on “Site Plan”, Project No. 14.0125, Sheet No. DA-0001, Revision 3, prepared by Thomson Adsett, dated 05.09.2016.
19. The vehicle crossovers, as required by Conditions 18, shall be designed and constructed in accordance with Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Areas and Access, Section 2.3(1) of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.
20. Vehicle manoeuvring areas shall be provided so that all vehicles, including heavy vehicles, associated with the use can enter and leave the site in a forward direction.
21. All internal driveways and areas where vehicles regularly manoeuvre and park shall be sealed or constructed of suitable alternative material to facilitate all weather operation, and designed and constructed in accordance with Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Areas and Access, Section 2.2(1)(b) of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.
22. Adequate loading and unloading areas for the use shall be provided on the site. All loading and unloading shall be carried out only within the boundaries of the site and shall not be undertaken external to the site.

Carparking

23. A minimum of fifteen (15) car parking spaces, including one (1) PWD space, shall be provided onsite, for the purposes of visitor parking, generally as indicated on “Site Plan”, Project No. 14.0125, Sheet No. DA-0001, Revision 3, prepared by Thomson Adsett, dated 05.09.2016.
24. All carparking spaces and associated driveways and manoeuvring areas required by Conditions 21 and 23 shall be designed and constructed in accordance with Australian Standard AS2890.

Water Supply

25. Lot 217 on A18414 shall be connected to the reticulated water supply system, in accordance with Schedule 1, Division 3: Standards for Water Supply of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.

Sewerage

26. Lot 217 on A18414 shall be connected to the reticulated sewerage system, in accordance with Schedule 1, Division 4: Standards for Sewerage, Section 4.2 of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering and environmental standards.

Electricity

- 27. Lot 217 on A18414 shall be connected to the reticulated electricity supply in accordance with relevant standards required by the service provider.**

Stormwater

- 28. The site shall be adequately drained and all stormwater shall be disposed of in accordance with Schedule 1, Division 5: Standards for Stormwater Drainage, Section 5.1 of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.**

Utility Easement

- 29. An appropriate utility easement, proposed "easement C" generally as shown on "Proposed Easement Plan", Project No. 14.0125, Sheet No. DA 0002, Revision 3, prepared by Thomson Adsett, dated 05.09.2016, shall be provided in favour of Council to contain the infrastructure connections required by Conditions 25, 26 and 27 where such infrastructure passes through Lot 6 on RY242 to connect to Lot 217 on A18414.**
- 30. The easement, as required by Condition 29, shall be of sufficient width to contain the infrastructure elements and shall be a minimum width of three (3) metres to facilitate access for maintenance and construction.**
- 31. The applicant shall submit a detailed Plan of Survey, together with relevant easement documentation, prepared by a licensed surveyor, of the easement required by Conditions 29 and 21, to and for the endorsement of Council.**

Detailed Plans of Infrastructure Connections

- 32. Prior to undertaking any works required by the conditions of approval, full engineering drawings and specifications to appropriate engineering standards, shall be provided for water supply connection, sewerage connection, reticulation of electricity and stormwater drainage, as required by Conditions 25, 26, 27 and 28, to and for the endorsement of Council.**

General Works

- 33. All works required by the conditions of approval for the vehicle crossovers, parking and on-site manoeuvring, water supply connection (including internal connections), sewerage connection (including internal connections), electricity supply connection (including internal connections), stormwater drainage, landscaping, fencing, and earthworks shall be completed prior to the commencement of the use, unless such works are bonded to the satisfaction of Council.**
- 34. Best practice soil erosion control techniques shall be used at the location of all works to be completed on the site in accordance with Schedule 1, Division 1: Standards for Construction Activities, Section 1.1 of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards, and State Planning Policy, April 2016, Part H, Appendix 3 – SPP Code: Water Quality, Table A: Construction phase – stormwater management design objectives. Soil erosion controls shall remain in place for the duration of construction.**

35. No construction shall take place until the appropriate erosion control and silt collection measures are in place as required by Condition 34 (above). Such erosion control and silt collection measures shall remain on-site throughout the construction period.

RATES AND CHARGES

36. The cost of carrying out works and providing services to the premises, as required by the conditions of approval, shall be at the expense of the applicant.
37. All outstanding rates and charges shall be paid to Council prior to the commencement of the use.

COMPLIANCE WITH CONDITIONS

38. All conditions of this Approval shall be complied with prior to commencement of the use and shall be maintained at all times while the use continues.

PART B: DEVELOPMENT PERMIT FOR RECONFIGURING A LOT (CREATING 2 ACCESS EASEMENTS)

1. Approval is granted for the purpose of Reconfiguring a Lot (Creating 2 Access Easements)
2. The development shall be generally in accordance with supporting information supplied by the applicant with the development application including the plan listed in Item 10(b) (above) of this Decision Notice.
3. The two (2) proposed access easements shall be for the purposes of providing vehicle access from Porter Street to Lot 217 on A18414.
4. A sealed vehicle crossover shall be provided to each of the two (2) proposed access easements from Porter Street.
5. The vehicle crossovers, as required by Conditions 4, shall be designed and constructed in accordance with Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Areas and Access, Section 2.3 of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.
6. A driveway shall be provided within each of the two (2) proposed access easements for the full length of the easement, and shall be designed and constructed in accordance with Schedule 1, Division 2: Standards for Roads, Carparking, Manoeuvring Area and Access, Section 2.1 (1) of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.
7. Any filling or excavation necessitated to meet the conditions of this approval shall be undertaken in accordance with Schedule 1, Division 1: Standards for Construction Activities, Section 1.1 of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards.
8. Best practice soil erosion control techniques shall be used at the location of all works to be completed on the subject site in accordance with Schedule 1, Division 1: Standards for Construction Activities, Section 1.1 of the Aramac Shire Planning Scheme or to other accepted and Council endorsed engineering standards and shall remain in place for the duration of construction.

9. No construction shall take place until the appropriate erosion control and silt collection measures are in place as required by Condition 8 (above). Such erosion control and silt collection measures shall remain on-site throughout the construction period.
10. No works shall take place until detailed design plans have been submitted to and for the endorsement of Council.
11. All works necessitated by the conditions of approval for crossovers and internal driveways shall be completed prior to the submission to Council of the Plan of Survey required by Condition 14, unless such works are bonded to the satisfaction of Council.
12. The cost of carrying out works and providing the vehicle access to the proposed easement, as required by conditions of approval, shall be at the expense of the applicant.
13. All outstanding rates and charges shall be paid to Council prior to the submission to Council of the Plan of Survey required by Condition 14.
14. The applicant shall submit a detailed Plan of Survey together with all relevant easement documentation, prepared by a licensed surveyor, for the approval of Council.

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: 2016/10/293 **Moved Cr Dillon** **Seconded Cr Peoples**
That the Executive Manager's – Barcaldine General Information Report be received.

Carried
Unanimous

The Mayor and Cr Bettiens declared an interest in the following matter and left the meeting during discussions thereon. The Deputy Mayor occupied the chair in the Mayor's absence.

3.6.2 Planning and Development Report – October 2016

Summary: The Planning and Development Report for October 2016 is presented for consideration.

Resolution: **Moved Cr Plumb** **Seconded Cr Peoples**
2016/10/294 **That Council receives the Planning and Development Report for October 2016.**

Carried
Unanimous

At this stage the Mayor and Cr Bettiens returned to the meeting and the Mayor resumed the Chair.

3.6.3 Christmas Shutdown

Summary: *Proposed Christmas Shutdown dates for Council approval.*

Resolution: **Moved Cr Gray** **Seconded Cr Plumb**
2016/10/295 **That Council approves:**

- (a) the closure of Council Administration Offices from 12noon on Friday 23 December 2016 and reopening on Tuesday 3 January 2017; and**
- (b) the closure of Council Depots from 12.30pm on Friday 16 December 2016 and reopening on Monday 16 January 2017.**

Carried
Unanimous

3.6.4 2016 Audited Financial Statements

Summary: *The 2016 Financial Statements are presented for Council consideration.*

Resolution: **Moved Cr Peoples** **Seconded Cr Plumb**
2016/10/296 **That Council receives the 2016 Financial Statements.**

Carried
Unanimous

3.6.5 Q1 Review – Annual Operational Plan

Summary: *The Chief Executive Officer’s quarterly progress report on the implementation of the Annual Operational Plan.*

Resolution: **Moved Cr Peoples** **Seconded Cr Plumb**
2016/10/297 **That Council receives the report.**

Carried
Unanimous

At this stage Cr Peoples left the meeting.

3.6.6 Barcaldine Land Tenders

Summary: *Tenders for the sale of land in Barcaldine have closed and are presented for Council consideration.*

Resolution: **Moved Cr Gray** **Seconded Cr Bettiens**
2016/10/298 **That Council does not accept any tender and advertises the properties for sale as follows:-**

- (a) 127 Oak Street Barcaldine - \$150,000 (excl GST); and**
- (b) 55 Ash Street Barcaldine - \$150,000 (excl GST).**

Carried
Unanimous

At this stage Cr Peoples returned to the meeting.

3.6.7 Related Party Disclosure Policy

Summary: *A draft Related Party Disclosure Policy is presented to Council for approval.*

Resolution: **Moved Cr Dillon** **Seconded Cr Gray**
2016/10/299 **That Council adopts the Barcaldine Regional Council Related Party Disclosure Policy (as per Attachment B).**

Carried
Unanimous

3.6.8 SES Non-Recurrent Subsidy Programme

Summary: *Applications are now open for funding for SES capital works for 2017-18.*

Resolution: **Moved Cr Dillon** **Seconded Cr Bettiens**
2016/10/300 **That Council applies for funding for:-**

- 2 x silent generators for lighting eg. Honda EU2 (Barcaldine)**
- 5 x extension ladders (all groups)**
- 1 x pole saw (Barcaldine)**
- 10 x plastic tool boxes (all groups)**
- 25 x lockers for PPE (all groups)**
- 1 x lockable extension for western side of Barcaldine Shed (carport with mesh enclosure sufficient)**

Carried
Unanimous

RURAL SERVICES MATTERS - Nil

3.7 CONFIDENTIAL REPORTS - Nil

3.8 NOTIFIED MOTIONS - Nil

As there was no further business, the Mayor declared the meeting closed at 3.10pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: _____

DATED: 16 November 2016

Attachment A

SYSTEM ELEMENT:	Human Resources
DOCUMENT REFERENCE:	Recognition of Service Policy
POLICY NUMBER:	HR
ADOPTED:	26 October 2016
PURPOSE:	To fairly acknowledge and reward employee's service with Council, and to express Council's appreciation for their loyalty.

Policy

Barcaldine Regional Council is committed to rewarding and acknowledging "milestones" in an employee's working life. These milestones will be acknowledged for every 5 years of continuous permanent full time or part time service with Barcaldine Regional council, including continuous service with the former Aramac, Barcaldine and Jericho Shire Councils. Employees will also be rewarded with a gift from 15 years of service.

These awards will be presented each year when practical. A certificate stating the length of service will be presented, along with a gift or voucher to a set monetary value as outlined below:-

Length of Service	Pin	Monetary value of gift – only on cessation
10 years	✓	A gift or voucher up to the maximum value of \$50
15 years	✓	A gift or voucher up to the maximum value of \$100
20 years	✓	A gift or voucher up to the maximum value of \$150
25 years	✓	A gift or voucher up to the maximum value of \$225
30 years	✓	A gift or voucher up to the maximum value of \$400
35 years	✓	A gift or voucher up to the maximum value of \$500
40 years	✓	A gift or voucher up to the maximum value of \$750
45 years	✓	A gift or voucher up to the maximum value of \$1000
50 years	✓	A gift or voucher up to the maximum value of \$1500

Implementation

Payroll will be responsible for the Barcaldine Regional Council Recognition of Service Certificate.

The Executive Manager will make arrangements for the presentation of the Award by the Mayor and Chief Executive Officer. The presentation will take place at the next General Meeting to be held in the employee's area of employment.

Attachment B

SYSTEM:	Finance
POLICY TITLE:	Related Party Disclosure
ADOPTED:	26 October 2016
POLICY NUMBER:	

1. BACKGROUND

Pursuant to section 177 of the *Local Government Regulation 2012*, a local government's general purpose financial statements must be prepared in compliance with the following documents published by the Australian Accounting Standards Board (**AASB**):

1. Australian Accounting Standards;
2. Statements of Accounting Concepts;
3. Interpretations; and
4. Framework for the preparation and presentation of financial statements.

The AASB has confirmed that the requirements of AASB 124 'Related Party Disclosures' will apply to local government annual reporting periods beginning 1 July 2016.

The AASB provides that the objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

2. PURPOSE AND SCOPE

The purpose of this Policy is to provide guidance to Councillors and Management to ensure Council's compliance with AASB 124 'Related Party Disclosures'. This Guideline will provide a systematic approach to discern related parties, for approved related party transactions and for proper identification, recording and reporting of such transactions.

This Policy will be applied in:

- Identifying Key Management Personnel (KMP);
- Identifying related party relationships and transactions;
- Identifying outstanding balances, including commitments, between Council and its related parties;
- Identifying the circumstances in which disclosure is required; and
- Determining the specific disclosures to be made.

3. DEFINITIONS

Act – means *Local Government Act 2009*

Entity - can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

Key management personnel (KMP) - is defined in the *Local Government Regulation 2012* to include Councillors, the Chief Executive Officer and Senior Executive Employees. Further defined in AASB 124 – Related Party Disclosures as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”. For the purpose of this policy, key management personnel will be aligned with the definition within the *Local Government Regulation 2012*.

KMP Compensation - includes all forms of consideration paid, payable or provided by Barcaldine Regional Council in exchange for services provided, and includes:

1. Short-term employee benefits, such as wages, salaries, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as housing, cars and free and subsidised goods or services) for current employees;
2. Post-employment benefits such as superannuation and other retirement benefits;
3. Other long-term employee benefits, including long-service leave or sabbatical leave, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, bonuses and deferred compensation; and
4. Termination benefits.

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Related party - is an affiliate; an employee; members of the immediate family of an employee; and persons having a controlling influence on controlled entities.

Related party transaction - is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Significant (significance) - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and a related party outside a public service provider/ taxpayer relationship.

4. POLICY PROVISIONS

IDENTIFICATION OF KEY MANAGEMENT PERSONNEL

KMP are defined in AASB 124 as those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

For Barcaldine Regional Council, KMP have been identified as:

- (i) The Mayor and Councillors;
- (ii) Chief Executive Officer;
- (iii) Executive Managers;
- (iv) Manager of Engineering Services;
- (v) Senior Works Supervisors; and
- (vi) Storepersons.

IDENTIFICATION OF RELATED PARTIES

Having regard to the definitions contained in the AASB 124, a **related party** is a person or entity that is related to Barcaldine Regional Council as outlined below.

It is the responsibility of each KMP to identify and disclose their related parties.

Persons considered to be related to Barcaldine Regional Council

A person or a close member of that person's family is related to Barcaldine Regional Council if that person:

- (i) Has control or joint control of Barcaldine Regional Council;
- (ii) Has significant influence over Barcaldine Regional Council; or
- (iii) Is a **KMP** of Barcaldine Regional Council.

A close member of the family of a person, are those family members who may be expected to influence, or be influenced by, that relevant person in their dealings with Barcaldine Regional Council and include:

- (i) That person's children and spouse or domestic partner;
- (ii) Children of that person's spouse or domestic partner; and
- (iii) Dependants of that person or that person's spouse or domestic partner.

Other family members who could be expected to influence, or be influenced by, that person in their dealings with Barcaldine Regional Council include that person's:

- brothers and sisters;
- Aunts, uncles and cousins;
- Parents and grandparents.

Entities considered to be related to Barcaldine Regional Council

An entity is considered related to Barcaldine Regional Council if any of the following conditions applies:

- The entity and Barcaldine Regional Council are members of the same corporate group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- Both entities are joint ventures of the same third party.
- One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- The entity is a post-employment benefit plan for the benefit of employees of either Barcaldine Regional Council or an entity related to Barcaldine Regional Council.
- The entity is controlled or jointly controlled by a person related to Barcaldine Regional Council (outlined above).
- A person who has control or joint control of Barcaldine Regional Council has significant influence over the relevant entity or is a member of the KMP of the entity.
- The entity, or any member of the group of which it is a part, provides KMP services to Barcaldine Regional Council.

REQUIRED DISCLOSURES

AASB 124 provides that Barcaldine Regional Council must disclose the following financial information in the financial statements for each financial year period.

Disclosure of relationship between Barcaldine Regional Council and its subsidiaries

Barcaldine Regional Council must disclose in the annual financial statements its relationship with any subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.

KMP Compensation Disclosures

Barcaldine Regional Council must disclose in the annual financial statements **KMP compensation** (as defined in definitions) in total and for each of the following categories:

- Short-term employee benefits;

- Post-employment benefits;
- Other long-term benefits; and
- Termination benefits.

Related Party Transactions Disclosures

A **related party transaction** is a transfer of resources, services or obligations between Council and a **related party**, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Commitments; and
- Settlement of liabilities on behalf of Barcaldine Regional Council or by Barcaldine Regional Council on behalf of the related party.

Barcaldine Regional Council must disclose all **material** and **significant** related party transactions in the annual financial statements and include the following detail:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
 - (a) The amount of the transaction;
 - (b) The amount of outstanding balances, including commitments, and:
 - (i) Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - (ii) Details of any guarantee given or received;
 - (c) Provision for doubtful debts related to the amount of outstanding balances; and
 - (d) The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- (i) Significance of transaction in terms of size;
- (ii) Whether the transaction was carried out on non-market terms;
- (iii) Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- (iv) Whether the transaction is disclosed to regulatory or supervisory authorities;
- (v) Whether the transaction has been reported to senior management; and
- (vi) Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that related party transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All non-exempt transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, and to determine the significance of such transactions.

Practical Examples of Transactions to be disclosed

Below are some practical examples of transactions, which may be considered to be disclosed:

- A KMP of Barcaldine Regional Council is the Director of a company, which provided services to Barcaldine Regional Council during the relevant period.

- A KMP of Barcaldine Regional Council is a Director of an entity, which Barcaldine Regional Council paid a membership fee to for the relevant period.

EXEMPT RELATED PARTY TRANSACTIONS DISCLOSURES

Related party transactions are not required to be disclosed in situations where a similar transaction would be applicable to the community generally and on similar terms. For example, the payment of rates by a **KMP** or the payment of the entry fee by a **KMP** to utilise the swimming pool.

5. REVIEW

KMP Responsibilities

KMP'S must update their related parties whenever there is a change or in any case review their related parties on an annual basis.

