

**MINUTES OF THE GENERAL MEETING  
OF THE BARCALDINE REGIONAL COUNCIL  
HELD IN THE COUNCIL CHAMBERS, 71 ASH STREET, BARCALDINE  
ON WEDNESDAY 27 JUNE 2018  
COMMENCING AT 9.15AM**

**ATTENDANCE**

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

**OFFICERS**

S Boxall (Chief Executive Officer), B Walsh (Deputy Chief Executive Officer), R Masters (Acting District Manager – Alpha and Jericho), J Lawrence (District Manager – Barcaldine), R Rolfe (Chief Engineer) and A Newton (Minute Secretary).

**PRAYER** – Cr. Rogers read the prayer.

**CONDOLENCES**

A minute's silence was observed to mark the passing of Mrs. Lynette (Lyn) Patrice Lidden of Barcaldine, Mr. Alan Hicks formerly of Alpha and Mr. Leonard Harvey.

**LEAVE OF ABSENCE - Nil**

**ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

The Mayor acknowledged the traditional owners of the land, past and present.

**DECLARATIONS OF COUNCILLORS**

**Material Personal Interest on any items of Business**

Pursuant to Section 173 (2) of the Local Government Act 2009, Councillor Bettiens informed the meeting of a material personal interest in relation to parts of Item 3.4.1 (as a contractor) and left the meeting during discussions thereon.

Pursuant to Section 173 (2) of the Local Government Act 2009, Councillor Peoples informed the meeting of a material personal interest in relation to parts of Item 3.4.1 (as a member of the Queensland Racing Board and a business owner) and left the meeting during discussions thereon.

**Conflict of Interest**

Cr. Rogers for Item 3.5.2:- "I declare I may have a perceived conflict of interest in this matter, as defined in section 173 of the Local Government Act 2009, due to my membership of CANN, Jericho. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest. I honestly believe that I will best perform my responsibility of serving the overall public interest of the whole of council's area by participating in this discussion and voting on this matter."

Cr. Bettiens for Items 3.3.12 and 3.3.13: - "I declare I may have a perceived conflict of interest in this matter, as defined in section 173 of the Local Government Act 2009, due to my membership of Barcaldine Aged Care Inc. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest. I honestly believe that I will best perform my responsibility of serving the overall public interest of the whole of council's area by participating in this discussion and voting on this matter."

Cr. Dillon for Item 3.1.2:- "I declare I may have a perceived conflict of interest in this matter, as defined in section 173 of the Local Government Act 2009, due to my membership of Alpha Show Society Executive. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest. I

honestly believe that I will best perform my responsibility of serving the overall public interest of the whole of council's area by participating in this discussion and voting on this matter."

**Personal Gifts and Benefits**

All Councillors received two tickets each to the Alpha Races as Council is a sponsor of the event.

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*At this stage the Mayor left the meeting. The Deputy Mayor occupied the chair in his absence.*

**BUSINESS**

**1. CONFIRMATION OF MINUTES**

*Summary: The following minutes required confirmation by Council:-  
General Meeting – 16 May 2018.*

**Resolution: 2018/06/152**      **Moved Cr Bettiens**      **Seconded Cr Plumb**  
**That the minutes of the General Meeting held by Barcaldine Regional Council on the 16 May 2018 be received.**

**Carried**  
*6/0*

*At this stage the Mayor returned to the meeting and occupied the chair.*

**Resolution: 2018/06/153**      **Moved Cr Peoples**      **Seconded Cr Gray**  
**That the minutes of the General Meeting held by Barcaldine Regional Council on 16 May 2018 be confirmed.**

**Carried**  
*7/0*

*Summary: The following minutes required confirmation by Council:-  
Special Meeting – 13 June 2018.*

**Resolution: 2018/06/154**      **Moved Cr Dillon**      **Seconded Cr Plumb**  
**That the minutes of the General Meeting held by Barcaldine Regional Council on the 13 June 2018 be received.**

**Carried**  
*7/0*

**Resolution: 2018/06/155**      **Moved Cr Dillon**      **Seconded Cr Gray**  
**That the minutes of the General Meeting held by Barcaldine Regional Council on 13 June 2018 be confirmed.**

**Carried**  
*7/0*

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**2. PETITIONS - Nil**

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**3. REPORTS**

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**3.1 CHIEF EXECUTIVE OFFICER**

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**3.1.1 Chief Executive Officer Information Report June 2018**

*Summary: The Chief Executive Officer's report for May is presented to Council.*

**Resolution: Moved Cr Peoples** **Seconded Cr Dillon**  
**2018/06/156** **That Council receives the Chief Executive Officer's Report for May.**

**Carried**  
7/0

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**3.1.2 Special Holidays 2019**

*Summary: From the Chief Executive Officer tabling correspondence from the Industrial Relations Policy and Regulation Office of Industrial Relations calling for applications for Special Holidays for 2019.*

**Resolution: Moved Cr Dillon** **Seconded Cr Gray**  
**2018/06/157** **That Council applies for the following Special Holidays for 2019:-**

**Wednesday 22 May 2019 – Alpha and Jericho townships for the Alpha Show; and**

**Tuesday, 5 November 2019 – Aramac, Barcaldine and Muttaborra townships for the Melbourne Cup.**

**Carried**  
7/0

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**3.1.3 Annual Valuation effective 30 June 2019**

*Summary: From the Chief Executive Officer advising that correspondence has been received from the Valuer-General seeking Council's opinion on whether a valuation of its local government should be undertaken to be effective on 30 June 2019.*

**Resolution: Moved Cr Dillon** **Seconded Cr Plumb**  
**2018/06/158** **That Council advises the Valuer-General that it supports a valuation of its local government being undertaken effective on 30 June 2019.**

**Carried**  
7/0

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### **3.1.4 Respected and Remembered Plaque**

*Summary: From the Events and Tourism Officer submitting a request from the RSL Barcaldine Sub-Branch for Respected and Remembered plaques to be placed in each community as a public memorial.*

**Resolution: 2018/06/159**      **Moved Cr Gray**      **Seconded Cr Dillon**  
**That Council organise and place a Respected and Remembered plaque in each community for Anzac Day 2019.**

**Carried**  
*7/0*

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### **3.1.5 Flowers in the Dust Exhibition and Book**

*Summary: From the Events and Tourism Officer submitting correspondence from Jenny Mace regarding the Flowers in the Dust exhibition and book.*

**Resolution: 2018/06/160**      **Moved Cr Dillon**      **Seconded Cr Gray**  
**That the matter be deferred to a future meeting of Council.**

**Carried**  
*7/0*

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### **3.1.6 Australian Over 50s Living & Lifestyle Guide**

*Summary: From the Events and Tourism Officer submitting a request from Australian Over 50s Living & Lifestyle Guide to advertise in the publication.*

**Resolution: 2018/06/161**      **Moved Cr Gray**      **Seconded Cr Peoples**  
**That Council does not agree to a half-page advertisement in the Australian Over 50s Living & Lifestyle Guide.**

**Carried**  
*7/0*

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### **3.1.7 2019 Queensland Music Festival**

*Summary: From the Events and Tourism Officer submitting a request from the Queensland Music Festival asking for financial support.*

**Resolution: 2018/06/162**      **Moved Cr Dillon**      **Seconded Cr Peoples**  
**That Council agrees to financial support for the Queensland Music Festival to the value of \$7,500 ex. GST in July 2019.**

**Carried**  
*7/0*

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### **3.1.8 Amended Uniform Policy**

*Summary: From the Chief Executive Officer tabling amendments to the Uniform Policy for Council's consideration.*

**Resolution: 2018/06/163**      **Moved Cr Rogers**      **Seconded Cr Plumb**  
**That Council adopt the amended Uniform Policy as attached.**

**Carried**  
7/0

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*At 10.00am the meeting adjourned for morning tea and resumed at 10.30am.*

### **3.1.9 Councillor Information Bulletin**

*Summary: From the Chief Executive Officer tabling a list of items sent to Councillors in the Councillor Information Bulletin up to and including 22 June 2018.*

**Resolution: 2018/06/164**      **Moved Cr Peoples**      **Seconded Cr Bettiens**  
**That the report be received.**

**Carried**  
7/0

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## **3.2 DEPUTY CHIEF EXECUTIVE OFFICER**

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### **3.2. Deputy Chief Executive Officer's Information Report - June 2018**

*Summary: The Deputy Chief Executive Officer's report for June is presented to Council.*

**Resolution: 2018/06/165**      **Moved Cr Bettiens**      **Seconded Cr Dillon**  
**That Council receives the Deputy Chief Executive Officer's Report for June 2018.**

**Carried**  
7/0

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### **3.2.2 Standing Orders Policy**

*Summary: The amended Standing Orders Policy is presented for Council consideration.*

**Resolution: 2018/06/166**      **Moved Cr Gray**      **Seconded Cr Bettiens**  
**That Council adopts the Barcaldine Regional Council Standing Orders Policy as attached.**

**Carried**  
6/1

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### **3.2.3 Planning & Development Report – June 2018**

*Summary: The planning and development report for the period ending 22 June 2018 is presented to Council.*

**Resolution: 2018/06/167**      **Moved Cr Plumb**      **Seconded Cr Rogers**  
**That Council receives the Planning & Development Report.**

**Carried**  
*7/0*

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*Mr. Brett Walsh, Mr. Rick Rolfe, Cr. Bettiens and Cr. Plumb declared an interest in the following matter and left the meeting during discussions thereon.*

### **3.2.4 Water Allocation – Barcaldine State School**

*Summary: Proposal to amend the annual water allocation for Barcaldine State School to reflect current usage.*

**Resolution: 2018/06/168**      **Moved Cr Dillon**      **Seconded Cr Peoples**  
**That Council amends the 2018 Budget Revenue Statement and Water Utility Charges to :-**

- (a) increase the water allocation to Barcaldine State School to 56 units from 28 units; and**
- (b) decrease the excess water charges for water users from \$1.00 to \$0.60 per kilolitre.**

**Carried**  
*5/0*

*At this stage Mr. Walsh, Mr. Rolfe, Cr. Bettiens and Cr. Plumb returned to the meeting.*

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## **3.3 FINANCE**

*At this stage Mr. Bob O'Brien attended the meeting.*

### **3.3.1 Statement of Estimated Financial Position**

*Summary: The Statement of Estimated Financial Position as at 30 June 2018 is presented to Council.*

**Resolution: 2018/06/169**      **Moved Cr Peoples**      **Seconded Cr Plumb**  
**That Council receives the Statement of Estimated Financial Position as at 30 June 2018.**

**Carried**  
*7/0*

**3.3.2 Differential General Rates Categories**

*Summary: The recommended differential categories of rateable land for charging of general rates for the 2019 financial year are presented to Council for adoption.*

**Resolution: Moved Cr Bettiens** **Seconded Cr Gray**  
**2018/06/170** **That Council resolves to create the following differential general rates categories of rateable land (rating category) for the financial year ending 30 June 2019:-**

Category	Description	Criteria
1	Alpha Township	All land within the Alpha Designated Town Area as defined in Map A and which is not otherwise categorised
2	Aramac Township	All land within the Aramac Designated Town Area as defined in Map B and which is not otherwise categorised
3	Barcaldine Township	All land within the Barcaldine Designated Town Area as defined in Map C and which is not otherwise categorised
4	Jericho Township	All land within the Jericho Designated Town Area as defined in Map D and which is not otherwise categorised
5	Muttaburra Township	All land within the Muttaburra Designated Town Area as defined in Map E and which is not otherwise categorised
6	Rural Residential	All land outside the Designated Town Areas, which is less than 100 hectares in size and which is used for residential purposes
8	Rural	All land outside the Alpha, Aramac, Barcaldine, Jericho and Muttaburra Designated Town Areas and which is not otherwise categorised
11	Public Accommodation Alpha/Barcaldine < 11 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with less than 11 rooms, units or sites in Alpha or Barcaldine
12	Public Accommodation Alpha/Barcaldine 11 – 24 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with between 11 and 24 rooms, units or sites in Alpha or Barcaldine
13	Public Accommodation Alpha/Barcaldine 25 – 50 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with between 25 and 50 rooms, units or sites in Alpha or Barcaldine
14	Public Accommodation Alpha/Barcaldine > 50 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with greater than 50 rooms, units or sites in Alpha or Barcaldine
15	Public Accommodation Aramac/Jericho/Muttaburra < 11 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with less than 11 rooms, units or sites in Aramac, Jericho or Muttaburra
16	Public Accommodation Aramac/Jericho/Muttaburra 11 – 24 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with between 11 and 24 rooms, units or sites in Aramac, Jericho or Muttaburra

17	Public Accommodation Aramac/Jericho/Muttaburra 25 – 50 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with between 25 and 50 rooms, units or sites in Aramac, Jericho or Muttaburra
18	Public Accommodation Aramac/Jericho/Muttaburra > 50 rooms	Land used for hotels, motels, caravan parks, guest houses and other accommodation with greater than 50 rooms, units or sites in Aramac, Jericho or Muttaburra
21	Multi-Residential Alpha/Barcaldine 2 - 4 units	Land used for long term residential purposes with between 2 and 4 dwelling units in Alpha or Barcaldine
22	Multi-Residential Alpha/Barcaldine 5 – 10 units	Land used for long term residential purposes with between 5 and 10 dwelling units in Alpha or Barcaldine
23	Multi-Residential Alpha/Barcaldine 11 – 20 units	Land used for long term residential purposes with between 11 and 20 dwelling units in Alpha or Barcaldine
24	Multi-Residential Alpha/Barcaldine 21 – 40 units	Land used for long term residential purposes with between 21 and 40 dwelling units in Alpha or Barcaldine
25	Multi-Residential Alpha/Barcaldine > 40 units	Land used for long term residential purposes with greater than 40 dwelling units in Alpha or Barcaldine
26	Multi-Residential Aramac/Jericho/Muttaburra 2 - 4 units	Land used for long term residential purposes with between 2 and 4 dwelling units in Aramac, Jericho or Muttaburra
27	Multi-Residential Aramac/Jericho/Muttaburra 5 – 10 units	Land used for long term residential purposes with between 5 and 10 dwelling units in Aramac, Jericho or Muttaburra
28	Multi-Residential Aramac/Jericho/Muttaburra 11 – 20 units	Land used for long term residential purposes with between 11 and 20 dwelling units in Aramac, Jericho or Muttaburra
29	Multi-Residential Aramac/Jericho/Muttaburra 21 – 40 units	Land used for long term residential purposes with between 21 and 40 dwelling units in Aramac, Jericho or Muttaburra
30	Multi-Residential Aramac/Jericho/Muttaburra > 40 units	Land used for long term residential purposes with greater than 40 dwelling units in Aramac, Jericho or Muttaburra
41	Power Station <50MW	Land used or intended to be used for the generation and transmission of electricity up to 50MW
42	Power Station 51-250MW	Land used or intended to be used for the generation and transmission of electricity 51 – 250MW
43	Power Station >250MW	Land used or intended to be used for the generation and transmission of electricity greater than 250MW
44	Solar Power Station <51	Land used for solar power generation up to 50MW
45	Solar Power Station 51-100	Land used for solar power generation 51-100MW
46	Solar Power Station 101-200	Land used for solar power generation 101-200MW
47	Solar Power Station 201-500	Land used for solar power generation 201-500MW
48	Solar Power Station 501-1000	Land used for solar power generation 501-1000MW
49	Solar Power Station >1000	Land used for solar power generation greater than 1000MW
51	Coal Mining < 50 Employees	Land that is an integrated coal mine and which has less than 50 employees



52	Coal Mining 50 – 200 Employees	Land that is an integrated coal mine and which has between 50 and 200 employees
53	Coal Mining 201 – 400 Employees	Land that is an integrated coal mine and which has between 201 and 400 employees
54	Coal Mining 401 – 600 Employees	Land that is an integrated coal mine and which has between 401 and 600 employees
55	Coal Mining 601 – 1000 Employees	Land that is an integrated coal mine and which has between 601 and 1000 employees
56	Coal Mining > 1000 Employees	Land that is an integrated coal mine and which has more than 1000 employees
61	Intensive Accommodation < 50 rooms	Land predominantly used for providing intensive workers accommodation containing less than 50 rooms, suites and/or caravan sites
62	Intensive Accommodation 51 – 150 rooms	Land predominantly used for providing intensive workers accommodation containing between 51 and 150 rooms, suites and/or caravan sites
63	Intensive Accommodation 151 – 250 rooms	Land predominantly used for providing intensive workers accommodation containing between 151 and 250 rooms, suites and/or caravan sites
64	Intensive Accommodation > 250 rooms	Land predominantly used for providing intensive workers accommodation containing greater than 250 rooms, suites and/or caravan sites
71	Extractive Industry < 5,000 tonnes	Land used for extractive purposes including dredging, excavating, quarrying or sluicing of less than 5000 tonnes per annum
72	Extractive Industry 5,000 – 100,000 tonnes	Land used for extractive purposes including dredging, excavating, quarrying or sluicing between 5001 and 100,000 tonnes per annum
73	Extractive Industry > 100,000 tonnes	Land used for extractive purposes including dredging, excavating, quarrying or sluicing of greater than 100,000 tonnes per annum
74	Gas Extraction	Land used for the extraction of natural gas or coal seam gas
81	Non-profit organisations	Land owned by non-profit organizations and used for sporting, recreational or community purposes

Carried  
7/0

### 3.3.3 Differential General Rates Levy

*Summary: The differential general rates levies for 2019 are presented to Council for adoption.*

**Resolution: Moved Cr Plumb Seconded Cr Peoples**  
**2018/06/171 That Council resolves to levy differential general rates for the financial year ending 30 June 2019 as follows:-**

Category	Description	Rate in the \$ (cents)
1	Alpha Township	.730
2	Aramac Township	.730
3	Barcaldine Township	.730

4	Jericho Township	.730
5	Muttaborra Township	.730
6	Rural Residential – Barcaldine	.730
8	Rural	.730
11	Public Accommodation Alpha/Barcaldine < 11 rooms	.730
12	Public Accommodation Alpha/Barcaldine 11 - 24 rooms	.730
13	Public Accommodation Alpha/Barcaldine 25 - 50 rooms	.730
14	Public Accommodation Alpha/Barcaldine > 50 rooms	.730
15	Public Accommodation Aramac/Jericho/Muttaborra <11 rooms	.730
16	Public Accommodation Aramac/Jericho/Muttaborra 11-24 rooms	.730
17	Public Accommodation Aramac/Jericho/Muttaborra 25-50 rooms	.730
18	Public Accommodation Aramac/Jericho/Muttaborra >50 rooms	.730
21	Multi-Residential Alpha/Barcaldine 2-4 units	.730
22	Multi-Residential Alpha/Barcaldine 5–10 units	.730
23	Multi-Residential Alpha/Barcaldine 11–20 units	.730
24	Multi-Residential Alpha/Barcaldine 21–40 units	.730
25	Multi-Residential Alpha/Barcaldine >40 units	.730
26	Multi-Residential Aramac/Jericho/Muttaborra 2-4 units	.730
27	Multi-Residential Aramac/Jericho/Muttaborra 5-10 units	.730
28	Multi-Residential Aramac/Jericho/Muttaborra 11-20 units	.730
29	Multi-Residential Aramac/Jericho/Muttaborra 21-40 units	.730
30	Multi-Residential Aramac/Jericho/Muttaborra >40 units	.730
41	Power Station <50MW	1.460
42	Power Station 50-250MW	1.460
43	Power Station >250MW	1.460
44	Solar Power Station <50MW	1.460
45	Solar Power Station 51-100MW	1.460
46	Solar Power Station 101-200MW	1.460
47	Solar Power Station 201-500MW	1.460
48	Solar Power Station 501-1000MW	1.460
49	Solar Power Station >1000MW	1.460
51	Coal Mining < 50 Employees	10.35
52	Coal Mining 50 – 200 Employees	10.35
53	Coal Mining 201 – 400 Employees	10.35
54	Coal Mining 401 – 600 Employees	10.35
55	Coal Mining 601 – 1000 Employees	10.35
56	Coal Mining > 1000 Employees	10.35
61	Intensive Accommodation < 50 rooms	5.174
62	Intensive Accommodation 51 – 150 rooms	5.174
63	Intensive Accommodation 151 – 250 rooms	5.174
64	Intensive Accommodation > 250 rooms	5.174
71	Extractive Industry < 5000 tonnes	1.46
72	Extractive Industry 5000 – 100,000 tonnes	1.46
73	Extractive Industry > 100,000 tonnes	1.46
74	Gas Extraction	1.46
81	Non-Profit Organisation	0

Carried  
7/0

**3.3.4 2019 Minimum General Differential Rates**

*Summary: The minimum general differential rates for 2019 for each category of rateable land are presented to Council for adoption.*

**Resolution: 2018/06/172**      **Moved Cr Dillon**      **Seconded Cr Plumb**  
 That Council applies a minimum general rate for each rateable property within each rating category for the financial year ending 30 June 2019 as follows:

Category	Description	Minimum
1	Alpha Township	\$500
2	Aramac Township	\$421
3	Barcaldine Township	\$538
4	Jericho Township	\$474
5	Muttaburra Township	\$400
6	Rural Residential – Barcaldine	\$538
8	Rural	\$455
11	Public Accommodation Alpha/Barcaldine < 11 rooms	\$538
12	Public Accommodation Alpha/Barcaldine 11 - 24 rooms	\$1,075
13	Public Accommodation Alpha/Barcaldine 25 - 50 rooms	\$2,150
14	Public Accommodation Alpha/Barcaldine > 50 rooms	\$3,225
15	Public Accommodation Aramac/Jericho/Muttaburra <11 rooms	\$421
16	Public Accommodation Aramac/Jericho/Muttaburra 11-24 rooms	\$842
17	Public Accommodation Aramac/Jericho/Muttaburra 25-50 rooms	\$1,685
18	Public Accommodation Aramac/Jericho/Muttaburra >50 rooms	\$2,528
21	Multi-Residential Alpha/Barcaldine 2-4 units	\$1,075
22	Multi-Residential Alpha/Barcaldine 5–10 units	\$2,687
23	Multi-Residential Alpha/Barcaldine 11–20 units	\$5,913
24	Multi-Residential Alpha/Barcaldine 21–40 units	\$11,288
25	Multi-Residential Alpha/Barcaldine >40 units	\$22,576
26	Multi-Residential Aramac/Jericho/Muttaburra 2-4 units	\$842
27	Multi-Residential Aramac/Jericho/Muttaburra 5-10 units	\$2,106
28	Multi-Residential Aramac/Jericho/Muttaburra 11-20 units	\$4,634
29	Multi-Residential Aramac/Jericho/Muttaburra 21-40 units	\$8,846
30	Multi-Residential Aramac/Jericho/Muttaburra >40 units	\$16,850
41	Power Station <50MW	\$6,481
42	Power Station 50-250MW	\$86,339
43	Power Station >250MW	\$194,263
44	Solar Power Station <50MW	\$6,481
45	Solar Power Station 51-100MW	\$12,962
46	Solar Power Station 101-200MW	\$70,150
47	Solar Power Station 201-500MW	\$140,301
48	Solar Power Station 501-1000MW	\$280,602
49	Solar Power Station >1000MW	\$561,204
51	Coal Mining < 50 Employees	\$26,981
52	Coal Mining 50 – 200 Employees	\$70,150
53	Coal Mining 201 – 400 Employees	\$140,301
54	Coal Mining 401 – 600 Employees	\$210,451
55	Coal Mining 601 – 1000 Employees	\$280,602
56	Coal Mining > 1000 Employees	\$350,752

61	Intensive Accommodation < 50 rooms	\$26,981
62	Intensive Accommodation 51 – 150 rooms	\$59,358
63	Intensive Accommodation 151 – 250 rooms	\$118,716
64	Intensive Accommodation > 250 rooms	\$156,490
71	Extractive Industry < 5000 tonnes	\$7,554
72	Extractive Industry 5000 – 100,000 tonnes	\$16,188
73	Extractive Industry > 100,000 tonnes	\$26,981
74	Gas Extraction	\$26,981
81	Non-Profit Organisation	0

Carried  
7/0

### 3.3.5 2019 Sewerage Charges

*Summary: The sewerage utility charges to be levied for the 2019 financial year are presented to Council for adoption.*

**Resolution: Moved Cr Peoples Seconded Cr Plumb**  
**2018/06/173 That Council adopts the Sewerage Charges for the financial year ending 30 June 2019 as follows:**

Residential	\$ 623.00 pa per accommodation unit
Commercial, Industrial, Recreational	\$ 623.00 pa for first pedestal \$ 467.20 pa each for 2 <sup>nd</sup> – 10 <sup>th</sup> pedestals \$ 311.50 pa for each pedestal over 10
Council serviced septic	\$ 311.50 pa per septic unit.
Sewerage Access Charge	\$ 311.50 pa per parcel of land
Sewerage Additional Lot	\$ 311.50 pa per parcel of land

Carried  
7/0

### 3.3.6 Waste Charges

*Summary: The waste utility charges to be levied for the 2019 financial year are presented to Council for adoption.*

**Resolution: Moved Cr Peoples Seconded Cr Dillon**  
**2018/06/174 That Council adopts the Waste Utility Charges for the financial year ending 30 June 2019 as follows:**

Waste Management Charge	\$ 82.40 per annum for each parcel of land within the designated town area of each community
Waste Collection Charge	\$ 185.80 per annum per wheelie bin per collection

Carried  
7/0

At 12.50pm the meeting adjourned for lunch and resumed at 1.40pm.

**3.3.7 2019 Water Utility Charges**

*Summary: The water utility charges to be levied for the 2019 financial year are presented to Council for adoption.*

**Resolution: Moved Cr Dillon** **Seconded Cr Bettiens**  
**2018/06/175 That Council adopts the Water Utility Charges, including water allocations, for the financial year ending 30 June 2019 as follows:-**

<u>ALPHA AND JERICHO</u> LAND USAGE	UNITS	ALLOCATION PER ANNUM	FIXED CHARGE PER ANNUM 18-19
Private Residence, Business, Office, Rural Residential or any other land not otherwise specified - water connected	2	700kl	\$694.60
Land - outside designated town area - water connected	2	700kl	\$694.60
Land - additional parcel - no separate connection	1	350kl	\$347.30
Land - additional parcel - with separate connection	2	700kl	\$694.60
Land - within designated town area - with ability to access - but no connection	1	n/a	\$347.30
Private Residence combined with business	3	1,050kl	\$1,041.90
Boarding house or lodging house	3	1,050kl	\$1,041.90
Multi-Residential - for first accommodation unit	2	700kl	\$694.30
<b>Plus</b> for every additional accommodation unit	1	350kl	\$347.30
Hotel, Hotel/Motel, Motel, (first 20 units or part thereof)	4	1,400kl	\$1,390.40
<b>Plus</b> for every 5 additional accommodation units	1	350kl	\$347.30
Caravan Park	6	2,100kl	\$2,083.80
<b>Plus</b> for each 5 fixed accommodation units	1	350kl	\$347.30
Golf Club	4	1,400kl	\$1,390.40
Park	8	2,800kl	\$2,778.40
Alpha State School	8	2,800kl	\$2,778.40
Alpha State School Oval	4	1,400kl	\$1,390.40
Jericho State School	4	1,400kl	\$1,390.40
Hospital	8	2,800kl	\$2,778.40

**Excess water charges – Alpha and Jericho: \$0.60 per kilolitre**

<u>ARAMAC AND MUTTABURRA</u> LAND USAGE	UNITS	ALLOCATION PER ANNUM	FIXED CHARGE PER ANNUM 18-19
Private Residence, Business, Office, Rural Residential or any other land not otherwise specified - water connected	2	1,800kl	\$530.40
Land - additional parcel - no separate connection	1	900kl	\$265.20
Land - additional parcel - with separate connection	2	1,800kl	\$530.40

Land - within designated town area - with ability to access - but no connection	1	n/a	\$265.20
Private Residence combined with business	3	2,700kl	\$795.60
Bowls Club, Commercial Garden	3	2,700kl	\$795.60
Golf Club	4	3,600kl	\$1,060.80
Multi-Residential - for first accommodation unit	2	1,800kl	\$530.40
<b>Plus</b> for every additional accommodation unit	1	900k	\$265.20
Hotel, Hotel/Motel, Motel (first 20 units or part thereof)	4	3,600kl	\$1,060.80
<b>Plus</b> for every 5 additional accommodation units	1	900k	\$265.20
Caravan Park	6	5,400kl	\$1,591.20
<b>Plus</b> for every 5 fixed accommodation units	1	900k	\$265.20
Park	8	7,200kl	\$2,121.60
Recreation Grounds	8	7,200kl	\$2,121.60
Land - outside designated town area - water connected	2	1,800kl	\$530.40
Hospital	13	n/a	\$3,447.60
School	16	n/a	\$4,243.20
Sewerage Works	20	n/a	\$5,304.00

<b>BARCALDINE LAND USAGE</b>	<b>UNITS</b>	<b>BASE ALLOCATION PER ANNUM</b>	<b>FIXED CHARGE PER ANNUM 18- 19</b>
Private Residence, Business, Office, Rural Residential or any other land not otherwise specified - water connected	2	1,800kl	\$699.00
Land - outside designated town area - water connected	2	1,800kl	\$699.00
Land - additional parcel - no separate connection	1	900kl	\$349.50
Land - additional parcel - with separate connection	2	1800kl	\$699.00
Land - within designated town area - with ability to access - but no connection	1	n/a	\$349.50
Private Residence combined with business	3	2,700kl	\$1048.50
Bowls Club, Commercial Garden	3	2,700kl	\$1048.50
Boarding house or lodging house	3	2,700kl	\$1048.50
Golf Club	4	3,600kl	\$1398.00
Multi-residential - for first accommodation unit	2	1,800kl	\$699.00
<b>Plus</b> for each additional accommodation unit	1	900kl	\$349.50
Hotel, Hotel/Motel, Motel (first 20 units or part thereof)	4	3,600kl	\$1398.00
<b>Plus</b> for each 5 additional accommodation units	1	900kl	\$349.50
Caravan Park	6	5,400kl	\$2097.00
<b>Plus</b> for each 5 fixed accommodation units	1	900kl	\$349.50
Power Station	6	5,400kl	\$2,097.00
Solar Power Station	2	1,800kl	\$699.00
Park	8	7,200kl	\$2,796.00
St Joseph's School including Day Care	8	7,200kl	\$2,796.00
Saleyards including Wash-down Bay	12	10,800kl	\$4,194.00

Qld Rail - Station and Compound	20	18,000kl	\$6,990.00
Hospital including Nurses Quarters, Surgery, House	36	27,000kl	\$12,582.00
Sewerage Works	54	48,600kl	\$18,873.00
Barcaldine State School including oval	56	50,400kl	\$19,572.00
Showgrounds/Racecourse/Swimming Pool	160	144,000kl	\$55,920.00

**For the first 900 kilolitres of excess – 39 cents per kilolitre**  
**For excess greater than 900 kilolitres – 60 cents per kilolitre**

**Carried**  
**7/0**

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### **3.3.8 Separate Rate – Muttaborra Rural Fire Brigade**

*Summary: The separate rate for the Muttaborra Rural Fire Brigade to be levied for the 2019 financial year is presented to Council for adoption.*

**Resolution: 2018/06/176**      **Moved Cr Peoples**      **Seconded Cr Bettiens**  
**That Council:-**

- (a) in accordance with section 92 of the Local Government Act 2009, section 103 of the Local Government Regulation 2012 and section 128A of the Fire and Rescue Service Act 1990, levies a Separate Rate for the financial year ending 30 June 2019 on all properties in the Muttaborra designated town area for the purpose of the Muttaborra Rural Fire Brigade as follows:

**\$60 per annum (Dwelling/Other Buildings)**  
**\$24 per annum (Vacant Land); and**

- (b) contributes to the Muttaborra Rural Fire Brigade the amount of Separate Rate collected.

**Carried**  
**7/0**

---

### **3.3.9 Rates Payment Dates, Instalments, Discounts and Interest**

*Summary: The recommended rates and charges payments dates, instalments, discount periods and interest on overdue rates for 2019 are presented to Council for adoption.*

**Resolution: 2018/06/177**      **Moved Cr Peoples**      **Seconded Cr Gray**  
**That Council resolves, for the financial year ending 30 June 2019, to:-**

- (a) allow ratepayers to pay rates and charges (excluding excess water charges) by two equal instalments with the rates notices to be issued on 17 September 2018 and 23 April 2019;
- (b) set the date for which rates and charges must be paid, as 22 October 2018 and 27 May 2019 respectively, for each instalment of rates and charges;

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- (c) allow a discount of 10% on the General Rate, Water Charge, Sewerage Charge, Waste Management Charge and Waste Collection Charge, paid before the end of the *discount period*, on the condition that there are no other rates and charges outstanding at that date;
- (d) set the *discount period* as 22 October 2018 and 27 May 2019 respectively, for each instalment of rates and charges; and
- (e) apply an interest charge of 11% per annum (compounding daily) on overdue rates and charges from the date that the rates and charges become overdue.

Carried  
7/0

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### 3.3.10 2019 Rates Concession – Non-Profit Organisations

*Summary:* A proposal to grant a concession for general rates for non-profit organisations for the year ending 30 June 2019 is presented to Council for adoption.

**Resolution:** Moved Cr Peoples Seconded Cr Plumb  
2018/06/178 That Council grants a concession for the full rebate of differential general rates for the financial year ending 30 June 2019 for land owned by the following non-profit organisations:-

Assess No.	Owner	Use	Town
10084-00000	Aramac Community Development Ass	Hall	Aramac
10197-00000	QCWA	Hall	Aramac
10276-00000	The Trustees	Masonic Lodge	Muttaborra
10352-00000	QCWA	Hall	Muttaborra
20223-00000	QCWA	Hall	Barcaldine
20229-00000	Tree of Knowledge Development Com	AWHC	Barcaldine
20254-30000	Tree of Knowledge Development Com	AWHC	Barcaldine
20318-00000	The Trustees	Masonic Lodge	Barcaldine
20329-00000	Guides Qld	Guide Hut	Barcaldine
20506-00000	Barcaldine & District Historical Society	Museum	Barcaldine
20633-00000	Barcaldine Cultural Association	Cultural Centre	Barcaldine
20635-00000	Barcaldine Arts Council Inc.	Cinema	Barcaldine
30093-00000	QCWA	Hall	Alpha
30402-00000	QCWA	Hall	Jericho

Carried  
7/0

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### 3.3.11 2019 Rates Concession - Pensioners

*Summary:* The recommended pensioner concessions for rates and charges for the 2019 financial year are presented to Council for adoption.

**Resolution:** Moved Cr Bettiens Seconded Cr Peoples  
2018/06/179 That Council grants a concession for rates and charges to pensioners for the financial year ending 30 June 2019 as follows:

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1. Council will grant to the owner of a parcel of rateable land a *Pensioner Rebate* if:-
  - (a) (i) The owner is a pensioner and the land is the principal place of residence of the owner;  
or
  - (ii) The land is occupied by a pensioner, as their principal place of residence, and the owner agrees to pass the benefit of the rebate on to the pensioner; and
  - (b) (i) An application in the prescribed form has been submitted by the required date (new applicants only);  
or
  - (ii) Pensioner eligibility has been confirmed through Centrelink; and
  - (c) all rates and charges owing to the Council have been fully paid; and
  - (d) the amount due and payable for the current period has been fully paid; and
  - (e) the parcel of land is located within a Designated Town Area.
2. The *Pensioner Rebate* is calculated (in order) as follows:-
 

General Rate	30%
Water Charge	30%
Sewerage Charge	30%
Waste Collection Charge	30%
Waste Management Charge	30%
3. A maximum concession of \$394.00 per annum applies to each assessment.
4. For land occupied, but not owned, by a pensioner, the rebate is the amount Council considers is fairly attributable to the pensioner.
5. A pro-rata concession will apply for new applicants during the financial year.
6. A *Pensioner* is a person who holds a Queensland Pensioner Concession Card or a Queensland Repatriation Health Card (Gold Card). No other cards are acceptable.

Carried  
7/0

### 3.3.12 2019 Concessions – Water Utility Charges

*Summary:* A proposal to grant a concession for water utility charges for non-profit organisations for the 2019 financial year is presented to Council for adoption.

**Resolution:** Moved Cr Plumb Seconded Cr Peoples  
 2018/06/180 That Council grants a concession of 50% of water utility charges (including excess water charges) for the financial year ending 30 June 2019, for land owned by non-profit organisations as follows:-

<i>Assess No.</i>	<i>Owner</i>	<i>Use</i>	<i>Town</i>
10084-00000	Aramac Community Development Ass	Hall	Aramac
10197-00000	QCWA	Hall	Aramac
10276-00000	The Trustees	Masonic Lodge	Muttaburra
10352-00000	QCWA	Hall	Muttaburra

20223-00000	QCWA	Hall	Barcaldine
20229-00000	Tree of Knowledge Development Com	AWHC	Barcaldine
20254-30000	Tree of Knowledge Development Com	AWHC	Barcaldine
20318-00000	The Trustees	Masonic Lodge	Barcaldine
20329-00000	Guides Qld	Guide Hut	Barcaldine
20506-00000	Barcaldine & District Historical Society	Museum	Barcaldine
20633-00000	Barcaldine Cultural Association	Cultural Centre	Barcaldine
20635-00000	Barcaldine Arts Council Inc.	Cinema	Barcaldine
30093-00000	QCWA	Hall	Alpha
30402-00000	QCWA	Hall	Jericho
10218-00000	Aramac Amateur Racing Club	Racecourse	Aramac
10349-00000	Trustees of Racecourse Muttaborra	Racecourse	Muttaborra
30521-00000	Trustees of Alpha Racecourse	Racecourse	Alpha
10081-00000	Aramac Local Ambulance Committee	Second Hand Shop	Aramac
20134-00000	St Vincent de Paul Society	Second Hand shop	Barcaldine
20184-00000	Barcaldine Aged Care Inc.	Clubhouse	Barcaldine
20619-01000	Barcaldine Aged Care Inc.	Aged Care Facility	Barcaldine
10043-00000	The Corporation of Synod of Diocese	Church	Aramac
10060-00000	The Roman Catholic Trust Corporation	Church	Aramac
10249-00000	The Corporation of Synod of Diocese	Church	Muttaborra
10262-00000	The Roman Catholic Trust Corporation	Church	Muttaborra
20044-10000	Congregation of Jehovah's Witness	Church	Barcaldine
20293-10000	The Corporation of Synod of Diocese	Church	Barcaldine
20294-00000	The Roman Catholic Trust Corporation	Church & Presbytery	Barcaldine
20364-10000	The Roman Catholic Trust Corporation	St Joseph's School	Barcaldine
20285-00000	The Uniting Church in Australia	Manse	Barcaldine
20636-00000	The Uniting Church in Australia	Church and Hall	Barcaldine
30094-00000	The Uniting Church in Australia	Church	Alpha
30115-00000	The Corporation of Synod of Diocese	Church	Alpha
30128-00000	The Roman Catholic Trust Corporation	Presbytery	Alpha
30129-00000	The Roman Catholic Trust Corporation	Church	Alpha
30269-00000	The Corporation of Synod of Diocese	Church	Jericho
30344-00000	The Roman Catholic Trust Corporation	Church	Jericho
10216-80000	Aramac Golf Club	Golf Course	Aramac
10565-20000	Muttaborra Golf Club	Golf Course	Muttaborra
10565-30000	Qld Military Rifle Club Inc.	Pistol Club	Muttaborra
20475-00000	Barcaldine Bowling Club Inc.	Bowls Club	Barcaldine
20673-00000	Barcaldine Golf Club Inc.	Golf Course	Barcaldine
20711-00000	Barcaldine Rifle Club Inc.	Rifle Range	Barcaldine
20713-00000	Barcaldine Clay Target Club Inc.	Clay Target Club	Barcaldine
20714-00000	Barcaldine Pony Club Inc.	Pony Club	Barcaldine
30537-40000	Alpha Golf Club Inc.	Golf Club	Alpha

Carried  
7/0

**3.3.13 General Rates Exemptions**

*Summary: The land that is exempt from rating for the 2019 financial year is presented to Council for adoption.*

**Resolution: Moved Cr Peoples Seconded Cr Plumb**  
**2018/06/181 That Council exempts from differential general rates for the financial year ending 30 June 2019 the following land:-**

**(a) Land that is primarily used for show grounds or horse racing (*Local Government Act 2009 Section 93(3)(h)*):**

<b>Assess No.</b>	<b>Owner</b>	<b>Use</b>	<b>Town</b>
10218-00000	Aramac Amateur Racing Club	Racecourse	Aramac
10349-00000	Trustees of Racecourse	Racecourse	Muttaborra
30521-00000	Trustees of Racecourse	Racecourse	Alpha

**(b) Land that is used for charitable purposes (*Local Government Act 2009 Section 93(3)(i)*):**

<b>Assess No.</b>	<b>Owner</b>	<b>Use</b>	<b>Town</b>
10081-00000	Aramac Local Ambulance Committee	Second Hand Shop	Aramac
20134-00000	St Vincent de Paul Society	Second Hand shop	Barcaldine
20184-00000	Barcaldine Aged Care Inc.	Clubhouse	Barcaldine
20619-01000	Barcaldine Aged Care Inc.	Aged Care Facility	Barcaldine

**(c) Land that is used for religious purposes (*Local Government Act 2009 Section 93(3)(j)(ii) and Local Government Regulation 2012 Section 73(a)(i)*):**

<b>Assess No.</b>	<b>Owner</b>	<b>Use</b>	<b>Town</b>
10043-00000	The Corporation of Synod of Diocese	Church	Aramac
10060-00000	The Roman Catholic Trust Corporation	Church	Aramac
10249-00000	The Corporation of Synod of Diocese	Church	Muttaborra
10262-00000	The Roman Catholic Trust Corporation	Church	Muttaborra
20044-10000	Congregation of Jehovah's Witness	Church	Barcaldine
20293-10000	The Corporation of Synod of Diocese	Church	Barcaldine
20294.00000	The Roman Catholic Trust Corporation	Church & Presbytery	Barcaldine
20364-10000	The Roman Catholic Trust Corporation	St Joseph's School	Barcaldine
20285-00000	The Uniting Church in Australia	Manse	Barcaldine
20636-00000	The Uniting Church in Australia	Church and Hall	Barcaldine
30094-00000	The Uniting Church in Australia	Church	Alpha
30115-00000	The Corporation of Synod of Diocese	Church	Alpha
30128-00000	The Roman Catholic Trust Corporation	Presbytery	Alpha
30129-00000	The Roman Catholic Trust Corporation	Church	Alpha
30269-00000	The Corporation of Synod of Diocese	Church	Jericho
30344-00000	The Roman Catholic Trust Corporation	Church	Jericho

**(d) Land that is used for a public purpose that is a recreational or sporting purpose (*Local Government Act 2009 Section 93(3)(j)(ii) and Local Government Regulation 2012 Section 73(b)(i)*):**

<b>Assess No.</b>	<b>Owner</b>	<b>Use</b>	<b>Town</b>
10216-80000	Aramac Golf Club	Golf Course	Aramac
10565-20000	Muttaborra Golf Club	Golf Course	Muttaborra
10565-30000	Qld Military Rifle Club Inc.	Pistol Club	Muttaborra

20475-00000	Barcaldine Bowling Club Inc.	Bowls Club	Barcaldine
20673-00000	Barcaldine Golf Club Inc.	Golf Course	Barcaldine
20711-00000	Barcaldine Rifle Club Inc.	Rifle Range	Barcaldine
20713-00000	Barcaldine Clay Target Club Inc.	Clay Target Club	Barcaldine
20714-00000	Barcaldine Pony Club Inc.	Pony Club	Barcaldine
30537-40000	Alpha Golf Club Inc.	Golf Club	Alpha

(e) Land that is used for a cemetery (*Local Government Act 2009 Section 93(3)(j)(ii) and Local Government Regulation 2012 Section 73(e)*):

Assess No.	Owner	Use	Town
20803-00000	Julann Skene Chandler	Cemetery	Barcaldine

Carried  
7/0

### 3.3.14 2019 Excess Water Charges Payment Dates

*Summary: The recommended excess water charges payments dates for 2019 are presented to Council for adoption.*

**Resolution:** Moved Cr Peoples Seconded Cr Gray  
**2018/06/182** That Council resolves, for the financial year ending 30 June 2019, to:-

- (a) Levy excess water charges based on consumption recorded as at 1 June 2019;
- (b) Deem that a water meter is taken to have been read on the 1 June 2019, notwithstanding that the meter may actually be read during a period that starts 2 weeks before, and ends 2 weeks after, this date;
- (c) set the date for which excess water charges must be paid as 24 July 2019;
- (d) does not allow a discount for excess water charges; and
- (e) apply an interest charge of 11% per annum (compounding daily) on overdue charges from the date that the charges become overdue.

Carried  
7/0

### 3.3.15 2019 Pest Animal Bounties

*Summary: The Pest Animal Bounties for the financial year ending 30 June 2019 are presented to Council for adoption.*

**Resolution: 2018/06/183**      **Moved Cr Dillon**      **Seconded Cr Gray**  
**That Council adopts the following Pest Animal Bounties for the financial year ending 30 June 2019:-**

- |                     |                         |                  |
|---------------------|-------------------------|------------------|
| (a) Wild Dog Bounty | \$33.00 (GST inclusive) | \$30.00 (no GST) |
| (b) Wild Cat Bounty | \$ 5.50 (GST inclusive) | \$ 5.00 (no GST) |
| (c) Fox Bounty      | \$ 5.50 (GST inclusive) | \$ 5.00 (no GST) |

**Carried**  
7/0

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### 3.3.16 2019 Register of Commercial, Statutory and Cost-Recovery Fees

*Summary: The Register of Commercial, Statutory and Cost-Recovery fees for the financial year ending 30 June 2019 is presented to Council for adoption.*

**Resolution: 2018/06/184**      **Moved Cr Dillon**      **Seconded Cr Bettiens**  
**That Council adopts the Register of Commercial, Statutory and Cost Recovery Fees for the financial year ending 30 June 2019.**

**Carried**  
7/0

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*At 2.00pm Mr. Graeme Wills of George Bourne and Associates attended the meeting. The Mayor congratulated Graeme on his retirement and thanked him for his services to Council and the community. Mr. Wills left the meeting at 2.10pm.*

### 3.3.17 2019 Budget Adoption

*Summary: In accordance with Section 107A of Local Government Act 2009 the Mayor presented the proposed budget for the financial year ending 30 June 2019 to each Councillor on 13 June 2018.*

**Resolution: 2018/06/185**      **Moved Cr Plumb**      **Seconded Cr Peoples**  
**That Council adopts its budget for the financial year ending 30 June 2019, as presented to Councillors by the Mayor on 13 June 2018 (with amendments made by Council on 27 June 2018), including the:-**

- (a) Budget Statement of Income and Expenditure for the financial years ending 30 June 2019, 2020 and 2021 (Attachment A)
- (b) Budget Statement of Financial Position for the financial years ending 30 June 2019, 2020 and 2021 (Attachment B)
- (c) Budget Statement of Cash Flow for the financial years ending 30 June 2019, 2020 and 2021 (Attachment C)

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- (d) Budget Statement of Changes in Equity for the financial years ending 30 June 2019, 2020 and 2021 (Attachment D)
- (e) Long Term Financial Forecast for the financial years ending 30 June 2019 to 2028 (Attachment E)
- (f) Relevant Measures of Financial Sustainability for the financial years ending 30 June 2019 to 2028 (Attachment F)
- (g) Statement of the Total Value of the Change in the Rates and Utility Charges levied for the current financial year compared with the rates and utility charges levied in the previous budget (Attachment G)
- (h) Revenue Statement for the financial year ending 30 June 2019 (Attachment H)
- (i) Revenue Policy for the financial year ending 30 June 2019(Attachment I).

**Carried**  
*6/1*

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### **3.3.18 Budget Support Documents**

*Summary: The Budget supporting documents for the 2019 financial year are presented to Council for consideration.*

**Resolution: 2018/06/186**      **Moved Cr Peoples**      **Seconded Cr Gray**  
**That Council receives the following financial reports supporting the annual budget for the financial year ending 30 June 2019:-**

- (a) Budget Detailed Income and Expenditure;
- (b) Budget Capital Works;
- (c) Budget Plant Replacement Program;
- (d) Budget Internal Management Reserves;
- (e) Budget Special Operating Costs; and
- (f) Budget Donations and Events.

**Carried**  
*7/0*

### **3.3.19 2019 Debt Policy**

*Summary: A Debt Policy for the 2019 financial year is presented to Council for adoption.*

**Resolution: 2018/06/187**      **Moved Cr Dillon**      **Seconded Cr Plumb**  
**That Council adopts the Barcaldine Regional Council Debt Policy for the financial year ending 30 June 2019 (Attachment J).**

**Carried**  
*7/0*

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### **3.3.20 2019 Annual Operational Plan**

*Summary: The 2019 Annual Operational Plan is presented to Council for adoption.*

**Resolution: 2018/06/188**      **Moved Cr Dillon**      **Seconded Cr Gray**  
**That Council adopts the Annual Operational Plan for the year ending 30 June 2019.**

**Carried**  
*7/0*

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### **3.3.21 Financial Report**

*Summary: The financial report for the period ending 19 June 2018 is presented to Council.*

**Resolution: 2018/06/189**      **Moved Cr Bettiens**      **Seconded Cr Peoples**  
**That Council receives the Financial Report for the period ending 19 June 2018.**

**Carried**  
*7/0*

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## **3.4 MANAGER ENGINEERING SERVICES**

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*Councillor Bettiens declared an interest in parts of the following item relating to the Aramac Swimming Pool and the Barcaldine Racecourse. He left the meeting during discussions thereon.*

*Councillor Peoples declared an interest in parts of the following item relating to the Barcaldine Racecourse. He left the meeting during discussions thereon.*

### **3.4.1 Works Report**

*Summary: From the Chief Engineer submitting for Council's information, the status of the scopes of work assigned to Engineering Services for the period ending 31 May 2018.*

**Resolution:**                **Moved Cr Dillon**                                        **Seconded Cr Plumb**  
**2018/06/190**                **That the Works Report for the period May 2018 be received.**

**Carried**  
*7/0*

*At this stage Councillors Bettiens and Peoples returned to the meeting.*

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### **3.5     ACTING DISTRICT MANAGER – ALPHA AND JERICHO**

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#### **3.5.1    Information Report**

*Summary:                      From the Acting District Manager – Alpha and Jericho submitting the Information Report for information.*

**Resolution:**                **Moved Cr Peoples**                                        **Seconded Cr Dillon**  
**2018/06/191**                **That the Acting District Manager’s Information Report be received.**

**Carried**  
*7/0*

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#### **3.5.2    Proposed Gym for Alpha and Jericho**

*Summary:                      Proposal for the establishment of a gym in both Alpha and Jericho.*

**Resolution:**                **Moved Cr Dillon**                                        **Seconded Cr Plumb**  
**2018/06/192**                **That Council agrees to support the establishment of a gym in both Alpha and Jericho.**

**Carried**  
*7/0*

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### **3.6     DISTRICT MANAGER – ARAMAC AND MUTTABURRA**

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#### **3.6.1    General Information Report**

*Summary:                      The District Manager’s – Aramac and Muttaborra report was submitted to Council for information.*

**Resolution:**                **Moved Cr Peoples**                                        **Seconded Cr Plumb**  
**2018/06/193**                **That the District Manager’s – Aramac and Muttaborra General Information Report be received.**

**Carried**  
*7/0*



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**3.7 DISTRICT MANAGER – BARCALDINE**

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**3.7.1 General Information Report**

*Summary: The District Manager's – Barcaldine report was submitted to Council for information.*

**Resolution: 2018/06/194**      **Moved Cr Dillon**      **Seconded Cr Plumb**  
**That the District Manager's – Barcaldine General Information Report be received.**

**Carried**  
*7/0*

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**3.7.2 Barcaldine Men's Shed Inc**

*Summary: Barcaldine Men's Shed Inc have written to Council asking for consideration be given to their group for first right of refusal for the purchase of ride-on mower when next up for replacement.*

**Resolution: 2018/06/195**      **Moved Cr Plumb**      **Seconded Cr Dillon**  
**That Council agree to offer first right of refusal for the purchase of ride-on mower when next up for replacement to Barcaldine Men's Shed Inc.**

**Carried**  
*7/0*

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**3.8 CONFIDENTIAL REPORTS - Nil**

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**3.9 NOTIFIED MOTIONS - Nil**

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As there was no further business, the Mayor declared the meeting closed at 3.25pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: \_\_\_\_\_

DATED: 18 July 2018

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<b>SYSTEM ELEMENT:</b>	Human Resources
<b>DOCUMENT REFERENCE:</b>	<b>Uniform Policy</b>
<b>POLICY NUMBER:</b>	<b>HR007</b>
<b>ADOPTED:</b>	16 December 2009
<b>AMENDED:</b>	17 February 2010      17 March 2010 16 February 2011      29 September 2014 19 August 2015      27 June 2018
<b>PURPOSE:</b>	To ensure all Council employees and contractors promote a positive corporate image and are able to safely perform their duties.

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## **GENERAL PROVISIONS**

### **Corporate Image**

It is compulsory for all employees to wear a Council approved uniform while at work.

A high standard of personal presentation is required from all employees, contractors and Councillors at all times whilst on duty and when representing Council in a professional capacity outside normal working hours.

The Council uniform is NOT to be worn when not under the employ of Council.

### **Return of Uniforms upon Termination of Employment**

Employees and contractors are required to return Council provided uniforms to the administration office or depot on termination of employment. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented by non-employees.

An employee may alternatively, prior to leaving Council, offer their uniforms to other employees for future use.

### **Hair**

Long hair must be worn up and back when working in areas with machinery and other situations in which it could pose a risk to the employee or other staff members.

### **Body Art**

Tattoos that could be perceived offensive should be discreetly covered where possible (eg: tattoos of naked men/women, skulls or daggers dripping blood etc.). This item is to be administered at the discretion of the District Manager.

### **Body Piercing**

Body piercing that may pose a safety risk shall not be worn whilst working.

### **Laundry**

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

### **Exemptions**

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

### **School Work Experience Students**

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

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

### **Works Contractors**

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

### **Corporate Contractors**

Full Time Contractors (eg Engineers) receive 5 sets of uniforms (can be a combination of external and internal uniforms. Part Time Contractors (eg. Environmental Health, Human Resources, Local Laws and other Corporate Contractors be issued with Council uniforms as determined by the Chief Executive Officer to a maximum of 3 sets.

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

### **Probationary Employees**

Probationary employees are eligible for 3 sets of uniforms upon commencement of employment and the balance after the successful completion of the 3 month probationary period.

### **Full Time Trainees**

Full-time trainees are eligible for 3 sets of uniforms upon commencement of employment and the balance after the successful completion of the 1 month probationary period.

### **School Based Trainees**

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

### **Part time and Casual Employees**

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

<b><u>Employees</u></b>	<b><u>Allocation</u></b>
Airport Security & ARO	2 full sets (top & Bottom) (polo or office)
Home Care	1 full set (top & bottom) for each day usually worked (polo or office) with a maximum of 3 sets
Pool, Cleaning, Other	1 full set (top & bottom) for each day usually worked (polo or office) with a maximum of 3 sets
Permanent Part time	Full uniform allocation for each day usually worked
Casual Relief (Info Centre/Library/Admin	1 full set (top & bottom) for each day usually worked (polo or office) with a maximum of 3 sets

### **Funerals**

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

### **Head Protection**

All employees must consider their exposure to UV radiation when performing work tasks. All employees and contractors shall wear a hat with at least a 7.5cm brim at all times while working outdoors (even for short periods of time). Employees may choose to either wear a Council

supplied hat or to purchase their own. Council will reimburse employees up to a value of \$100.00 upon producing a receipt for the purchase of a work hat.

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

## **EXTERNAL WORKFORCE**

### **Workplace Health & Safety**

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

This Policy has been formulated taking into account extreme temperatures and high skin cancer risks in this region and observes Queensland Cancer Council recommendations.

### **Protective Clothing**

Council shall make an initial issue of uniforms to non-probationary employees of:

- five (5) orange high visibility, UV protective, long sleeve work shirts
- five (5) navy pairs of knee length shorts or long pants (drill and/or jeans); and
- one (1) orange high visibility cold weather coat (heavy or light at employee's request)

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

Mechanics may wear navy blue cotton drill shirts. Long sleeved shirts (either hi-visibility shirt or navy blue shirt with hi-visibility vest) are required for field work.

### **Replacement Uniforms**

External staff will be issued with 5 sets of uniforms each year in December. Uniforms will only be replaced outside of this on a fair wear and tear basis. Where an employee seeks a replacement uniform, the old uniform must be returned and assessed by the District Manager (or Delegate) before the issue of new items.

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

### **Foot Protection**

All employees and contractors are required to wear safety boots that comply with AS 2210.3 at all times. Employees may choose to wear either a pair of Council supplied boots or to purchase their own. For those employees who purchase their own boots, Council will reimburse the employee up to the value of \$150 upon provision of a receipt.

Boots that are worn or damaged and no longer comply with the above Standard are to be replaced. Council will, after assessment of the boots by the District Manager (or Delegate), either supply a new pair of boots or reimburse the employee for the cost of a new pair of boots up to a value of \$150.00 upon provision of a receipt.

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

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

**CORPORATE SERVICES – (Administration, Library, Tourism, Undertaker, 60 & Better, HAS, HACC, Bank of Queensland, Rural Transaction Centre, Post Office, Airport and Engineering).**

**Uniform Allowance**

All permanent employees, working at least 25 hours per week, are to be allocated a Uniform Allowance of up to \$500.00 (excluding GST) per financial year for actual costs incurred. For the first year of employment, the Uniform Allowance will be a maximum of \$600.00 (excluding GST).

Where an employee commences with the Council part way through the financial year, they shall be entitled to a pro rata allowance for uniforms in their first year of service.

Any unused portion of the Uniform Allowance is not transferable to subsequent years.

All corporate uniforms will be supplied through Council stores. Employees will be invoiced for any purchases above the allocated uniform allowance.

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

**Footwear**

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

- Be appropriate and safe for the tasks to be performed;
- Reduce the risk of injury; and
- Not be thongs (including fashion thongs) or flat slip-ons.

Staff must not remove their shoes to traverse distances. This does not portray a professional image for Council and puts staff at risk of injury.

**Charity Days**

Jeans or other appropriate clothing may be worn on charity fundraising days (eg Jeans for Genes Day), only with the approval of the District Manager.

**Polo Shirts**

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

BRC Polo Shirts may, with the approval of the District Manager, be worn by employees required to work at Council and community events.

**SYSTEM:** Professional Governance

**POLICY TITLE:** Standing Orders Policy

**ADOPTED:** 16 May 2012

**AMENDED:** 27 June 2018

**POLICY NUMBER:** G017

**PURPOSE:** The standing orders provide standard processes to be observed at Council meetings and supplement the statutory requirements for meetings. In accordance with this policy, these standing orders may be suspended at any time by resolution of Council.

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## **Part 1 Legislative Compliance**

### **1 Background**

Part 2 of the *Local Government Regulation 2012* provides the core requirements for the conduct of meetings of the Council.

### **Part 2 Council meetings**

#### **257 Frequency and place of meetings**

- (1) A Council must meet at least once in each month.
- (3) All meetings of a Council are to be held at one of the Council's public offices or for a particular meeting – at another place fixed by resolution for the meeting.

#### **258 Notice of meetings**

- (1) Written notice of each meeting or adjourned meeting of a Council must be given to each councillor at least 2 days before the day of the meeting unless it is impracticable to give the notice.
- (2) The written notice must state the day and time of the meeting and for a special meeting – the business to be conducted at the meeting.
- (3) A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.
- (4) The written notice may be given to a councillor by sending the notice electronically.

#### **259 Chorum at meetings**

- (1) A chorum of a Council is a majority of its councillors.

**260 Procedure at meetings**

- (1) Business may be conducted at a meeting of a Council only if a quorum is present.
- (2) At a meeting of a Council –
  - (a) Voting must be open
  - (b) A question is decided by a majority of the votes of the councillors present
  - (c) Each councillor present has a vote on each question to be decided and if the votes are equal, the councillor presiding also has a casting vote
  - (d) If a councillor present fails to vote, the councillor is taken to have voted in the negative.

**261 Adjournment of meetings**

- (1) The majority of councillors present at a meeting of a Council may adjourn the meeting to a later hour of the same day or to a later day.
- (2) If a quorum is not present within 15 minutes after the time appointed for a meeting, the meeting may be adjourned to a later hour or another day within 14 days after the day of adjournment by -
  - (a) a majority of the councillors present; or
  - (b) if only 1 councillor is present – the councillors; or
  - (c) if no councillors are present – the chief executive officer.

**262 Repeal or amendment of resolutions**

A resolution of a Council may be repealed or amended only if written notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

**272 Minutes**

- (1) The chief executive officer must ensure minutes of each meeting of a Council are taken under the supervision of the person presiding at the meeting.
- (2) Minutes of each meeting must include –
  - (a) The names of councillors present at the meeting
  - (b) If a division is called on a question – the names of all persons voting on the question and how they voted.
- (3) At each meeting, the minutes of the previous meeting must be –
  - (a) Confirmed by the councillors present and
  - (b) Signed by the person presiding at the later meeting.
- (4) A copy of the minutes of each meeting must be available for inspection by the public at a Council's public office and on its website within 10 days after the end of the meeting.

**273 Recording of reasons for particular decisions**

- (1) This section applies if a decision made at a meeting is inconsistent with a recommendation or advice given to the Council by an advisor of the Council and either or both of the following apply to the decision –
  - (a) the decision is about entering into a contract the total value of which is more than the greater of the following –

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- i. \$200,000 exclusive of GST
    - ii. 1% of the Council's net rate and utility charges
  - (b) The decision is inconsistent with –
    - i. The policy or approach ordinarily followed by the Council for the type of decision; or
    - ii. A policy previously adopted by the Council by resolution, whether or not as required by the Act, and still in force.
- (2) An advisor of a Council is a person –
  - (a) Who is an employee of the Council or is otherwise engaged to provide services to the Council and
  - (b) Whose duties include giving a recommendation or advice.
- (3) The chief executive officer must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice.

#### **274 Meetings in public unless otherwise resolved**

A meeting is open to the public unless the Council or committee has resolved that the meeting is to be closed under section 275.

#### **275 Closed meetings**

- (1) A Council may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—
  - (a) The appointment, dismissal or discipline of employees; or
  - (b) Industrial matters affecting employees; or
  - (c) The Council's budget; or
  - (d) Rating concessions; or
  - (e) Contracts proposed to be made by it; or
  - (f) Starting or defending legal proceedings involving the Council; or
  - (g) Any action to be taken by the Council under the Planning Act, including deciding applications made to it under the Act; or
  - (h) Other business for which a public discussion would be likely to prejudice the interests of the Council or someone else, or enable a person to gain a financial advantage.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A Council must not make a resolution (other than a procedural resolution) in a closed meeting.

#### **276 Teleconferencing**

- (1) Teleconferencing is the use of a telephone, video conferencing equipment or other means of instant communications.
- (2) A Council may allow a person to take part in a meeting by teleconferencing.
- (3) A councillor taking part in a meeting by teleconferencing is taken to have attended the meeting if –
  - (a) The councillor was simultaneously in audio contact with each other person at the meeting
  - (b) The Council approved the teleconferencing arrangement.



## **277 Public notice of meetings**

- (1) A Council must at least once in each year publish a notice of the days and times when its ordinary meetings will be held.
- (2) The notice must be published in a newspaper circulating generally in the Council area and on the Council's website.
- (3) The Council must display in a conspicuous place in its public office a notice of the days and times when its meetings will be held.
- (4) The Council must immediately notify any change to the days and times mentioned in (1) or (3) in the same way as previously notified.
- (5) A list of items to be discussed at a meeting must be available for inspection at the time the agenda for the meeting is made available to councillors.
- (6) The Council may publish the list of items to be discussed at a meeting, including any details or documents relating to an items, on the Council's website.
- (7) Subsection (5) does not affect the right to discuss or deal with, at any meeting, items arising after the agenda for the meeting is made available to councillors.

## **Part 2 Meetings**

### **Ordinary meeting**

- (1) Council may, by resolution, fix dates and times for its ordinary meetings.
- (2) If there is no resolution fixing the date and time for an ordinary meeting, the chief executive officer must fix the date and time for the meeting.
- (3) Before the chief executive officer fixes the date and time for an ordinary meeting, the chief executive officer must consult with the mayor about the proposed date and time for the meeting.

### **Special meeting**

- (1) The chief executive officer must call a special meeting of the Council if—
  - (a) the special meeting is required by a resolution of the Council; or
  - (b) a written request for the special meeting is lodged with the chief executive officer under subsection (2).
- (2) A written request for a special meeting of the Council must—
  - (a) be signed by the mayor or 3 or more councillors; and
  - (b) specify the business to be conducted at the special meeting; and
  - (c) propose a day and time for the holding of the special meeting.

### **Agenda for meeting**

- (1) A list of the items to be discussed at a meeting of Council must be open for inspection at the time the agenda for the meeting is made available to councillors.
- (2) The agenda for a meeting must include—
  - (a) items required under the Act to be included on the agenda; and

- (b) items required under these standing orders to be included on the agenda; and
  - (c) items that are by resolution of the Council to be included on the agenda; and
  - (d) each item whose inclusion on the agenda is requested by a councillor.
- (3) A councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the chief executive officer at least 7 days prior to the meeting.

### **Attendance**

Each councillor present at a meeting of the Council must sign his or her name in a book to be kept for that purpose by the chief executive officer.

## **Part 3 Standing orders**

### **Application of standing orders**

- (1) These standing orders provide the rules for the conduct of meetings of the Council (other than a post-election meeting).
- (2) The standing orders shall apply to a post-election meeting of the Council as far as practicable.
- (3) Any provision of the standing orders may be suspended by resolution of a meeting of the Council.
- (4) A separate resolution is required for a suspension of a standing order.
- (5) A resolution to suspend a standing order must specify the application and duration of the suspension.
- (6) Where a matter arises at a meeting of the Council which is not provided for in the standing orders, the matter may be determined by resolution upon a motion which may be put without notice, but otherwise in conformity with the standing orders.

### **Order of business for meetings**

- (1) The order of business shall be:

For ordinary meetings;

Attendance

Prayer

Condolences

Apologies

Acknowledgement of Traditional Owners

Declaration of Material Personal Interests

Declaration of Conflict of Interests

Declaration of Personal Gifts and Benefits

Confirmation of Minutes of Previous Meeting

Reception of Petitions

Reception of Deputations

Reception and Consideration of Committee Reports

Reception and Consideration of Officer Reports

For special meetings

Attendance

Prayer

Apologies

Acknowledgement of Traditional Owners

Declaration of Material Personal Interests

Declaration of Conflict of Interests

Reception of Deputations by Appointment

Reception and Consideration of Notified Business

- (2) The order of business may be altered for a particular meeting where the councillors at the meeting pass a motion to that effect.
- (3) A motion to alter the order of business may be moved without notice.
- (4) The minutes of a preceding meeting (***previous minutes***) are presented to an ordinary meeting in order that the previous minutes may be confirmed and no discussion shall be permitted with respect to the previous minutes except in respect to the accuracy of the previous minutes as a record of the proceedings.
- (5) Admission of deputations, invitees and visitors shall be at the discretion of
  - (a) the Mayor; or
  - (b) the Council.

### **Meeting agenda**

- (1) The chief executive officer must prepare a meeting agenda for each meeting.
- (2) The agenda must, where practicable, be made available to councillors 2 days prior to the meeting.
- (3) A meeting agenda may include, but not be limited to—
  - (a) matters requiring attention from a previous meeting
  - (b) officers' reports and correspondence relating to officers
  - (c) matters or recommendations referred to the Council by a committee
  - (d) copies of inwards correspondence for consideration
  - (e) copies of inwards correspondence for information purposes
  - (f) any other business the Council determines should be included in the meeting agenda

## **Petitions**

- (1) Any petition presented to a meeting of the Council must be legible and contain a minimum of 10 signatures.
- (2) A petition may only be presented to a meeting by a councillor who, before presenting the petition, must, as far as practicable, become acquainted with the subject matter of the petition.
- (3) On presenting a petition to a meeting, a councillor must—
  - (a) state the nature of the petition; and
  - (b) read the petition.
- (4) Where a councillor presents a petition to a meeting, no debate on or in relation to the petition shall be allowed, and the only motion which may be moved is that—
  - (a) the petition be received and consideration stand as an order of the day for the meeting or a future meeting; or
  - (b) the petition be received and referred to a committee or the chief executive officer for consideration and a report to the Council; or
  - (c) the petition not be received.

## **Deputations**

- (1) A deputation wishing to attend and address a meeting must do so by appointment with the mayor or Chief executive officer.
- (2) The chief executive officer must notify the mayor who must determine whether the deputation may be heard.
- (3) The chief executive officer must inform the deputation of the determination.
- (4) Where it has been determined that the deputation may be heard, a convenient time must be arranged for that purpose, and a time period allowed.
- (5) For deputations comprising 3 or more persons, only 2 persons may be heard unless the Council determines otherwise.
- (6) A deputation must be given an adequate opportunity to explain the purpose of the deputation.
- (7) The chairperson of a meeting may terminate an address by a person in a deputation at any time if—
  - (a) the chairperson has allotted a specific period of time for a person's address and the period of time has elapsed; or
  - (b) the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting; or
  - (c) the person uses insulting or offensive language.

## **Resolutions**

### **Motions**

- (1) A motion brought before a meeting in accordance with the Act or the standing orders may be received and put to the meeting by the chairperson.
- (2) The chairperson may require a motion or an amendment to a motion to be stated in full or recorded in writing before permitting it to be received.
- (3) The chairperson may call the notices of motion in the order in which they appear on the meeting agenda, and where no objection is taken to a motion being taken as a formal motion, the chairperson may put the motion to the vote without discussion.
- (4) An item on the meeting agenda must not be removed from the agenda where a councillor at the meeting objects to its being removed.
- (5) When a motion has been moved and seconded, it becomes subject to the control of the Council and must not be withdrawn without the consent of both the mover and the seconder.

### **Absence of mover of motion**

Where a councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be moved by another councillor at the meeting, or deferred to the next meeting.

### **Motion to be seconded**

- (1) A motion or an amendment to a motion must not be debated at a meeting of the Council unless or until the motion or the amendment is seconded, with the exception of a procedural motion.
- (2) A motion or an amendment to a motion (other than a procedural motion) that is not seconded, lapses for want of a seconder.
- (3) Notwithstanding subsection (1), a councillor who moves a motion or an amendment to a motion may, with the permission of the chairperson, speak in support of the motion or amendment before it is seconded.

### **Amendment of motion**

- (1) An amendment to a motion must—
  - (a) be in terms which retain the identity of the motion; and
  - (b) not negative the motion.
- (1) Not more than 1 motion or 1 proposed amendment to a motion may be put before a meeting at any one time.
- (2) Where an amendment to a motion is before a meeting, no other amendment to the motion can be considered until after the first amendment has been put.
- (3) Where a motion (the **original motion**) is amended by another motion (the **other motion**), the original motion must not be put as a subsequent motion to amend the other motion.

- (5) A councillor who proposes or seconds a motion must not propose or second an amendment to the motion.

### **Speaking to motions and amendments**

- (1) Subject to section 20(2), the mover of an amendment to a motion must read the amendment and state that the amendment is so moved, and—
  - (a) may only speak in support of the amendment before it is seconded with the permission of the chairperson; and
  - (b) may speak in support of the amendment after it is seconded.
- (2) A councillor may request further information from the chairperson before or after the motion or the amendment to the motion is seconded.
- (3) Following the seconding of a motion or an amendment of a motion, the first speaker must be in favour of the motion or the amendment and each subsequent speaker alternatively against and in favour of the motion or amendment, unless the chairperson in his or her discretion rules otherwise.
- (4) The mover of a motion has the right of reply.
- (5) The mover of an amendment to a motion has no right of reply.
- (6) Each councillor must speak not more than once to the same motion or the same amendment except as a right of reply unless the chairperson in his or her discretion rules otherwise.
- (7) Each speaker is restricted to not more than 5 minutes unless the chairperson in his or her discretion rules otherwise.
- (8) Where 2 or more councillors attempt to speak at the same time, the chairperson is to determine who is entitled to priority.

### **Method of taking vote**

- (1) Before any matter is put to the vote, the chairperson may direct that the motion or amendment be read again by the chief executive officer.
- (2) The chairperson must, in taking the vote on a motion or an amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- (3) The Council must vote by a show of hands or as otherwise directed by the chairperson.
- (4) Any councillor may call for a division or a question in relation to the taking of a vote immediately following the chairperson declaring the result of the vote.
- (5) If a division is taken, the chief executive officer must record—
  - (a) the names of the councillors voting in the affirmative; and
  - (b) the names of the councillors voting in the negative.
- (6) The chairperson must declare the result of a vote or a division as soon as it has been determined.

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- (7) Councillors may request that their names and how they voted be recorded in the minutes for voting other than by division.

### **Repealing or amending resolutions**

- (1) A resolution of the Council must not be repealed or amended unless notice of motion is given in accordance with the requirements of the Act.
- (2) Where a motion (a **relevant motion**) to repeal or amend a resolution is defeated, a motion to the same, or like effect, must not be moved until at least 3 months after the date on which the relevant motion was defeated.
- (3) Councillors present at the meeting at which a relevant motion is put may defer consideration of the relevant motion, however, consideration of the relevant motion must not be deferred for more than 3 months.
- (4) Where a resolution (a **later resolution**) of the Council relates to a matter the subject of a previous resolution (a **previous resolution**) passed more than 3 months previous, the previous resolution is amended or repealed to the extent that it is inconsistent with the later resolution.

### **Procedural motions**

At a meeting, a councillor may, during the debate of a matter at the meeting and without the need for a seconder, move a motion (a **procedural motion**)—

- (a) that the question/motion be now put to the vote; or
- (b) that the motion and amendment now before the meeting be adjourned; or
- (c) that the meeting proceed to the next item of business; or
- (d) that the question/motion lie on the table; or
- (e) a point of order; or
- (f) a motion of dissent against a point of order; or
- (g) that a report or document be tabled; or
- (h) to suspend the rule requiring that ...; or
- (i) that the meeting stand adjourned.

### **Motion that the question be put**

- (1) A procedural motion that the question be put about a matter before a meeting, may be moved when a councillor believes that there has been sufficient debate about the matter at the meeting.
- (2) Where a motion under subsection (1) is carried, the chairperson must immediately put the motion or amendment before the meeting to the vote.
- (3) Where a procedural motion under subsection (1) is lost, debate on the motion or amendment before the meeting must continue.

### **Motion that debate be adjourned**

- (1) A procedural motion that another motion or an amendment before a meeting be adjourned, may specify a time and date, to which the debate is to be adjourned.
- (2) A motion under subsection (1) must not adjourn debate on a matter the subject of a motion for more than 2 months after the date of the procedural motion.

**Motion to proceed to next item of business**

- (1) Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter the subject of the motion must cease.
- (2) However, debate on the matter the subject of the motion may be considered again on the giving of notice in accordance with the standing orders.

**Motion that the motion lie on the table**

- (1) A procedural motion that a motion or question lie on the table can only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or a person is required) before the matter may be concluded at the meeting.
- (2) Where a motion under subsection (1) is passed, the Council must proceed with the next matter on the agenda.
- (3) Where a motion under subsection (1) is passed, another procedural motion that the matter be taken from the table may be moved at the meeting at which the first procedural motion was carried or at a later meeting.

**Points of order**

- (1) A councillor may ask the chairperson to decide a point of order where it is believed that another councillor—
  - (a) has failed to comply with proper procedures; or
  - (b) is in contravention of these standing orders or the Act; or
  - (c) is beyond the jurisdictional power of the Council.
- (2) A point of order cannot be used as a means of contradicting a statement made by a councillor speaking about a matter.
- (3) Where a point of order is raised, consideration of the matter about which the councillor was speaking may be suspended subject to section 13(3).
- (4) The chairperson must determine whether the point of order is upheld.
- (5) Upon a point of order arising during the process of a debate, the councillor raising the point of order may speak to the point of order.
- (6) Despite anything to the contrary in the standing orders, a point of order arising at any time must, until decided, suspend the consideration of every other motion or matter.

**Motion of dissent**

- (1) A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order.
- (2) Where a motion is moved under subsection (1), further consideration of any matter must be suspended until after a ruling is made on the motion of dissent.
- (3) Where a motion of dissent is carried—
  - (a) the matter to which the ruling of the chairperson was made must proceed as though that ruling had not been made; and

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- (b) where, as a result of a ruling of the chairperson on a point of order, a matter was discharged as out of order — the matter must be restored to the meeting agenda and be dealt with in the normal course of business.

### **Motion that a report be tabled**

A motion that a report or document be tabled may be used by a councillor to introduce a report or other document to a meeting.

### **Motion to suspend requirements of a rule**

- (1) A procedural motion to suspend the requirements of a rule may be made by a councillor in order to permit some action that otherwise would be prevented by the standing orders.
- (2) A motion under subsection (1) must specify the duration of the suspension.

### **Motion that meeting stands adjourned**

- (1) A procedural motion that a meeting stands adjourned may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and must be put without debate.
- (2) A motion under subsection (1) must specify the time for the resumption of the meeting and on the resumption of the meeting the Council must continue with the business before the meeting at the point where it was discontinued on the adjournment.

### **Mayoral minute**

- (1) The mayor may direct the attention of the Council at a meeting of the Council to a matter or subject not on the agenda by a minute (a **mayoral minute**) signed by the mayor.
- (2) The mayor must deliver a copy of the mayoral minute for a meeting of the Council to the chief executive officer.
- (3) The mayoral minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the Council.
- (4) The motion comprising the mayoral minute may be put by the mayor—
  - (a) to the meeting of the Council without being seconded; and
  - (b) at any stage of the meeting of the Council considered appropriate by the mayor.
- (4) If the motion comprising the mayoral minute is passed by the Council, the mayoral minute becomes a resolution of the Council.

### **Conduct during meetings**

- (1) After a meeting of the Council has been formally constituted and the business commenced, a councillor must not enter or leave the meeting without first notifying the chairperson.
- (2) A councillor must address the chairperson while—
  - (a) moving any motion or amendment; or
  - (b) seconding any motion or amendment; or
  - (c) taking part in any discussion; or
  - (d) placing or replying to any question; or
  - (e) addressing the Council for any other purpose.

- (3) Councillors must address each other during a meeting by their respective titles, “mayor” or “councillor”, and in speaking of or addressing officers must—
  - (a) designate them by their respective official title; and
  - (b) confine their remarks to the matter then under consideration.
- (4) Councillors must remain seated and silent while a vote is being taken except when calling for a division.
- (5) A councillor must not make personal reflections on or impute improper motives to another councillor or any officer of the Council.
- (6) A councillor must not interrupt another councillor who is speaking except upon a point of order being raised either by the chairperson or the councillor.
- (7) If the chairperson intervenes during the process of a debate, any councillor then speaking or offering to speak, and each councillor present, must preserve strict silence so that the chairperson may be heard without interruption.

### **Questions**

- (1) At a meeting a councillor may ask a question for reply by another councillor or an officer of the Council regarding any matter under consideration at the meeting.
- (2) A question must be asked categorically and without argument and discussion is not permitted at the meeting in relation to the reply or the refusal to reply to the question.
- (3) A councillor or officer who is asked a question may request that the question be taken on notice for the next meeting.
- (4) A councillor who asks a question at a meeting, whether or not upon notice, is deemed not to have spoken to the debate of the motion to which the question relates.
- (5) The chairperson may disallow a question which he or she considers is inconsistent with good order.
- (6) A councillor may move a motion that a ruling of the chairperson under subsection (5) be disagreed with, and if such motion is carried, the chairperson must allow the question.

### **Disorder and business**

#### **Disorder**

- (1) Where disorder arises at a meeting, the meeting may be adjourned.
- (2) On resumption of the meeting, the chairperson must move a motion, which shall be put without debate, to determine whether the meeting shall proceed.
- (3) Where a motion under subsection (2) is lost, the chairperson must declare the meeting closed, and any outstanding matters must be referred to a future meeting.

#### **Business of objectionable nature**

At a meeting, if the chairperson or a councillor considers that a matter or motion before the meeting is of an objectionable nature or outside the powers of the Council, the chairperson or the councillor may declare on a point of order, that the matter not be considered further.

### **Attendance of public and media at meetings**

- (1) An area must be made available at the place where a meeting is to take place for members of the public and representatives of the media to attend the meeting and as many people as can reasonably be accommodated in the area must be permitted to attend the meeting.
- (2) If the Council resolves that a meeting be closed to the public, the public and representatives of the media must be excluded from the meeting.

### **Public participation at meetings**

- (1) The chairperson may invite a member of the public to take part in the proceedings of a meeting.
- (2) Except when invited to do so by the chairperson pursuant to subsection (1), a member of the public must not take or attempt to take part in the proceedings of a meeting.
- (3) During debate on a motion, the chairperson may invite submissions, comments or questions from members of the public.
- (4) If any submission or comment of a member of the public is irrelevant, offensive or unduly long, the chairperson may require the member of the public to cease making the submission or comment.
- (5) For any matter arising from a submission or comment from a member of the public, the Council may—
  - (a) refer the matter to a committee; or
  - (b) deal with the matter immediately; or
  - (c) place the matter on notice for discussion at a future meeting; or
  - (d) note the matter and take no further action.
- (6) Any person invited to address a meeting must—
  - (a) stand, act and speak with decorum; and
  - (b) frame any remarks in respectful and courteous language.
- (7) If a person is considered by the Council, mayor or chairperson to be unsuitably dressed, the person may be directed to immediately withdraw from the meeting.
- (8) Failure to comply with a direction under subsection (7) may be considered an act of disorder.

### **Procedure not provided for**

If an appropriate or adequate method of dealing with a matter is not provided for in the standing orders, the method of dealing with the matter may be determined by resolution of the Council upon a motion which may be put without notice in conformity with the standing orders.