



## GENERAL MEETING AGENDA

### NOTICE OF MEETING

Wednesday 20 November 2024

Barcaldine Council Chambers, 71 Ash Street, Barcaldine

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)

Michael Shave (Acting Director Finance and Corporate Services)

#### In Attendance

Debbie Young (Minute Secretary)

#### Deputations

- Alpha Learn to Swim Program
- Emergency Management Coordinator

Please find attached the agenda for the General Meeting to be held on Wednesday 20 November 2024 at the Barcaldine Council Chambers, commencing at 8:30am.

Dan Bradford, Acting Chief Executive Officer

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 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**

Mr Matthew Dickson of Aramac and Ms Nathalie Jackson formerly of Barcaldine.

**Apologies**

**Acknowledgment of Traditional Owners**

**Declarations of Prescribed Conflicts of Interest**

**Declarations of Declarable Conflicts of Interest**

**BARCALDINE REGIONAL COUNCIL**  
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Nil

**4. Close of Meeting**

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Council Meeting Date: 20 November 2024  
**Item No:** 3.2.1  
**Subject Heading:** Alpha Show – Jump Sponsorship  
Author and Title: Karyn Coomber, District Manager – Alpha and Jericho  
Classification: (if confidential)

*Summary: Council has received an Expression of interest to purchase sponsorship of Show Jumps that will be utilised at the Alpha Show. Sponsorship commences at \$2,000.00 for a Standard Jump.*

**Officer's Recommendation: That Council supports Alpha Show Society by way of purchase of a Standard Jump sponsorship of \$2,000.00.**

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**Background**

Council received a request from Alpha Show Society for consideration to purchase sponsorship for the 2025 Show.

Sponsorship starts at \$2,000.00 for a Standard Jump which includes Wings, Poles, Bottom Bar. There are also additional sponsorship opportunities to purchase a 'Feature Jump', the price would be based on design.

The officer recommends the purchase of a Standard Jump by way of sponsorship to the Alpha Show Society.

**Link to Corporate Plan**

Theme 1: Community – providing new show jumps for the community to access.

**Consultation (internal/external)**

Nil

**Policy Implications**

Nil

**Budget and Resource Implications**

Council's 2024-25 budget includes funds for community donations. Sufficient budget is available to fund this request.

**Risk Management Implications**

Nil

**Asset Management Implications – Nil**

**Legal Implications – Nil**

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Council Meeting Date: 20 November 2024

**Item No:** 3.2.2

**Subject Heading:** Request for Assistance – Aramac State School P&C

**Author and Title:** Amber Coulton, Acting District Manager –  
Aramac and Muttaborra

**Classification:** (if confidential)

*Summary: Council has received a request for assistance from the Aramac State School to contribute towards a visiting country music artist.*

**Officer's Recommendation: That Council contributes \$1,000.00 towards the costs associated with Josh Arnold (Australian country music artist) visiting Aramac State School to create a song and music video.**

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**Background**

The Aramac State School Parents and Citizens Association (P&C) has requested a cash donation of \$2,000 to contribute to the costs associated with Josh Arnold visiting Aramac State School to create a song and music video. The total cost of the project is \$7,500, with the balance of funding (\$5,500) split between the Aramac P&C and Aramac State School.

The school community will have the opportunity to have Josh Arnold (a talented Australian country music artist) visit and work with students to create a song and music video. The costs involved include travel to Aramac, song writing, production, editing and sound; with the end result being the production of a music video Josh will promote on his socials as well as streaming on music platforms. The project aims to create an original composition which is then recorded and filmed, promoting our wonderful town.

Students will be given the opportunity to participate in a project that encourages creativity, fun, imagination, excitement and passion. Other members of the community as well as other clubs and organisations will be welcomed to also become involved.

Tourism is a vital part of many bush towns and Aramac has always welcomed and facilitated the many tourists that visit each year. Aramac prides itself on presenting a neat and tidy town, displaying unwavering community spirit and with so many amazing features to share – the video will play a huge role in promoting our town to potential tourists.

Josh and his team will of course support local businesses by utilising accommodation and making purchases at local businesses while staying in Aramac to complete the project.

Council's logo will be featured in the music video as well as many other Aramac landmarks within the region having the potential to appear on the video or be a backdrop to the students performances e.g. White Bull, Lake Dunn, Sculpture Trail.

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**Link to Corporate Plan**

Theme 1: Community - investigate alternate ways to access contemporary television and radio services. Provide facilities and support for travelling shows, exhibitions, sports and recreation.

**Consultation (internal/external)**

- Aramac State School P&C Association
- Acting District Manager – Aramac and Muttaborra

**Policy Implications**

Nil

**Budget and Resource Implications**

Council's 2024-25 includes funds for community donations. Sufficient budget is available to fund this request.

**Risk Management Implications**

Nil

**Asset Management Implications**

Nil

**Legal Implications**

Nil

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Council Meeting Date: 20 November 2024  
**Item No:** 3.2.3  
**Subject Heading:** Request for Assistance – Barcaldine Tree of Knowledge Festival Incorporated  
**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 Tree of Knowledge Festival Incorporated to host the 2025 festival.*

**Officer's Recommendation: That Council provides assistance to Barcaldine Tree of Knowledge Festival Incorporated to the value of \$30,077.50 – being \$20,000.00 cash, \$10,000.00 in-kind and \$77.50 venue hire fee waiver; to host the 2025 festival.**

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**Background**

Barcaldine Tree of Knowledge Festival Incorporated (The Committee) has requested assistance to the value of \$30,077.50 to host the 2025 festival, assessment score – 95.

The Committee hosted another successful festival in 2024 and are again seeking assistance to host the festival in 2025 – being \$20,000.00 cash, \$10,000.00 in-kind and \$77.50 fee waiver for venue hire. From the cash assistance of \$20,000.00; The Committee is responsible for provision of funds to other community groups hosting events over the weekend, this will be the same condition of funding in 2025.

A further condition of the cash assistance is that The Committee is to provide to Council a breakdown of allocation, this is to be within three months following festival end.

**Link to Corporate Plan**

Theme 1: Community

**Consultation (internal/external)**

- Acting Chief Executive Officer
- District Manager Barcaldine

**Policy Implications – Nil**

**Budget and Resource Implications –** Approval of this sponsorship would come from \$180,000.00 budgeted for donations to local community groups.

**Risk Management Implications – Nil**

**Asset Management Implications – Nil**

**Legal Implications –** No implications to Council.



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Council Meeting Date: 20 November 2024  
**Item No:** 3.2.4  
**Subject Heading:** Opera Queensland's Regional Tour – Are You Lonesome Tonight 2025  
**Author and Title:** Jenny Lawrence, District Manager – Barcaldine  
**Classification:** (if confidential)

*Summary: This report is presented to Council for consideration to host the Opera Queensland performance of Are You Lonesome Tonight in 2025.*

**Officer's Recommendation: That Council agrees to host the Opera Queensland Are You Lonesome Tonight in Barcaldine in May 2025 at a cost of \$9,900.00 (ex GST) plus in-kind support to the value of \$2,000.00 and charges a ticket price of \$25.00 for adults and \$10.00 for seniors and children.**

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### **Background**

Are You Lonesome Tonight is a celebration of the power of song and storytelling.

Today most people consider opera and country music to be two genres with very little in common. If opera is for the exclusive few, country music is for anybody who can play a guitar and sing along. If opera is grand; country music is humble, born in the cattle yards and homesteads of the Appalachian Mountains. If opera is technically complex, country is accessible. Opera and country music in fact share many similar inclinations.

### **Community Engagement**

Opera Queensland will reach beyond the audience into the wider community to offer a bespoke engagement program developed for each touring location. This could include a vocal workshop with school students, a performance at an aged care facility or a masterclass with a local choir or barbershop group. Once performance dates are confirmed, Opera Queensland will meet with key stakeholders to ensure that their presence in town is felt beyond the stage.

Barcaldine Regional Council has successfully hosted Opera Queensland performances in 2021, 2022 and 2023. The proposed date for the Barcaldine performance is Tuesday 20 May 2025 in the Barcaldine Town Hall.

Past performances by Opera Queensland have attracted large crowds, with in excess of 200 people attending.

### **Link to Corporate Plan**

Theme 1: Community

1.7 Provide facilities and support for travelling shows, exhibitions, sports and recreation.

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**Consultation (internal/external)**

- Communications Engagement Coordinator
- District Manager Barcaldine
- Opera Queensland

**Policy Implications**

Nil

**Budget and Resource Implications**

Approval of this event would come from \$90,000.00 budgeted for community events. Income from ticket sales is approximately \$3,000.00.

**Risk Management Implications**

Low risk as the previous events demonstrated that people are willing to attend an opera performance, even travelling from adjoining local government areas.

**Asset Management Implications**

Nil

**Legal Implications**

No implications to Council

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Council Meeting Date: 20 November 2024  
**Item No:** 3.2.5  
**Subject Heading:** Annual Report  
**Author and Title:** Daniel Bradford, Acting Chief Executive Officer  
**Classification:** (if confidential)

*Summary: Tabling the 2023-2024 Annual Report, including the Financial Statements and Community Financial Report for the year ending 30 June 2024.*

**Officer's Recommendation: That Council adopts the Barcaldine Regional Council 2024 Annual Report, including the audited Financial Statements and the Community Financial Report for the year ending 30 June 2024.**

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**Background**

Section 182 of the Local Government Regulation 2012 requires Council to prepare an Annual Report each financial year. The annual report is required to contain all legislative disclosure requirements and financial dealings of Council, as identified under the *Local Government Act 2009* and the Local Government Regulation 2012.

The local government must adopt its annual report within one month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year, to the local government.

The print version of the annual report will be tabled at the Council meeting.

**Link to Corporate Plan**

Theme 5: Governance

**Consultation (internal/external)**

- Mayor
- Director of Finance and Corporate Services
- Qld Audit Office

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Implications**

Low risk – Council has received an unmodified audit opinion from the Qld Audit Office

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Council Meeting Date: 20 November 2024  
**Item No:** 3.2.6  
**Subject Heading:** Policy Review Update – November  
**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 contains policies related to Council's HR 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
- HR004 – Use of Motor Vehicle
- HR007 – Uniform, Personal Protective Equipment (PPE) and Personal Appearance
- HR008 – Performance and Misconduct
- HR009 – Employee Recognition and Gifts
- HR013 – Study and Training
- HR015 – Drug and Alcohol
- HR016 – Information Technology and Social Media
- HR020 – Health, Safety and Wellbeing
- HR021 – Workplace Surveillance.

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

- 1. Adopts the following policies, replacing the previous versions:**
  - a. HR005 – Code of Conduct.**
  - b. HR002 – Equal Employment Opportunity; Discrimination, Bullying, Harassment and Psychosocial Hazard.**
  - c. HR004 – Use of Motor Vehicle.**
  - d. HR007 – Uniform, PPE and Personal Appearance.**
  - e. HR008 – Performance and Misconduct.**
  - f. HR009 – Employee Recognition and Gifts.**
  - g. HR013 – Study and Training.**
  - h. HR015 – Drug and Alcohol.**
  - i. HR016 – Information Technology and Social Media.**
  - j. HR020 – Health, Safety and Wellbeing.**

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2. Adopt HR021 – Workplace Surveillance Policy.
3. Rescind the following policies:
  - a. G008 – Social Media Policy due to this policy now combined with Information Technology Policy.
  - b. HR006 – Drug and Alcohol Testing Procedures.

**Background**

Council Officers have updated various policies with a summary of updates listed below:

Policy	Status	Summary
<b>HR002 – EEO; Discrimination, Bullying, Harassment and Psychosocial Hazard</b>	Reviewed	Updates to reflect psychosocial hazard legislation.
<b>HR004 – Use of Motor Vehicle</b>	Reviewed	Minor update – stepped out process for improved clarity.
<b>HR005 – Code of Conduct</b>	Reviewed	No change
<b>HR006 – Drug and Alcohol Testing Procedures</b>	To be Removed	This document is a procedure and is not considered a policy under Council’s Policy Review Framework. This review is to formally remove it from being a policy to a procedure governed by the Drug and Alcohol Policy (HR015).
<b>HR007 – Uniform, PPE and Personal Appearance</b>	Reviewed	This policy has had limited changes from the current version. The policy reflects some updated requirements to uniforms meeting current work health and safety obligations and aiming to promote pride and professionalism in the logo and Council we all work for.
<b>HR008 – Performance and Misconduct</b>	Reviewed	Minor update – stepped out process for improved clarity.
<b>HR009 – Recognition of Service and Gifts</b>	Reviewed	Minor update – stepped out process for improved clarity.
<b>HR013 – Study and Training</b>	Reviewed	Minor update – to reflect current Council direction with supporting ongoing employee and professional development.

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<b>HR015 – Drug and Alcohol</b>	Reviewed	Updated to include new test tool (Intelligent Bio Solutions).
<b>HR016 – Information Technology and Social Media</b>	Reviewed	General updates which reflect current industry trends and legislation. Also, this policy has combined Social Media to be one single policy.
<b>HR020 – Health, Safety and Wellbeing</b>	Reviewed	Minor update – stepped out process for improved clarity.
<b>HR021 – Workplace Surveillance</b>	New	This policy is a providing a level of safety, security and protection for staff in work areas.
<b>G008 – Social Media</b>	To be removed	This policy has been reviewed and combined with the Information Technology Policy.

To undertake these updates, officers have reviewed policies against industry legislation and trends across councils and other government agencies. These policies have then been considered in Council’s context, including engagement with various officers and staff outside the immediate team, before review by the executive management team. The policies reflect the feedback from the engaged staff and is the position management considers the best fit for Council going forward.

It is essential policies remain current and up to date with rapidly changing legislation. This allows policy to guide Council procedure and inform the operational environment which all staff function in. This provides protection for council and sets expectation for staff. Policy needs to balance direction and guidance, within budget restrictions to create positive outcomes.

Following the consideration of these policies, an extensive training program will be implemented for all staff to attend.

**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.

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**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.

**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. Policies will be reviewed in two years or sooner if relevant changes in legislation occur. This will be updated in the policies once adopted by Council.

<b>POLICY NAME:</b>	<b>Code of Conduct</b>
<b>POLICY NUMBER:</b>	<b>HR005</b>
<b>ADOPTED:</b>	<b>17 March 2010</b>
<b>REVIEW DATE:</b>	<b>20 June 2023 [4<sup>th</sup> review]</b>
<b>POLICY OWNER</b>	<b>Human Resources</b>
<b>PURPOSE:</b>	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.

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## **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

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- 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.

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**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

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

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## **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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<b>High and/or low job demands</b>	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.
<b>Low job control</b>	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.
<b>Poor support</b>	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.
<b>Low role clarity</b>	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.
<b>Poor organisational change management</b>	Poor organisational change management refers to organisational change management that is poorly planned, communicated, supported or managed.
<b>Low reward and recognition</b>	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.
<b>Poor organisational justice</b>	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).
<b>Poor workplace relationships including interpersonal conflict</b>	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.
<b>Remote or isolated work</b>	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).
<b>Poor environmental conditions</b>	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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<b>Traumatic events</b>	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.
<b>Violence and aggression</b>	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.
<b>Bullying + Harassment including sexual harassment</b>	as covered within this policy
<b>Fatigue</b>	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:** Use of Motor Vehicle

**POLICY NUMBER:** HR004

**ADOPTED:** Dec 2008

**REVIEW DATE:** June 2024

**POLICY OWNER:** Human Resources

**PURPOSE:** To ensure openness, accountability, and efficiency in the use of Barcaldine Regional Council motor vehicles by Councillors, employees, contractors, and volunteers including those employed in funded programs managed by the Council.

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## **1 SCOPE**

This policy applies to all elected representatives, employees, contractors, and volunteers of Barcaldine Regional Council, and any other individuals who are authorised to operate motor vehicles owned, leased, or otherwise provided by Barcaldine Regional Council.

This policy covers:

- Vehicle Management
- Authorised Use
- Driver Responsibilities
- Passenger Transport
- Motor Vehicle Maintenance
- Motor Vehicle Housing
- Fuelling
- Accidents and Incidents
- Insurance
- Categories of Motor Vehicle Use

## **2 POLICY OBJECTIVE**

The objective of this policy is to establish a foundation for improved management of the Barcaldine Regional Council's passenger and light commercial fleet, ensuring that optimal and effective fleet management practices are implemented and maintained. This will enhance operational efficiency, and safety while reducing costs and mitigating risks associated with motor vehicle use.

Barcaldine Regional Council retains sole discretion to interpret or modify this policy at any time.

## **3 HEAD OF POWER**

*Transport Operations (Road Use Management) Act 1995*

*Transport Operations (Road Use Management – Road Rules) Regulation 2009*

*Work Health and Safety Act 2011*

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#### 4 DEFINITIONS

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

<b>Authorised Operators</b>	Individuals who have been granted official permission to operate specific motor vehicles, as designated by the relevant authority or guidelines.
<b>Business Use</b>	Any use of a Barcaldine Regional Council motor vehicle by an employee that is exclusively in the course of producing assessable income of the employee. One journey may consist of multiple legs.
<b>Corporate Motor Vehicle</b>	Any Barcaldine Regional Council motor vehicle that is not operationally marked and which is not fitted with warning devices.
<b>Fringe Benefit Tax [FBT]</b>	Is paid by employers on certain benefits they provide to their employees or their employee's family or other associates. A car fringe benefit arises when a car held by an employer is made available for the private use of an employee.
<b>Home to Work Usage</b>	Authorised use of a motor vehicle for commuting directly between an employee's residence and their workplace
<b>Motor Vehicles</b>	Includes Barcaldine Regional Council sedans, station wagons, utilities, and cab chassis motor vehicles. Barcaldine Regional Council passenger motor vehicles may be class as an Operational Motor Vehicle or Corporate Motor Vehicle.
<b>Operational Motor Vehicles</b>	Barcaldine Regional Council motor vehicles operationally marked and available for business use 24 hours a day/seven days a week/365 days per year. These motor vehicles are pool motor vehicles and are shared by more than one employee.
<b>Private Use</b>	Non-business use of any motor vehicle that is part of the Barcaldine Regional Council fleet, as approved by the Chief Executive Officer (CEO).
<b>Pool Motor Vehicle</b>	All Barcaldine Regional Council motor vehicles are classified as pool motor vehicles if they are shared by more than one employee during the FBT year (1 April to 31 March).

#### 5 POLICY STATEMENT

Barcaldine Regional Council is committed to ensuring the responsible and efficient use of its motor vehicle fleet. This policy provides clear guidelines for the use, maintenance, and management of Council motor vehicles to support operational needs while ensuring safety, compliance, and cost effectiveness. This policy provides clarity and consistency in relation to the expectations associated with the provision of motor vehicles for business use, and describes the relevant approvals and conditions relating to private use of an existing Council owned motor vehicle.

##### 5.1 Vehicle Management

The Barcaldine Regional Council Fleet Team will manage, monitor and report on all vehicles, plant and equipment, which are included in the Council's vehicle, plant and equipment fleet. All activities will be conducted in strict accordance with the directives outlined in the Barcaldine Regional Council Vehicle Standard.

## 5.2 Authorised Use

- Motor vehicles are only to be driven by an authorised operator.
- Unauthorised use of company motor vehicles is prohibited. All elected representatives, employees, contractors, and volunteers must obtain the necessary approvals before using any motor vehicle.
- Any person responsible for, or in control of a Barcaldine Regional Council motor vehicle shall take due care for the condition and security of the motor vehicle and shall comply with the Barcaldine Regional Council Use of Motor Vehicle Policy as well as the motor vehicle Code of Conduct document and all relevant legislation, traffic laws, regulations and by-laws.
- Motor vehicles must only be used in the execution of Barcaldine Regional Council business or in other such circumstances as approved by the CEO.
- Some Council motor vehicles are assigned to specific roles, as outlined in the Barcaldine Regional Council Vehicle Allocation document, and are not available for general use unless the person to whom they are assigned is not using them, or at the discretion of the authorised user.
- Some motor vehicles are considered Pool motor vehicles, and **must** be available for Council business use during normal working hours. Council business use of motor vehicles has priority over private use of motor vehicles in all circumstances during normal office hours. Employees with categories 1 and 2 use are exempt.
- The use of Council motor vehicles must align with the guidelines outlined in the Section 5.10: Categories of Use.

## 5.3 Driver Responsibilities

- Operation of Barcaldine Regional Council motor vehicles must align with the Barcaldine Regional Council Driver Operator Code of Conduct.
- All authorised operators **must** have a current driver licence applicable to the class of motor vehicle being driven.
- Learner drivers and provisional drivers **must** display the appropriate plates (P or L) on the motor vehicle while driving. Learner drivers **must** have specific approval from the Chief Executive Officer prior to driving any Council motor vehicle.
- All authorised operators **must** adhere to all traffic laws and regulations at all times and operate motor vehicles safely and responsibly without exception. Payment of any traffic fines or loss of demerit points received for the motor vehicle will be the responsibility of the driver.
- Authorised operators **must** notify their supervisor as soon as possible of any changes that affect their right to drive a Council motor vehicle.
- At all times, the authorised operator **must** ensure that the motor vehicle is driven in a way that upholds Council's image in the community.
- The Coordinator Fleet, Plant, and Workshop Operations, WHS Coordinator, Line Managers of authorised operators, and their delegates, are authorised to conduct random checks of driver licences, demerit points, and suspensions at their discretion.
- Any period of private use **must** be reported for FBT purposes.
- Under **no circumstances** shall an authorised operator drive a Council motor vehicle while under the influence of alcohol or illicit drugs. This includes over the counter medications which carry a "do not drive" warning on the label.
- Unless a hands-free mobile phone kit is fitted to the motor vehicle, the use of mobile phones whilst driving is **strictly prohibited**.
- Smoking in all Council motor vehicles is **strictly prohibited**.

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- Carrying pets in Council motor vehicles is **strictly prohibited**, unless an exemption or special provision has been approved by the CEO. In every instance the motor vehicle is to be comprehensively cleaned and all animal traces removed.
- The motor vehicle **must** be turned off if the authorised operator is more than 3 metres from the closest part of the vehicle. Keys **must** be removed, and the vehicle secured and locked when unattended.
- Authorised operators must wear prescribed glasses at all times when driving Council motor vehicles if required by their driver licence.
- Authorised operators are responsible for the security of personal belongings in the car as well as Barcaldine Regional Council belongings. Due care shall always be taken to ensure the safety of all belongings left in/on an unattended motor vehicle. Barcaldine Regional Council will accept no responsibility for theft, loss, or damage to personal property of the driver or passengers carried in the motor vehicle.

#### 5.4 Passenger Transport

- Family members, friends, or other persons not associated with official Barcaldine Regional Council business must not be carried in Barcaldine Regional Council motor vehicles, except where permission has been granted by the CEO.
- Authorised Operators are responsible for ensuring the safety and comfort of passengers during transit.

#### 5.5 Motor Vehicle Housing

- All motor vehicles **must** be housed in the Council depot or administration office car park each night unless approved by the Chief Executive Officer or as specifically allowed by this Policy.
- If the authorised operator has private use of the motor vehicle, it **must** be stored in a safe and secure location within the boundaries of the operator's property at night, and not on the road reserve.

#### 5.6 Motor Vehicle Maintenance

- Regular maintenance and inspections must be carried out on all Council motor vehicles.
- The correct levels are to be maintained at all times in respect of fuel, coolant, oil, battery fluid, brake fluid, windscreen washer fluid and tyre pressure.
- All motor vehicles are to be kept in a clean and tidy condition. The exterior of the motor vehicle must be washed on a regular basis. Lease vehicles must be cleaned during the lessee's own time, except in cases where cleaning is required due to environmental conditions (e.g., excessive mud after heavy rain).
- Motor vehicles **must** be made available to the Workshop Supervisor for servicing in accordance with the manufacturer's specifications.
- Authorised operators **must** report any mechanical issue or damage, however minor, to the Workshop Supervisor immediately.
- Each authorised operator is to undertake a visual safety check of the motor vehicle before each journey or once daily depending on requirements, with findings to be documented on the Daily Plant Report Form and submitted daily with the employee timesheet. Category 1 and 2 authorised operators may conduct visual safety checks of their assigned motor vehicles once per week.
- All motor vehicles will be marked with Council's logo and plant number that identifies the motor vehicle as Council property. These identifiers must remain on the motor vehicle, must be clearly visible, and must not be removed unless directed to do so by Coordinator Fleet, Plant and Workshop Operations.

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- Accessories of any type are not to be fitted or removed from the motor vehicle without approval (in writing) from the Coordinator Fleet, Plant, Workshop Operations or Workshop Supervisor

### 5.7 Fuelling

- Where a fuel card is issued for a particular motor vehicle, fuel may be purchased using the card or through the normal depot refuelling system. The fuel card must be kept in the motor vehicle at all times, and receipts must be kept and submitted in accordance with Council procedures.
- Where a fuel card is not issued for a motor vehicle, fuelling will take place at the appropriate Council depot.

### 5.8 Accidents and Incidents

- If a motor vehicle is involved in an accident or incurs damage (however minor), then the employee's supervisor **must** be notified immediately and an **initial incident report must be completed within 24 hours**. The supervisor shall advise the WHS team to prepare an incident report in collaboration with the authorised operator.
- If an accident occurs during a period of private use and the officer is found at fault, the driver shall pay the amount of excess for that motor vehicle.

### 5.9 Insurance

- All Barcaldine Regional Council motor vehicles are covered by comprehensive insurance.
- All authorised operators **must** follow all insurance protocols in the event of an accident.

### 5.10 Categories of Motor Vehicle Use

The following categories and usage conditions apply when Council supplied motor vehicles are provided to authorised operators. The CEO determines each employee's category in the engagement letter upon commencing their role with Barcaldine Regional Council, and through any subsequent performance reviews or discussions.

#### 5.10.1 Category 1 – Unrestricted Private Use

<b>Authorised Operators</b>	Mayor, Deputy Mayor, CEO, Directors
<b>Motor Vehicle Type</b>	Corporate Motor Vehicle
<b>Usage Conditions</b>	<ul style="list-style-type: none"> <li>• Full private and business use throughout Queensland.</li> <li>• Private use <b>does not</b> include immediate family.</li> <li>• Authorised operator is required to pay for any fuel used for private travel outside of the Barcaldine Regional Council area.</li> <li>• When on extended leave of greater than four (4) weeks, the motor vehicle is to be garaged at the relevant Council Depot or Administration Office.</li> </ul>

#### 5.10.2 Category 2 – Restricted Private Use

<b>Authorised Operators</b>	Managers, Coordinators, Senior Works Supervisors
<b>Motor Vehicle Type</b>	Corporate or Operational Motor Vehicle
<b>Usage Conditions</b>	<ul style="list-style-type: none"> <li>• Full private and business use throughout the Barcaldine Regional Council area.</li> <li>• Private use <b>does not</b> include immediate family.</li> <li>• Permission is required from the CEO for any business use outside of the Barcaldine Regional Council area in every instance.</li> <li>• When on extended leave of greater than four (4) weeks, the motor vehicle is to be garaged at the relevant Council Depot or Administration Office.</li> </ul>

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5.10.3 Category 3 – Business Use

<b>Authorised Operators</b>	Authorised Councillors, employees, contractors, and volunteers
<b>Motor Vehicle Type</b>	Corporate or Operational Motor Vehicle
<b>Usage Conditions</b>	<ul style="list-style-type: none"> <li>• Full business use throughout the Barcaldine Regional Council area.</li> <li>• No private use, including no immediate family member use.</li> <li>• Permission is required from the CEO for any business use outside of the Barcaldine Regional Council area in every instance.</li> <li>• Motor vehicle to be garaged at the relevant Council Depot or Administration Office outside of business hours, unless otherwise authorised by the CEO.</li> </ul>

5.10.4 Category 4 – Standby Use

<b>Authorised Operators</b>	Employees on after-hours rosters
<b>Motor Vehicle Type</b>	Corporate or Operational Motor Vehicle
<b>Usage Conditions</b>	<ul style="list-style-type: none"> <li>• Full business use throughout the Barcaldine Regional Council area and home to work usage by the most direct route.</li> <li>• Use only applied for the days or weekends that the officer is rostered on duty.</li> <li>• The use does not include the transportation of family members or members of the public.</li> <li>• The CEO may approve other home to work usage in special circumstances.</li> <li>• Motor vehicle to be garaged at a safe and secure location within the boundaries of the operator's property at night, and return to the relevant Council Depot or Administration Office when no longer required for after-hours use.</li> </ul>

5.10.5 Category 5 – SES Motor Vehicle and Vessel

<b>Authorised Operators</b>	SES Volunteers
<b>Motor Vehicle Type</b>	SES Motor Vehicles and Vessels
<b>Usage Conditions</b>	<ul style="list-style-type: none"> <li>• SES motor vehicles and vessels are to be used for SES operations and volunteer training in accordance with SES Guidelines.</li> <li>• No private use, including no immediate family member use.</li> <li>• SES motor vehicles and vessels are to be garaged at the SES Shed or Council Depot.</li> </ul>

**6 EXCEPTIONS**

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

**7 REVIEW AND COMPLIANCE**

- Compliance with this policy will be monitored regularly, and any breaches may result in disciplinary action.
- This policy will be reviewed biennially to ensure its effectiveness and compliance with relevant laws and regulations.

Doc ID No. HR-004	Version No. 4	Owner HR Manager	Next Review Date July 2026
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**8 ASSOCIATED DOCUMENTS**

- Barcaldine Regional Council Employee Code of Conduct
- Barcaldine Regional Council Driver Operator Code of Conduct
- Barcaldine Regional Council Vehicle Standard
- Barcaldine Regional Council Vehicle Accident Instruction Procedure
- Barcaldine Regional Council Vehicle Accident Form

**POLICY NAME:** Uniform, PPE and Personal Appearance

**POLICY NUMBER:** HR007

**ADOPTED:** 16 December 2009

**REVIEW DATE:** June 2024

**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.

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## **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, and Technical Officers.
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

- It is a requirement for all employees to wear an approved uniform while at work, or while representing the Council at a work event, to maintain a professional work environment while being sensitive to the diverse needs of our workforce. The minimum standard staff must meet is:
  - Professional: By wearing a professional, corporate uniform that is clean, well-maintained and appropriate for the workplace environment
  - Identifiable: A Council logo must be clearly visible for internal clients and external customers to identify Council staff members
  - Safe: Wearing appropriate uniforms allowing for employees to perform their day to day tasks safely
- The Council uniform is **not** to be worn by any person not employed or contracted by Council.
- The BRC uniform is **not** to 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.
- Council will provide a uniform which may be worn by any person who is employed or contracted by Council

#### *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.

#### *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 schoolwork 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 (as per the uniform catalogue) of:

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

The uniform will be Council's corporate colour and style. The catalogue will be reviewed every two (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
- ◆ 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 / sunscreen

Refer to the catalogue. The catalogue will be reviewed every two (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 \$180 (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 \$180 (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**

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.

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**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.

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.	Version No.	Owner	Next Review Date
HR-007	4	HR Manager	July 2024

**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.

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## **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:

<b>Code of Conduct</b>	Encompasses the standards and values that individuals and organisations are expected to follow.
<b>Feedback</b>	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.
<b>File Note</b>	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.
<b>Goals</b>	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.
<b>Performance and Development</b>	The system that supports a culture of ongoing improvement, feedback, and development within the Barcaldine Regional Council workplace.
<b>Performance Improvement Plan [PIP]</b>	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.
<b>Performance Management</b>	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.
<b>Position Description</b>	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.
<b>Work-Related Function</b>	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

<b>POLICY NAME:</b>	<b>Employee Recognition and Gifts Policy</b>
<b>POLICY NUMBER:</b>	<b>HR009</b>
<b>ADOPTED:</b>	<b>Recognition – Oct 2016 / Gifts &amp; Benefits – Dec 2012</b>
<b>REVIEW DATE:</b>	<b>June 2024</b>
<b>POLICY OWNER</b>	<b>Human Resources</b>
<b>PURPOSE:</b>	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.

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## **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*

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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"><li>• entertainment and hospitality</li><li>• tickets to theatre, cultural or sporting events</li><li>• corporate offers or transportation, accommodation, meals and functions</li><li>• conference transportation, accommodation and fees</li></ul>
Tangible gift or benefit	having a significant or lasting real value. Examples include but are not limited to: <ul style="list-style-type: none"><li>• ornaments, furniture, works of art or jewellery</li><li>• computers or mobile phones or tablets</li></ul>
Nominal gift	any gift or benefit with a value <b>of less than \$150</b>
Reportable gift	any gift or benefit with a value <b>of \$150 or over</b> ; 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:-

<b>Length of Service</b>	<b>Award</b>	<b>Monetary Value of Voucher</b>
5 years	Certificate	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.

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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
- 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.

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

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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.”

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

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## 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.

<b>Category 1</b>	A course or training program which is undertaken as a condition of the employee's employment such as professional or trade credentials
<b>Category 2</b>	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
<b>Category 3</b>	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
<b>Category 4</b>	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.

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## 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:

<b>Blanket Testing</b>	All Employees and/or others are tested for Drug and Alcohol
<b>Breath Alcohol Concentration (BrAC)</b>	The percentage of alcohol in a person's exhaled breath, taken from deep in the lungs
<b>Contractor</b>	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.
<b>Council</b>	Barcaldine Regional Council
<b>Confirmed Positive Test</b>	a positive alcohol and/or drug test has been returned and confirmed by a subsequent confirmatory test (alcohol) or laboratory analysis (drug).
<b>Dangerous Drugs</b>	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'.
<b>Drug</b>	for the purpose of this Procedure, medication, either prescribed or over the counter
<b>Employee Assistance Program [EAP]</b>	a confidential, professional counselling service
<b>Satisfactory Result</b>	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.
<b>External Tester</b>	An agency engaged by Council to perform alcohol and other drug tests

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<b>Fit for Work</b>	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.
<b>Impairment</b>	A state of diminished capacity, reducing a worker's ability to perform their duties safely, competently and effectively
<b>Internal Tester</b>	a person appointed by Council to conduct in-house drug or alcohol testing
<b>Investigation</b>	An inquiry to determine the nature, causal factors and facts surrounding an incident, or accident or circumstance
<b>High Risk Activity</b>	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.
<b>Medication</b>	legal prescription and non-prescription drugs including legal herbal products
<b>Person Conducting a Business or Undertaking (PCBU)</b>	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.
<b>NATA</b>	National Association of Testing Authorities
<b>Negative (Alcohol Test Result)</b>	The result from the initial on-site test of a breath sample that indicates no presence of alcohol.
<b>Non-negative (Alcohol Test Result)</b>	The result from the initial onsite test of a breath sample that indicates the possible presence of alcohol.
<b>Negative (Drug Test Result)</b>	The result from the on-site test of a sample that indicates no presence of a substance being tested for.
<b>Non-negative (Drug Test Result)</b>	The result from the onsite test of a sample that indicates the possible presence of a substance being tested for.
<b>Notifiable Incident</b>	– means: a) the death of a person; or b) a serious injury or illness of a person; or c) a dangerous incident.
<b>Others</b>	Defined as a Council "employee", included to but not limited to: <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Contractors, subcontractors and their employees</li> <li>• Employees of labour hire companies assigned to work for Council</li> <li>• Apprentices and trainees</li> <li>• Work experience students</li> <li>• Volunteers</li> </ul>
<b>Policy</b>	Any reference to Policy in this Document means the Alcohol and Other Drugs Policy
<b>Positive (Alcohol Test Result)</b>	The result from a confirmatory breath alcohol test confirming the presence of alcohol at a specified concentration exceeding the limits specified in this policy.
<b>Positive (Drug Test Result)</b>	The result from a laboratory confirming the presence of a substance being tested for exceeding the limits specified in this policy
<b>Random Test</b>	objective drug and/or alcohol test of a worker or a workgroup in which each worker (workgroup) has an equal chance of selection for

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	testing. (i.e. there is no targeting of workers (workgroups) for testing).
<b>Safety Sensitive Aviation Activities</b>	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)
<b>Serious Incident</b>	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
<b>Supervisor</b>	a person involved with the Management or Control of a Workplace (e.g. Supervisor)
<b>Worker</b>	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
<b>Worker Unfit for Duty</b>	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
<b>Work Group</b>	Two or more workers who routinely function as a team
<b>Workplace</b>	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:** Information Technology and Social Media

**POLICY NUMBER:** HR016

**ADOPTED:** June 2020

**REVIEW DATE:** July 2024

**POLICY OWNER:** Human Resources

**PURPOSE:** To ensure the responsible use of Council IT (Information Technology) resources and social media by employees of Barcaldine Regional Council (BRC). This policy aims to protect the integrity and security of Council's IT resources, outline protocols for using social media, including for official departmental business or making public comments online, and ensure responsible usage and compliance with relevant laws and regulations.

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## **1 SCOPE**

This policy applies to all elected representatives, employees, contractors, and volunteers of BRC, and any other individuals who use Council's IT resources and/or represent BRC on social media platforms.

## **2 POLICY OBJECTIVE**

The objective of this policy is to establish clear guidelines and expectations for the use of BRC's IT resources, and social media platforms. It aims to:

- Ensure the responsible and ethical use of Council IT hardware, software, networks, data and information, and services and accounts.
- Protect the integrity, security, and confidentiality of Council's information and IT resources.
- Provide employees with protocols for professional and personal use of social media.
- Promote a positive and professional online presence for the Council.
- Ensure compliance with all relevant laws and regulations.
- Minimise risks associated with the misuse of IT resources and social media.
- Foster a culture of accountability and responsible digital conduct among employees.

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

## **3 HEAD OF POWER**

*The Information Privacy Act 2009 (Qld)*

*Work Health and Safety Act 2011*

*Protective Security Policy Framework*

*Public Records Act 2023*

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#### 4 DEFINITIONS

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

Authorised User	Any approved person who uses or accesses Council's computer network by any means. A user may be a Council employee, a Councillor, a consultant or contractor retained by Council, or any person who is granted permanent or temporary access to Council's computer network for any reason.
Encryption	The process of converting data into a coded format using an algorithm, making it inaccessible to unauthorised users. This ensure that only those with the correct decryption key can access and read the data, protecting it from unauthorised access and cyber threats.
Intellectual Property	All forms of intellectual property rights throughout the world including copyright, patent, design, trademark, trade name, and all confidential information including know-how and trade secrets.
Resources	Anything owned, controlled or paid for by the Council regardless of its state of repair or future use within the organisation. Includes, but is not limited to: <ul style="list-style-type: none"><li>• Hardware: computers (desktops, laptops), mobile devices (smartphones, tablets), servers and storage devices, networking equipment (routers, switches), peripheral devices (printers, scanners, external drives), accessories (keyboards, mice)</li><li>• Software: operating systems, productivity software (e.g. Microsoft office), enterprise applications (e.g. ERP, CRM systems), security software (antivirus, firewalls), development tools and environments</li><li>• Network and Internet Access: local area network (LAN), wide area network (WAN), virtual private network (VPN), internet and intranet access</li><li>• Data and Information: databases, document management systems, cloud storage, proprietary and confidential data</li><li>• Services and Accounts: email services, cloud services, collaboration tools, user accounts and credentials</li></ul>
Social Media	Any form of electronic communication or application that enables users to create online communities and share knowledge, opinions, media, and private and public messages.
Vandalism	Any malicious attempt to harm or destroy data of another user, the internet or any agencies or other networks connected to the internet.

#### 5 POLICY STATEMENT

BRC maintains this policy with regard to the use and security of all Council computer systems, networks, and information resources, regardless of work location. All users of these facilities, including technology developers, end users, and resource administrators, are expected to be familiar with this policy and the consequences of violation. Ensuring the integrity of the Council's reputation and brand, alongside safeguarding employee welfare, health, and safety in accessing and using Council systems, networks, and information resources, is paramount.

##### 5.1 IT Resources

Access to BRC IT resources is provided to authorised users for carrying Council work and other-related purposes, provided they have prior management approval. Personal use of IT resources should be limited and must not interfere with work responsibilities or Council operations.

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5.1.1. Software

- All software installed in Council hardware must have a valid licence. Employees must not download, install, or use unlicensed or unauthorised software. Council is liable for any illegal software on Council hardware. The IT department must be notified and licences verified prior to the installation of any software.
- Personal software must not be installed on Council computers. Any illegal software found will be uninstalled and notified to the respective department manager.

5.1.2. Hardware

- Hardware allocation will be approved when the relevant Director or Chief Executive Officer (CEO) determines that there is a sufficient need and benefit to the Council. Requests for hardware will be evaluated based on job requirements, project needs, and overall organisational benefits.
- Allocated hardware will be regularly monitored and maintained by the IT department to ensure optimal performance and security. Employees are responsible for the good care of any equipment assigned to them, and any identified faults or problems must be reported to the IT Officer as soon as practical.
- BRC reserves the right to reevaluate the allocation of hardware periodically. If an employee's role changes or if the hardware is no longer needed, it may be reallocated to other employees or departments to maximise resource utilisation.
- Council issued mobile devices shall not be utilised for personal use unless otherwise authorised.

5.1.3. Networks

- BRC's network is controlled and operated by the Council's IT department.
- The administrative right for the network and the network devices remains with the IT department.
- None of the networked devices should be removed or moved from where they should belong without prior approval from the IT department.
- Council gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed by any user in the course of using the computer network.

5.1.4. Data and Information

- Data and information stored on Council's IT Resources is the property of Council.
- Users should not vandalise the data/information of another Council user. Any unwarranted or unauthorised destruction is viewed as a destruction of Council property.
- Users must not send (or cause to be sent), upload, download, use, retrieve, or access any information, documentation, applications, pictures or material using Council's IT Resources that is obscene, offensive, or inappropriate, or is likely to be taken as such by the average person; or is of sexual nature. This includes, text, images, sound, or any other material, sent either in an email, or in an attachment to an email, or through a link to a sit (URL).
- Users should not download music, games, videos, or video streams unless work related or similar.

5.1.5. Services and Accounts

- Supervisors are responsible for notifying the IT department about the start of any new staff members who will require resource access. This ensures that a user account with the necessary permissions can be established.

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- In cases where a user is on leave for more than three (3) days or has left the Council, access to the user's services and accounts may be transferred to another responsible user upon request from the respective supervisor or the CEO. For staff taking extended leave, their account access and permissions will be reassigned to another staff member who will be handling their duties in the interim.

## 6 PRIVACY AND SECURITY MEASURES

### 6.1.1. Usernames

- Users must use their own login when accessing Council IT Resources. Users are not permitted to use another user's access details, unless otherwise authorised.
- Users must not divulge their access details to others unless it is necessary to do so for legitimate business reasons.

### 6.1.2. Passwords/Passcodes

- Passwords must be suitably strong and must not be shared with others.
- Passwords must not be adhered to monitors, keyboards, or placed in easy to find locations, or stored in any computer system without encryption and should not be shared with others.
- If an employee within BRC is provided with a work mobile phone, a passcode must be put on the phone and not given to anyone else unless instructed otherwise.

### 6.2. Confidentiality

- Unauthorised access, sharing, or distribution of confidential or sensitive Council information is strictly prohibited.
- Personal information about individuals cannot be provided to third-parties without their consent. The email address of all BRC staff and stakeholders, along with other identifiable information, must be treated with discretion and care. Employees must not upload contact details from Council (Outlook) contacts when using, or prompted by, external social networking sites.

#### 6.2.1. Security

- Employees using their personal phones for work purposes and receiving an allowance towards the work use will be required to manage the security of their phone to prevent unauthorised access to work apps or systems.
- Computers must be locked at all times when the user is not at the computer.
- All devices accessing Council's network must have up-to-date antivirus software and security patches.
- BRC will implement an Information Security Management System (ISMS) and supporting program of investment to ensure appropriate security standards and measures are established, implemented, monitored, reviewed and improved as required to meet business and compliance objectives are met.
- Any IT security incidents, such as data breaches of malware infections, must be reported immediately to the IT department.
- BRC will report information security breaches or incidents that may involve criminal activity to relevant law enforcement agencies, in line with relevant state and Commonwealth reporting requirements.

## **7 PURCHASE AND DISPOSAL PROCESS**

### **7.1 Purchases**

- All purchases of IT resource's by BRC must be authorised and documented in accordance with Council Procurement Policy. This includes obtaining competitive quotes where required and adhering to budgetary constraints.
- Information technology procurement, initiatives or projects may require review and assessment by the Director Corporate and Financial Services in accordance with their terms of reference or as otherwise determined by the CEO.

### **7.2 Renewal Plan**

- Assets requiring renewal are identified from the IT Asset Register based on the life and warranty of the asset or upon a reasonable request from the user's direct supervisor. The assets that require general replacement are to be budgeted for approval.
- Any malfunctioning hardware is to be reported to the IT department who will schedule inspection and repair. Where it is not economical practical for repair, the hardware will be considered for replacement.

### **7.3 Disposal**

Disposal of IT resources, whether through sale, donation, or recycling, must follow approved Council procedures to ensure data security and environmental responsibility. Proper documentation and approval from relevant authorities is required.

### **7.4 Loss, Theft, or Damage**

Loss, theft or damage to Council hardware must be reported to Council immediately upon discovery in order for required actions to commence.

All replacement hardware due to loss, theft or damage will require approval by the relevant Manager or Director.

Council may seek reimbursement from an employee for instances where reasonable care to prevent accidental damage has not been undertaken.

## **8 DATA MANAGEMENT AND RECORD KEEPING**

Information that provides evidence of business activity or decision is a public record. All BRC employees have an obligation to ensure that key decisions and events are recorded in a way that captures the important features of a discussion or decision, presents a faithful and accurate account and can be easily retrieved when needed.

Employees are required to appropriately classify and store information as set out in the department's Records Management Policy.

## 9 TRAINING

**For Software:** Training will be provided for Council issued software based on the user's previous knowledge and level of software usage.

**For Hardware:** Training on the usage of hardware will be upon request by the users.

**Networks:** Training will be offered on the use of Council's network systems, including VPN, internet access, and network security protocols. This training will be tailored to the user's role and their specific network usage requirements.

**Data and Information:** Training will be provided on managing and using Council data and information systems. This includes instruction on data security, proper data handling, and usage of document management systems. Training will be adjusted based on the user's role and their level of interaction with these systems.

## 10 SOCIAL MEDIA

The Communications and Engagement team are responsible for the management of social media sites used by Council. Only authorised employees can post content on behalf of BRC, or respond to content on behalf of the Council, on social media.

Appropriate permissions must be obtained from the CEO before any reference is made to, or images are posted of, current or former employees, contractors, service providers or local community stakeholders. Additionally, appropriate permission must be obtained to use a third party's copyright, copyrighted material, trademarks, service marks or other intellectual property.

A complaint received by Council regarding the use of any social media account by any elected representative, employee, contractor, or volunteer of BRC will be investigated. Any breach of policy or legislation may be subject to disciplinary action.

### 10.1 Personal Use of Social Media

#### 10.1.1. Commentary on Council Social Media Accounts

Council respects the right of Councillors, staff, contractors, and volunteers to maintain social media accounts and to interact on social media as a private citizen. However, any commentary by elected representatives, staff, contractors or volunteers on Council owned social media accounts, must comply with Council's Code of Conduct and adhere to its Values, Policies and Principles. Employees who believe an organisational response is required to comments made by other parties should refer the matter to the Communications and Engagement team in the first instance and not respond directly. Employees shall report any negative or concerning social media activity related to Council to the Communications and Engagement team.

#### 10.1.2. Commentary on Personal Social Media Accounts

Council recognises that employees may wish to use social media in a private and personal capacity, and reasonable personal use of social media on BRC's IT resources is permitted to employees during non-working hours or breaks, provided that it does not interfere with their duties. Staff, contractors, and volunteers should be aware they are personally responsible for content they publish on any form of social media and are required by law to ensure their personal conduct does not reflect adversely on the reputation of Council. Staff should take measures to ensure their personal comments cannot be mistaken for the official view of



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Council, impact on that staff member's ability to perform their role within Council, or bring themselves or Council into disrepute. This includes the following:

- Employees must not post material that is, or which may reasonably be perceived to be, inappropriate or harmful to the Council, its reputation, its employees or any of its stakeholders or community members including discriminatory, defamatory, or offensive content.
- Employees must avoid engaging in arguments or heated discussions on social media that may reflect poorly on BRC.
- Employees must not use a personal social media account to undertake any activity which may be construed as Council business, and must not use their Council email address or the Council logo that may give a misleading impression of the Council's endorsement or support of personal comments.
- Employees must not publish, post or release any information that is considered confidential or not publicly available information. This includes information regarding the Council's operations, business, clients, services, prices, financial position, security or activities.
- All BRC staff, contractors, and volunteers shall avoid discussing Council-related information with customers on personal social media accounts.
- Employees must not use social media to publicly complain about their employment, or any work-related matter as the appropriate process for resolving such complaints is through discussions with their line supervisors and leadership including Human Resources (HR).

## **10.2 Professional Use of Social Media**

Only staff delegated by the CEO are authorised to access Council's social media platforms for the purposes of administering or moderating BRC accounts. This includes the uploading of materials on behalf of the Council, responding to commentary or material uploaded by other users, and removing material or commentary which breach Council's Terms of Use.

### 10.2.1. Planning and Creating Content

All information posted to Council's social media accounts must be consistent with the professional, corporate image of Council. Content must not expose Council to risk in relation to its reputation, the conduct of its business, or its legal or ethical obligations.

The Communication and Engagement team reserve the right to remove old, misleading, and/or inappropriate content.

When using social media, the following obligations apply:

- No social media post shall contain confidential, private or legal matters.
- No social media post shall contain illegal, libellous, discriminatory, defamatory, abusive, or obscene information or commentary.
- Only use corporate imagery such as logos and official Council photographs.
- Ensure that no copyrighted or trademarked material is published without permission.

### 10.2.2. Responding to Comments and Direct Messages

The authority to engage in online social media for official comment or engagement is reserved for the Mayor, CEO, and Communications and Engagement Coordinator. Other staff and consultants may be granted approval for work-related, external social media initiatives as required. This will be done on the advice and direction of the Communications and Engagement Coordinator in collaboration with the CEO.

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When engaging with comments or posts on Council’s official social media channels, it is essential to maintain professionalism and respect at all times. Responses should be timely, courteous, and aligned with Council’s values and communication guidelines, with a maximum response rate of five (5) business days. Where appropriate, link to relevant information on the BRC website to provide further context or resources. Do not discuss individual customer cases in comments, or ask for or encourage customers to post personal details publicly. Address any inquiries or concerns constructively, and avoid engaging in arguments or debates. Always ensure that responses reflect positively on Council and contribute to a constructive and respectful online environment.

**10.2.3. New Pages, Accounts, and/or Handles**

Council-related social media accounts are not to be created without prior written authorisation from the CEO. Review of new official accounts will be undertaken by the CEO.

**10.3 Record Keeping**

Social media platforms are often provided by third-party providers and are not official recordkeeping systems. In managing content in BRC social media accounts, employees must keep records in accordance with the Record keeping Policy, ensuring appropriate records are created and captured for all the business functions, activities and transactions.

**11 REVIEW AND COMPLIANCE**

- Compliance with this policy will be monitored regularly, and any breaches may result in disciplinary action.
- This policy will be reviewed biennially to ensure its effectiveness and compliance with relevant laws and regulations.

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

BRC Code of Conduct  
Social Media Usage Guidelines  
IT Asset Register  
Request for Renewal Form  
Mobile Devices Agreement

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

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## **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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<b>Person Conducting a Business or Undertaking (PCBU)</b>	A PCBU has the primary duty of care to ensure the Health and Safety of workers whilst they are at work.
<b>Worker</b>	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.
<b>Health and Safety Representative (HSR)</b>	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.”

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**POLICY NAME:** Workplace Surveillance

**POLICY NUMBER:** HR021

**ADOPTED:** November 2024

**REVIEW DATE:** November 2026

**POLICY OWNER:** Human Resources

**PURPOSE:** Technology improvements have made devices which fall within the statutory definition of surveillance devices commonplace. During normal business operations, Barcaldine Regional Council (Council) uses these devices and the information and data they generate due to the business benefits they provide.

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## 1 SCOPE

This Policy applies to all Councillors, Council employees and contractors, and at all Council premises.

This Policy does not form part of any employee's contract of employment, nor does it form part of any contractor's contract with Council.

## 2 POLICY OBJECTIVE

Council uses workplace surveillance and the information and data they generate due to the business benefits they provide. These benefits include, but are not limited to:

- Potential to deter vandalism and/or a possible assailant,
- Reduce the safety risks associated with workers, customers and others in the workplace,
- Optimise efficiency and customer service,
- Gather operational data for workforce and fleet management efficiency gains (e.g. work allocation and route improvements),
- Identifying geographical location of a worker in the event of an emergency,
- Using data and information to defend staff against incorrect allegations,
- Increasing information available when conducting investigations (e.g. code of conduct, and fraud related complaints, defending Council),
- Assist in scheduling and allocation of tasks to work teams.
- Detail Council's commitment to ensuring that it complies with the requirements of legislation,
- Explain to employees and contractors the types of surveillance that may be carried out in the workplace, and
- Explain the responsibilities of management regarding the introduction of workplace surveillance.



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### 3 HEAD OF POWER

*Privacy Act 1988 (Cth)*  
*Australian Privacy Principles*  
*Local Government Act 2009 (QLD)*  
*Information Privacy Act 2009 (QLD)*  
*Public Records Act 2002 (QLD)*  
*Workplace Surveillance Act 2005 (Qld)*

*Overall responsibility of this Policy is with the CEO and executive management team. Responsibility for the management and implementation of this Policy is with the Manager (s) appointed by the Chief Executive Officer. Other responsibilities are detailed within this Policy.*

### 4 DEFINITIONS

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

Camera surveillance	which is surveillance by means of a camera that monitors or records visual images of activities on premises or in any other place,
Computer surveillance	which is surveillance by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of Internet websites),
Tracking surveillance	which is surveillance by means of an electronic device the primary purpose of which is to monitor or record geographical location or movement (such as a Global Positioning System tracking device).
Surveillance information	means information obtained, recorded, monitored or observed as a consequence of surveillance of an employee
Covert surveillance	means surveillance of an employee while at work for an employer carried out or caused to be carried out by the employer.
Workplace	means premises, or any other place, where employees work, or any part of such premises or place or plant or vehicle

### 5 POLICY STATEMENT

The Workplace Surveillance Act requires Council to provide notification to its employees regarding workplace surveillance and prescribes how this notification must be conducted. The following sections of this Policy details Council's notification.

#### 5.1 Notice of surveillance

This Policy is the written notification to Council employees regarding Council's activities that fall within the statutory definitions of surveillance.

##### 5.1.1 Kind of surveillance to be carried out by Council

The types of workplace surveillance that Council conducts include:

- Closed Circuit TV Camera surveillance (CCTV)

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- Computer surveillance
- Tracking surveillance

#### 5.1.2 Camera surveillance

The primary purpose of Council's camera surveillance is for security. Surveillance cameras are mainly at entries, exits and around the exteriors of Council facilities and buildings, however some do exist within Council's Offices. Council may also use cameras in spaces where there is public and Council interaction (e.g. Council Chambers, customer service areas, library etc.). As these spaces are also workplaces, Council will:

- Ensure that Surveillance cameras (including their casings or other equipment generally indicating the presence of a camera) are clearly visible where surveillance is taking place.
- Clearly display visible signs at each workplace entrance notifying people that they may be under surveillance.

Council may also have "in car" dash cameras within some vehicles which can also record audio within the vehicle. Council will clearly display a notice within each vehicle indicating that it has an "in car" dash camera which can also record audio.

Council also installs surveillance cameras in and near worksites, plant and fleet to monitor out of hours security when a site is unoccupied (e.g. identify plant, equipment and fuel theft). These cameras are:

- Not operated during work times as security risks are lower due to the presence of staff, and
- Unlikely to have signage

Generally, onsite staff will be aware of and/or involved in the installation of these cameras and this Policy is further notification to staff that these cameras are used.

Access to and use of information collected using camera surveillance is to be in accordance with Privacy legislation and Council Records Policy.

#### 5.1.3 Computer surveillance

Use of Council's computers and email and internet accounts generate vital information and data which is considered to be Council's property and is managed accordingly. Council may from time to time retrieve and review such information and data in accordance with this Policy.

Examples of information and data that may be accessed and reviewed can include, but is not limited to:

- System storage and download volumes
- Internet usage and access
- Suspected malicious code or viruses
- Email usage including content sent and received
- Computer hard drives
- Mobile telephone/smartphone/mobile device use, access and locational records (e.g. all mobile phone bills state the general location calls/texts were made from)
- Use of WIFI access points
- Access and use of Council Software
- Information and Communications Technology logs, backups and archives
- Records from MFDs

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Selective staff as approved by the Chief Executive Officer are to monitor the above to maintain network stability, continuity of service and compliance.

Council will not carry out computer surveillance of an employee unless it is carried out in accordance with this Policy.

Council reserves the right to prevent (or cause to be prevented) the delivery of an email sent to or from staff, or access to an internet website (including a social networking site) by staff, if it contains, refers or links to:

- Obscene, offensive or inappropriate material (for example, material of a sexual, indecent or pornographic nature)
- Material that causes or may cause insult, offence, intimidation, or humiliation
- Defamatory or may incur liability or adversely impacts Council's image or reputation
- Illegal, unlawful or inappropriate
- Anything that does or potentially affects the performance of, or cause damage to or overload Council's computer network, or internal or external communications in any way
- Anything that gives the impression of, or is representing, giving opinions or making statements on behalf of Council without proper delegation

Where an email is prevented from being delivered to or from staff, they will receive a notice that informs them that the delivery of the email was prevented.

Notice will not be given if:

- The email was considered to be SPAM, or contain potentially malicious software
- The content of the email (or any attachment) would or might have resulted in an unauthorised interference with, damage to or operation of any program run or data stored on any of Council's equipment
- The email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, menacing, harassing or offensive
- An email sent by a user if Council was not aware (and could not reasonably be expected to be aware) of the identity of the user who sent the email or that the email was sent by the user.

The manager approved by the Chief Executive Officer has responsibility for access and use of data collected via computer surveillance carried out in accordance with this section.

#### 5.1.4 Tracking surveillance

Council uses devices and technology that has tracking capability including but not limited to:

- GPS tracking within Council vehicle, truck and plant fleet
- Council supplied radios (including those used for isolated worker management)
- "On person" isolated worker devices
- Council issued mobile phones, smart phones, tablets and computers with GPS/WiFi capability

This data will be used for (but not limited to):

- Planning and scheduling works
- Monitoring performance data for maintenance and repair requirements
- Knowing the location of plant, fleet and staff to reduce response times to customer requests and emergency works

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- Monitoring travel to identify opportunities to increase tool time
- Identify staff, plant and fleet locations and respond to emergencies
- Investigations due to complaints, customer requests and incidents
- Information availability and access requirements

Where a vehicle, truck, plant or other item has tracking capability, Council will clearly display a notice on the item indicating that it is subject to tracking surveillance.

Both the Director of Works and the Director of Corporate & Financial Services has responsibility for access and use of data collected via tracking surveillance carried out in accordance with this section.

Employee's obligations when using Council's plant and fleet are detailed in Council's Motor Vehicle Policy. Council's isolated worker Management is detailed in the Isolated Worker Procedure.

#### 5.1.5 Infrastructure Construction and Maintenance plant and fleet

In addition to the above, Operational Plant and Fleet tracking data may be displayed on a screen at Council's main depots and monitored in real time by relevant staff for the purposes of scheduling and allocation of work.

Further, maintenance scheduling and workshop staff will have access to Plant and Fleet performance and usage data, collected via tracking surveillance, in order assist in the prioritising and scheduling of maintenance and repair to improve efficiency and maintenance management.

## 5.2 Isolated Workers

Council' "One person" isolated worker devices (i.e. man down) are used to identify the location of an isolated/remote site worker in an emergency. Staff required to use these will be informed that they are required to carry the device whilst working alone at work.

Council' "One person" isolated worker device data and information will be accessible, retrieved and used without further authorisation in the following circumstances:

- A worker fails to return to base at the expected time
- A worker does not respond to repeated attempts to contact them.
- A pendant alarm is activated.
- A tilt switch alarm is activated.
- A portable radio panic button is activated.
- An emergency situation requires the ability to locate Council vehicles.

#### 5.2.1 How the surveillance will be carried out

Surveillance will be carried out in accordance with this Policy.

##### *5.2.1.1 When will surveillance start?*

Where surveillance was already in place prior to this version of this Policy, it will continue. Where surveillance is new, implementation will be 14 days after the approval date of the Policy.

##### *5.2.1.2 Surveillance will be continuous*

All forms of surveillance (Camera, Computer and Tracking surveillance) will be continuous and Council will carry out surveillance of any user at such times of Council's choosing and without further notice to any user in accordance with this Policy.

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*5.2.1.3 Surveillance will be ongoing*

Surveillance, as detailed within this Policy, will be ongoing unless specified within an amendment and subsequent approval of this Policy.

### 5.2.2 Changes in technology

As technology improves and changes, other devices are likely to become available and will generate surveillance data and information. Where this happens, devices, information and/or data will be managed in accordance with this Policy.

## 5.3 Prohibited Surveillance

Council will not,

- Conduct surveillance of change rooms and bathrooms
- Use work surveillance devices while employees are not at work, unless the surveillance is computer surveillance of the use by the employee of equipment or resources provided by or at the expense of Council.
- Prevent, or cause to be prevented, delivery of an email sent to or by, or access to an Internet website by, an employee of Council unless:
  - It is in accordance with this Policy
  - Council has (as soon as practicable) provided the employee a prevented delivery notice by email or otherwise, unless notice is not required by any State or Federal legislation.
- Prevent delivery of an email or access to a website merely because:
  - the email was sent by or on behalf of an industrial organisation of employees or an officer of such an organisation, or
  - the website or email contains information relating to industrial matters.

### 5.3.1 Covert Surveillance

Council will not carry out, or cause to be carried out, covert surveillance unless it is in accordance with the requirements of the Local Government Act, 2009.

## 5.4 Surveillance Information and Data

All Council staff shall at all times be compliant with Council's Code of Conduct and maintain strict confidentiality of all Council records, information and data. Council will ensure that surveillance information and records are not used or disclosed unless the use or disclosure is:

- For a legitimate purpose related to the employment of Council employees or Council's legitimate business activities or functions, or
- To a member or officer of a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence, or
- For a purpose that is directly or indirectly related to the taking of civil or criminal proceedings, or
- Reasonably believed to be necessary to avert an imminent threat of serious violence to persons or of substantial damage to property.

For the avoidance of doubt, the Council may use or rely on surveillance records for the purposes of taking disciplinary or other appropriate action against employees or investigating a reasonable suspicion that an employee has breached their employment obligations.

Access requests outside of this Policy are to be made in accordance with the relevant Surveillance data access procedure(s).

**5.5 Installation of Surveillance Devices**

Any installations of surveillance devices must be in-accordance with Industry standards in Queensland.

**5.6 Policy breach**

Any employee or contractor found to be in breach of this Policy will be subject to appropriate disciplinary action, up to and including summary dismissal.

**6 ASSOCIATED DOCUMENTS**

BRC Code of Conduct

BRC IT & Social Media Policy

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 2024  
**Item Number:** 3.2.7  
**Subject Heading:** Budget Review 1 for the 2024–25 Financial Year  
Author and Title: Michael Shave, Acting Director Corporate and Financial Services  
Classification: (if confidential)

*Summary: The Local Government Act 2009 and Local Government Regulation 2012 require Council to undertake regular reviews of its adopted budget to ensure it remains reflective of the resources required to deliver services for the financial year. The first budget review for the 2024–25 financial year (BRI) incorporates:*

1. *Any committed or underway capital or operating projects that were incomplete at the end of the 2023–24 financial year and eligible for carry over into the 2024–25 budget.*
2. *Any new or emergent revenue and expenditure arising since the adoption of the original 2024–25 budget in June 2024.*

*In summary, the budget review is proposing to improve Council's operating position by \$329,000; whilst the capital works program will increase by \$3.1 million to \$15.7 million, due to the carry forward of a number of unspent capital projects from 2023–24.*

**Officer's Recommendation: That Council receives the report relating to the review of Council's 2024–25 Budget and approve the proposed changes to the Budget for the 2024–25 financial year, as outlined in the Revised Budget Financial Statements provided in Attachment 1 to the report.**

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**Background**

Section 170(3) of the Local Government Regulation 2012 allows Council, by resolution, to amend the budget at any time before the end of the financial year.

Undertaking budget reviews promotes financial management and accountability through regular consideration of current performance against budget. This will be critical in the context of Council ensuring that it carefully manages its revenue collection, expenditure and cash flows to ensure ongoing financial sustainability.

Budget review 1 primarily involves identifying capital projects with 2023–24 budget funding which were in progress/committed as at 30 June 2024, now requiring funding to be brought forward into the 2024–25 budget.

Other minor emergent revenue and expenditure identified since the adoption of the budget has also been included, such as operating grants and associated expenditure. A more detailed review of the budget will occur in the new calendar year once revenue and expenditure patterns are more defined and cash flow implications are understood.

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A summary of the operating revenue budget adjustments by corporate plan goal are provided below:

Operating Revenue	Original Budget	Amended Budget – BRI	Variance	Note
<b>Goal 1 – Community</b>	\$913,952	\$1,002,337	\$88,385	1
<b>Goal 2 – Services</b>	\$13,970,358	\$13,997,751	\$27,393	2
<b>Goal 3 – Transport</b>	\$19,927,245	\$19,927,245	\$-	
<b>Goal 4 – Economy</b>	\$566,020	\$566,020	\$-	
<b>Goal 5 – Governance</b>	\$27,959,331	\$27,959,331	\$-	
<b>TOTAL Revenue</b>	<b>\$63,336,906</b>	<b>\$63,452,684</b>	<b>\$115,778</b>	

Revenue notes

1. Minor increases in cemetery and museum revenues, additional grant revenue related to RADF (\$6,500), library (\$24,685) and DRFA flood risk management (\$55,200).
2. Diesel fuel rebate claim higher than estimated full year budget (\$27,393).

Operating Expenses	Original Budget	Amended Budget – BRI	Variance	Note
<b>Goal 1 – Community</b>	\$9,121,033	\$9,207,418	\$86,385	1
<b>Goal 2 – Services</b>	\$13,044,083	\$13,044,083	\$-	
<b>Goal 3 – Transport</b>	\$25,857,318	\$25,857,318	\$-	
<b>Goal 4 – Economy</b>	\$1,675,964	\$1,675,964	\$-	
<b>Goal 5 – Governance</b>	\$15,551,699	\$15,251,699	(\$300,000)	2
<b>TOTAL Expenses</b>	<b>\$65,250,097</b>	<b>\$65,036,482</b>	<b>(\$213,615)</b>	

Expenditure notes

1. Expenditure obligations associated with the additional grant revenue (RADF, library, NDRA).
2. Salary savings are associated with year-to-date vacant positions.

**Capital Works**

The capital works program was reviewed in the context of bringing carry over projects into the 2024-25 budget. Twelve projects have been identified for carry over with a total value of \$2,640,411; with two projects requiring additional budget in 2024-25 for completion. \$40,000 in emergent funding has been included for the Muttaborra Freedom Park dump point.



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Capital Works Projects	Amended Budget – BRI	Funding
<b>Aramac Town Hall toilets upgrade</b>	\$50,000	Carry over – Council cash
<b>Barcaldine Pool upgrade</b>	\$8,736	Additional cost – Council cash
<b>Regional Housing Renewal Program</b>	\$250,000	Carry over – Council cash
<b>Barcaldine Rec Park</b>	\$433,377	<ul style="list-style-type: none"> <li>• Carry over – \$385,911 Sport and Recreation Grant</li> <li>• \$47,466 Council cash</li> </ul>
<b>Cattle Cross Loader</b>	\$200,000	Carry over – \$100,000 LRCIP Phase 4, \$25,000 LRFAQ, \$75,000 Council cash
<b>Stagmount Road Floodways</b>	\$115,633	Carry over – R2R
<b>Willow Street Kerb and Channel</b>	\$350,000	Carry over – R2R
<b>Star Downs Road sealing</b>	\$1,015,887	Carry over – LRCIP Phase 4
<b>Floodways upgrade</b>	\$600,000	Carry over – LRCIP Phase 4
<b>Acacia Street Bore upgrade</b>	\$29,171	Additional cost – Council cash
<b>Alpha Showgrounds pump replacement</b>	\$14,000	Carry over – Council cash
<b>Muttaborra Freedom Park dump point</b>	\$40,000	Emergent – Council cash
<b>TOTAL</b>	<b>\$3,075,539</b>	<b>Carry over – Council cash \$436,466</b> <b>Additional cost – Council cash \$37,907</b> <b>Emergent Project – Council cash \$40,000</b> <b>Grants – \$2,561,166</b>

**Link to Corporate Plan**

Theme 5: Governance

- Develop systems to better inform investment decisions (including return and whole of life costs)
- Continue reviewing policies and strategic plans for relevancy and currency
- Improved project management and budget compliance.

**Consultation (internal/external)**

- Acting Chief Executive Officer
- District Managers

**Policy Implications**

There are no amendments to policy in this report.

**Budget and Resource Implications**

This report recommends changes to the 2024–25 budget. The proposed changes will improve Council’s operating position by \$329,393; however, Council’s cash position will decline through to 30 June 2025 due to capital works carry overs required to be funded through cash reserves. Council currently has sufficient cash reserves to support short-term working capital requirements due to advanced grant funding being received.

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The cash balance of \$6 million forecast at the end of the 2024-25 financial year is conservative and does not incorporate any Financial Assistance Grant prepayment that has regularly occurred over the last 4-5 years. Should the prepayment be received, the cash position will be significantly higher.

Ongoing monitoring and review of Council's short-term liquidity will occur to inform future budget review decisions as required.

**Risk Management Implications**

Financial sustainability is an ongoing risk for Council. The regular review of performance against budget is a key risk mitigation tool.

**Asset Management Implications**

Appropriate funding of capital renewal works ensures that effective asset management of community infrastructure occurs.

**Legal Implications**

Nil

## Attachment 1 – Revised Financial Statements and Budget Report

### BARCALDINE REGIONAL COUNCIL BR1 AMENDED BUDGET STATEMENT OF INCOME AND EXPENDITURE FOR THE 3 YEARS ENDING 30 JUNE 2027

	2024/2025 Adopted Budget	2024/2025 Revised Budget	2026 Revised Budget	2027 Revised Budget
<b>Revenue</b>				
<b>Operating Revenue</b>				
Gross rates and utility charges	9,038,656	9,038,656	9,262,626	9,494,084
Less: Discounts	- 793,332	- 793,332	- 813,165	- 833,494
Less: Pensioner Subsidies	- 75,195	- 75,195	- 80,412	- 83,186
Net rates and utility charges	8,170,129	8,170,129	8,369,050	8,577,404
Fees and charges	3,004,490	3,006,490	3,032,045	3,097,146
Rental income	728,000	728,000	746,200	765,931
Interest received	975,000	975,000	845,700	887,985
Sales income	8,372,500	8,372,500	6,504,313	6,639,420
Grants and subsidies	27,622,445	27,736,223	19,045,088	19,733,265
Contributions	149,000	149,000	133,000	133,000
Other Income	70,000	70,000	71,125	72,278
<b>Total Operating Revenue</b>	<b>49,091,564</b>	<b>49,207,342</b>	<b>38,746,520</b>	<b>39,906,429</b>
<b>Capital Revenue</b>				
Grants and subsidies	5,726,728	8,287,894	4,350,000	4,350,000
Contributions	-	-	-	-
Gain on sale of non-current assets	-	-	-	-
<b>Total Capital Revenue</b>	<b>5,726,728</b>	<b>8,287,894</b>	<b>4,350,000</b>	<b>4,350,000</b>
<b>Total Revenue</b>	<b>54,818,292</b>	<b>57,495,236</b>	<b>43,096,520</b>	<b>44,256,429</b>
<b>Expenses</b>				
<b>Operating Expenses</b>				
Employee costs	16,103,875	15,803,875	15,620,991	16,049,121
Materials and services	27,071,382	27,157,767	16,855,077	17,071,938
Finance costs	60,400	60,400	41,712	24,616
Depreciation	7,769,097	7,769,097	7,989,448	8,217,743
<b>Total Operating Expenses</b>	<b>51,004,753</b>	<b>50,791,138</b>	<b>40,507,229</b>	<b>41,363,418</b>
<b>Capital Expenses</b>				
Provisions for landfill restoration	45,900	45,900	46,818	47,754
Loss on sale of non-current assets	-	-	-	-
	<b>45,900</b>	<b>45,900</b>	<b>46,818</b>	<b>47,754</b>
<b>Total Expenses</b>	<b>51,050,653</b>	<b>50,837,038</b>	<b>40,554,047</b>	<b>41,411,172</b>
<b>Net Income/(Loss)</b>	<b>3,767,639</b>	<b>6,658,198</b>	<b>2,542,473</b>	<b>2,845,258</b>
<b>Operating Surplus / (Deficit)</b>	<b>- 1,913,189</b>	<b>- 1,583,796</b>	<b>- 1,760,709</b>	<b>- 1,456,988</b>

**BARCALDINE REGIONAL COUNCIL**  
**BR1 AMENDED BUDGET STATEMENT OF FINANCIAL POSITION**  
**FOR THE 3 YEARS ENDING 30 JUNE 2027**

	2024/2025 Adopted Budget	2024/2025 Revised Budget	2026 Revised Budget	2027 Revised Budget
<b>Current Assets</b>				
Cash	22,957,104	6,027,085	4,521,213	4,651,900
Receivables	1,565,853	2,908,511	2,908,511	2,908,511
Contract assets	3,248,002	766,492	766,492	766,492
Inventories	467,813	412,766	412,766	412,766
<b>Total current assets</b>	<b>28,238,772</b>	<b>10,114,854</b>	<b>8,608,982</b>	<b>8,739,669</b>
<b>Non-current Assets</b>				
Property, plant and equipment	411,015,232	437,735,917	441,281,469	442,443,725
<b>Total non-current assets</b>	<b>411,015,232</b>	<b>437,735,917</b>	<b>441,281,469</b>	<b>442,443,725</b>
<b>TOTAL ASSETS</b>	<b>439,254,004</b>	<b>447,850,771</b>	<b>449,890,450</b>	<b>451,183,394</b>
<b>Current Liabilities</b>				
Trade and other payables	1,411,033	1,944,894	1,944,894	1,944,894
Contract liabilities	2,281,906	2,281,906	2,281,906	2,281,906
Borrowings	450,068	549,612	450,068	467,163
Lease Liabilities	-	295,029	295,029	295,029
Provisions	2,909,281	3,149,018	3,149,018	3,149,018
<b>Total current liabilities</b>	<b>7,052,287</b>	<b>8,220,459</b>	<b>8,120,914</b>	<b>8,138,010</b>
<b>Non-current Liabilities</b>				
Borrowings	1,331,378	1,230,707	780,639	313,476
Lease Liabilities	-	229,820	229,820	229,820
Provisions	1,208,333	780,282	827,100	874,854
<b>Total non-current liabilities</b>	<b>2,539,711</b>	<b>2,240,809</b>	<b>1,837,559</b>	<b>1,418,150</b>
<b>TOTAL LIABILITIES</b>	<b>9,591,998</b>	<b>10,461,268</b>	<b>9,958,473</b>	<b>9,556,160</b>
<b>NET COMMUNITY ASSETS</b>	<b>429,662,006</b>	<b>437,389,504</b>	<b>439,931,977</b>	<b>441,627,235</b>
<b>Community Equity</b>				
Retained surplus	210,121,091	195,725,846	198,268,319	199,963,577
Asset revaluation reserve	219,540,916	241,663,658	241,663,658	241,663,658
<b>TOTAL COMMUNITY EQUITY</b>	<b>429,662,007</b>	<b>437,389,504</b>	<b>439,931,977</b>	<b>441,627,235</b>

**BARCALDINE REGIONAL COUNCIL**  
**BR1 AMENDED BUDGET STATEMENT OF CASH FLOWS**  
**FOR THE 3 YEARS ENDING 30 JUNE 2027**

	2024/2025 Adopted Budget	2024/2025 Revised Budget	2026 Revised Budget	2027 Revised Budget
<b>Cash flows from operating activities:</b>				
Receipts from customers	38,116,564	39,463,793	37,900,820	39,018,444
Payments to suppliers and employees	- 43,175,257	- 42,961,642	- 32,476,068	- 33,121,059
Interest Received	975,000	975,000	845,700	887,985
Interest Paid	- 60,400	- 60,400	- 41,712	- 24,616
<b>Net cash inflow (outflow) from operating activities</b>	<b>- 4,144,092</b>	<b>- 2,583,249</b>	<b>6,228,740</b>	<b>6,760,755</b>
<b>Cash flows from investing activities:</b>				
Payments for property, plant and equipment	- 12,613,728	- 15,689,267	- 12,935,000	- 10,580,000
Grants, subsidies, contributions and donations	5,726,728	8,287,894	4,350,000	3,200,000
Sales of property, plant and equipment	1,400,000	1,400,000	1,400,000	1,200,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 5,487,000</b>	<b>- 6,001,373</b>	<b>- 7,185,000</b>	<b>- 6,180,000</b>
<b>Cash flows from financing activities:</b>				
Loan Proceeds	-	-	-	-
Principal Loan Repayments	- 549,612	- 530,372	- 549,612	- 450,068
<b>Net cash inflow (outflow) from financing activities</b>	<b>- 549,612</b>	<b>- 530,372</b>	<b>- 549,612</b>	<b>- 450,068</b>
<b>Net increase (decrease) in cash held</b>	<b>- 10,180,704</b>	<b>- 9,114,994</b>	<b>- 1,505,872</b>	<b>130,687</b>
Cash at beginning of reporting period	33,137,808	15,142,079	6,027,085	4,521,213
<b>Cash at end of reporting period</b>	<b>22,957,104</b>	<b>6,027,085</b>	<b>4,521,213</b>	<b>4,651,900</b>

**BARCALDINE REGIONAL COUNCIL**  
**BR1 AMENDED BUDGET STATEMENT OF CHANGES IN EQUITY**  
**FOR THE 3 YEARS ENDING 30 JUNE 2027**

	Retained Surplus	Asset revaluation reserve	Total
	\$	\$	\$
<b>Balance as at 1 July 2024</b>	189,045,645	241,663,658	430,709,303
Net operating surplus	6,658,198	-	6,658,198
Other comprehensive income for the year	22,003	-	22,003
Increase in asset revaluation surplus	-	-	-
<b>Balance as at 30 June 2025</b>	<b>195,725,846</b>	<b>241,663,658</b>	<b>437,389,504</b>
<b>Budget Balance as at 1 July 2025</b>	195,725,846	241,663,658	437,389,504
Net operating surplus	2,542,473	-	2,542,473
Other comprehensive income for the year	-	-	-
Increase in asset revaluation surplus	-	-	-
<b>Budget Balance as at 30 June 2026</b>	<b>198,268,319</b>	<b>241,663,658</b>	<b>439,931,977</b>
<b>Budget Balance as at 1 July 2026</b>	198,268,319	241,663,658	439,931,977
Net operating surplus	2,845,258	-	2,845,258
Other comprehensive income for the year	(1,150,000)	-	(1,150,000)
Increase in asset revaluation surplus	-	-	-
<b>Budget Balance as at 30 June 2027</b>	<b>199,963,577</b>	<b>241,663,658</b>	<b>441,627,235</b>

**BARCALDINE REGIONAL COUNCIL**  
**LONG TERM FINANCIAL FORECAST**  
**STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE 10 YEARS ENDING 30 JUNE 2034**

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	Revised									
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
<b>Operating Revenue</b>										
Gross rates and utility charges	9,038,656	9,262,626	9,494,084	9,683,966	9,877,646	10,075,198	10,276,702	10,482,236	10,691,881	10,905,719
Less: Discounts	- 793,332	- 813,165	- 833,494	- 850,164	- 867,167	- 884,511	- 902,201	- 920,245	- 938,650	- 957,423
Less: Pensioner Subsidies	- 75,195	- 80,412	- 83,186	- 84,850	- 86,547	- 88,278	- 90,043	- 91,844	- 93,681	- 95,555
Net rates and utility charges	8,170,129	8,369,050	8,577,404	8,748,953	8,923,932	9,102,410	9,284,458	9,470,148	9,659,551	9,852,742
Fees and charges	3,006,490	3,032,045	3,097,146	3,159,088	3,222,270	3,286,716	3,352,450	3,419,499	3,487,889	3,557,647
Rental income	728,000	746,200	765,931	804,228	820,312	836,719	853,453	870,522	887,932	905,691
Interest received	975,000	845,700	887,985	905,745	923,860	942,337	961,184	980,407	1,000,015	1,020,016
Sales income	8,372,500	6,504,313	6,639,420	6,712,454	6,846,703	1,983,637	2,023,310	2,063,776	2,105,052	2,147,153
Grants and subsidies	27,736,223	19,045,088	19,733,265	20,127,930	20,530,489	20,941,098	21,359,920	21,787,119	22,222,861	22,667,318
Contributions	149,000	133,000	133,000	133,000	133,000	133,000	133,000	133,000	133,000	133,000
Other Income	70,000	71,125	72,278	242,000	242,000	242,000	242,000	242,000	242,000	242,000
<b>Total operating revenue</b>	<b>49,207,342</b>	<b>38,746,520</b>	<b>39,906,429</b>	<b>40,833,397</b>	<b>41,642,565</b>	<b>37,467,917</b>	<b>38,209,775</b>	<b>38,966,470</b>	<b>39,738,300</b>	<b>40,525,566</b>
<b>Capital revenue</b>										
Grants and subsidies	8,287,894	4,350,000	4,350,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Contributions	-	-	-	-	-	-	-	-	-	-
Gain on sale of non-current assets	-	-	-	-	-	-	-	-	-	-
<b>Total capital revenue</b>	<b>8,287,894</b>	<b>4,350,000</b>	<b>4,350,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>
<b>Total income</b>	<b>57,495,236</b>	<b>43,096,520</b>	<b>44,256,429</b>	<b>43,333,397</b>	<b>44,142,565</b>	<b>39,967,917</b>	<b>40,709,775</b>	<b>41,466,470</b>	<b>42,238,300</b>	<b>43,025,566</b>
<b>Expenses</b>										
<b>Operating Expenses</b>										
Employee benefits	15,803,875	15,620,991	16,049,121	16,370,103	16,697,505	17,031,455	17,372,085	17,719,526	18,073,917	18,435,395
Materials and services	27,157,767	16,855,077	17,071,938	17,413,376	17,761,644	13,116,877	13,379,214	13,646,799	13,919,735	14,198,129
Finance costs	60,400	41,712	24,616	24,615	11,504	7,086	4,131	1,133	-	-
Depreciation	7,769,097	7,989,448	8,217,743	8,382,098	8,549,740	8,720,735	8,895,150	9,073,053	9,254,514	9,439,604
<b>Total Operating Expenses</b>	<b>50,791,138</b>	<b>40,507,229</b>	<b>41,363,418</b>	<b>42,190,193</b>	<b>43,020,394</b>	<b>38,876,153</b>	<b>39,650,579</b>	<b>40,440,511</b>	<b>41,248,165</b>	<b>42,073,129</b>
<b>Capital Expenses</b>										
Provisions for landfill restoration	45,900	46,818	47,754	46,818	46,818	46,818	46,818	46,818	46,818	46,818
Loss on sale of non-current assets	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>50,837,038</b>	<b>40,554,047</b>	<b>41,411,172</b>	<b>42,237,011</b>	<b>43,067,212</b>	<b>38,922,971</b>	<b>39,697,397</b>	<b>40,487,329</b>	<b>41,294,983</b>	<b>42,119,947</b>
<b>Net Income/(Loss)</b>	<b>6,658,198</b>	<b>2,542,473</b>	<b>2,845,258</b>	<b>1,096,386</b>	<b>1,075,353</b>	<b>1,044,945</b>	<b>1,012,378</b>	<b>979,141</b>	<b>943,316</b>	<b>905,619</b>
<b>Operating Result</b>	<b>- 1,583,796</b>	<b>- 1,760,709</b>	<b>- 1,456,988</b>	<b>- 1,356,796</b>	<b>- 1,377,829</b>	<b>- 1,408,237</b>	<b>- 1,440,804</b>	<b>- 1,474,041</b>	<b>- 1,509,866</b>	<b>- 1,547,563</b>

**BARCALDINE REGIONAL COUNCIL  
LONG TERM FINANCIAL FORECAST  
STATEMENT OF FINANCIAL POSITION  
FOR THE 10 YEARS ENDING 30 JUNE 2034**

	2025 Revised Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	2031 Budget	2032 Budget	2033 Budget	2034 Budget
<b>Current Assets</b>										
Cash	6,027,085	4,521,213	5,801,899	5,360,039	5,247,314	5,352,062	5,595,701	6,034,719	6,779,368	7,671,409
Receivables	2,908,511	2,908,511	2,908,511	2,908,511	2,908,511	2,908,511	2,908,511	2,908,511	2,908,511	2,908,511
Inventories	766,492	766,492	766,492	766,492	766,492	766,492	766,492	766,492	766,492	766,492
Contract assets	412,766	412,766	412,766	412,766	412,766	412,766	412,766	412,766	412,766	412,766
<b>Total current assets</b>	<b>10,114,854</b>	<b>8,608,982</b>	<b>9,889,668</b>	<b>9,035,042</b>	<b>8,922,317</b>	<b>9,027,065</b>	<b>9,270,704</b>	<b>9,709,722</b>	<b>10,454,371</b>	<b>11,346,412</b>
<b>Non-current Assets</b>										
Property, plant and equipment	437,735,917	441,281,469	442,443,725	446,561,627	450,511,887	454,291,152	457,896,002	461,322,949	464,568,435	467,628,831
<b>Total non-current assets</b>	<b>437,735,917</b>	<b>441,281,469</b>	<b>442,443,725</b>	<b>446,561,627</b>	<b>450,511,887</b>	<b>454,291,152</b>	<b>457,896,002</b>	<b>461,322,949</b>	<b>464,568,435</b>	<b>467,628,831</b>
<b>TOTAL ASSETS</b>	<b>447,850,771</b>	<b>449,890,450</b>	<b>452,333,393</b>	<b>455,596,669</b>	<b>459,434,204</b>	<b>463,318,217</b>	<b>467,166,706</b>	<b>471,032,671</b>	<b>475,022,806</b>	<b>478,975,243</b>
<b>Current Liabilities</b>										
Payables	1,944,894	1,944,894	1,944,894	1,944,894	1,944,894	1,944,894	1,944,894	1,944,894	1,944,894	1,944,894
Contract liabilities	2,281,906	2,281,906	2,281,906	2,281,906	2,281,906	2,281,906	2,281,906	2,281,906	2,281,906	2,281,906
Borrowings	549,612	450,068	467,163	284,636	207,751	210,706	159,994	-	-	-
Provisions	3,149,018	3,149,018	3,149,018	3,149,018	3,149,018	3,149,018	3,149,018	3,149,018	3,149,018	3,149,018
<b>Total current liabilities</b>	<b>7,925,430</b>	<b>7,825,886</b>	<b>7,842,981</b>	<b>7,660,454</b>	<b>7,583,568</b>	<b>7,586,523</b>	<b>7,535,812</b>	<b>7,375,818</b>	<b>7,375,818</b>	<b>7,375,818</b>
<b>Non-current Liabilities</b>										
Borrowings	1,781,445	1,331,377	864,214	579,577	371,826	161,120	1,126	1,126	-	-
Provisions	780,282	827,100	874,854	921,672	968,490	1,015,308	1,062,126	1,108,944	1,155,762	1,202,580
<b>Total non-current liabilities</b>	<b>2,561,727</b>	<b>2,158,477</b>	<b>1,739,068</b>	<b>1,501,249</b>	<b>1,340,316</b>	<b>1,176,428</b>	<b>1,063,252</b>	<b>1,110,070</b>	<b>1,155,762</b>	<b>1,202,580</b>
<b>TOTAL LIABILITIES</b>	<b>10,487,157</b>	<b>9,984,363</b>	<b>9,582,049</b>	<b>9,161,703</b>	<b>8,923,884</b>	<b>8,762,952</b>	<b>8,599,064</b>	<b>8,485,888</b>	<b>8,531,580</b>	<b>8,578,398</b>
<b>NET COMMUNITY ASSETS</b>	<b>437,363,615</b>	<b>439,906,088</b>	<b>442,751,345</b>	<b>446,434,966</b>	<b>450,510,320</b>	<b>454,555,265</b>	<b>458,567,642</b>	<b>462,546,784</b>	<b>466,491,226</b>	<b>470,396,846</b>
<b>Community Equity</b>										
Retained surplus	195,703,843	198,246,316	201,091,574	202,187,961	203,263,316	204,308,262	205,320,641	206,299,783	207,243,100	208,148,721
Asset revaluation reserve	241,663,658	241,663,658	241,663,658	241,663,658	241,663,658	241,663,658	241,663,658	241,663,658	241,663,658	241,663,658
<b>TOTAL COMMUNITY EQUITY</b>	<b>437,367,501</b>	<b>439,909,974</b>	<b>442,755,232</b>	<b>443,851,619</b>	<b>444,926,974</b>	<b>445,971,920</b>	<b>446,984,299</b>	<b>447,963,441</b>	<b>448,906,758</b>	<b>449,812,379</b>



**BARCALDINE REGIONAL COUNCIL  
LONG TERM FINANCIAL FORECAST  
STATEMENT OF CASH FLOWS  
FOR THE 10 YEARS ENDING 30 JUNE 2034**

	2025 Revised Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	2031 Budget	2032 Budget	2033 Budget	2034 Budget
<b>Cash flows from operating activities:</b>										
Receipts from customers	39,463,793	37,900,820	39,018,444	39,927,653	40,718,706	36,525,580	37,248,591	37,986,063	38,738,285	39,505,550
Payments to suppliers and employees	- 42,961,642	- 32,476,068	- 33,121,059	- 33,783,480	- 34,459,149	- 30,148,332	- 30,751,299	- 31,366,325	- 31,993,652	- 32,633,525
Interest Received	975,000	845,700	887,985	905,745	923,860	942,337	961,184	980,407	1,000,015	1,020,016
Interest Paid	- 60,400	- 41,712	- 24,616	- 24,615	- 11,504	- 7,086	- 4,131	- 1,133	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>- 2,583,249</b>	<b>6,228,740</b>	<b>6,760,755</b>	<b>7,025,303</b>	<b>7,171,912</b>	<b>7,312,498</b>	<b>7,454,345</b>	<b>7,599,012</b>	<b>7,744,648</b>	<b>7,892,041</b>
<b>Cash flows from investing activities:</b>										
Payments for property, plant and equipment	- 15,689,267	- 12,935,000	- 10,580,000	- 10,000,000	- 10,000,000	- 10,000,000	- 10,000,000	- 10,000,000	- 10,000,000	- 10,000,000
Grants, subsidies, contributions and donations	8,287,894	4,350,000	4,350,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Sales of property, plant and equipment	1,400,000	1,400,000	1,200,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>- 6,001,373</b>	<b>- 7,185,000</b>	<b>- 5,030,000</b>	<b>- 7,000,000</b>	<b>- 7,000,000</b>	<b>- 7,000,000</b>	<b>- 7,000,000</b>	<b>- 7,000,000</b>	<b>- 7,000,000</b>	<b>- 7,000,000</b>
<b>Cash flows from financing activities:</b>										
Loan Proceeds	-	-	-	-	-	-	-	-	-	-
Principal Loan Repayments	- 530,372	- 549,612	- 450,068	- 467,164	- 284,636	- 207,751	- 210,706	- 159,994	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>- 530,372</b>	<b>- 549,612</b>	<b>- 450,068</b>	<b>- 467,164</b>	<b>- 284,636</b>	<b>- 207,751</b>	<b>- 210,706</b>	<b>- 159,994</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash held</b>	<b>- 9,114,994</b>	<b>- 1,505,872</b>	<b>1,280,687</b>	<b>- 441,861</b>	<b>- 112,725</b>	<b>104,748</b>	<b>243,639</b>	<b>439,018</b>	<b>744,648</b>	<b>892,041</b>
Cash at beginning of reporting period	15,142,079	6,027,085	4,521,213	5,801,900	5,360,039	5,247,314	5,352,062	5,595,701	6,034,719	6,779,368
<b>Cash at end of reporting period</b>	<b>6,027,085</b>	<b>4,521,213</b>	<b>5,801,900</b>	<b>5,360,039</b>	<b>5,247,314</b>	<b>5,352,062</b>	<b>5,595,701</b>	<b>6,034,719</b>	<b>6,779,368</b>	<b>7,671,409</b>

**BARCALDINE REGIONAL COUNCIL**  
**2024/2025 BUDGET**  
**MEASURES OF FINANCIAL SUSTAINABILITY**  
**LONG TERM FINANCIAL FORECAST**

Ratio	Target	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Financial Capacity	Council-controlled Revenue	N/A	22.76%	29.42%	29.25%	29.24%	29.33%	29.42%	29.51%	29.60%	29.68%	29.77%
	Population Growth*	N/A	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%	0.07%
Operating Performance	Operating Surplus ratio	N/A	-3.22%	-4.54%	-3.65%	-3.32%	-3.31%	-3.76%	-3.77%	-3.78%	-3.80%	-3.82%
	Operating Cash ratio	>0%	12.57%	16.08%	16.94%	17.20%	17.22%	19.52%	19.51%	19.50%	19.49%	19.47%
			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Asset Management	Asset sustainability ratio	>90%	136.17%	105.12%	122.65%	110.03%	107.87%	105.76%	103.68%	101.65%	99.66%	97.70%
			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Asset consumption ratio	>60%	76.26%	76.43%	76.40%	76.36%	76.30%	76.23%	76.16%	76.08%	76.00%	75.91%
Debt Servicing Capacity	Leverage Ratio	0 - 3 times	0.30	0.21	0.13	0.08	0.05	0.02	0.00	-	N/A	N/A
			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Council-controlled Revenue

(Net rates, levies and charges + Fees and Charges) <<divided by>> Total Operating Revenue

Population Growth

(Prior year estimated population <<divided by>> previous year estimated population) -1 (constant growth method)

Operating Surplus Ratio

Net result (excluding capital items) divided by total operating revenue (excluding capital items)

Operating Cash ratio

Operating Result add Depreciation and Amortisation add Finance Costs <<divided by>> Total Operating Revenue

Asset sustainability ratio

Capital expenditure on the replacement of assets (renewals) divided by depreciation expense (infrastructure)

Asset consumption ratio

Written down replacement cost of Depreciable Infrastructure Assets <<divided by>> current replacement cost of depreciable infrastructure assets

Leverage Ratio

Book value of debt <<divided by>> (Operating Results add Depreciation and Amortisation and Finance Costs)

Barcaldine Regional Council  
2024/2025 Budget Review 1 Support Report  
Budget vs Actuals Report

Description	Revenue					Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget		31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>GOAL 1: COMMUNITY</b>									
<b>Community Support</b>									
Grants - Community Support	0	0	0	0%					
Community Events Costs						29,727	90,000	90,000	33%
Community Donations						64,122	330,000	330,000	19%
Community Coordination						0	0	0	0%
Community Support Costs						1,772	0	0	0%
<b>Community Support TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>95,620</b>	<b>420,000</b>	<b>420,000</b>	<b>23%</b>
<b>Parks and Streetscapes</b>									
Parks & Gardens Costs						704,866	1,646,300	1,646,300	43%
Public Conveniences Costs						158,386	309,999	309,999	51%
Community Display Costs						5,186	108,200	108,200	5%
<b>Parks and Streetscapes TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>868,437</b>	<b>2,064,499</b>	<b>2,064,499</b>	<b>42%</b>
<b>Halls</b>									
Hall Fees	2,942	6,000	6,000	49%					
Community Halls Costs						81,453	145,000	145,000	56%
<b>Halls TOTAL</b>	<b>2,942</b>	<b>6,000</b>	<b>6,000</b>	<b>49%</b>		<b>81,453</b>	<b>145,000</b>	<b>145,000</b>	<b>56%</b>

Description	Revenue				% of Budget	Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget			31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Swimming Pools</b>									
Swimming Pools Fees	1,343	2,850	2,850	47%					
Swimming Pools Costs					215,472	639,040	639,040	34%	
Interest - Swimming Pool Loan					3,169	10,860	10,860	29%	
<b>Swimming Pools TOTAL</b>	<b>1,343</b>	<b>2,850</b>	<b>2,850</b>	<b>47%</b>	<b>218,640</b>	<b>649,900</b>	<b>649,900</b>	<b>34%</b>	
<b>Sport and Recreation</b>									
Sport & Recreation Fees	330	1,600	1,600	21%					
Showgrounds Fees	7,795	16,200	16,200	48%					
Equipment Hire Charges	5,738	12,500	12,500	46%					
Showgrounds Costs					267,041	675,000	675,000	40%	
Racecourses Costs					36,909	135,000	135,000	27%	
Recreation Park Costs					44,089	255,000	255,000	17%	
Sports Facilities Costs					4,375	18,396	18,396	24%	
<b>Sport and Recreation TOTAL</b>	<b>13,863</b>	<b>30,300</b>	<b>30,300</b>	<b>46%</b>	<b>352,414</b>	<b>1,083,396</b>	<b>1,083,396</b>	<b>33%</b>	
<b>Cemeteries</b>									
Cemetery Fees	2,723	2,500	3,000	109%					
Funeral Fees	31,135	105,000	105,000	30%					
Cemeteries Costs					27,463	98,000	98,000	28%	
Funerals Costs					31,691	102,000	102,000	31%	
<b>Cemeteries TOTAL</b>	<b>33,858</b>	<b>107,500</b>	<b>108,000</b>	<b>31%</b>	<b>59,154</b>	<b>200,000</b>	<b>200,000</b>	<b>30%</b>	
<b>Community Housing</b>									
Rent - Community Housing	25,821			0%					
Community Housing Costs					0	0	0	0%	
<b>Community Housing TOTAL</b>	<b>25,821</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Aged Persons Units</b>								
Rent - Aged Persons Units	13,722			0%				
Aged Persons Units Costs					0	0	0	0%
<b>Aged Persons Units TOTAL</b>	<b>13,722</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Community Management</b>								
Community Management Costs				0%	525,959	1,405,215	1,405,215	37%
<b>Community Management TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>525,959</b>	<b>1,405,215</b>	<b>1,405,215</b>	<b>37%</b>
<b>Libraries</b>								
Library Fees	207	1,000	1,000	21%				
Grants - Libraries	35,000	16,500	41,185	212%				
Libraries Costs					122,118	357,442	382,127	34%
<b>Libraries TOTAL</b>	<b>35,207</b>	<b>17,500</b>	<b>42,185</b>	<b>201%</b>	<b>122,118</b>	<b>357,442</b>	<b>382,127</b>	<b>34%</b>
<b>Museums and Galleries</b>								
Museum & Gallery Income	5,002	3,500	5,000	143%				
Museum & Gallery Costs					32,646	80,029	80,029	41%
<b>Museums and Galleries TOTAL</b>	<b>5,002</b>	<b>3,500</b>	<b>5,000</b>	<b>143%</b>	<b>32,646</b>	<b>80,029</b>	<b>80,029</b>	<b>41%</b>
<b>Heritage Places and Memorials</b>								
Memorials Costs					0	0	0	0%
Heritage Places Costs					0	0	0	0%
<b>Heritage Places and Memorials TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Television and Radio</b>								
Television and Radio Costs					18,624	15,000	15,000	124%
<b>Television and Radio TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>18,624</b>	<b>15,000</b>	<b>15,000</b>	<b>124%</b>

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Cultural</b>								
Cultural Activities Revenue	0	5,000	5,000	0%				
Grants - Cultural	31,891	25,000	31,500	128%				
Cultural Activities Costs					0	0	0	0%
RADF Distributions					35,936	25,000	31,500	144%
RADF Operating Costs					2,220	2,596	2,596	86%
<b>Cultural TOTAL</b>	<b>31,891</b>	<b>30,000</b>	<b>36,500</b>	<b>106%</b>	<b>38,156</b>	<b>27,596</b>	<b>34,096</b>	<b>138%</b>
<b>Urban Environment</b>								
Environmental Health Fees	10,768	12,744	12,744	84%				
Local Laws - Fees & Fines	0	5,000	5,000	0%				
Urban Pest Control Costs					1,818	2,000	2,000	91%
Environmental Health Costs					4,549	20,000	20,000	23%
Local Laws Costs					1,741	60,000	60,000	3%
<b>Urban Environment TOTAL</b>	<b>10,768</b>	<b>17,744</b>	<b>17,744</b>	<b>61%</b>	<b>8,108</b>	<b>82,000</b>	<b>82,000</b>	<b>10%</b>
<b>Urban Animals</b>								
Animal Registration Fees	19,210	30,000	30,000	64%				
Impounding Fees	33	2,000	2,000	2%				
Animal Control Costs					3,944	73,872	73,872	5%
<b>Urban Animals TOTAL</b>	<b>19,243</b>	<b>32,000</b>	<b>32,000</b>	<b>60%</b>	<b>3,944</b>	<b>73,872</b>	<b>73,872</b>	<b>5%</b>
<b>Environmental Management</b>								
Environmental Management Costs					32,568	35,000	35,000	93%
<b>Environmental Management TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>32,568</b>	<b>35,000</b>	<b>35,000</b>	<b>93%</b>

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Disaster Management</b>								
Muttaborra Rural Fire Levy	3,282	6,858	6,858	48%				
Grant - SES	7,851	25,000	25,000	31%				
Grant - Disaster Management	2,994	422,700	477,900	1%				
Flood Recording Stations Costs					270	10,000	10,000	3%
SES Operating Costs					7,850	18,619	18,619	42%
Disaster Management Costs					2,994	434,500	489,700	1%
Rural Fire Brigade Costs					0	6,858	6,858	0%
<b>Disaster Management TOTAL</b>	<b>14,126</b>	<b>454,558</b>	<b>509,758</b>	<b>3%</b>	<b>11,114</b>	<b>469,977</b>	<b>525,177</b>	<b>2%</b>
<b>Sixty and Better</b>								
Grants - Sixty and Better	17,833	62,000	62,000	29%				
Sixty and Better Costs					45,272	119,159	119,159	38%
<b>Sixty and Better TOTAL</b>	<b>17,833</b>	<b>62,000</b>	<b>62,000</b>	<b>29%</b>	<b>45,272</b>	<b>119,159</b>	<b>119,159</b>	<b>38%</b>
<b>Town Commons</b>								
Town Common Agistment	30,137	140,000	140,000	22%				
Town Common Fees	1,513	10,000	10,000	15%				
Town Common Costs					43,183	112,088	112,088	39%
<b>Town Commons TOTAL</b>	<b>31,650</b>	<b>150,000</b>	<b>150,000</b>	<b>21%</b>	<b>43,183</b>	<b>112,088</b>	<b>112,088</b>	<b>39%</b>
<b>Community - Capital Grants</b>								
Capital Grants - Community	98,004	100,000	100,000	98%				
Contributions - Community	0	10,000	10,000	0%				
<b>Community - Capital Grants TOTAL</b>	<b>98,004</b>	<b>110,000</b>	<b>110,000</b>	<b>89%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

Description	Revenue					Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget		31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Depreciation - Community</b>									
Depreciation - Buildings						402,739	1,208,217	1,208,217	33%
Depreciation - Structures						0	546,205	546,205	0%
Depreciation - Plant & Equipment						0	26,438	26,438	0%
<b>Depreciation - Community TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>402,739</b>	<b>1,780,860</b>	<b>1,780,860</b>	<b>23%</b>
<b>GOAL 1: COMMUNITY TOTAL</b>	<b>355,273</b>	<b>1,023,952</b>	<b>1,112,337</b>	<b>35%</b>		<b>2,960,150</b>	<b>9,121,033</b>	<b>9,207,418</b>	<b>32%</b>



Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>GOAL 2: SERVICES</b>								
<b>Water</b>								
Water Charges	889,092	1,750,148	1,750,148	51%				
Excess Water Charges	0	0	0	0%				
Write-off Water Charges	-51	-500	-500	10%				
Discount of Water Charges	-76,272	-149,865	-149,865	51%				
Pensioner Remissions - Water Charg	-17,970	-36,200	-36,200	50%				
Fees & Charges - Water	10,540	50,000	50,000	21%				
Developer Contributions - Water	0	0	0	0%				
Water Supply Costs					473,347	1,259,000	1,259,000	38%
Interest - Water Loan					6,480	23,319	23,319	28%
Depreciation - Water Supply					175,825	527,475	527,475	33%
<b>Water TOTAL</b>	<b>805,339</b>	<b>1,613,583</b>	<b>1,613,583</b>	<b>50%</b>	<b>655,652</b>	<b>1,809,794</b>	<b>1,809,794</b>	<b>36%</b>
<b>Sewerage</b>								
Sewerage Charges	564,279	1,121,992	1,121,992	50%				
Write-off Sewerage Charges	-23	-34	-34	67%				
Discount on Sewerage Charges	-48,140	-95,178	-95,178	51%				
Pensioner Remissions - Sewerage	-1,136	-2,630	-2,630	43%				
Developer Contributions - Sewerage	0	0	0	0%				
Fees & Charges - Sewerage	2,150	7,500	7,500	29%				
Sewerage Services Costs					294,678	503,493	503,493	59%
Interest - Sewerage Loan					6,623	26,221	26,221	25%
Depreciation - Sewerage					155,972	467,916	467,916	33%
<b>Sewerage TOTAL</b>	<b>517,130</b>	<b>1,031,650</b>	<b>1,031,650</b>	<b>50%</b>	<b>457,273</b>	<b>997,630</b>	<b>997,630</b>	<b>46%</b>

Description	Revenue					Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget		31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Waste</b>									
Waste Collection Charges	238,788	474,896	474,896	50%					
Waste Management Charges	123,998	248,948	248,948	50%					
Rates Write-off - Waste	-38	-500	-500	8%					
Discount - Waste Charges	-31,377	-58,928	-58,928	53%					
Pensioner Remission - Waste	-56	-1,365	-1,365	4%					
Waste Disposal Fees	6,831	17,796	17,796	38%					
Recycling Revenue	0	80,000	80,000	0%					
Refuse Collection Costs					179,011	665,979	665,979	27%	
Waste Landfills Costs					120,361	275,000	275,000	44%	
Depreciation - Waste Facilities					15,300	45,900	45,900	33%	
<b>Waste TOTAL</b>	<b>338,145</b>	<b>760,847</b>	<b>760,847</b>	<b>44%</b>	<b>314,672</b>	<b>986,879</b>	<b>986,879</b>	<b>32%</b>	
<b>Plant</b>									
Plant Hire	7,246	7,500	7,500	97%					
Diesel Fuel Rebate	67,393	40,000	67,393	168%					
Registration Refunds	1,952	0	0	0%					
Insurance Claims	21,526	40,000	40,000	54%					
Small Plant Purchases					5,399	25,000	25,000	22%	
Workshop Costs					116,737	261,346	261,346	45%	
Repairs and Maintenance - Plant					1,202,871	3,126,824	3,126,824	38%	
Plant - Insurance Costs					0	126,500	126,500	0%	
Depreciation - Plant					511,647	1,534,942	1,534,942	33%	
Plant Hire Recoveries	2,351,982	6,239,778	6,239,778	38%				0%	
<b>Plant TOTAL</b>	<b>2,450,100</b>	<b>6,327,278</b>	<b>6,354,671</b>	<b>39%</b>	<b>1,836,655</b>	<b>5,074,612</b>	<b>5,074,612</b>	<b>36%</b>	

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Community Care</b>								
Grants - CHSP	373,924	710,000	710,000	53%				
Grants - CAC	92,904	125,000	125,000	74%				
Grants - QCSS	0	0	0	0%				
Grants - Home Assist Secure	36,370	149,000	149,000	24%				
Grants Home Assist SAA	0	0	0	0%				
Grants - Meals On Wheels	0	0	0	0%				
Contributions - Community Care	28,651	149,000	149,000	19%				
CHSP Costs					179,120	370,000	370,000	48%
CHSP Home Mods Costs					37,847	255,000	255,000	15%
CAC Costs					84,019	155,000	155,000	54%
Community Care - Coordination					74,041	217,000	217,000	34%
QCSS Costs					0	0		0%
Home Assist Secure Costs					128,171	144,000	144,000	89%
HAS SA Program					0	0	0	0%
Respite Care Costs					0	2,000	2,000	0%
Meals On Wheels Costs					1,224	7,500	7,500	16%
<b>Community Care TOTAL</b>	<b>531,850</b>	<b>1,133,000</b>	<b>1,133,000</b>	<b>47%</b>	<b>504,422</b>	<b>1,150,500</b>	<b>1,150,500</b>	<b>44%</b>
<b>NDIS</b>								
NDIS Revenue	84,306	230,000	230,000	37%				
NDIS - Packages Claims	683,816	1,600,000	1,600,000	43%				
NDIS - Packages Expenses					695,090	1,567,499	1,567,499	44%
NDIS - Coordination					72,349	116,819	116,819	62%
<b>NDIS TOTAL</b>	<b>768,122</b>	<b>1,830,000</b>	<b>1,830,000</b>	<b>42%</b>	<b>767,440</b>	<b>1,684,318</b>	<b>1,684,318</b>	<b>46%</b>
<b>Property</b>								
Rent - Commercial	16,124	52,000	52,000	31%				
Rent - Programs	19,950	42,000	42,000	48%				
Commercial Property Costs					35,781	102,000	102,000	35%
<b>Property TOTAL</b>	<b>36,074</b>	<b>94,000</b>	<b>94,000</b>	<b>38%</b>	<b>35,781</b>	<b>102,000</b>	<b>102,000</b>	<b>35%</b>

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Commercial Services</b>								
RTC - Commissions	21,825	50,000	50,000	44%				
Bank of Qld Commissions	69,847	275,000	275,000	25%				
Jericho Post Office Income	19,376	75,000	75,000	26%				
RTC Costs					31,523	96,150	96,150	33%
Bank of Qld Costs					139,256	290,100	290,100	48%
Jericho Post Office Costs					41,590	117,100	117,100	36%
Jericho ATM					2,018	0		
<b>Commercial Services TOTAL</b>	<b>111,048</b>	<b>400,000</b>	<b>400,000</b>	<b>28%</b>	<b>214,387</b>	<b>503,350</b>	<b>503,350</b>	<b>43%</b>
<b>Private Works</b>								
Private Works Revenue	6,689	100,000	100,000	7%				
Private Works Cost					14,245	85,000	85,000	17%
<b>Private Works TOTAL</b>	<b>6,689</b>	<b>100,000</b>	<b>100,000</b>	<b>7%</b>	<b>14,245</b>	<b>85,000</b>	<b>85,000</b>	<b>17%</b>
<b>RAPAD</b>								
Contract - ORRTG & WSA	83,964	680,000	680,000	12%				
Contract - ORRTG & WSA Costs					224,316	650,000	650,000	35%
<b>RAPAD TOTAL</b>	<b>83,964</b>	<b>680,000</b>	<b>680,000</b>	<b>12%</b>	<b>224,316</b>	<b>650,000</b>	<b>650,000</b>	<b>35%</b>
<b>Capital Grants - Services</b>								
Capital Grants - Services	0	0	0	0%				
Contributions - Services	0	230,000	230,000	0%				
<b>Capital Grants - Services TOTAL</b>	<b>0</b>	<b>230,000</b>	<b>230,000</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>GOAL 2: SERVICES TOTAL</b>	<b>5,648,460</b>	<b>14,200,358</b>	<b>14,227,751</b>	<b>40%</b>	<b>5,024,842</b>	<b>13,044,083</b>	<b>13,044,083</b>	<b>39%</b>

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>GOAL 3: TRANSPORT</b>								
<b>Town Streets</b>								
Town Streets Maintenance Costs					143,050	802,000	802,000	18%
<b>Town Streets TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>143,050</b>	<b>802,000</b>	<b>802,000</b>	<b>18%</b>
<b>Rural Roads</b>								
Emergent Flood Damage Revenue	0	1,000,000	1,000,000	0%				
Flood Damage Operational Revenue	2,537,636	11,737,245	11,737,245	22%				
Rural Roads Maintenance					198,712	2,300,000	2,300,000	9%
Emergent Flood Damage Costs					2,470	1,000,000	1,000,000	0%
Flood Damage Operational Costs					2,552,263	11,737,245	11,737,245	22%
<b>Rural Roads TOTAL</b>	<b>2,537,636</b>	<b>12,737,245</b>	<b>12,737,245</b>	<b>20%</b>	<b>2,753,444</b>	<b>15,037,245</b>	<b>15,037,245</b>	<b>18%</b>
<b>Airports</b>								
Airport Fees	23,750	90,000	90,000	26%				
Airports Operating Costs					55,872	266,609	266,609	21%
<b>Airports TOTAL</b>	<b>23,750</b>	<b>90,000</b>	<b>90,000</b>	<b>26%</b>	<b>55,872</b>	<b>266,609</b>	<b>266,609</b>	<b>21%</b>
<b>State Road Network</b>								
Road Construction Contracts	2,238,029	3,000,000	3,000,000	75%				
RMPC Revenue	664,635	4,000,000	4,000,000	17%				
TMR Flood Damage	0	100,000	100,000	0%				
State Network Roads Costs					2,221,616	2,900,000	2,900,000	77%
RMPC Costs					1,616,527	3,850,000	3,850,000	42%
State Network Flood Damage Costs					24,228	100,000	100,000	24%
<b>State Road Network TOTAL</b>	<b>2,902,664</b>	<b>7,100,000</b>	<b>7,100,000</b>	<b>41%</b>	<b>3,862,371</b>	<b>6,850,000</b>	<b>6,850,000</b>	<b>56%</b>

Description	Revenue				% of Budget	Expenses				% of Budget
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget			31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget		
<b>Capital Grants - Transport</b>										
Capital Grants - Transport	0	0	0	0%						
Capital Grants - Road Infrastructu	985,075	4,386,728	4,386,728	22%						
Contributions - Transport	15,000	0	0	0%						
<b>Capital Grants - Transport TOTAL</b>	<b>1,000,075</b>	<b>4,386,728</b>	<b>4,386,728</b>	<b>23%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		
<b>Depreciation - Transport</b>										
Depreciation - Buildings					35,244	105,733	105,733	33%		
Depreciation - Structures					23,091	69,273	69,273	33%		
Depreciation - Roads					752,239	2,256,717	2,256,717	33%		
Depreciation - Airports					156,580	469,741	469,741	33%		
<b>Depreciation - Transport TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>967,155</b>	<b>2,901,464</b>	<b>2,901,464</b>	<b>33%</b>		
<b>GOAL 3: TRANSPORT TOTAL</b>	<b>6,464,125</b>	<b>24,313,973</b>	<b>24,313,973</b>	<b>27%</b>	<b>7,781,892</b>	<b>25,857,318</b>	<b>25,557,318</b>	<b>30%</b>		

Description	Revenue				% of Budget	Expenses				% of Budget
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget			31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget		
<b>GOAL 4: ECONOMY</b>										
<b>Agriculture</b>										
Rural Services Fees	10,143	26,000	26,000	39%						
Dip Yard Fees	40,486	55,000	55,000	74%						
Saleyards Fees	5,635	39,520	39,520	14%						
Stock Route Permits	42,386	75,000	75,000	57%						
Grants - Rural Services	0	0	0	0%						
Pest Animal Management						56,696	117,500	117,500	48%	
Pest Weed Management						128,403	266,670	266,670	48%	
Stock Route Management						42,397	265,998	265,998	16%	
Dip Yard Costs						15,607	51,416	51,416	30%	
Saleyards Costs						11,020	67,000	67,000	16%	
<b>Agriculture TOTAL</b>	<b>98,651</b>	<b>195,520</b>	<b>195,520</b>	<b>50%</b>	<b>254,124</b>	<b>768,584</b>	<b>768,584</b>	<b>33%</b>		
<b>Tourism</b>										
Visitor Information Centre Income	23,908	45,000	45,000	53%						
Information Centre Costs						126,796	326,000	326,000	39%	
Tourism Development Costs						11,897	60,500	60,500	20%	
<b>Tourism TOTAL</b>	<b>23,908</b>	<b>45,000</b>	<b>45,000</b>	<b>53%</b>	<b>138,692</b>	<b>386,500</b>	<b>386,500</b>	<b>36%</b>		
<b>Camping Facilities</b>										
Camping Area Fees	83,550	208,000	208,000	40%						
Camping Area Costs						39,338	102,000	102,000	39%	
<b>Camping Facilities TOTAL</b>	<b>83,550</b>	<b>208,000</b>	<b>208,000</b>	<b>40%</b>	<b>39,338</b>	<b>102,000</b>	<b>102,000</b>	<b>39%</b>		

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Events</b>								
Harry Redford Cattle Drive Income	219	0	0	0%				
Grants - Events	0	2,000	2,000	0%				
Regional Events Income	2,193	5,000	5,000	44%				
Events-TOK Festival Income	0	0	0	0%				
Harry Redford Cattle Drive Costs					0	0	0	0%
TOK Festival Costs					0	0	0	0%
Regional Events Costs					23,500	0	0	0%
Events Coordination Costs					2,122	0	0	0%
<b>Events TOTAL</b>	<b>2,411</b>	<b>7,000</b>	<b>7,000</b>	<b>34%</b>	<b>25,622</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Economic Development</b>								
Grants - Development	0	13,000	13,000	0%				
Vacant Council Land Costs					31,494	60,795	60,795	52%
Why Leave Town Promotions	280	0	0	0%				
Education Bursaries	0	0	0	0%				
Economic Development Costs					4,000	25,000	25,000	16%
<b>Economic Development TOTAL</b>	<b>280</b>	<b>13,000</b>	<b>13,000</b>	<b>2%</b>	<b>35,494</b>	<b>85,795</b>	<b>85,795</b>	<b>41%</b>
<b>Town Planning</b>								
Rate Search Fees	5,268	17,500	17,500	30%				
Town Planning Fees	18,813	50,000	50,000	38%				
Town Planning Costs					6,847	50,000	50,000	14%
<b>Town Planning TOTAL</b>	<b>24,081</b>	<b>67,500</b>	<b>67,500</b>	<b>36%</b>	<b>6,847</b>	<b>50,000</b>	<b>50,000</b>	<b>14%</b>
<b>Building Compliance</b>								
Building Fees	16,552	30,000	30,000	55%				
Building Services Costs					21,186	45,735	45,735	46%
<b>Building Compliance TOTAL</b>	<b>16,552</b>	<b>30,000</b>	<b>30,000</b>	<b>55%</b>	<b>21,186</b>	<b>45,735</b>	<b>45,735</b>	<b>46%</b>



Description	Revenue				% of Budget	Expenses				% of Budget
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget			31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget		
<b>Capital Grants - Economy</b>										
Capital Grants - Economy	0	1,000,000	1,000,000		0%					
Contributions - Economy	0	0	0		0%					
<b>Capital Grants - Economy TOTAL</b>	<b>0</b>	<b>1,000,000</b>	<b>1,000,000</b>		<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0%</b>
<b>Depreciation - Economy</b>										
Depreciation - Buildings						70,245	210,736	210,736		33%
Depreciation - Structures						8,028	24,085	24,085		33%
Depreciation - Plant & Equipment						843	2,529	2,529		33%
<b>Depreciation - Economy TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0%</b>	<b>79,117</b>	<b>237,350</b>	<b>237,350</b>		<b>33%</b>
<b>GOAL 4: ECONOMY TOTAL</b>	<b>249,433</b>	<b>1,566,020</b>	<b>1,566,020</b>		<b>16%</b>	<b>600,420</b>	<b>1,675,964</b>	<b>1,675,964</b>		<b>36%</b>

Description	Revenue					Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget		31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>GOAL 5: GOVERNANCE</b>									
<b>Governance</b>									
Elected Members						202,589	556,880	556,880	36%
Executive Costs						512,689	1,683,269	1,683,269	30%
Elections						0	0	0	0%
Regional Affiliations						143,935	180,000	180,000	80%
<b>Governance TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>859,212</b>	<b>2,420,149</b>	<b>2,420,149</b>	<b>36%</b>
<b>Community Planning</b>									
<b>Community Planning Grants</b>	0	100,000	100,000						
Community Planning Costs						0	100,000	100,000	0%
<b>Community Planning TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>0%</b>		<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>0%</b>
<b>Housing</b>									
Rent - Council Housing	73,955	634,000	634,000	12%					
Council Housing-Insurance Claims	0	0	0	0%					
Council Housing Costs						195,167	562,691	562,691	35%
<b>Housing TOTAL</b>	<b>73,955</b>	<b>634,000</b>	<b>634,000</b>	<b>12%</b>		<b>195,167</b>	<b>562,691</b>	<b>562,691</b>	<b>35%</b>

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Employee Oncosts</b>								
Workcare Refunds	42,496	60,000	60,000	71%				
Parental Leave Refunds	5,561	25,000	25,000	22%				
Employee Insurance Refunds	0	25,000	25,000	0%				
Superannuation Costs					526,525	1,489,364	1,489,364	35%
Recoveries - Superannuation	565,819	1,489,364	1,489,364	38%				
Annual Leave Costs					563,602	1,567,691	1,567,691	36%
Recoveries - Annual Leave	557,686	1,567,691	1,567,691	36%				
Sick Leave Costs					254,118	627,366	627,366	41%
Recoveries - Sick Leave	237,859	627,366	627,366	38%				
Public Holidays Costs					92,100	544,898	544,898	17%
Recoveries - Public Holidays	196,084	544,898	544,898	36%				
Long Service Leave Costs					61,902	261,828	261,828	24%
Recoveries - Long Service Leave	105,953	364,791	364,791	29%				
Parental Leave Costs					19,047	46,845	46,845	41%
Recoveries - Parental Leave	19,875	66,224	66,224	30%				
Minor Plant < \$200 Costs					17,381	75,858	75,858	23%
Recoveries - Minor Plant	42,702	128,361	128,361	33%				
Fringe Benefits Tax Costs					37,452	62,583	62,583	60%
Recoveries - Fringe Benefits Tax	25,559	62,583	62,583	41%				
HR Management Costs					275,478	746,610	746,610	37%
Recoveries - HR Management	255,888	710,380	710,380	36%				
Workcare Costs					324,090	227,321	227,321	143%
Recoveries - Workcare	85,066	227,321	227,321	37%				
Wet Weather Costs					3,367	52,129	52,129	6%
Recoveries - Wet Weather	18,622	52,129	52,129	36%				
Workplace Health & Safety Costs					248,021	440,274	440,274	56%
Recoveries - Workplace H & S	215,883	584,290	584,290	37%				
Uniforms Costs					11,928	80,000	80,000	15%
Training Costs					64,725	397,806	397,806	16%
Recoveries - Training	153,091	397,806	397,806	38%				
Quality Assurance Costs					4,482	0	0	0%
Recoveries - Quality Assurance	40,971	0	0	0%				
Employee Workshops Costs					10,475	112,000	112,000	9%
<b>Employee Oncosts TOTAL</b>	<b>2,569,116</b>	<b>6,933,204</b>	<b>6,933,204</b>	<b>37%</b>	<b>2,514,693</b>	<b>6,732,573</b>	<b>6,732,573</b>	<b>37%</b>

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Finance</b>								
Financial Assistance Grant	11,443,666	13,000,000	13,000,000	88%				
General Rates	2,689,689	5,437,348	5,437,348	49%				
Write-off - General Rates	-56	-500	-500	11%				
Discount - General Rates	-249,638	-489,361	-489,361	51%				
Council Pensioner Remission	-17,138	-35,000	-35,000	49%				
Gain/(Loss) on Sale of Assets	0	0	0	0%				
Gain/(Loss) - Sale - Buildings	0	0	0	0%				
Gain/(Loss) - Sale - Land	0	0	0	0%				
Gain/(Loss) - Sale - Other	0	0	0	0%				
Interest Income - Bank	405,198	900,000	900,000	45%				
Interest Income - Rates	26,558	75,000	75,000	35%				
Sales Clearing Account	0	0	0	0%				
Finance Coordination Costs					148,235	709,941	559,941	21%
Finance Costs					94	500	500	19%
Land Valuation Costs					23,094	30,000	30,000	77%
Asset Valuation Costs					20,815	70,000	70,000	30%
External Audit Costs					33,221	100,000	100,000	33%
Internal Audit Costs					500	20,000	20,000	3%
Asset Management Costs					55,678	180,000	180,000	31%
Bank Fees					8,104	20,000	20,000	41%
Cents Rounding					0	0	0	0%
Loss on Revaluation of Assets					0	0	0	0%
<b>Finance TOTAL</b>	<b>14,298,280</b>	<b>18,887,487</b>	<b>18,887,487</b>	<b>76%</b>	<b>289,740</b>	<b>1,130,441</b>	<b>980,441</b>	<b>26%</b>

Description	Revenue				Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Administration</b>								
Administration Fees & Charges	802	7,000	7,000	11%				
Credit Card Levy	1,132	2,040	2,040	56%				
Programs - Management Fees	2,514	40,800	40,800	6%				
Programs - Administration Support	11,642	20,400	20,400	57%				
Employee Subsidies	35,783	150,000	150,000	24%				
Infringement Notices	532	2,040	2,040	26%				
Sales - Promotional Items	235	0	0	0%				
Wages Suspense					0	0	0	0%
Administration Costs					302,749	987,307	837,307	31%
IT Costs					315,729	991,000	991,000	32%
Legal Costs					10,274	100,000	100,000	10%
Insurance Costs					735,982	645,869	645,869	114%
Administration Recoveries	162,895	480,178	480,178	34%				
Promotional Items Costs					0	0	0	0%
<b>Administration TOTAL</b>	<b>215,535</b>	<b>702,458</b>	<b>702,458</b>	<b>31%</b>	<b>1,364,734</b>	<b>2,724,176</b>	<b>2,574,176</b>	<b>50%</b>
<b>Stores</b>								
Stores Costs					86,716	314,636	314,636	28%
Recoveries - Stores	73,670	248,493	248,493	30%				0%
<b>Stores TOTAL</b>	<b>73,670</b>	<b>248,493</b>	<b>248,493</b>	<b>30%</b>	<b>86,716</b>	<b>314,636</b>	<b>314,636</b>	<b>28%</b>
<b>Works Supervision</b>								
Works Supervision					68,641	312,500	312,500	22%
Engineering Costs					146,731	270,800	270,800	54%
Other Works Costs					51,199	440,542	440,542	12%
Coordination Recoveries	153,492	453,689	453,689	34%				
<b>Works Supervision TOTAL</b>	<b>153,492</b>	<b>453,689</b>	<b>453,689</b>	<b>34%</b>	<b>266,571</b>	<b>1,023,842</b>	<b>1,023,842</b>	<b>26%</b>

Description	Revenue					Expenses			
	31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget		31-Oct-24 Actuals	Adopted Budget 24/25	BR1 Amended Budget	% of Budget
<b>Depots</b>									
Depots Costs						133,714	270,000	270,000	50%
<b>Depots TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>133,714</b>	<b>270,000</b>	<b>270,000</b>	<b>50%</b>
<b>Capital Grants - Governance</b>									
Capital Grants - Governance	0	0	0	0%					
Contributions - Governance	0	0	0	0%					
<b>Capital Grants - Governance TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Depreciation - Governance</b>									
Depreciation - Buildings						84,239	252,716	252,716	33%
Depreciation - Structures						0	0	0	0%
Depreciation - Plant & Equipment						6,825	20,475	20,475	33%
<b>Depreciation - Governance TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>		<b>91,064</b>	<b>273,191</b>	<b>273,191</b>	<b>33%</b>
<b>GOAL 5: GOVERNANCE TOTAL</b>	<b>17,384,049</b>	<b>27,959,331</b>	<b>27,959,331</b>	<b>62%</b>		<b>5,801,612</b>	<b>15,551,699</b>	<b>15,551,699</b>	<b>37%</b>
<b>TOTAL REVENUE AND EXPENDITURE</b>	<b>30,101,339</b>	<b>69,063,634</b>	<b>69,179,412</b>	<b>44%</b>		<b>22,168,917</b>	<b>65,250,097</b>	<b>65,036,482</b>	<b>34%</b>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 2024  
**Item Number:** 3.2.8  
**Subject Heading:** Policy Review – Rates and Debt Recovery Policy  
Author and Title: Michael Shave, Acting Director Corporate and Financial Services  
Classification: (if confidential)

*Summary: Councils should regularly review and update their policies as part of good governance and to ensure they are current and meet the needs of their operations. The Rates and Debt Recovery Policy has been reviewed, with changes proposed to ensure the process in the recovery of overdue rates and charges and other debtors is clearly articulated for Council staff, ratepayers and customers.*

**Officer's Recommendation: That Council adopts the revised Rates and Debt Recovery Policy.**

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**Background**

Councils have an obligation to manage and minimise the non-payment of rates and charges to ensure that cash flows are received to fund service delivery, to ensure equity between ratepayers that pay on time and those that do not and also to ensure that ratepayers are not significantly impacted by cumulative interest charges on rate balances.

The current published Rates and Debt Recovery Policy was last updated in November 2018. The steps within the existing policy relating to recovery of arrears of rates and charges consist of:

1. A first reminder letter 14 days after the close of the discount period.
2. Subsequent reminder letters each month until the debt is paid.
3. Interest accrues on the outstanding balance until the debt is paid (currently 12.35%).
4. The property owner may enter into a payment agreement to repay the debt over a 'reasonable timeframe'.
5. If the debt is outstanding for more than three years and a payment arrangement has not been entered into, Council will commence the sale of land process.

In its current form, the policy does not provide the option for other debt collection methods to be implemented such as referral to a debt recovery agent or commencing court proceedings to recover overdue amounts.

To improve the process around debt collection, the policy has been reviewed as part of the policy review program to provide an opportunity for more active collection in the early stages of the debt collection process and to more explicitly outline the actions that will be taken.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

The revised policy has been provided in both tracked and clean versions for Council's consideration in Appendix 1.

**Link to Corporate Plan**

Theme 5: Governance – continue reviewing policies and strategic plans for relevancy and currency.

**Consultation (internal/external)**

- Acting Chief Executive Officer
- Finance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Management Implications**

Up to date, clear and current Council policies mitigate risk by providing a structured framework that guides decision making, ensures compliance and enables proactive risk management across all operational areas.

**Asset Management Implications**

Nil

**Legal Implications**

Nil



**BARCALDINE REGIONAL COUNCIL  
POLICY**

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<b>SYSTEM:</b>	Finance
<b>POLICY TITLE:</b>	Rates and Debt Recovery Policy
<b>ADOPTED:</b>	17 March 2010
<b>AMENDED:</b>	16 November 2011 21 November 2018
<b>POLICY NO:</b>	F009
<b>PURPOSE</b>	To outline Council's position and process in relation to appropriate actions to achieve the collection of overdue rates and debtors balances.

---

**1. Background**

Council has a responsibility to recover monies owing to it in a timely and efficient manner, in order to finance its operations and ensure effective cash flow management.

Ratepayers and other customers are expected to take responsibility for their Council debt obligations and to organise their affairs in such a way as to be able to discharge these obligations. If a ratepayer or debtor cannot meet their payment obligations on the due date/s, it is in the interests of both parties for the ratepayer/debtor to contact Council at the earliest opportunity to make appropriate arrangements to address the outstanding debt.

The *Local Government Act 2009* and Local Government Regulation 2012 provides Councils with powers to recover rates which are levied and unpaid.

**2. Policy Objectives**

The key objectives of the Rate and Debt Recovery Policy are to:

- Ensure a fair, consistent and accountable approach to Council's rate, debt management and collection decisions and practices
- Establish measures which provide equitable support to ratepayers and customers experiencing financial difficulty and
- Ensure the processes used to recover outstanding rates and charges are clear, simple to administer and cost effective.

**3. Recovery Actions - Rates and Charges**

Stage	Timing	Action
1	14 days after rate notice due date	Reminder notice informing property owners that their rates are now overdue and that they should make payment in full within 14 days to avoid further interest and debt collection action. This notice details the possibility of recovery action and contains information about paying overdue rates by regular instalments.
2	14 days after reminder notice due date	A second reminder notice advising of the overdue rates and charges amount and interest charges are continuing to accrue. Legal action may be initiated unless the debt is paid in full or approved repayment arrangements are entered into. A reminder notice will be sent to all property owners with an outstanding balance greater than \$100.00 and up to \$1,499.00.  A Notice of Proposed Legal Action will be sent to all property owners with an outstanding balance greater than \$1,500.00. The notice will

**BARCALDINE REGIONAL COUNCIL  
POLICY**

Stage	Timing	Action
		<p>advise the property owner and mortgagee (if any) that legal action may be initiated unless the debt is paid in full or approved repayment arrangements are entered into within twenty one days of the issue date of Notice of Proposed Legal Action.</p> <p>Further action is suspended if:</p> <ul style="list-style-type: none"> <li>• Payment is made in full or</li> <li>• The property owner enters into and maintains an approved repayment arrangement with the Debt Recovery Agent.</li> </ul>
3	21 days after issue date of Notice of Proposed Legal Action	<p>Council will advise the property owner that the debt has been referred to Council's appointed Legal Representative or Debt Recovery Agent, if applicable. Generally, the debt outstanding will be greater than \$1,500.00.</p> <p>Council's appointed Legal Representative or Debt Recovery Agent will issue a Final Letter of Demand advising payment should be made in full within 14 days.</p> <p>Further action is suspended if:</p> <ul style="list-style-type: none"> <li>• Payment is made in full or</li> <li>• The property owner enters into and maintains an approved repayment arrangement with the Debt Recovery Agent.</li> </ul>
4	14 days after issue of Final Letter of Demand	<p>Council shall proceed with legal recovery action against any property owner who has not satisfactorily responded to any notices previously sent and with overdue rates and charges greater than \$1,500.00.</p> <p>Council will seek full payment of outstanding rates and charges. The Mortgagee (if any) is advised of pending legal action.</p>
5	Potential Sale of Land Letter	<p>Notice issued informing owners that their property will be considered for a resolution to sell if the outstanding rates and charges are not paid in full, or an approved payment commitment is not entered into and honoured with the outstanding balance being reduced to under three years in arrears within the time frame stated on the Notice. The mortgagee (if any) is advised of potential sale of land.</p>
6	Notice of Intention to Sell	<p>Notice issued in accordance with legislation informing owner of Council's resolution to sell their property for recovery of outstanding rates and charges in arrears for:</p> <ul style="list-style-type: none"> <li>• One year - vacant or commercial land where judgement has been made and</li> <li>• Three years - for all other land.</li> </ul> <p>Full payment including costs are required to cease action. The mortgagee (if any) is advised of notice of sale of land.</p>
7	Auction Notice	<p>Notice issued in accordance with legislation informing owner of upcoming auction to sell their property for recovery of outstanding rates and charges.</p>

**4. Recovery Actions - Other Debtors**

Invoices will be issued for all monies owing to Council, with payment due within 14 days from the date of issue of the invoice.

**BARCALDINE REGIONAL COUNCIL  
POLICY**

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<b>Stage</b>	<b>Timing</b>	<b>Action</b>
1	End of calendar month for outstanding accounts	Debtor statements will be issued for all outstanding accounts at the end of each calendar month.
2	Receivables that remain unpaid after two months from invoice date	A reminder letter will be issued requesting immediate payment of the outstanding balance.
3	Receivables that remain unpaid after three months from invoice date	<p>The debt is to be referred to the Chief Executive Officer (CEO) to authorise recovery action.</p> <p>The method of recovery action taken will be that which is considered by the CEO to be most beneficial to Council. Such actions may include referral to a Debt Collection Agency, recovery through Small Claims or Magistrates Court proceedings.</p> <p>The size and nature of the debt will be taken into account in selecting the most appropriate means of recovery.</p> <p>Once legal action has commenced, payment of the debt in full is deemed to include, in addition to the original debt plus any recovery costs incurred to date by Council in pursuing the debt.</p>

**5. Debt Write off Delegation**

The Chief Executive Officer or Director Corporate and Financial services are authorised to write off debts owing of up to \$5,000.00 where those debts are deemed to be unrecoverable.

# BARCALDINE REGIONAL COUNCIL POLICY

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<b>SYSTEM:</b>	Finance
<b>POLICY TITLE:</b>	Rates and Debt Recovery Policy
<b>ADOPTED:</b>	17 March 2010
<b>AMENDED:</b>	16 November 2011 21 November 2018
<b>POLICY NO:</b>	F009
<b>PURPOSE</b>	To outline Council's position <u>and process</u> in relation to appropriate actions to achieve the collection of overdue rates and debtors balances.

---

## 1. Background

Council has a responsibility to recover monies owing to it in a timely and efficient manner, in order to finance its operations and ensure effective cash flow management.

Ratepayers and other debtors-customers are expected to take responsibility for their Council debt obligations and to organise their affairs in such a way as to be able to discharge these obligations. If a ratepayer or debtor cannot meet their payment obligations on the due dates, it is in the interests of both parties for the ratepayer/debtor to contact Council at the earliest opportunity to make appropriate arrangements to address the outstanding debt.

The *Local Government Act 2009* and Local Government Regulation 2012 provides Councils with powers to recover rates which are levied and unpaid.

## 2. Policy Objectives

The key objectives of the Rate and Debt Recovery Policy are to:

- -Ensure a fair, consistent and accountable approach to Council's rate and debt management and collection decisions and practices;
- -Establish measures which provide equitable support to ratepayers and customers experiencing financial difficulty; and
- -Ensure the processes used to recover outstanding rates and charges are clear, simple to administer and cost effective.

## 3. Recovery Actions - Rates and Charges

Stage	Timing	Action
1	<u>14 days after rate notice due date</u>	<u>Reminder notice informing property owners that their rates are now overdue and that they should make payment in full within 14 days to avoid further interest and debt collection action. This notice details the possibility of recovery action and contains information about paying overdue rates by regular instalments.</u>
2	<u>14 days after reminder notice due date</u>	<u>A second reminder notice advising of the overdue rates and charges amount and interest charges are continuing to accrue. Legal action may be initiated unless the debt is paid in full or approved repayment arrangements are entered into. A reminder notice will be sent to all property owners</u>

**BARCALDINE REGIONAL COUNCIL  
POLICY**

Stage	Timing	Action
		<p><u>with an outstanding balance greater than \$100.00 and up to \$1,499.00</u></p> <p><u>A notice of Proposed Legal Action will be sent to all property owners with an outstanding balance greater than \$1,500.00. The notice will advise the property owner and mortgagee (if any) that legal action may be initiated unless the debt is paid in full or approved repayment arrangements are entered into within twenty one (21) days of the issue date of Notice of Proposed Legal Action.</u></p> <p><u>Further action is suspended if:</u></p> <ul style="list-style-type: none"> <li><u>• payment is made in full or</u></li> <li><u>• the property owner enters into and maintains an approved repayment arrangement with the Debt Recovery Agent</u></li> </ul>
3	<u>21 days after issue date of Notice of Proposed Legal Action</u>	<p><u>Council will advise the property owner that the debt has been referred to Council's appointed Legal Representative or Debt Recovery Agent, if applicable. Generally, the debt outstanding will be greater than \$1,500.00.</u></p> <p><u>Council's appointed Legal Representative or Debt Recovery Agent will issue a Final Letter of Demand advising payment should be made in full within 14 days.</u></p> <p><u>Further action is suspended if:</u></p> <ul style="list-style-type: none"> <li><u>• payment is made in full or</u></li> <li><u>• the property owner enters into and maintains an approved repayment arrangement with the Debt Recovery Agent</u></li> </ul>
4	<u>14 days after issue of Final Letter of Demand</u>	<p><u>Council shall proceed with legal recovery action against any property owner who has not satisfactorily responded to any notices previously sent and with overdue rates and charges greater than \$1,500.</u></p> <p><u>Council will seek full payment of outstanding rates and charges. The Mortgagee (if any) is advised of pending legal action.</u></p>
5	<u>Potential Sale of Land letter</u>	<p><u>Notice issued informing owners that their property will be considered for a resolution to sell if the outstanding rates and charges are not paid in full, or an approved payment commitment is not entered into and honoured with the outstanding balance being reduced to under three years in arrears within the time frame stated on the Notice. The mortgagee (if any) is advised of potential sale of land.</u></p>
6	<u>Notice of Intention to Sell</u>	<p><u>Notice issued in accordance with legislation informing owner of Council's resolution to sell their property for recovery of outstanding rates and charges in arrears for:</u></p> <ul style="list-style-type: none"> <li><u>• 1 year - vacant or commercial land where judgement has been made, and</u></li> <li><u>• 3 years - for all other land.</u></li> </ul> <p><u>Full payment including costs are required to cease action. The mortgagee (if any) is advised of notice of sale of land.</u></p>

**BARCALDINE REGIONAL COUNCIL  
POLICY**

Stage	Timing	Action
7	<u>Auction Notice</u>	<u>Notice issued in accordance with legislation informing owner of upcoming auction to sell their property for recovery of outstanding rates and charges.</u>

**2.1 — ~~Initial Recovery Action~~**

~~Council will forward a reminder letter 14 days after the close of the 30 day discount period to all property owners with overdue rates, except where arrangements for payment have been negotiated.~~

~~For those rates debts which remain unpaid, a reminder letter will be issued at the end of every month.~~

~~Interest of 11% will continue to accrue on outstanding rates until the debt is paid in full.~~

**2.2 — ~~Alternative Arrangements~~**

~~The Chief Executive Officer may accept applications for payment of rates by instalments from property owners. Instalment plans should have the effect of repaying the debt in a reasonable timeframe taking into account the circumstances of the ratepayer.~~

~~Interest will continue to be charged on overdue rates which are subject to an instalment payment plan.~~

~~The applicant must comply strictly with the terms of the agreed instalment plan. A breach of the instalment plan will invalidate the agreement and the outstanding debt will be due immediately.~~

**2.3 — ~~Sale of Land for Rate Arrears~~**

~~Once rates remain unpaid for a period of three years or more and no arrangements to pay exist, Council will commence proceedings to sell the subject property in accordance with the powers provided under the *Local Government Act 2009*.~~

~~All interest accrued to the date of payment and costs of legal action incurred in the recovery of the debt are to be paid by the ratepayer.~~

**4. ~~4.~~ — Recovery Actions - Other Debtors**

Invoices will be issued for all monies owing to Council, with payment due within 14 days from the date of issue of the invoice.

Stage	Timing	Action
1	<u>End of calendar month for outstanding accounts</u>	<u>Debtor statements will be issued for all outstanding accounts at the end of each calendar month.</u>
2	<u>Receivables that remain unpaid after 2 months from invoice date</u>	<u>A reminder letter will be issued requesting immediate payment of the outstanding balance.</u>

**BARCALDINE REGIONAL COUNCIL  
POLICY**

Stage	Timing	Action
3	<u>Receivables that remain unpaid after 3 months from invoice date</u>	<p><u>The debt is to be referred to the Chief Executive Officer to authorise recovery action.</u></p> <p><u>The method of recovery action taken will be that which is considered by the CEO to be most beneficial to Council. Such actions may include referral to a Debt Collection Agency, recovery through Small Claims or Magistrates Court proceedings.</u></p> <p><u>The size and nature of the debt will be taken into account in selecting the most appropriate means of recovery.</u></p> <p><u>Once legal action has commenced, payment of the debt in full is deemed to include, in addition to the original debt plus any recovery costs incurred to date by Council in pursuing the debt.</u></p>

**4.1 Initial Recovery Action**

~~Invoices will be issued for all monies owing to Council, with payment due within 14 days from the date of issue of the invoice.~~

~~Debtor statements will be issued for all outstanding accounts at the end of each calendar month.~~

~~For those receivables that remain unpaid after 2 months, a reminder letter will be issued requiring immediate payment.~~

**4.2 Legal Action**

~~Where a debt remains outstanding for 3 months, it will be referred to the Chief Executive Officer to authorise recovery action.~~

~~The method of recovery action taken will be that which is considered by the CEO to be most beneficial to Council. Such actions may include referral to a Debt Collection Agency, recovery through Small Claims or Magistrates Court proceedings.~~

~~The size and nature of the debt will be taken into account in selecting the most appropriate means of recovery.~~

~~Once legal action has commenced, payment of the debt in full is deemed to include, in addition to the original debt, all interest charges payable plus any recovery costs incurred to date by Council in pursuing the debt.~~

**5. CEO Debt Write off Delegation**

The Chief Executive Officer or Director Corporate and Financial services ~~are~~ authorised to write off debts owing of up to \$5,000 where those debts are deemed ~~by the CEO~~ to be unrecoverable.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 2024  
**Item Number: 3.2.9**  
**Subject Heading: Local Laws Review**  
Author and Title: Daniel Bradford, Acting Chief Executive Officer  
Classification: (if confidential)

*Summary: Blackall-Tambo Regional Council is in the process of undertaking a review of their Local Laws. This report is to consider if Barcardine Regional Council would utilise the same services to reduce costs and ensure consistency across the regions of the Central West.*

**Officer's Recommendation: That Council resolve to undertake a review of the Barcardine Regional Council Local Laws.**

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**Background**

Council adopted and made its current Local Laws in 2011, most of which were adopted from the Model Local Laws.

Local Laws should be reviewed on a regular basis to ensure they remain current.

Initial review by staff indicates that council will need to consider making unique Local Laws rather than adopting the Model Local Laws; although this is a longer process, it does provide Council with the ability to ensure that the Local Laws are reflective of community needs.

The process for making Local Laws is detailed below, there are six steps involved and these are required by legislation:

1. Commencement - Council resolves to undertake a review of the Local Laws.
2. Planning - consultation with key stakeholders, benchmarking and drafting the proposed law(s), identifying any anti-competitive provisions.
3. Council resolves to make the Local Laws - Council presents the draft Local Laws and asks for acceptance to progress to State Interest Check and then the draft Local Laws are presented for State Interest Assessment.
4. Resolution on progressing to community consultation - Council receives report on the outcomes of the State Interest Check.
5. Community consultation - a public notice of consultation is published on the Council website advising the community that they can review the proposed law(s) and related information online. The community is invited to provide feedback on the proposed law(s) by completing a submission form. Council accepts and considers every submission properly made.
6. Council informed of the results of community consultation and ask to resolve the making of the Local Laws - upon resolution, the Council engages a legal representative to provide the appropriate drafting certificate upon which the draft Local Laws are sent to the Department of Local Government.



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Following the above, a notice advising the making of the new Local Laws is published in the Queensland Government Gazette and on the Council website. Copies of the new Local Law(s) are made available online and at Council's Customer Service Centres.

The Queensland Government 'Local law making process Fact Sheet' outlines the:

- Legislative requirements under Chapter 3, Part 1 of the *Local Government Act 2009*.
- Requirements for local governments:
  - Draft local laws in accordance with the Guidelines for drafting local laws issued by the Office of the Parliamentary Counsel under the *Legislative Standards Act 1992*.
  - if repealing or amending another local law, the local law must include a provision that repeals or amends an existing local law.
  - Negotiate directly with the state in checking state interests in relation to proposed local laws.
  - Make local laws by resolution of council.
  - Notify the public and the Minister for Local Government of any new local laws and make copies available for inspection or purchase.
  - Keep a register of local laws in the way prescribed under the regulation.
- Requirements for community consultation: one of the principles is democratic representation, social inclusion and meaningful community engagement. Section 29(6) of the *Local Government Act 2009* declares that Council does not have to carry out public consultation before making:
  - An interim local law or
  - A model local law which does not contain an anti-competitive provision. Note that a local law that in any way amends, or contains additional provisions to a model local law, is no longer a 'model local law'.

Further reading/information is located in the *Local Government Act 2009* under Division 3, Chapter 3, Part 1 – Divisions 1 – 5 (pages 46-57).

**Link to Corporate Plan – Theme 5: Governance**

**Consultation (internal/external)**

- Mayor
- Blackall-Tambo Regional Council
- Acting Chief Executive Officer

**Policy Implications**

Local Laws are a set of rules governed and set by Council to provided good rule for the local community. Local Laws only apply to this Council area.

**Budget and Resource Implications**

The project will be funded from the operating project identified as part of the budget. Council has allocated \$110,000 for a local laws uplift. This was to consider a review of the local laws, then begin an education and enforcement program.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**Risk Management Implications**

Local Laws provide for good rule with the local communities. Council has obligations to manage local laws and having applicable local laws for our community which are enforced are essential part of community safety.

Local Laws are important to community safety, but also enforcement and education of these local laws are what actually sees the community given the best opportunity to remain safe.

**Asset Management Implications**

Nil identified

**Legal Implications**

Legislative requirements to be met

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 2024  
**Item Number:** 3.2.10  
**Subject Heading:** Regional Arts Development Fund Application  
Author and Title: Lilli Kay, Community Engagement Coordinator  
Classification: (if confidential)

*Summary: From the Community Engagement Coordinator, reporting on the Regional Arts Development Fund Assessment outcome.*

**Officer's Recommendation: That Council accepts the Committee recommendation to approve the application received from the Qld Country Women's Association (Barcaldine Branch) for the amount of \$3,044.00.**

---

**Background**

One Regional Arts Development Fund (RADF) application was received on 1 November 2024 from the Qld Country Women's Association (Barcaldine Branch) for a Recycled Materials into Art Workshop on 22-24 November 2024 and assessed by the RADF Committee as follows:

1. A Project with total project cost of \$4,674 and a RADF contribution of \$3,044.

The applicant was eligible for funding under the RADF criteria and the application met the assessment considerations, under category 2: Building Cultural Community Capacity.

Workshop to be delivered between 22 and 24 November 2024 in Barcaldine.

**Link to Corporate Plan**

Theme 1: Community

1.6 Maintain RADF program for the delivery of art and culture opportunities.

**Consultation (internal/external)**

Regional Arts Development Fund Committee

**Policy Implications - Nil**

**Budget and Resource Implications**

\$3,044 is within the 2024-2025 RADF funding application budget

**Risk Management Implications - Low risk - reputational only**

**Asset Management Implications - Nil**

**Legal Implications - Nil**

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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 October 2024.*

**Officer's Recommendation: That Council receive the report.**

---

**Background**

Council adopted the 2024-2025 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 20 NOVEMBER 2024**

**Asset Management Implications**

Nil

**Legal Implications**

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

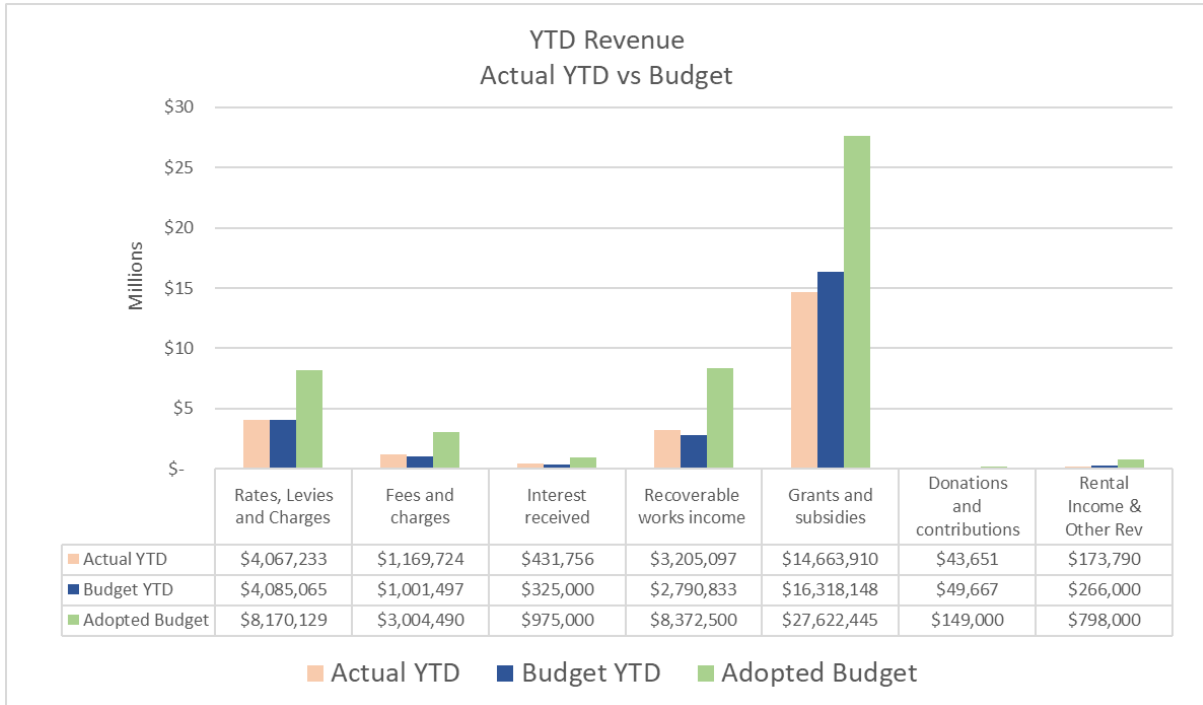
**Financial Attachments**

<b>Financial Performance as at 31 October 2024</b>				
	<b>Year to Date</b>			<b>Full Year</b>
	<i>Actual</i> \$'000	<i>Budget</i> \$'000	<i>Variance</i> \$'000	<i>Adopted Budget</i> \$'000
<b>Operating Revenue</b>				
Rates, Levies and Charges	4,067	4,085	(18)	8,170
Fees and Charges	1,170	1,001	169	3,004
Rental Income	150	243	(93)	728
Interest Received	432	325	107	975
Recoverable Works Income	3,205	2,791	414	8,373
Grants, Subsidies, Contributions and Donations	14,707	16,368	(1,661)	27,771
Other Revenue	24	23	1	70
<b>Total Operating Revenue</b>	<b>23,755</b>	<b>24,836</b>	<b>(1,081)</b>	<b>49,091</b>
<b>Operating Expenses</b>				
Employee Benefits	5,415	5,368	47	16,104
Materials and Services	9,076	9,024	52	27,071
Finance Costs	16	20	(4)	60
Depreciation	2,590	2,590	-	7,770
<b>Total Operating Expenses</b>	<b>17,097</b>	<b>17,002</b>	<b>95</b>	<b>51,005</b>
<b>Operating Profit/(Loss)</b>	<b>6,658</b>	<b>7,834</b>	<b>(1,176)</b>	<b>(1,914)</b>
<b>Capital Revenue and Expenses</b>				
Capital Revenue	1,084	1,909	(825)	5,727
Capital Expenses		15	(15)	46
<b>Net Capital Income/(Loss)</b>	<b>1,084</b>	<b>1,894</b>	<b>(840)</b>	<b>5,681</b>
<b>Net Result</b>	<b>7,742</b>	<b>9,728</b>	<b>(2,017)</b>	<b>3,767</b>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Revenue comments

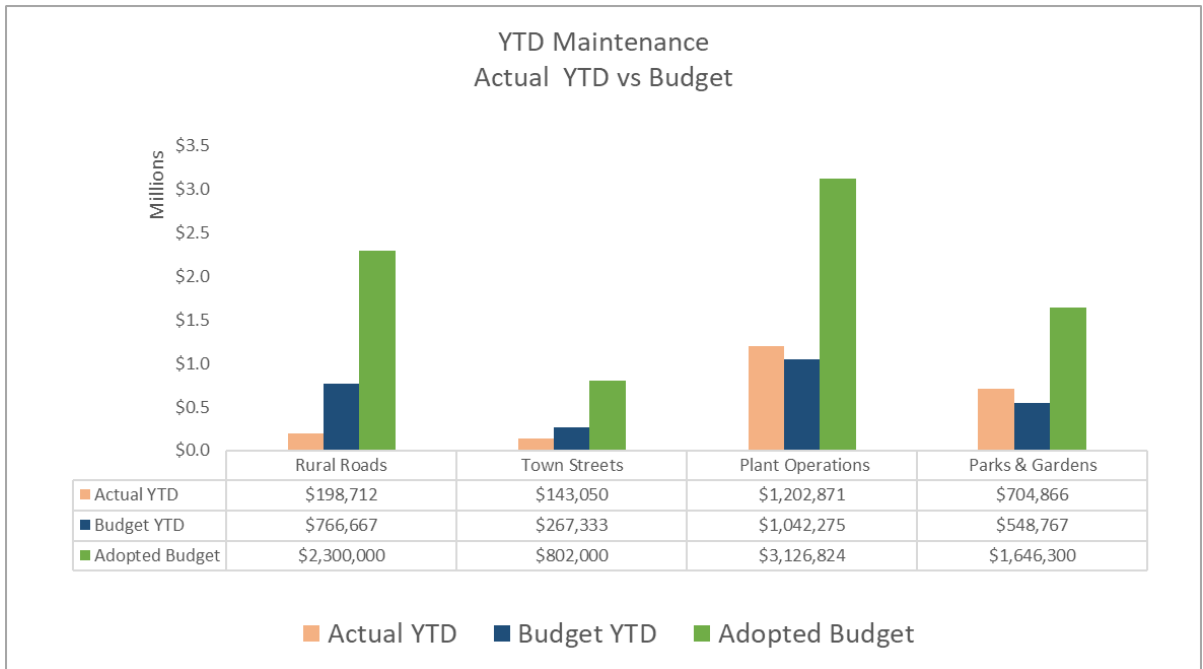
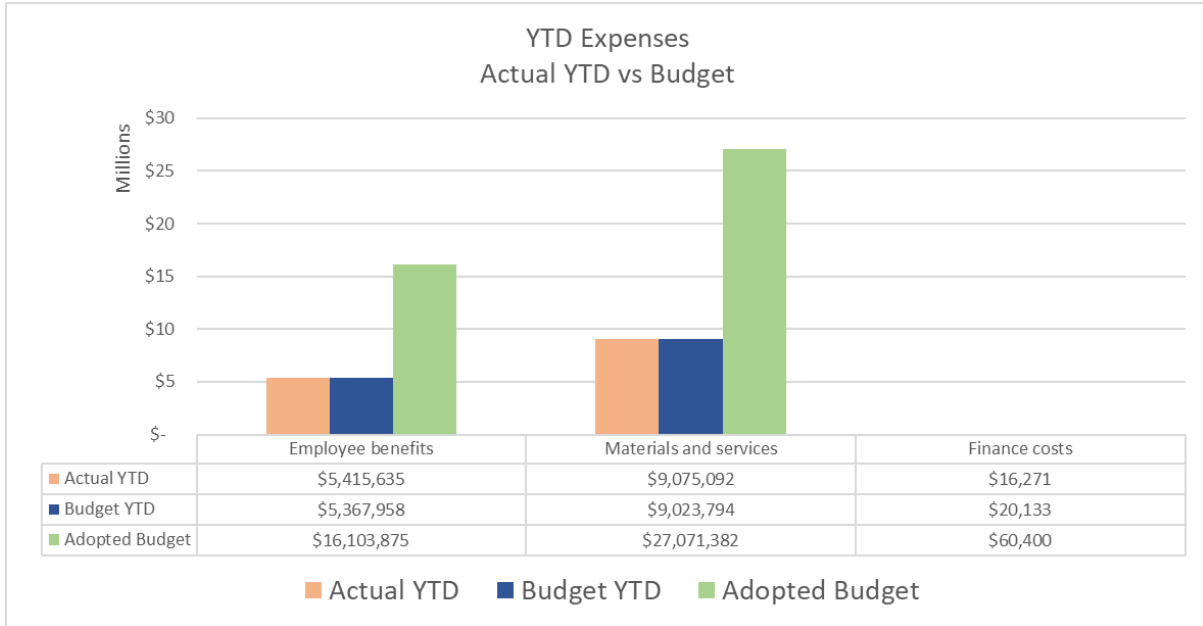
- Rates and levies revenue is now more aligned with the budget after the early payment discounts were taken up during October.
- Recoverable works revenue of \$3.2M is above year to date (YTD) budget by \$414K, related to the timing of the Aramac-Barcaldine Road contract.
- Operating grants and subsidies revenue of \$14.7M is below YTD budget by \$1.7M, primarily due to the timing of flood damage payments (\$2.5M YTD of \$11.7M [full year] received as at the end of October).



Expenditure comments

- Expenditure costs are all currently aligned with budget as at the end of October.
- Maintenance expenditure as of October is \$2.2M compared to the YTD budget of \$2.6M. Maintenance activities relating to plant and fleet and parks are currently ahead of YTD budget and will be reviewed to understand any financial risk. Maintenance associated with rural roads and town streets will pick up once flood and other capital related works are completed.

**BARCALDINE REGIONAL COUNCIL  
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**State Road Network  
Actual YTD vs Budget YTD**

	Revenue		Expenditure	
	Actual	Budget	Actual	Budget
Road Construction Contracts	\$2,238,029	\$1,000,000	\$2,221,616	\$966,668
RMPC Revenue	\$664,635	\$1,333,332	\$1,616,527	\$1,283,332
State Network Flood Damage Costs	\$0	\$0	\$24,228	\$33,336

**BARCALDINE REGIONAL COUNCIL**  
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**Financial Position as at 31 October 2024**

	Monthly Balances				Full Year
	August 2024	September 2024	October 2024	Monthly Movement MTD	Adopted Budget
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Current Assets</b>					
Cash	20,185	20,134	20,290	156	22,957
Receivables	1,438	6,535	2,529	(4,006)	1,566
Inventories	508	559	543	(16)	468
Contract Assets	4,575	2,764	2,271	(493)	3,244
Other	153	(42)	37	79	3
	26,859	29,950	25,670	(4,280)	28,238
<b>Non-Current Assets</b>					
Property, plant & equipment	398,011	423,584	420,934	(2,650)	411,015
Other	14,817	7,823	8,790	967	
Right of use assets	522	522	522	-	
	413,350	431,929	430,246	(1,683)	411,015
<b>Total Assets</b>	<b>440,209</b>	<b>461,879</b>	<b>455,916</b>	<b>(5,963)</b>	<b>439,253</b>
<b>Current Liabilities</b>					
Trade and other payables	686	761	312	(449)	1,411
Contract Liabilities	12,904	11,652	10,343	(1,309)	2,282
Borrowings	531	416	417	1	450
Provisions	3,037	3,263	3,354	91	2,909
Lease Liabilities	295	295	295	-	
	17,453	16,387	14,721	(1,666)	7,052
<b>Non-Current Liabilities</b>					
Borrowings	1,802	1,780	1,780	-	1,331
Provisions	1,116	734	734	-	1,208
Lease Liabilities	230	230	230	-	
	3,148	2,744	2,744	-	2,539
<b>Total Liabilities</b>	<b>20,601</b>	<b>19,131</b>	<b>17,465</b>	<b>(1,666)</b>	<b>9,591</b>
<b>Net Community Assets</b>	<b>419,608</b>	<b>442,748</b>	<b>438,451</b>	<b>(4,297)</b>	<b>429,662</b>
<b>Community Equity</b>					
Capital	-	-	-	-	-
Retained surplus/(deficit)	200,071	201,088	196,787	(4,301)	210,121
Asset revaluation surplus	219,541	241,663	241,664	1	219,541
<b>Total Community Equity</b>	<b>419,612</b>	<b>442,751</b>	<b>438,451</b>	<b>(4,300)</b>	<b>429,662</b>



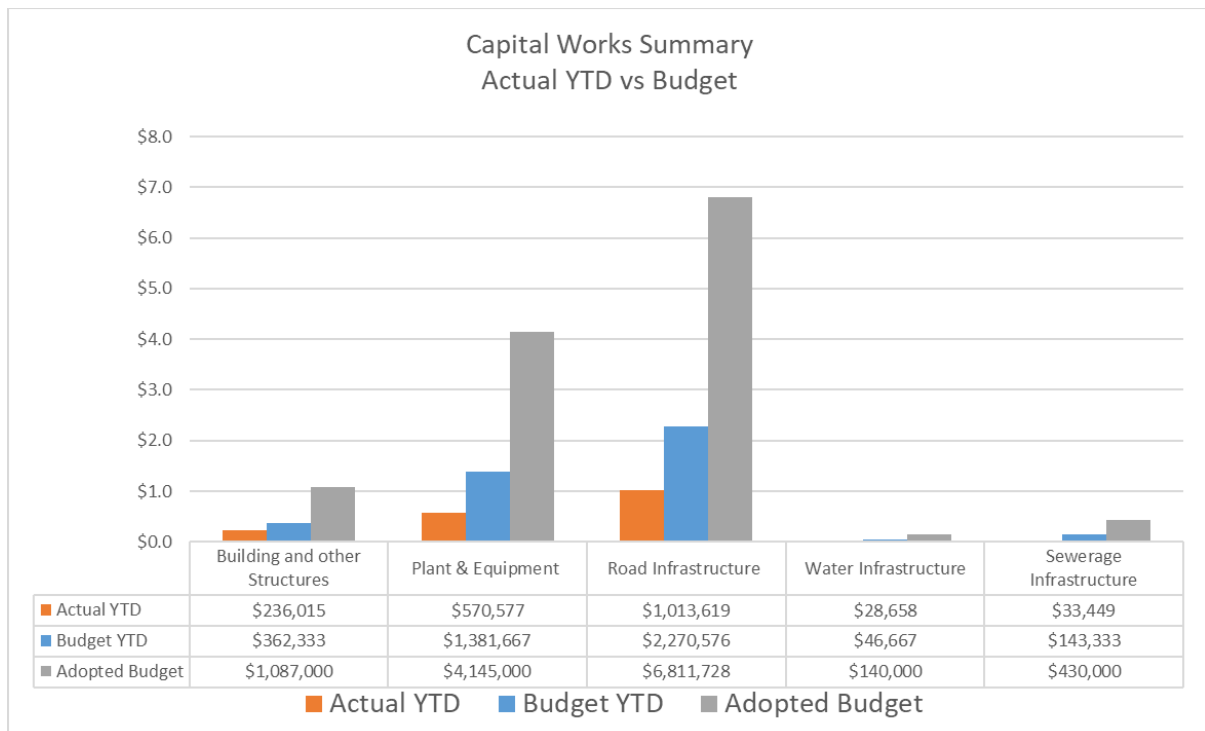
## BARCALDINE REGIONAL COUNCIL AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024

### Financial position comments

- Total cash on hand at the end of October was \$20.3M. Included in this balance are funds held in for restricted purposes (e.g. unexpended grant funds). Total cash has remained steady since the end of September.
- The contract assets balance in the table above is made up of final instalments due for LRCI Grants and for Flood Damage package work completed. This relates to expenditure incurred and not yet received through grant claims.
- The contract liabilities balance in the table above is made up predominantly of QRA Flood Damage money received, works are underway for all these programs and should see this amount continue to decrease in the coming months. This is related to grant revenue paid in advance by the Commonwealth and State Governments that has yet to be expended on works by Council.

### Capital works

October YTD capital expenditure is \$1.8M compared to the YTD budget of \$4.2M (45% of YTD budget spent). Road infrastructure capital works are to ramp up once resources are diverted from TMR and flood recovery work.



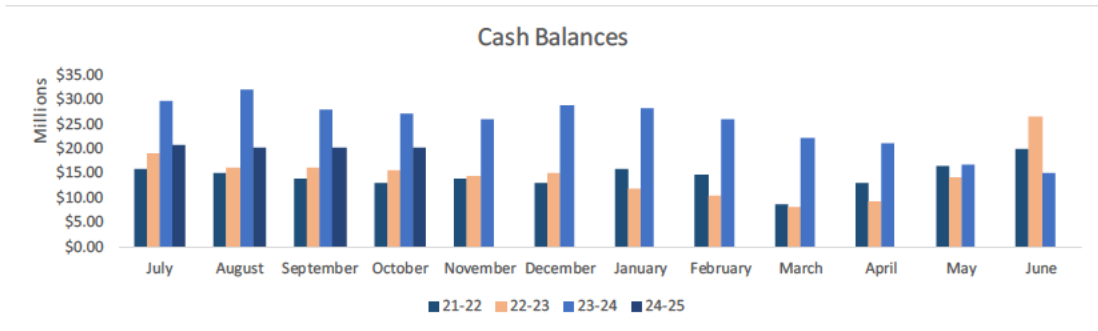
**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Cash Management and Investments

Financial Report to a Meeting of Barcaldine Regional Council  
 Held on 20 November 2024

Cash Position as at 31 October 2024

<b>Cash at Bank</b>		<b>Oct-24</b>		<b>Sep-24</b>
Operating Accounts- BOQ	\$	25,844	\$	742,630
QTC Investments Acc	\$	20,264,180	\$	19,391,379
		<b>\$ 20,290,024</b>	<b>\$ 20,134,009</b>	



**Financial Sustainability – Cash Expense Coverage**

The Unrestricted Cash Expense Cover Ratio is a financial viability measure and calculates the unconstrained liquidity available to Council to meet its ongoing and emergent financial demands. The target is measured in terms of months of cash available, with the State Government requiring Council to have a minimum of four months unrestricted cash cover available to ensure that it does not run out of cash.

As at the end of October, Council has a cash expense cover ratio of 2.75 months, representing \$9.9 million in unrestricted cash. The restricted cash is primarily made up of advance funding from the QRA relating to Flood Damage packages for the Aramac, Alpha and Barcaldine areas.

Finance will be closely monitoring Council liquidity to ensure that short term financial sustainability risk can be managed.

Month	Cash	Restricted	Unrestricted	Operating Expenses excl Depreciation & Finance Costs YTD	Ratio (Months)
<b>Jul-24</b>	\$22,324,331	\$14,334,971	\$7,989,360	\$4,215,058	1.90
<b>Aug-24</b>	\$20,185,535	\$12,903,720	\$7,281,814	\$6,534,228	2.23
<b>Sep-24</b>	\$20,134,009	\$11,652,392	\$8,481,616	\$10,016,361	2.54
<b>Oct-24</b>	\$20,290,024	\$10,342,791	\$9,947,232	\$14,490,727	2.75

**BARCALDINE REGIONAL COUNCIL**  
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Note: A higher unrestricted cash expense cover ratio indicates that a council has sufficient free cash available to contribute to the cost of future planned and unplanned expenditures such as infrastructure investment or disaster recovery. An excessively high ratio may be indicative of cash hoarding, poor cash management, or large upcoming capital investment requirements.

A low ratio suggests limited unconstrained liquidity available to council to use for capital investment or in an emergency. For councils with efficient cash management practices and strong borrowing capacity, this is not a concern. Where a council also has a negative operating cash ratio, a very low or negative unrestricted cash expense cover ratio is an indicator of potential solvency concerns.

**Statement of Cash Flow as at 31 October 2024**

	Year to Date			Full Year
	Actual \$'000	Budget \$'000	Variance \$'000	Adopted Budget \$'000
<b>YTD cash flows</b>				
<b>Cash flows from operating activities</b>				
Receipts from customers	21,585	12,705	8,880	38,116
Payments to suppliers and employees	(16,211)	(14,392)	(1,819)	(43,175)
Interest paid	(16)	(20)	4	(60)
Interest received	431	325	106	975
<b>Net cash inflow (outflow) from operating activities</b>	<b>5,789</b>	<b>(1,381)</b>	<b>7,170</b>	<b>(4,144)</b>
<b>Cash flows from investing activities</b>				
Payments for property, plant and equipment	(1,867)	(4,205)	2,338	(12,614)
Proceeds from sale of property, plant and equipment	263	467	(204)	1,400
Grants, subsidies, contributions and donations	1,098	1,909	(811)	5,727
<b>Net cash inflow (outflow) from investing activities</b>	<b>(506)</b>	<b>(1,829)</b>	<b>1,323</b>	<b>(5,487)</b>
<b>Cash flows from financing activities</b>				
Proceeds from borrowings	-	-	-	-
Repayment of borrowings	(135)	(183)	48	(550)
<b>Net cash inflow (outflow) from financing activities</b>	<b>(135)</b>	<b>(183)</b>	<b>48</b>	<b>(550)</b>
<b>Net increase (decrease) in cash held</b>	<b>5,148</b>	<b>(3,394)</b>	<b>8,542</b>	<b>(10,181)</b>
Cash at beginning of reporting period	15,142	11,046	4,096	33,138
Cash at end of reporting period	20,290	7,652	12,638	22,957

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

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**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 paid to the Council in monthly instalments. Home modifications expenditure is ahead of schedule due to two large bathroom renovations. We are currently servicing around 50 clients under the CHSP program.

Home Care Package claims are made monthly, with 10 clients currently being serviced.

National Disability Insurance Scheme (NDIS) continues to show good numbers, with 76 participants. There is a loss of \$31K as of 31 October 2024, with \$50K revenue received at the beginning of November.

**Link to Corporate Plan**

Theme 2: Services

Continue providing support programs to our vulnerable residents and advocate for improved ageing/living in place opportunities.

**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.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**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-Oct-24					
% of year lapsed	33%					
	YTD Actual \$	YTD Budget \$	Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
<b>DIRECT INCOME &amp; EXPENDITURE</b>						
<i>Income</i>						
CHSP	402,324	283,333	871,213	850,000	42%	2%
Home Care Packages	93,156	43,667	279,469	131,000	113%	113%
Home Assist/Secure	36,370	50,667	109,109	152,000	-28%	-28%
NDIS	768,122	610,000	1,830,000	1,830,000	26%	0%
<b>Total Income</b>	<b>1,299,972</b>	<b>987,667</b>	<b>3,089,792</b>	<b>2,963,000</b>	<b>32%</b>	<b>4%</b>
<i>Expenditure</i>						
CHSP	377,078	267,500	1,131,233	802,500	41%	41%
Home Care Packages	92,904	59,667	278,713	179,000	56%	56%
Home Assist/Secure	37,572	56,333	112,716	169,000	-33%	-33%
NDIS	799,813	561,439	1,684,318	1,684,318	42%	0%
<b>Total expenditure</b>	<b>1,307,367</b>	<b>944,939</b>	<b>3,206,980</b>	<b>2,834,818</b>	<b>38%</b>	<b>13%</b>
<b>NET DIRECT PROFIT/LOSS</b>	<b>- 7,395</b>	<b>42,727</b>	<b>- 117,188</b>	<b>128,182</b>	<b>-117%</b>	<b>-191%</b>
<i>Indirect Costs</i>						
Administrative Overheads	34,281		76,466			
Depreciation	2,832		8,497			
<b>NET PROFIT/LOSS</b>	<b>- 44,508</b>		<b>- 202,151</b>			

**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-Oct-24				

CHSP	YTD Actual \$	YTD Budget \$	* Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
<b>DIRECT INCOME &amp; EXPENDITURE</b>						
<b>Income</b>						
CHSP Grants	373,924	236,667	786,016	710,000	158%	11%
MOW Grant	-	-	-	-	0%	0%
Contributions CHSP	26,368	43,333	79,103	130,000	-39%	-39%
Contributions MOW	2,031	3,333	6,094	10,000	-39%	-39%
<b>Total Income</b>	<b>402,324</b>	<b>283,333</b>	<b>871,213</b>	<b>850,000</b>	<b>42%</b>	<b>2%</b>
<b>Expenditure</b>						
Workforce Retention	-	0	-		0%	0%
Personal Care	5,112	3,333	15,335	10,000	53%	53%
Transport	43,212	15,000	129,635	45,000	188%	188%
Domestic Assistance	28,637	33,333	85,912	100,000	-14%	-14%
Home maintenance	997	667	2,990	2,000	49%	49%
Home modifications	139,488	93,333	418,464	280,000	49%	49%
Meals	3,696	2,667	11,087	8,000	39%	39%
Meals on wheels	1,224	333	3,672	1,000	267%	267%
Nursing	7,677	8,833	23,032	26,500	-13%	-13%
Social Support-group	21,294	20,000	63,881	60,000	6%	6%
Social Support-individual	21,769	13,333	65,307	40,000	63%	63%
Case Management	13,597	3,333	40,791	10,000		308%
Client Care coordination	34,845	23,333	104,534	70,000	49%	49%
Coord & Super - Community	55,531	50,000	166,593	150,000	11%	11%
<b>Total expenditure</b>	<b>377,078</b>	<b>267,500</b>	<b>1,131,233</b>	<b>802,500</b>	<b>41%</b>	<b>41%</b>
<b>Direct profit/Loss before overheads</b>	<b>25,246</b>	<b>15,833</b>	<b>- 260,020</b>	<b>47,500</b>	<b>59%</b>	<b>-647%</b>
<b>Indirect Costs</b>						
Administrative overheads	12,092		36,277			
Depreciation	2,832		8,497			
<b>NET PROFIT/LOSS</b>	<b>10,321</b>		<b>- 304,794</b>			

\* YTD Actuals extrapolated for remaining months

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Barcaldine Regional Council - Community Services Business Unit						
Program: Home Care Packages						
Financial Performance Reports						
For the period 1 July 2024 to 31-Oct-24						
	YTD Actual	YTD Budget	* Projected	Annual	YTD	Projected
HOME CARE PACKAGES	\$	\$	Annual \$	Budget \$	Variance %	Annual Variance %
<b>DIRECT INCOME &amp; EXPENDITURE</b>						
<i>Income</i>						
Grants	92,904	41,667	278,712	125,000	123%	123%
Return unexpended grants			-	-		
Contributions	252	2,000	757	6,000	-87%	-87%
<b>Total Income</b>	<b>93,156</b>	<b>43,667</b>	<b>279,469</b>	<b>131,000</b>	<b>113%</b>	<b>113%</b>
<i>Expenditure</i>						
Regional HC Wages	72,322	48,333	216,967	145,000	50%	50%
Regional HC Packages - operating	11,697	3,333	35,091	10,000	251%	251%
Coord & Super - Community	8,885	8,000	26,655	24,000	11%	11%
<b>Total expenditure</b>	<b>92,904</b>	<b>59,667</b>	<b>278,713</b>	<b>179,000</b>	<b>56%</b>	<b>56%</b>
<b>Direct profit/Loss before overheads</b>	<b>252</b>	<b>- 16,000</b>	<b>757</b>	<b>- 48,000</b>	<b>-102%</b>	<b>-102%</b>
<b>Indirect Costs</b>						
Administrative overheads	2,979		8,938			
Depreciation						
<b>NET PROFIT/LOSS</b>	<b>- 2,727</b>		<b>- 8,181</b>			

**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-Oct-24						
HOME ASSIST/SECURE	YTD Actual \$	YTD Budget \$	* Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
<b>DIRECT INCOME &amp; EXPENDITURE</b>						
<b>Income</b>						
Grants	36,370	49,667	109,109	149,000	-27%	-27%
Grants- SAA program	-	-	-	-		
Unexpended grant return (est 20/21)	-	-	-	-		
Contributions		1,000	-	3,000	-100%	-100%
<b>Total Income</b>	<b>36,370</b>	<b>50,667</b>	<b>109,109</b>	<b>152,000</b>	<b>-28%</b>	<b>-28%</b>
<b>Expenditure</b>						
Direct wages	1,037	15,000	3,111	45,000	-93%	-93%
Operating costs	26,910	33,000	80,729	99,000	-18%	-18%
SAA Grant expended	-	-	-	-		
Coord & Super - Community	9,625	8,333	28,876	25,000	16%	16%
<b>Total expenditure</b>	<b>37,572</b>	<b>56,333</b>	<b>112,716</b>	<b>169,000</b>	<b>-33%</b>	<b>-33%</b>
<b>Direct profit/Loss before overheads</b>	<b>- 1,202</b>	<b>- 5,667</b>	<b>- 3,607</b>	<b>- 17,000</b>	<b>-79%</b>	<b>-79%</b>
<b>Indirect Costs</b>						
Administrative overheads	1,205		3,615			
Depreciation	-		-			
<b>NET PROFIT/LOSS</b>	<b>- 2,407</b>		<b>- 7,221</b>			



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Barcaldine Regional Council - Community Services Business Unit						
Program: NDIS						
Financial Performance Reports						
For the period 1 July 2024 to		31-Oct-24				
NDIS	YTD Actual \$	YTD Budget \$	Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
<b>DIRECT INCOME &amp; EXPENDITURE</b>						
<i>Income</i>						
Fees - Plan Set-up	1,213	2,000	6,000	6,000	-39%	0%
Fees - Plan administration	31,888	36,667	110,000	110,000	-13%	0%
Fees - support coordination	51,206	38,000	114,000	114,000	35%	0%
Care packages	683,816	533,333	1,600,000	1,600,000	28%	0%
Contributions		-		-		
<b>Total Income</b>	768,122	610,000	1,830,000	1,830,000	26%	0%
<i>Expenditure</i>						
Direct assistance wages	11,793	21,633	64,900	64,900	-45%	0%
Plan participant claims	715,671	500,866	1,502,599	1,502,599	43%	0%
Coordination & Supervision	72,349	38,940	116,819	116,819	86%	0%
<b>Total expenditure</b>	799,813	561,439	1,684,318	1,684,318	42%	0%
<b>Net Direct Profit/Loss</b>	- 31,691	48,561	145,682	145,682	-165%	0%
<i>Indirect Costs</i>						
Administrative overheads	18,005		24,006			
Depreciation						
<b>NET PROFIT/LOSS</b>	- 49,695		121,676			

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 2024  
**Item Number:** 3.3.3  
**Subject Heading:** Capital Projects Report  
Author and Title: Daniel Bradford, Acting Chief Executive Officer  
CLASSIFICATION: (if confidential)

*Summary: Council has adopted a Capital Works Program for 2024-2025 financial year at its budget meeting in June 2024. In 2024-2025, Council is aiming to deliver \$12.6 million of new projects along with completing a further \$2.8 million in carried forward projects from 2023-2024. This report is a progress summary of each project to the end of October 2024.*

**Officer's Recommendation: That Council receive and note the report.**

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**Background**

Attached is a report on the progress towards completion of the 2024-2025 Capital Works Program. Capital Projects from the 2024 financial year that are still to be completed have been carried forward and are reflected in this report as well. The report attached is in a new format generated from Council's Envisio system, which has recently been set up to monitor and track our projects and strategic goals across Council. There is also an online dashboard on Council's website at:

<https://performance.envisio.com/dashboard/barcaldine-regional-council3578>.

During the month of October, Council completed the following projects:

- Aramac – Bowls Club Air Conditioning
- Closing out of the Plant and Fleet Replacement Program from 2023-2024 to be included as part of the 2024-2025 program.

So far in 2024-2025, four projects have been completed. There are some projects that are at risk and are being monitored closely. The projects include:

- Regional Plant and Fleet Replacement Program for 2024-2025 – shortage of resourcing to coordinate the procurement of new items may result in delivery of ordered plant after the end of financial year
- Alpha Cross Loader Facility – design and cost escalations
- Stagmount Road Floodways x 3 – cost estimates over budget
- Willow Street Kerb and Channel – resourcing to meet funding deadline. Considering a staging approach to meet initial milestone deadline in December.
- Barcaldine Renewal Energy Zone Access Road – currently in early concept design phase
- Alpha-Star Downs Road Pave and Seal – progressing well, however the project is running over budget.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 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)**

- Executive Management Team
- District Managers
- Project Managers

**Policy Implications**

Nil

**Budget and Resource Implications**

Projects are itemised and budgeted accordingly.

**Risk Management Implications**

The recommendation in this report has no direct impact on enterprise risk, however, does provide information that is a control for project management risks. This report provides oversight, ongoing monitoring and management of projects.

**Asset Management Implications**

Capital Works projects result in the asset constructed or purchased being added to Council's asset register. This then flows on to costs of ongoing maintenance and depreciation.

**Legal Implications**

Nil



## **Project update report**

### **Capital Works 2024-25**

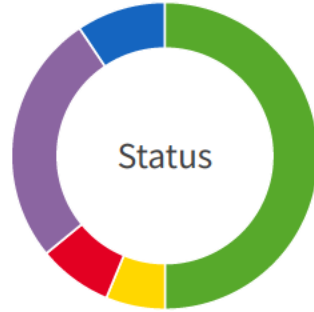
Sep 01, 2024 - Nov 10, 2024

Report Created On: Nov 14, 2024

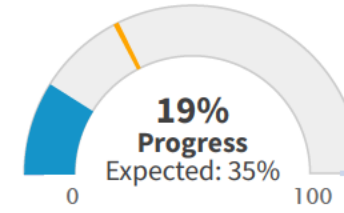
64

Project

### Overall Summary



	%
● On Track	50.0
● At Risk	6.3
● Needs Attention	7.8
● Upcoming	26.6
● Completed	9.4



# Project update report

Capital Works 2024-25

Report Created On: Nov 14, 2024

Report Legend



Priority



No Update



Overdue

## Program 1.1

Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.1.1	<p><b>Project Name: Barcaldine - Rec Lake upgrade</b></p> <p>Description:</p> <p>The Barcaldine Regional Council (BRC) are intending to install:</p> <ul style="list-style-type: none"> <li>Shade structures along the beach front at the Barcaldine Ski Park</li> <li>Concrete footpath along the beach front</li> <li>Lighting around the building and car park</li> <li>Sealed walking track around the rec lake (Please note this aspect of the original scope will be removed as part of the variation submission to the funding agreement)</li> </ul> <p>Budget: \$415,000.00</p> <p>Expenditure: \$98,004.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 40% (65%)	Mar 04, 2024	Mar 31, 2025	Contracts awarded for concrete and electrical works.
Project 1.1.2	<p><b>Project Name: Aramac - Town Hall Upgrades</b></p> <p>Description:</p> <p>Aramac requires a disability toilet and upgrades to the kitchen</p> <p>Budget: \$80,000.00</p> <p>Expenditure: \$1,114.52</p> <p>Project Phase: In progress</p>	On Track	Progress 5% (38%)	Jul 01, 2024	Jun 30, 2025	Early planning has been completed and materials ordered. Work is scheduled to commence in Quarter 2

Program 1.2  
Community Buildings Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.1	<p><b>Project Name: Barcaldine - Library - Air Conditioning Upgrade</b></p> <p>Description: During the summer period when there is a large number of parents and children in the library taking part in First 5 Forever Program current systems are inadequate.</p> <p>Budget: \$15,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 56% (74%)	Sep 30, 2024	Nov 30, 2024	Electrician has cleaned existing units and will monitor if further units required.
Project 1.2.2	<p><b>Project Name: Aramac - Bowls Club Air Conditioning</b></p> <p>Description: To install split system air conditioning system into the dining areas of the Aramac Bowls Club and fans in the kitchen area.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$11,593.00</p> <p>Project Phase: In progress</p>	Completed	Progress 100%	Jul 01, 2024	Jun 27, 2025	Project has been completed
Project 1.2.3	<p><b>Project Name: Aramac - Town Hall Upgrades</b></p> <p>Description: Aramac requires a disability toilet and upgrades to the kitchen</p> <p>Budget: \$80,000.00</p> <p>Expenditure: \$1,114.52</p> <p>Project Phase: In progress</p>	On Track	Progress 5% (38%)	Jul 01, 2024	Jun 30, 2025	Early planning has been completed and materials ordered. Work is scheduled to commence in Quarter 2

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.4	<p>Project Name: <b>Muttaburra - Town Hall Upgrades</b></p> <p>Description: Muttaburra requires repairs to flooring, new stove, replace serving benches, repairs to back stairs and general maintenance inside and out. Cement pathway from the MIC to the Hall.</p> <p>Budget: \$30,000.00</p> <p>Expenditure:</p> <p>Project Phase: In progress</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	Procurement of items has commenced
Project 1.2.5	<p>Project Name: <b>Alpha Town Hall - Air Conditioning</b></p> <p>Description: Remove the evaporative cooler and install a new air conditioning system at the Alpha Town Hall is required. This project is prep work to get us through until funding can be sourced for the larger project.</p> <p>Budget: \$30,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	Planning has commenced for work to be completed.
Project 1.2.6	<p>Project Name: <b>Alpha - Showground - Kitchen Upgrade</b></p> <p>Description: To upgrade the kitchen at the Alpha Showgrounds due to termite damage</p> <p>Budget: \$80,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (16%)	Oct 01, 2024	Jun 30, 2025	Project is yet to commence
Project 1.2.7	<p>Project Name: <b>Alpha - Town Hall - Kitchen Upgrade</b></p> <p>Description: Kitchen upgrade at the Alpha Town Hall</p> <p>Budget: \$50,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (16%)	Oct 01, 2024	Jun 30, 2025	Project is yet to commence



Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.8	<p><b>Project Name: Alpha - Showgrounds Grandstand Flooring Replacement</b></p> <p>Description: Replace damaged flooring at Alpha Showgrounds Grandstand</p> <p>Budget: \$25,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	
Project 1.2.9	<p><b>Project Name: Alpha - Town Hall Toilets - upgrade</b></p> <p>Description: Male, Female, Disabled Toilets to be upgraded at the Alpha Town Hall</p> <p>Budget: \$80,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (16%)	Oct 01, 2024	Jun 30, 2025	Project is yet to commence
Project 1.2.10	<p><b>Project Name: Aramac - Cattle Yards</b></p> <p>Description: Cattle rail required to replace remaining wooden yards and panels.</p> <p>Budget: \$10,000.00</p> <p>Expenditure: \$3,251.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 25% (38%)	Jul 01, 2024	Jun 30, 2025	Cattle Rail has been arrived and work is planned to start in October
Project 1.2.11	<p><b>Project Name: Barcaldine - Showground Replace Doors Goods Shed</b></p> <p>Description: Replace large roller doors (4) and tracks on good shed building. Doors are damaged and do not roll well. This work will complete upgrade to this building.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$9,853.00</p> <p>Project Phase: Procurement</p>	On Track	Progress 40% (57%)	Aug 05, 2024	Jan 31, 2025	Installation of roller doors has commenced.

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.12	<p>Project Name: <b>Barcaldine The Globe - Screens</b></p> <p>Description: Installation of screens around open area of verandah to deter birds from nesting and creating hazards.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$2,824.00</p> <p>Project Phase: Procurement</p>	Upcoming		Jan 20, 2025	May 30, 2025	
Project 1.2.13	<p>Project Name: <b>Jericho - Showgrounds - New Bar</b></p> <p>Description: Replacement of Bar at the Jericho Showgrounds so that it can be better utilised by events and be used in future events that might develop.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$6,798.00</p> <p>Project Phase: Approved</p>	On Track	Progress 10% (19%)	Jul 01, 2024	Jun 30, 2026	A community session has occurred with work to the site commencing in October.
Project 1.2.14	<p>Project Name: <b>Jericho - Showgrounds water</b></p> <p>Description: Replace existing Water Lines to Camping area at the Jericho Showgrounds. This is due to the constant Water line breaks and deteriorating pipework.</p> <p>Budget: \$60,000.00</p> <p>Expenditure:</p> <p>Project Phase: Initiated</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.15	<p>Project Name: <b>Jericho - Showgrounds - Upgrading of Power</b></p> <p>Description:</p> <p>Due to the large amount of tourists we receive at the Jericho Showgrounds, the tourists overload the power board due to the large voltages that are drawn each winter with all the heating elements that are used. Urgent Safety issue, Now being needed as a requirement rather than a want.</p> <p>Upgrading of the power source into the Jericho Showgrounds to handle the increasing of tourists &amp; events that are held at the showgrounds. This will assist with the overloading of power and constant problems that are occurring there. This would also allow us to upgrade our switchboards so that we are back in line with the electrical requirements, and future proofing our facilities</p> <p>Budget: \$130,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (19%)	Jul 01, 2024	Jun 30, 2026	Work is commenced on tender for works to replace the switch board at the showgrounds.
Project 1.2.16	<p>Project Name: <b>Jericho - Cattle Yard</b></p> <p>Description:</p> <p>Costs will cover materials and erection of new yard</p> <p>Budget: \$30,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	Officers are currently working with Qld Rail to identify responsibility of some elements of the facility and reassessing options since fire at the property.
Project 1.2.17	<p>Project Name: <b>Aramac - Town Fencing</b></p> <p>Description:</p> <p>Aramac boundary fencing around the township has partly been replaced. We are looking to complete the project in 2 more stages.</p> <p>Budget: \$30,000.00</p> <p>Expenditure: \$6,367.00</p> <p>Project Phase: In progress</p>	On Track	Progress 30% (38%)	Jul 01, 2024	Jun 27, 2025	Materials have arrived and work is scheduled to commence in October

Program 1.3  
Community Initiatives Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.3.1	<p>Project Name: <b>Barcaldine - Library - Interactive Television Update</b></p> <p>Description: Interactive television requires latest version update.</p> <p>Budget: \$7,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (69%)	Aug 01, 2024	Dec 31, 2024	Librarian to contact provider to organise.
Project 1.3.2	<p>Project Name: <b>Muttaborra - Community Enhancement Program</b></p> <p>Description: Tables and chairs for main street and other high use areas with cement slabs. More solar lighting in Muttaborra (Jubilee Park and caravan park). Repairs to fencing around Jubilee Park (or remove) Relocate swing set from Skate Park to Jubilee Park with possible soft fall underneath.</p> <p>Budget: \$40,000.00</p> <p>Expenditure: \$25,756.00</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (7%)	Nov 01, 2024	Jun 01, 2025	Various items have been ordered and arrived.

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.3.3	<p><b>Project Name: Regional - Solar Power for high power use locations</b></p> <p>Description:</p> <p>Try and reduce the cost of power to our facilities and make our facilities more cost effective and feasible. Locations such as Alpha Depot - Stores Shed, Jericho Showgrounds, Alpha Showgrounds, Alpha &amp; Jericho Town Halls, both Water Treatment Plants. This may not reduce the costs completely, but it may help with some of the cost.</p> <p>Budget: \$100,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 10% (13%)	Jul 01, 2024	Jun 30, 2027	<p><b>Highlights/Announcements:</b></p> <p>W4Q funding has been approved. Work will now commence on planning of sites for solar installation.</p>
Project 1.3.4	<p><b>Project Name: Barcaldine - Community Enhancement Program (Oak Street Bench Seats)</b></p> <p>Description:</p> <p>Replace damaged bench seats Oak Street, various locations.</p> <p>Budget: \$20,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 25% (30%)	Oct 01, 2024	Feb 28, 2025	Enhancements to gardens has commenced.
Project 1.3.5	<p><b>Project Name: Barcaldine - Rec Park Enhancement</b></p> <p>Description:</p> <p>Line marking of carparking including disability parking area and install of general signage, entry/exit signs carpark, general directional signage, bollards, and retaining wall.</p> <p>Budget: \$50,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 3% (6%)	Nov 01, 2024	Jun 30, 2025	Old electrical poles have been donated to Council for use as barrier to block access to top and back of lake.

Program 2.1  
Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.1.1	<p>Project Name: <b>Regional - Plant and Fleet Replacement 2023/2024</b></p> <p>Description: FY 2023/2024 fleet replacement program</p> <p>Budget: \$4,286,000.00</p> <p>Expenditure: \$3,846,524.00</p> <p>Project Phase: In progress</p>	Completed	Progress 100%	Jul 01, 2023	Jun 30, 2025	<p>Officers are merging the carried forward plant into a single plant renewal program. This will see now funds carried forward, but the items already ordered to be funded out of the 24/25 plant program.</p> <p>two trucks and two utes remain undelivered to complete this program. additionally the disposal and auction of old plant needs to be finalised in some cases.</p>
Project 2.1.2	<p>Project Name: <b>Regional - Water Mains Renewal</b></p> <p>Description: Periodic replacement of water mains.</p> <p>Budget: \$200,000.00</p> <p>Expenditure:</p> <p>Project Phase: In Progress</p>	On Track	Progress 20% (38%)	Jul 01, 2024	Jun 30, 2025	<p>Project is here for reactive works or work arising from street projects.</p>

Program 2.2  
Water Services Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.2.1	<p>Project Name: <b>Alpha/Jericho - Water Treatment Plant Chlorinators</b></p> <p>Description:</p> <p>Alpha and Jericho WTP chlorinators. \$80,000</p> <p>Units were changed out to calcium hypo units. Since installation these have been very problematic and unreliable.</p> <p>High failure rate resulting in unreliable disinfection of the water supply (CCP) (coupled with scada issues poses significant risk).</p> <p>Budget: \$80,000.00</p> <p>Expenditure:</p> <p>Project Phase: In Progress</p>	On Track	Progress 0% (74%)	Jul 01, 2024	Dec 31, 2024	Procurement of items has been undertaken due to emergent need to undertake these works.
Project 2.2.2	<p>Project Name: <b>Barcaldine - Pomona Reservoir</b></p> <p>Description:</p> <p>Pomona Reservoir Roof superstructure and sheeting</p> <p>Stage 1, investigate and design replacement \$60,000</p> <p>Rational. Originally noted in a Report to Council 19, December, 2007 roof purlins had surface rust evident.</p> <p>Limited and brief inspection via inspection hatch (April 2024) showed significant section loss on surrounding purlins.</p> <p>RAPAD reservoir clean and inspection program needs to include Pomona Res for more detailed report.</p> <p>Budget: \$60,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Jan 01, 2025	Apr 30, 2025	

Program 2.3  
Sewerage Service Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.3.1	<p>Project Name: <b>Barcaldine - Sewerage Treatment Plant</b></p> <p>Description: Yet to be determined</p> <p>Budget: \$230,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	W4Q grant has been approved so the planning phase can commence. However Council has been unsuccessful in its bid to receive the LGGSP grant to fund the balance of the project.
Project 2.3.2	<p>Project Name: <b>Regional - SCADA Rectification</b></p> <p>Description: Correct, amend and augment GEOSCADA - Phase 1</p> <p>Budget: \$150,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	



Program 2.4  
Plant and Fleet Services

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.4.1	<p>Project Name: <b>Regional - Plant/Fleet Replacement 2024/2025</b></p> <p>Description: FY 24/25 fleet replacement program</p> <p>Budget: \$4,100,000.00</p> <p>Expenditure: \$10,489.01</p> <p>Project Phase: Initiated</p>	At Risk	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	
Project 2.4.2	<p>Project Name: <b>Alpha - Vehicle hoist x2</b></p> <p>Description: Procure an addition vehicle hoist for Alpha workshop.</p> <p>Budget: \$35,000.00</p> <p>Expenditure: \$30,520.00</p> <p>Project Phase: Approved</p>	Completed	Progress 100%	Jul 01, 2024	Jun 30, 2025	Items have been received.
Project 2.4.3	<p>Project Name: <b>Alpha - Workshop Scan Tool</b></p> <p>Description: Replace Alpha workshop scan tool due to age as it is no longer able to be updated due to age.</p> <p>Budget: \$10,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	

Program 2.5  
Waste Management Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.5.1	<p>Project Name: <b>Regional - Waste Transfer Station (Waste Reclaiming Initiatives)</b></p> <p>Description: Add facilities to our transfer stations to meet our environmental responsibilities</p> <p>Budget: \$50,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	

Program 3.1  
Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.1.1	<p><b>Project Name: Alpha - Cattle Cross loading Facility</b></p> <p>Description: Cattle Cross loading Facility</p> <p>Budget: \$100,000.00</p> <p>Expenditure: \$0.00</p> <p>Project Phase: Procurement</p>	At Risk	Progress 20% (56%)	Feb 01, 2024	Jun 30, 2025	Finalising cost estimates and phasing of the project. Design is being updated. Additional funding is being sort to complete the road works for this project. Stakeholder engagement is taking place to align with industry needs. Project is not back on track until cross loader has been ordered and entire project funding resolved.
Project 3.1.2	<p><b>Project Name: Aramac - Stagmount Road (Project ID 125138-23)</b></p> <p>Description: Project ID 125138-23QLD Floodway crossing at chainage 27.07km - R2R</p> <p>Budget: \$100,000.00</p> <p>Expenditure:</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (83%)	Apr 02, 2024	Dec 31, 2024	Cost estimates are severely over budgeted amount. Working through options for Council consideration.
Project 3.1.3	<p><b>Project Name: Aramac - Stagmount Road (Project ID 125145)</b></p> <p>Description: Floodway crossing chainage 25.98km</p> <p>Project ID 125145</p> <p>R2R</p> <p>Budget: \$100,000.00</p> <p>Expenditure: \$32,946.42</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (83%)	Apr 02, 2024	Dec 31, 2024	Cost estimates are severely over budgeted amount. Working through options for Council consideration.

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.1.4	<p><b>Project Name: Aramac - Stagmount Road - Floodway (Project ID 125146)</b></p> <p>Description: Floodway crossing chainage 28.11km</p> <p>Project ID 125146 Stagmount Road - R2R</p> <p>Budget: \$100,000.00</p> <p>Expenditure: \$70,525.00</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (83%)	Apr 02, 2024	Dec 31, 2024	Cost estimates are severely under budgeted amount. Working through options for Council consideration.
Project 3.1.5	<p><b>Project Name: Aramac - Booker Street Footpaths Aramac</b></p> <p>Description: Footpaths CH1120 to CH1170 and CH1190 to CH1330 2mt wide</p> <p>Burt st to porter st for wheelchair access at each end</p> <p>Require this job due to a few trips and falls as the ground is very uneven and is cracking. This is a safety issues for the town residents and visitors This is Infront of all the shops in Aramac</p> <p>Budget: \$120,000.00</p> <p>Expenditure:</p> <p>Project Phase: Work Completed</p>	Completed	Progress 100%	Jul 01, 2024	Dec 31, 2024	
Project 3.1.6	<p><b>Project Name: Alpha - Star Downs - Pave and Seal</b></p> <p>Description: Star Downs Pave and Seal.</p> <p>Budget: \$800,000.00</p> <p>Expenditure: \$1,009,460.00</p> <p>Project Phase: In progress</p>	At Risk	Progress 75% (83%)	Apr 02, 2024	Dec 31, 2024	Seal is going down as planned. Project is on schedule. However the costs of the project is expected to exceed initial project estimates.

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.1.7	<p>Project Name: <b>Barcaldine - Willow St K&amp;C</b></p> <p>Description: Road rehabilitation and upgrade with Kerb and Channel between the sections of Fir Street to Boree Street.</p> <p>Budget is made up of - \$350 R2R from last year money, \$350 R2R from this years money and \$200 TMR (TIDS) this years money</p> <p>Budget: \$900,000.00</p> <p>Expenditure: \$15,620.00</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (83%)	Apr 02, 2024	Dec 31, 2024	Workforce is severely stretched to deliver the project prior to the funding deadlines. Works team are evaluating options to ensure funding deadlines are able to be met.
Project 3.1.8	<p>Project Name: <b>Barcaldine - Box St K&amp;C</b></p> <p>Description: Box St K&amp;C from Ash street to Elm Street</p> <p>Budget: \$200,000.00</p> <p>Expenditure: \$233,780.00</p> <p>Project Phase: Work Completed</p>	Completed	Progress 100%	May 09, 2024	Jul 09, 2024	Project Completed in July 2024

Program 3.2  
Rural Roads Projects and Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.2.1	Project Name: <b>Barcaldine - Home Creek Moonbria Road Sealing</b> Description: . Budget: \$436,728.00 Expenditure: Project Phase: Planning	Upcoming		Jan 01, 2025	Jun 30, 2025	
Project 3.2.2	Project Name: <b>Regional - Road Resheeting Program</b> Description: Adding gravel to Council's deteriorating gravel roads Budget: \$1,000,000.00 Expenditure: Project Phase: Planning	Upcoming		Feb 01, 2025	Jun 30, 2025	

Program 3.3  
Town Streets Upgrade and Renewals

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.3.1	<p>Project Name: <b>Muttaburra - Klugh Street Rehabilitation</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$250,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Jan 01, 2025	Jun 30, 2025	
Project 3.3.2	<p>Project Name: <b>Barcaldine - Town Street Rehabilitation</b></p> <p>Description:</p> <p>Sections of towns street Barcaldine are showing signs of failure. Areas of road in Pine Street (Gidgea to Elm St), Elm Street (Maple to Beech St), Gidgea Street(Myall to Pine St) are the priority with additional streets to be identified.</p> <p>Sections of road to be identified, removed and relaid in damaged areas.</p> <p>Budget: \$200,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	
Project 3.3.3	<p>Project Name: <b>Barcaldine - Willow St K&amp;C</b></p> <p>Description:</p> <p>Road rehabilitation and upgrade with Kerb and Channel between the sections of Fir Street to Boree Street.</p> <p>Budget is made up of - \$350 R2R from last year money, \$350 R2R from this years money and \$200 TMR (TIDS) this years money</p> <p>Budget: \$900,000.00</p> <p>Expenditure: \$15,620.00</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (83%)	Apr 02, 2024	Dec 31, 2024	Workforce is severely stretched to deliver the project prior to the funding deadlines. Works team are evaluating options to ensure funding deadlines are able to be met.

Program 3.4  
Footpaths Improvement Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.4.1	<p><b>Project Name: Alpha State School Footpath</b></p> <p>Description:</p> <p>Concrete footpaths to be installed on:</p> <p>Dryden St (250m)</p> <p>Milton St (250m)</p> <p>Refuge Islands (4-off) Milton St</p> <p>Line marking on Milton St</p> <p>Replacement signage on Milton St</p> <p>Budget: \$275,000.00</p> <p>Expenditure: \$75,707.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 30% (68%)	Jul 01, 2024	Jan 17, 2025	The pathway is under construction and remains on track.
Project 3.4.2	<p><b>Project Name: Muttaborra - Mary St to Cornish St - Footpath</b></p> <p>Description:</p> <p>New foothpath on the North side of Muttaborra Aramac road from Mary st to Cornish st currently no footpath on that street and everyone just walks along the road</p> <p>Budget: \$120,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Dec 01, 2024	Dec 31, 2024	


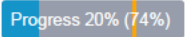




Program 3.5  
Floodways Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.5.1	<p>Project Name: <b>Alpha - Craven Road Floodway 1</b></p> <p>Description:</p> <p>Current Concrete Floodway is to low and too steep. It is very Dangerous due to its ride ability and it is continually silting over with sand at times. Area also holds 900mm of Water on Floodway.</p> <p>Remove Existing Slab &amp; Install new slab at correct height 40m X 6m. Ch25.70 - Craven Rd</p> <p>Budget: \$75,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	Upcoming		Jan 01, 2025	Jun 30, 2025	
Project 3.5.2	<p>Project Name: <b>Alpha - Craven Road Floodway 2</b></p> <p>Description:</p> <p>Very Steep Floodway that always scours out. Very dangerous after Rain and is a high maintenance area.</p> <p>Construct Concrete Slab 50m x 6m, along with Rock batter protection down stream. Ch53.30 - Craven Rd</p> <p>Budget: \$75,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	Upcoming		Jan 01, 2025	Jun 30, 2025	
Project 3.5.3	<p>Project Name: <b>Barcaldine - Braeside Road Floodway</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$150,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.5.4	<p>Project Name: <b>Aramac - Forsyth St Culvert</b></p> <p>Description:</p> <p>New head walls etc.</p> <p>Budget: \$50,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Jan 01, 2025	Jun 30, 2025	
Project 3.5.5	<p>Project Name: <b>Muttaborra - Beryl Road Floodways</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$100,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Apr 01, 2025	Jun 30, 2025	
Project 3.5.6	<p>Project Name: <b>Aramac - Balleneety Pipes</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$110,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Dec 01, 2024	Mar 31, 2025	
Project 3.5.7	<p>Project Name: <b>Muttaborra - Bowen Downs Road</b></p> <p>Description:</p> <p>Project ID 125148 Bowen Downs Road - R2R</p> <p>list all roads and chains for gravel crossings</p> <p>Budget: \$40,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Jan 01, 2025	Jun 30, 2025	

Program 3.6  
Flood Damage Works

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.6.1	<p>Project Name: <b>Aramac - Betterment Works (Aramac Jericho Road)</b></p> <p>Description:</p> <p>Gray Rock Drainage project</p> <p>Received design from GBA 11/09/2024</p> <p>Budget: \$1,520,000.00</p> <p>Expenditure: \$2,690.00</p> <p>Project Phase: Design</p>			Jul 01, 2024	Dec 31, 2024	Final design has been complete. construction is expected to start next month.
Project 3.6.2	<p>Project Name: <b>Regional - Flood Damage Works (Capital)</b></p> <p>Description:</p> <p>Year 2 of the flood damage recovery works</p> <p>Budget: \$2,526,525.00</p> <p>Expenditure: \$2,180,686.00</p> <p>Project Phase: In Progress</p>			Jul 01, 2023	Jun 30, 2025	

Program 4.2  
Major Projects

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 4.2.1	<p>Project Name: <b>Barcaldine - BREZ Development - Lancewood Drive</b></p> <p>Description:</p> <p>This is the road works to support the development of the BREZ Site. Council has committed \$1,000,000 previously to the project and now has contributed another \$1,000,000 in R2R funding towards the project.</p> <p>Budget: \$2,000,000.00</p> <p>Expenditure: \$0.00</p> <p>Project Phase: Planning</p>	At Risk	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	Finalisation of Funding Agreement between the State and Developer will allow this project to progress. Planning of work has not yet commenced.
Project 4.2.2	<p>Project Name: <b>Aramac - Gordon Street Revitalisation Stage 1</b></p> <p>Description:</p> <p>Project to revitalisation of Aramac main street. Construction of new road, footpaths, and street beautification. Project would be a major community consultation project, concept design, detailed design on to construction staging</p> <p>Budget: \$420,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	

Program 5.1  
Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 5.1.1	<p>Project Name: <b>Regional - Housing Renewal Program</b></p> <p>Description:</p> <p>Capital maintenance of Council's Housing Program</p> <p>Budget: \$250,000.00</p> <p>Expenditure: \$24,224.00</p> <p>Project Phase: In Progress</p>	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>	<div style="background-color: #9E9E9E; padding: 2px;"> <span style="font-size: 8px;">Progress</span> 5% (38%)         </div>	Jul 01, 2024	Jun 30, 2025	Finalising Housing Project List

Program 5.2  
Governance Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 5.2.1	<p><b>Project Name: Alpha - Main Office Upgrade</b></p> <p>Description:</p> <p>Flooring needs replacing due to severe stains &amp; uneven flooring. Tiles in foyer are cracking. New Flagpole for the out the front of the office. New Sliding Door for the Front. New Sign at front of building for Main office &amp; CCS Building.</p> <p>Budget: \$10,000.00</p> <p>Expenditure:</p> <p>Project Phase: Closed</p>	Completed	Progress 100%	Jul 01, 2024	Jun 30, 2025	Signage has been installed at Alpha Office
Project 5.2.2	<p><b>Project Name: Regional - IT Renewal Program</b></p> <p>Description:</p> <p>All our IT equipment is essential to our operations and ensuring we are using a process to continue to update and renew equipment prior to failure is going to create a more streamlined experience for users and provide great security and less down time.</p> <p>Budget: \$70,000.00</p> <p>Expenditure: \$65,362.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 95% (38%)	Jul 01, 2024	Jun 30, 2025	<p>Photocopier has been ordered</p> <p>Laptops have arrived for setup before distribution</p>
Project 5.2.3	<p><b>Project Name: Regional - Starlink Installation</b></p> <p>Description:</p> <p>Installation of Starlink hardware across the region. This will act a critical uplift to connectivity redundancy for Council's internal IT network.</p> <p>Budget: \$60,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (38%)	Jul 01, 2024	Jun 30, 2025	Reviewing organisation needs with contractor

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 2024  
**Item Number: 3.4.1**  
**Subject Heading: Regional Council Business**

*Summary: Items to be tabled on the day.*

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

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**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.**

<b>Date</b>	<b>Fees</b>	<b>Development Type</b>	<b>Development Detail</b>	<b>Value of work</b>	<b>Location</b>
08.10.2024	\$27,768.00			\$1,029,978.20	
02.10.2024	\$1,664.00	Building	Ablution Unit	\$30,000.00	Barcaldine
22.10.2024	\$3,580.00	Building	Office / Workshop / Toilet Block	\$155,000.00	Barcaldine
	<b>\$33,012.00</b>	<b>9 October 2024 to 11 November 2024</b>		<b>\$1,214,978.20</b>	
	\$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 (OCTOBER 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

No new applications have been received since the last monthly report. Three applications are currently under assessment.

1.1	Council reference:	DA192425
	Application:	Development Application for Development Permit for a Material change for a Public Utility under a Superseded Planning Scheme
	Property description:	57075 Capricorn Highway, Barcaldine (Lot on RP902908)
	Day application was made:	04 September 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	Energy Queensland
	Status:	Referral stage

An application has been made by Energy Queensland for a Development Permit for a Material Change of Use for a Public Utility under a Superseded Planning Scheme over land at 57075 Capricorn Highway, Barcaldine (Lot on RP902908).

The application involves an extension to the existing Barcaldine Power station. The extension involves the addition of a hydrogen ready gas fired power generator which will increase the capacity of the power station by a further 30MW for a total of 67MW.

Council has previously granted approval for the application to be assessed under a Superseded Planning Scheme, being the Barcaldine Shire Planning Scheme 2006.

The site is in the Rural zone, within which the Public Utility is subject to Code assessment and therefore will not require public notification. The site is within 25m of a state-controlled road and will be required to be referred to the State Assessment and Referral Agency (SARA).

The application has been referred to SARA. SARA requested further information about access to the site on 1 November 2024. SARA's referral agency period has been extended to 22 November 2024. Council cannot progress the application further until SARA issues its referral agency response.

1.2	Council reference:	DA212425
	Application:	Development Application for Development Permit for Reconfiguring a Lot (1 lot into 3 lots)
	Property description:	105 Boree Street, Barcaldine (Lot 300 on SP266037)
	Day application was made:	06 September 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	Thompson Business Trust C/- Murray & Associates (QLD) Pty Ltd

Status:	Referral stage
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An application has been made by Thompson Business Trust C/- Murray & Associates (QLD) Pty Ltd for a Development Permit for Reconfiguring a Lot (1 lot into 3 lots) over land at 105 Boree Street, Barcaldine (Lot 300 on SP266037).

The proposed development seeks to create two (2) additional compliant allotments along Boree Street for the purpose of distinctly separating the existing dwellings onsite.

The site is in the Township zone, within which the Reconfiguration of lots is subject to Code assessment and therefore will not require public notification. The site is within 100m of an intersection with a state-controlled road and will be required to be referred to the State Assessment and Referral Agency (SARA).

The application has been referred to SARA. Council cannot progress the application further until SARA issues its referral agency response.

1.3	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 (Lot 1118 on 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:	Referral stage

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 (Lot 1118 on 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 has issued a confirmation notice and the applicant will need to refer the application to SARA by 18 September 2024.

The application was referred to SARA and SARA issued an information request on 31 October 2024 requesting further information. Council cannot progress the application further until SARA issues its referral agency response.

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

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
14/10/24	Landowner	<p><u>Details of Enquiry</u> Council received a request about establishing a double garage.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone</li> <li>• The site is affected by the flood overlay.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>• The proposed garage is building work only</li> <li>• As the building work is within the flood overlay it is assessable building work against the planning scheme</li> <li>• The building work will be Code assessable</li> <li>• Code assessable means a development application will need to be lodged with Council for assessment</li> <li>• A separate building approval will also be required.</li> </ul>	Closed
31/10/24	Landowner	<p><u>Details of Enquiry</u> Council received a request regarding establishing dongas for Short-term accommodation.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone</li> <li>• The site is affected by the flood overlay</li> <li>• The site adjoins a State-controlled road.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>• A Material change of use for Short-term accommodation where in the flood overlay is subject to Impact assessment</li> <li>• Impact assessment is the highest level of assessment and requires public notification and is subject to third party appeal rights</li> <li>• Any application would be assessed against the whole planning scheme, however particular focus would be placed on the Strategic outcomes and Natural hazards overlay code</li> <li>• It would be very difficult for Council to support an application of the scale propsoed</li> <li>• Any proposal would need to be significantly reduced in scale and supported by detailed hydraulic reporting including flood management and evacuation plans.</li> </ul>	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
11/11/24	Potential purchaser	<p><u>Details of Enquiry</u></p> <p>Council received a request about converting an existing commercial building into a Dwelling house.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone</li> <li>• The site is affected by the flood overlay.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>• Converting an existing commercial building into a Dwelling house is classified as a Material change of use</li> <li>• A Material change of use for a Dwelling house where affected by the flood overlay is subject to Impact assessment</li> <li>• Impact assessment is the highest level of assessment and requires public notification and is subject to third party appeal rights</li> <li>• Any application would be assessed against the whole planning scheme, however particular focus would be placed on the Strategic outcomes and Natural hazards overlay code</li> <li>• Any proposal would need to be supported by detailed hydraulic reporting including flood management and evacuation plans</li> <li>• Due to the complexity of Impact assessable applications, it is recommended that a town planner is engaged to assist with the process.</li> </ul>	Closed
PLANNING AND DEVELOPMENT CERTIFICATES			
01/10/24	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			
18/10/204	Business operator	Council received a request for an Exemption certificate for temporary accommodation.	Issued



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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 October 2023 through to the most recent reported incident date. The Work Health and Safety (WHS) Coordinator and Officer are working closely with the Aramac Health and Safety Representative and Works Team on safety culture, leading to higher safety awareness and incidents being accurately reported.

The correlated data indicates that across the region, Body Stress has been the major contributor of injuries to employees, followed by Falls, Slips and Trips. 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.

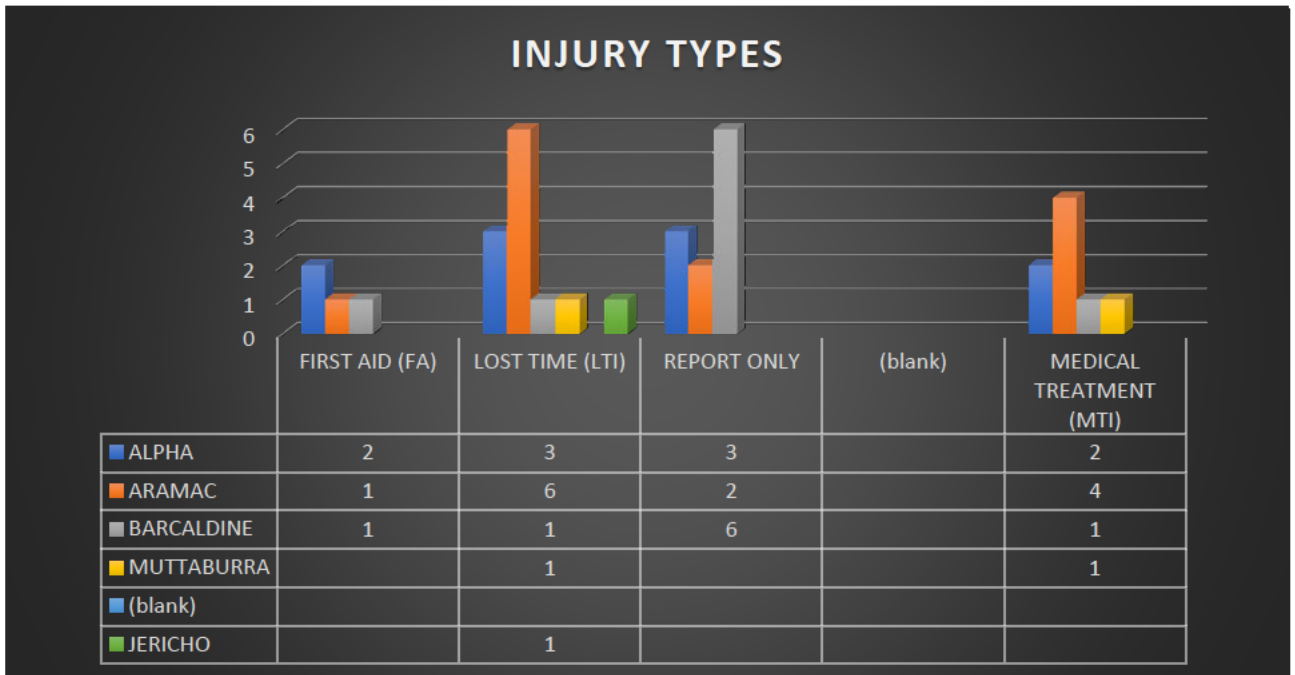
**Personnel incidents reported 25/10/2023 – 31/10/2024**

Date	Location	Outcomes	Injury Type
31/10/2024	Barcaldine	Injury	Report Only
10/10/2024	Barcaldine	Injury	Report Only
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

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

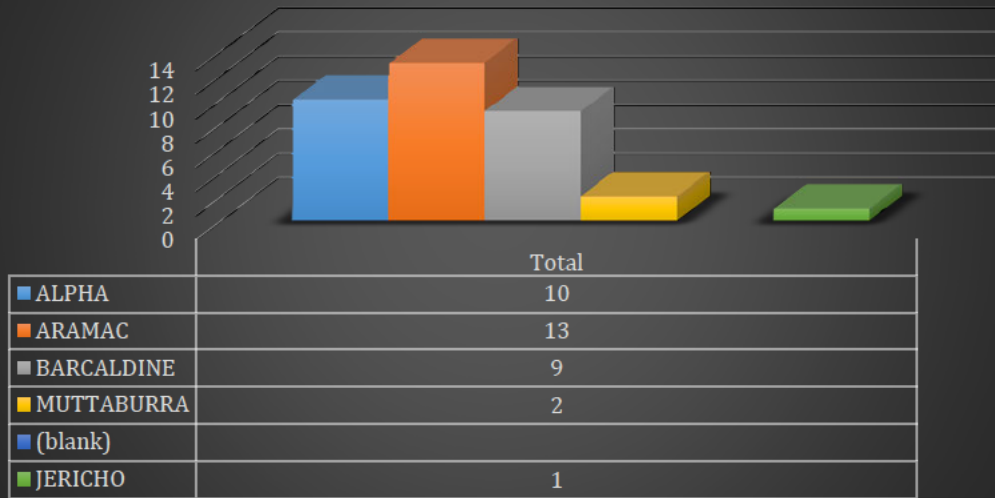
19/03/2024	Muttaborra	Injury	Medical Treatment
11/03/2024	Jericho	Non-Injury	Report Only
04/03/2024	Jericho	Injury	Lost Time Incident
15/02/2024	Aramac	Injury	Lost Time Incident
05/02/2024	Alpha	Injury	First Aid
29/01/2024	Aramac	Injury	Lost Time Incident
29/01/2024	Aramac	Injury	First Aid
24/01/2024	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

**Incident graph 29/08/2023 – 31/10/2024**

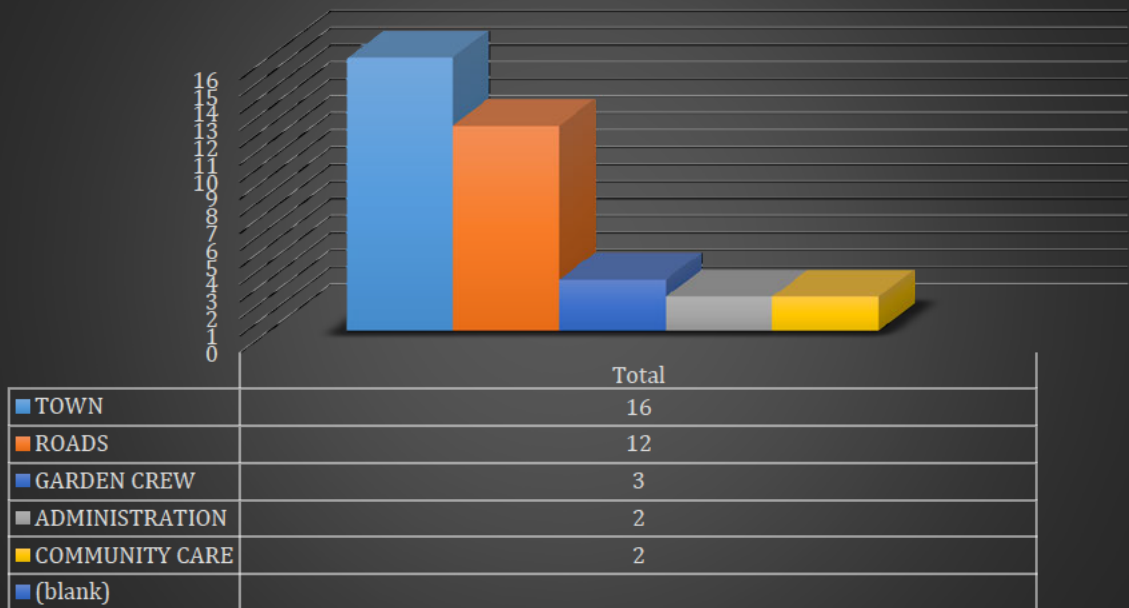


**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**INCIDENT COUNT BY TOWN**



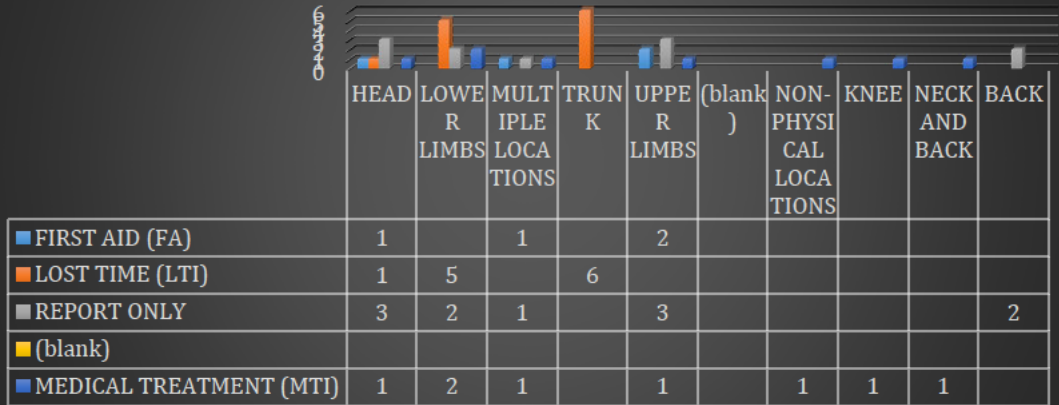
**INCIDENT DEPARTMENTS**



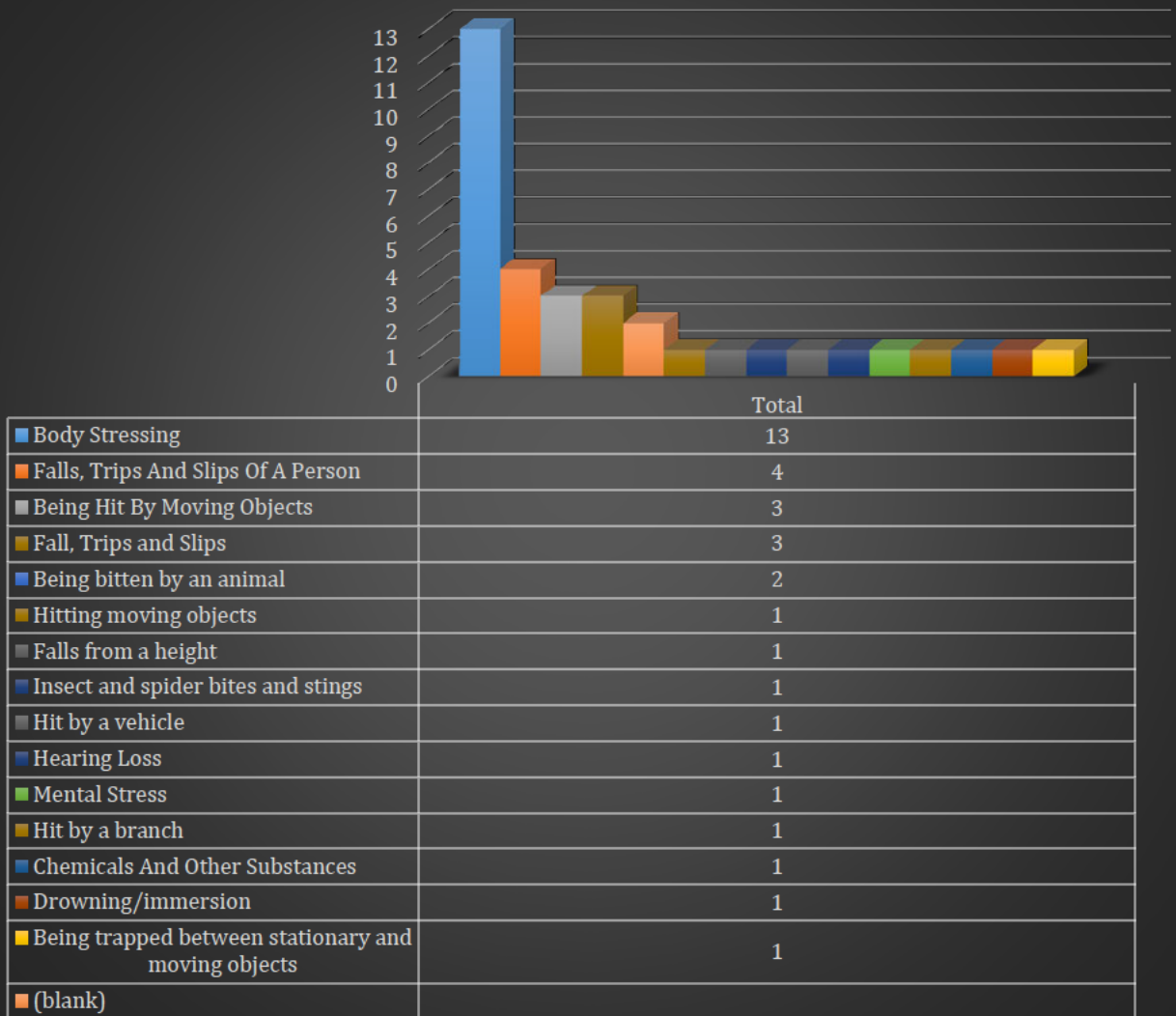


**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**INJURIES BY BODY LOCATION**



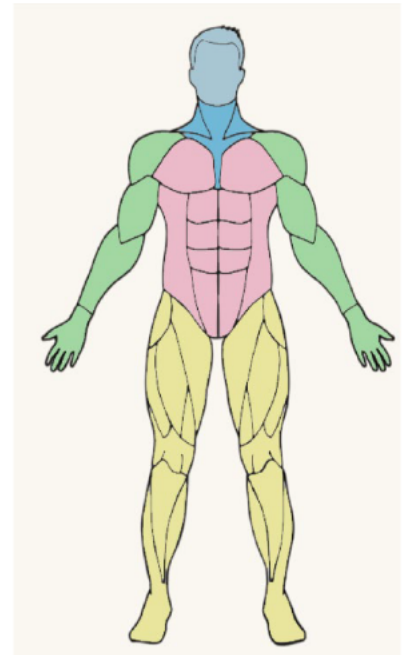
**INCIDENT MECHANISM**



**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**Injuries by body location**

HEAD	8
NECK	1
TRUNK	8
UPPER LIMBS	7
LOWER LIMBS	11
MULTIPLE LOCATIONS	3



The Workplace Health and Safety team and Health and Safety Representative Committee meets each month and have released the Verification of Competency procedure and Working in Remote and Isolation procedure to the Acting Chief Executive Officer for approval. WHS Team is also developing a Mobile Plant Communications Procedure with the Aramac Works Team.

Ongoing mitigations are being applied to resolve the Qld Self-Insurance Audit findings, consultation and alignment with departments is ongoing. The council's Safety Management System review is complete, improvements and simplification to the system are being made offline until completion.

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.

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**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 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

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**All Council areas**

- Draft Food Business Application Form sent for editing and approval - some Councils have adopted/some ongoing.
- Community Group (Not for Profit Organisations) Food Safety Training - development stage.
- Draft Temporary Food Business Application Form - some Councils have adopted/some ongoing.
- Draft Caravan Park Inspection Form - checks completed and waiting for approval.
- Draft Caravan Park Application Form - final stages.
- Inquiry sent to all Councils regarding Subordinate Local Laws 1, Prescribed Activity/s Caravan Park Licensing and inspections - ongoing.
- Draft Personal Appearance Services (PAS) Application - final stage. Final checks and approvals with Blackall and Barcaldine administration.
- Sent PAS Inspection Form to all Councils to add logos to document.
- Food Business Renewal Form - approved by Boulia and sent to all other Councils.
- 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, Boulia and Barcoo.

Requires signature: Diamantina.

**Other actions/tasks**

- Compiled remaining Food Business inspections for all Council areas - completed.
- Purchased Pool Water Testing Kit (Blackall) - delivered.

**Food Premises**

Blackall

- Emails and phone consultation.
- Food Business Application Assessments (mobile).
- Site visits Tambo, number approved.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

- Food Business Inspections conducted.
- Application search request – completed.
- Food Business renewals.
- Community group meeting – food safety information shared.
- Community group contact – information requested and received.
- Community group expression of interest inquiry – food safety training (Not for Profit Organisations).

**Barcaldine**

- Show Cause Letter – sent and response received – ongoing.
- Food Business Application received – ongoing.
- Emails and phone consultation.
- Cancelled Food Business License – operator requested.
- Final Inspection conducted, issues were raised with applicant – ongoing.
- Food Business renewals.

**Diamantina**

- Food Business renewals.
- Emails and phone consultation.

**Longreach**

- Emails and phone consultation.
- Food Business re-inspection conducted.
- Food Business Application Assessment – ongoing.
- Phone calls/emails.
- Legislative clarification inquiry/s – actioned and closed.
- Food Business renewals.
- Complaint/s investigated and closed.

**Boulia**

- Emails and phone consultations.
- Food Business renewals.
- Draft Food Business Renewal Form – completed.

**Winton**

- Emails and phone consultations.
- Food data submission.
- Food Business renewals.

**Local Laws**

**Blackall**

- Commercial Use of Roads (CUR) – assessment ongoing.
- Caravan Park email and phone consultation.
- Foot Path Dining Application.
- Public Pool Testing Kit – received.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Barcaldine

- Accommodation discussion – ongoing.
- Draft Caravan Park Inspection Proforma – final stage.
- CUR emails and phone consultation.
- Summary of accommodation local laws drafted and shared.

Longreach: Footpath dining complaint – inquiry and information.

**Environmental Management/ Public Health**

Blackall

- PAS customer Inquiry – addressed and closed.
- PAS Application received – assessment ongoing.
- Customer consultation/s – information and suggestions given.
- Mosquito complaint investigated – long-term management strategies actioned.
- Public Recreational Waterway Testing request – inquiry sent to management.
- Event inquiry and information.

Barcaldine

- Document development – legislative hierarchy of public accommodation.
- Public accommodation email and consultation.
- PAS complaint – letters sent (ongoing).
- Customer consultation/s – information and suggestions given.
- Owner/Operator request to conduct Accommodation Inspection. Inspection information sent to Operator.

Longreach

- Customer consultation/s – information and suggestions given.
- Inquiry and information support.
- Legislative hierarchy of public accommodation – shared.

Boulia: Event Inquiry and information shared with administration.

**Pest Management**

**All Councils**

- Began research into a Mosquito Management Plan for Remote Area Planning and Development (RAPAD) region. Note: could not find a relevant public facing document.
- Started developing a Mosquito Management Plan for RAPAD region – with Blackall administration for editing and checks.
- Inquired into mosquito surveillance equipment costs.
- Consulted with Rockhampton Public Health Unit.
- Consulting with Arbovirus Sentinel Program – Metro North Public Health Unit.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Blackall

- Request to obtain Firearms License – approved, waiting for available course dates.
- Mosquito surveillance equipment ordered.
- Mosquito management product – received.

Diamantina: Developed Bulrush Management Strategies and information document.

**Waste Management**

Blackall

- Asbestos Fact Sheet – final stage - ongoing.
- Asbestos Management Procedures – shared with relevant Council personnel.

**Consultation (external)**

- Meeting request from Qld Health (Rockhampton).
- Meeting request from Department of Agriculture and Fisheries – accepted.

**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**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

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**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



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**



**Note to Mayor, Councillors and Senior Staff**

Due to increasing work commitments and the potential of taking on Acting Chief Executive Office of Regional Area Planning and Development (RAPAD) duties from 1 December 2024, this will be my last Barcaldine Regional Council (BRC) Economic Development update. I will write to Council once this acting role has been made official and resign from the role of BRC Economic Development Officer. I appreciate the opportunity to work with you and previous councils and look forward to staying in touch.

**Barcaldine Renewable Energy Zone (BREZ)**

- Funding agreement has been signed.
- Zen Energy will now take the lead with the development in consultation with BRC.
- Mayor/Acting Chief Executive Officer remain key points of contact regarding this development.

**Background**

- BREZ is a renewable energy precinct being developed in Barcaldine. Partnership between 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/>.
- \$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>.

**RAPAD Power Grid (RPG)**

- RAPAD Energy and Economic Forum occurred in Barcaldine on Friday September 27<sup>th</sup>, forum presentations can be found here: <https://www.rapadpowergrid.com.au/energy-and-economic-futures-2024>.
- On October 22<sup>nd</sup> I presented on behalf of the Mayor at the Regional Australia Executive Program in Canberra on RAPAD Power Grid to over 30 executives from across Australia, project was well received.
- Progress on the RPG Community Benefit Royalty Agreement continues and updates will be provided later in 2024.
- Meetings are planned with incoming government ministers in late 2024 to continue to progress funding application and further developments of the project.

**Background**

- RAPAD councils have identified the transition to a diversified economy as a potential economic enabler for the region. 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. RPG aims to provide 930km of transmission infrastructure from Hughenden to Barcaldine to Gladstone.
- 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://www.rapadpowergrid.com.au/>.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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"> <li>• Voyager Renewables Introduction</li> <li>• Childcare Terms of Reference</li> <li>• Regional Area Planning and Development Board</li> <li>• Burdekin Stakeholder Advisory Group</li> <li>• Desert Channels Qld Update</li> <li>• Qld Beef Corridors Steering Committee</li> <li>• Longreach District Disaster Management Group</li> <li>• Small Business Commissioner</li> <li>• Executive Management</li> <li>• RESQ</li> <li>• Red Ridge</li> </ul>
Events	<ul style="list-style-type: none"> <li>• Local Government Association of Qld Annual Conference</li> <li>• Presentation of ‘Cuddle Bed’ at Barcaldine Hospital</li> <li>• St Joseph’s Awards Night</li> <li>• Barcaldine State School Awards Night</li> <li>• Garden Expo</li> <li>• Remembrance Day Services</li> </ul>
Workshops	<ul style="list-style-type: none"> <li>• Councillors by three</li> <li>• Qld Police Service Doctrine and Guidelines Stakeholder Engagement</li> <li>• Engagement Survey</li> </ul>

**Link to Corporate Plan** – Theme 5: Governance

**Policy Implications** – Nil

**Budget and Resource Implications** – Nil

**Risk Management Implications** – Low

**Legal Implications**

Nil

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

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**Background**

Since the last report, Councillors participated in a three-day workshop with senior staff to go over all of Council's current services. This was about beginning a journey geared towards understanding what it is Council provides to the community and will now lead into what are the priorities, what are the risks and what is it we really need to fund. A Service Catalogue will provide the clear transparency between Council and the community about our services and sets clear expectations of what can be expected. With this knowledge, Councillors can make informed decisions around budget impacts based on increases and decreases in the services we provide, this will lead into our budget for 2025-2026.

The highlight of the last month has to be the successful submission of Council's Financial Statements. With the Annual Report being considered today as well, this will be the first time in a number of years these legislative timeframes have been met. This is a credit to the finance team who have worked tirelessly over the past four months to achieve another unmodified audit. Well done to the team, thank you.

Work also continued on the organisational culture review survey. The LG Services team conducted one-on-one interviews with leadership staff and also undertook focus groups with various groups of staff representatives and Councillors. The outcome report is due over the course of the next month and will certainly identify the impact culture is having on performance and recommend a number of actions and focus areas. There is a great deal of work to do, lead by senior staff and Council, but everyone needs to play a part in creating a worthwhile place to come and work.

Other activities have been noted below:

- Organisational culture review focus groups and leadership interviews
- Audit Committee meeting
- The Queensland Beef Corridors (QBC) Project CQBRIS stakeholder engagement session and QBC Steering Committee monthly meeting
- Regional childcare discussion with Remote Area Planning and Development (RAPAD) representatives

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

- Workplace Health and Safety Committee meeting
- ISO compliance certification audit
- Visits to Muttaborra for various meetings with Council and community stakeholders
- Caught up with Peak Services regarding our grants service
- Local Government Association of Qld Annual Conference - Brisbane
- Barcaldine Rec Park future planning activities
- Budget review 1
- State stakeholder engagement on the State Disaster Management Plan
- Staff interviews
- RAPAD Board meeting
- Monthly Leadership Team meeting
- Fortnightly Executive Management meeting
- Policy workshops with staff and Councillors.

Going forward across December and January there will be delivery of various initiatives, these will include:

- Organisational culture review outcomes and actions
- Policy review framework and roll out
- Workplace health and safety procedure expectations and updates
- Project planning and capacity review.

**Link to Corporate Plan**

Theme 5: Governance

**Policy Implications**

Information report only

**Budget and Resource Implications**

Information report only

**Risk Management Implications**

Information report only

**Asset Management Implications**

Information report only

**Legal Implications**

Information report only

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

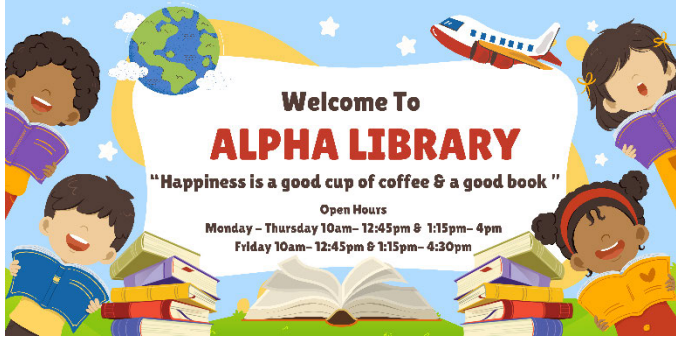

**Background**

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.

<b>Presentation</b>	
Drowning Prevention Presentation	Presentation by Alpha Learn to Swim on the proposed Drowning Prevention Program.
<b>Community Events, Donations and Support</b>	
Alpha State School Parents and Citizens Association	Alpha State School Colour Run – request for a cash donation of \$500.00 and a fee waiver for the hire of the showgrounds – \$85.00, total cost: \$585.00. RA17202425 – assessment score: 75.
<b>Project Management</b>	
Jericho Showgrounds Bar	Upgrades to the bar area were mostly completed in time for the Jericho Bush Bash. There are still a few minor upgrades to go.
16a Byron Street Refurbishment	Refurbishment is progressing, most materials have been ordered so there will be minimal delay in proceeding with this work.
Waratah Coal	Development of a site camp on parcel of land behind the Criterion Hotel.
Alpha Dip/Clearing Yards	Commencing week beginning 11 November 2024. All preparation work has been completed – removal of internal fencing, water troughs etc.
<b>Operational Management</b>	
Alpha Airport	Finalising the updates to the Aerodrome Manual to submit to Civil Aviation Safety Authority (CASA) for approval and sign off.

**BARCALDINE REGIONAL COUNCIL**

**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Alpha Hotel/Motel Compliance Issues	Attended Alpha Hotel/Motel with Qld Fire Department to inspect both the Alpha Hotel/Motel and the Criterion for Qld Fire Safety Compliance.
Local Laws Issues	Working with our Rural Lands Officer, Department of Agriculture and Fishers, Qld Police and Peter Mann from Blackall in relation to issues in Alpha and Jericho at present.
Alpha Library and Jericho Rural Transaction Centre New Signage	<p>New signage has been ordered to brighten up Council old and outdated signs.</p>  
Rural Lands Officer	<ul style="list-style-type: none"> <li>• Regional 1080 baiting has been completed - 21 properties baited in the Alpha/Jericho area, plenty of issues still out there.</li> <li>• Alpha Dip Yard project – wooden yards have been pulled down with the contractor to start the week of 11 November.</li> <li>• Alpha mosquito fogging has been completed, one fog only with the second round put off due to storms being around at the scheduled time of leaving.</li> <li>• Scratch and dip cattle - dipping numbers for September: 1089 head, October: 118 head.</li> <li>• Aerodrome checks, meetings, maintenance requiring replacement of some solar lights at Jericho and hole patching in fence at Alpha. Slashing at Alpha in progress and will be completed this week. Compliance issues currently being addressed.</li> <li>• Local Laws issues front and centre again this month.</li> <li>• Alpha Town Grid to be cleaned out next week, top end of Shakespeare Street.</li> </ul>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

	<ul style="list-style-type: none"> <li>• New windsock pole for Jericho to turn up next week, to be installed when schedule permits.</li> </ul>
Town Services	<ul style="list-style-type: none"> <li>• Maintaining Alpha and Jericho townships: mowing and daily maintenance, watering parks and gardens. With the heat we are constantly on the go to keep water up to plants and lawns.</li> <li>• Still having problems with feral animals in both towns; with deer, kangaroos and bats damaging public spaces.</li> <li>• Recent hot weather impacting our ability to maintain parks and gardens given water loss via evaporation and town bores as we are in a heat wave, town bores not keeping up with watering requirements in both towns.</li> <li>• Employees completing training in Certificate III Horticulture, attending practical training in Barcaldine last week.</li> <li>• Lawn maintenance for aged care clients in Alpha: six houses.</li> <li>• Replacing old watering systems with new watering systems as old ones are worn and fatigued, trying to save water where we can in Alpha and Jericho parks and gardens.</li> <li>• Removal of all old water valves and fire hydrant posts and replaced with new ones for better visibility of location of underground valves in Alpha.</li> <li>• Tool audits – to determine what we have and don't have to carry out our tasks in a safe and efficient manner, including replacing old tools that are not fit for purpose anymore.</li> <li>• The street sweeping truck has been back to Alpha and stayed overnight. Jericho was completed on the return trip, maintaining street gutters and drains.</li> <li>• Removal of four large dead trees in Settlers Park as they were a potential hazard to the community.</li> </ul>
<b>Meetings/Trainings</b>	
Qld Rail Property Leasing	Ongoing meetings with Qld Rail to finalise lease arrangements.
CASA	Alpha CASR Part 139 Aerodrome Manual update.
Peak	Grant meetings with Peak.
Remote Area Planning and Development (RAPAD)	Meeting with RAPAD Council members in relation to childcare provision across regional/remotes areas.
Community Care Service (CCS)	Meeting with CCS Coordinator and Alpha Team Leader.
Qld Fire Department	Meeting with Qld Fire.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Scott Mason	One on one meeting.
Workshops	Councillor Workshops.
Council Meetings	<ul style="list-style-type: none"><li>• Animal compliance issue</li><li>• Monthly Leadership</li><li>• Corporate and Finance Leadership.</li></ul>

**Link to Corporate Plan**

Theme 5: Governance

**Consultation (internal/external)**

As above

**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 20 NOVEMBER 2024**

Council Meeting Date: 20 November 2024  
**Item Number: 3.6.4**  
**Subject Heading: Aramac/Muttaborra District Report**  
 Author and Title: Amber Coulton, Acting 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 Aramac and Muttaborra District.*

**Officer’s Recommendation: That Council receive the report.**

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.

<b>Community Events, Donations and Support</b>	
Remembrance Day	Aramac State School event – well attended.
Muttaborra Town and Country Christmas Tree	Saturday 30 November 2024.
Aramac Town Christmas Party	Friday 6 December 2024.
<b>Project Management</b>	
<b>2024-2025 Capital Works Projects</b>	<b>Community Builders Program</b>
Bowls Club Airconditioning - Aramac	Complete.
Town Fencing – Aramac	Materials delivered, scheduled to commence late December 2024.
Town Hall Upgrade – Aramac	Removal of existing infrastructure/facilities complete. Installation of new facilities has commenced.
Cattle Yard Upgrade - Aramac	Steel delivered, scheduled to begin early January 2024. Cattle yards preparation has begun.
Town Hall Upgrade – Muttaborra	Stove installed, windows (supply and install) currently out for tender. Floor maintenance scheduled for January 2025 (due to functions in the hall).

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

	<b>Community Improvements Program</b>
Community Enhancement Program – Muttaborra	Planning stages. Swing set has been removed and will be re-installed in the near future.
<b>2024-2025 Operational Budget</b>	
Stock Routes – Fire Breaks	Planning – to be discussed further at the Rural Lands meeting.
<b>Operational Management</b>	
Meetings/Training	<ul style="list-style-type: none"> <li>• Corporate Financial Services meeting</li> <li>• Leadership meeting</li> <li>• Garden Expo meeting conclusion</li> <li>• Aramac Rural Transaction Centre (Bank of Qld, Qld Government Agency Program, Services Australia) weekly meeting</li> <li>• Aramac Library and Information Centre weekly meeting</li> <li>• Bank of Qld quarterly training (modules)</li> <li>• Probationary reviews – new staff</li> <li>• Induction meetings – new staff</li> <li>• Peak grants meeting (fortnightly)</li> <li>• Biosecurity catchup</li> <li>• Staff Enterprise Bargaining Agreement meeting/discussion</li> <li>• Councillor workshops</li> <li>• Young Officers Village</li> <li>• Cultural Review 1:1.</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Muttaborra 0 vacancies</li> <li>• Aramac seven vacancies: <ul style="list-style-type: none"> <li>○ Three – 3 bedroom homes</li> <li>○ Three – 2 bedroom home/unit</li> <li>○ One – 1 bedroom units.</li> </ul> </li> </ul>
Library/Information Centre	<p>Over the month of October:</p> <ul style="list-style-type: none"> <li>• Number of transactions: <ul style="list-style-type: none"> <li>○ Loans – 211</li> <li>○ Returns – 290, includes exchange books</li> <li>○ Daily reports – 53</li> </ul> </li> <li>• Visitor count: <ul style="list-style-type: none"> <li>○ Local visitors – 151</li> <li>○ Tourists – 134</li> </ul> </li> <li>• Twelve people requiring Justice of the Peace services</li> <li>• Senior citizens morning tea and activities/craft every Monday</li> <li>• Visit from the Barcaldine seniors 23 October 2024 – morning tea and lunch</li> <li>• Last book exchange for the year complete.</li> </ul>

**BARCALDINE REGIONAL COUNCIL**

**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Muttaborra	Upcoming community Christmas events – Muttaborra Town and Country Christmas Tree, All-Saints Church Service and Muttaborra Christmas Fair. Automated External Defibrillator successfully installed – Muttaborra Caravan Park.
Rural Lands Officer (RLO)	<ul style="list-style-type: none"> <li>• Continuing to study Certificate IV in Investigations through Peak services</li> <li>• Continuing to work on Town Common policy and Stock Route Management Plan</li> <li>• Spraying of town common and reserves ongoing</li> <li>• Cattle currently on Willoughby Reserve, Driftway Reserve, Caber Feidh Lane, Mildura and Murdering Dam, drover moving towards Aramac</li> <li>• Visited Alpha with Alpha RLO regarding dog complaint</li> <li>• 1080 baiting with landholders now complete</li> <li>• Town Common muster (Aramac) completed 26 and 27 October 2024. NILS read, updating the register in process, weaners needed</li> <li>• Controlled burn at the Six Mile pocket (Belltopper Reserve) scheduled for November – weather permitting</li> <li>• Updating water agreements.</li> </ul>
<b>Risk Assessment</b>	
Risk Assessment	<ul style="list-style-type: none"> <li>• Animal control</li> <li>• Spraying stock routes and town areas</li> <li>• 1080 baiting</li> <li>• Stock routes management.</li> </ul>
<b>Relationship Building</b>	
Aramac State School	<ul style="list-style-type: none"> <li>• Remembrance Day</li> <li>• Awards night – present an award on behalf of Council.</li> </ul>
Muttaborra State School	Awards night – present an award on behalf of Council.
Muttaborra Sculpture Festival Committee	Discussion regarding boxing up for the cement slabs to be poured for sculpture installation. Committee will supply all materials.
Stock Routes – Department of Resources	Assistance with water facility agreements and grazing /travelling permits.
Department of Agriculture and Fishers	Discussions held relating to biosecurity regulations around town commons, stock routes, showgrounds and reserves.
Building Removal at 36 Bruford Street, Muttaborra	Barton Houseshift (successful applicant). Correspondence regarding start date and schedule of removal.
Alpha Learn to Swim	Discussions around training days and availability.

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**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 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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:** “Fill the cup of happiness for others and there will be enough overflowing to fill yours to the brim” – Rose Pastor Stakes.

<b>Community Events, Donations and Support</b>	
Barcaldine State School	Cash donation – \$500.00 for annual awards night.
Barcaldine Tree of Knowledge (ToK) Festival Incorporated	Separate report to Council for approval.
<b>Project Management</b>	
<b>Capital Works Projects 2023-24</b>	
Barcaldine Rec Park Stage 3	Tender for electrical work has been awarded, purchase order completed. Electrician is placing order for equipment and is scheduling to install in the new year. Tender for concrete works for footpath and shade structures has been awarded, purchase order completed. Council carpenters will be constructing shade shelters, to commence when concrete work done.
<b>Capital Works Projects 2024-25</b>	
Library Air Conditioning	No quotes received on VendorPanel. Local electrician contacted for quote.
Library – Interactive Television Update	Librarian to arrange with provider of equipment as this is specialised.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Showground – Replace Doors Goods Shed	Work on installation of doors has commenced.
The Globe – Screens	Work to be scheduled with carpenter and options explored.
Community Enhancements Program	Street beautification work has commenced.
Barcy Rec Park Enhancements	Planning has commenced on works to stop access to the top of lake, recycled electricity poles have been given to Council which will be used for much of this work. Carpenter is designing with the inclusion of gates for service access around entire area. Discussions had with carpenter on marking of carpark area.
<b>Special Operating Projects 2024–25</b>	
ToK Memorial – Timber Inspection and Maintenance Plan	Council has lodged an application for funding under Australian Heritage Grants 2024–25. If successful, this work will be funded from grant monies along with additional works. During the grant application process and with the assistance of architects and others, we were able to source contractors that carry out timber inspection work.
<b>Operational Management</b>	
Tourist Information Centre	With the decrease in tourist numbers, the Tourism Officer is working on display for the history room.
Sixty & Better	Officer has been on leave during this period. The committee have been holding their regular activities at the centre.
Library	<ul style="list-style-type: none"> <li>• Continue to deliver First 5 Forever program.</li> <li>• Assisting clients with IT matters, printing.</li> <li>• Organising meeting with all Librarians and District Managers to discuss utilising of additional grant monies.</li> <li>• Quarterly report July to September 2024, separate report. Available information from library Aurora system for all libraries has been included with only Barcardine attendance and computer usage included.</li> </ul>
Rural Lands Officer and Local Laws	<ul style="list-style-type: none"> <li>- Regular checks of Barcy Red tracks.</li> <li>- Spraying of cactus and mother of millions on town common and stock routes.</li> <li>- Fogging in Alpha, due to storms only completed one night.</li> <li>- Checked water on stock route for potential drover.</li> <li>- Checking on drover that was to go south, changed direction, going to Aramac.</li> <li>- Town common muster was held on weekend of 26/27 October.</li> </ul> <p>Local Laws</p>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

	<ul style="list-style-type: none"> <li>- Checking overgrown properties on a regular basis.</li> <li>- Following up on dog complaints.</li> </ul>
Carpenter	<ul style="list-style-type: none"> <li>- Working on Aramac Road doing culverts.</li> <li>- Commencing installation of roller doors at Goods Shed.</li> <li>- Installing plaques at cemetery.</li> </ul>
Meetings/Training	<ul style="list-style-type: none"> <li>- Monthly check-in meetings with Human Resources.</li> <li>- Corporate/Finance regular meeting.</li> <li>- Fortnightly check-in with direct manager.</li> <li>- Monthly Leadership meeting.</li> <li>- Weekly meetings with Rural Lands Officer and Carpenter to discuss work schedules/plans.</li> <li>- Carried out quarterly cash count at Bank of Queensland.</li> <li>- Councillor workshops.</li> <li>- Cultural Review.</li> <li>- Job interviews.</li> <li>- Annual Leave – 28 October to 1 November.</li> <li>- Monthly check-in with the Department regarding grant funding Barcy Rec Park.</li> <li>- Grants management service meeting.</li> <li>- Responding to after-hours calls.</li> <li>- Working on Airport Manual amendments as identified in Civil Aviation Safety Authority audit.</li> <li>- Issued two 28-day stock route grazing permits.</li> <li>- Travelling stock permit issued.</li> </ul>
Regional Council Business	In response to request from October meeting, I have obtained price for stainless steel water fountain – <i>Disability Discrimination Act 1992</i> compliant with dog bowl. Cost is \$3,871.00 (ex GST) each.
Parks and Gardens	Thank you to the parks and gardens crew for the work they are doing in town streets and parks. They have been busy pruning and filling gardens beds for new plantings.
Barcaldine Showground/ Racecourse	The final race meeting for the year was held on Saturday 2 November. Track and facility were in good condition. New stairs to grandstand were open with space being used by attendees. Repairs to oval watering system has been carried out, with a noted improvement.
Barcaldine Rec Park	Working with Acting Chief Executive Officer and local group on lease agreement.
<b>Relationships Building</b>	
It's Time for a Quest	Attended function on Saturday 12 October. It was great to see services and schools taking part in this event.
Meals on Wheels	Continuing to volunteer to deliver meals on weekends.
Garden Expo	Attended the garden expo in Aramac – Saturday 19 October.
School Awards Night	Attended Barcaldine State School awards night Wednesday 6 November.

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

<b>Barcaldine Regional Council Quarterly Report July 2024 to September 2024 All libraries in the region</b>					
<b>ATTENDANCE</b>					
ALPHA	ARAMAC	BARCALDINE		JERICHO	MUTTABURRA
		1163			
<b>USE OF COMPUTERS PER PERSON (half hour blocks)</b>					
ALPHA	ARAMAC	BARCALDINE		JERICHO	MUTTABURRA
		Computers 101 people 191 hours	Study Room 46 people 112.5hours	TV 1person for 3hours	
<b>STATISTICS FOR LOANS (Books, DVDs etc)</b>					
ALPHA	ARAMAC	BARCALDINE		JERICHO	MUTTABURRA
142	89	1269		42	368
<b>STATISTICS FOR E-RESOURCES</b>					
ALPHA	ARAMAC	BARCALDINE		JERICHO	MUTTABURRA
76	17	514		0	78
<b>OTHER NOTES OF INTEREST</b>					
	NIL	First 5 Forever is offered twice a week - 14 sessions with 152 attending		NIL	NIL

**Link to Corporate Plan** - Theme I: Community

**Consultation (internal/external)** - District Manager - Barcaldine

**Policy Implications**- Nil

**Budget and Resource Implications** - Nil

**Risk Management Implications** - Nil

**Asset Management and Legal Implications** - Nil



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

<b>Events</b>	
Get Gardening Expo	Despite being a very hot day, approximately 100 people attended the Get Gardening Expo at Aramac Memorial Park on Saturday 19 October 2024, with many participating in both the gardening and sculpture workshops. The 2025 Get Gardening Expo is due to be in Jericho and in discussions with the community, feedback is to have the judging earlier and the next Expo be held at the end of September when the flowers are at their best.
Remembrance Day	Approximately 40 people attended the ceremony at Barcaldine Memorial Gates on Monday 11 November 2024, commencing at 10.30am.
<b>Work in Progress</b>	
Changing Providers for Website Backend	Granicus is now replacing JADU and the build will start this side of the New Year with content structure in January and expected to be live by the end of January 2025.
2023-2024 Annual Report	Currently being finalised.
Renew Initiatives Australia	Council has been accepted in the second cohort of this program, together with Issac, Winton, Douglas, Banana and Charters Towers Regional Councils. This is a micro scale Affiliate Program with the principal purpose of facilitating the use of vacant shops, offices, commercial and public buildings on a transitional basis by artist run businesses, creative projects and community groups in Barcaldine Regional Council area. Information on the program to be provided for Council Meeting.
Let it Snow	There has been a lot of community engagement organising the Barcaldine Council Christmas event on 1 December to create a relaxed evening to light the tree in front of Council and provide a light supper for the community plus a small gift from Santa to the children. A coffee van with ice-cream will also be available for purchase nearby.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Children Snow Globe Project	All schools in the region have confirmed their participation in making snow globes to set a record in the Australian Book of Records.
Christmas Lights	Annual Christmas Lights, Rural Mailbox and Pallet Tree competitions have launched.
Australia Day Awards	Nominations for 2025 Australia Day Awards have opened and currently being promoted. To date there have been four nominations received with a closing date of 13 December 2024.
Australia Day 2025 Grants	It has been confirmed that Council's application for \$10,000 for Australia Day events in the region has been approved. Payment to be received by the end of November.
Australia Day Ambassadors	Enquiries regarding our application to have Australia Day Ambassadors revealed that the Department is still awaiting advice and they will be corresponding with all applicants in the next few weeks. This was delayed due to the recent State Election.
Citizenship Ceremony	Advice has been received that there are possibly seven conferees for the Australia Day Ceremony in Barcaldine.
<b>Tourism</b>	
Five for Five Tourism Competition	This competition was workshopped on Wednesday 4 November with general agreement on a local competition to encourage locals to visit the other towns in the region during the lead up to tourist season. Competition to start in January offering five x \$500 prizes to the winners in June. Competition will provide insight as to a possible variation/s for tourists. Enter by getting a special passport stamped once they have shown proof of purchase of \$20 or more in that town, plus photographic evidence of visiting a tourist attraction as well.
<b>Social Media</b>	
Council Facebook	Monthly Analysis Snapshot attached hereto.
<b>Regional Arts Development Fund (RADF) program</b>	
RADF Applications	There has been two RADF applications received this month as follows: <ol style="list-style-type: none"> <li>1. From Qld Country Women's Association (Barcaldine Branch) for the amount of \$3,044 for a Recycled Materials into Art Workshop.</li> <li>2. From Alpha District Tourism and Development Association Incorporated for the amount of \$4,246 for Tivoli Theatre Museum Collection Policies, Significance and Cataloguing Workshops (this application is still before the RADF committee awaiting response).</li> </ol>
<b>Council Relations</b>	
Meetings	<ul style="list-style-type: none"> <li>• Mary Yip re 76 Ash Street for Christmas</li> <li>• Ryan Yip re 76 Ash Street for RADF application on 27 October</li> </ul>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

	<ul style="list-style-type: none"> <li>• Karen Woods re drinks van on 5 November</li> <li>• APM Media re Annual Report (via Zoom)</li> <li>• BAJAM Zoom meetings</li> <li>• Regional Arts Services Network, Red Ridge training at Longreach on 6 November</li> <li>• Cultural review focus group on 7 November</li> <li>• Dominique Lamb, Commissioner for Small Business on 12 November</li> <li>• Capricorn Plumbing, Dusty Alpacas, Landsborough Lodge, Barcaldine Pharmacy, Barcaldine Caravan Park and Shakespeare Hotel on 12 November with the Commissioner for Small Business</li> <li>• Artesian Originals re Christmas baking on 14 November</li> <li>• Christine Parker (Mrs Claus) on 14 November</li> <li>• Barcaldine Bakery re Christmas baking on 14 November</li> </ul>
<p>Phone Meetings</p>	<ul style="list-style-type: none"> <li>• Ryan Yip re RADF and provision of empty shop at 76 Ash Street for Christmas in Barcaldine</li> <li>• Tristan Douran, Local Government Association of Qld re impact of changeover to new system for the website</li> <li>• Caroline, Cluster Arts re The Bee Story workshops and Get Gardening Expo</li> <li>• Vink Publishing re participation in Outback Queensland publication</li> <li>• Department of Home Affairs re Australia Day citizenship ceremonies</li> <li>• Barcaldine Parents and Citizens re Christmas Catering.</li> </ul>
<p>Why Leave Town Gift Cards Updated</p>	<p>The program has been operating for three years with a stock of 1,000 cards.</p> <p>There are approximately 250 physical cards left in stock and with gift cards needed for Christmas, it is anticipated this stock will soon deplete, therefore a further 500 cards were ordered for the following year.</p> <p>There are 50 active participating businesses across the region:</p> <ul style="list-style-type: none"> <li>- 34 have had a least 1 redemption</li> <li>- 28 have had \$100+ redeemed</li> <li>- 21 have had \$500+ redeemed</li> <li>- 14 have had \$1000+ redeemed.</li> </ul> <p>For the month of October, 95 cards were loaded, valued at \$12,935 with 47 cards redeemed at a value of \$3,427.</p>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

	Total cards loaded	Total load value	Total redemptions	Total unredeemed funds
	720	\$87,065	835	\$26,917

**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**

6,194

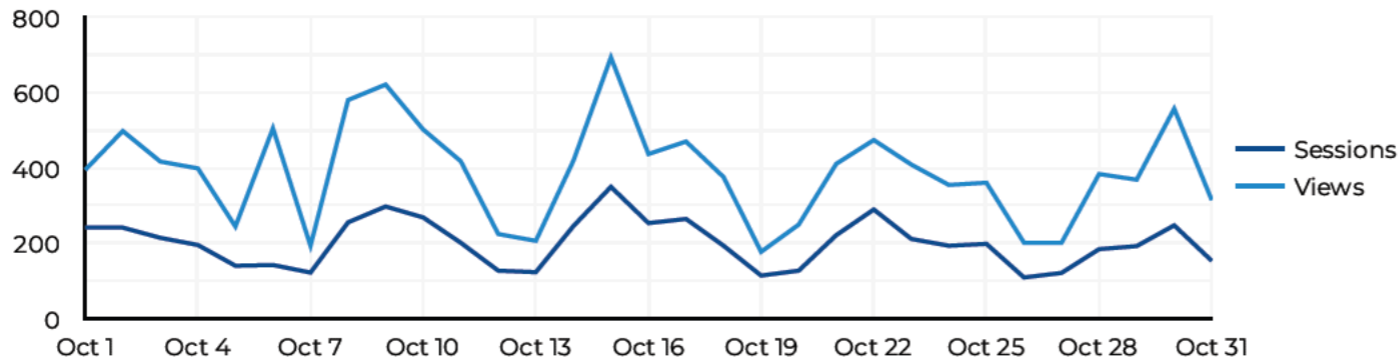
**Views**

12,068

**Views / Session**

1.95

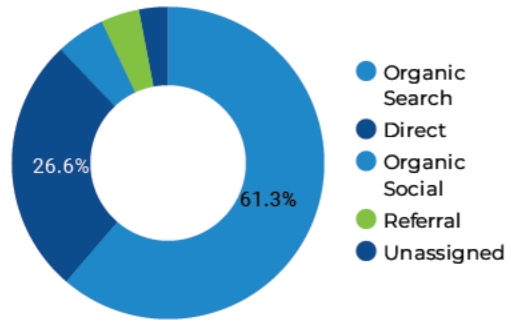
**Views and Sessions**



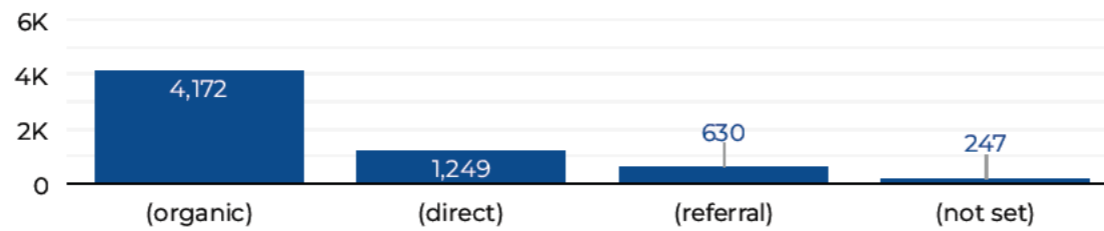
**Top 10 Pages**

	Page path	Views
1.	/	2,161
2.	/careers	1,152
3.	/site-search/results/	470
4.	/cemeteries	296
5.	/our-council	259
6.	/council-meeting-dates-min...	258
7.	/executive-team	221
8.	/funerals	210
9.	/our-councillors	174
10.	/services-1	160

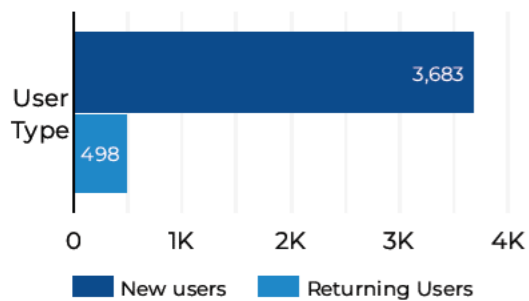
**Channels**



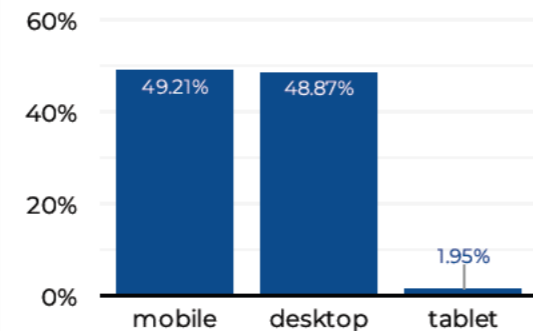
**Sessions by Session Campaign**



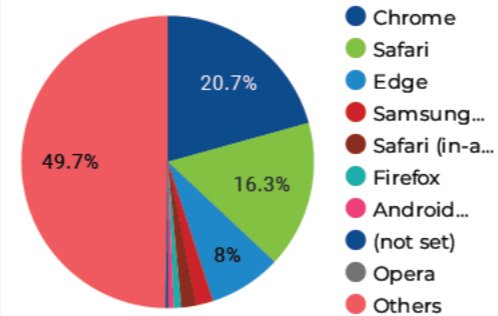
**Sessions by User Type**



**Sessions by Device Type**



**Sessions by Browser**



**Top 10 Referral Sources**

	Session source	Sessions	Views
1.	google	3,696	6,784
2.	(direct)	1,249	2,355
3.	bing	441	1,032
4.	(not set)	247	444
5.	m.facebook.com	149	265
6.	barcaldinecouncil...	50	98
7.	lm.facebook.com	47	109
8.	applynow.net.au	45	69
9.	outbackqueensla...	41	78
10.	localgovernment...	38	157

## Sessions

717

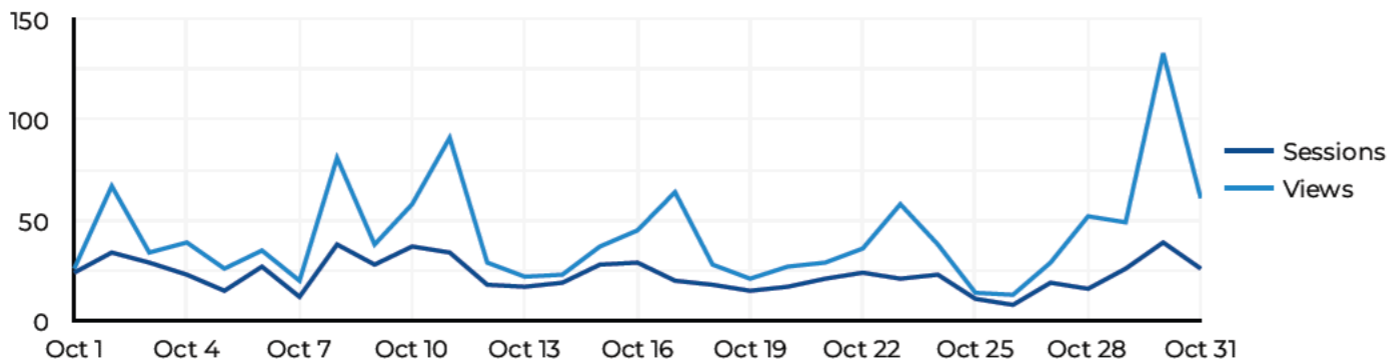
## Views

1,323

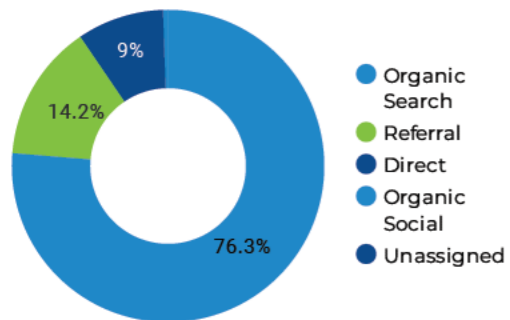
## Views / Session

1.85

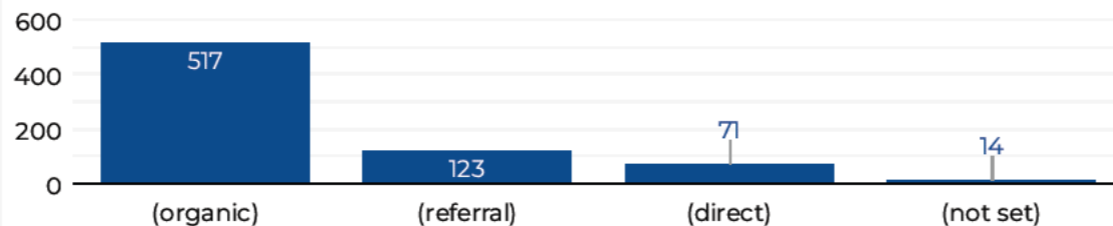
## Views and Sessions



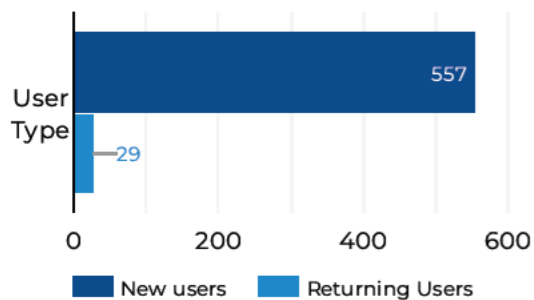
## Channels



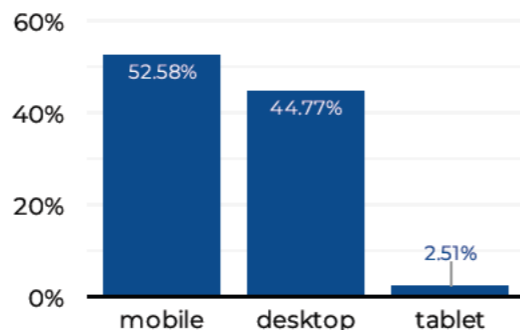
## Sessions by Session Campaign



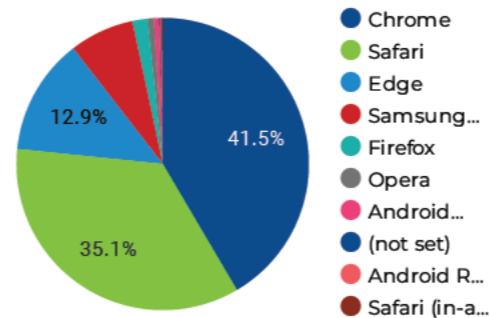
## Sessions by User Type



## Sessions by Device Type



## Sessions by Browser



## Top 10 Pages

	Page path	Views
1.	/	110
2.	/directory-record/76/lake-du...	96
3.	/local-information	93
4.	/directory/search	46
5.	/barcaldine-2	30
6.	/eat	29
7.	/things-explore	29
8.	/directory-record/25/agate-f...	22
9.	/directory-record/63/desert-...	22
10.	/directory-record/93/lake-du...	22

## Top 10 Referral Sources

	Session source	Sessions	Views
1.	google	475	666
2.	barcaldinerc.qld.g...	104	442
3.	(direct)	71	103
4.	bing	41	44
5.	(not set)	14	22
6.	outbackqldmaste...	6	19
7.	au.search.yahoo.c...	4	6
8.	m.facebook.com	3	3
9.	aloeus.com	2	12
10.	outbackqueensla...	1	2

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Council Meeting Date: 20 November 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.**

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**Major Projects**

**Department of Transport and Main Roads (TMR)**

**Barcaldine-Aramac Road**

The Widening and Upgrade Contract was commenced 10 June 2024 at a budget of \$5.089M.

Placement of the base course commenced 21 October 2024. Eight pavement lots out of ten have base course placed and passed compaction tests. There are six one hundred and fifty metre sections located over the new culverts to be completed.

There are six culvert locations along the project. Four culverts have been installed and backfilled with two locations pending approval before proceeding.

Staff are committed to the project and working additional hours to deliver the project on time.

**Barcaldine-Aramac Road – Safety Upgrade – Aramac Creek**

At a stakeholder meeting with the Department of Transport and Main Road (TMR), TMR advised that Barcaldine-Aramac Road Safety Upgrade was being released for construction to Council in February 2025.

The safety project intends to formalise a single-lane operation under a 'Give Way' sign located at the northern end of the creek. The safety work includes widening both sides for a total width of eight metres north of the creek for 135 metres. Work will also involve installing a 'Give Way' sign at the northern end of the road for traffic to give way to northbound traffic. To complement the new signage will be new line markings, raised pavement markers and road edge posts.

In early 2025, TMR will engage with Council to provide proactive advice to the community and road users before civil works commence and ensure awareness and understanding of the temporary changes to the traffic conditions and the long-term improvements to road safety.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**Queensland Reconstruction Authority (QRA)**  
**Reconstruction of Essential Public Assets (REPA)**

**Aramac**

Reconstruction projects completed are:

- Gravel Resheeting
  - Hughenden Road
  - Potosi Road
  - Reedy Creek Road – completed 47kms
  - Bromvil Road – completed 4.4km
  - Ballyneety Road
- Drainage – Floodway
  - Hughenden Road – Two locations

Reconstruction projects “In Progress are:

- Eastmere Road

**Jericho**

Reconstruction projects about to commence are:

- Gravel resheeting
  - Cavendish Road
  - Walhalla Road
  - Hutton Road
  - Presland Road
  - Tumbar Road
  - Geebung Road.

**Betterment**

Aramac-Jericho Road (Grey Rock) – Council has received the design with planning works commencing.

**Flooding Study**

The Flood Study and Community Action Plan for Alpha, Jericho and Aramac have undergone a third-party peer review and Council is now in receipt of the draft tender specification. The Invitation to Tender will be going out to industry in late September 2024.

Council has submitted a draft funding submission to the QRA for consideration regarding the Floodplain Management Work Package 3 for \$136,000. This submission is still being reviewed by the QRA.

**Barcardine Renewable Energy Zone (BREZ)**

George Bourne and Associates Consulting Engineers have been engaged to develop a preliminary estimate for the construction of the route from the edge of Barcardine to the BREZ.



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**Road Maintenance Performance Contract – (RMPC)**

**Gravel Maintenance**

**Alpha**

- Alpha-Clermont Road – about to commence flood damaged repair works
- Alpha-Tambo Road – Council maintenance and flood damage works to commence utilising the Stabiliser.

**Cattle Cross Loader**

The key stakeholder, Livestock and Rural Transporter Association of Queensland has been contacted to discuss a possible funding subsidy agreement.

A detailed estimate is being prepared to determine the budget shortfall. Once the estimate and delivery phasing of the project have been finalised, further investigations will be made into seeking additional funds.

The manufacturer of the cross loader will be contacted before Christmas to determine timeframes for manufacture and delivery to inform future planning of ancillary civil works to support the cross loader.

**Star Downs Road**

Completed – have one more seal to go that is scheduled for February 2025.

**Operations**

**Roads and Town Services for the Region**

- The street sweeper is currently in Barcaldine this week (11/11/24) then onto Muttaborra/Aramac
- Refurbishment of the Barcaldine town gardens has commenced with 250 new plants being planted.

**Operations**

**Rural Road Maintenance**

Work has commenced on creating a gravel road maintenance program. In developing this program, key staff need to be trained in-house in the use of the RACAS® system, building capability within our staff. Once the information is collected, Shepherd Asset Management Solutions will assist in developing a grading program. Once the program is developed, a delivery model will be decided on. The program will not be developed until the new year.

**Quality Accreditation**

**Audit**

Council's Works Department underwent a Quality, Safety and Environmental Management systems audit. Council was audited by Compliance Australia Certification Services which included civil engineering construction works and management of traffic management processes. The audit looked at how these systems were implemented into the Council

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

Depots, the management of Plant and fleet, operations and administration. Council will have an additional audit before determining recertification in early February 2025.

**Capital Delivery**

**Master Schedule of Capital Works**

An independent consultant specialising in project management has been engaged to review the Department of Works Capital Works Program and develop a Master Schedule of Projects. The intent of Master Schedules is to assist with high-level planning for annual delivery inclusive of two, five and ten years forward budgeting. A report has been drafted providing an initial assessment of Council Capital Works Program, possible risks and recommendations to consider.

**People Matters**

**Training**

- Airport Reporting Officer training is scheduled at the Barcaldine airport for six staff the week of 18 November 2024 through the Outback Regional Roads and Transport Group (ORR&TG). This training arrangement is funded 50-50, ORR&TG and Council.
- TMR delivered an RMPC workshop between 13 to 14 November 2024 with ten key staff attending from Barcaldine. The training has attracted staff from the surrounding local authorities.
- QRA will deliver their Management and Reporting System training on 28 November 2024 for ten key staff.

**Plant Fleet and Operations**

Council's three apprentice mechanics have completed Tafe technical block training for the year. The fourth-year apprentice in Alpha has technical block training scheduled for January 2025 and once completed will be fully qualified.

**CAT Road Renovator**

The CAT Road Renovator (Stabiliser) Option to Purchase Deed was initiated on 20 March 2024 with a lease period of 24 months, making the end date 19 March 2026. The cost of the Lease is \$624,000 and should Council decide to purchase the item the purchase price after 24 months is \$567,000.

The total cost to date of the Stabiliser has cost Council \$160,893. Council's internal hire rate has produced a revenue of \$209,000.

The Stabiliser has been heavily utilised in the Barcaldine-Aramac Road widening project as a key item of plant in constructing the side track and subgrade treatment. The Stabiliser is now being utilised at Alpha before being utilised at Aramac next year.

**Water and Wastewater**

The plumber located in Aramac has handed in their resignation and will finish up before Christmas.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 20 NOVEMBER 2024**

**Maintenance of Vehicles, Plant and Machinery  
Operations**

A safety recall of twelve Isuzu vehicles to date, they are required to be taken to Emerald for servicing.

**Water and Wastewater Services  
Water Operations**

Ordering of materials to install a non-potable water connection to the Jericho State School has been commenced. The decision to provide the non-potable water service was a resolution of Council at the General Meeting of January 2024. The installation is scheduled to be completed by Christmas 2024.

**Wastewater Operations**

Planning is underway to construct an open drain from the Barcaldine Sewerage Treatment Plant to Lagoon Creek. The drain is being constructed to increase the detention time of the chlorine in alignment with Council's legal obligations and prior external compliance audit findings.

**Director of Works**

The Director of Works attended the following stakeholder meetings:

- Queensland Water Regulators workshop held in Highfields
- The Institute of Public Works Engineers Queensland Northern Territory State Conference
- Outback Regional Roads and Technical Group
- Queensland Beef Roads Technical and Strategic Working Group
- Transport and Main Roads stakeholder
- Traffic Advisory Group.

**Link to Corporate Plan**

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**