

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE BARCALDINE COUNCIL CHAMBERS, 71 ASH STREET, BARCALDINE
ON WEDNESDAY 20 NOVEMBER 2024
COMMENCING AT 8:30AM**

ATTENDANCE

Councillor R Chandler (Mayor) [in the Chair], Councillor M Rogers (Deputy Mayor);
Councillors T Gleeson, K Williams, V Howard, L Penna and R O'Brien.

OFFICERS

J Lawrence (District Manager – Barcaldine), D Young (Minute Secretary), A Coultan (Acting District Manager – Aramac and Muttaborra), A Shaw (Finance Manager)[Finance Reports only], D Bradford (Acting Chief Executive Officer) and L Busby (Interim Director of Works)[via TEAMS].

Councillor Williams led council in prayer.

CONDOLENCES

Mr Matthew Dickson of Aramac, Ms Nathalie Jackson formerly of Barcaldine and Mr Bernard Zahl of Alpha.

LEAVE OF ABSENCE

- K Coomber (District Manager – Alpha and Jericho)
- M Shave (Acting Director Corporate and Financial Services)

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

CONFLICTS OF INTEREST

Prescribed Conflicts of Interest

Nil

Declarable Conflicts of Interest

Councillor Chandler under item 3.2.6 – Councillor Chandler informed the meeting he has a Declarable Conflict of Interest in the Policy Review Update – November Report: HR004 – Use of Motor Vehicle Policy only, as he is provided with a Council vehicle for use. Councillor Chandler will leave the room for the discussion and vote on this item.

Carried
7/0

Councillor Rogers declared a conflict of interest in the following report and left the meeting at 8.49am.

3.2.2 Request for Assistance – Aramac State School

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

Resolution: **Moved Cr Penna** **Seconded Cr Williams**
2024/11/343 **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.**

Carried
6/0

Councillor Rogers returned to the meeting at 8.51am.

3.2.3 Request for Assistance – Barcaldine Tree of Knowledge Festival Incorporated

Summary: This report is presented to Council for consideration to provide assistance to Barcaldine Tree of Knowledge Festival Incorporated to host the 2025 festival.

Resolution: **Moved Cr Gleeson** **Seconded Cr Williams**
2024/11/344 **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.**

Carried
7/0

3.2.4 Opera Queensland's Regional Tour – Are You Lonesome Tonight 2025

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

Resolution: **Moved Cr Rogers** **Seconded Cr Howard**
2024/11/345 **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.**

Carried

6/1

Councillor Gleeson voted against the motion.

Resolution: **Moved Cr O'Brien** **Seconded Cr Gleeson**
2024/11/346 **That Council defer a decision on the following report until further information is received.**

Councillors Chandler and Rogers declared a conflict of interest in the HR004 – Use of a Motor Vehicle Policy (only) and left the meeting at 9.23am for the discussion and vote on this item.

3.2.6 Policy Review Update – November

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.

**Resolution:
2024/11/348**

Moved Cr Howard

Seconded Cr Penna

That Council adopt the HR004 – Use of Motor Vehicle Policy with the following inclusion: changes in circumstances to operate a vehicle for ‘commercial use’ must be notified as soon as possible.

**Carried
5/0**

Councillors Chandler and Rogers returned to the meeting at 9.38am.

**Resolution:
2024/11/349**

Moved Cr O’Brien

Seconded Cr Penna

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. HR007 – Uniform, PPE and Personal Appearance.
- d. HR008 – Performance and Misconduct.
- e. HR009 – Employee Recognition and Gifts.
- f. HR013 – Study and Training.
- g. HR015 – Drug and Alcohol.
- h. HR016 – Information Technology and Social Media.
- i. HR020 – Health, Safety and Wellbeing.

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.

Carried

7/0

Meeting was adjourned at 9.40am and reconvened at 10.27am.

3.2.7 Budget Review 1 for the 2024-25 Financial Year

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 (BR1) 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.

**Resolution:
2024/11/350**

Moved Cr Howard

Seconded Cr Gleeson

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.

Carried

7/0

3.2.8 Policy Review – Rates and Debt Recovery Policy

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.

Resolution: **Moved Cr Gleeson** **Seconded Cr O'Brien**
2024/11/351 **That Council adopts the revised Rates and Debt Recovery Policy.**

Carried
7/0

3.2.9 Local Laws Review

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

Resolution: **Moved Cr Rogers** **Seconded Cr O'Brien**
2024/11/352 **That Council resolve to undertake a review of the Barcaldine Regional Council Local Laws.**

Carried
7/0

3.2.10 Regional Arts Development Fund Application

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

Resolution: **Moved Cr Howard** **Seconded Cr Williams**
2024/11/353 **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.**

Carried
7/0

3.3 FINANCE

3.3.1 Financial Performance Report

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.

Resolution: **Moved Cr Penna** **Seconded Cr Williams**
2024/11/354 **That Council receive the report.**

Carried
7/0

3.3.2 Community Care Services Report

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.

Resolution: **Moved Cr Gleeson** **Seconded Cr Penna**
2024/11/355 **That Council receive the report.**

Carried
7/0

3.3.3 Capital Projects Report

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 \$12.6million of new projects along with completing a further \$2.8million in carried forward projects from 2023/2024. This report is a progress summary of each project to the end of October 2024.

Resolution:
2024/11/356

Moved Cr Penna
That Council receive and note the report.

Seconded Cr Gleeson

Carried
7/0

3.4.1 Regional Council Business

- Councillor Penna acknowledged Officers Bradford and Lawrence on all the tasks involved with the Rec Park Lease and Works.
- Officer Bradford noted that Libby Michaelis received five gold medals in State athletics and will now be going to National titles. Officer Lawrence noted that individuals were not eligible for community funding and any request had to come through a community organisation.
- Mayor noted an email received in regards to the Jericho Art and Craft Group requesting a long-term lease for the old council chambers in Jericho. Agreed that a 'User Agreement' would be developed outlining requirements.
- Mayor provide a map/copy of the land allocated to the Botanical Arid Gardens Project – Lot 372, SP309911. Acting Chief Executive Office to negotiate lease noting that Council was not committing to any future funding provisions. Councillor O'Brien queried whether the parcel of land could be extended in the future – to be costed and requirements determined.
- Councillor O'Brien asked that a formal letter of congratulations be sent to Sean Dillon noting his Ministerial position/s.

Councillor Penna left the meeting at 11.48am.

Meeting was adjourned at 11.52am and reconvened at 1.10pm.

3.5.1 Planning and Development Report

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

Resolution:
2024/11/357

Moved Cr Gleeson
That Council receive the report.

Seconded Cr Howard

Carried
7/0

3.5.2 Workplace Health and Safety Report

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

Resolution: **Moved Cr O'Brien** **Seconded Cr Gleeson**
2024/11/358 **That Council receive the report.**

Carried
7/0

3.5.3 Environmental Health Officer Report

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

Resolution: **Moved Cr Rogers** **Seconded Cr O'Brien**
2024/11/359 **That Council receive the report.**

Carried
7/0

3.5.4 Economic Development Report

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

Resolution: **Moved Cr Williams** **Seconded Cr Rogers**
2024/11/360 **That Council receive the report.**

Carried
7/0

3.5.5 Human Resource – Workforce Data

Summary: Barcaldine Regional Council (BRC) Human Resource (HR) team presents Council a document which reflects employee data in a dashboard template, the goal of this document is to advance the

data-driven decision making, more innovative action planning strategy and process for BRC.

The main challenge faced by the HR team has been gaining credible, working data from our current business system.

Resolution: **Moved Cr Gleeson** **Seconded Cr Howard**
2024/11/360 **That Council receive and note the report.**

Carried
7/0

3.6.1 Mayor's Information Report

Summary: From the Mayor, tabling his information report to Council.

Resolution: **Moved Cr Howard** **Seconded Cr Rogers**
2024/11/361 **That Council receive the report.**

Carried
7/0

3.6.2 Acting Chief Executive Officer's Information Report

Summary: From the Acting Chief Executive Officer, tabling his information Report to Council.

Resolution: **Moved Cr Rogers** **Seconded Cr O'Brien**
2024/11/362 **That Council receive the report.**

Carried
7/0

3.6.3 Alpha/Jericho District Report

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.

Resolution:
2024/11/363

Moved Cr Gleeson
That Council receive the report.

Seconded Cr O'Brien

Carried
7/0

Councillor Williams left the meeting at 2.24pm, returning at 2.26pm before leaving again at 2.30pm to return at 2.31pm.

Councillor Penna left the meeting at 2.26pm, returning at 2.27pm before leaving and returning again at 2.31pm.

3.6.4 Aramac/Muttaborra District Report

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.

Resolution:
2024/11/364

Moved Cr Penna
That Council receive the report.

Seconded Cr Williams

Carried
7/0

3.6.5 Barcaldine District Report

Summary: This report provides an update on the Council activities that have occurred over the last month in and around the Barcaldine District.

Resolution:
2024/11/365

Moved Cr Williams
That Council receive the report.

Seconded Cr O'Brien

Carried
7/0

3.6.6 Community Engagement Coordinator

Summary: From the Community Engagement Coordinator, submitting the Information Report.

Resolution: 2024/11/366	Moved Cr Howard That Council receive the report.	Seconded Cr Rogers	Carried 7/0
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Meeting adjourned at 3.02pm and reconvened at 3.11pm.

3.6.7 Director of Works

Summary: From the Director of Works, submitting his Information Report

Resolution: 2024/11/367	Moved Cr Williams That Council receive the report.	Seconded Cr Penna	Carried 7/0
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Resolution: 2024/11/339	Moved Cr Howard That Council closes the meeting to the public in accordance with Section 254J(3)(g) of the Local Government Regulation 2012, regarding appointment of the Chief Executive Officer.	Seconded Cr Gleeson	Carried 7/0
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The meeting was closed at 3.51pm and moved into open session at 4.10pm.

Resolution: 2024/11/340	Moved Cr Howard That Council reopens the meeting.	Seconded Cr Rogers	Carried 7/0
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3.1.1 Appointment of Chief Executive Officer

Summary: Councillors have identified the person to be appointed as its Chief Executive Officer and have negotiated the terms and conditions of the appointee's employment contract. The appointment of Council's Chief Executive Officer must be made by Council resolution.

Resolution: 2024/11/341	Moved Cr Rogers	Seconded Cr Gleeson
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That Council:

- 1. Appoint Daniel Bradford as its Chief Executive Officer upon the terms and conditions as discussed and agreed in the closed (and confidential) session of this meeting.**
- 2. Authorise the Mayor to finalise the negotiation and execution of the Chief Executive Officer’s Employment Contract.**

Carried
7/0

3.2.5 Annual Report

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

Resolution: **Moved Cr O’Brien** **Seconded Cr Penna**
2024/11/347 **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 subject to a final grammatical/typographical check and removal of the \$5,000 to the Mackay Power Boat Club.**

Carried
7/0

4. Close of Meeting

As there was no further business, the Mayor declared the meeting closed at 4.16pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR -----
DATED: