



GENERAL MEETING AGENDA

NOTICE OF MEETING

Wednesday 21 August 2024

Aramac Council Chambers, 35 Gordon Street, Aramac

To be held at 8:30am

Councillors

Rob Chandler (Mayor)

Milynda Rogers (Deputy Mayor)

Kim Williams

Vanessa Howard

Linda Penna

Bob O'Brien

Tom Gleeson

Officers

Amber Coulton (Acting District Manager – Aramac and Muttaborra)

Jenny Lawrence (District Manager – Barcaldine)

Daniel Bradford (Acting Chief Executive Officer)

Karyn Coomber (District Manager – Alpha and Jericho)

Lee Busby (Interim Director of Works)

In Attendance

Debbie Young (Minute Secretary)

Deputations

Western Queensland Primary Health Network

Please find attached the agenda for the General Meeting to be held on Wednesday 21 August 2024 at the Aramac Council Chambers, 35 Gordon Street, Aramac, commencing at 8:30am.

Dan Bradford, Acting Chief Executive Officer

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

BARCALDINE REGIONAL COUNCIL

Our Vision – A positive, sustainable and innovative regional council.

Our Mission – To provide excellence for the community.

Prayer

Almighty God

We acknowledge that we have a responsibility to look after your creation, especially this region we call Barcaldine Regional Council.

We are conscious that our decisions are going to affect deeply the people we have come here to serve.

Assist us to exercise respect for Councillors, staff and for the people of our region.

Help us in this meeting to act wisely, justly and intelligently in all our deliberations.

Thank you Lord for the privilege of both leading and serving and assist us to do these well.

Amen

Condolences

Mrs Martina Hoch formerly of Alpha, Mr Anthony Hannay of Aramac and Mr Jason Richardson formerly of Barcaldine.

Apologies

Acknowledgment of Traditional Owners

Declarations of Prescribed Conflicts of Interest

Declarations of Declarable Conflicts of Interest

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3.7 Notice of Motion

Nil

4. Close of Meeting

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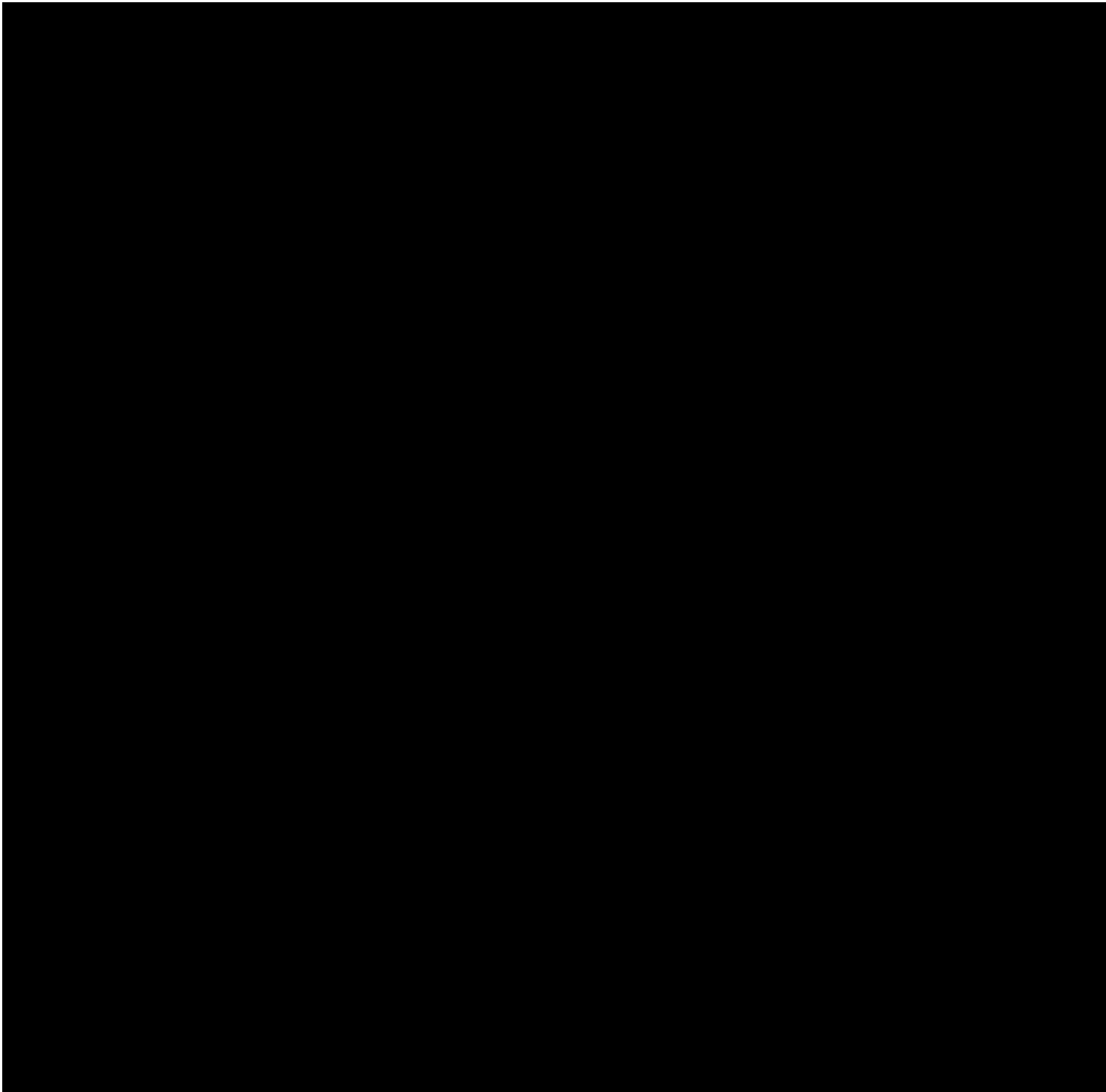
Item No: 3.1.1

Subject Heading: Offer to Purchase Vacant Land – John Miller Industrial Estate

Author and Title: Jenny Lawrence, District Manager – Barcaldine

Classification: (if confidential): Confidential

Section 254J(3)(g) – Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.



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Link to Corporate Plan

Theme 4: Economy

4.5 – Identify and sell surplus parcels of land, both urban and rural.

Consultation (internal/external)

District Manager – Barcaldine

Policy Implications

Nil

Budget and Resource Implications

Increase revenue from sale of vacant land

Risk Management Implications

There is no risk to Council

Asset Management Implications

Nil

Legal Implications

No implications to Council

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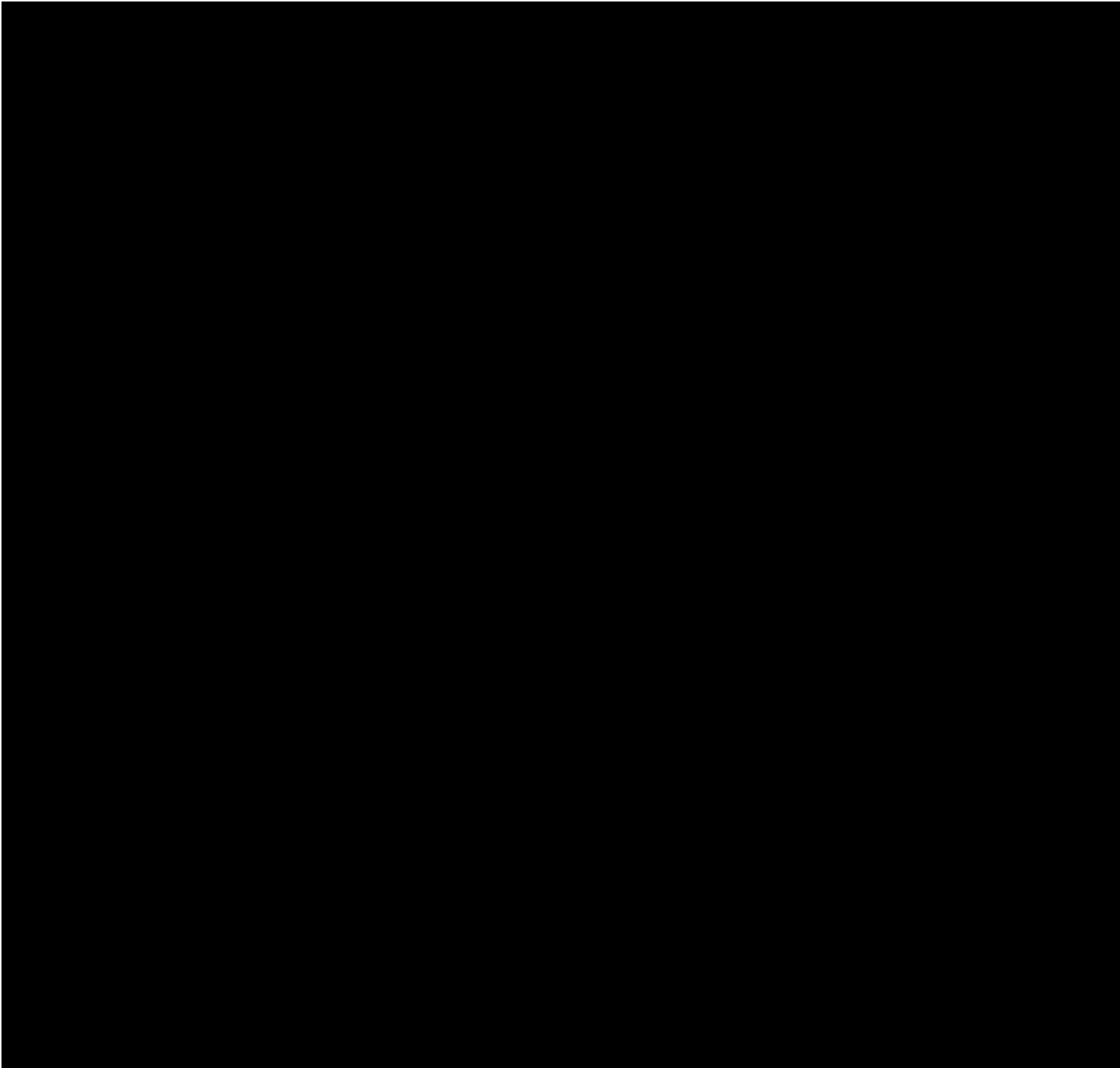
Item No: 3.1.2

Subject Heading: **Tender for Supply and Installation of the Alpha State School Footpath**

Author and Title: Karyn Coomber, District Manager – Alpha and Jericho

Classification: (if confidential): Confidential

Section 254J(3)(g) – Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.



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Link to Corporate Plan

Theme 1: Community – providing better infrastructure to the school students and wider community by providing better access to the school.

Consultation (internal/external)

- Tim Gorle – Alpha State School Principal
- Andy Nunn – Manager Engineering Services
- Kevin Wiltshire – Senior Works Supervisor

Policy Implications

These tenders have been conducted in accordance with Council's procurement policy.

Budget and Resource Implications

\$15,000 allocated in 2024/2025 Capital Works Program.

Risk Management Implications

- Low risk
- Work completion will be weather dependent

Asset Management Implications

Nil

Legal Implications

Nil

**BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024

Item No: 3.1.3

Subject Heading: Organisational Culture Review

Author and Title: Daniel Bradford, Acting Chief Executive Officer

Classification: (if confidential) Confidential

Section 254J(3)(g) – Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.



Background

Barcaldine Regional Council on the 7th of July 2024 resolved to undertake an organisational culture survey and review. Organisational Culture has a significant impact not only on how organisations are governed, makes decisions and manages risk, but on how effectively it meets broader community expectations. These factors are crucial in earning and maintaining trust with stakeholders both internal and external. Culture is often defined as the underlying beliefs, assumptions, values and ways of interacting that contribute to the unique social and psychological environment of an organisation. It provides the social order for an organisation defining what is encouraged, discouraged, accepted or rejected within the group.

Organisational culture is important. There is a large amount of information in studies out there suggesting low employee engagement is costing Australian companies and organisations billions of dollars each year. It is estimated that across Australia and New Zealand approximately 60% of employees are not engaged and 16% are actively disengaged, indicating they are unhappy and unproductive at work and liable to spreading negativity to coworkers. Getting organisational culture right and keeping employees engaged is a must to maintaining a highly productive workplace which is a happy workplace delivering on community expectations.

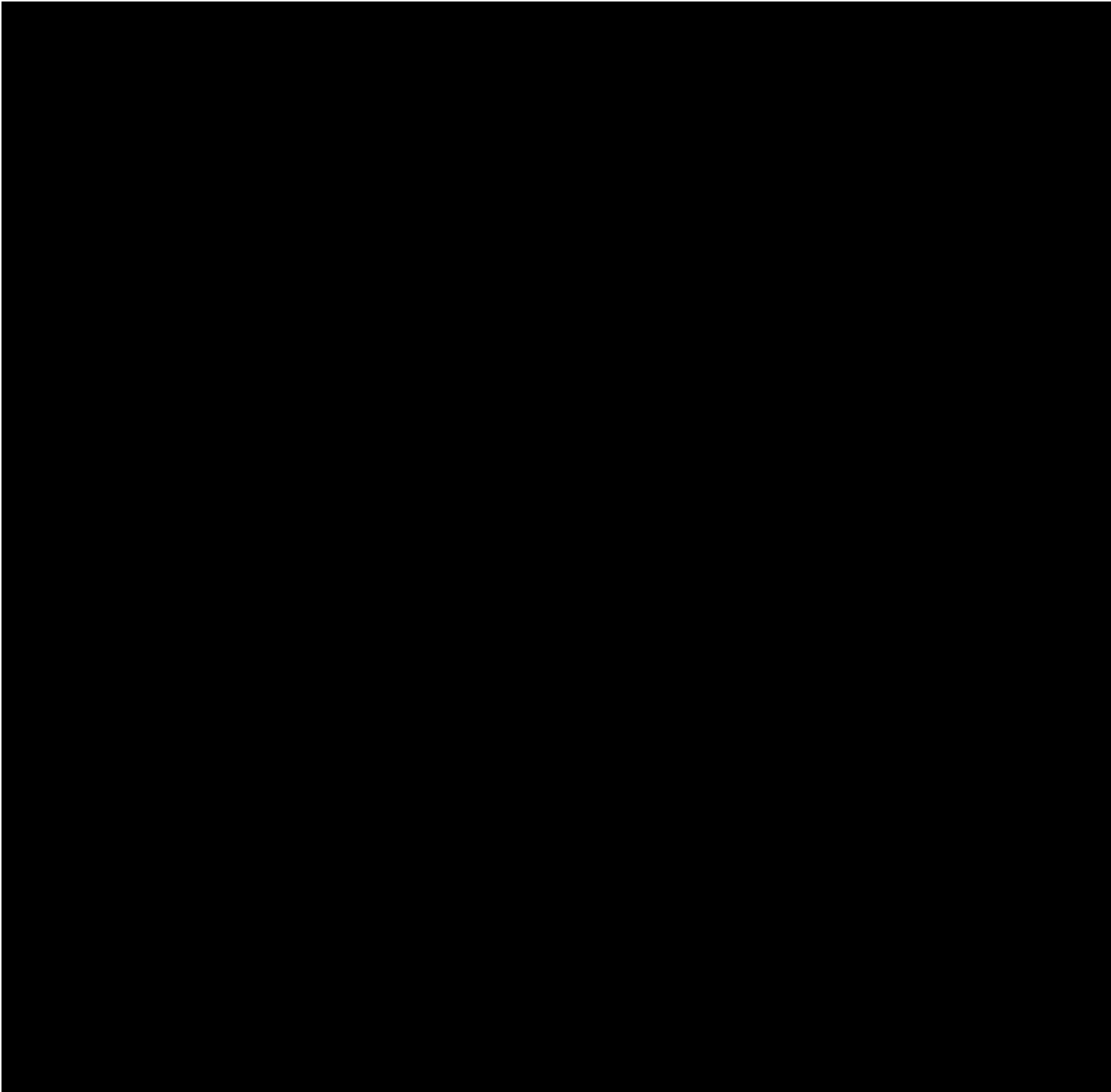
The request for quotation asked respondents to undertake an organisation wide employee survey on the organisational culture and accountability. As part of the survey a series of interviews and workshops with a wide group of employees and leaders would be undertaken to further analyse the quantitative

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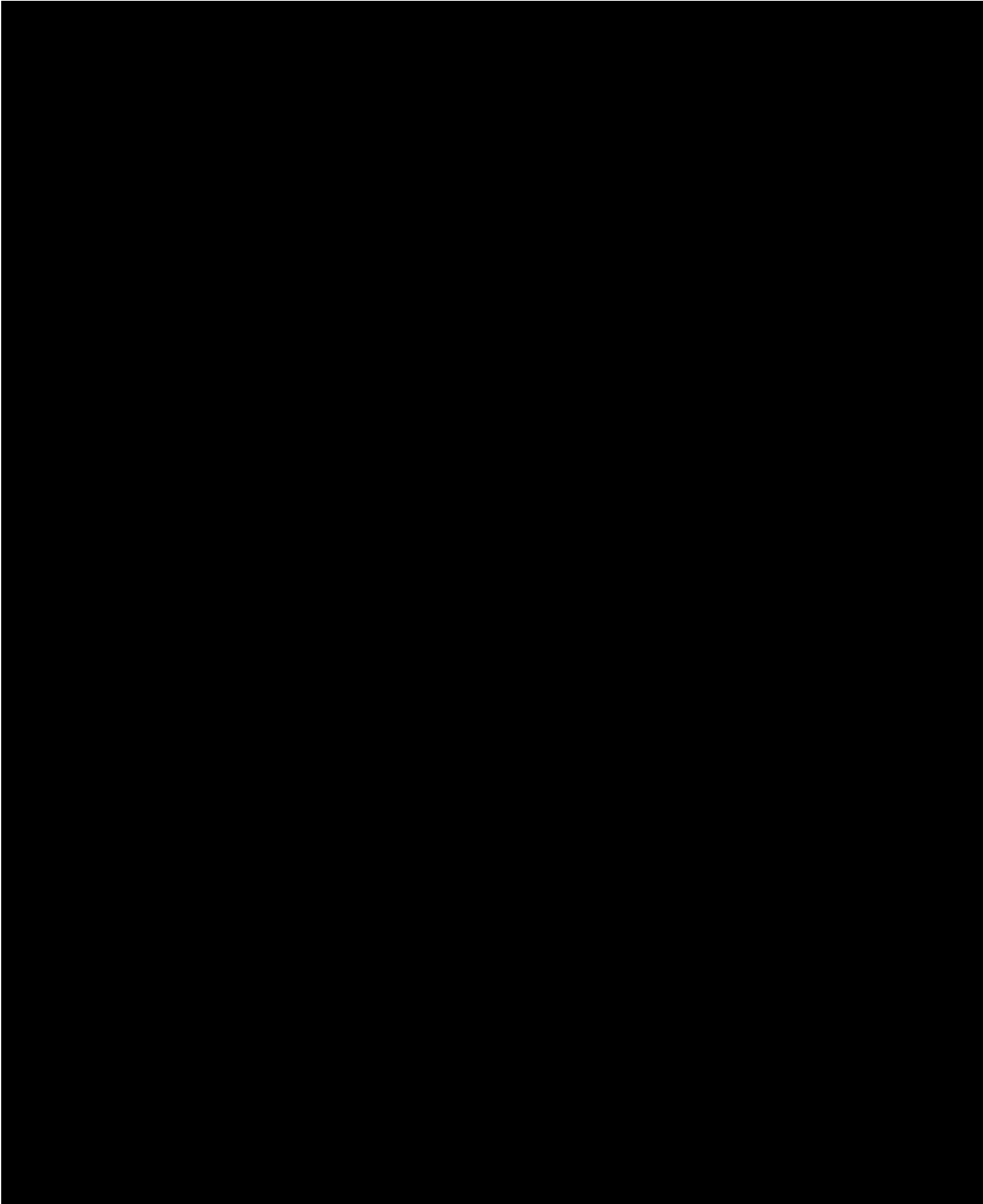
responses from the survey results. Further analysis of documentation and policies including a series of focus groups would complete the organisational review with the successful respondent then preparing a report with their findings and a series of recommendations.

Officers invited five vendors to provide their proposed program and cost for the exercise. The request for quotation contained three questions which asked what is the vendor's:

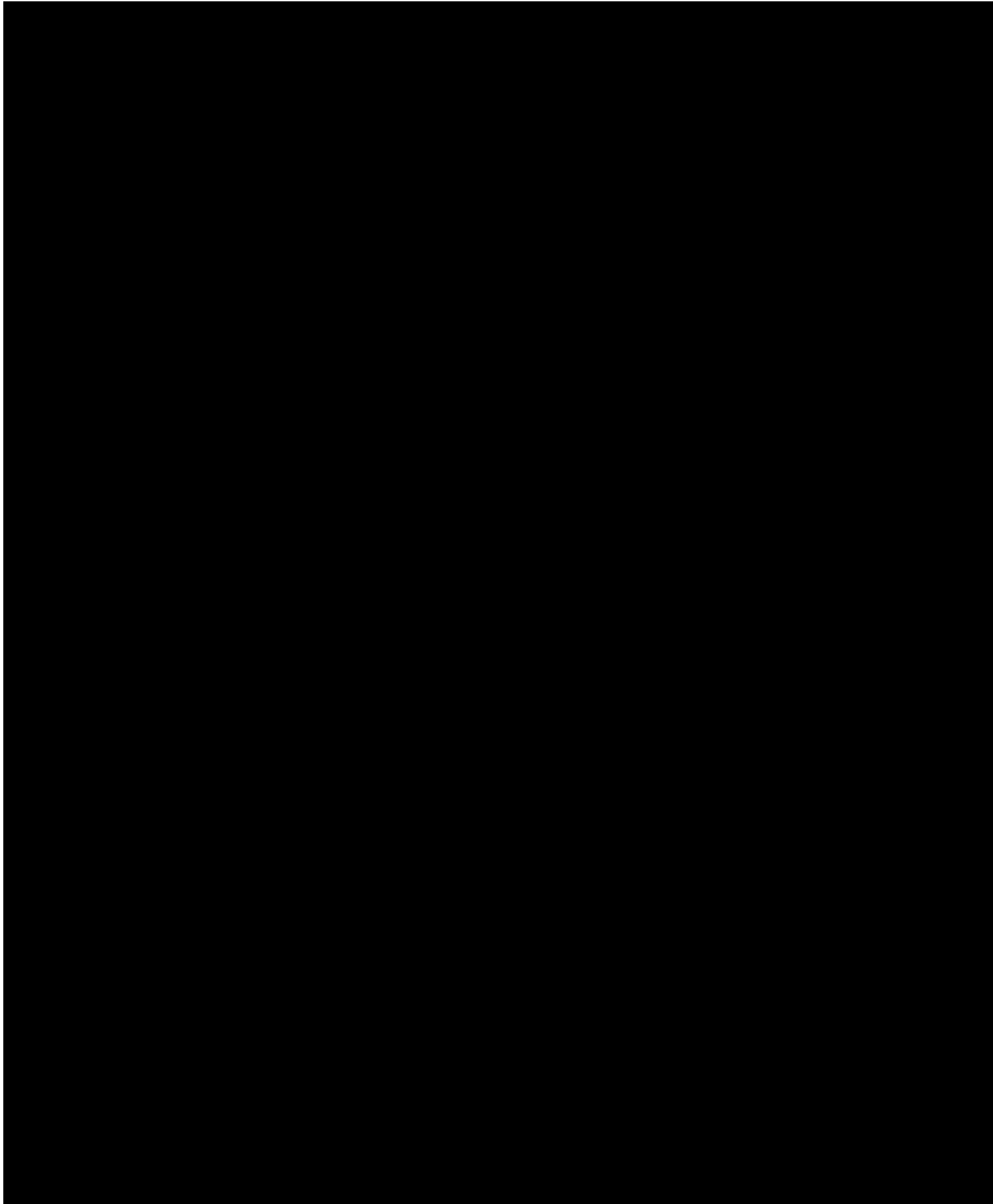
- Organisational capability
- Program of works
- Tailored program and demonstrated understanding.



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Link to Corporate Plan

Theme 5: Governance – We will have a safe, engaged, proud and performing council and workforce that is inclusive, innovative, ethical and trusted by all levels of government.

Consultation (internal/external)

Executive Management Team

Policy Implications

This request for quotation has been conducted in accordance with Council's procurement policy.

Budget and Resource Implications

This project currently is not funded within the 2024/2025 budget, so part of the recommendation is to allocate funds to undertake this program.

Risk Management Implications

As outlined in this report, the impacts of poor organisational culture on organisational output can be substantial. Council has a responsibility to provide a safe working environment for staff and to address psychosocial hazards in the workplace. Operating with a high level of engaged staff contributes to better management and attitudes towards risk and safety leading to better outcomes the community.

Asset Management Implications

Nil

Legal Implications

Nil

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Council Meeting Date: 21 August 2024
Item No: 3.2.1
Subject Heading: Local Government Association of Queensland Annual Conference
Author and Title: Daniel Bradford, Acting Chief Executive Officer
Classification: (if confidential)

Summary: From the Acting Chief Executive Officer, seeking endorsement for Councillors and the Acting Chief Executive Officer to attend the Local Government Association of Qld (LGAQ) Annual Conference in Brisbane from 21-23 October 2023.

Officer's Recommendation: That Council appoints Councillor Chandler and Councillor - ... as delegates and Acting Chief Executive Officer Daniel Bradford and Councillors as observers, to the 2024 LGAQ Annual Conference in Brisbane.

Background

The LGAQ Annual Conference is being held in Brisbane from Monday 21 to Wednesday 23 October 2024 at a cost of \$1,700.00 per person for early bird registration – prior to 23 September 2024.

Peak Services are offering professional development courses on Sunday 20 October 2024 – additional charges apply.

Council is entitled to two voting delegates plus observers. The Mayor and Chief Executive Officer traditionally attend on behalf of Council.

Link to Corporate Plan

Theme 5: Governance

Consultation (internal/external)

- Mayor
- Acting Chief Executive Officer

Policy Implications

Nil

Budget and Resource Implications

Registration fees plus accommodation cost for each delegate

Risk Implications

Risk that the event will be cancelled

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Council Meeting Date: 21 August 2024
Item No: 3.2.2
Subject Heading: Annual Christmas Closure
Author and Title: Daniel Bradford, Acting Chief Executive Officer
Classification: (if confidential)

Summary: From the Acting Chief Executive Officer, suggesting dates for the annual Christmas closure for 2024.

Officer's Recommendation: That Council approves:

- 1. The closure of Council administration offices and community services from 12.00pm on Friday 20 December 2024 and reopening on Monday 6 January 2025, with only essential staff working between these dates and**
- 2. The closure of Council depots from 12.00pm on Thursday 12 December 2024 and reopening on Monday 13 January 2025, with only rostered staff working between these dates.**

Background

The dates for the annual Christmas closure are presented for Council consideration.

Under the Certified Agreement, Council is required to notify employees of the closure dates by 1 September each year.

The Executive Management Team has discussed and recommended these dates in line with previous years.

Link to Corporate Plan

Theme 5: Governance

Consultation (internal/external)

- Acting Chief Executive Officer
- Manager People and Culture
- Interim Director of Works

Policy Implications

Nil

Budget and Resource Implications

Employees take accumulated leaves

Risk Implications

Small risk that a major weather event occurs during this time and staff have to be recalled to work

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Council Meeting Date: 21 August 2024
Item No: 3.2.3
Subject Heading: Human Resource Policies Review
Author and Title: Adele Bintley, Manager People and Culture
Classification: (if confidential)

Summary: Barcaldine Regional Council Human Resource (HR) team ran a comprehensive review of its policies and procedures as a matter of process. This systematic and regular review of policies ensures they are regularly checked to ensure these key strategic documents inform Councillors, staff and other stakeholders of the position, process and expectations Council has set on a particular matter. The review of Council policies is an important process and has been undertaken in accordance with Council's Policy Review Framework which was adopted by Council in 2023.

This policy review focuses on the first group of policies related to Council's Human Resource management practices. These policies have undergone structured updates and changes which are detailed in this report. Beyond the individual updates to the policies, the contents of the policies have been aligned with current State and Federal legislation.

Policies that have been reviewed for council consideration are:

- HR005 - Code of Conduct
- HR002 - Equal Employment Opportunity (EEO); Discrimination, Bullying, Harassment and Psychosocial Hazard
- HR006 - Drug and Alcohol Testing Procedure
- HR007 - Uniform, Personal Protective Equipment (PPE) and Personal Appearance
- HR008 - Performance and Misconduct
- HR009 - Recognition of Service and Gifts
- HR013 - Study and Training and Development
- HR015 - Drug and Alcohol
- HR020 - Health, Safety and Wellbeing.

Officer's Recommendation: That Council adopt the following policies:

- a) HR005 - Code of Conduct.**
- b) HR002 - Equal Employment Opportunity; Discrimination, Bullying, Harassment and Psychosocial Hazard.**
- c) HR006 - Drug and Alcohol Testing Procedure.**
- d) HR007 - Uniform, Personal Protective Equipment and Personal Appearance.**
- e) HR008 - Performance and Misconduct.**
- f) HR009 - Recognition of Service and Gifts.**
- g) HR013 - Study and Training and Development.**
- h) HR015 - Drug and Alcohol.**
- i) HR020 - Health, Safety and Wellbeing.**

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Background

Council Officers have updated various policies with a summary of updates listed below. The detailed policies are attached.

Policy	Status	Summary
HR002 – EEO, Discrimination, Bullying, Harassment and Psychosocial Hazard Policy	Reviewed	Updates to reflect psychosocial hazard legislation
HR005 – Code of Conduct	Reviewed	No change
HR006 – Drug and Alcohol Testing Procedure	Reviewed	Update to include new test tool [Intelligent Bio Solutions]
HR007 – Uniform, PPE and Personal Appearance Policy	Reviewed	No change
HR008 – Performance and Misconduct Policy	Reviewed	Minor update – stepped out process for improved clarity
HR009 – Recognition of Service and Gifts Policy	Reviewed	Minor update – stepped out process for improved clarity
HR013 – Study, Training and Development Policy	Reviewed	Minor update – to reflect current Council direction with supporting ongoing employee and professional development
HR015 – Drug and Alcohol Policy	Reviewed	Update to include new test tool [Intelligent Bio Solutions]
HR020 – Health, Safety and Wellbeing Policy	Reviewed	Minor update – stepped out process for improved clarity

Link to Corporate Plan

Theme 5: Governance

- Competency frameworks developed and implemented for our leaders and employees
- Continue safety improvement journey
- Continue reviewing policies and strategic plans for relevancy and currency.

Consultation (internal/external)

- Executive Management Team
- Human Resources
- Staff consultation group.

Policy Implications

Various updates to Council policies to improve and support current legislation.

Budget and Resource Implications

Limited budget implications, largely around the staff recognition policy. The changes to policy in some cases should allow for additional operational efficiencies.

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Risk Management Implications

The recommendation in this report has no direct impact on enterprise risk, however, does provide information that should be used to assist in the management of risks identified.

Asset Management Implications

Nil

Legal Implications

The updates to policies are now aligned with current legislation.

POLICY NAME:	Code of Conduct
POLICY NUMBER:	HR005
ADOPTED:	17 March 2010
REVIEW DATE:	20 June 2023 [4th review]
POLICY OWNER	Human Resources
PURPOSE:	Employees must be familiar with the contents of this code and ensure their behaviour and communication are consistent with the expectations set out in this policy.

1 SCOPE

There are **four ethics principles** (section 4 of the Public Sector Ethics Act) that are fundamental to good public administration:

- integrity and impartiality
- promoting the public good
- commitment to the system of government
- accountability and transparency

For the purpose of this Code only, employees are defined as:

- Any Council employee whether permanent, temporary, full-time, part-time or casual
- Any volunteer, work experience student, contractor, consultant or anyone who works in any other capacity for Barcaldine Regional Council.

This Code does not apply to Councillors, who must comply with the Barcaldine Regional Council Councillor Code of Conduct.

This Code applies at all times when an employee is performing official duties including when representing Council at conferences, training events, on business trips and attending work related social events.

2 POLICY OBJECTIVE

This policy provides employees of Barcaldine Regional Council with clear outline of expected behaviours and instructions on what is and isn't considered good practices by the council. This includes behaviour in the workplace, work related events or any time employees are representing the council.

3 HEAD OF POWER

Local Government Act 2009

The Local Government Act 2009 (section 13) requires local government employees to:

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POLICY

- observe the principles under the Public Sector Ethics Act 1994 and
- comply with a code of conduct adopted under the Public Sector Ethics Act 1994.

Public Sector Ethics Act 1994

The Public Sector Ethics Act 1994 (section 15) requires the Chief Executive Officer to ensure that a code of conduct is prepared for the Council.

A public official must comply with the standards of conduct stated in the Council's code of conduct (*Upholding the Code*).

4 POLICY STATEMENT

The Employee Code of Conduct policy details the behavioural expectations for employees towards colleagues, supervisors, organisation and community. It emphasizes open communication, professionalism, respect, and adherence to laws, while also outlining potential disciplinary actions for violations.

4.1 Corporate Values

Council's corporate values:

- **Honesty** – We will always tell the truth.
- **Empathy** – We will seek to listen and understand the perspectives of others, we will treat all with kindness.
- **Accountability** – We will take responsibility for our choices, actions, behaviours, performance and decisions.
- **Respect**– We will be present, value others and welcome diversity.
- **Trust**– We will gain the trust of others by living our values.

4.2 Principles, values and standards of conduct

Principles – are contained in Section 4 of the Public Sector Ethics Act 1994 and provide the basis for good administration.

Values - are contained in Sections 6-9 of the Public Sector Ethics Act 1994 and describe the behaviour that will demonstrate each principle.

Standards of conduct - assist employees to understand how to put the principles and values into practice.

[Principle 1 - Integrity and impartiality](#)

In recognition that public office involves a public trust, employees shall seek to promote confidence in the integrity of the public sector.

Value 1.1 - Commit to the highest ethical standards

Standards of conduct

- ◆ Act in a professional manner when fulfilling responsibilities.
- ◆ Comply with Council's procurement policy and procedures when purchasing goods and services.
- ◆ Perform duties within the delegated authority and qualifications to perform those duties.

- ◆ Report suspected wrongdoing including conduct not consistent with this Code.

Value 1.2 – Accept and value a duty to provide advice which is objective, independent, apolitical and impartial

Standards of conduct

- ◆ Provide advice that is not influenced by personal gain.
- ◆ Ensure proper records are maintained to document how a decision was made in a fair and transparent way.
- ◆ Comply with Council's gifts and benefits policy when accepting any gifts or benefits that may be perceived as affecting impartial decision making.
- ◆ Inform the Chief Executive Officer of any external employment or voluntary work that may be perceived as affecting impartial decision making or affecting work capacity.

Value 1.3 - Show respect to all persons including employees, clients and the general public

Standards of conduct

- ◆ Treat all persons with courtesy and respect.
- ◆ Encourage open communication between employees and employers to try to avoid and resolve workplace issues
- ◆ Ensure all interactions with the wider community are fair, honest and respectful
- ◆ Recognise and respect different opinions and perspectives and manage disagreements by rational discussion.
- ◆ Behave in a manner that is inclusive and free from harassment.
- ◆ Take responsibility for protecting the safety, health and welfare of the workplace.

Value 1.4 – Acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest

Standards of conduct

- ◆ Disclose and manage any real, perceived or potential conflict of interest between work responsibilities and personal interests. A conflict of interest can arise from either gaining a personal advantage or from avoiding a personal loss.
- ◆ Disclose and manage any conflict of interest between this Code and a professional code of ethics.
- ◆ Ensure that participation in political, trade union, professional or non-profit organisations does not create a real, perceived or potential conflict of interest and does not affect the performance of Council duties. It must be made clear that any public comments made in the capacity as a member of that organisation are made only on behalf of that organisation.
- ◆ Be aware that having a conflict of interest is not unusual and, in itself, is not a breach of this Code. However, failure to disclose and manage the conflict is a potential breach.
- ◆ Ensure that any conflict of interest is resolved in the public interest.

Value 1.5 - Commit to honest, fair and respectful engagement with the community

Standards of conduct

- ◆ Ensure that information provided to the public fairly reflects Council policy and is appropriately authorised.
- ◆ Obtain authorisation from the Chief Executive Officer prior to providing information or commentary on Council business to the media.
- ◆ Contribute to public discussions on community and social issues only in a private capacity and make it clear that any comment is understood as representing a personal view and not those of Council.
- ◆ Comments must not purposefully misrepresent the views of the Council or the views of other members
- ◆ Understand that personal comments made on a public issue may compromise the ability to perform Council duties in an independent and unbiased manner.
- ◆ Maintain the confidentiality of confidential information that is not publicly available.

Principle 2 - Promoting the public good

In recognition that the Council is the mechanism through which the elected Councillors deliver programs and services for the benefit of the people of our region.

Value 2.1 - Accept and value the duty to be responsive to both the requirements of Council and the public interest

Standards of conduct

- ◆ Accept and value the trust given by the public to develop and deliver services to the community.
- ◆ Accept that the Chief Executive Officer is employed by Council to implement the policies and priorities of Council for the benefit of the public.

Value 2.2 – Accept and value the duty to engage the community in developing and effecting Council priorities, policies and decisions

Standards of conduct

- ◆ Listen and provide an appropriate response, where permitted, to issues and concerns raised by the community.
- ◆ Assist with raising community awareness about public issues and policies.
- ◆ Participate in public consultation, where permitted, in the development of public policy.

Value 2.3 – Accept and value the duty to manage public resources effectively, efficiently and economically

Standards of conduct

- ◆ Be responsible for the effective, efficient and economical management of public resources.
- ◆ Be responsible for safely disposing of waste, minimising electricity consumption and responsibly using chemicals.
- ◆ Be responsible for protecting the natural environment and creating healthy surroundings for the community.

Value 2.4 – Value and seek to achieve excellence in service delivery

Standards of conduct

- ◆ Deliver services to the Council and the community fairly, courteously and effectively.
- ◆ Assist all members of the community including people with disabilities, those with languages other than English and those who find it difficult to access Council services.
- ◆ Assist fellow employees who have literacy issues or who find it difficult to understand Council policies, procedures or forms.
- ◆ Treat complaints from clients and the community seriously and respond to constructive feedback as an opportunity for improvement.

Value 2.5 – Value and seek to achieve enhanced integration of services to better service clients

Standards of conduct

- ◆ Endeavour to work together to address complex issues.
- ◆ Work cohesively at the local and regional level to collectively plan and deliver integrated services to the community.
- ◆ Share information across the public sector, where permitted by law, to enhance the seamless delivery of services.
- ◆ Share common use assets within Council to generate economies and efficiencies.

Principle 3 - Commitment to the system of government

In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government.

Value 3.1 – Accept and value the duty to uphold the system of government and the laws of the State, the Commonwealth and local government.

Standards of conduct

- ◆ Comply with the laws of Queensland and the Commonwealth and Council's local laws.
- ◆ Adhere to Council's 5 year corporate plan, annual operational plan and annual budget.
- ◆ Adhere to Council's policies and procedures.
- ◆ Be responsible for safety, health and welfare in the workplace and have a duty of care to fellow employees and members of the public and report any safety incidents or hazards immediately.

Value 3.2 – Commit to effecting official Council priorities, policies and decisions professionally and impartially

Standards of conduct

- ◆ Accept that elected Councillors have the right to determine policy and priorities.
- ◆ Provide advice to Councillors that is thorough, responsive and unbiased to assist good Councillor decision making.
- ◆ Implement decisions and policies of Council professionally and impartially.

BARCALDINE REGIONAL COUNCIL
POLICY

Value 3.3 – Accept and value the duty to operate within the local government framework

Standards of conduct

- ◆ Retain the right to communicate with a Councillor on any issue as a private citizen while maintaining the confidentiality of information not available to the public.
- ◆ Understand that Councillors are not empowered to direct Council employees in their duties.
- ◆ Ensure that interactions between employees and Councillors are positive and productive and comply with legislative restrictions.

Principle 4 - Accountability and transparency

In recognition that public trust in public office requires high standards of public administration.

Value 4.1 – Commit to exercising proper diligence, care and attention

Standards of conduct

- ◆ Apply due care while performing Council duties.
- ◆ Carry out duties honestly, responsibly, conscientiously and the best of ability.
- ◆ Provide accurate and impartial advice to all clients.
- ◆ Comply with Council’s employment and human resources policies.
- ◆ Comply with Council’s employment procedures and enterprise bargaining agreement.

Value 4.2 – Commit to using public resources in an effective and accountable way

Standards of conduct

- ◆ Ensure that public resources are used economically and for a proper purpose and are not wasted, abused or used extravagantly.
- ◆ Ensure that Council’s computer hardware and software is only used in accordance with Council’s policies.
- ◆ Be responsible for managing, protecting and taking care of Council assets in accordance with Council’s policies.
- ◆ Ensure that Council’s corporate knowledge and intellectual property is protected.

Value 4.3 – Commit to managing information as openly as practicable within the legal framework

Standards of conduct

- ◆ Ensure that personal information is lawfully collected and handled in accordance with information privacy legislation.
- ◆ Treat official information with care and use it only for the purpose for which it was collected. Official information must not be used for personal purposes.
- ◆ Store official information securely and limit access to those persons requiring it for legitimate purposes.
- ◆ Maintain the security of the Council’s computer system and passwords.
- ◆ Respect the confidentiality of confidential information after employment with Council.

Value 4.4 – Value and seek to achieve high standards of public administration

Standards of conduct

- ◆ Maintain high standards of accountability when collecting and managing public money.
- ◆ Exercise powers lawfully and within the delegated authority.
- ◆ Comply with all reasonable and lawful instructions.

Value 4.5 – Value and seek to innovate and continuously improve performance

Standards of conduct

- ◆ Be responsible for maintaining and enhancing work skills, knowledge and expertise in consultation with management.
- ◆ Attend and actively participate in compulsory training activities.
- ◆ Actively participate in employee performance management processes including inductions, tool box talks, team meetings, performance reviews and professional development activities.
- ◆ Actively contribute to developing innovative ways for delivering services and improving client outcomes.

Value 4.6 – Value and seek to operate within a framework of mutual obligation and shared responsibility between other public sector entities and fellow employees

Standards of conduct

- ◆ Work cooperatively with fellow employees and other public sector entities to achieve work related outcomes.
- ◆ Provide accurate and impartial information to other public sector entities when legally requested to do so.

5. UPHOLDING THE CODE

The executive leadership team has a responsibility to demonstrate and uphold the principles in this Code and to promote an organisational culture that values high ethical standards and behaviour.

Employees have a responsibility to identify and report conduct that is not consistent with this Code. Management will support employees who report genuine concerns of breaches of this Code.

The Chief Executive Officer has a responsibility to make fair, transparent and consistent decisions regarding any allegations of behaviour that does not uphold this Code.

The standards of conduct do not cover every possible scenario. In these circumstances, the principles and values will provide guidance on the intention of the Code.

6. ASSOCIATED DOCUMENTS

“Nil.”

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7. REVIEW

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No.	Version No.	Owner	Next Review Date
HR-005	4	HR Manager	July 2026

POLICY NAME:	EEO, Discrimination, Bullying & Harassment and Psychosocial Hazard
POLICY NUMBER:	HR002
ADOPTED:	December 2008
REVIEW DATE:	June 2024
POLICY OWNER	Human Resources
PURPOSE:	Barcaldine Regional Council is committed to providing all employees with a work environment free of prohibited discrimination, harassment, victimisation, bullying and occupational violence.

1 SCOPE

BRC aims to pursue the ideals of Equal Employment Opportunity (EEO). EEO means that fairness and merit are applied in all employment related systems, policies, procedures and are demonstrated in workplace behaviours, thus developing a workplace free from discrimination and harassment.

The Anti-Discrimination Act 1991 makes harassment unlawful. All types of harassment are a serious form of misconduct which undermines the integrity of the employment relationship and can have a detrimental effect on the health and well-being of fellow workers.

Bullying in any form can have serious legal, ethical and financial implications for the employee and Council. Any incidents of bullying will be treated seriously by Council and may be grounds for disciplinary action including dismissal.

Legal action may be taken against workers for sexual harassment. Both the worker and Barcaldine Regional Council may be liable for any penalty imposed under the Anti-Discrimination Act.

This policy also focuses on the general principles applied to the prevention and management of psychosocial hazards in the workplace.

2 POLICY OBJECTIVE

Barcaldine Regional Council EEO, Discrimination, Bullying & Harassment and Psychosocial Hazard Policy will be transparent, conducted in good faith and in accordance with appropriate levels of confidentiality.

3 HEAD OF POWER

WHS (Psycho Social Hazard) Legislation 2023

Industrial Relations Act 2016

Anti-Discrimination Act 1991

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Local Government Act 2009

Safe Work Australia

Barcaldine Regional Council – Code of Conduct

Barcaldine Regional Council Certified Agreement 2022 - Dispute Resolution Process Barcaldine

Regional Council Performance and Misconduct Policy.

4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

<i>Sexual Harassment</i>	behaviour characterized by the making of unwelcome and inappropriate sexual remarks or physical advances
<i>Bullying</i>	a person or group of people repeatedly behave unreasonably towards another worker or group of workers
<i>Discrimination</i>	the unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability
<i>Psychosocial Hazard</i>	is anything that could cause psychological harm (e.g. harm someone's mental health).
<i>Workplace Violence</i>	when a person is abused, threatened or assaulted at the workplace or while they're working

5 POLICY STATEMENT

This policy applies to all employees, full time / part time, contract roles of Barcaldine Regional Council [BRC] who carry out work in any form or capacity for Council at all times.

5.1 What is Sexual Harassment?

The [Anti-Discrimination Act 1991](#) outlines the meaning of sexual harassment.

Sexual harassment happens if a person:

- Subjects another person to an unsolicited act of physical intimacy; or
- Makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- Makes a remark with sexual connotations relating to the other person; or engages in any other unwelcome conduct of a sexual nature in relation to the other person;

And the person engaging in the conduct described above does so:

- With the intention of offending, humiliating or intimidating the other person; or
- In circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Sexual Harassment can occur in different forms – it can be obvious or indirect, physical or verbal. Examples of sexual harassment include, but are not limited to:

- unwelcome physical contact such as touching, patting, pinching, grabbing, kissing or hugging
- unnecessary familiarity such as deliberately brushing against a person
- sexual propositions
- unwelcome and uncalled for remarks or insinuations about a person's sex or private life
- suggestive comments about a person's appearance or body
- staring or leering at a person or at parts of their body
- offensive telephone calls
- indecent exposure
- suggestive comments or jokes
- displays of offensive material such as sexually explicit pictures, posters, screen savers, or internet material
- persistent invitations to go out, where they are refused
- unwelcome requests for sexual favours
- sending rude or offensive emails, attachments or text messages

Sexual Harassment is not behaviour which is based on mutual attraction, friendship and respect. If the interaction between employees is consensual, welcome and reciprocated **it is not sexual harassment.**

5.2 BREACH OF THIS POLICY – in relation to Sexual Harassment

All workplace participants are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action.

Sexual harassment can sometimes be difficult to define and to prove. To support the allegation of sexual harassment, it is recommended the worker keep a diary detailing any incidents as well as any witnesses to the incidents.

If a worker believes they are being sexually harassed or wish to make a report about another employee being sexually harassed, they should contact the relevant supervisor and follow the directions outlined in Council's Dispute Resolution Process.

If the above approach has been unsuccessful or if the alleged sexual harassment is so serious that the above approach is inappropriate, the worker may lodge a complaint directly to the Chief Executive Officer or Human Resources.

The worker alleging sexual harassment may also make a formal complaint to the Queensland Human Rights Commission for resolution.

5.3 Investigating an Allegation

Any allegation of sexual harassment will be investigated alongside the Council's **Performance and Misconduct Policy (2024)**.

If the allegation is not upheld the complaint will be dismissed and the parties to the complaint will be advised of that outcome in writing.

If the allegation is upheld, the action will depend on the severity of the case and may include one or more of the following:

- an apology
- a formal warning

- counselling
- transfer to another area of operations
- suspension from the workplace
- demotion
- dismissal
- another form of disciplinary action deemed necessary.

5.4 Confidentiality

All parties involved in a sexual harassment complaint must maintain confidentiality. However, it may be necessary to speak with other workers in order to conduct an investigation.

Spreading rumours or gossip may expose workers to a defamation claim. Workers may discuss the complaint with a designated support person or representative (who is not a workplace participant employed or engaged by Council).

5.5 What is Workplace Bullying?

The [Industrial Relations Act 2016](#) states that an employee is bullied in the workplace if while the employee is at work, an individual or group of individuals repeatedly behaves unreasonably towards—

- the employee; or
- a group of employees of which the employee is a member; and
- that behaviour creates a risk to the health and safety of the employee.

This section does not apply to reasonable management action carried out in a reasonable manner.

This policy defines workplace bullying as behaviour by a worker that intimidates, offends, degrades or humiliates another worker, possibly in front of co-workers, clients or customers. This bullying behaviour can be direct or indirect. Forms of bullying may include:

Direct Bullying:

- physical assault or threat of physical assault
- yelling, screaming abuse, using offensive language, insults, inappropriate comment about a worker's appearance, personal life or lifestyle, slandering a worker or their family
- belittling opinions or constant criticism
- isolating a worker from normal work interaction
- restricting training and development or career opportunities without reason
- tampering with personal effects or work equipment
- displaying written or pictorial material which degrades or offends co-workers
- unreasonable administrative practices
- harmful or offensive initiation practices

Indirect Bullying:

- overwork, unnecessary pressure, impossible deadlines
- underwork, creating a feeling of uselessness
- undermining work performance, deliberately withholding work related information or resources or supplying incorrect information

- unexplained job changes, meaningless tasks, tasks beyond your skills, failure to give credit where due
- not cooperating with other team members or not cooperating with directions by the manager
- obstructing a process so that tasks or projects are not completed
- refusing to accept a direction from the manager

Where bullying involves assault or threat of assault it may become a police matter.

5.6 What can you do about workplace bullying?

Bullying can sometimes be difficult to define and to prove. To support the allegation of bullying the worker is recommended to keep a diary detailing any bullying as well as any witnesses to the incidents.

If a worker believes they are being bullied or wish to make a report about another employee being bullied they should contact the relevant supervisor and follow the directions outlined in Council's **Dispute Resolution Process**.

If the above approach has been unsuccessful or if the alleged bullying is so serious that the above approach is inappropriate, the worker may lodge a complaint directly to the Chief Executive Officer or Human Resources.

Under the **Industrial Relations Act 2016**, an employee who reasonably believes the employee has been bullied in the workplace may apply to the Industrial Relation Commission for an order to stop the bullying. If the Commission issues an order under this section, then all parties must abide by that order.

5.7 Investigating an Allegation:

Any allegation of bullying will be investigated under Council's **Performance and Misconduct Policy**.

If the allegation is not upheld the complaint will be dismissed and the parties to the complaint will be advised of that outcome in writing.

If the allegation is upheld, the action will depend on the severity of the case and may include one or more of the following:

- an apology
- a formal warning
- counselling
- transfer to another area of operations
- suspension from the workplace
- demotion
- dismissal
- another form of disciplinary action deemed necessary

5.8 Psychosocial Hazards

Psychosocial hazards are anything in the design or management of work that increases the risk of psychological or physical harm.

Specific areas include:

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High and/or low job demands	A job can involve a combination of high and/or low physical, mental and emotional demands, which can create risks to the health and safety of workers.
Low job control	A job can involve a combination of high and/or low physical, mental and emotional demands, which can create risks to the health and safety of workers.
Poor support	Poor support refers to tasks or jobs where workers have inadequate emotional and/or practical support from their supervisors and/or co-workers, inadequate training or information to support their work performance, or inadequate tools, equipment or resources to do their job.
Low role clarity	Low role clarity refers to jobs where there is uncertainty about, or frequent changes to tasks and work standards; where important task information is not available to workers; or where there are conflicting job roles, responsibilities or expectations.
Poor organisational change management	Poor organisational change management refers to organisational change management that is poorly planned, communicated, supported or managed.
Low reward and recognition	Low reward and recognition refers to work where there is an imbalance between workers' efforts and recognition or rewards, they receive in return – both formal and informal.
Poor organisational justice	Poor organisational justice refers to work where there is a lack of procedural fairness (fair processes to reach decisions), informational fairness (keeping relevant people informed) or interpersonal fairness (treating people with dignity and respect).
Poor workplace relationships including interpersonal conflict	Poor workplace relationships or interpersonal conflict can occur between managers, supervisors, co-workers or others with whom workers are required to interact. It can appear as frequent or excessive disagreements, or rude comments—either from one person to another or between multiple people.
Remote or isolated work	Remote work refers to work that is isolated from the assistance of other people because of location, time, or the nature of the work. It can involve working in locations where there is difficulty in immediate rescue or attendance of emergency services (where required).
Poor environmental conditions	Poor environmental conditions are those where workers are exposed to unpleasant, poor quality, or hazardous physical environments or conditions that create a stress response.

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Traumatic events	Workers may be exposed to this hazard at work through investigating, witnessing or being directly exposed to traumatic events or situations. This may include reading, hearing or seeing accounts of traumatic events. A person is more likely to experience an event as traumatic when it is unexpected, is perceived as uncontrollable, where there is a threat to life or safety or where it is the result of intentional cruelty.
Violence and aggression	Violence or aggression at work refers to any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This includes abuse, threats or assaults by workers, clients, patients, visitors or others.
Bullying + Harassment including sexual harassment	as covered within this policy
Fatigue	Fatigue is more than feeling tired and drowsy. At work, fatigue is a state of mental and/or physical exhaustion that reduces your ability to work safely and effectively.

5.9 Occupational Violence

Occupational violence is prohibited. Occupational violence is any incident where an employee is physically attacked or threatened in the workplace or at a workplace event. A ‘threat’ is a statement or behaviour that causes a person to believe they are in danger of being physically attacked.

This applies to all forms of physical attacks on employees, including:

- striking, kicking, scratching, biting, spitting or any other type of direct physical contact
- throwing objects, attacking with knives, guns, clubs or any other type of weapon
- pushing, shoving, tripping, grabbing or any form of indecent physical contact.

5.10 Victimisation

Victimisation is prohibited. Victimisation occurs where a person suffers a detriment because they have made or propose to raise a grievance concerning inappropriate workplace behaviour or have assisted in the investigation of a grievance (such as by giving information). Detrimental treatment may include dismissal, being ostracised from work events or being the subject of gossip and innuendo.

It is irrelevant that the complaint may be rejected or that the person elects not to continue with the complaint.

Any person who victimises another person will be subjected to disciplinary action, including termination of employment. In addition, they may be liable for criminal proceedings under the relevant legislation.

5.11 Complaints of discrimination, harassment, vilification, victimisation or bullying

The Council encourages all employees and contractors to report instances of discrimination, harassment or bullying. Any reports of discrimination, harassment or bullying will be treated seriously and investigated promptly, confidentially and impartially.

Employees who believe they have been subjected to any form of inappropriate behaviour covered by this policy are also encouraged to make use of the professional counselling services available through the **Employee Assistance Program (EAP)**.

Where a manager judges that the issue involves an allegation of unlawful behaviour, he or she must:

- Reinforce the employee's right to be free from harassment and victimisation, and confirm the Council's commitment to EEO principles; and
- Advise the employee of his or her rights under the relevant legislation, including the right without prejudice, to contact the relevant statutory body for more information, advice or assistance.

Regardless of whether the employee wishes to have the matter pursued internally or externally, the Manager Human Resources must be notified of all EEO issues. The employee must be advised that this will occur.

Any action resulting from this advice should be handled in such a way as to best maintain the confidentiality of the employee.

5.12 Council Obligations

The Council undertakes to investigate and attempt to resolve complaints in a manner that does not generate further discrimination or victimisation of individuals involved in making, supporting or resolving the complaint.

All investigations of complaints will be conducted in a confidential and impartial manner. Employees and contractors will not be disadvantaged in their employment conditions or opportunities as a result of raising an issue or supporting another employee raising an issue.

All information generated as a result of this policy will be safeguarded according to the normal requirements for confidential Human Resource information.

The information will only be provided to those people in the Council who have a legitimate need to know to ensure safety, health or performance. No information relating to this policy and identifying a particular individual will be released to any third party except with the individual's written consent or to obtain professional or legal advice if required by law.

5.13 Criminal Procedures

Some forms of severe harassment (e.g. sexual assault, stalking, indecent exposure, obscene phone calls) may constitute criminal conduct.

While the Council is committed to treating most harassment complaints within the organisation, criminal behaviour is not suited to internal resolution and should be referred to the criminal justice system.

In relation to alleged criminal offences the matter should be referred to an external counsellor. Employees will then be advised of their option of police support or intervention. It is not the obligation of the Council to report such matters to the police on behalf of the complainant.

5.14 False Accusations

Complaints made in bad faith or as a practical joke to create problems for a work colleague will not be tolerated. If false accusations are found to have occurred disciplinary action may be taken against the perpetrator(s).

5.15 Steps to Resolve a Grievance

A grievance may be something that is related to items covered in this Policy or may be another matter where an employee feels they have been subjected to inappropriate conduct. Recommended steps to resolve a grievance are:

- Raise the concern directly with the person involved:

If possible people who feel they have been subject to inappropriate conduct may consider raising their concerns directly with the person involved to request that the relevant conduct stop.

If this does not resolve the issue or if the person does not feel comfortable speaking directly to the person;

- Raise the matter with the direct manager or the Human Resources Team:

The supervisor / manager or Human Resources will discuss appropriate options for resolution including facilitated discussions with the other person or meeting with the other person on the complainant's behalf to discuss the behaviour in question.

- Formal grievance:

The person against whom a grievance is made will be given the opportunity to respond. If a formal investigation is conducted, all relevant parties including witnesses will be interviewed. On completion of the investigation both parties will be advised of the outcome and any necessary action, including disciplinary action, will be implemented. Details of the grievance must be provided in writing.

6 Responsibility and authority

Human Resources will monitor the day to day compliance with this Policy and provide guidance to the CEO.

7 Review

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No.	Version No.	Owner	Next Review Date
HR-002	3	HR Manager	July 2026

POLICY NAME:	Drug and Alcohol Testing Procedure
POLICY NUMBER:	HR006
REVIEW DATE:	July 2024
POLICY OWNER	Human Resources
PURPOSE:	Drug and alcohol screening improves workplace safety as the use of alcohol and recreational drugs can present a hazard in the workplace.

Barcaldine Regional Council's Drug and Alcohol Testing Procedure.

1 ROLES AND RESPONSIBILITIES

1.1 Workers

All workers have the responsibility to:

- Adhere to and maintain knowledge of the Drug and Alcohol Policy and Procedure at all times
- Present to work in a fit state for work
- Attend training and education sessions as required
- Be available and participate in alcohol and other drug testing

Workers must:

- Comply with the Drug and Alcohol Policy and this Procedure
- Advise their Supervisor if they are taking either prescription or non-prescription medication which may hinder their safety at work
- Immediately advise their Supervisor if they have concerns about working with another worker who appears to be impaired by the presence of alcohol and other drugs above the prescribed levels described in the Alcohol and Other Drugs Policy (or, in the case of concerns about their Supervisor, speak to their leaders / or HR / or after every other avenue has been used then the CEO).

Workers who are on the On-Call Roster

Avoid the consumption of alcohol and other drugs in the preceding 24 hours of being rostered to work to the extent it may result in a reading that exceeds the limitations in the Drug and Alcohol Policy

Advise their supervisor immediately if they are unable to meet the expectations of the **Drug and Alcohol Policy**, in which case the supervisor is required to make alternative arrangements (which will result in the worker losing their entitlement to any on-call allowances or similar payment for that period)

Persons unexpectedly called out after hours in emergencies (persons not otherwise on call) may be excluded from penalty if they test positive to alcohol, provided that their reading is within the legal limitations

1.2 Supervisors

Supervisors have the additional responsibility to:

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- Ensure that all workers are trained and educated in, and have access to this procedure and associated policy
- Ensure corrective actions to manage the risks associated with fitness for work issues of workers under their supervision are undertaken
- Monitor and report any issues that may affect workers fitness for work
- Request post incident or reasonable suspicion testing
- Attend any interviews as in relation to drug and alcohol testing as required
- Ensuring this procedure and associated policy are implemented and applied consistently in their operational areas
- Treat all information collected with the strictest confidentiality
- Ensure workers are offered appropriate support and counselling

1.3 Managers / leaders

Managers have the additional responsibility to:

- Initiate reasonable suspicion investigations where there is concern a worker is unfit for work or under the effects of drugs or alcohol.
- Stand down workers suspected of being unfit for work or under the influence of drugs or alcohol.

1.4 Workplace Health and Safety Coordinator [or WHSO]

The Workplace Health and Safety Coordinator has the additional responsibility for:

- Ensuring workers are made aware of the Policy
- Including the **Drug and Alcohol Policy and Procedure** in the worker induction process
- Assisting with any incident investigations
- Providing advice to Directors, Managers, Supervisors, Health and Safety Representatives and workers relating to the use of alcohol and other drugs above the prescribed levels described in the Policy
- Developing and distributing relevant safety related information throughout Council

1.5 HR Manager

The HR Manager has the additional responsibility for:

- Ensuring prospective employees are made aware of the Policy and this Procedure through the recruitment and selection process, and arranging pre-employment alcohol and drug testing as appropriate;
- Advising and assisting the Workplace Health and Safety Coordinator and management with disciplinary actions and remedial strategies as appropriate; and
- Ensuring there are sufficient employees trained in Reasonable Suspicion testing;
- Coordinating random testing of Council's workforce through Council's nominated testing agency.

2 CONSULTATION

2.1 Consultation

Council will ensure that the implementation and continual improvement of this Drug and Alcohol Procedure occurs in consultation with workers, external testers and other relevant stakeholders.

2.2 Awareness and Training

Council recognises that it is important to develop a workplace culture through awareness and training where employees are prepared to encourage each other to be safe and fit for work.

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Employees will be provided with drug and alcohol awareness and training. In addition, a range of information on drug and alcohol consumption will be made available to employees including the different types of drugs and the risks they pose to people's health.

Drug and alcohol awareness and training for employees will cover, but not be limited to:

- The importance of being fit for work
- The effects of the consumption of drugs and/or alcohol on health, safety and performance in the workplace
- What constitutes unacceptable drug or alcohol consumption
- How to recognise workers who may not be fit for work due to the consumption of drugs and/or alcohol
- Basic knowledge and understanding of the different types of drugs and their effects
- Counselling, treatment and rehabilitation services available to workers to enable those who have problems or concerns to seek effective solutions and suitable treatment of their choosing
- How an employee who has a problem with drugs and/or alcohol can self-disclose
- Council's Drug and Alcohol Policy and Procedure

3 DRUG AND ALCOHOL TESTING TRIGGERS

3.1 Random Testing

Council staff will be subject to random drug and alcohol testing at any time, and at any location of Council operations. Random selection will be based on a random selection of staff, regardless of work group or worksite.

- Workers will be randomly selected either by the external testing agency, or by the Human Resource Team.
- Workers will be required to participate in the alcohol and drug test when they are randomly selected, regardless of how recently or frequently they have been tested in the past.
- Council at its discretion may keep confidential records of the tests performed. Only general statistics from the random testing program will be reported to the CEO (e.g. number of people tested in a recent random testing program, number of on-site non-negative results, number and nature of laboratory confirmed positive test results).

Workers visiting other workplaces may be required to submit to alcohol and other drug testing as required by the workplace owners or, in the case of certified aerodromes, Civil Aviation Safety Authority (CASA) approved testers. They must notify the Council immediately if they have been tested by other workplace owners and/or CASA approved testers and the results of any such tests.

3.2 Blanket Alcohol and Other Drug Testing

A blanket test may be conducted where all employees and/or other persons at a particular work site or workplace are tested, rather than randomly selected percentage of the particular work group or workplace. Council also reserves the right to conduct a blanket test of all workers across all worksites.

3.3 Reasonable Suspicion

Any worker who reasonably suspects that another worker is unfit for work due to drugs and/or alcohol during working hours must inform their Supervisor, and a person trained in reasonable suspicion investigation will conduct an appropriate investigation, including administering an alcohol or drug test. It is a worker's duty to protect the health and safety of themselves and others.

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Where a worker makes a submission based upon a suspicion that another worker is impaired and subsequently the submission is deemed to be vexatious or frivolous, appropriate action will be taken against the worker making the submission.

3.4 Post Serious Incident

A drug and alcohol test will be conducted in accordance with this procedure for any worker who is involved in or may have contributed to a serious incident which will be investigated if:

- results in the death or serious injury of any person
- involves significant damage to property
- which involves the overturning of any plant or motor vehicle
- had the potential to cause death, significant damage or serious injury to any person

A post incident test may be performed for any other incident, accident or near miss, upon the discretion of the site Supervisor, Workplace Health and Safety Specialist or Department Director / CEO.

The worker's health and safety will take precedence over a drug and alcohol test following an incident.

4 TESTING METHODS

Breath alcohol testing will be conducted in accordance with **Australian Standard 3547:2019** and current random breath testing procedures in Queensland. Urine testing will be conducted in accordance with **Australian Standard 4308:2008**. Oral fluid testing will be conducted in accordance with **Australian Standard 4760:2019**. Drug testing using sweat samples from fingertips, by LCMS is NATA accredited to ISO/IEC 17025.

Council shall use an appropriately accredited external testing agency to conduct random drug and alcohol testing. Random testing for other drugs will be either oral fluid or urine. Depending on the results, a secondary test may be required.

The external tester will be authorised by the CEO to conduct drug and alcohol tests for all workers.

The external tester will arrange for non-negative drug test samples to be forwarded to an approved laboratory for independent analysis in accordance with NATA requirements.

Any reasonable suspicion and post incident drug testing will initially be undertaken by a suitably trained employee or in the absence of a trained staff member, an external agency. Should the initial test yield a non-negative result, a secondary test will be conducted by an external agency.

Council internal procedural Testing will only be carried out with site approved drug and alcohol testing equipment, which is regularly tested and calibrated to the standards specified by the manufacturer.

Subsequent testing by the external agency will comprise a urine test or other acknowledged "best practice" test as deemed appropriate under the circumstances.

4.1 Testing Timeframes

Alcohol and drug testing will be completed as soon as reasonably possible post incident or 'for cause' (reasonable suspicion) the following are the preferred timeframes:

- Alcohol Test - within one hour of management being notified;
- Dangerous Drug Test (externally) - within two hours of management being notified;

Testing timeframes for workers working in safety sensitive aviation activities shall be in accordance with Council's Drugs and Alcohol Management Plan .

CASA only allows NATA accredited organisations to conduct any testing as required by PART 99.

Please note: The Council reserves the right to engage a NATA accredited collecting and testing agency as required.

5 DRUG TESTING PROCEDURE (EXTERNAL TESTER)

The worker must present at the location specified for drug testing. The worker must comply with directions of the coordinating person and the Tester/Collector.

The Tester/Collector will establish the identity of the worker to be tested and will complete paper or electronic forms relating to the test procedure. The worker must provide signatures where required to finalise paper or electronic test records. If a worker fails to attend for testing, fails to provide a specimen of oral fluid or urine as directed, or fails to complete paper or electronic records with signatures, then they will be considered to have returned a positive alcohol and/or drug test. This will be considered a breach of the Policy.

5.1 Initial testing – Drug Test

The worker will follow directions of the Tester/Collector to provide a specimen. This specimen will be checked in the presence of the worker for appearance, and integrity markers to determine whether it is a valid specimen for drug testing. If the specimen fails any of these integrity tests, then a second specimen will be immediately collected. The second specimen will not be tested onsite for any drug classes. The specimen will be despatched to the analysis laboratory for confirmation analysis.

If the specimen collected is valid, then the Tester/Collector will use a complying test device to determine whether the specimen is Negative for drug classes or is Non-negative requiring further investigation.

5.2 Initial testing – Urine Drug Test

The worker will follow directions of the Tester/Collector to provide a urine specimen. This specimen will be checked in the presence of the worker for temperature, appearance, and integrity markers to determine whether it is a valid specimen for drug testing. If the specimen fails any of these integrity tests, then a second specimen will be immediately collected. Both specimens will be despatched to the analysis laboratory for confirmation analysis.

If the specimen collected is valid, then the Tester/Collector will use a complying test device to determine whether the specimen is Negative for drug classes, or is Non-negative requiring further investigation.

If the worker has not declared the use of prescription or pharmacy medication and returns a non-negative result, the worker will be suspended from the workplace on leave (using any available annual or long-service leave credit, or leave without pay if no leave credit is available) pending laboratory confirmation of the test result. Council will provide appropriate transport arrangements for the worker to be taken home.

5.3 Non-Negative Result - Declared Prescription or Pharmacy Medication

If a worker declares the use of prescription or pharmacy medications prior to presenting for testing and tests non-negative for a substance known to be in that medication, the worker may be considered fit for work and allowed to continue normal duties if the actual medication does not cause any impairment, risk of impairment, or place them outside the limits prescribed in the Alcohol and Other Drugs Policy. The workers sample will be sent to the approved testing facility to confirm the presence of the declared medication. However, if the worker is engaged in safety sensitive tasks, or is unable to be accommodated in duties that do not pose a risk to the worker or other personnel, then they shall be suspended from duty pending laboratory confirmation of the test result.

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Should a laboratory result contradict the prescription or pharmacy medication declared by the worker, this will be treated as a confirmed positive drug test result. In addition, the matter may be referred to HR on the grounds of misconduct. The worker shall be suspended from duties until the disciplinary process has been finalised.

5.4 Confirmed Positive Test Result

If a worker returns a confirmed positive test result to alcohol or drugs they will be advised of their situation and will be immediately suspended from the workplace on leave (using any available annual or long-service leave credit or leave without pay if no leave credit is available) pending confirmation of the test result. The worker shall remain on suspension until the disciplinary process has been finalised.

Workers who return a confirmed positive alcohol or drug test on the first occasion will be required to provide a negative alcohol or drug test prior to returning to duties. This test is to be at the worker's expense. In addition, workers will be required to participate in a target testing program for alcohol and/or drugs for twelve (12) months.

Workers who subsequently fail an alcohol test on a second occasion within twelve (12) months may have their employment terminated.

Workers who subsequently fail a confirmed initial dangerous drug test will have their employment terminated.

5.5 Laboratory Confirmation Test Negative

If the laboratory confirmer test is negative, or confirms the presence of declared medications, all leave taken or wages lost during suspension shall be reinstated by Council.

5.6 Option to Challenge Test Result

A worker may, at their own expense, request an additional analysis of the sample provided by the worker at the time of testing by an approved laboratory that meets the Australian Standard. This request must be made in writing to HR and include a consent to release the stored specimen for analysis. NOTE: the employee does not gain possession of their stored sample and all analytical results are reported through HR alcohol and drug reporting pathways.

If this challenged test specimen returns a negative result, the costs incurred by the worker for testing purposes will be reimbursed by Council, all leave credits and wages lost during suspension shall be reinstated and the worker will recommence normal duties.

6 ALCOHOL TESTING PROCEDURE (INTERNAL TESTER)

6.1 Initial testing – Breath Alcohol

The worker will be required to confirm that they have not recently consumed any food or drink, have not smoked nor used any chewing gum or any other material by mouth. An initial breath alcohol test will be collected using the specified instrument and with a fresh mouthpiece.

6.2 Negative Test Result

If the initial breath alcohol sample record a negative result, the worker will be considered fit for work and return to normal duties.

In the case of post incident testing, the Supervisor and the worker will discuss the appropriateness of the worker returning to normal duties.

6.3 Non-Negative Result – Breath Alcohol Test

If the worker records a non-negative breath test result exceeding the acceptable level then a confirmatory breath test will be performed twenty (20) minutes after the initial test. During this period the worker must remain in the vicinity of the test location and must be supervised at all times. No food, drink or smoking is allowed during this time, nor may anything be introduced into the mouth (such as chewing gum etc). The confirmatory breath test, if it exceeds acceptable levels, is considered a Confirmed Positive test result and represents a breach of the Policy. Council will provide appropriate transport arrangements for the worker to be taken home.

Where alcohol and drug testing reveals that the worker under suspicion was not affected by alcohol and other drugs, all leave taken, or wages lost shall be reinstated by Council.

7 REFUSAL TO UNDERGO AN ALCOHOL AND OTHER DRUG TEST

Where a worker refuses to undergo an alcohol and/or other drug test, or fails to provide a specimen or breath, urine or oral fluid, or who leaves a work site when they are scheduled or selected to provide an alcohol and/or other drug test, they will be deemed to have returned a confirmed positive test result and will be in breach of the Policy. Council will make appropriate transport arrangements to return the worker to their place of residence.

The worker shall remain on leave without pay for the rest of that work day. They will be required to perform and achieve a negative return to work test on an alcohol and other drug test before they can return to work.

Council will also discipline the worker for not following a reasonable and lawful direction, as per Council's Code of Conduct.

8 TAMPERING WITH ALCOHOL AND OTHER DRUG TEST

Any attempt to tamper or alter any external alcohol and other drug test shall constitute serious misconduct and will result in disciplinary action.

9 AIRPORT DRUGS AND ALCOHOL MANAGEMENT PROGRAM

All workers working in safety sensitive aviation activities (e.g. airside grass slashing, runway line painting, conducting runway inspections) must comply with the Civil Aviation Safety Regulations 1998.

The legislation allows Civil Aviation Safety Authority personnel to conduct random testing for alcohol and other drugs using breath for the presence of alcohol and oral fluid for the presence of drugs on any person performing safety sensitive aviation activities at certified aerodromes.

The legislation also requires Council to have a **Drugs and Alcohol Management Plan for Safety Sensitive Aviation Activities (DAMP)**. The DAMP allows for alcohol and other drug testing by Council based on suspicion or following an incident, return to work and pre-employment.

Where a worker working in a safety sensitive aviation activity is found to be unfit for work due to alcohol and other drugs, Council's DAMP must be followed.

10 DANGEROUS DRUGS

The carrying, storing, or use of dangerous drugs at Council workplaces, the sale, transfer or manufacture of dangerous drugs in the workplace or the unlawful distribution of prescription drugs in the workplace shall constitute misconduct and will result in instant dismissal.

11 ASSESSING THE RISK

11.1 Medication

Council recognises the importance of taking prescribed medication, however, certain types of prescription or pharmacy medicine and some herbal products can cause hindered judgment and decreased alertness. Workers who are required to take medication must ensure that the medication side effects do not endanger their own or others' workplace health or safety, and that they do not breach road use legislation by operating any vehicle whilst under the influence of the medication.

Before taking medication, workers must discuss any possible medication side effects with their doctor or health care professional.

Where a health care professional advises a worker that there may be side effects from the medication, the worker must provide their supervisor with a letter from their health care professional detailing those effects.

The Supervisor, in conjunction with the Workplace Health and Safety Specialist, will then decide on control measures that may be taken to minimise the workplace risks.

11.2 Re-engagement

Any person returning to employment (re-engagement) with Council after dismissal (from any employer) for an alcohol or other drug detection, will be required to: -

- serve an extended probationary period of six (6) months.
- attend counselling during the initial 6 months of their re-engagement; and
- submit to mandatory drug and alcohol testing (on a random frequency) .

Failing to attend counselling or returning a positive alcohol or drug test will result in the employee's dismissal.

12 SOCIAL FUNCTIONS

Council's Chief Executive Officer or delegate must give prior approval for alcohol consumption at any social function that is being organised by or for Council workers, and which is either being held on Council premises, or is clearly associated with Council.

13 EMPLOYEE ASSISTANCE PROGRAMS (EAP)

Council recognises that there may be workers who have alcohol and other drug consumption issues. These workers will be encouraged to raise the issue with their supervisor or seek professional counselling available through programs/organisations that provide preventative and counselling services.

Where a worker returns a non-negative or confirmed positive sample, Council shall refer the worker for education, awareness and counselling.

14 PROMOTION OF ALCOHOL AND OTHER DRUGS

It is not permitted to promote the consumption of alcohol and other drugs in the workplace by way of advertising (e.g., posters, cardboard cut-outs).

15 CONFIDENTIALITY

Confidentiality of all information will be maintained strictly throughout this process, subject to the provisions of the law. Confidential information and documentation will be restricted to the worker's

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Supervisor/Manager/Director, Workplace Health and Safety Specialist, Human Resources Manager and the Chief Executive Officer.

16 BREACHES OF PROCEDURE

16.1 Drugs

Workers may be considered unfit for work if a sample collected and analysed on-site in accordance with the Procedure indicates the presence of a drug. Workers will be required, at the discretion of the Council, to be stood down from duties pending confirmation analysis.

Workers are considered in breach of this Policy if a sample collected and analysed in accordance with the Procedure confirms the presence of a substance. Breaches of this Policy will result in termination of employment.

16.2 Alcohol

All workers must submit to breath alcohol testing, if requested, to be permitted on any Council workplace. Following an initial non-negative breath alcohol test, workers will be required, at the discretion of the Council, to be stood down from duties pending confirmation analysis as described in the Procedure.

17 DISCIPLINARY PROCEDURE

Council's Disciplinary Procedure will be followed by management, on a case by case basis for alcohol and/or other drug incidents in the workplace. Disciplinary action will be in accordance with Council's Disciplinary Procedure; Council's Employee Code of Conduct, the Queensland Local Government Act 2009, the Queensland Local Government Regulation 2012, and the Work Health and Safety Act 2011 and associated Regulations.

18 DISPUTE RESOLUTION PROCEDURE

Workers have the right to lodge a grievance where they believe that inappropriate or unreasonable action has been initiated by Council in response to suspected alcohol and other drug use above the prescribed levels described in the Policy.

Where a worker is found to have made a knowingly false or vindictive claim regarding the alleged behaviour of another worker, management shall investigate the claimant's conduct and take appropriate action in accordance with Council's Disciplinary Procedure, Council's Employee Code of Conduct and the Queensland Local Government Act 2009 and Queensland Local Government (Operations) Regulation 2010

19 IMPLEMENTATION

This Procedure will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the nominated locations of the Depot and via their Supervisor/Manager. Council reserves the right to vary, replace or terminate this Procedure from time to time.

20 REVIEW TRIGGER

This Procedure is to be reviewed when any of the following occur:

- An investigation into a high risk potential incident or serious accident identifies that alcohol and/or other drugs were the major contributing factor/s
- The related information, including legislation or relevant standards, is amended or replaced, or
- Other circumstances as determined from time to time by the CEO; or
- At the nominated review date.

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Review

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No.	Version No.	Owner	Next Review Date
HR-006	3	HR Manager	July 2026

POLICY NAME: Uniform, PPE and Personal Appearance

POLICY NUMBER: HR007

ADOPTED: 16 December 2009

REVIEW DATE: June 2023

POLICY OWNER Human Resources

PURPOSE: To ensure equity, consistency and suitability in the provision, wearing and maintenance of corporate and work wear uniforms and personal protective equipment (PPE) across the Barcaldine Regional Council. BRC has developed this policy to establish a consistent, professional appearance in a diverse work environment and provide uniform options that meet our commitment to the health, safety and wellbeing of our employees.

1 SCOPE

This policy applies to all employees, full time/part time, contract roles of Barcaldine Regional Council [BRC] who carry out work in any form or capacity for Council. Uniform expectations and contributions for temporary and casual employees will be dependent on the role undertaken and determined by management.

2 POLICY OBJECTIVE

The policy is applicable but not limited to all Council employees / workers who require council uniform and/or personal protective equipment (PPE). The policy addresses standard issue items.

All persons working for Council in the capacity of permanent, full time, part time, casual, councillors or volunteers, contractors, consultants or short term temporary employees, must maintain an appropriate standard of corporate attire in keeping with the intent of this policy in regards to displaying a professional image.

The objective of this document is to establish guidelines for the allocation and issue of personal protective equipment (PPE), clothing and footwear for Barcaldine Regional Council employees/workers.

Employees must at all times wear clothing that is appropriate and safe for the activities they are undertaking and comply with all relevant occupational health and safety legislation, policies and procedures

3 HEAD OF POWER

Work Health and Safety Act 2011

[BRC Uniform Catalogue 2024](#)

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4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

Approved Logos	BRC approved logos embroidered/printed on corporate and work wear uniform items to complement BRC uniforms
Corporate Uniform	an approved range of 'indoor' or 'office' clothing incorporating BRC's logo.
Indoor employees	employees for whom the majority of their working hours are based indoors and the majority of whose work does not require PPE. Examples include Customer Support Officers, Executive and Personal Assistants and the majority of administration roles.
Mixed location employees	employees for whom their working hours are equally based indoors and outdoors or whose working hours are mainly based indoors but are regularly required to undertake work that requires some work wear and/or PPE and as such, require a combination of corporate uniform, work wear uniform and/or PPE. Examples may include WHS, Engineers
Outdoor employees	employees that perform the majority of their working hours outdoors and undertake work that requires the use of work wear and PPE. Examples include Road Workers, Supervisors
Personal Protective Equipment [PPE]	anything (other than work wear) used or worn to minimise risk to workers' health and safety. Includes: reflective / high-visibility safety clothing, steel capped boots, helmets and hardhats, eye protection, hearing protection and fit for purpose gloves

5 POLICY STATEMENT

5.1 CORPORATE and INDOOR UNIFORMS

- All employees to wear a **Council approved uniform while at work**, or representing the Council at a work event.
 - **Exemption** from this expectation is the executive team, recognised indoor staff with little to no customer facing presence [requiring CEO approval] and councillors who will be required to display a professional attire.
- The Council uniform is **not** to be worn by any person not employed or contracted by Council.
- The BRC uniform will **not** be worn for non-work related events ie. attending a school meeting in council clothing / uniform as this would be perceived as inappropriate representation.
- **A high standard of personal presentation / professional attire is required** from all employees while at work and when representing Council in a professional capacity outside of working hours.

5.1.1 Executive employees

An executive employee will be provided with a tie or scarf and jacket to wear for Council meetings and other formal occasions.

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5.1.2 Special Days / “Mufti” Fridays

Suitable clothing may be worn on special occasions with the approval of Management.

5.1.3 Full time employees

A full time employee will be issued with five sets of uniforms in the first year of employment and up to five sets of replacement uniforms annually, upon request of the employee. Excluding those that have been exempted.

5.1.4 Part time and casual employees

A part time or casual employee will be provided with a pro-rata allocation of uniforms based on the estimated number of days per week at work, in the first year of employment and a pro-rata allocation of replacement uniforms annually upon request of the employee.

5.1.5 School work experience students

Council is not responsible for providing uniforms to school work experience students.

Work Experience students are required to wear appropriate personal protective clothing relevant to the duties performed, this will be long sleeved shirts, long pants, skirt or dress that reflects office business standards.

5.1.6 Contractors

Council is not responsible for providing uniforms or protective clothing to works contractors but they will be required to be dressed in long sleeved shirts, long pants and appropriate PPE.

Corporate contractors are entitled to a pro-rata allocation of uniforms based on the estimated number of days per week at work. Replacement uniforms will be provided on a fair wear and tear basis.

5.1.7 Full time trainees

A full time trainee is eligible for three sets of uniforms upon commencement of employment and the balance after the successful completion of one months’ probation.

5.1.8 School based trainees

A school based trainee is eligible for a pro-rata allocation of uniforms on commencement of employment based on the number of days per week at work.

5.1.9 Funerals

An employee performing funeral director duties will be provided with one corporate uniform to wear for funerals in addition to their normal allocation.

5.1.10 Winter uniform

Each employee will be provided with a Council jacket and vest for wearing in cold weather. These will be replaced on a fair wear and tear basis as approved by Management.

5.1.11 Additional uniforms

Employees may purchase additional uniforms in excess of their allocation at cost price.

5.2 CORPORATE / INTERNAL EMPLOYEE – UNIFORMS

The Council provided corporate uniform consists of:

- ◆ long sleeve/ ¾ SLEEVE/short sleeve shirts
- ◆ polo shirts
- ◆ long pants
- ◆ skirts
- ◆ dress

The uniform will be Council's corporate colour and style. Refer to the catalogue. The catalogue will be reviewed every 2 years to align with branding and corporate image requirements.

5.2.1 Footwear – corporate / internal employees

Internal employees shall be responsible for providing appropriate footwear at their own expense. All footwear must be safe and appropriate for the duties to be performed.

5.2.2 Replacement uniforms

Uniforms will only be replaced outside of the annual allocation on a fair wear and tear basis as approved by Management.

5.2.3 Care and maintenance of uniform

It is important that uniform items are clean, neatly pressed where necessary and maintained in good order so its effective life is maximised, as well as the wearer presenting a professional image of Council uniforms. The manufacturer's care and washing instructions should be followed. Council is not responsible for the laundry or maintenance of Council uniforms.

5.2.4 Alterations

No alterations that diminish the purpose of any Council uniform are to be made. Any alteration that diminishes the purposes of the Council uniform will be seen as a breach of this policy and its conditions.

5.3 MIXED LOCATION EMPLOYEES

An employee may request a combination of internal and external uniforms up to the maximum allocation. The employee is still responsible for ensuring the uniform complies with the workplace health and safety requirements of the workplace.

5.4 OUTDOOR EMPLOYEES / PPE

5.4.1 Workplace Health and Safety

Council provides Personal Protective Equipment (PPE) to all external employees to provide protection from the risks of injury including from extreme temperatures. All uniforms must comply with workplace health and safety guidelines.

5.4.2 Protective clothing

The Council provided PPE includes:

- ◆ high visibility, long sleeve shirts (drill or micromesh)
- ◆ long pants (drill and/or jeans)
- ◆ steel capped boots

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- ◆ high visibility cold weather coats (heavy or light)
- ◆ high visibility safety vest
- ◆ Broad brimmed sun hat
- ◆ Safety glasses / fit for purpose safety gloves / hearing protection / sun screen

Refer to the catalogue. The catalogue will be reviewed every 2 years to align with WHS, branding and corporate image requirements.

5.4.3 Head Protection

All employees must wear a hat with at least a 7.5cm brim while working outdoors. Employees may choose to wear either a Council supplied hat or to purchase their own. Council will reimburse an employee up to a value of \$100 (upon provision of a receipt) for providing their own work hat.

One (1) approved broad brimmed sun hat may be issued on commencement of employment and replacement hats generally will be issued on a fair wear and tear basis. This hat shall be worn at all times while working outdoors.

Whether the hats are supplied by workers or issued they are to be worn at all times when working outdoors except when:

- wearing a hat would create secondary safety risks, and
- a hard hat should be worn.

When working in outdoor environments a sun safe brim must be affixed to the hard hat, unless wearing a hat would create secondary safety risk applies.

The type/style of hat supplied by Council will be approved by the WHS team.

Caps will **not** be permitted to be worn as a protection from working in the sun risks.

5.4.4 Winter Jacket [or vest]

All workers whose duties require them to work outdoors shall generally be allocated with one suitable winter jacket [or vest dependent on temperature / suitability] on a fair wear basis that meets required standards. However, in the case of damage to the jacket as a result of work related fair wear and tear earlier replacement may be approved by the relevant Supervisor / Foremen via email.

This jacket is to be worn as external clothing during periods of cold weather when on Council works.

Where an employee requests replacement of a jacket other than on the basis of work related fair wear and tear, the employee shall contribute to the replacement cost on the following scale 100% of cost within 6 months of original allocation, 75% of cost 6 –12 months, and 50% of costs 12 months up to 2 years.

5.4.5 Care and maintenance of uniform

It is important that uniform items are clean, neatly presented and maintained in good order so its effective life is maximised. Protective clothing shall be worn in the manner specified by the manufacturer so as to minimise the risk of injury to the employee. The manufacturer's care and washing instructions should be followed. Council is not responsible for the laundry or maintenance of Council uniforms.

5.4.6 Replacement uniforms

Uniforms will only be replaced outside of the annual allocation on a fair wear and tear basis as approved by Management. If shirts become damaged or faded due to normal wear and tear they may be replaced upon the instruction of the relevant Supervisor / Foreman. Workers have a responsibility to request replacement of damaged or faded shirts.

The wearing of long pants for all outdoor work tasks will be **mandatory**. Summer wear long pants will be applied as optional.

5.4.7 Foot Protection

All external employees on a work or construction site are required to wear steel capped safety boots that comply with Australian Standards. An employee may choose to wear either a pair of Council supplied boots or to purchase their own and Council will reimburse the employee up to \$150 (upon provision of a receipt).

Boots that are worn or damaged and no longer comply with the above Standard are to be replaced. With the approval of the Senior Works Supervisor, Council will either supply a new pair of boots or reimburse the employee up to \$150 (upon provision of a receipt).

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

5.4.8 Return of uniforms

BRC encourages the return of Council uniforms where practicable:

- on termination of employment or
- on completion of a contract or
- when no longer able to be worn due to obsolescence.

5.5 PROFESSIONAL / PERSONAL APPEARANCE

BRC uniforms will be maintained in a clean, tidy and presentable quality appearance.

Personal hygiene will be required in that body odour is managed so as not to cause offense to colleagues or the public.

Personal appearance with regard to facial hair that is excessive ie. a health or safety risk due to nature of work type / duties or work environment; or inappropriate clothes that have rips / tears / distressed fabric or expose the body in a manner that is a safety risk or does not reflect standard work / business attire will result in a discussion to moderate or address accordingly.

5.5.1 Hair

Long hair that may pose a safety risk must be secured to mitigate the risk while at work. Facial hair that may impede a safety mask will require a safety risk / self-assessment to minimise risk to self.

5.5.2 Body Art

Tattoos that could be perceived to be offensive by the public or other employees must be covered (where possible) while at work.

5.5.3 Body Piercing

Body piercing that may pose a safety risk shall be covered where practicable or not be worn while at work.

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A high standard of personal presentation is required from all employees while at work and when representing Council in a professional capacity.

5.5.4 Appropriate behaviour / conduct whilst in uniform

Employees are required to behave and conduct themselves in a professional, courteous and business manner whilst wearing the BRC uniform either at work or if wearing in private / personal time at all times. Drinking alcohol whilst in work uniform will not be accepted.

5.5.5 Exceptions

Any variation to the above conditions must be expressly approved by the Chief Executive Officer.

5.6 Responsibility and authority

Human Resources will monitor the day to day compliance with this Policy and provide guidance to the CEO. If you have any questions or wish to make any comments regarding this policy, please contact the HR Manager

5.7 Review

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No. HR-007	Version No. 4	Owner HR Manager	Next Review Date July 2024
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6 ASSOCIATED DOCUMENTS

“Nil.”

POLICY NAME: Performance and Misconduct

POLICY NUMBER: HR008

ADOPTED: 20 April 2011

REVIEW DATE: June 2024

POLICY OWNER: Human Resources

PURPOSE: To ensure fairness, transparency, consistency, and accountability in the managing of performance and misconduct events in Barcaldine Regional Council. The policy will support the achievement of enhanced leadership and performance management across Barcaldine Regional Council.

1 SCOPE

This policy applies to all employees of Barcaldine Regional Council, including full time, part time, casual, and temporary staff, as well as contractors and volunteers who carry out work in any form or capacity for Council. This policy applies at work-related functions, as well as when Barcaldine Regional Council employees go to other workplaces in connection with work, for example, when visiting a supplier, client or customer. This policy does not form part of any employee's contract of employment and is not intended to override the terms of any Award of contract that applies to an employee.

2 POLICY OBJECTIVE

The objectives of this Performance and Misconduct Policy is to provide a structured and equitable framework for managing employee performance and addressing misconduct within Barcaldine Regional Council. The specific objectives are to:

- correct and/or improve the standard of conduct of an employee where appropriate or necessary;
- provide any particular employee with an opportunity to correct unacceptable conduct (other than in situations where summary dismissal is appropriate);
- ensure that all employees are treated fairly, equally and consistently; and
- ensure that each situation is reviewed and addressed on an individual basis and in relation to the particular circumstances.

3 HEAD OF POWER

Industrial Relations Act 2016 (Qld)
Local Government Act 2009 (Qld) (Act)
Barcaldine Regional Council's Code of Conduct

4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

Code of Conduct	Encompasses the standards and values that individuals and organisations are expected to follow.
Feedback	The provision of information to another person about their performance or impact of their actions on a person, group, or activity. Effective feedback is specific, timely, and focuses on a specific behaviour.
File Note	A written record that documents important details and observations regarding an employee's performance, conduct, or any other relevant workplace matters. This note is typically created by a supervisor, manager, or HR representative and is placed in the employee's personnel file.
Goals	Objectives, targets, purposes, intentions, and plans that both the manager/supervisor and the employee intend to achieve. To be most effective, they need to be specific and measurable.
Performance and Development	The system that supports a culture of ongoing improvement, feedback, and development within the Barcaldine Regional Council workplace.
Performance Improvement Plan [PIP]	A structured process used by Barcaldine Regional Council to address and rectify employee performance deficiencies. It aims to facilitate constructive discussion between employees and their supervisors, so that they may clearly communicate specific performance issues, establish performance improvement goals, and provide the necessary support and resources to help employees meet these expectations.
Performance Management	The holistic process of creating a work environment or setting in which people are enabled to perform to the best of their abilities. It is not merely a focus on current performance but is a wider system that supports the employment cycle.
Position Description	The primary document that describes the detail of an employee's position. It includes a clear and concise description of the role's focus, duties, and responsibilities, along with the skills and knowledge required to undertake the role.
Work-Related Function	Any function that is connected to work. Work lunches, dinners, conferences, Christmas functions and client/customer functions are examples of work-related functions.

5 POLICY STATEMENT

Barcaldine Regional Council acknowledges that performance management is a continuous process of planning, monitoring, and reviewing of employee performance. The Council is committed to fostering a culture of accountability, fairness, and continuous improvement in all aspects of employee conduct and performance.

5.1 Performance and Conduct Expectations

Barcaldine Regional Council endeavours to assist employees to perform to a high standard through the setting of clear performance objectives aligned with Barcaldine Regional Council goals, regular feedback, and the provision of development opportunities. Barcaldine Regional Council's conduct expectations are specified in the Barcaldine Regional Council Code of Conduct.

Where an employee does not meet satisfactory performance or conduct standards, timely action is taken to address these issues. The preferred outcome of addressing unsatisfactory performance or misconduct is improvement in employee performance so that they may contribute to the ongoing success of Barcaldine Regional Council. Failure to remediate unsatisfactory performance or serious misconduct may lead to disciplinary action, including the termination of employment.

If conduct involves a potential breach of any Australian law, Barcaldine Regional Council may notify the police or other relevant government authority.

Employees are entitled to procedural fairness throughout the process, including the right to seek procedural advice from Human Resources, have representation, and request a review of decisions made.

5.1.1 Performance Management Process

The performance management process at Barcaldine Regional Council is designed to support employees in achieving their best work and aligning their efforts with the strategic goals of the organisation. This process is conducted in accordance with the current Certified Agreement and all relevant legislation.

Annual performance reviews are conducted with the aim of providing a structured opportunity for employees and their supervisors to discuss achievements, areas for improvement, and future goals. This process ensures that employees receive feedback on their performance and guidance on professional development.

Barcaldine Regional Council recognises that performance management is an ongoing process. Supervisors are encouraged to provide regular feedback and support to employees throughout the year.

Barcaldine Regional Council is committed to supporting employee development. Opportunities for training, mentoring, and career advancement will be identified where relevant and pursued throughout the year.

5.2 Grounds for Disciplinary Action

Disciplinary action may be taken in relation to:

- Failure to perform responsibilities in accordance with the *Local Government Act 2009 (QLD)* (Act), an employee's contract of employment, the Position Description associated with the role, Barcaldine Regional Council's Code of Conduct, and associated policies and procedures; or
- Failure to perform responsibilities to an agreed standard; or
- Failure to adhere to corporate values; or
- Failure to follow reasonable management direction; or
- Failure to disclose conflict of interest; or
- Failure to perform a responsibility under the Act in accordance with local government principles; or
- Action taken under the Act in a way that is not consistent with local government principles.

5.3 Disciplinary Procedure

The procedures outlined below serve as a general framework for disciplinary actions that Barcaldine Regional Council may employ. In every case, the actual disciplinary procedure to be adopted in accordance with this policy, will be a matter for the Barcaldine Regional Council's discretion and in consideration of the circumstances of the case as a whole. The nature of the misconduct and the impact of the situation will determine what outcome is taken below.

5.3.1 Investigation

Council will conduct an investigation into incidents and/or allegations. Investigations may be undertaken internally or by appointment of an external investigator. The investigation may involve collecting relevant data, and interviewing the relevant employee and relevant witnesses, such as the employee's co-workers or supervisors, or even customers and suppliers with whom the employee has had contact. Barcaldine Regional Council will endeavour to investigate all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee fairly and promptly.

If, upon reasonable grounds, Barcaldine Regional Council determines that an employee will be subject to disciplinary action, the employee **may** be suspended from duty pending completion of the investigation. In such circumstances, the employee should be informed in writing of the conditions of the suspension at the time of the suspension, and **must** receive their full remuneration as at the start of the suspension for the period of suspension.

Once investigation findings have been made, a respondent will be provided an opportunity to respond to the findings within a Disciplinary Interview.

5.3.2 Disciplinary interview

If on the basis of the investigation, the Employer believes that there is a case to be answered by the employee, the employee may be asked to attend a meeting to discuss the issue(s) of concern.

The following procedure will generally be followed:

- The employee will be given advance notice of the meeting and what will be discussed at the meeting.
- The employee will be given a reasonable opportunity to have a co-worker or union delegate present at the meeting.
- At the meeting, the written concerns or allegations, along with any supporting evidence, will be provided to the employee whilst maintaining "non retribution" behaviours against the complainants.
- The employee will be given adequate opportunity to respond to the concerns or allegations. The employee may provide written responses to the allegations.
- HR will consider the employee's response and conduct any further enquiries or investigations that may be necessary.
- After making any further enquiries or conducting further investigations that may be necessary, and after consideration of the response or explanation of the employee, HR will determine whether the concern(s) or allegations have been proven.

If it is determined that all or some of the concerns or allegations are proven and after consideration of:

- The seriousness of the poor performance/misconduct;
- The response or explanation given by the employee;

- The employee's employment history and record; and
- Whether there are appropriate and reasonable alternatives to dismissal

HR in consultation with the appropriate managers and the CEO will make a decision on what, if any, disciplinary action is appropriate.

5.3.2 Disciplinary Action

At Barcaldine Regional Council, disciplinary actions typically follow a structured process. Initially an employee may receive verbal counselling, documented with a file note. If further action is necessary, the first formal step involves a written warning outlining the specific issues and expected improvement. Should the behaviour or performance not improve, a second written warning may be issued. If the problem persists, a third and final warning may be given, or, depending on the severity of the case, termination may be sought. The actual disciplinary action taken will vary from case to case, depending upon all of the circumstances, including, a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Regardless of whatever disciplinary action is imposed, any further unsatisfactory performance, unacceptable conduct or misconduct of any kind can result in the dismissal of the employee.

If Barcaldine Regional Council takes disciplinary action against an employee, the employee may appeal against the decision. Nothing in this Policy prevents an employee from exercising their rights under the *Industrial Relations Act 2016 (Qld)* or other applicable law should Council take disciplinary action against an employee.

The employee will be given notice of grounds for disciplinary action and will have the appropriate time to gather a support person/s.

Before Barcaldine Regional Council takes disciplinary action against an employee, the employee must be provided with written notice of the following:

- The disciplinary action to be taken;
- The grounds on which the disciplinary action is taken;
- The particulars of conduct claimed to support the grounds; and
- A reasonable opportunity to respond to the information contained in the written notice.

5.4 Types of Disciplinary Action

Disciplinary Action may take the form of Informal Disciplinary Action, or Formal Disciplinary Action.

Examples of Informal Disciplinary Action which may be taken by Barcaldine Regional Council include, but are not limited to, the following:

- Redirection, retraining;
- Counselling.

Informal Disciplinary Action is **not** appropriate where the employee's conduct amounts to wilful or serious misconduct.

Examples of Formal Disciplinary Action which may be taken by Barcaldine Regional Council include, but are not limited to, the following:

- Reorganisation/redeployment;
- Performance Improvement Plan [PIP];
- Written reprimand or warning;
- Demotion;
- Deduction from salary or wages;

- Termination of employment.

5.4.1 Performance Improvement Plan [PIP]

The implementation of a Performance Improvement Plan [PIP] serves as a critical tool to assist employees in enhancing their performance. A PIP typically spans three months, providing a structured timeline for employees to meet specific performance goals. In exceptional cases, a six-month PIP may be instituted to allow additional time for improvement.

Once a PIP is completed, no further PIP's will be offered within a 24-month period. If performance does not meet the required standards after the completion of the PIP, the only remaining course of action will be termination of employment.

5.4.2 Written Reprimand or Warning

If disciplinary action taken against an employee consists of a written reprimand or warning, it will form part of the employee's employment record and must state the following:

- The employee's conduct that is not acceptable;
- The remedial action needed to rectify the conduct;
- The period within which the remedial action is to be taken; and
- The possible consequences for a repeat of the conduct by the employee.

5.4.3 Deduction from Salary or Wages

If disciplinary action taken against an employee consists of a deduction from the salary or wages of the employee, Barcaldine Regional Council may make the deduction:

- If no appeal is brought against the disciplinary action, when the appeal period has concluded; or
- Appeal against the disciplinary action has ended; or
- If an appeal is brought against the disciplinary action and the decision on the appeal confirms the deduction;
- If an appeal is brought against the disciplinary action and the decision on the appeal modifies the deduction, when notice of the decision is provided to the employee.

If an appeal is brought against the disciplinary action taken against an employee and the decision on appeal changes the disciplinary action to a deduction from the salary or wages of an employee, Barcaldine Regional Council may make the deduction when notice of the decision is given to the employee.

5.4.4 Termination of Employment

An employee may be dismissed for misconduct as defined under the *Industrial Relations Act 2016 (Qld)* such as theft, assault, fraud or other misconduct prescribed under a regulation. In cases of serious misconduct, Council has a right to terminate a person summarily, without notice.

If the decision is made to dismiss the employee, the employee should be given:

- Written notice of the day of the dismissal or payment in lieu of notice;
- Payment of all accrued entitlements;
- A separation Certificate; and
- A Statement of Service, if one is requested.

On dismissal, the employee must immediately return all Barcaldine Regional Council property in the Barcaldine Regional Council – Performance and Misconduct

employee's possession or control to Barcaldine Regional Council.

During the probation period at Barcaldine Regional Council, either the employee or the employer may terminate employment with appropriate notice, as outlined in the employment contract. This period serves as an evaluation phase to assess the employee's suitability for the role and alignment with the council's standards and values. If, during this time, the employee fails to meet performance expectations or adhere to workplace policies, the Council reserves the right to terminate employment.

If an employee does not attend work for more than three (3) days without notification to Council, a letter will be sent to the employees last known address requesting an explanation of their unapproved absence. If no response is received within five (5) working days of the letter being sent, the employment contract will be terminated on the basis of abandonment.

Occasions of serious misconduct may warrant instant dismissal. When serious misconduct is identified, Barcaldine Regional Council shall conduct a thorough investigation to ensure all facts are considered before proceeding with termination.

5.5 Documentation

Barcaldine Regional Council should make contemporaneous notes of disciplinary discussions and actions.

File notes should be placed on the employee's personnel file summarising the nature of the allegations, the outcome of any investigation undertaken, and the disciplinary action taken. A file note should also be made of any conversations or meetings with the employee. Where possible, the employee should be asked to sign the file note as an acknowledgement that they agree with its contents. If the employee refuses to sign the file note, this should also be recorded on the file note along with the reason for the employee's objection if this is provided.

Copies of warning letters should also be placed on the employee's personnel file. However, Barcaldine Regional Council may destroy any record about disciplinary action no later than 2 years after the action is taken.

6 VARIATIONS

Barcaldine Regional Council retains the authority to modify, replace, or terminate this policy as deemed necessary. However, no changes will be made to the policy while an ongoing disciplinary process is in progress.

7 REVIEW AND COMPLIANCE

- Compliance with this policy will be monitored regularly.
- This policy will be reviewed biennially to ensure its effectiveness and compliance with relevant laws and regulations

Doc ID No.	Version No.	Owner	Next Review Date
HR-008	2	HR Manager	July 2026

8 ASSOCIATED DOCUMENTS

Barcaldine Regional Council – Drug and Alcohol Policy

POLICY NAME:	Employee Recognition and Gifts Policy
POLICY NUMBER:	HR009
ADOPTED:	Recognition – Oct 2016 / Gifts & Benefits – Dec 2012
REVIEW DATE:	June 2023
POLICY OWNER	Human Resources
PURPOSE:	Barcaldine Regional Council in providing opportunities to recognise and reward Employees for their contribution, commitment, and service to Barcaldine Regional Council; whilst providing guidance to Councillors, employees and contractors who are offered gifts, rewards or sponsored hospitality benefits in connection with their duties while representing Council.

1 SCOPE

This policy applies to all employees, full time/part time/casual and Fixed Term Contract roles of Barcaldine Regional Council [BRC] who carry out work in any form or capacity for Council

2 POLICY OBJECTIVE

This policy establishes standards, considerations, and approval processes for employee recognition. Barcaldine Regional Council is committed to rewarding and acknowledging “milestones” in an employee’s service to Council.

This policy also applies to all Councillors, Employees and Contractors of Barcaldine Regional Council when being offered or receiving gifts, rewards, or sponsored hospitality benefits in connection with their duties and/or whilst representing Council.

Barcaldine Regional Council offers Employee Recognition - Service to all eligible employees, whilst confirming the expectation around Gifts & Benefits to Councillors, employees and contractors working for BRC.

3 HEAD OF POWER

Qld Public Service Act
BRC Code of Conduct

BARCALDINE REGIONAL COUNCIL
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4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

Pin	Barcaldine Regional Council designated “year of service” badge
Benefits	means intangible items that have no enduring value (eg hospitality and/or entertainment)
Gifts	means tangible items that have a lasting value
Donor	A person, organisation or entity that offers or gives a gift or benefit to an employee
Cash item or cash equivalence	means money, or any items easily converted to or a substitute for cash (e.g. loan, voucher, “scratchies”, shares or lottery ticket), regardless of value.
Intangible gift or benefit	which has no lasting value and which cannot be dealt with as property of BRC. Examples include but are not limited to: <ul style="list-style-type: none">• entertainment and hospitality• tickets to theatre, cultural or sporting events• corporate offers or transportation, accommodation, meals and functions• conference transportation, accommodation and fees
Tangible gift or benefit	having a significant or lasting real value. Examples include but are not limited to: <ul style="list-style-type: none">• ornaments, furniture, works of art or jewellery• computers or mobile phones or tablets
Nominal gift	any gift or benefit with a value of less than \$150
Reportable gift	any gift or benefit with a value of \$150 or over ; or a series of such gifts received from a single donor or made to a single recipient within a calendar year, where the total value is \$150 or over
Public perception	means the perception of a fair-minded person in possession of the facts.

5 POLICY STATEMENT

- supports Council’s commitment to open and transparent governance; and
- will minimise the risk of Councillors, Employees and Contractors being involved in a conflict of interest situation.

This policy does **not** apply to electoral gifts to Councillors as defined in the Queensland Local Government Act 2009.

BRC retains sole discretion to interpret or modify this policy at any time.

5.1 BRC RECOGNITION OF SERVICE

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 10 years of service.

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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	Award	Monetary value of gift
5 years	Pin	A voucher up to the maximum value of \$50
10 years	Pin + Gift	A voucher up to the maximum value of \$100
15 years	Pin + Gift	A voucher up to the maximum value of \$150
20 years	Pin + Gift	A voucher up to the maximum value of \$200
25 years	Morning Tea [value \$50] Pin + Gift	A voucher up to the maximum value of \$300
30 years	Morning Tea or BBQ [value \$100] Pin + Gift	A voucher up to the maximum value of \$400
35 years	Morning Tea or BBQ [value \$100] Pin + Gift	A voucher up to the maximum value of \$500
40 years	Morning Tea & Presentation by CEO Pin + Gift	A voucher up to the maximum value of \$600
45 years	Morning Tea & Presentation by CEO Pin + Gift	A voucher up to the maximum value of \$700
50 years	Morning Tea & Presentation by CEO Pin + Gift	A voucher up to the maximum value of \$800

5.1.1 Implementation

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

The Human Resources team will make arrangements for the presentation of the Award by the Chief Executive Officer for awards up to 35yrs and with the Mayor, Councillors and CEO for 40yrs and above. The presentation will take place at the next team or business Meeting to be held in the employee's area of employment [as close to the anniversary date as possible]. Payment of the voucher / card will be the anniversary date's full value.

5.1.2 BRC Christmas /Annual Gift

As part of Council recognition of employee's service for the year; an annual Christmas gift to the value between \$20 per person to \$40 per person [corporate gift] will be applied. This gift will be issued to every Council employee at / or around the period before Christmas break ie. the Christmas Party or for those not attending, the gift will be issued or forwarded prior to end of year.

5.2 NON BRC - GIFTS & BENEFITS

To be able to adequately discharge responsibilities as a Barcaldine Regional Council Councillor, Employee or Contractor, trust from the public is required. This means that duties must be carried out impartially and with integrity.

Consequently, it is not appropriate for Councillors, Employees or Contractors to accept gifts and/or benefits that affect, or may be seen to affect the performance of their official duties, or influence, or be seen to influence their decision-making.

This policy will minimise the risk of Councillors, Employees and Contractors of potentially being involved in a conflict of interest situation. This part of the policy does not apply where gifts or benefits are given or received under the appropriate recognition of service program or an appropriate BRC approved rewards and recognition program.

5.2.1 Risks & Intent

There are risks associated with Councillors and Employees being offered and accepting gifts in the course of their work, particularly as gifts may be given with the intention of influencing, or may be perceived by others as being intended to influence decision-making.

Councillors and Employees must be mindful at all times of their obligation to maintain public confidence in the integrity of Council administration and must be aware that acceptance of any gifts or benefits from an external party may, or may be seen, to affect the performance of their official duties, or influence, or be seen to influence their decision-making or behaviour.

This policy sets out the principles that apply to the offer and acceptance of gifts and benefits.

5.2.2 Soliciting Gifts and/or Benefits

Soliciting personal gifts or benefits is **strictly prohibited** under all circumstances.

If a Councillor or Employee becomes aware of a situation of soliciting gifts or benefits he/she should report it to the Mayor or Chief Executive Officer immediately.

The Chief Executive Officer is required to notify the Crime and Misconduct Commission of any soliciting of gifts or benefits by Councillors or employees.

5.2.3 Bribery

Acceptance of money or any other gifts perceived as bribery is **strictly prohibited** in all cases and the offer must be reported by the Councillor/Employee/Contractor to the Mayor or Chief Executive Officer immediately.

The Chief Executive Officer is required to notify the Crime and Misconduct Commission of any offer of money.

Principles for acceptance of gifts/benefits

Each type of gift or benefit carries a level of risk that should be considered when deciding whether it should be accepted or declined.

In determining whether acceptance of a gift or benefit is appropriate, the two major considerations are:

- the intent in which the gift is given; and

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- the public perception of acceptance of the gift

As gifts and benefits can create obligations and expectations, if it can be considered in any way that the gift is given with the intention of influencing a decision or action of the recipient, it must be declined.

Acceptance of a gift or benefit **may be considered only** if it complies with the following principles:

- It does not influence, or have the potential or perceived potential to influence, in any way so as to compromise, or appear to compromise, the integrity and impartiality, or to create a conflict of interest, or perception of conflict of interest; and
- It is not related to advice or decisions about (but not limited to):
 - granting licences;
 - inspecting and regulating businesses;
 - giving approvals;
 - procuring of goods and services
 - awarding of contracts or leases; and
 - It does not incur any cost to Council.

If in doubt, contact Human Resources in every instance.

5.2.4 Principles for non-acceptance of gifts/benefits

A gift or benefit **must not be accepted** if any of the following principles apply:

- It is considered as a gift of influence - that it is seen, or may be seen to affect the performance of the recipient’s official duties, or influence, or be seen, to influence the decision-making or behaviour of the recipient;
- The gift giver or any reasonable observer would interpret that the recipient may be under any obligation to the gift giver;
- It is not offered openly; or
- It is an offer of money or anything readily convertible to money - for example, shares.

If in doubt, contact Human Resources in every instance.

5.2.5 Gifts Register

When gifts or benefits are offered and/or received, it is important that they are dealt with in a consistent and appropriate manner. For transparency, the offer and receipt of gifts and benefits must be recorded in Council’s **Gifts Register** subject to the following:

Type	Value	Recipient Action	Register
Gift or Benefit	Up to \$100 in any year	Check principles for acceptance or decline. If acceptable – report and retain.	Report to Register owner Not entered
Gift or Benefit	Between \$100 and \$350 in any year	Check principles for acceptance or decline. If acceptable report to CEO to establish if approved to accept.	Report to Register owner Entered

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Gift	Over \$350 in a year	CEO approval required prior to acceptance. Either rejected or retained by Council.	Report to Register owner Entered
Benefit	Over \$350 in a year	CEO approval required prior to acceptance. Otherwise reject.	Report to Register owner Entered
Gift or Benefit of Cultural Significance	Any value	CEO approval required prior to acceptance. Retained by Council.	Report to Register owner Entered
Cash	Any value	Report to CEO. <u>Must be rejected.</u>	Not entered

The Gifts Register will be maintained by the Chief Executive Officer [actioned by CEO's Executive Assistant] and will include the following information:

- date of the offer
- details of the person and/or organisation offering the gift
- the name of the recipient
- description of the gift
- estimated value of the gift
- decision regarding whether the gift should be retained by the recipient
- name of the person who made the decision

The Gift Register must be published for the executive team in April of each year for review and discussion.

All gifts and benefits must be reported within 5 working days of approach prior to receipt.

Where the value of a gift or benefit is unclear or unable to be easily determined, but appears to be significant, it should be treated as if it is valued at over \$150.

Any gift or benefit received without approval under this policy becomes BRC property to be returned, destroyed or retained as per the standards of this Policy. Employees who receive offers of gifts and benefits have the primary responsibility for ensuring that their conduct remains above reproach, and that their integrity – and by extension BRC's – is not called into question. Any employee in breach of this policy may be subject to disciplinary action.

5.3 Responsibility and authority

Human Resources will monitor the day to day compliance with this Policy and provide guidance to the CEO. If you have any questions or wish to make any comments regarding this policy, please contact the HR Manager

5.4 Review

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No. HR-009	Version No. 2	Owner HR Manager	Next Review Date July 2026
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6 ASSOCIATED DOCUMENTS

“Nil.”

POLICY NAME:	Study and Training
POLICY NUMBER:	HR013
ADOPTED:	21 August 2013
REVIEW DATE:	June 2024
POLICY OWNER	Human Resources
PURPOSE:	To provide a framework for formal study (tertiary) and mandatory and discretionary training including professional development for Barcaldine Regional Council employees.

1 SCOPE

This policy applies to all employees, full time/part time/casual and contract roles of Barcaldine Regional Council [BRC] who carry out work in any form or capacity for Council.

2 POLICY OBJECTIVE

Barcaldine Regional Council supports the development of employees to expand their skills and knowledge in their current positions and/or any future potential positions they may have or wish to obtain in Council.

Council recognises that appropriate continual learning may be valuable for the development and welfare of Council employees. Appropriate training and education can contribute to the quality and competence of employees and in turn increase the productivity and success of Council in meeting objectives, priorities and development needs.

This **Study (Tertiary) and Training Policy** aims to provide Council employees who wish to undertake relevant education and/or training, guidelines for study assistance. This Policy covers both the **financial and assistance with working arrangements** that may be provided by Council, to assist employees in balancing the demands of work with further study and training.

Employees and their immediate Supervisors should discuss **individual development opportunities** as part of the **performance review process**.

BRC retains sole discretion to interpret or modify this policy at any time.

3 HEAD OF POWER

- BRC Training Matrix
- BRC Training and Development Management Plan

4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

Learning and Development	Learning and development involved the continual improvement of individual and collective capabilities within Council to develop the organisations capability to achieve current and future objectives.
Capability	Capability incorporates the skills, knowledge and attitudes that a person brings to their work. It includes technical, business, personal and professional expertise which can be developed through formal and informal learning
Registered Training Organisation (RTO)	is an organisation accredited to provide teaching or facilities for assessment of results in the area of study concerned and includes universities, colleges, TAFE colleges and registered agencies.
Relevance to role	means the program will directly contribute to the staff member's performance of duties and is consistent with the qualifications and training level reflected in the classification standards of their substantive position or anticipated future duties at Council.
Study leave	means leave granted to attend classes or study for an examination and can include additional leave such as work-based learning or placement requirements.

5 POLICY STATEMENT

- Council encourages employees to undertake study and/or training to gain qualifications relevant to their position and professional development goals within Council;
- All study and/or training undertaken by employees must be relevant to the functions of local government and in particular the employee undertaking the Training;
- Approval of study and/or training is subject to Council's operational needs, Council's capacity to pay and training budget, and satisfactory work performance;
- Study and/or training undertaken by the employee must provide a benefit to the employee's position, or the Council, or both.

5.1 Types of Study (Tertiary) and Training

Vocational Education and Training - courses that are usually practical courses aimed at developing the knowledge and skills for employment in a range of vocational occupations such as;

- IT, business administration etc.

Higher Education/ University Qualifications

- Undergraduate – study relating to a student who has not yet undertaken a University degree.
- Postgraduate – a course of study undertaken after having already completed a University degree.

Mandatory Training

Compulsory training required to be delivered to all employees (i.e. induction) regardless of their role as mandated by relevant:

- Commonwealth or State Legislation
- Regulation linked to Legislation
- Training deemed compulsory for employees when relevant to their position and the requirements of their position or work function, or when based upon risk assessment processes.

Discretionary Training

- Training that is **not** mandated by Legislation or Regulations.
- Training that is left to the Employer or employee's choice and judgement.

5.2 Study and Training Categories

Employees undertaking approved courses of study or attending training courses shall receive **study assistance** in accordance with the Barcaldine Regional Council (BRC) Certified Agreement 2022 and the Queensland Local Government Industry Award –2017.

Courses will be considered for approval depending upon their ability to meet one of the study category guidelines set out below in accord with the Queensland Local Government Industry Award –**2017** and the BRC Certified Agreement 2022.

Category 1	A course or training program which is undertaken as a condition of the employee's employment such as professional or trade credentials
Category 2	A course or training program which is directly relevant to the employee's area of work and the skills or qualifications determined by the employer as being appropriate in that area of work, but which is not essential
Category 3	A course or training program demonstrated to the satisfaction of the employer to be directly relevant to local government. The content of such course shall have specific application to functions and processes carried out by Local Authorities
Category 4	A course that meets the objectives, priorities and development needs of Council and which provides skills which meet the employee's professional development goals (ie career path) within Council

5.3 Study Assistance

In order to qualify for **study assistance**, the course of study or training and the method of undertaking such course or training **must** be supported by the Supervisor / Manager and HR then approved by the Chief Executive Officer.

5.4 Study (Tertiary)

The employee is required to request consideration for approval of study. A written request addressed to the Chief Executive Officer must be submitted to the employee's supervisor for consideration by Human Resources and approval by the Chief Executive Officer. The written request must outline the following:

5.5 What study/training is being undertaken

- **Method of study** (i.e. part-time, full-time, correspondence)
- **What category** the study would fall under as per the Queensland Local Government Industry Award –2017;
- **What benefit** Council would receive from approving the employee to participate in the study/training;

A letter of recommendation from the employee's supervisor endorsing approval of study in line with this Policy.

5.6 Training

The employee is required to request consideration for approval of study assistance by completing a Training Request Form. This Form must be submitted to the employee's supervisor for consideration and approval.

Training on Plant and Equipment

- The Chief Executive Officer may authorise the use of plant and equipment, which is not required for Council projects at a given time, by employees, for training or gaining experience.
- Council will make such plant and equipment and a suitably qualified operator available for employees to gain experience and an operator's qualification.
- Such training will be completed in the employee's time.

5.7 Authorisation

Enrolment and attendance at any Tertiary course must be submitted to the employee's Supervisor for consideration by Human Resources and approval by the Chief Executive Officer.

Attendance at any **mandatory** or **discretionary** training within the Barcaldine Regional Council Area **must** be approved by the employee's supervisor.

Attendance at any mandatory or discretionary Training outside of the Barcaldine Regional Council Area **must** be approved in advance by the Chief Executive Officer.

The use of plant and/or equipment for training or gaining experience **must** be approved by the employee's supervisor and the Chief Executive Officer.

5.8 Expenses / Training or Course Costs

All reasonable travelling ie. flights including meals and accommodation will be booked by BRC. Any out of pocket expenses must have a receipt from which reimbursement may be claimed. No additional funding ie LAFHA will be provided if BRC pay for travel and accommodation related to training and development authorised as per CEO approval.

Tertiary or any type of university course costs will be paid by the employee up front and reimbursed upon successful completion of the unit [subject].

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Travel:

- Travel will be by the most efficient and economical means. Refunds for transport costs incurred when traveling to and from venues or airports will be paid on production of receipts.

Accommodation:

- Accommodation will be at the venue recommended by the training provider or an equivalent standard and price.

Meals:

- Council will reimburse the employee for meals up to the value of the Australian Tax Office allowable limits if meals are not included in the Accommodation charge. Council will not reimburse the cost of meals where the employee leaves home and returns home on the same day. Council may supply meals (subject to the approval of the CEO) where the activity is within the Barcaldine Regional Council area. LAFHA will be provided if required and other options are not available.

Travelling Time

- Training is to be carried out in normal working hours, and where possible travel will be undertaken during normal business hours. However, in order to meet normal workloads and commitments, training after hours will remain an option.
- Where Council requests an employee to attend a training course outside of normal working hours the employee may elect TOIL or the overtime rates for travel outside of ordinary working hours. The employee will adjust their start and finish times for the day to meet training requirements.

Where travel is required outside normal working hours and the training or study course is non-essential, employees will be expected to travel in their own time unless prior authorization of the Chief Executive Officer is obtained at the time of approval for attendance at the study or training Course.

Controls

- An employee must not authorise their own training expenditure. Expenditure by an employee must be authorised by the supervisor in consultation with HR and finally by the CEO;
- Expenditure incurred by the employee which is not reasonable and appropriate (private expenses) must be repaid to Council;
- All transactions must be properly documented and the original receipts provided. If the receipt has been lost or is illegible, a signed Statutory Declaration must be submitted detailing the claim. Attendees shall provide a complete breakdown of expenditure relating to expenses, itemising dates and details of expenditure.
- The Chief Executive Officer has the right to refuse reimbursement of training expenses and study leave.

Course Materials

- The cost of text material shall remain the responsibility of employees unless there is a legal requirement for text material to be paid by the employer.

5.9 Promotion - higher classification

The successful completion of any approved study course or training will **not** automatically entitle an employee to a higher classification level or an increase in wages. Appointment to a higher classification level will be subject to a review of the employee's position in accord with the duties, responsibilities and requirements under the classification level definitions of the relevant Award pertaining to their employment.

5.10 Withdrawal of Support – unsatisfactory performance

The CEO (with guidance from HR) may, at their discretion, withdraw support [in writing] for training subject to:

- Review of progress reports or semester results;
- The behaviour and progress of the employee;
- The educational requirements of the University or training organisation;
- Second Repeated subject failures associated with any study course; and
- Council's terms and conditions of employment/award.

5.11 Non-attendance / Cancellation

Where a participant has booked into a training course and then fails or can no longer attend without reasonable cause, they may be requested to reimburse any costs incurred. Early notification to HR is encouraged.

5.12 Leaving organisation

If an employee leaves Council whilst undertaking a course for which they have been approved for they will not be eligible to claim any expenses for that course. Council may also seek reimbursement from employees that leave or is terminated by Council for unsatisfactory performance or misconduct, within 12 months of completing a funded learning activity.

5.13 Course Completion

The Employee is required to provide Council with a copy of results or a Certificate of completion for any course completed under this policy so that personnel files can be updated;

Competencies or other **occupation based mandatory study or training** is to be completed **prior** to taking up certain unsupervised duties (eg operating plant). The employee is not to perform those duties unsupervised until their study or training is completed, and they are competent in that field. It is essential that every employee completes each mandatory training element.

5.14 Responsibility and authority

Human Resources will monitor the day-to-day compliance with this Policy and provide guidance to the CEO. If you have any questions or wish to make any comments regarding this policy, please contact the HR Manager.

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5.15 Review

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No.	Version No.	Owner	Next Review Date
HR-013	3	HR Manager	July 2026

6 ASSOCIATED DOCUMENTS

“Nil.”

POLICY NAME: Drug and Alcohol

POLICY NUMBER: HR015

ADOPTED: 2020

REVIEW DATE: June 2024

POLICY OWNER Human Resources

PURPOSE: The Drug and Alcohol policy provides guidance on a work environment which aims to ensure the health, safety, respect and productivity of all employees. The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers.

1 SCOPE

Employees [this policy will include Councillors as they relate to working in their role on behalf of the council] must not be under the influence of alcohol or drugs when performing any work duties for the Council. Employees must not commence work or return to work whilst under the influence of alcohol or drugs.

Consequences of breaching this policy may include disciplinary action up to and including termination of employment.

All employees within Barcaldine Regional Council must comply with this policy at all times. All employees shall be familiarised with this Policy and the Drug and Alcohol Procedures upon commencement of employment and annually thereafter.

Employees within Barcaldine Regional Council must;

- Be fit enough to do their job
- Be well enough to do their job
- Not be under the influence of alcohol or drugs or use alcohol or illegal drugs whilst at work this includes the misuse of medicines prescribed by a doctor or available from a pharmacy.

2 POLICY OBJECTIVE

This policy applies to all employees, full time / part time, contract roles and others of Barcaldine Regional Council [BRC] – which will include Councillors for this policy, who carry out work in any form or capacity for Council.

Barcaldine Regional Council requires that all workplace participants must provide, if tested, a breath alcohol concentration (BrAC) reading (0.0) of alcohol per litre of breath whilst at the workplace during work hours. Barcaldine Regional Council requires that all workers must not be under the influence of either illegal or prescribed medication above the cut-off levels specified in AS/NZ 4308:2008 or AS/NZ4760:2019 whilst at work.

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3 HEAD OF POWER

Policies and Procedures:

- Barcaldine Regional Council Code of Conduct
- Work Health and Safety Policy

Legislation and Regulations:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Local Government Act 2009
- Information Privacy Act 2009
- Public Records Act 2002
- AS 3547:2019
- AS 4760:2019
- AS/NZS:4308-2008

4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

Blanket Testing	All Employees and/or others are tested for Drug and Alcohol
Breath Alcohol Concentration (BrAC)	The percentage of alcohol in a person's exhaled breath, taken from deep in the lungs
Contractor	for the purpose of this Policy, "contractor" refers to a person who enters, or is an employee, agent or subcontractor, to a person who has entered into an agreement (contract) to perform work for Council.
Council	Barcaldine Regional Council
Confirmed Positive Test	a positive alcohol and/or drug test has been returned and confirmed by a subsequent confirmatory test (alcohol) or laboratory analysis (drug).
Dangerous Drugs	Drugs that are prohibited by the <i>Queensland Drugs Misuse Act 1986</i> and the <i>Queensland Drugs Misuse Regulation 1987</i> . Examples include, but are not limited to, amphetamines (ecstasy, speed), cannabis, cocaine and heroin. To remove doubt, Dangerous Drug also includes all forms or 'synthetic cannabis'.
Drug	for the purpose of this Procedure, medication, either prescribed or over the counter
Employee Assistance Program [EAP]	a confidential, professional counselling service
Satisfactory Result	A satisfactory result is when a worker produces a negative drug or alcohol test result from an initial drug or alcohol test and/or a confirmatory drug or alcohol test. If a worker produces a negative test result to an initial drug or alcohol test and/or a confirmatory drug or alcohol test, they will be able to return to work immediately.
External Tester	An agency engaged by Council to perform alcohol and other drug tests

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Fit for Work	A state (physically, mentally and emotionally) to perform assigned tasks competently and in a manner which does not compromise or threaten the health, wellbeing and safety of themselves or other persons.
Impairment	A state of diminished capacity, reducing a worker's ability to perform their duties safely, competently and effectively
Internal Tester	a person appointed by Council to conduct in-house drug or alcohol testing
Investigation	An inquiry to determine the nature, causal factors and facts surrounding an incident, or accident or circumstance
High Risk Activity	Activities that could result in death or bodily harm including "high risk construction activity" (refer to the <i>Queensland Work Health and Safety Regulation 2011</i>). Activities may include working from heights, working in confined spaces, trenches, working on or adjacent to a road, using a hazardous substance etc.
Medication	legal prescription and non-prescription drugs including legal herbal products
Person Conducting a Business or Undertaking (PCBU)	Is as defined by the <i>Work Health and Safety Act 2011</i> , and includes a person or entity (e.g. partnership) that has responsibilities for management and/or control of a workplace.
NATA	National Association of Testing Authorities
Negative (Alcohol Test Result)	The result from the initial on-site test of a breath sample that indicates no presence of alcohol.
Non-negative (Alcohol Test Result)	The result from the initial onsite test of a breath sample that indicates the possible presence of alcohol.
Negative (Drug Test Result)	The result from the on-site test of a sample that indicates no presence of a substance being tested for.
Non-negative (Drug Test Result)	The result from the onsite test of a sample that indicates the possible presence of a substance being tested for.
Notifiable Incident	– means: a) the death of a person; or b) a serious injury or illness of a person; or c) a dangerous incident.
Others	Defined as a Council "employee", included to but not limited to: <ul style="list-style-type: none"> • Councillors • Contractors, subcontractors and their employees • Employees of labour hire companies assigned to work for Council • Apprentices and trainees • Work experience students • Volunteers
Policy	Any reference to Policy in this Document means the Alcohol and Other Drugs Policy
Positive (Alcohol Test Result)	The result from a confirmatory breath alcohol test confirming the presence of alcohol at a specified concentration exceeding the limits specified in this policy.
Positive (Drug Test Result)	The result from a laboratory confirming the presence of a substance being tested for exceeding the limits specified in this policy
Random Test	objective drug and/or alcohol test of a worker or a workgroup in which each worker (workgroup) has an equal chance of selection for

BARCALDINE REGIONAL COUNCIL
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	testing. (i.e. there is no targeting of workers (workgroups) for testing).
Safety Sensitive Aviation Activities	any actions taken by a person in an aerodrome testing area (including the person's presence in the area) other than as a passenger (e.g. airside grass slashing, runway line painting, conducting runway inspections)
Serious Incident	for the purpose of this Policy, a Serious Incident is a Serious Injury, a Notifiable Incident, , or any other incident that did or could have resulted in injury to a person
Supervisor	a person involved with the Management or Control of a Workplace (e.g. Supervisor)
Worker	for the purpose of this Policy, "worker" is as defined by the <i>Work Health and Safety Act 2011</i> , and includes a person Defined as other
Worker Unfit for Duty	a person who has their level of safety diminished due to a loss of their physical coordination, judgment or alertness which may be due to the effects of alcohol and/or drugs
Work Group	Two or more workers who routinely function as a team
Workplace	a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work (i.e. vehicle, aircraft or other mobile structure)

5 POLICY STATEMENT

Except as set out in this Policy, workplace participants are not permitted to do the following:

- Work or conduct Council business with illegal drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- Consume, use, possess or distribute illegal drugs and/or alcohol in on Council property or in Council owned machinery or plant;
- Operate Council owned machinery or plan with illegal drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;

Employees are expected to cooperate in being tested during work hours, if required by Council.

Workers should not remain at the workplace if they become impaired or there is a risk of impairment by drugs and/or alcohol.

5.1 Prescription and pharmacy medication

Where a worker is taking prescription or pharmacy medications for legitimate medical purposes, the worker will not breach this Policy by attending work if:

- The worker does **not** misuse or abuse prescription or pharmacy medications;
- The worker is **aware of the effects** (including potential effects) of consumption of alcohol whilst taking prescription or pharmacy medications;
- The worker **checks with their medical practitioner or pharmacist** about the effect of the medication on their abilities to drive vehicles, operate machinery (if relevant) and generally perform their work duties in a safe manner. If a workers ability to perform their work safely could be impaired by

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prescription and/or pharmacy medications, the worker **must notify their Supervisor** before undertaking their work. A worker is not required to disclose details of the condition/s being treated; and

- The worker **advises the testing provider of any prescription or pharmacy medication** that may impact upon the result, prior to the test being undertaken. Employees and workers will be informed of how prescription or pharmacy medication may impact upon the result prior to the test being undertaken.

If Council suspects that a workers ability to safely perform their work is impaired (or likely to be impaired), Council may take steps to address the issue. These steps may include:

- Requesting a clearance from a Doctor or Medical Professional; and/or
- Providing suitable alternative duties in consultation with the workplace participant, and subsequently approved by a Doctor or Medical Professional.

5.2 Alcohol consumption at functions

Council may waive the prohibition on the consumption of alcohol in certain circumstances such as special functions, Christmas parties, conferences etc. Responsible social events can (with the approval of the Chief Executive Officer) be held at the Council. Prior to the relevant function taking place, workplace participants will be notified whether or not the prohibition of alcohol is waived.

- ◆ Council employees must not become inebriated or drunk;
- ◆ Council employees who consume alcohol should do so in a responsible manner;
- ◆ Council employees must uphold an appropriate standard of behaviour at all times. Inebriation will not be accepted as an 'excuse' for misconduct;

The restrictions on the operation of vehicles and machinery continue to apply.

5.3 Vehicle and machinery

Council does not accept liability for any damage which has occurred to any machinery, plant or vehicle, any injury to any person, or damage to any other property caused by a workplace participant's use of vehicle or machinery while under the influence of illicit drugs or alcohol. All liabilities shall rest with the person operating the company vehicle.

5.4 Assessing and testing

Council's obligation and commitment to ensuring a safe workplace, all workplace participants (including Others.) will be required to partake in drug and alcohol testing.

Workers may be required to undergo drug and alcohol testing in the following circumstances:

- As part of the Random Testing Program;
- In case of Reasonable Suspicion; and/or
- Post Serious Incident

Random testing of workplace participants will be conducted periodically in a non-discriminatory manner that involves a neutral selection process and will be conducted by an external provider..

5.5 Testing method

Drug and Alcohol will be conducted by external providers and will be conducted sporadically.

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All workplace participants must disclose all relevant medication to the external providers prior to the test being administered. In the instance where concerns remain about the level of substances tested, or whether those substances reliably reflect the medications identified, a confirmatory test shall be required.

5.6 Unsatisfactory result

Where the initial screening test result of an individual indicates the presence of drugs or alcohol above the acceptable limits, the worker will be immediately suspended from work with pay, and a confirmatory test will be required. If a confirmatory test indicates a breach of acceptable limits, the employee will then be subject to appropriate disciplinary measures as determined by the CEO and in accordance with Council's Code of Conduct, including the opportunity to seek counselling and rehabilitation where appropriate.

The employee may elect to undergo further confirmation testing at their own expense within a reasonable timeframe following the initial test. Council will take on board the advice from the external medical service provider (*who the Council will use, will be dependent on the medical centre's availability*) as to the period of time within which the relevant drug or alcohol is likely to remain in the employee's system in excess of the relevant standards.

If the presence of drugs or alcohol is confirmed to be above the acceptable limits in accordance with this Policy, the employee will be escorted to their residence by Health and Safety representative or the HR manager. The employee will be responsible for the collection of their personal vehicle, if applicable.

5.7 Return to work

The employee will not be allowed to return to work until they have achieved a satisfactory result to the testing in the agreed timeframe by the employer.

5.8 Refusal to undergo testing

A refusal to undergo a drug or alcohol test will be considered a breach of this Policy and the employee may face disciplinary action, including and up to dismissal. Resignation will be accepted.

5.9 Confidentiality of test results

An employee's test results and any information they share with the testing provider about medication or personal health issues will remain confidential. In the case of an unsatisfactory result obtained, a record of the test result only will be kept in the employee's personnel file. All test results will be kept in accordance with the Information Privacy Act 2009 and corresponding legislation.

Any proven breach of confidentiality from any person present during random selection and testing will result in formal disciplinary action against that individual.

5.10 Employee assistance

Council recognises drug and alcohol dependency as a treatable condition and the Council will provide appropriate support where required. Employees or Councillors who suspect they have an issue with drugs and/or alcohol are encouraged to seek advice through our EAP provider (HEAD YAKKA). All information regarding such a disclosure will be treated confidentially.

Other forms of support may include:

- ◆ Access to Leave entitlements.
- ◆ Transfer to another role or work area.

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5.11 Breach of policy

Disciplinary action may be taken in accordance with the Drug and Alcohol Procedure for breaches of this policy including, but not limited to:

- The recording of an unsatisfactory result from a confirmatory drug and/or alcohol test;
- If found to have deliberately masked a substance;
- The falsification of medication information or details;
- Tampering with a sample or drug and/or alcohol testing; and
- Refusing to comply with any requirements of this policy.

Examples of disciplinary action that may be taken include, but not limited to:

- A formal warning;
- Demotion;
- Suspension; or
- Termination of employment.

Any workplace contractors (including others) of Council who are found to have breached this Policy may have their contracts terminated or not renewed. Contractors and visitors found to be in breach of this Policy will be required to leave the workplace immediately to ensure the safety of all employees, Councillors, and other contractors and visitors. If this occurs, Council will make arrangements will be made in conjunction with the employee to ensure they get home safely.

In any circumstances where a workplace participant's behaviour or conduct may involve a breach of any Australian Laws, (or any other laws including foreign and international laws) Council may notify the police or other relevant authority.

5.12 Responsibility and authority

Human Resources will monitor the day-to-day compliance with this Policy and provide guidance to the CEO. If you have any questions or wish to make any comments regarding this policy, please contact the HR Manager

6. REVIEW

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No.	Version No.	Owner	Next Review Date
HR-015	2	HR Manager	July 2026

POLICY NAME:	Health, Safety and Wellbeing
POLICY NUMBER:	HR020
REVIEW DATE:	July 2024
POLICY OWNER	Human Resources
PURPOSE:	We are committed to providing a safe and healthy working environment for our councillors, workers, contractors, volunteers, and visitors to our workplaces.

1 SCOPE

This policy applies to all employees within Barcaldine Regional Council [BRC]. This includes but is not limited to, councillors, workers, contractors, volunteers, and visitors.

Employees within BRC must comply with and understand the Queensland Workplace Health and Safety Legislation.

We expect all workers, contractors, volunteers, and visitors to our workplaces to follow safe work practices as prescribed under both the Queensland Workplace Health and Safety legislation, and Barcaldine Regional Council Safety Management System to make every effort to reduce the risk of injury to themselves and others.

2 POLICY OBJECTIVE

Barcaldine Regional Council's (BRC's) priority is to create and maintain a safe and healthy working environment, committing to eliminating and reducing risk through the development of proactive safety strategies in consultation with relevant workers while adopting a risk management approach to WHS to minimise risk and provide an injury/illness free workplace.

BRC acknowledges maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all worker's, contractors, volunteers, and visitors are responsible and accountable for the health and safety of both themselves their colleagues and any other person/s effected during the course of work activities.

3 HEAD OF POWER

Work Health & Safety Act
WorkSafe Australia
BRC Code of Conduct

4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

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Person Conducting a Business or Undertaking (PCBU)	A PCBU has the primary duty of care to ensure the Health and Safety of workers whilst they are at work.
Worker	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking. The term worker includes Councillors, employees, contractors, volunteers, visitors, and others.
Health and Safety Representative (HSR)	A worker elected by members of their work group to represent them in Health and Safety matters

5 POLICY STATEMENT

Barcaldine Regional Council is committed too:

- Integrating workplace health and safety into all aspects of its operations.
- Identifying hazards, assessing risk, and implementing control strategies to minimise injury to people.
- Ensuring that relevant health and safety legislation that applies to working conditions and environments are observed and enforced.
- Developing and implementing safe systems of work.
- Providing adequate safety information, training, and supervision.
- Identifying safe systems and implementing industry best practice when designing, purchasing, installing, commissioning and maintaining plant, equipment, and structures.
- Ensuring that the workplaces and workers under their control are safe and work is completed without undue risks to health.
- Providing a framework for behaviour of all persons in the workplace to ensure safety without undue risks to health.
- Identifying known hazards and risks associated with workplace health and safety.
- Consulting with workers and other parties to address identified hazards and risks and improve decision making on workplace health and safety matters; and
- Supporting and assisting workers in effective injury management and rehabilitation.

5.1 Responsibilities

As a PCBU Council will:

- Provide and maintain a work environment that identifies risks to health and safety.
- Provide and maintain a safe work environment for others during work carried out as part of its operations.
- Provide instruction in the safe use, handling and storage of plant, structures and substances.
- Regularly conduct maintenance on plant and structures.
- Provide and maintain safe systems of work.
- Provide adequate facilities.
- Provide information, training, instruction, and supervision.
- Monitor the health of workers and the conditions of our work environments.

Specific duties as a PCBU also include:

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- Consult so far as reasonably practicable with additional PCBU's or others who have a duty regarding work being conducted at Barcaldine Regional Council operated facilities or workplaces.
- Consult so far as reasonably practicable with workers, and Health and Safety Representatives on work health and safety matters.

5.2 Contractors

Contractors, sub-contractors, and self-employed persons are defined as "workers" under the WHS Act

if they carry out work in any capacity within BRC. They are required to:

- Taking reasonable care of their own health and safety and for the health and safety of other persons.
- Comply with and provide documentation addressing the requirements of the QLD WHS legislation.
- Have in place relevant insurances, licences, permits and certifications.
- Consult with BRC about safety matters and comply with BRC policies.
- Comply with all reasonable safety directions provided by Barcaldine Regional Council.

5.3 Visitors

Visitors to BRC also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include:

- Taking reasonable care of their own health and safety and for the health and safety of other persons.
- Comply with all reasonable safety directions provided by Barcaldine Regional Council Reporting all safety related incidents to BRC staff.
- Ensuring the adequate supervision of any accompanying children.
- Not entering any restricted area without authorisation or escort.
- Not wilfully or recklessly interfering with BRC property.

5.4 Communication

Open communication between workers and managers is important in ensuring a safe workplace.

Workers are encouraged to:

- Raise WHS concerns and questions.
- Make recommendations and provide feedback on WHS matters.
- Become involved in evaluation of safety issues.
- Participate in WHS related problem solving issues.

It is important that workers help shape decisions about WHS particularly when:

- Identifying hazards and assessing risks.
- Making decisions about ways to eliminate or minimise those hazards or risks.
- Proposing business changes that may affect the health and safety of workers.
- Purchasing of new equipment or substances.
- Developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their Supervisor, Manager and/or Health and Safety Representative. Issues may be raised formally or informally. If the issue identified remains unresolved, it can be raised directly with the People and Culture team.

5.5 Health and Safety Representatives (HSR)

HSR's are elected by members of a work group in order to represent the interests of that work group in matters relating to work health and safety. HSR's must undertake approved training to exercise their powers and may:

- Direct workers in their work group to cease work if they have a reasonable concern that doing the work would expose them to a serious risk to their health and safety from immediate or imminent exposure to a hazard.
- Consult with workers on a regular basis.
- Participate in workplace inspections.
- Participate in workplace accident and incident investigations.
- Participate in discussions on matters that may affect the health and safety of workers.
- Provide advice to managers on the welfare of workers.

5.6 First Aid

Barcaldine Regional Council acknowledges the requirements for providing a safe work environment, and in consultation with its workers will regularly review and conduct risk assessments to identify and maintain its first aid requirements.

5.7 Fatigue Management

Fatigue management is a shared responsibility between Council management, workers and other relevant persons including councillors, workers, contractors, volunteers, and visitors.

Barcaldine Regional Council will continue towards its goal of providing a safe and healthy workplace for all workers. This applies to all sites and covers all our activities and services where fatigue management may be required.

Where required, BRC will develop a Fatigue Management Plan by conducting a risk assessment through consultation with identified personnel. The fatigue management plan shall cover all affected workers who work on planned rosters and unplanned work such as overtime and call outs.

5.8 Emergency evacuation

Barcaldine Regional Council acknowledges the requirements for providing a safe work environment, and in consultation with its workers will regularly review and conduct evacuation drills.

5.9 BRC is committed to be a Smoke free workplace

Smoking is banned in all enclosed workplaces and in some unenclosed areas that are also places of work.

BRC is committed to providing a safe and healthy work environment for all Councillors, employees, contractors, visitors and clients. Council has a duty of care under the *Work Health & Safety Act*, to provide a safe and healthy working environment for all persons within the workplace.

All workplace participants are required to comply with BRC being a smoke free area at all times.

5.9.1 Vapes/e-cigarettes

Under the smoke-free environment act 2000, people are prohibited to use e-cigarettes in smoke-free areas, or any place where smoking is banned. This includes all enclosed public places and some outdoor public places that involve close contact with others and children.

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Visitors will be informed of this policy through signage, and it will be explained by the Council hosts.

5.9.2 Non-smoking areas

Smoking is prohibited in the following areas:

- Within five metres of entry to a Council building
- Within any Council building or structure
- On the veranda of any Council building
- In breezeways or under associated with Council buildings
- Council Storage facilities
- Council Toilets
- Grandstands at sporting facilities
- Within 10 metres of a children’s playground or sports area
- Within 5 metres of ingress and egress points, filtration systems e.g. air conditioner units and ventilation sources to buildings
- Where combustible fumes can collect, areas where chemicals are used and all other areas where it is a fire, hygiene or health hazard.
- On or in any Council item of plant including but not limited to motor vehicles, graders, loaders, trucks, mowers, tractors etc.
- In Confined entry spaces e.g. manholes

6 Responsibility and authority

Human Resources will monitor the day to day compliance with this Policy and provide guidance to the CEO. If you have any questions or wish to make any comments regarding this policy, please contact the HR Manager

7 Review

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

Doc ID No.	Version No.	Owner	Next Review Date
HR-016	3	HR Manager	July 2026

8 ASSOCIATED DOCUMENTS

“Nil.”

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item No: 3.2.4
Subject Heading: Request for Assistance (RA202425) - Barcaldine Arts Council
Author and Title: Jenny Lawrence, District Manager – Barcaldine
Classification: (if confidential)

Summary: This report is presented to Council for consideration to provide assistance to Barcaldine Arts Council Incorporated for cash donation of \$3,000.00 for their annual art exhibition – assessment score = 75.

Officer's Recommendation: That Council approves request for assistance to Barcaldine Arts Council Incorporated of cash donation to the value of \$3,000.00 for annual art exhibition.

Background

Barcaldine Arts Council Incorporated have been hosting an annual art show for 32 years with Barcaldine Shire Council and now Barcaldine Regional Council (Council) being a major sponsor over many of these years. During this period, Council has acquired numerous pieces of art which hang in our offices, chambers and various Council facilities.

Council's annual sponsorship of \$3,000.00 is split between prize money: \$1,000.00 for major winner and acquisition of artwork: \$2,000.00. Representatives from Council are invited to sponsor's evening prior to the opening night to select artwork.

This annual event showcases work from many local artists, including work from school children, along with artists from around the state. Some artists have been entering since the event started.

Link to Corporate Plan

Theme 1: Community

Consultation (internal/external) - District Manager - Barcaldine

Policy Implications - Nil

Budget and Resource Implications – Funding will be drawn from the budgeted amount of \$180,000.00 for donations and event sponsorship

Risk Management Implications – Nil

Asset Management Implications - Nil

Legal Implications – No implications to Council

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item No: 3.2.5
Subject Heading: Request for Assistance – Muttaborra Sculpture Committee
Author and Title: Amber Coulton, Acting District Manager – Aramac and Muttaborra
Classification: (if confidential)

Summary: Council has received correspondence from the Muttaborra Sculpture Committee seeking assistance with providing cement slabs on the walking trail around the township of Muttaborra – requires consideration from Council.

Officer's Recommendation: That Council denies the request to further support the Muttaborra Sculpture Committee by way of providing in-kind support to construct concrete slabs for the Sculpture Trail as there is no capital funding available.

Background

Barcaldine Regional Council has made a clear and firm commitment to supporting community events across the region. The Community Grants Policy outlines the process for both Council and the Community Group seeking support.

Council is in receipt of an email requesting support for cement slabs to be poured to place donated sculptures on along the Muttaborra Sculpture walkway.

The Muttaborra Sculpture Committee host a three day Sculpture Festival every three years. It is a newer event on our calendar that intends to showcase the diversity of this region and encourage more visitors to our towns. It aims to encourage, inspire and support professional and aspiring artists to build and create art from scrap and reusable metal/materials. This year, participating artists must have submitted sculptures relevant to events/activities related to historical times in Muttaborra, covering First Nations to the 1800's and the present day.

The committee hold various fundraisers within the Muttaborra community throughout the year to help with the increasing costs associated with holding the three day event. As each event grows larger, the submitted art is to be displayed around the walking trail located on the outskirts of the Muttaborra township. Each piece of artwork is to be placed on individual cement slabs.

The committee strives to hold this event in the future and continues to grow the Muttaborra Sculpture walkway into an attraction that draws visitors to the area and region, staying longer and spending more money in our towns.

Officers are recommending to not fund this request on the basis of no current budget allocation. Consideration could be given to reallocating funds from another project.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Link to Corporate Plan

Theme 1: Community

Consultation (internal/external)

- Acting Chief Executive Officer
- Muttaborra Sculpture Committee

Policy Implications

Nil

Budget and Resource Implications

The Council has funded the Muttaborra Sculpture festival to the value of \$28,159 plus \$9,750 in works on the walking trail to date. Additionally, there was \$13,598 contributed in Regional Arts Development Fund monies for the event.

The work being requested is of a capital nature and is expected to cost around \$20,000 depending on the size and number of slabs required. There is no budget allocated for this project.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item No: 3.2.6
Subject Heading: **Asset Disposal – 36 Bruford Street, Muttaborra**
Author and Title: Amber Coulton, Acting District Manager – Aramac and Muttaborra
Classification: (if confidential)

Summary: Council has received a recommendation to dispose of the dwelling located on 36 Bruford Street, Muttaborra due to the large expense that would be incurred if Council was to restore the dwelling to habitable – requires consideration from Council.

Officer's Recommendation: That Council agrees to dispose of the dwelling located on 36 Bruford Street, Muttaborra by public tender.

Background

Barcaldine Regional Council's Corporate and Operational Plans clearly identify Council's commitment to identifying surplus parcels of land and the ability to determine development and/or disposal strategies. Council has identified 36 Bruford Street, Muttaborra as a potential asset for disposal.

36 Bruford Street has been rented by the same family for over 20 years. Due to an absentee tenant, the house has not been lived in for a number of years. The tenants handed the dwelling back to Council in late 2023.

The two bedroom weatherboard dwelling is located on L205 CM162 which also encompasses part of the Muttaborra Works Depot, therefore Council is unable to sell as a house and land package without incurring considerable costs to resurvey and split the allotment.

During Council's 2024 housing inspections and on further investigation by Council's carpenter, it was found that the house had sustained significant white ant damage and advised it would not be a viable option to restore the damage due to the large cost associated with restoration. Council's carpenter further recommended that we could sell the house for removal or engage a contractor to remove the house on our behalf.

Council consideration is required.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024



Link to Corporate Plan

Theme 4: Economy

Consultation (internal/external)

- Acting Chief Executive Officer
- Carpenter
- District Manager – Aramac and Muttaborra
- Housing Officer

Policy Implications

Nil

Budget and Resource Implications

There is the potential Council may have to pay for the house to be removed due to the level of deterioration.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item No: 3.2.7
Subject Heading: Request for Assistance – Alpha Tourism
Author and Title: Karyn Coomber, District Manager – Alpha and Jericho
Classification: (if confidential)

Summary: This report is presented to Council for consideration to be given to financial support of \$1,000 to assist Alpha Tourism extend the Historical Pastoral Display at Settlers Park.

Officer's Recommendation: That Council agrees to donate \$1,000 and provide \$500 in-kind support to install the new 'Ringer on a Horse with Two Working Dogs at Foot' at the current site of the Historical Pastoral Display.

Background

Alpha Tourism is making an application to the Qld Arts Showcase Program Round 6, for a grant to commission a 'Ringer on a Horse with Two Working Dogs at Foot' to compliment the current Pastoral Display at Settlers Park.

Alpha Tourism are requesting from Council to support their application by:

- Financial donation towards the cost of the sculpture. This donation will assist the application by showing they have Council support.
- In-kind assistance in the installation of the sculpture once completed and delivered to Alpha.
- Letter of support.

This will encourage tourists to stop and take a break at Settlers Park and admire the Sculpture Garden and Pastoral History Sign. The garden is also near the Alpha Gates which is another interesting focal point.

Link to Corporate Plan – Theme 1: Community, Theme 4: Economy

Consultation (internal/external) – Town Services Supervisor

Policy Implications – Nil

Budget and Resource Implications

- \$1,000 from the Community Assistance Budget
- \$500 of In-kind support of labor for installation

Risk Management Implications – Low Risk

Asset Management Implications – Nil

Legal Implications – Nil

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item No: 3.2.8
Subject Heading: Offer of Assistance – Alpha Show Society
Author and Title: Karyn Coomber, District Manager – Alpha and Jericho
Classification: (if confidential)

Summary: This report is presented to Council for consideration to be given to accepting the offer from the Alpha Show Society for financial support of \$20,000 to assist with the upgrading of the Alpha Dip Yards.

Officer's Recommendation: That Council:

- 1. accepts the generous offer of \$20,000 from the Alpha Show Society to assist with the upgrade of the Alpha Dip Yards at the Showground.**
- 2. Approve the project to be brought forward into 2024/2025 Capital Budget now that funding has become available.**

Background

Council has received an email (attached) from the Alpha Show Society with an offer to assist with the repairs and upgrades to the Alpha dip yards.

The Alpha Show Society use the yards annually for the prime and feedlot cattle competition and are concerned with sections of the yards that are old and run down. Basically, in need of replacement for the safety of volunteers and cattle.

Council have purchased approximately 80% of the steel to complete the repairs to the existing yards.

The generous donation from the Alpha Show Society will go towards installing the new yards with the existing materials. This will go close to completing the upgrade to the worst section of the yards (see attached map).

Link to Corporate Plan – Theme 1: Community, Theme 4: Economy

Consultation (internal/external) – Rural Lands Officer

Policy Implications – Nil

Budget and Resource Implications – Undetermined amount to finalise repairs

Risk Management Implications – Low Risk

Asset Management Implications – Nil

Legal Implications – Nil

Karyn Coomber

From: [REDACTED]
Sent: Wednesday, 17 July 2024 7:01 PM
To: Karyn Coomber
Subject: Alpha dip yards upgrades and repairs

Follow Up Flag: Follow up
Flag Status: Flagged

[REDACTED]

Hi Karyn,

I'm reaching out regarding the Alpha Dip yards that the Alpha Show Society uses annually for the prime and feedlot cattle competition.

There is a section of the yards that are old and run down and are in need of replacement. Whilst most cattle are quiet and manageable, occasionally we do have the odd disgruntled animal that the yards can not contain.

Honestly, I am concerned for the safety of the volunteers that help with processing the cattle and I did witness a couple of near misses this year.

I contacted Councillor Tom Gleeson at the start of the year and he suggested I reach out to you once we had determined how much the show society could contribute to the yard repairs.

I've also spoken to John Fisher who is also aware that repairs are urgently required. He informed me that they have received the steel needed to do the repairs/upgrade.

Last night there was a show meeting at the golf club. We discussed the budget and the committee agreed that we could contribute \$20,000.00 to the repairs and upgrades required to make the yards safe and functional.

I look forward to hearing from you and hope that we can come up with a plan to get the repairs at the dip yards completed.

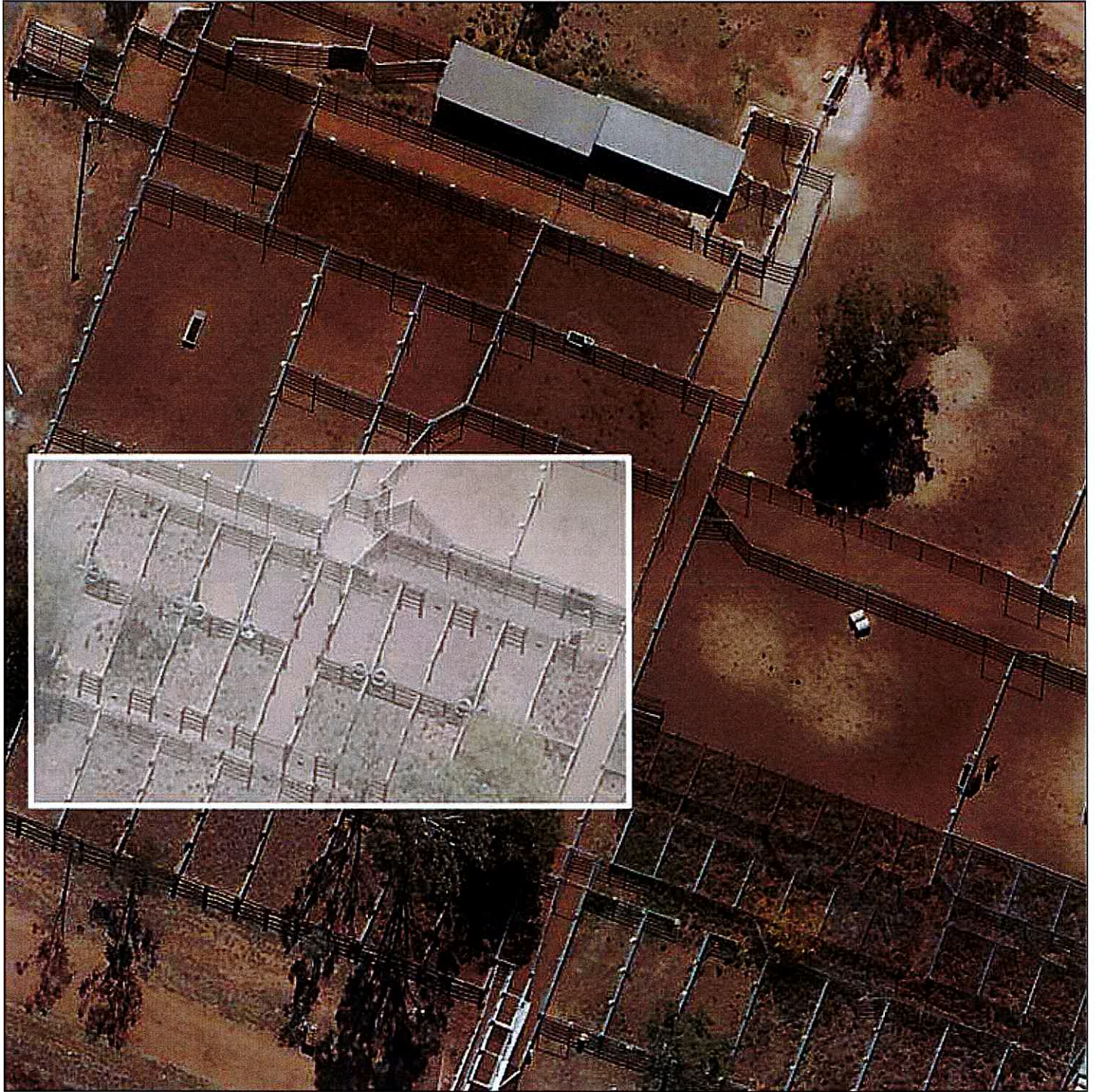
Kind regards,

[REDACTED]

Alpha Dip Yards

23°38'32"S 146°38'30"E

23°38'32"S 146°38'34"E



23°38'36"S 146°38'30"E

23°38'36"S 146°38'34"E

A product of



0 10 metres

Scale: 1:564

Printed at: A4

Print date: 14/8/2024

Not suitable for accurate measurement.
Projection: Web Mercator EPSG 102100 (3857)

For more information, visit
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Queensland
Government
Department of Resources

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item No: 3.2.9
Subject Heading: Adjustment to Differential Rates Category – Rural Land
Author and Title: Daniel Bradford, Acting Chief Executive Officer
Classification: (if confidential)

Summary: Council adopted its 2024/2025 budget in June 2024. As part of this meeting Council adopted a system of differential rates. Officers have identified an error in the rate set for the Rural Land Category. This report is for Council to consider this correction.

Officer's Recommendation: That Council:

1. In accordance with section 170(3) of the Local Government Regulation 2012, amends the differential rate in the dollar for differential Category 8 – Rural to be 0.2671cents and
2. Confirms that in accordance with section 94 of the Local Government Act 2009 and sections 80 and 81 of the Local Government Regulation 2012, Council adopt a system of differential rating and make and levy a differential general rate on all parcels of rateable land included in each category as follows:

Category	Description	Rate in the \$ (cents)
1	Alpha Township	1.5632
2	Aramac Township	1.5632
3	Barcaldine Township	1.5632
4	Jericho Township	1.5632
5	Muttaborra Township	1.5632
6	Rural Residential	1.3659
8	Rural	0.2671
11	Public Accommodation A	1.5632
12	Public Accommodation B	1.5632
13	Public Accommodation C	1.5632
14	Public Accommodation D	1.5632
15	Public Accommodation E	1.5632
16	Public Accommodation F	1.5632
21	Multi-Residential A	1.5632
22	Multi-Residential B	1.5632
23	Multi-Residential C	1.5632
24	Multi-Residential D	1.5632
25	Multi-Residential E	1.5632
26	Multi-Residential F	1.5632
31	Electricity Substation	2.3150
35	Multi-Industrial A	2.3150
36	Multi-Industrial B	2.3150
37	Multi-Industrial C	2.3150

**BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024**

41	Power Station A	2.3150
42	Power Station B	2.3426
43	Power Station C	3.0448
44	Power Station D	3.9587
45	Power Station E	5.0931
46	Power Station F	6.6883
51	Coal Mining A	3.0448
52	Coal Mining B	5.0931
53	Coal Mining C	6.6883
54	Coal Mining D	7.5239
61	Intensive Accommodation A	1.8035
62	Intensive Accommodation B	2.3426
63	Intensive Accommodation C	3.0448
64	Intensive Accommodation D	3.9587
65	Intensive Accommodation E	4.3997
66	Intensive Accommodation F	5.0931
71	Extractive Industry A	1.8035
72	Extractive Industry B	1.8035
73	Extractive Industry C	1.8035
74	Gas Extraction	1.8035
81	Non-Profit Organization	0.0000
91	Tourist Facility	1.5632

Background

Council at its annual budget meeting on 26 June 2024 adopted its 2024/2025 budget. As part of this budget Council adopted a system of differential general rating and set the rates for 2024/2025. Officers following this meeting have commenced preparations for the first general rates levy and identified that the rate in the dollar for Category 8 - Rural Land is incorrect.

Further investigation revealed that the rate adopted of 1.3659c/\$ was a typographic error from the category above and needed to be corrected.

This report is to consider the correction to rural land category 8.

Council sought guidance from the Department of Local Government to confirm the proposed process is appropriate and officers, out of an abundance of caution, have recommended Council consider the entirety of the resolution that was considered at the budget meeting, with the intended rate in the dollar for all categories.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Link to Corporate Plan

Theme 5: Governance – We will have a safe, engaged, proud and performing council and workforce that is inclusive, innovative, ethical and trusted by all levels of government.

Consultation (internal/external)

Department of Local Government

Policy Implications

As a result of this proposed resolution, the rate levied on rural category will be levied at 0.2671c/\$.

Budget and Resource Implications

There is no budget implication from this report as the amount budgeted for rates in this category is based on the proposed amended rate in the dollar.

Risk Management Implications

The recommendation in this report will remove various reputational risks in relation to the amount of rates paid by rural land property owners.

Asset Management Implications

Nil

Legal Implications

Nil

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item No: 3.2.10
Subject Heading: Revised Policy – F027 Related Party Disclosure
Author and Title: Andrew Shaw, Finance Manager
Classification: (if confidential)

Summary: Barcaldine Regional Council has commenced a review of its policies and procedures as a matter of process. This systematic and regular review of policies ensures they are regularly checked to ensure these key strategic documents that inform Councillors, staff and other stakeholders of the position, process and expectations Council has set on a particular matter. The review of Council policies is an important process and has been undertaken in accordance with Council's Policy Review Framework which was adopted by Council earlier this year. The Related Party Disclosure Policy has been revised to reflect minor changes to legislation and is presented for Council's consideration.

Officer's Recommendation: That Council adopt F027 – Related Party Disclosure Policy as presented in the attachment of this report.

Background

Council is governed by various pieces of legislation which go far beyond the *Local Government Act 2009* and *Local Government Regulation 2012*. The management, presentation and treatment of various accounting transactions are set out in the Accounting Standards and as part of the preparation of the annual general purpose financial statements, the Accounting Standard AASB 124 Related Party Disclosure requires that the annual financial statements include disclosure of transactions with related parties that occurred during the year.

The Council policy for Related Party Disclosure exists to clarify a number of specific matters for Barcaldine Regional Council. The policy provides for the approach Council will take 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.

This accounting standard has been unchanged since 2016 and remains unchanged. However, the previous F027 Related Party Disclosure Policy included a reference to superseded legislation, so this reference has now been removed. The policy has also been reformatted to be on Council's current Policy template.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Also, each year, the KMP Declaration Form needs to be completed by Councillors and other Key Management Personnel so that disclosures required by the accounting standard can be made in the annual financial statements.

Link to Corporate Plan

Theme 5: Governance

Consultation (internal/external)

Director Corporate and Financial Services

Policy Implications

The policy F027 Related Party Disclosure has now been updated to reflect current legislation and organisation need.

Legal Implications

Nil

Risk Management Implications

Completion of the KMP Declaration Form aids the completion of the annual financial statements.

Attachments

F027 Related Party Disclosure – August 2024.

POLICY NAME:	Related Party Disclosure Policy
POLICY NUMBER:	F027
ADOPTED:	21 August 2024
DIRECTORATE	Corporate and Financial Services
REVIEW DUE	30 June 2026

1 PURPOSE

The purpose of this Policy is to provide guidance to Councillors and Management to ensure Council's compliance with AASB 124 *Related Party Disclosures*.

It provides a systematic approach to discern related parties, and for the 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.

2 SCOPE

This policy relates to all transactions undertaken and commitments made by Barcaldine Regional Council.

3 HEAD OF POWER

Section 177 of the *Local Government Regulation 2012* requires that general purpose financial statements 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 requirements of AASB 124 *Related Party Disclosures* apply to local government annual reporting periods beginning 1 July 2016.

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.

4 DEFINITIONS

Act - means *Local Government Act 2009*

Close members 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.

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 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".

KMP Compensation - includes all forms of consideration paid, payable or provided by, or on behalf of, 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.

A **related party** is a person or entity that is related to the entity that is preparing its financial statements.

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 of a public service provider/ taxpayer relationship.

5 IDENTIFICATION OF RELATED PARTIES

PERSONS

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.

In addition to the definition of *close members of the family of a person* above, 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.

KEY MANAGEMENT PERSONNEL

KMP are 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 Barcaldine Regional Council, KMP have been identified as:

- (i) the Mayor and Councillors
- (ii) Chief Executive Officer
- (iii) Director Corporate & Financial Services
- (iv) Director of Works
- (v) Human Resources Manager
- (vi) District Managers

ENTITIES

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

- (i) 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).
- (ii) 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).
- (iii) Both entities are joint ventures of the same third party.
- (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- (v) 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.
- (vi) The entity is controlled or jointly controlled by a person related to Barcaldine Regional Council (outlined above).
- (vii) 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.
- (viii) The entity, or any member of the group of which it is a part, provides KMP services to Barcaldine Regional Council.

6 RESPONSIBILITY FOR THE IDENTIFICATION OF RELATED PARTIES

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

7 REQUIRED DISCLOSURES

AASB 124 *Related Party Disclosures* provides that Barcaldine Regional Council must disclose the following financial information in the financial statements for each financial year.

Disclosure of relationship between Barcaldine Regional Council and its subsidiaries

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

Disclosure of KMP Compensation

Barcaldine Regional Council must disclose **KMP compensation** in total and for each of the following categories:

- Short-term employee benefits
- Post-employment benefits
- Other long-term benefits
- Termination benefits.

Disclosure of Related Party Transactions

Barcaldine Regional Council must disclose all **material** 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 transactions;
 - 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.

Examples of **Related Party transactions** include:

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

Categories of Disclosure

Disclosure of related party transactions shall be made separately for each of the following categories:

- subsidiaries
- associates
- joint ventures in which the entity is a joint venturer
- KMP
- Other related parties.

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.

Items of a similar nature may be disclosed *in aggregate* except when separate disclosure is necessary for an understanding of the effects of the related party transactions on the financial statements.

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.

8 EXEMPT 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.

9 REVIEW

KMP are required to update their KMP Declaration Form whenever there is a change, or, in any case, review their KMP Declaration Form on an annual basis.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item Number: 3.3.1
Subject Heading: Financial Performance Report
Author and Title: Andrew Shaw – Manager Finance
Sara Milligan, Accountant
Classification: (if confidential)

Summary: Section 204 of the Local Government Regulation 2012 requires the Chief Executive Officer to prepare a finance report to present at each monthly meeting of the local government. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

The purpose of the report is to promote sound financial management and accountability by presenting the Council's budget performance as of 31 July 2024.

Officer's Recommendation: That Council receive the report.

Background

Council adopted the 2023/2024 Budget in June 2024. The report provides information and tracks Council's year-to-date revenue, expenditure and cash position. It also includes financial statistical information relevant to Council's operations.

Link to Corporate Plan

Theme 5: Governance

We will have a safe, engaged, proud and performing council and workforce that is inclusive, innovative, ethical and trusted by all levels of government.

Consultation (internal/external)

Executive Management Team and District Managers.

Policy Implications

Nil

Budget and Resource Implications

There are a number of matters highlighted in this report which have an impact on the financial position of Council. Where there are significant variations, officers seek to reduce the impacts and look to address in the quarterly budget reviews.

Risk Management Implications

The recommendation in this report has no direct impact on enterprise risk, however it does provide information that should be used to assist in the management of risks identified. The regular monitoring and interrogation of the finances does act as a mechanism of control for financial risk.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Asset Management Implications

Nil

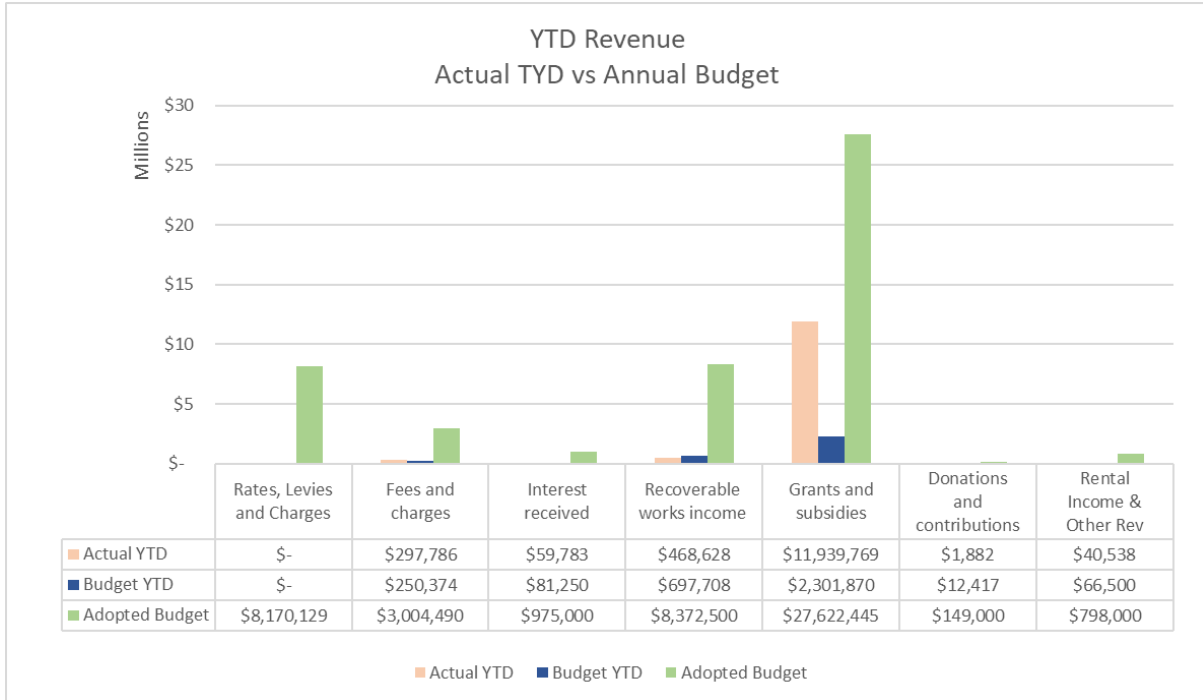
Legal Implications

This report is a requirement as set out in the Local Government Regulation 2012.

Financial Attachments

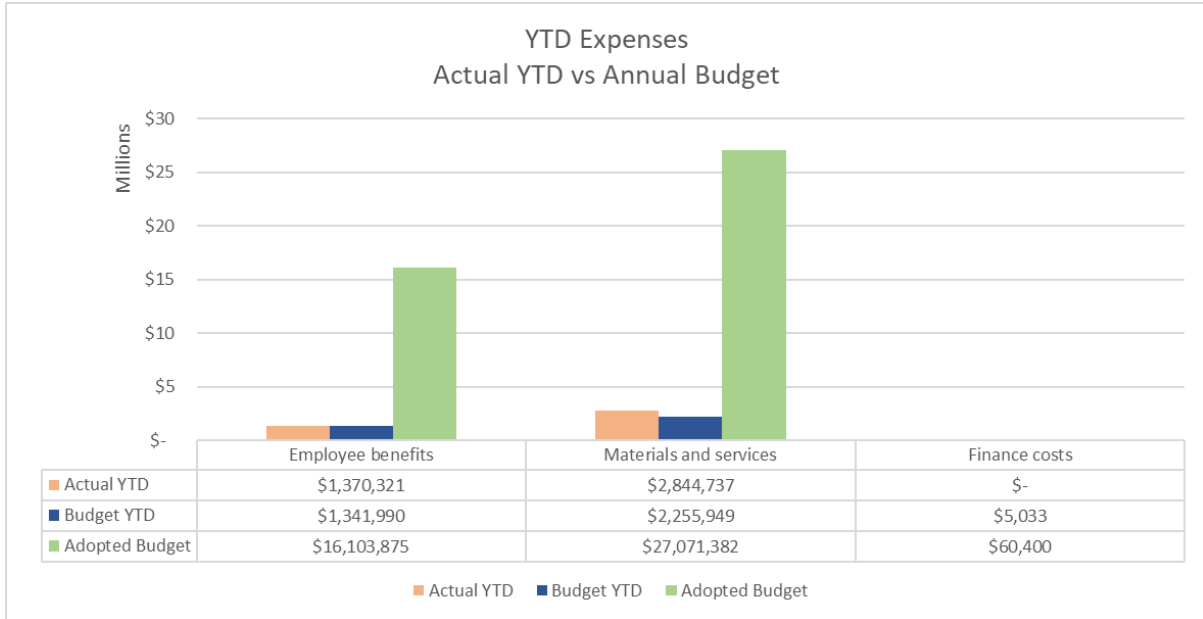
Financial Performance as at 31 July 2024				
	Year to Date			Full Year
	<i>Actual</i> \$'000	<i>Budget</i> \$'000	<i>Variance</i> \$'000	<i>Adopted Budget</i> \$'000
Operating Revenue				
Rates, Levies and Charges	-	-	-	8,170
Fees and Charges	298	250	48	3,004
Rental Income	37	61	(24)	728
Interest Received	60	81	(21)	975
Recoverable Works Income	469	698	(229)	8,373
Grants, Subsidies, Contributions and Donations	11,940	2,314	9,626	27,771
Other Revenue	4	6	(2)	70
Total Operating Revenue	12,808	3,410	9,398	49,091
Operating Expenses				
Employee Benefits	1,370	1,342	28	16,104
Materials and Services	2,845	2,256	589	27,071
Finance Costs	-	5	(5)	60
Depreciation	-	648	(648)	7,770
Total Operating Expenses	4,215	4,250	(35)	51,005
Operating Profit/(Loss)	8,593	(840)	9,433	(1,914)
Capital Revenue and Expenses				
Capital Revenue	272	477	(205)	5,727
Capital Expenses		4	(4)	46
Net Capital Income/(Loss)	272	473	(209)	5,681
Net Result	8,865	(367)	9,224	3,767

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

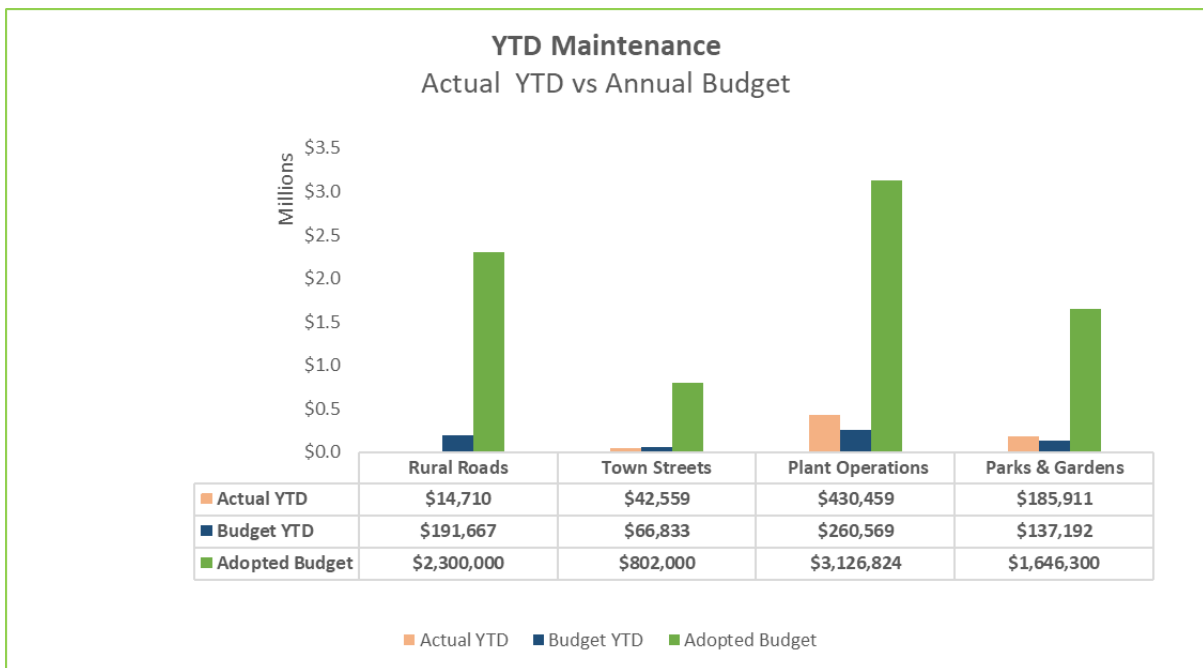


- The annual financial statements for the year ended 30 June 2024 are still in draft status.
- This means that the financial reports for the month of July 2024 are best estimates only, as the allocation of some revenue between financial year (FY) 23/24 and the current financial year is still being finalised (e.g. Road Maintenance Performance Contract and Flood Damage).
- Financial Assistant Grant (FAG) FY24/25 – the first tranche of \$10.949M was received on 2 July 2024. This represents 85% of the FAG amount for FY24/25 (the remainder will be received in equal quarterly amounts of \$495k each during the remainder of FY24/25).
- Grants and Subsidies for July are running over budget, as the first tranche of the FAG grant mentioned above was not in the budget for July (as it was expected to be received in June 2024).
- Rates and Levies are budgeted to be received just twice a year, in line with the issue of rates notices.
- All other revenue streams are progressing either slightly under or over budget year to date (YTD).

**BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024**



Employee Benefits are in line with Budget YTD, with Materials and Services running slightly over. Trends will emerge in coming months as the year progresses.



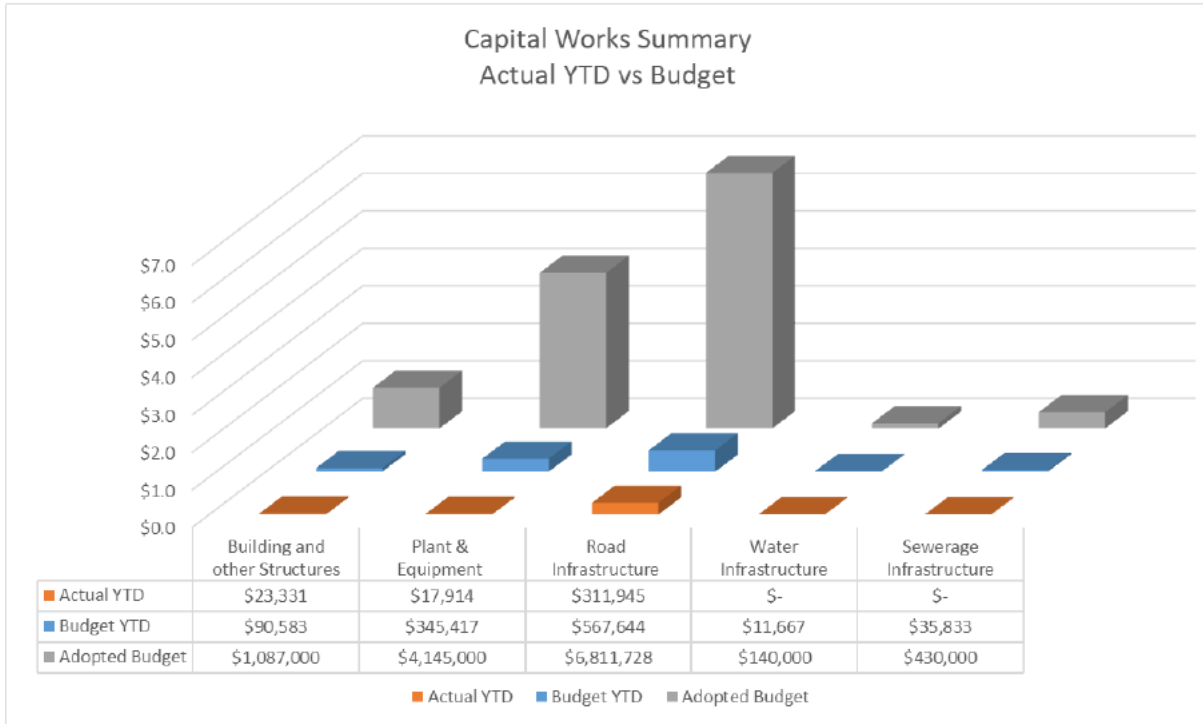
All maintenance programs are underway for the financial year. Rural Roads and Town Streets trending under and Plant Operations and Parks and Gardens trending over. Trends for these programs will be more evident in coming months.

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

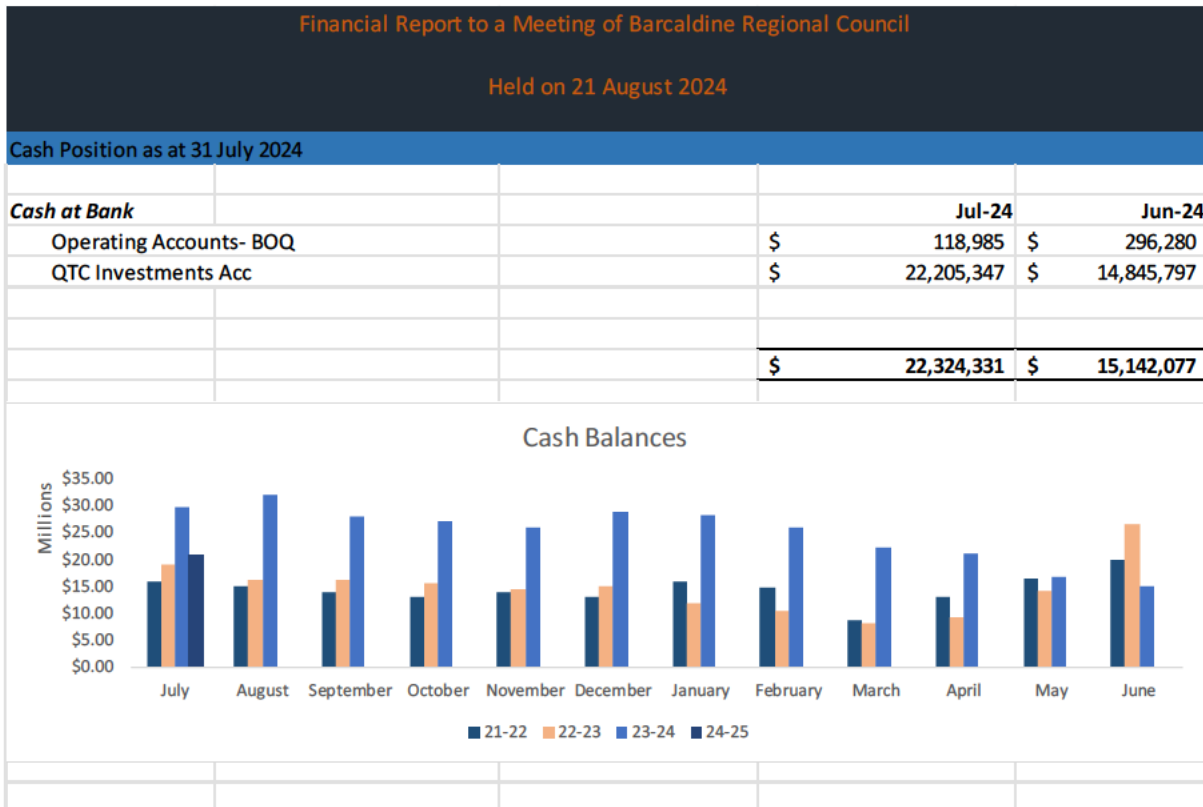
Financial Position as at 31 July 2024

	Monthly Balances				Full Year
	May 2024	June 2024	July 2024	Monthly Movement MTD	Adopted Budget
	\$'000	\$'000	\$'000	\$'000	\$'000
Current Assets					
Cash	16,691	15,142	22,324	7,182	22,957
Receivables	1,162	1,039	1,542	503	1,566
Inventories	467	414	484	70	468
Contract Assets	6,448	4,738	4,883	145	3,244
Other	405	334	199	(135)	3
	25,173	21,667	29,432	7,765	28,238
Non-Current Assets					
Property, plant & equipment	394,593	394,311	398,182	3,871	411,015
Other	15,792	18,271	14,401	(3,870)	
	410,385	412,582	412,583	1	411,015
Total Assets	435,558	434,249	442,015	7,766	439,253
Current Liabilities					
Trade and other payables	1,795	1,621	178	(1,443)	1,411
Contract Liabilities	15,282	15,188	14,335	(853)	2,282
Borrowings	141	141	530	389	450
Provisions	1,536	1,539	2,991	1,452	2,909
	18,754	18,489	18,034	(455)	7,052
Non-Current Liabilities					
Borrowings	2,330	2,330	1,803	(527)	1,331
Provisions	1,117	1,117	1,117	-	1,208
	3,447	3,447	2,920	(527)	2,539
Total Liabilities	22,201	21,936	20,954	(982)	9,591
Net Community Assets	413,357	412,313	421,061	8,748	429,662
Community Equity					
Capital	-	-	-	-	-
Retained surplus/(deficit)	193,818	192,776	201,521	8,745	210,121
Asset revaluation surplus	219,541	219,541	219,541	-	219,541
Total Community Equity	413,359	412,317	421,062	8,745	429,662

**BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024**



All Capital works programs are performing under budget to date. These will progressively increase over the coming months.

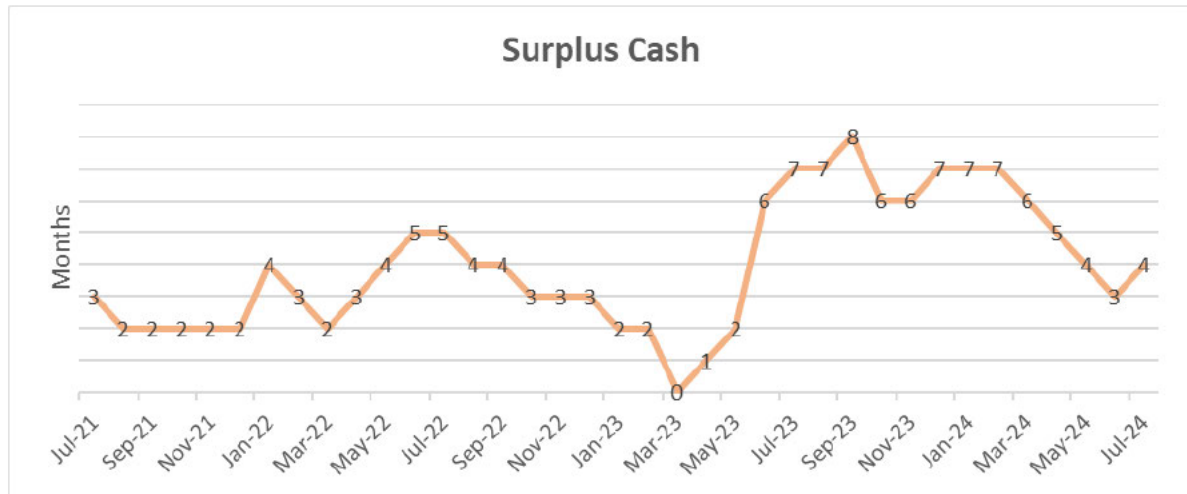


BARCALDINE REGIONAL COUNCIL AGENDA FOR GENERAL MEETING 21 AUGUST 2024

The Unrestricted Cash Expense Cover Ratio is an indicator of the unconstrained liquidity available to Council. The target for this Council based on the Financial Management Sustainability Guideline is four months. Council this month sees the ratio sitting at 1.90 months, with \$8.0 million in unrestricted cash. The restricted cash is primarily made up of Flood Damage packages for the Aramac, Alpha and Barcaldine region.

Month	Cash	Restricted	Unrestricted	Operating Expenses excl Depreciation & Finance Costs YTD	Ratio (Months)
Jul-24	\$22,324,331	\$14,334,971	\$7,989,360	4,215,058	1.90

Alternatively, a view of Council's surplus cash with due consideration for liabilities being resolved can be seen below. With this calculation, Council would have four months of surplus cash.



BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Statement of Cash Flow as at 31 July 2024

	Year to Date			Full Year
	Actual	Budget	Variance	Adopted Budget
<i>YTD cash flows</i>	<i>\$'000</i>	<i>\$'000</i>	<i>\$'000</i>	<i>\$'000</i>
Cash flows from operating activities				
Receipts from customers	11,397	3,176	8,221	38,116
Payments to suppliers and employees	(4,091)	(3,598)	(493)	(43,175)
Interest paid	-	(5)	5	(60)
Interest received	59	81	(22)	975
Net cash inflow (outflow) from operating activities	7,365	(345)	7,710	(4,144)
Cash flows from investing activities				
Payments for property, plant and equipment	(342)	(1,051)	709	(12,614)
Proceeds from sale of property, plant and equipment	66	117	(51)	1,400
Grants, subsidies, contributions and donations	273	477	(204)	5,727
Net cash inflow (outflow) from investing activities	(3)	(457)	454	(5,487)
Cash flows from financing activities				
Proceeds from borrowings	-	-	-	-
Repayment of borrowings	-	(46)	46	(550)
Net cash inflow (outflow) from financing activities	-	(46)	46	(550)
Net increase (decrease) in cash held	7,362	(848)	8,210	(10,181)
Cash at beginning of reporting period	14,962	2,762	12,201	33,138
Cash at end of reporting period	22,324	1,913	20,411	22,957

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item Number: 3.3.2
Subject Heading: Community Care Services Report
Author and Title: Sarah Milligan – Accountant
Classification: (if confidential)

Summary: This report provides an update on the Community Care Services financial progress. The financial performance of the business unit broken up into the care packages provided by Council.

Officer’s Recommendation: That Council receive the report.

Background

Council provides community care programs across the region. This report provides a financial update on the performance on each program. A general summary of each program is below:

Community Home Support Program (CHSP) have agreed to a funding amount of \$786,016.03 for the 2025 Financial Year, which is presently issued to us in monthly instalments. Home Modifications expenditure is ahead of schedule due to two large bathroom renovations.

Home Care Package claims are ongoing, we will see the income for these claims pick up in the coming months.

Home Assist Secure work has not yet begun for the financial year. The funding for Home Assist Secure of \$101k has been received in August, so will be reflected in next month’s report.

National Disability Insurance Scheme (NDIS) continues to show good numbers, with 73 participants: the funding for claims has picked up during the month of August. NDIS are currently conducting the re-certification audit.

Over the next month we should have an accurate picture of what funding for the 2024 year was overspent and underspent, this will determine if money needs to be handed back or carried forward to the 2025 Financial Year. These are on a case-by-case basis.

Link to Corporate Plan

Theme 2: Services

Our townships continue to be provided with compliance and sustainable water, sewerage and waste services. In the absence of other alternative providers, we continue to provide quality community support services on a cost-neutral basis.

BARCALDINE REGIONAL COUNCIL
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Consultation (internal/external)

Human Resources Manager

Policy Implications

Nil

Budget and Resource Implications

Most of the programs are run on a cost-recovery basis. There is an opportunity to run the NDIS program at a profit into the future. Currently it is tracking to have a small profit before overheads are included.

Risk Management Implications

The recommendation in this report has no direct impact on enterprise risk, however, does provide information that should be used to assist in the management of risks identified.

Asset Management Implications

Nil

Legal Implications

Nil

Tables and Program Summaries

Barcaldine Regional Council - Community Services Business Unit						
Financial Performance Reports						
For the period 1 July 2024 to	31-Jul-24					
% of year lapsed	8%					
	YTD Actual \$	YTD Budget \$	Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
DIRECT INCOME & EXPENDITURE						
Income						
CHSP	113,443	70,833	928,462	850,000	60%	9%
Home Care Packages	-	10,917	131,000	131,000	-100%	0%
Home Assist/Secure	-	12,667	152,000	152,000	-100%	0%
NDIS	188,417	152,500	1,830,000	1,830,000	24%	0%
Total Income	301,860	246,917	3,041,462	2,963,000	22%	3%
Expenditure						
CHSP	131,275	66,875	802,500	802,500	96%	0%
Home Care Packages	27,917	14,917	179,000	179,000	87%	0%
Home Assist/Secure	2,673	14,083	169,000	169,000	-81%	0%
NDIS	202,324	140,360	1,684,318	1,684,318	44%	0%
Total expenditure	364,189	236,235	2,834,818	2,834,818	54%	0%
NET DIRECT PROFIT/LOSS	- 62,329	10,682	206,644	128,182	-684%	61%
Indirect Costs						
Administrative Overheads	11,462		68,531			
Depreciation	708		8,497			
NET PROFIT/LOSS	- 74,499		129,616			

BARCALDINE REGIONAL COUNCIL
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Barcaldine Regional Council - Community Services Business Unit						
Program: Commonwealth Home Support Program						
Financial Performance Reports						
For the period 1 July 2024 to 31-Jul-24						
CHSP	YTD Actual \$	YTD Budget \$	* Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
DIRECT INCOME & EXPENDITURE						
Income						
CHSP Grants	109,115	59,167	786,016	710,000	184%	11%
MOW Grant	2,446	-	2,446	-	0%	0%
Grants QCSS	-	-	-	-	#DIV/0!	#DIV/0!
Contributions CHSP	1,441	10,833	130,000	130,000	-87%	0%
Contributions MOW	440	833	10,000	10,000	-47%	0%
Total Income	113,443	70,833	928,462	850,000	60%	9%
Expenditure						
Workforce Retention	-	0	-	-	0%	0%
Personal Care	946	833	10,000	10,000	14%	0%
Transport	9,876	3,750	45,000	45,000	163%	0%
Domestic Assistance	9,987	8,333	100,000	100,000	20%	0%
Home maintenance	32	167	2,000	2,000	-81%	0%
Home modifications	59,600	23,333	280,000	280,000	155%	0%
Meals	1,097	667	8,000	8,000	65%	0%
Meals on wheels	-	83	1,000	1,000	-100%	0%
Nursing	1,786	2,208	26,500	26,500	-19%	0%
Social Support-group	8,656	5,000	60,000	60,000	73%	0%
Social Support-individual	5,118	3,333	40,000	40,000	54%	0%
Case Management	1,434	833	10,000	10,000		0%
Client Care coordination	17,323	5,833	70,000	70,000	197%	0%
QCSS wages	-	-	-	-	#DIV/0!	#DIV/0!
QCSS operating	-	-	-	-	#DIV/0!	#DIV/0!
Coord & Super - Community	15,420	12,500	150,000	150,000	23%	0%
Total expenditure	131,275	66,875	802,500	802,500	96%	0%
Direct profit/Loss before overheads	- 17,832	3,958	125,962	47,500	-550%	165%
Indirect Costs						
Administrative overheads	3,245		38,936			
Depreciation	708		8,497			
NET PROFIT/LOSS	- 21,785		78,529			

BARCALDINE REGIONAL COUNCIL
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Barcaldine Regional Council - Community Services Business Unit						
Program: Home Care Packages						
Financial Performance Reports						
For the period 1 July 2024 to 31-Jul-24						
	YTD Actual	YTD Budget	* Projected	Annual	YTD	Projected
HOME CARE PACKAGES	\$	\$	Annual \$	Budget \$	Variance %	Annual Variance %
DIRECT INCOME & EXPENDITURE						
<i>Income</i>						
Grants	-	10,417	125,000	125,000	-100%	0%
Return unexpended grants			-	-		
Contributions	-	500	6,000	6,000	-100%	0%
Total Income	-	10,917	131,000	131,000	-100%	0%
<i>Expenditure</i>						
Regional HC Wages	23,527	12,083	145,000	145,000	95%	0%
Regional HC Packages - operating	1,923	833	10,000	10,000	131%	0%
Coord & Super - Community	2,467	2,000	24,000	24,000	23%	0%
Total expenditure	27,917	14,917	179,000	179,000	87%	0%
Direct profit/Loss before overheads	- 27,917	- 4,000	- 48,000	- 48,000	598%	0%
Indirect Costs						
Administrative overheads	724		8,685			
Depreciation						
NET PROFIT/LOSS	- 28,641		- 56,685			

BARCALDINE REGIONAL COUNCIL
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Barcaldine Regional Council - Community Services Business Unit						
Program: Home Assist/Secure						
Financial Performance Reports						
For the period 1 July 2024 to 31-Jul-24						
HOME ASSIST/SECURE	YTD Actual \$	YTD Budget \$	* Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
DIRECT INCOME & EXPENDITURE						
Income						
Grants	-	12,417	149,000	149,000	-100%	0%
Grants- SAA program	-	-	-	-		
Unexpended grant return (est 20/21)	-	-	-	-		
Contributions	-	250	3,000	3,000	-100%	0%
Total Income	-	12,667	152,000	152,000	-100%	0%
Expenditure						
Direct wages	-	3,750	45,000	45,000	-100%	0%
Operating costs	-	8,250	99,000	99,000	-100%	0%
SAA Grant expended	-	-	-	-		
Coord & Super - Community	2,673	2,083	25,000	25,000	28%	0%
Total expenditure	2,673	14,083	169,000	169,000	-81%	0%
Direct profit/Loss before overheads	- 2,673	- 1,417	- 17,000	- 17,000	89%	0%
Indirect Costs						
Administrative overheads	683		8,200			
Depreciation	-		-			
NET PROFIT/LOSS	- 3,356		- 25,200			

BARCALDINE REGIONAL COUNCIL
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Barcaldine Regional Council - Community Services Business Unit						
Program: NDIS						
Financial Performance Reports						
For the period 1 July 2024 to 31-Jul-24						
NDIS	YTD Actual \$	YTD Budget \$	* Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
DIRECT INCOME & EXPENDITURE						
Income						
Fees - Plan Set-up	1,213	500	6,000	6,000	143%	0%
Fees - Plan administration	10,511	9,167	110,000	110,000	15%	0%
Fees - support coordination	10,750	9,500	114,000	114,000	13%	0%
Care packages	165,943	133,333	1,600,000	1,600,000	24%	0%
Contributions		-		-		
Total Income	188,417	152,500	1,830,000	1,830,000	24%	0%
Expenditure						
Direct assistance wages	4,763	5,408	64,900	64,900	-12%	0%
Plan participant claims	174,686	125,217	1,502,599	1,502,599	40%	0%
Coordination & Supervision	22,875	9,735	116,819	116,819	135%	0%
Total expenditure	202,324	140,360	1,684,318	1,684,318	44%	0%
Net Direct Profit/Loss	- 13,908	12,140	145,682	145,682	-215%	0%
Indirect Costs						
Administrative overheads	6,810		9,080			
Depreciation						
NET PROFIT/LOSS	- 20,718		136,602			

**BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024**

Council Meeting Date: 21 August 2024
Item Number: 3.3.3
Subject Heading: Project Progress Report
Author and Title: Daniel Bradford, Director Corporate and Financial Services

CLASSIFICATION: (if confidential)

Summary: Council has adopted a Capital Works Program for 2023/2024 financial year at its budget meeting in June 2023. At the meeting, Council also adopted a list of special operating projects for this financial year. This report is a progress summary of each project to the end of July 2024.

Officer's Recommendation: That Council receive the report as tabled on Wednesday 21 August 2024.

**BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024**

Council Meeting Date: 21 August 2024
Item Number: 3.4.1
Subject Heading: Regional Council Business

Summary: Items to be tabled on the day.

BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item Number: 3.5.1
Subject Heading: Planning and Development Report
Author and Title: Daniel Bradford, Acting Chief Executive Officer
Classification: (if confidential)

Summary: From the Acting Chief Executive Officer, tabling the monthly Planning and Development Report.

Officer's Recommendation: That Council receive the report.

Background

The planning and development report for the month consists of two elements:

1. A list of town planning, building, water and sewerage applications.
2. A report from Council's town planners – Reel Planning.

The full details of development applications are available on Council's website.

Link to Corporate Plan

Theme 5: Governance

We will have a safe, engaged, proud and performing council and workforce that is inclusive, innovative, ethical and trusted by all levels of government.

Consultation (internal/external)

- Chief Executive Officer
- Reel Planning

Policy Implications

Nil

Budget and Resource Implications

- Planning fees received
- Assessment costs.

Risk Management Implications

Low risk – information report only

Asset Management Implications

Nil

Legal Implications - Nil

Summary list of town planning, building, water and sewerage applications.

Date		Fees		Development Type	Development Detail	Value of work	Location
01.07.2024	O/B	\$0.00				\$0.00	
03.07.2024		\$976.00		Planning	Reconfiguration of Lot (12 Lots into 10 Lots)	\$0.00	Barcaldine
01.07.2024		\$513.00		Water Connection	Vacant Land	\$0.00	Barcaldine
25.07.2024		\$825.00		Building	Shed	\$20,000.00	Barcaldine
		\$791.00		Plumbing	Connection to Council Sewer	\$0.00	Barcaldine
		\$3,105.00		1 July 2024 to 6 August 2024		\$20,000.00	
		\$39,515.79			2023-2024 Financial Year	\$5,455,828.87	
		\$52,587.50			2022-23 Financial Year	\$2,316,652.00	
		\$45,692.00			2021-22 Financial Year	\$4,215,938.78	
					2020-21 Financial Year	\$3,639,135.00	
					2019-20 Financial Year	\$5,454,721.91	
					2018-19 Financial Year	\$2,220,655.58	

MONTHLY REPORT (JULY 2024)

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

Two new applications have been received since the last monthly report. Four applications are currently under assessment.

1.1	Council reference:	DA082425
	Application:	Development Application for Development Permit for a Material change of use an Extractive industry (5,000 to 100,000 tonnes per annum)
	Property description:	55492 Capricorn Highway, Barcaldine (SP333388)
	Day application was made:	06 August 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	Goodliffe Grazing Company Pty Ltd as trustee for JH Speed Trust No 2
	Status:	Awaiting payment

An application has been made by Goodliffe Grazing Company Pty Ltd as trustee for JH Speed Trust No 2 for a Development Permit for a Material Change of Use for an Extractive industry (5,000 to 100,000 tonnes per annum) over land at 55492 Capricorn Highway, Barcaldine (SP333388)

The application involves developing a site known as "North Delta Quarry" into a fully functional quarry producing up to of 100,000 tonnes of lateritic gravel products (pea gravel) a year for use in the civil construction and road reconstruction industry.

The site is in the Rural zone, within which the proposed Extractive industry is subject to Code assessment and therefore will not require public notification. The site is within 25m of a state-controlled road and also involves an environmentally relevant activity and will be required to be referred to the State Assessment and Referral Agency (SARA).

Council is currently waiting for the payment of the application fee before assessment commences.

1.2	Council reference:	DA052425
	Application:	Development Application for a Development Permit for a Material change of use for a Service station
	Property description:	24-28 Ironwood Drive and 21 Needlewood Road, Barcaldine (Lot 4, 18 and 19 on SP24954)
	Day application was made:	30 July 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	Woodham Petroleum Services Pty Ltd C/ Urban Planet Town Planning Consultants
	Status:	Confirmation period

An application has been made by Woodham Petroleum Services Pty Ltd C/ Urban Planet Town Planning Consultants for a Development Permit for a Material Change of Use for a Service Station over land at 24-28 Ironwood Drive and 21 Needlewood Road, Barcaldine (Lot 4, 18 and 19 on SP24954).

The proposal is for a Service station that will cater for refuelling of heavy vehicles.

The site is in the Industrial precinct of the Township zone, within which the proposed Service station is subject to Code assessment and therefore will not require public notification. Due to the size of the land the application will be required to be referred to the State Assessment and Referral Agency (SARA).

The application is properly made and is currently under assessment.

1.3	Council reference:	DA012425
	Application:	Development Application for a Development Permit for Reconfiguring a Lot (Boundary realignment 12 lots into 10 lots)
	Property description:	71, 81, 91 and 101 Lancewood Road and 34 Mimosa Road, Barcaldine (Lots 3-14 on RP606423)
	Day application was made:	03 July 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	C.J. & C.M. Cole C/- Murray & Associates (Qld) Pty Ltd
	Status:	Decision stage

An application has been made by C.J. & C.M. Cole C/- Murray & Associates (Qld) Pty Ltd for a Development Permit for Reconfiguring a Lot (Boundary realignment 12 lots into 10 lots) over land at 71, 81, 91 and 101 Lancewood Road and 34 Mimosa Road, Barcaldine (Lots 3-14 on RP606423).

The proposed subdivision has been designed to rationalise the existing lot configuration as the lot configuration is irregular. This will result in lots which are a suitable size and shape to accommodate future industrial activities.

The site is in the Industrial precinct of the Township zone, within which the proposed reconfiguration is subject to Code assessment and therefore will not require public notification.

Council is currently assessing the application.

1.4	Council reference:	DA592223
	Application:	Development Application for a Development Permit for a Material Change of Use - Service Station
	Property description:	270 Ballyneety Road, Aramac and formally described as Lot 3 on SP335304
	Day application was made:	6 June 2023
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	Noel Nicholas Dickson
	Status:	Decision stage

An application has been made by Noel Nicholas Dickson for a Development Permit for a Material Change of Use for a Service Station over land at 270 Ballyneety Road, Aramac (Lot 3 on SP335304).

The proposal involves an existing unmanned fuel pod that dispenses both diesel and unleaded petrol. The unmanned fuel pod is located between the 'The Lake' camping area and the Ballyneety road reserve.

The site is in the Rural Zone, within which the proposed Service Station, where the total use area is below 150m², is subject to Code assessment and therefore will not require public notification.

The applicant has advised that the fuel pods will be entirely contained on their land. Council is currently assessing the application.

The following customer requests were received since the last monthly report:

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
25/07/24	Landowner	<p><u>Details of Enquiry</u> Council received a request regarding subdividing land.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Township zone The site is affected by the flood hazard. <p><u>Advice given</u></p> <ul style="list-style-type: none"> The minimum lot size in the Township zone is 800m² As the site is in the flood hazard area each lot will have to either contain a building envelope outside the flood prone land or achieve a relevant flood immunity level Reconfiguring a lot is subject to Code assessment in the Township zone. 	Closed
26/07/24	State government entity	<p><u>Details of Enquiry</u> Council received a request regarding establishing a shade structure.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> The site is in the Township zone. <p><u>Advice given</u></p> <ul style="list-style-type: none"> The shade structure will be for activities already carried out on site No additional uses are proposed 	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<ul style="list-style-type: none"> • The proposal is therefore not a material change of use and is building work only • Building work on the subject site is 'accepted development' under the planning scheme • Accepted development means no planning approval is required • Separate building approval will still be required. 	
PLANNING AND DEVELOPMENT CERTIFICATES			
09/08/24	Conveyancing company	Council received a request for a Limited Planning and Development Certificate for a land holding in the Township zone.	Issued
SURVEY PLAN APPROVALS			
Nil			
EXEMPTION CERTIFICATES			
30/06/24	Business operator	Council received a request for an Exemption certificate for assessable building works (internal works only) for Short-term accommodation.	Issued



BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item Number: 3.5.2
Subject Heading: Workplace Health and Safety Report
 Author and Title: Shane Waller, Work Health and Safety Coordinator
 Classification: (if confidential)

Summary: From the Work Health and Safety Coordinator, presenting a report on Council's Workplace Health and Safety.

Officer's Recommendation: That Council receive the report.

Background

The table and associated graphs below represent Barcaldine Regional Council incidents involving injuries to personnel reported from the middle of the calendar year 2023 through to the most recent reported incident date.

The correlated data indicates that across the region, body stressing has been the major contributor of injuries to employees, followed by being hit by moving objects. The Workplace Health and Safety Department is working closely with Departmental Leaders, Managers and Supervisors to bring awareness of manual handling requirements to their workers through prestart conversations and during task allocation.

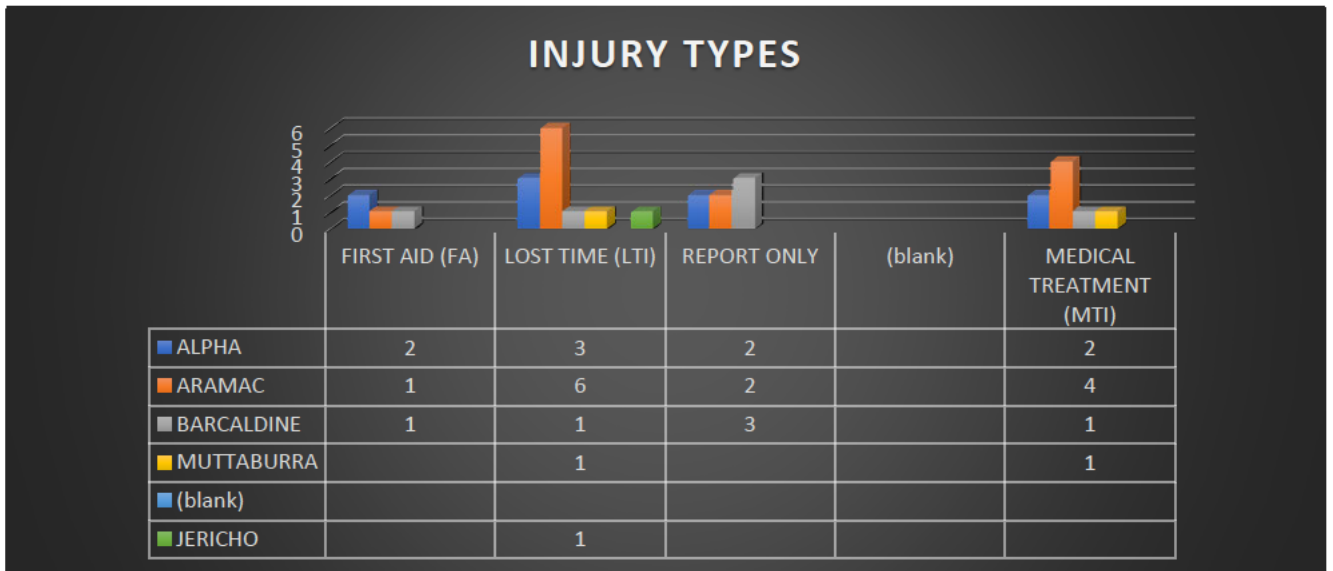
Personnel incidents reported 01/07/2023 – 15/08/2024

Date	Location	Outcomes	Injury Type
04/08/2024	Aramac	Injury	Medical Treatment
22/07/2024	Aramac	Injury	Medical Treatment
16/07/2024	Aramac	Injury	Medical Treatment
21/06/2024	Alpha	Injury	Lost Time incident
20/06/2024	Alpha	Injury	Medical Treatment
20/05/2024	Barcaldine	Injury	Report Only
10/05/2024	Alpha	Injury	Medical Treatment
09/05/2024	Aramac	Injury	Medical Treatment
01/05/2024	Aramac	Injury	Report Only
29/04/2024	Barcaldine	Injury	Medical Treatment
24/04/2024	Alpha	Non-Injury	Report Only
03/04/2024	Barcaldine	Injury	Lost Time incident
20/03/2024	Aramac	Injury	Lost Time Incident
19/03/2024	Barcaldine	Injury	Lost Time Incident
19/03/2024	Muttaborra	Injury	Medical Treatment
11/03/2024	Jericho	Non-Injury	Report Only
04/03/2024	Jericho	Injury	Lost Time Incident
15/02/2024	Aramac	Injury	Lost Time Incident

**BARCALDINE REGIONAL COUNCIL
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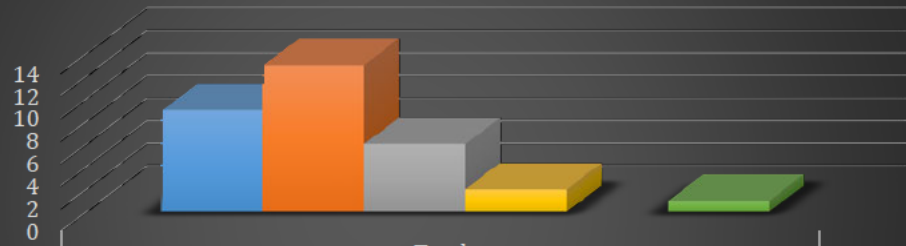
05/02/2024	Alpha	Injury	First Aid
29/01/2024	Aramac	Injury	Lost Time Incident
29/01/2024	Aramac	Injury	First Aid
24/01/2024	Aramac	Non-Injury	Report Only
22/01/2024	Aramac	Injury	Lost Time Incident
18/01/2024	Alpha	Injury	Report Only
12/12/2023	Barcaldine	Injury	Report Only
08/11/2023	Aramac	Injury	Lost Time Incident
03/11/2023	Barcaldine	Injury	Lost Time Incident
25/10/2023	Alpha	Injury	Lost Time Incident
28/09/2023	Aramac	Injury	Report Only
29/08/2023	Aramac	Injury	Lost Time Incident
18/08/2023	Alpha	Injury	Report Only
01/08/2023	Muttaborra	Injury	Lost Time Incident
31/07/2023	Barcaldine	Injury	First Aid
18/07/2023	Barcaldine	Injury	Report Only
07/07/2023	Alpha	Injury	First Aid

Incident graph 01/07/2023 – 10/07/2024



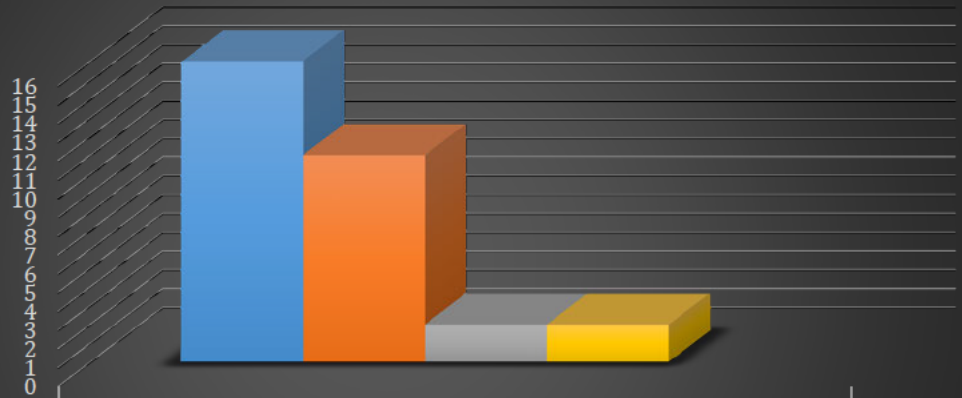
**BARCALDINE REGIONAL COUNCIL
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INCIDENT COUNT BY TOWN



	Total
■ ALPHA	9
■ ARAMAC	13
■ BARCALDINE	6
■ MUTTABURRA	2
■ (blank)	
■ JERICHO	1

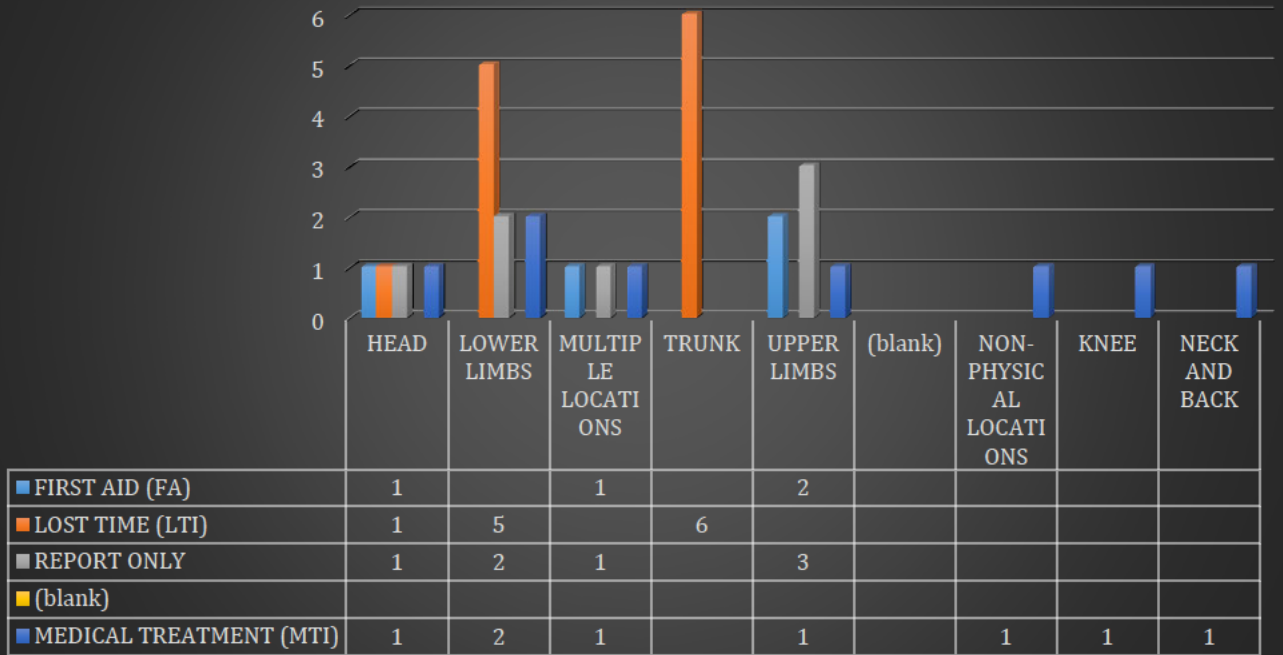
INCIDENT DEPARTMENTS



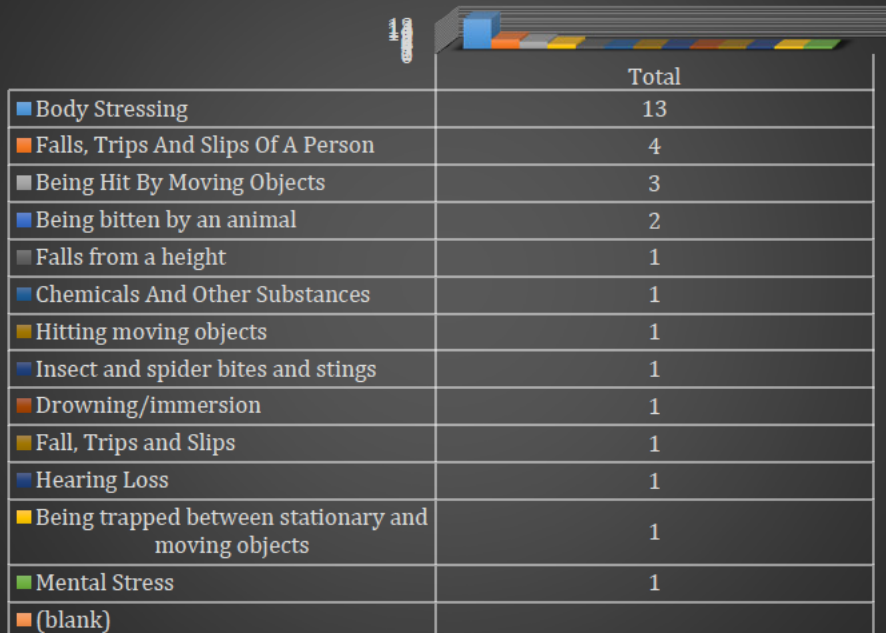
	Total
■ TOWN	16
■ ROADS	11
■ ADMINISTRATION	2
■ COMMUNITY CARE	2
■ (blank)	

**BARCALDINE REGIONAL COUNCIL
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INJURIES BY BODY LOCATION



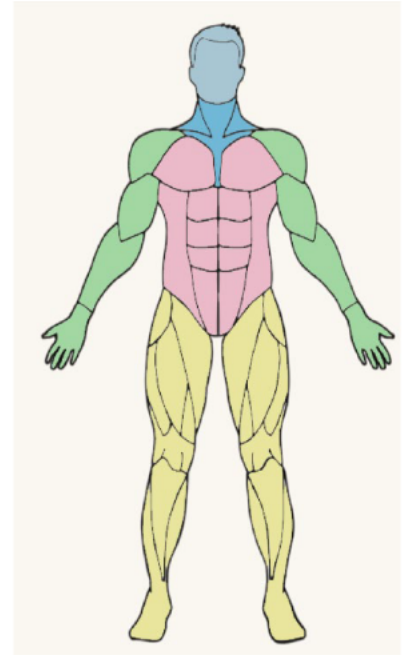
INCIDENT MECHANISM



**BARCALDINE REGIONAL COUNCIL
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Injuries by body location

HEAD	5
NECK	1
TRUNK	7
UPPER LIMBS	6
LOWER LIMBS	11
MULTIPLE LOCATIONS	3



The Workplace Health and Safety Department has received the Audit report and has reviewed all observations, planning is in progress to improve in these areas, consultation and alignment with departments is ongoing. The council's Safety Management Systems has been reviewed, recommendations for improving functionality will be provided .

The Work Health and Safety Team continues to provide support to workers and officers, through communication, mentoring, guidance and advice.

Link to Corporate Plan - Theme 5: Governance

Consultation (internal/external)

- Acting Chief Executive Officer
- Leadership Team
- Supervisors
- Workers

Policy Implications

Implementation of Council Safety Management System documentation is ongoing

Budget and Resource Implications

- * Insurance claims
- * Lost time injuries – Workers Compensation

Risk Implications – no major incidents

Asset Management Implications - Nil

Legal Implications - Nil

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item Number: 3.5.3
Subject Heading: Environmental Health Officer Report
Author and Title: Daniel Bradford, Acting Chief Executive Officer
Classification: (if confidential)

Summary: From the Acting Chief Executive Officer, tabling the Environmental Health Officer Report for Councillor Information.

Officer's Recommendation: That Council receive the report.

All Council areas:

- Draft Food Business Application Form sent to all council areas for editing and approval - some Councils have adopted/some ongoing.
- Draft Temporary Food Business Application Form - some Councils have adopted/some ongoing.
- Draft Caravan Park Inspection Proforma - editing stage.
- Inquiry sent to all Councils regarding public pool water testing, referencing Subordinate Local Laws 1, Prescribed Activity/s.

Instrument of appointment

- Completed: Blackall, Barcaldine, Longreach, Winton and Barcoo.
- Requires signature: Diamantina.

Other Actions/Tasks:

- Organised personal computer files for job tasks - completed.
- Revising Food Business Application Form - completed and waiting on approval.
- Revising Food Business Inspection Form - completed.
- Estimated cost analysis for proposed Water Testing Facility - completed and shared with Blackall Chief Executive Officer.

Food Premises

Blackall:

- Food Safety Program Assessment, as part of application - complete.
- Food safety inspections were carried out, minor issues were noted and raised with operators.
- Edited Food Business Application Form - completed and approved.
- Emails and phone consultation.
- Food Business Application Assessment - ongoing.

Barcaldine:

- Phone calls/emails.
- Food Business Applications Assessments - ongoing.

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- Conducted inspections of Food Business, minor issues were noted and raised with operators – ongoing.
- Assessed and approved Temporary Food Licenses.
- Edited Inspection Proforma – current.
- Information/letter – Operating without a Food License.
- Emails and phone consultation.
- Complaint/s addressed and corrective actions advised.

Diamantina:

- Advice given regarding rood related information document.
- Assessed and approved Temporary Food Licenses.
- Food Business Applications Forms shared with administration.
- Information/letter – Operating without a Food License.
- Emails and phone consultation.
- Waiting on Instrument of Appointment.

Barcoo:

- Edited Inspection Proforma – current.
- Food Business Application Proforma – edited and approved.

Longreach:

- Emails and phone consultation.
- Edited Inspection Proforma – current.
- Food Business Applications Assessments.
- Conducted inspections of Food Business, minor issues were noted and raised with operators.
- Complaints.
- Phone calls/emails.
- Food business consultation/s.

Boulia:

- Emails.
- Food safety Inspections were carried out, minor issues were noted and raised with operators.
- Food Business Applications Assessments – ongoing.
- Edited Inspection Proforma – current.
- Edited Food Business Application Form – completed and approved.

Winton:

- Edited Food Business Application Form – completed and approved.
- Edited Inspection Proforma – current.
- List of Current Food Businesses contact details provided by administration.
- Conducted inspections of Food Business, minor issues were noted and raised with operators.

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Local Laws

Blackall:

- Commercial Use of Roads – risk assessment and approvals.
- Overgrown allotment assessments.
- Meeting and discussion.
- Carvan Park Application Assessment and approval.

Barcaldine:

- Accommodation discussion – ongoing.
- Draft Caravan Park Inspection Proforma – editing stage.

Environmental Management/Public Health

Blackall: D.E.S meeting – ERA 16.

Barcaldine: Complaint – accommodation related. (*Public Health Act* was the most relevant legislation). Inspection conducted and corrective actions advised.

Longreach:

- General Development Assessment Process Guide for Local Planning and Development Department. Shared with Regulatory Services Administration.
- Complaint/s.
- Inquiry and information support.

Bouliá: Contaminated land meeting. Legislative framework document provided and Contaminated Land Management process provided.

Pest Management

Blackall: Wild Dog Barrier Fence Review, information request from Biosecurity Queensland.

Waste Management

Barcaldine: Landfill site – estimated life span calculation for landfill site/s. Information and discussion only.

Blackall:

- Asbestos Fact Sheet – editing stage.
- Asbestos Management Procedures – shared with relevant Council personnel.
- Asbestos Fee Application – ongoing.
- Informational inquiry sent to D.E.S regarding asbestos management procedural compliance. Response from D.E.S.- no advice provided.

**BARCALDINE REGIONAL COUNCIL
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Link to Corporate Plan

Theme 5: Governance

Consultation (internal/external)

- Environmental Health Officer
- Remote Area Planning and Development Board

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Implications

Low risk – information report only

Asset Management Implications

Nil

Legal Implications

Nil

BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item Number: 3.5.4
Subject Heading: Economic Development Report
Author and Title: Daniel Bradford, Acting Chief Executive Officer
Classification: (if confidential)

Summary: From the Acting Chief Executive Officer, tabling the monthly Economic Development Report.

Officer's Recommendation: That Council receive the report.

Background

The monthly progress report on the economic development projects that Council is pursuing is attached below.

Link to Corporate Plan

Theme 4: Economy

Consultation (internal/external)

- Acting Chief Executive Officer
- Remote Area Planning and Development Board Senior Regional Development Manager

Policy Implications

Nil

Budget and Resource Implications

Council does have budget for some contributions towards the BREZ for the construction of the road, however many other aspects of the project are yet to be finalised and funding yet to be resolved. For the RAPAD Power Grid, Council's role is limited currently as it is largely driven by external stakeholders. As the project progresses, Council will need to consider what financial investment they may contribute towards this project.

Risk Management Implications

- Low risk that developments do not meet community expectations
- Moderate risk that developments do not receive funding

Asset Management Implications

Nil

Legal Implications

Nil

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Economic Development
August 2024

Barcaldine Renewable Energy Zone (BREZ)

- Draft funding agreement is being finalised between Zen Energy and the State Government.
- Trunk infrastructure work aiming to begin later in 2024.

Background

- BREZ is a renewable energy precinct being developed in Barcaldine.
- Partnership between Barcaldine Regional Council (BRC) and Zen Energy (nee Sunshot Energy) through Professor Ross Garnaut AC, more information on Ross can be found here: <https://www.rossgarnaut.com.au/>.
- Project received \$7M in state funding for trunk infrastructure in 2023, more information on the funding announcement can be found here: <https://statements.qld.gov.au/statements/98543> and here: <https://www.abc.net.au/news/2023-06-19/barcaldine-renewable-energy-zone-ready-to-build/102491746>.
- If any councilors would like more information please contact me and I can forward.

RAPAD Power Grid (RPG)

- USA Mission report is complete: <https://www.rapadpowergrid.com.au/rapad-us-mission>.
- Remote Area Planning and Development (RAPAD) Energy and Economic Forum will be occurring in Barcaldine on Friday September 27th. This will see several people from Texas in Barcaldine to outline the lessons and learnings from Texas which could be applied to the RAPAD region. More information will follow .
- Meetings were held in Brisbane in July to provide updates to Government and Industry: Gerard Coggan, Coordinator General, Queensland Government.

Background

- RAPAD councils have identified the transition to a diversified economy as a potential economic enabler for the region.
- Central Western Queensland has a comparative advantage in the production of traditional and new/renewable energy with existing projects such as the BREZ, RAPAD Power Grid, upcoming RAB project, the enabling role of the government-owned Barcaldine power station and the regions "almost infinite solar resources" highlighted in the recent State Government Supergrid Infrastructure Blueprint.
- RAPAD approached Joseph and John O'Brien, founders of VisIR in early 2023 to discuss and validate how best the central west could benefit from the decarbonization transition currently underway in Queensland. For noting, VisIR was approached as they founded and developed the \$5 billion CopperString 2023 transmission network that will extend approx. 1000 km from Townsville to Mount Isa: <https://www.powerlink.com.au/projects/copperstring-2032>.
- The opportunity for Barcaldine and the central west is the large comparative advantage it offers through the provision of vast clean energy opportunities as well as the BREZ development currently underway. RPG will complement the BREZ development, not compete with it by providing it to increase in scale.

BARCALDINE REGIONAL COUNCIL
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- RPG aims to provide 930km of transmission infrastructure from Hughenden to Barcaldine to Gladstone.
- Joseph and John O'Brien have visited Barcaldine and the region several times in 2023 and 2024 discussing the project with landholders, indigenous groups and council.
- Project is likely to take 4 – 5 years to deliver, noting it is in year one currently.
- RAPAD, BRC, VisIR Memorandum of Understanding announced RAPAD Power Grid in late 2023: <https://rapad.com.au/publications/councils-partner-on-900km-western-power-grid-to-secure-clean-energy-jobs-and-growth/>.
- More information can be found here: <https://rapad.com.au/publications/rapad-power-grid-overview/> and <https://www.rapadpowergrid.com.au/>.
- Of key importance to this projects' success is to ensure we understand how our region and its communities can best benefit from their delivery. Projects aim is to deliver long term sustainable social and economic benefits to the region.

As always happy to come and brief council on any matters they wish or have raised.

BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item No: 3.5.5
Subject Heading: Human Resource – Workforce Data and Plan
Author and Title: Adele Bintley, Manager People and Culture
Classification: (if confidential)

Summary: Barcaldine Regional Council (BRC) Human Resource (HR) team has two documents to present to Council which reflect employee data in a dashboard template, as well as a document which provides a first draft HR workforce plan. The goal of these documents is to advance the data-driven decision making, more innovative action planning strategy and process for BRC.

The main challenge faced by the HR team has been gaining credible, working data from our current business system.

Officer's Recommendation: That Council receive and note the report.

Background

Dashboard data and Plan on a Page – HR business data:

Document	Type	Summary
HR Dashboard – July to September 2024	Dashboard	BRC employee specific data
HR Workforce Plan – 2024	Plan on a Page	BRC workforce strategy and plan

Link to Corporate Plan

Theme 5: Governance – Develop a workforce plan to support talent management, succession planning and service delivery throughout the region.

Consultation (internal/external)

- Executive Management Team
- Human Resources

Policy Implications

Supports and frames HR Policies and Procedures.

Budget and Resource Implications

Limited budget implications; largely around budgeted cost of employment, resignation, turnover, training and development in pursuit of additional operational efficiencies.

**BARCALDINE REGIONAL COUNCIL
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Risk Management Implications

The recommendation in this report has no direct impact on enterprise risk, however, does provide information that should be used to assist in the management of risks identified.

Asset Management Implications

Nil

Legal Implications

Nil

2024/2025 HR DASHBOARD - 26/6 to 6/8



Total Current Employees

164



New Employees

3



Exited Employees

3



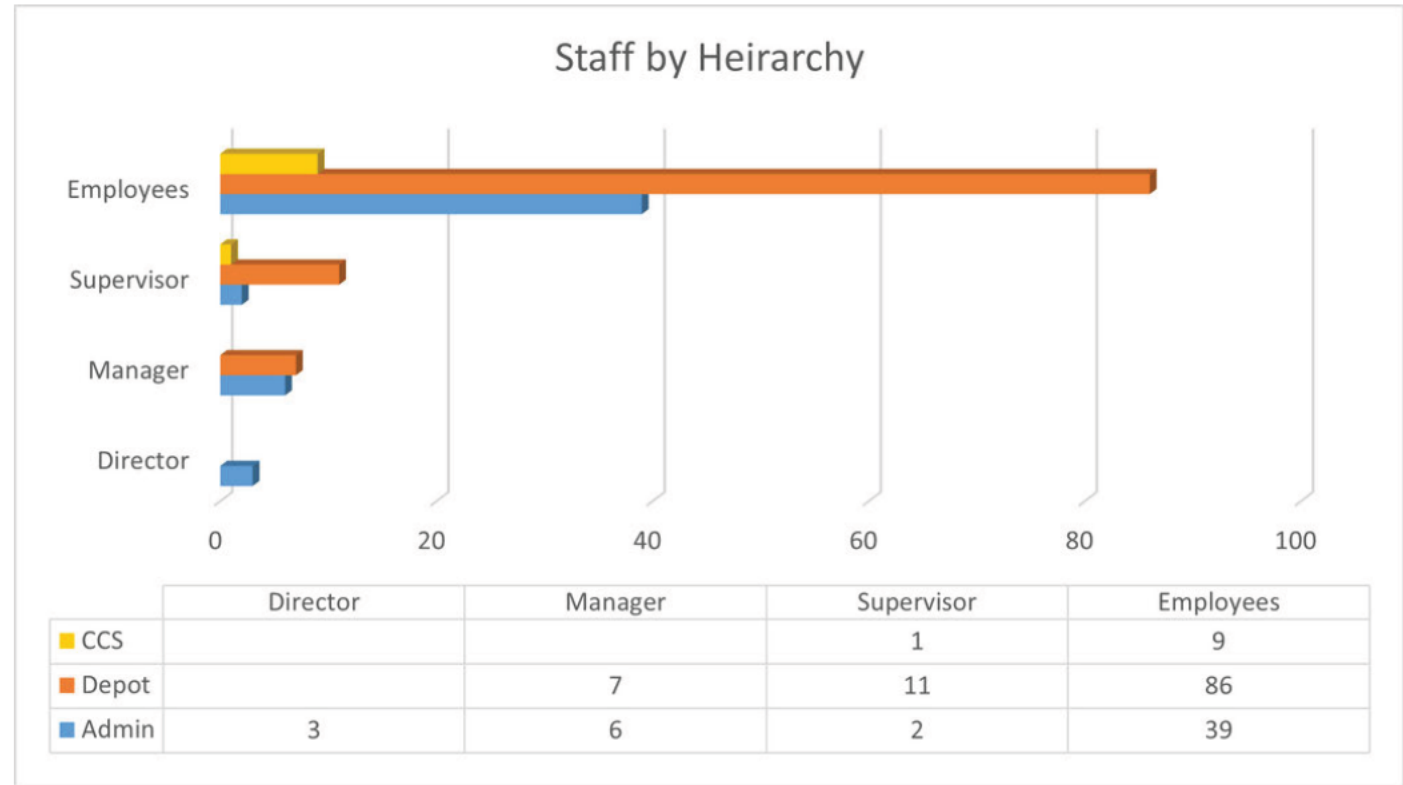
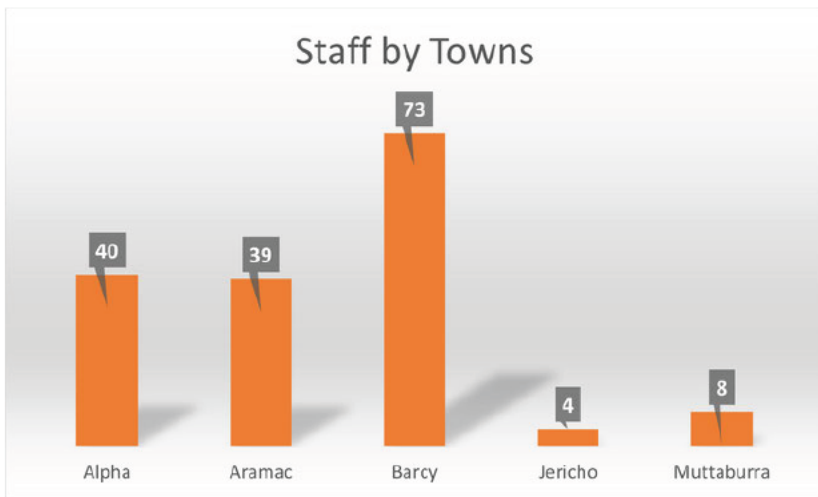
Full Time Employees

136



Part Time 19

Casuals 9




Trainees 1




Apprentices 5



Total FTE

154.5



Staff Over 65 years

17



45%



55%

2024 WORKFORCE PLAN

OUR VISION

A strong service to our community

OUR VALUES

HEART

Honesty, Empathy, Accountability, Respect, Trust

OUR PURPOSE

To drive Council priorities through our considered advice and services

MEASURE OF SUCCESS

Employee Engagement: Improved employee opinions about flexibility, workload, wellbeing, leadership and Council as a great place to work
Vacancy Rate: BRC Vacancy Rate = <10%
Change & Learning: Increased capability in coaching, managing change, digital and adult literacy, and use of data and technology



STRATEGIC OBJECTIVES

Equip our workforce for the future:

- Embed a performance culture that builds capability, fosters accountability, and empowers our people to be the best they can be
- Support wellbeing and develop a diverse and inclusive workplace reflective of the communities we serve.

RISKS & OPPORTUNITIES

CULTURE: providing a healthy, safe, equitable, diverse and inclusive workplace to deliver on expectations
CAPABILITY: identifying and developing required capabilities
CAPACITY: attracting and retaining talent in a highly competitive employment market

TALENT

Talent shortages, changing workforce expectations, and the rise of technologies means we need to lift our talent attraction and retention strategies.

- Enhance council's employer brand as "a great place to work"
- Continue to modernise and enhance our recruitment and selection practices and attraction and retention strategies
- Understand and promote the Total Rewards Package to improve attraction and retention

LEADERSHIP & CAPABILITY

Grow and develop management, leadership, data, and digital capabilities. Embrace modern approaches to learning; develop frameworks for the management of leadership pipelines and embed Training Needs Analysis to drive learning and development strategies.

- Develop a learning and development strategy for BRC and review/refresh annually
- Develop our future leaders and enhance our succession and workforce planning practices
- Build organisation capability in the assessment of current and required workforce capabilities
- Embed a whole of council approach to resource management and workforce planning practices

BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item Number: 3.6.1
Subject Heading: Mayor's Information Report
 Author and Title: Councillor Rob Chandler, Mayor
 Classification: (if confidential)

Summary: From the Mayor, tabling his information report to Council.

Officer's Recommendation: That Council receive the report.

TOPIC	ACTIVITY
Meetings	<ul style="list-style-type: none"> • Executive Management Team • Special Council Meetings • Remote Area Planning and Development • Acting Chief Executive Officer • Qld Beef Corridors • Barcaldine Renewable Energy Zone • C&K Chief Executive Officer • Local Government Association of Qld • Mental Health Month • Emergency Management Coordinator • The Palace Findings and Report
Events	<ul style="list-style-type: none"> • Muttaborra Sculpture Festival
Workshops	<ul style="list-style-type: none"> • Elected Members Update • Central Qld Beef Roads Investment Strategy

OUTWARDS CORRESPONDENCE		
DATE	RECIPIENT	SUBJECT
16 July 2024	Yumbanguku Aboriginal Cultural Heritage and Tourism Development Corporation	Letter of Support
24 July 2024	Minister for Transport and Main Roads	Barcaldine Renewable Energy Zone Access Road

Link to Corporate Plan

Theme 5: Governance

Consultation (internal/external)

Nil – information report only

**BARCALDINE REGIONAL COUNCIL
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Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Implications

Low

Asset Management Implications

Nil

Legal Implications

Nil

BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item Number: 3.6.2
Subject Heading: **Acting Chief Executive Officer's Information Report**
Author and Title: Daniel Bradford, Acting Chief Executive Officer
Classification: (if confidential)

Summary: This report provides a monthly update on the activities of the Acting Chief Executive Officer.

Officer's Recommendation: That the report be received and noted.

Background

The month of July moved quite quickly with the team very much starting to get into the new financial year. Council officers commenced the 2024/2025 program with some projects already completed. We have finalised some arrangements for the Acting Director of Corporate and Financial Services. Council has applied for two significant grants under the Housing Support Program and the Local Government Grants and Subsidies Program (LGGSP). A massive thank you to the individuals involved in pulling all this information together. These activities have been noted below:

Major Events and Items

- Qld Beef Corridors engagement meeting with Department of Main Roads
- Complete the Local Government Managers of Australia (LGMA) Executive Management Program
- Submission of Barcaldine Sewerage Treatment Plant grant application for the LGGSP
- Submission of the Council Housing Project grant application for the Housing Support Program
- Local Government Association of Qld (LGAQ) Elected Members Update.

Economic Development

- Barcaldine Renewable Energy Zone meeting regarding progress and regular check in
- Remote Area Planning and Development (RAPAD) Power Grid Update
- Qld Beef Corridors Steering Committee activities.

Community Activities

- Attended the Muttaborra Sculpture Festival
- Attended Regional Arts Development Fund meeting.

BARCALDINE REGIONAL COUNCIL

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Council Business

- Meeting with Council's Information Technology Managed Service Provider, working through the strategic direction and key goals over the next twelve months
- LGW Workplace Health and Safety Audit has identified a number of improvements and work is continuing to progress
- Contract negotiations for the Enterprise System implementation
- Request for Quotation (RFQ) of Organisational Culture review. Finalised the preparation of RFQ documentation, coordinated the evaluation and Council meeting report.
- Health and Safety Representative Committee Meeting
- Visit to Alpha for various meetings with staff and community stakeholders
- Visit to Aramac for various meetings with staff and community stakeholders
- Monthly Leadership Team Meeting
- Completed mandatory National Disability Insurance Scheme online training
- Caught up with Peak Services and LGAQ while they were onsite for other workshops regarding partnering opportunities. Reviewed progress of the grants management program and other matters.
- RAPAD Monthly Board meeting
- Met with key staff to review the preparation and future planning of the Galilee Gazette and the staff newsletter, The Breeze
- Barcaldine Rec Park future planning activities
- Finalising preparations of the capital works projects progress dashboard for Council's website.

Going forward across August and September, we will begin to delivery various initiatives.

These will include:

- Local Laws uplift scope finalised and planned signed off
- Various policies will be reviewed and updated
- Launch the Enterprise System Implementation Project
- Onboard the Acting Director of Corporate and Financial Services
- Attending LGMA Conference and the Western Queensland Alliance of Councils Forum.

Link to Corporate Plan

Theme 5: Governance

- Develop systems to better inform investment decisions (including return and whole of life costs)
- Continue listening to our communities identify opportunities for improvement
- Continue reviewing policies and strategic plans for relevancy and currency.

Policy Implications

Information report only

Budget and Resource Implications

Information report only

**BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024**

Risk Management Implications

Information report only

Asset Management Implications

Information report only

Legal Implications

Information report only

BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item Number: 3.6.3
Subject Heading: Alpha/Jericho District Report
 Author and Title: Karyn Coomber, District Manager
 Classification: (if confidential)

Summary: This report provides an update on the Council activities that have occurred over the last month, in and around the Alpha and Jericho District.

Officer’s Recommendation: That Council receive the report.

Background


This report has been prepared for the purpose of providing Councillors and the community with a summary of the operational activity currently across our region. This report focuses on the area of Alpha and Jericho. Please see the table below for key activities that have occurred, in progress or now complete.

Community Events, Donations and Support	
Alpha Horse and Pony Club	Request for assistance - RA08202425 – Alpha Horse and Pony Club. Support by way of a \$500.00 donation to help cover costs of running the gymkhana with ribbons and prizes and \$500.00 fee waiver for the hire of the showgrounds for the rally day, gymkhana and breakup.
Alpha District Tourism and Development Association Incorporated	Request for assistance - RA10202425 – Alpha Tourism. Support by way of a fee waiver for the hire of the Alpha town hall for the annual Christmas Market, total cost: \$90.00.
Project Management	
Jericho Showgrounds	Meeting with the Jericho Showground User Group to discuss the upgrades to the bar and power to the Showground. This was a positive and robust meeting with a variety of ideas brought to the table.
Alpha and Jericho Projects	All projects within the Community Buildings Program are in the planning and prioritising stage.
Alpha State School Footpath	Special report.
Alpha Show Society	Special report.
Alpha Tourism	Special report.

BARCALDINE REGIONAL COUNCIL
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Operational Management	
Tourism	<p>Tourist numbers are still high and with the café open in Shakespeare Street, they are staying longer and enjoying the area. Tanya is still receiving a lot of compliments for the information centre, the Tivoli Museum and the Beta Hut. They appreciate the wide range of brochures that we stock. Numbers are still good on a Saturday and the tourists are happy to be able to go through and look at what we have to offer.</p>
Rural Lands Officer (RLO)	<p>Update from our RLO:</p> <ul style="list-style-type: none"> • Undertaking Certificate IV in Government Investigations • Scratch and dip 400 head of cattle, sprayed one horse • Spraying harrisia cactus/mother of millions along Jericho/Blackall Road • Working on Stock Route Management Strategy • Mapping of Jumping Cholla with Department of Agriculture and Fisheries Officer Phillip Hayward and Liam Balderson • Checking Airstrip at Alpha and Jericho. <p>Attended the Central West Regional Pest Partnership Group meeting on Tuesday 6 August 2024.</p> <p>Items discussed:</p> <ul style="list-style-type: none"> • ESRI • Local Government Biosecurity and Stock Route Management Plans • Review/summary of key projects for 2024 • Stock Route Network – Capital Work applications • Winton Jumping Cholla Cactus • Bullock Creek • Coral Cactus, Mother of Millions • Stock Route Land Officers Group • Updates provided by the following Councils: <ul style="list-style-type: none"> ○ Barcaldine Regional Council ○ Blackall/Tambo Regional Council ○ Longreach Regional Council ○ Barcoo Shire Council ○ Winton Shire Council <p>Jericho Common users will have completed a common muster on 14 to 19 August 2024.</p>
Town Services	<ul style="list-style-type: none"> • New garden beds at Alpha Cemetery • Two new garden beds at Alpha Showground • Bull and cow garden bed at Settlers Park has been extended for proposed new sculpture if Tourism are successful with their grant application • Painting concrete islands and garden beds in Shakespeare Street and main street intersection

BARCALDINE REGIONAL COUNCIL
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	<ul style="list-style-type: none"> • Painting of Skate Park in Jericho, all steel sides very colourful  <ul style="list-style-type: none"> • New seating for Jericho Skate Park to be installed • Street Sweeper was back in Alpha on 5 August • Installing new picnic tables and chairs at Settlers Park • Establishing new garden beds at Jericho Cemetery • Replacing bull area fence at Alpha Showground.
Compliments	<p>A gentleman by the name of Steven Moren come into the Alpha Office after visiting the cemetery. He is doing family research and has been across Queensland researching his family and finding where they are buried. He said the state of the Alpha Cemetery is one of the best looked after cemeteries he has been too. He said it is a credit to Council to how well maintained it is and Council should be proud. He also said what has been undertaken with the old Alpha Cemetery and Pine Hill Cemetery with the list of names under the pergolas is great. He said he wishes other councils would do this to make it easier for those looking for past family members. He said it was great to be able to see these lists also at the front of the cemetery as you first go there on the big signs. He hasn't seen this anywhere else. So, another credit to Council or those that made this happen.</p> <p>Jericho Showground and Redbank:</p> <ul style="list-style-type: none"> • Thank you to Jericho and the team that keeps such a great spot clean and available. Ali & Clay – NSW. • Thank you for a wonderful camping site. Your good work here and around town does not go unnoticed. Till next time. Karen and Dallas. • Huge thank you for your hospitality. Excellent facility, clean and tidy. Second time staying here and we will most definitely be back. Kerry and Richard – Darwin.
Suggestions	<p>Jericho Showgrounds and Redbank:</p> <ul style="list-style-type: none"> • Need a caretaker – noticed people coming in late, leaving early and not paying. • Honesty system not working – maybe numbered envelopes and tags for awning arms would help. Envelope to include: <ul style="list-style-type: none"> ○ Name ○ Registration

BARCALDINE REGIONAL COUNCIL
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	<ul style="list-style-type: none"> ○ Contact number ○ Arrival date ○ Amount enclosed. • Providing cheap accommodation but there is nothing to spend money on in the area: <ul style="list-style-type: none"> ○ Turn swimming pool into hot artesian pool during winter months ○ Coffee or take-away van ○ Provide transport to the pub for dinner ○ Suggest to Country Women’s Association, School or a local committee to put on a meal once a week ○ Lots of single men at campgrounds sitting around, advertise the Men’s Shed ○ Encourage volunteering at showground - painting or mowing • You provide a good service, make it work to improve your town.
Meetings/Trainings	
Peak/Council Steering Committee	Multiple meetings and information gathering in preparation for the Home Support Program Community Enabling Infrastructure Grant submission due Friday 16 August 2024.
Council Meeting	Alpha State School footpath tender discussion.
Contractor Meeting	Brents Solution – discuss ongoing and future requirements.
Council Meeting	Special Council Meeting.
TV and Radio Infrastructure	Remote and Regional Television Transmission and Reception Audit.
Automated Teller Machine Software Training	Concilio Training with NEXT Treasury Support.
Council Meeting	Monthly Leadership Meeting.
Envisio Training	Refresher training with Envisio.
Human Resources	Regular catch up with Human Resources.
Finance	Budget Workshops.
Finance	Regular catch up with Finance.

Link to Corporate Plan

Theme 5: Governance

Consultation (internal/external)

As above

**BARCALDINE REGIONAL COUNCIL
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Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Implications

Nil – information report only

Asset Management Implications

Nil

Legal Implications

Nil

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item Number: 3.6.4
Subject Heading: Aramac/Muttaborra District Report
 Author and Title: Amber Coulton, Acting District Manager
 Classification: (if confidential) N/A

Summary: This report provides an update on the Council activities that have occurred over the last month, in and around the Aramac and Muttaborra District.

Officer’s Recommendation: That Council receive the report.

Background

This report has been prepared for the purposes of providing Councillors and the community with a summary of the operational activity currently occurring across our region. This report focuses on the area of Muttaborra and Aramac. Please see the table below for key activities that have occurred, in progress or now complete.

Community Events, Donations and Support	
Aramac State School Parents and Citizen’s Association	Thank you letter for very kind donation towards the Parents and Citizen’s Cookbook – \$500.
Aramac Racing Club	Thank you for your generous donation towards their annual event.
Muttaborra Masonic Lodge	Request for assistance for use of Muttaborra Memorial Hall for their annual dinner.
Muttaborra Sculpture Trail Committee	Letter requesting assistance – separate report.
Project Management	
2024–2025 Capital Works Projects	
Bowls Club Airconditioning – Aramac	Job awarded, scheduled mid-September 2024.
Town Fencing – Aramac	Materials ordered, awaiting delivery.
Town Hall Upgrade – Aramac	Placed on VendorPanel.
Cattle Yard Upgrade – Aramac	Steel has been ordered, awaiting delivery.
Town Hall Upgrade – Muttaborra	Planning.
Community Enhancement Program – Muttaborra	Planning stages.

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2024-2025 Operational Budget	
Stock Routes – Fire Breaks	Planning – to be discussed further at the Rural Lands meeting.
Operational Management	
Meetings/Training	<ul style="list-style-type: none"> • Corporate Financial Services meeting • Leadership meeting • Aramac Community Development Association meetings – Aramac town reunion planning • Garden Expo meeting • Publications meeting • Special Council meeting • Aramac Rural Transaction Centre (Bank of Qld, Qld Government Agent Program, Services Australia) weekly meeting • Modern Methods of Construction • Envisio • Local Resilience Action Plan.
Housing	<ul style="list-style-type: none"> • Muttaborra zero vacancies • Aramac nine vacancies: <ul style="list-style-type: none"> ○ 4 x 3 bedroom homes ○ 2 x 2 bedroom home ○ 3 x 1 bedroom units.
Library/Information Centre	<ul style="list-style-type: none"> • Loans – 45 • Returns – 72 • Daily reports – 65 • Local visitors – 154 • Tourists – 752 • Complaints – 0 • Senior citizen’s morning tea and activities every Monday.
Muttaborra	A successful race meet held on Saturday 10 August 2024. Plenty of tourists at Caravan Park, Recreation Grounds, Freedom Park and river camping. Tours busy at Dr Arratta Museum and Cassimatis Museums. Town is looking great.
Rural Lands Officer	<ul style="list-style-type: none"> • 1080 x three properties • Continuing to study Certificate IV in Investigations through Peak Services • Fire mitigation project carried out on Aramac Creek • Continuing to work on Town Common Policy and Stock Route Management Plan • Spraying of town common and reserves ongoing. <p>Stock Routes Capital works projects Murdering Dam – to be desilted when contractor available.</p>

**BARCALDINE REGIONAL COUNCIL
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Risk Assessment	
Risk Assessment	Animal control, Spraying Stock Routes and town areas, 1080 baiting, Stock Routes management.
Relationship Building	
Aramac Community Development Association	Fortnightly planning meetings for the Aramac Town Reunion.
Muttaborra Sculpture Festival Committee	Excellent event. Well supported by Council's local workforce.
Erkmar Aust Pty Ltd	TV and Satellite audit 6-7 August.

Link to Corporate Plan

Theme 5: Governance

Consultation (internal/external)

As above

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Management Implications

Nil

Asset Management Implications

Nil

Legal Implications

Nil

BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item Number: 3.6.5
Subject Heading: Barcaldine District Report
 Author and Title: Jenny Lawrence, District Manager
 Classification: (if confidential)

Summary: This report provides an update on the Council activities that have occurred over the last month in and around the Barcaldine District.

Officer’s Recommendation: That Council receive the report.

Background

This report has been prepared for the purposes of providing Councillors and the community with a summary of the operational activity currently occurring across our region. This report focuses on the area of Barcaldine. Please see the table below for key activities that have occurred, in progress or now complete.

Quote: “A person who never made a mistake never tried anything new” – Albert Einstein.

Community Events, Donations and Support	
Barcaldine Rifle Club Incorporated	Cash donation – \$500.00, prizemoney annual shoot weekend of 24 August 2024 – score 75.
Barcaldine Rodeo Association Incorporated	In-kind assistance to the value of \$400.00, plant hire to move grandstands – score 65.
Project Management	
Capital Works Projects 2023-24	
Barcaldine Rec Park Stage 3	Shade structures are due to be delivered week of 19 August. Separate confidential information report to be tabled at meeting.
Capital Works Projects 2024-25	
Library Air-conditioning	To be called on VendorPanel, design and install.
Library – Interactive Television Update	Emailed librarian to arrange with provider of equipment as this is specialised.
Showground – Replace Doors Goods Shed	Carpenter has checked options and replacement with roller doors is looking to be the better option. To be called on VendorPanel.
The Globe – Screens	Work to be scheduled with carpenter and options explored.
Community Enhancements Program	Works being considered – town entry banners, replace damaged bench seats and street beautification.

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Barcy Rec Park Enhancements	Planning of works – retainer wall back of building, signage, line marking carpark and bollards to stop driving on top of lake wall.
Special Operating Projects 2024–25	
Tree of Knowledge Memorial – Timber Inspection and Maintenance Plan	Researching available providers of this service. To be called on VendorPanel.
Operational Management	
Tourist Information Centre	Tourist numbers have significantly increased over the past few weeks, caravan parks have been filled. Many phone requests being received for camping at Council facilities.
Sixty & Better	Separate report.
Library	A number of tourists are utilising services at the library. Librarian continues to enhance the First 5 Forever program, last week setting up a campsite including logs for a fireplace. Working on annual statistics report for State Library Qld.
Rural Lands Officer and Local Laws	<ul style="list-style-type: none"> - Regular checks of Barcy Red tracks. - Spraying of cactus and mother of millions on town common, stock routes and along railway corridor. - Second block of Certificate IV in Government Regulations (Regulatory compliance specialisation) completed. The final block is on 4-5 September. - Working with property owner who has an issue with coral cactus to see if Biosecurity can assist with the eradication. - Cattle on road near Back Creek, checking where they are coming from. - Officer from Biosecurity Blackall visit week of 12 August to check if any jumping cholla cactus in property neighbouring on Jericho Road whilst owner onsite. - Online training 16 August - Animal Management (Cats and Dogs). <p>Local Laws</p> <ul style="list-style-type: none"> - Checking overgrown properties on a regular basis. - Following up on dog complaints.
Carpenter	<ul style="list-style-type: none"> - Construction of shed at treatment plant – completed. - Fence repairs at racecourse to stop kangaroos entering track. - Installed new signage at Bank of Qld. - Meeting with college on apprentice training. - Inspected 56 Yew Street, identified repair work being carried out.

BARCALDINE REGIONAL COUNCIL
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	<ul style="list-style-type: none"> - House inspections were carried out 13 August. - Planning commenced on replacing of doors on goods shed. - Repairs Aramac, required for tenancy.
Meetings/Training	<ul style="list-style-type: none"> - Monthly check-in meetings with Human Resources. - Corporate/Finance regular meeting. - Fortnightly check-in with direct manager. - Monthly leadership meeting. - Weekly meetings with Rural Lands Officer and Carpenter to discuss work schedules/plans. - Check-in with Communications and Engagement Co-ordinator. - Monthly check-in with Department regarding grant funding Barcy Rec Park. - Grants management service meeting. - Elected member update. - Special Council meetings and workshop. - Envisio works project portal update. - Review/update Local Disaster Action Recovery Plan. - Completed Crucial Conversation and Change Resilience training over two days. - Responding to numerous after-hours calls for camping. - Barcy Rec Park operations meeting. - Planning activities for Primary Health Network grant funding. - Inspect 56 Yew Street with carpenter. - Housing option information session. - Working on Airport Manual amendments as identified in Civil Aviation Safety Authority audit. - Attended Noosa Film Academy red carpet screening of filming workshops with Aramac, Alpha and Barcaldine State Schools, St Joseph's Catholic School and community workshop held during week of 5 August. - I am on leave from 22 – 26 August. - Attending Local Government Manager's of Australia annual conference in Cairns 27-30 August.
Parks and Gardens	<p>Staff are cleaning up gardens around the administration office, chambers and Rob Chandler Park.</p>
Barcaldine Showground/ Racecourse	<p>Frost has had an impact on oval, regular watering is seeing an improvement in the condition of the grass. Work to replace stairs removed to allow for installation of new photo finish tower has been organised by Barcaldine Racing Club. There has been a new trainer sign a training agreement with Council.</p>

**BARCALDINE REGIONAL COUNCIL
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Barcaldine Rec Park	Checked boat ramp with Workplace Health and Safety Advisor for requirements on cleaning/maintenance of boat ramp.
Relationships Building	
Country University	Initial meeting with officers regarding suitable location for campus in Barcaldine. Location identified is The Globe, two rooms.
Barcaldine Racing Club	Meeting with president to discuss Work Health and Safety audit and other works.
Muttaborra Sculpture Festival	Attended festival on Saturday 27 July, congratulations to the organisers. Congratulations to the winners and all entrants, the sculptures were of a very high standard which would have made judging challenging. During the day a blessing service was held for bell relocated from Catholic Church to site along sculpture walking track.



**BARCALDINE 60 & BETTER PROGRAM
REPORT TO
BARCALDINE REGIONAL COUNCIL
FOR MEETING AUGUST 2024**

- 1. Activities:** average numbers for group activities for July – based on people signing the attendance book and coordinator’s notes.

Tai Chi	Exercises	Croquet	Meeting AGM	Hoy Bingo	Morning Tea (Av)	Talks	Lunch
6	4	5	18	13 11	9	12	13

2. Annual General Meeting: The 60 & Better Committee Annual General Meeting was held on Tuesday 16th July. District Manager, Jenny Lawrence attended as Barcaldine Regional Council officer whose portfolio includes the 60 & Better Program. Written reports were received by the coordinator and treasurer and the president gave a verbal summary. Mrs Brown retired as President. Mrs Miller and Mrs Jackson accepted nominations as secretary and treasurer and resumed their positions. Mrs Duncan accepted nomination as vice president and will fill the role of president until someone assumes that position.

3. Primary Health Network (PHN) funding: There is PHN funding originally meant for 2023 – 2024 for social, mental, physical health and wellbeing of older people in Barcaldine Regional Council area. I have been contacting others in all towns to try and find ways that include many people across a range of activities. Exercise classes – men’s and women’s, yoga, bowls, darts, as well as existing physical activities could be offered.

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The suggestion of free access to swimming pools for older people and hydrotherapy has been made. Having intertown activity days, whether craft centred, for sport or social interactions is being investigated. There are different groups to host these activities.

A morning concert and activity afternoon is being planned for October (Senior's Month and Mental Health Month).

I've spoken with Tony O'Toole (Mongrel's Men) and we are proposing a sausage sizzle with RU OK Day and other information pertaining to older people and mental health to be held at The Village Green on 12 September (RU OK Day). There would be a couple of games and maybe some music as well.

The Regional Senior's Christmas Lunch and Muttaborra Senior's Christmas Dinner could use some of this funding. Having days where individuals, organisations and service providers supporting older people come together for wellbeing days and selfcare sessions are also on the list.

4. Elder Olympics: A definite date has not been set but we need to do this before it is too hot. I'm not sure if Barcaldine State School students are now available. We'll make other arrangements if necessary.

5. Visits to Barcaldine State School classes: We have resumed visits on Friday mornings to Barcaldine State School to work with Prep and Year 2/3 classes on alternate weeks. This involves three or four ladies usually.

Jean Williams
Coordinator

Link to Corporate Plan

- Theme 1: Community
- Theme 5: Governance

Consultation (internal/external)

District Manager - Barcaldine

Policy Implications

Nil

Budget and Resource Implications - Nil

Risk Management Implications - Nil

Asset Management Implications- Nil

Legal Implications - Nil

BARCALDINE REGIONAL COUNCIL
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Council Meeting Date: 21 August 2024
Item Number: 3.6.6
Subject Heading: Community Engagement Coordinator
 Author and Title: Lilli Kay, Community Engagement Coordinator
 Classification: (if confidential)

Summary: From the Community Engagement Coordinator, submitting her Information Report.

Officer's Recommendation: That Council receive the report.

Events	
NAIDOC Week	Around 70 people attended the celebrations by Central West Aboriginal Corporation on the Village Green on Saturday 13 July 2024. Council gave in-kind support and a cake. Photographed and put up on Facebook.
Muttaborra Sculpture Festival	The festival proved very popular and well attended by locals and travellers alike, bringing a positive impact on the town.
Noosa Film Academy Community Workshop and Red Carpet Screening	As part of their RADF grant, Noosa Film Academy offered a Community Workshop in Screen Production on Saturday 10 September at the Australian Workers Heritage Centre. Tourism groups in the region and community were invited. Despite low numbers attending (13), a seven-minute tourism video on the region was successfully produced and shown to the audience of 30 at the Red Carpet Screening at the Barcaldine Radio Theatre on Sunday. The Barcaldine Community Workshop video is now on the Noosa Film Academy website.
Work in Progress	
Citizenship Ceremony	There are two conferees to become Australian citizens on Monday 26 August 2024 at 9.30am. They are William Jones and Robert McLeod, both of Barcaldine.
The Jillaroos Cre8ion	This is a RASN production, selected to go to Aramac for the reunion weekend. They will play at the Aramac Town Hall at 4pm on Sunday 25 August 2024.
Great Australian Charity Cattle Drive	Have received a flyer in relation to the Great Australian Charity Cattle Drive coming through Barcaldine in late May 2025. Organisers looking to Council to hold an event in support.
Small Business Friendly	On 11 July 2024, submitted an Expression of Interest for the Renew Australia Regional Place Activation Program. The application was successful and will involve collaborating with property owners to offer local creative small businesses and entrepreneurs rent free access to vacant commercial spaces in main streets and town centres.

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	The overarching goal is to foster the evolution of local small businesses and cultivate more vibrant and active precincts. The Expression of Interest for creative small business participants will open in late August – September 2024. Possible space for Business group, Music hub and Christmas.
Get Gardening	Entries have now opened and to date there have been seven entries received, with a closing date of 27 September 2024.
Festival of Small Halls	Festival of Small Halls is to be held at Muttaborra this year on Saturday 28 September 2024. Artists appearing will be Canadian singer-songwriter Kellie Loader and Queensland's own trad duo Van Dijk and McDonald. Currently sourcing local talent to be the opening act.
Tourism	
Barcaldine and Aramac Town Maps	Despite a quieter tourism season than last year, extra maps needed to be re-printed (with necessary changes identified).
Social Media	
Council Facebook	Monthly Analysis Snapshot attached.
Regional Arts Development Fund (RADF) program	
RADF Applications	There have been no applications received this month.
New RADF Committee	First committee meeting for 2024–2025 was held on Monday 12 August 2024 at Council Chambers with all but one committee member attending. Purpose was to introduce each other, discuss the role and look for broader arts and cultural opportunities in all different communities.
Council Relations	
Meetings	<ul style="list-style-type: none"> • Hudson's Circus on 25 July 2024 re erection of a clown stature for four weeks near Bank of Qld. • Department of Main Roads re erection of the clown structure. • Chamberlain Tractors Eastern States Branch group visited Barcaldine on 24 July 2024. • Longreach Hospital re welcome packs for incoming graduate nurses. • Sally Newton re Historical Society RADF application and possible grants. • Morgan Gronold re Remote Area Planning and Development Energy and Economic Futures Forum. • Aramac office re Gazette and Breeze changes. • Whole of RADF Committee Meeting.

BARCALDINE REGIONAL COUNCIL
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Phone Meetings	<ul style="list-style-type: none"> • Cathy Heuvel from Department Home Affairs re upcoming citizenship queries. • Alison Shaw from The Right Grant re upcoming shows and changes. • Richard Kawalski re country rock band for the Cattle Drive. • Noosa Film Academy re Community Workshop. • Kath Cadd re Qld Ballet Regional Tour. • Anthony Lamond regarding Mental Health Week and RU OK Day. • Sharon Ible re Small Business Friendly. • Rachel Webster re cultural interviews. • Chris Nott re Great Australian Charity Cattle Drive. 			
Media				
Why Leave Town Gift Cards Updated	For the month of July – 13 cards were loaded to a value of \$900, with 11 cards redeemed at a value of \$988.			
	Total cards loaded	Total load value	Total redemptions	Total unredeemed funds
	619	\$73,170	751	\$19,148

Link to Corporate Plan

Theme 1: Community
 Theme 4: Economy

Consultation (internal/external)

As noted above

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Implications

Low risk – report of activities only

Asset Management Implications

Nil

Legal Implications

Nil

Sessions

1,132

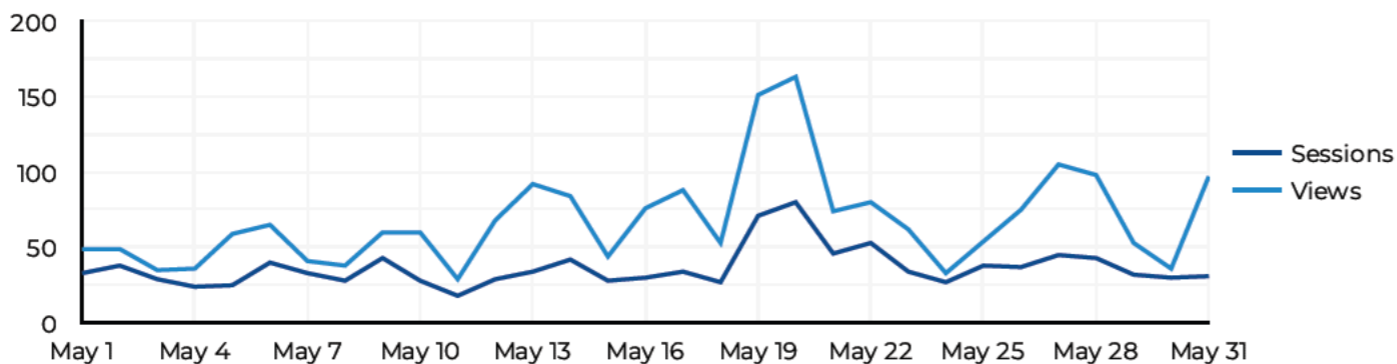
Views

2,107

Views / Session

1.86

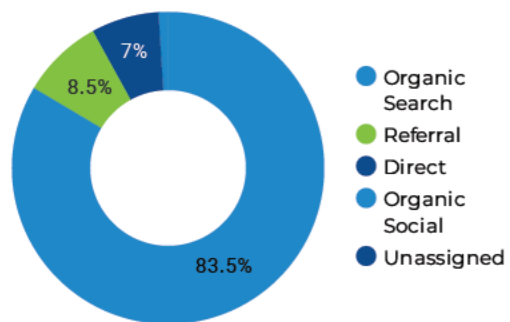
Views and Sessions



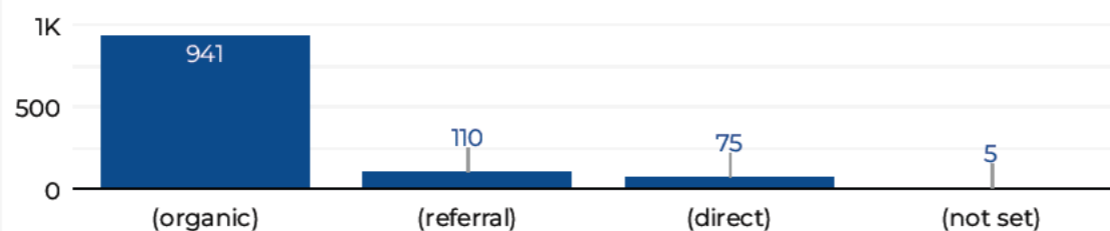
Top 10 Pages

Rank	Page path	Views
1.	/directory-record/76/lake-du...	172
2.	/	138
3.	/directory-record/247/countr...	110
4.	/local-information	91
5.	/stay	68
6.	/things-explore	65
7.	/explore- -experience	53
8.	/barcaldine-2	46
9.	/directory-record/93/lake-du...	45
10.	/directory-record/63/desert-...	40

Channels



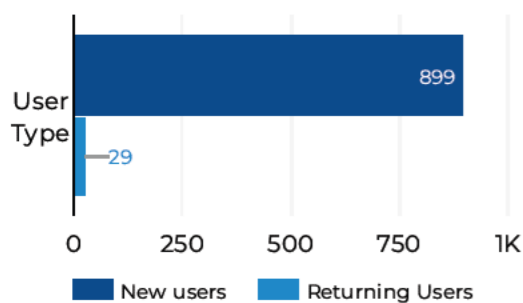
Sessions by Session Campaign



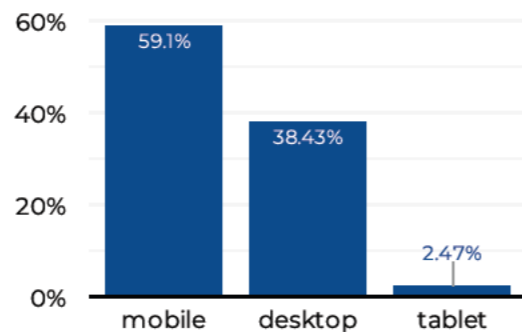
Top 10 Referral Sources

Rank	Session source	Sessions	Views
1.	google	888	1,418
2.	barcaldinerc.qld.g...	76	327
3.	(direct)	75	148
4.	bing	48	121
5.	au.search.yahoo.c...	9	9
6.	outbackqueensla...	7	32
7.	facebook.com	5	5
8.	duckduckgo	5	3
9.	(not set)	5	2
10.	outbackqldmaste...	3	7

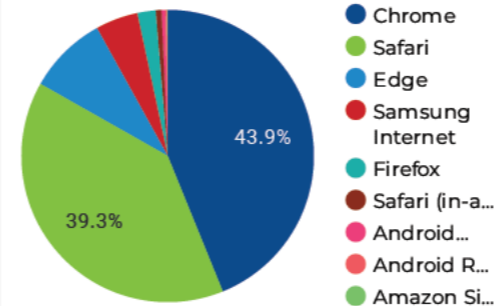
Sessions by User Type



Sessions by Device Type



Sessions by Browser



BARCALDINE REGIONAL COUNCIL
AGENDA FOR GENERAL MEETING 21 AUGUST 2024

Council Meeting Date: 21 August 2024
Item Number: 3.6.7
Subject Heading: Director of Works
 Author and Title: Lee Busby, Director of Works
 Classification: (if confidential)

Summary: From the Director of Works, submitting his Information Report.

Officer's Recommendation: That Council receive the report.

Major projects – Department of Transport and Main Roads	
Barcaldine-Aramac Road	The Widening and Upgrade Contract was commenced 10 June 2024 at a budget of \$5.089M. The sealing of the western side track was completed Saturday 10 August 2024. The side track was open to traffic Monday 12 August 2024. There is a risk of heavy vehicles damaging the side track in wet weather. The subgrade treatment is about to commence, this work involves mixing the existing pavement with the natural shoulder material to a depth of 150mm to make a consistent homogeneous material. Council's stabiliser will be used to prepare the materials for mixing. Once the mixing process has advanced sufficiently, installation of the six cross drainage structures will commence.
Box Street Barcaldine	Construction of a concrete footpath, kerb and channel and road widening has been completed.
Queensland Reconstruction Authority (QRA)	
Reconstruction of Essential Public Assets (REPA)	
Aramac	The reconstruction project in progress is: Ballyneety Road.
Alpha	Reconstruction projects (gravel resheeting) in progress or about to commence are: <ul style="list-style-type: none"> • Pinehill Road • Tango Road • Pebbly Creek Road • Kilcool Road and • Star Downs Road.
Betterment	Aramac-Jericho Road (Grey Rock) – Council is waiting for the design.
Flooding Study	The Flood Study and Community Action Plan for Alpha, Jericho and Aramac has undergone a third party peer review. Council is reviewing the comments and will make the appropriate changes. The review of the peer review comments will be completed by the end of the month. Council has submitted a draft funding submission to the QRA for consideration regarding the Floodplain Management Work Package 3 for \$136,000.

BARCALDINE REGIONAL COUNCIL
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Road Maintenance Performance Contract (RMPC)	
Reseal Preparation	Two sections of the Landsborough Highway between Blackall to Barcardine and Barcardine to Longreach has been completed. The length of the works involved a total of five kilometres of surface correction with premix and minor pavement repairs. This work was a carryover from last financial year. The reseal is expected to commence late October 2024.
Gravel Maintenance	<ul style="list-style-type: none"> • Alpha-Clermont Road received a two kilometre heavy shoulder grade starting from the jump up north of Alpha township. • Alpha-Tambo Road received fifteen kilometres of medium formation grading starting at the boundary working back to Alpha. There is another thirty-five kilometres of medium grading remaining.
Special Funding – Gravel Resheeting	<p>Gravel shoulder resheeting works have been completed on:</p> <ul style="list-style-type: none"> • Alpha-Clermont Road – Twelve kilometres • Alpha-Tambo Road – Two and a half kilometres. <p>Should there be unspent budget, Council has been authorised to continue working.</p>
Alpha Locality	
Cross Loader	<p>A review of the cross loader has commenced. During the review it was identified the components of the cross loader did not meet the current safety standards. The safety concerns have been raised with the manufacturer and the concerns are being considered. As part of reviewing the project scope the following tasks actioned:</p> <ul style="list-style-type: none"> • Engaging key stakeholders for feedback • Finalising the proposed siting of the cross loader and road alignment • Developing a current construction estimate • Review of the estimate to the current budget allocation • Seeking further grant funding once the design and estimate have been completed.
Star Downs Road	Subgrade and earthworks complete. The team are currently carting base material and to date have carted 1.5 kilometres of the total 3.5 kilometres project length.
Operations – Roads and Town Services	
Barcardine	<ul style="list-style-type: none"> • A new pump has been installed at the Showground for watering of the oval and the campdraft surrounds. • Beautification work has commenced around the Council's main office and town hall • Main street centre medians are under refurbishment works include replanting, mulching and irrigation repairs.
Training	
<ul style="list-style-type: none"> • A Certificate III in Horticulture has commenced with eight staff from across the region 	

BARCALDINE REGIONAL COUNCIL
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<ul style="list-style-type: none"> • A Certificate III in Civil Construction and Plant Operations is to commence next month with six staff from the region • Two days of training for the CAT stabiliser was provided to two additional staff from Alpha and Aramac. 	
People Matters	
<ul style="list-style-type: none"> • New Staff – there have been three new staff commence this month • Leaving – there has been three staff retire or resign this month • Recruitment (priority positions) – Manager of Plant, Fleet and Operations and a Grader Operator in Barcaldine. • The Manager Plant Fleet Operations handed in his resignation effective Friday 16 August 2024. 	
Water and Wastewater Services	
Aramac – Muttaborra Dump Point	The dump point at the showground was closed the week of 12 August 2024. Waste in the form of paper and wipes etc. are being dumped into the dump point with the risk of the pump burning out. The dump point will be open the weekend of 17 August 2024 in advance of the Centenary celebrations on 24 August 2024.
Barcaldine Water Reservoirs	Under the Remote Area Planning and Development Water and Sewerage Alliance (RAPAD WSA), Council's elevated water reservoirs have been scheduled for internal cleaning. Commercial divers have completed the Pomona Reservoir. Telecommunication equipment located on top of Council's elevated reservoirs emit high levels of radiation, which is hazardous to the diver's health. Divers were not able to complete the cleaning of the Alpha elevated reservoir due to radiation levels. The Pomona Reservoir was able to be completed as the radiation levels were low enough to permit ten-minute exposure cycles. Acacia Street, Barcaldine has not been completed as the contract divers had software issues with the remotely operated vehicle. They will return and complete the work when the software issues are resolved.
Alpha – Jericho	One of the main treated water supply pumps for Jericho township was replaced. This work involved a contract electrician and staff from Alpha and Barcaldine.
Training	Three staff attended the two-day Drink Water Quality Conference at the Gold Coast.
Sewerage Treatment	The rising main from Pump Station No. 3 to the Barcaldine sewerage treatment plant had a blockage due to a build-up of silt over time. A number of maintenance outcomes and risk mitigation measures will need to be explored, budgeted for and implemented.
Grants	Council has submitted a funding proposal through the Local Government Grants and Subsidies Program (LGGSP) for the upgrade to the Barcaldine sewerage treatment plant. The funding includes a design review, final design and construction to complete previous upgrade works.

BARCALDINE REGIONAL COUNCIL
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Director of Works	
Meetings	<ul style="list-style-type: none"> • The inaugural Central Queensland Beef Roads Investment Strategy and Strategic Advisory Group meeting in Emerald. This meeting was attended by federal and state government officials, Council Mayors, Chief Executive Officers and Director of Engineering. • A number of Remote Area Planning and Development for Sewerage and Water. • A number of Outback Regional Roads Technical Group meetings. • A meeting with the Department of Agriculture and Fisheries regarding a review and rationalisation of Council's quarry sales permits, cultural heritage impacts and alternative land tenures. • The Queensland Water Regulator.
Workplace Culture	
Activities that have supported or improved the workplace culture of the Works Department	<ul style="list-style-type: none"> • Joint Support – due to the bitumen supplier having a plant breakdown, sealing of the Barcaldine–Aramac Road widening sidetrack needed to be rescheduled for the field staff's rostered day off and Saturday. Key staff from across Alpha, Barcaldine and Aramac came together to complete the sealing works. • Joint Support – Barcaldine and Aramac staff worked together to complete the Department of Transport and Main Roads reseal preparation works on the Landsborough Highway (Barcaldine–Longreach). • Acknowledgement – the Chief Executive Officer, Director of Works and the Works Program Officer attended a farewell barbeque for Terry Lipsett who was a grader operator on the Barcaldine–Aramac Road widening project and gave eight years' service to Council and the community. • Acknowledgement – the Chief Executive Officer, Director of Works and the Works Program Officer attended a farewell for Colin Crawford, the Manager of Plant Fleet. Colin had been with Council eighteen months. • Communications – the Director of Works continues to visit the depots of Alpha, Barcaldine and Aramac on a monthly basis. The Director also holds monthly leadership team meetings to discuss regional challenges and setting expectations in alignment with Council's accepted values and behaviours. • Building Regional Capability – regional training is to be provided to Council staff for Council's street sweeper, the CAT stabiliser, truck software packages and airports. Consideration has also been given to providing opportunity to staff to gain plant fleet tickets/licenses to provide career progression. Build staff capability and reduce risk of skills been concentrated to only select staff.

**BARCALDINE REGIONAL COUNCIL
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Link to Corporate Plan

Theme 2: Services

Consultation (internal/external)

As above

Policy Implications

Nil

Budget and Resource Implications

Nil

Risk Implications

Low

Asset Management Implications

Nil

Legal Implications

Nil