

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE DISASTER COORDINATION CENTRE, PASTEUR STREET, JERICHO
ON WEDNESDAY 17 OCTOBER 2018
COMMENCING AT 9.30AM**

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), D Howard (District Manager – Alpha and Jericho), F Smallwood (District Manager – Aramac and Muttaborra), J Lawrence (District Manager – Barcaldine), R Rolfe (Chief Engineer) and A Newton (Minute Secretary).

PRAYER – Cr Bettiens read the prayer.

CONDOLENCES

A minute's silence was observed to mark the passing of Mr. Trevor Andreassen formerly of Muttaborra, Mr. Robert (Bob) Heathcote Crapp of Muttaborra, Mr. William (Murray) Ballinger formerly of Eastfield Muttaborra, Mrs. Beverley Joyce Mathews formerly of Barcaldine, Ms. Ronelle Evans formerly of Alpha and Mrs. Heather Livingstone of Barcaldine.

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

Cr Bettiens for Item 3.1.3 - "I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may tender for the Aramac Showground Amenities Block. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Bettiens for Item 3.2.3 - "I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter because as the Director of Capricorn Plumbing and Drainage I supply goods and services to Council under the Procurement Policy. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Bettiens for Item 3.2.8 - "I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may tender for projects which are granted funding from the Drought Communities Programme. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on."

Cr Bettiens for Item 3.4.1 - "I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may tender for projects mentioned in the report and I am a current contractor on projects mentioned in the report. I will be dealing

with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Bettiens for Item 3.5.2 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may tender for the proposed works at the Alpha Golf Club. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Bettiens for Item 3.5.3 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may tender for any proposed works at the proposed store or it may be in competition with my business. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Bettiens for Item 3.5.6 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may quote on the supply of Christmas decorations. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Bettiens for Item 3.6.1 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may tender for projects mentioned in the report. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Bettiens for Item 3.6.2 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the Director of Capricorn Plumbing and Drainage I may tender for projects mentioned in the report. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Peoples for Item 3.1.10 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as my granddaughter participates in Learn To Swim Classes at the Aramac Swimming Pool and members of my family stand to gain a benefit or suffer a loss depending on the outcome of Council’s consideration of this matter. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Peoples for Item 3.5.6 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the owner of Aramac Cut Price Store I may quote on the supply of Christmas decorations. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Peoples for Item 3.4.1 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the owner of Aramac Cut Price Store I may quote for the supply of goods for projects mentioned in the report. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Peoples for Item 3.5.3 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the owner of Aramac Cut Price Store the proposed store may be in competition with

my business. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Peoples for Item 3.2.3 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss depending on the outcome of Council’s consideration of this matter because as the owner of Aramac Cut Price Store I supply goods to Council under the Procurement Policy. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Peoples for Mayoral Minute - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss depending on the outcome of Council’s consideration of this matter because as the owner of Aramac Cut Price Store I supply similar goods to Council. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Gray for Item 3.2.3 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss depending on the outcome of Council’s consideration of this matter because as the part owner of D Gray’s Grader and Loader Hire I supply services to Council under the Procurement Policy. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Gray for Item 3.4.1 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss because as the part owner of D Gray’s Grader and Loader Hire I may tender for projects mentioned in the report. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Gray for Item 3.2.1 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss depending on the outcome of Council’s consideration of this matter as a rural property owner I may be a participant in the Programme. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Cr Dillon for Item 3.2.1 - “I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit or suffer a loss depending on the outcome of Council’s consideration of this matter as a rural property owner I may be a participant in the Programme. I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.”

Conflict of Interest

Cr Bettiens for Item 3.2.1 - “I declare that I have a conflict of interest in this matter (as defined the Local Government Act 2009, section 175D) as a committee member of Barcaldine Aged Care Inc. mentioned in the report. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council’s area by participating in the discussion and voting on this matter.

Cr Bettiens for Item 3.2.2 - “I declare that I have a conflict of interest in this matter (as defined the Local Government Act 2009, section 175D) as a development application made by me for a shed is mentioned in the report. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council’s area by participating in the discussion and voting on this matter.

Cr Bettiens for Item 3.7.1 - "I declare that I have a conflict of interest in this matter (as defined the Local Government Act 2009, section 175D) as a committee member of Barcaldine Aged Care Inc. which has received a donation to construct a concrete footpath to the senior units under construction is mentioned in the report. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

Cr Bettiens for Item 3.1.2 - "I declare that I have a conflict of interest in this matter (as defined the Local Government Act 2009, section 175D) as I was a sponsor of the Barcaldine Campdraft which is mentioned in the report. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

Cr Gray for Item 3.1.6 - "I declare that I have a conflict of interest in this matter (as defined the Local Government Act 2009, section 175D) as I have a relationship with Tyrel and Bill Spence. The nature of my relationship with Tyrel and Bill Spence is they are my husband's nephew and brother-in-law. The nature of Tyrel and Bill Spence's interest in the matter is that they have expressed an interest in being part of the Sustainability and Resilience Working Group. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

Cr Gray for Item 3.1.2 - "I declare that I have a conflict of interest in this matter (as defined the Local Government Act 2009, section 175D) as I was a sponsor of the Queensland Outback Geocaching Muster which is mentioned in the report. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

Cr Gray for Item 3.6.3 - "I declare that I have a conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as I have a relationship with Bill Spence. The nature of my relationship with Bill Spence is he is my husband's brother-in-law. Bill Spence has submitted a tender for the purchase of a house in Muttaborra. I will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on."

Cr Plumb for Item 3.2.3 - "I declare that I have a conflict of interest in this matter (as defined the Local Government Act 2009, section 175D) as my employer, Elders Barcaldine, supplies goods and services to Council. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

However, I acknowledge that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009 whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and if so, whether: -

- (i) I must leave the meeting while this matter is discussed or voted on; or
- (ii) I may participate in the meeting in relation to the matter, including by voting on the matter."

2. PETITIONS - Nil

3. REPORTS

3.1 CHIEF EXECUTIVE OFFICER

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

3.1.1 Chief Executive Officer Information Report September-October 2018

Summary: The Chief Executive Officer's report for September-October is presented to Council.

Resolution: 2018/10/297 **Moved Cr Peoples** **Seconded Cr Rogers**
That Council receives the Chief Executive Officer's Report for September-October 2018.

Carried
6/0

Councillor Bettiens declared an interest in the following matter. As the interest was insignificant, he remained in the room and voted on the matter.

3.1.2 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 12 October 2018.

Resolution: 2018/10/298 **Moved Cr Dillon** **Seconded Cr Bettiens**
That the report be received.

Carried
6/0

Cr Bettiens declared an interest in the following matters and left the meeting during discussions thereon.

3.1.3 Aramac Showground Amenities Block

Summary: From the Chief Executive Officer tabling a revised plan and cost estimates.

Resolution: 2018/10/299 **Moved Cr Dillon** **Seconded Cr Peoples**
That Council accept the revised plan and new cost estimate of \$518,869.

Carried
5/0

3.1.4 Surplus Amenities Block and Grandstand - Aramac

Summary: From the Chief Executive Officer reporting on the allocation of surplus infrastructure in Aramac namely two (2) ablution blocks and one (1) grandstand currently located at the Aramac Showground.

Resolution: 2018/10/300 **Moved Cr Dillon** **Seconded Cr Peoples**
That Council :-

- (a) calls Expressions of Interest for removal of the two (2) old ablution amenities at the Aramac Showground;**
- (b) calls Expressions of Interest for the removal of the old grandstand at the Aramac Showground; and**
- (c) these Expressions of Interest be considered once funding is secured for the new ablution block.**

Carried
5/0

At this stage Cr Bettiens returned to the meeting.

3.1.5 Request by Aramac State School for use of State Land

Summary: From the Chief Executive Officer reporting on discussions held with the Principal of the Aramac State School regarding the school's requirement for additional land.

Resolution: 2018/10/301 **Moved Cr Rogers** **Seconded Cr Plumb**
That the Chief Executive Officer liaise with the Principal of the Aramac State School to explore opportunities in relation to the use and/or acquisition of vacant State Government land in Drury Street Aramac.

Carried
6/0

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

Councillor Gray declared an interest in the following matter. As the interest was insignificant, she remained in the meeting and voted on the item.

3.1.6 Clean Growth Choices Project – Sustainability and Resilience Working Group

Summary: From the Chief Executive Officer reporting on expressions of interest received for the Sustainability and Resilience Working Group to take part in the Clean Growth Choices Project.

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

3.1.10 Drowning Prevention and Water Safety Programme

Summary: Correspondence has been received from Alpha Learn to Swim and Alpha Amateur Swimming Club Inc. seeking funding from Council to support a drowning prevention and water safety programme for the local communities of Alpha, Jericho, Aramac and Muttaborra.

Resolution: 2018/10/306 **Moved Cr Gray** **Seconded Cr Plumb**
That Council:-

- (a) agrees to support the Alpha Learn to Swim and Alpha Amateur Swimming Club Inc.'s Drowning Prevention and Water Safety 8 Week Programme for the local communities of Alpha, Jericho, Aramac and Muttaborra on a basis; and**
- (b) in line with this, will subsidise the Learn To Swim programme in Barcardine currently run by the lessee.**

Carried
6/0

At this stage Councillor Peoples returned to the meeting.

3.2 DEPUTY CHIEF EXECUTIVE OFFICER

Councillors Gray and Dillon declared an interest in the following matter and left the meeting during discussions thereon.

Councillor Bettiens declared an interest in the following matter. As the interest was insignificant, he remained in the room and voted on the matter.

3.2.1 Deputy Chief Executive Officer's Information Report – October 2018

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

Resolution: 2018/10/307 **Moved Cr Peoples** **Seconded Cr Plumb**
That Council receives the Deputy Chief Executive Officer's Report for October 2018.

Carried
5/0

At this stage Councillors Gray and Dillon returned to the meeting.

Councillor Bettiens declared an interest in the following matter. As the interest was insignificant, he remained in the room and voted on the matter.

3.2.2 Planning and Development Report

Summary: The Planning and Development Report for the period ending 11 October 2018 is presented to Council.

Resolution: 2018/10/308 **Moved Cr Plumb** **Seconded Cr Rogers**
That Council receives the Planning and Development Report.

Carried
7/0

Councillors Gray, Bettiens, Plumb and Peoples declared an interest in the following matter and left the meeting during discussions thereon.

The Mayor declared that Council could no longer form a quorum.

Under Section 175F of the Local Government Act 2009, the Mayor declared that the following matter will be referred to the Minister for Local Government for a decision on how to deal with the review of the Procurement Policy, and other procedural functions of Council, as a result of the inability to form a quorum due to Councillors' Material Personal Interest declarations. LGAQ and King and Co Solicitors will be advised of the Mayor's actions. Further, the current Barcaldine Regional Council Procurement Policy remains in force. Any other actions are to be referred to the Chief Executive Officer.

3.2.3 Procurement Policy Review

Summary: The annual review of Council's Procurement Policy as required by the Local Government Regulation 2012.

At this stage Councillors Gray, Bettiens, Plumb and Peoples returned to the meeting.

3.2.4 Q1 Review – Annual Operational Plan

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

Resolution: 2018/10/309 **Moved Cr Plumb** **Seconded Cr Bettiens**
That Council receives the Report as attached.

Carried
7/0

3.2.5 Audit Committee Report

Summary: The Barcaldine Regional Council Audit Committee minutes are presented for Council's consideration.

Resolution: 2018/10/310 **Moved Cr Plumb** **Seconded Cr Peoples**
That Council receives the minutes of the Barcaldine Regional Council Audit Committee meetings held on 18 September 2018 and 9 October 2018.

Carried
7/0

3.2.6 Related Party Policy Review

Summary: The Related Party Policy is presented for review and amendment as recommended by the external auditor.

Resolution: 2018/10/311 **Moved Cr Peoples** **Seconded Cr Plumb**
That Council reviews the Related Party Policy and adopts the amended Barcaldine Regional Council Related Party Policy as attached.

Carried
7/0

3.2.7 Regional Community Care Services

Summary: The Terms of Reference for the Barcaldine Regional Council Community Care Services Regional Advisory Committee are presented for adoption.

Resolution: 2018/10/312 **Moved Cr Bettiens** **Seconded Cr Plumb**
That:-

- (a) Council adopts the Barcaldine Regional Council Community Care Services Regional Advisory Committee Terms of Reference; and**
- (b) Councillors Gray and Dillon be included on the Committee as a representative of Council.**

Carried
7/0

Councillor Bettiens declared an interest in the following matter and left the meeting during discussions thereon.

Councillor Plumb declared an interest in the following matter. As the interest was insignificant, she remained in the room and voted on the matter.

3.2.8 Drought Communities Programme - Extension

Summary: The Federal Government has extended the Drought Communities Programme for eligible Councils to submit applications.

Resolution: 2018/10/313 **Moved Cr Gray** **Seconded Cr Peoples**
That Council applies to the Drought Communities Programme – Extension for the following projects:-

- | | |
|---|-----------|
| 1. Aramac Showground Amenities Building | \$200,000 |
| 2. Solar Panels Installation on Council Facilities | \$280,000 |
| 3. Muttaborrasaurus Interpretation Centre – Stage 3 | \$150,000 |
| 4. Barcaldine Campdraft Arena Fencing | \$ 80,000 |
| 5. Regional Water Conservation | \$220,000 |
| 6. Sheds – Aramac, Barcaldine and Jericho | \$ 70,000 |

Carried
6/0

At this stage Councillor Bettiens returned to the meeting.

3.3 FINANCE

3.3.1 Financial Report

Summary: The financial report for the period ending 11 October 2018 is presented to Council.

Resolution: 2018/10/314 **Moved Cr Peoples** **Seconded Cr Dillon**
That Council receives the Financial Report for the period ending 11 October 2018.

Carried
7/0

The meeting adjourned for lunch at 1.00pm and resumed at 1.50pm.

3.4 MANAGER ENGINEERING SERVICES

Councillors Gray, Bettiens and Peoples declared an interest in the following matter and 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 30 September 2018.*

Resolution: **Moved Cr Dillon** **Seconded Cr Plumb**
2018/10/315 **That the Works Report for the period September 2018 be received.**

Carried
4/0

Resolution: **Moved Cr Dillon** **Seconded Cr Plumb**
2018/10/316 **That Council puts forward the 2km unsealed section of the Alpha-Clermont Road between the sealed sections, as a project to the ORRTG to be considered as an additional project.**

Carried
4/0

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

3.4.2 Flood and Rain Gauge Network Investment Plan

Summary: *The Bureau of Meteorology (BoM) has prepared a flood and rain gauge Network Investment Plan for the Queensland Reconstruction Authority (QRA) for the RAPAD area.*

Resolution: **Moved Cr Dillon** **Seconded Cr Gray**
2018/10/317 **That Council receives the report for consideration.**

Carried
7/0

3.4.3 Dial Before You Dig – Member Council

Summary: *The North Queensland Regional Manager of Dial Before You Dig (DBYD) met with the Chief Engineer requesting Council become a Member Council of DBYD.*

Resolution: **Moved Cr Dillon** **Seconded Cr Gray**
2018/10/318 **Council receives the report and becomes a member of Dial Before You Dig.**

Carried
7/0

3.5 DISTRICT MANAGER – ALPHA AND JERICHO

3.5.1 Information Report

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

Resolution: Moved Cr Peoples Seconded Cr Bettiens
2018/10/319 That the District Manager’s Information Report be received.

Carried
7/0

Councillor Bettiens declared an interest in the following matters and left the meeting during discussions thereon.

3.5.2 Financial Assistance – Maintenance and Upgrades to the Alpha Golf Club

Summary: Correspondence has been received from the Alpha Golf Club asking Council for financial assistance with maintenance and upgrades to the club house to comply with Health and Safety regulations.

Resolution: Moved Cr Chandler Seconded Cr Dillon
2018/10/320 That Council agrees to provide financial assistance to replace the entrance/exit doors at the Alpha Golf Club as this facility is used as an evacuation centre during disasters and needs to comply with Health and Safety regulations.

Carried
6/0

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

3.5.3 Proposal to Establish a Community Not-for-profit Store in Jericho

Summary: From the Jericho community submitting a proposal to establish a community not-for-profit store in Jericho.

Resolution: Moved Cr Gray Seconded Cr Plumb
2018/10/321 That Council agrees to support the establishment of a community not-for-profit store in Jericho.

Carried
5/0

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

3.5.4 Removal and Restoration of Steam Engine in Jericho

Summary: Letter received from Keith Luff seeking Council's approval to remove the steam engine that is located in the main street of Jericho for restoration.

Resolution: 2018/10/322 **Moved Cr Gray** **Seconded Cr Dillon**
That Council does not agree to allow Mr Keith Luff to remove the steam engine located in the main street of Jericho for restoration.

Carried
7/0

3.5.5 Police Paddock - Alpha

Summary: Correspondence has been received from Kevin Wiltshire on behalf of the Alpha Common Committee requesting permission to utilise the Police Paddock located in Alpha for the agistment of stock.

Resolution: 2018/10/323 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council agrees to approve the Alpha Common Committee to utilise the Police Paddock located in Alpha for agistment of stock.

Carried
7/0

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

3.5.6 Purchase of Christmas Decorations

Summary: Correspondence has been received from the Alpha District Tourism and Development Association asking Council to consider purchasing Christmas decorations to be placed in the main street of Alpha.

Resolution: 2018/10/324 **Moved Cr Gray** **Seconded Cr Dillon**
That Council agrees to allocate \$5,000 for Alpha and \$5,000 for Jericho to purchase Christmas Decorations for public areas.

Carried
5/0

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

At 3.10pm the meeting adjourned for afternoon tea and resumed at 3.25pm.

3.6 DISTRICT MANAGER – ARAMAC AND MUTTABURRA

Councillor Bettiens declared an interest in the following matters and left the meeting during discussions thereon.

3.6.1 General Information Report

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

Resolution: 2018/10/325 **Moved Cr Gray** **Seconded Cr Rogers**
That the District Manager's – Aramac and Muttaborra General Information Report be received.

Carried
6/0

3.6.2 Get Playing Places and Spaces Grant Application

Summary: Grant applications for the Get Playing Places and Spaces programme closed on 28 September and an application was lodged for the Muttaborra Campdraft Grounds.

Resolution: 2018/10/326 **Moved Cr Chandler** **Seconded Cr Gray**
That Council endorses the actions of the Chief Executive Officer in applying for the Get Playing Places and Spaces grant, submitted on the closing date of 28 September, for an amenities block at Muttaborra Campdraft Grounds.

Carried
6/0

At this stage Councillor Bettiens returned to the meeting.

Councillor Gray declared an interest in the following matter and left the meeting during discussions thereon.

3.6.3 Tenders – Sale of House and Land 37 Klugh Street, Muttaborra

Summary: Tenders for the sale of the house and land at 37 Klugh Street Muttaborra have closed.

Resolution: 2018/10/327 **Moved Cr Peoples** **Seconded Cr Bettiens**
That Council does not accept any tenders for the sale of 37 Klugh Street.

Carried
6/0

At this stage Councillor Gray returned to the meeting.

Councillor Bettiens declared an interest in the following matter and left the meeting during discussions thereon.

3.6.4 Get Playing Places and Spaces Grant

Summary: From the District Manager submitting a report in relation to the future use of Council assets.

Resolution: 2018/10/328 **Moved Cr Dillon** **Seconded Cr Peoples**
That as the matter had been dealt with earlier in the meeting, this item be removed from the agenda.

Carried
6/0

At this stage Councillor Bettiens returned to the meeting.

3.7 DISTRICT MANAGER – BARCALDINE

Councillor Bettiens declared an interest in the following matter. As the interest was insignificant, he remained in the room and voted on the matter.

3.7.1 General Information Report

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

Resolution: 2018/10/329 **Moved Cr Peoples** **Seconded Cr Plumb**
That the District Manager's – Barcaldine General Information Report be received.

Carried
7/0

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

Mayor Minute

Application for Mobile Roadside Vendor's Permit – Ashton

Resolution: 2018/10/330 **Moved Cr Chandler** **Seconded Cr Dillon**
That Council does not approve the application for a mobile roadside vendor's permit by Ashton for the sale of mangoes in Alpha and Barcaldine but approves a permit for Jericho.

Carried
5/1

Councillor Plumb called for a division. Councillors Chandler, Rogers, Gray, Dillon and Bettiens voted for the motion. Councillor Plumb voted against the motion.

At this stage Cr Peoples returned to the meeting.

3.8 CONFIDENTIAL REPORTS - Nil

3.9 NOTIFIED MOTIONS - Nil

As there was no further business, the Mayor declared the meeting closed at 4.05pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: _____

DATED: 21 November 2018

SYSTEM:	Finance
POLICY TITLE:	Related Party Disclosure
ADOPTED:	26 October 2016
AMENDED:	17 October 2018
POLICY NUMBER:	F027

1. BACKGROUND

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

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

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

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

2. PURPOSE AND SCOPE

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

This Policy will be applied in:

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

3. DEFINITIONS

Act – means *Local Government Act 2009*

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

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

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

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

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

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

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

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

4. POLICY PROVISIONS

IDENTIFICATION OF KEY MANAGEMENT PERSONNEL

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

For Barcaldine Regional Council, KMP have been identified as:

- (i) The Mayor and Councillors
- (ii) Chief Executive Officer
- (iii) Deputy Chief Executive Officer
- (iv) District Managers
- (v) Chief Engineer

IDENTIFICATION OF RELATED PARTIES

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

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

Persons considered to be related to Barcaldine Regional Council

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

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

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

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

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

- brothers and sisters;
- aunts, uncles and cousins;
- parents and grandparents.

Entities considered to be related to Barcaldine Regional Council

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

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

REQUIRED DISCLOSURES

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

Disclosure of relationship between Barcaldine Regional Council and its subsidiaries

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

KMP Compensation Disclosures

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

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

Related Party Transactions Disclosures

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

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

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

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

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

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

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

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

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

Practical Examples of Transactions to be disclosed

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

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

EXEMPT RELATED PARTY TRANSACTIONS DISCLOSURES

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

5. REVIEW

KMP Responsibilities

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

Declaration by Key Management Personnel

Name of Key Management Person	
Position of Key Management Person	

(List details of known close family members, entities that are controlled / jointly controlled by Key Management Personnel and entities that are controlled / jointly controlled by the close family members of Key Management Personnel)

Name of Person or Entity	Relationship		
	Close Family Member	Entity controlled by myself or close family member	Executive Committee of Community Organisation

I _____, declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the "Barcaldine Regional Council – Related Party Disclosure Policy" which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

Signature of KMP: _____

Date: _____



**Barcaldine Regional Council Community Care
Services
Regional Advisory Committee.**



Terms of Reference

Composition of Regional Advisory Committee

- Community Care Services Consumers (CHSP, HCP, HAS, NDIS, Home Modifications)
 - Alpha x 1
 - Jericho x 1
 - Aramac x 1
 - Barcaldine x 1
- Home Care Package Consumer HCP (if possible/able)
 - Alpha/Jericho x 1
 - Aramac x 1
- National Disability Insurance Scheme (NDIS) Participant or Representative
 - Alpha/Jericho, Barcaldine, Aramac, Muttaborra
- Barcaldine Regional Councillor/s
- Barcaldine Regional Council Representatives
 - Chief Executive Officer
 - Deputy Chief Executive Officer
 - Regional Finance Officer
 - Senior Community Care Services Officer
 - Community Care Services Officer
 - Alpha/Jericho
 - Barcaldine
 - Aramac
 - Administration Officer (Minute Taker)

Criteria for Community Care Service Consumers

- Eligibility for Community Care Service Consumers must meet one of the following criteria:
 1. **A current or past client of services.**
 2. **From the target group of services, that is, over 60, frail aged or younger disabled, or over 50 if an Indigenous Australian.**
 3. **A Contractor that delivers services to the target group or Community Services Organisation.** (Providers or Organisations must be from the Service Area eg Alpha, Barcaldine, Aramac, Jericho, Muttaborra.)

Proxy

- No proxies are required.
- If members are unavailable to attend a Meeting, written submissions will be accepted prior to the meeting with the Senior Community Care Services Officer 2 days prior to the meeting. Written submissions must be signed by the member.

Quorum

- Quorum of **four (4)** Community Care Service Consumers.
- Minimum of **two (2)** from ex-officio list.

Terms of Membership

- Terms on committee are open.
- A Register will be kept of dates that Committee Members join the Regional Advisory Committee.
- Call expressions of interest invited yearly. (Call May early June.)

- Where overwhelming responses are received from Expressions of Interest, the following process will apply:
 1. Applicants names put forward at Committee Meeting and eligibility determined by Criteria for Community Care Services Members.
 2. Consensus of the existing Regional Committee to then invite eligible applicants to join the Regional Advisory Committee.
 3. Longest serving Community Member from the Regional Advisory Committee will be asked to step down. (If the new applicant comes from Criteria 1 or 2 then they will replace the same person who leaves the Advisory Committee)

Regional Advisory Committee Executive

- Chairperson – CEO or D/CEO.
- Meeting Organiser – Senior Community Care Services Officer
- Secretary – CCS Administration Officer
- Finance – BRC Regional Finance Officer

Records

- To be stored at Barcaldine Community Care Services Office and/ or Barcaldine Regional Council Office.

Meeting Frequency

- Advisory Committee to meet quarterly, on the last Thursday of the month (March, June (Zoom), September, December (At the Christmas Dinner)) or as deemed necessary by Senior Community Care Services Officer, Executive or Barcaldine Regional Council CEO or DCEO.

Role of the Regional Advisory Committee

- To act as a communication channel between:
 1. Community.
 2. Local Community Care Service members
 3. Target groups and existing consumers.
 4. Other service providers within our communities, and
 5. Barcaldine Regional Council
- Present feedback from local service meetings or discussions
- Express views on local issues as they arise.
- Have input in the decision-making processes of the services at a Regional level.
- Feedback Regional decision making to the local community
- Be an advocate for the Community Care Services and promote them within their local community.

Scope of Committee

- The Committee's decisions are to be approved by Barcaldine Regional Council.
- Barcaldine Regional Council retains the right to veto decisions made by the Committee.
- Regional Advisory Committee's decisions/ recommendations go to Barcaldine Regional Council then (if required) to Contract Officers in the Department of Housing and Public Works, Department of Health, Department of Social Services or NDIA (National Disability Insurance Agency), if relevant.
- Barcaldine Regional Council has the power to disband the Regional Advisory Committee at any time, if, in the opinion of the Council the Committee is not effective in its advisory role.
- Committee to accept input from Community Care Service Officers related to 'best practice' for delivery of services to consumers.
- Committee members may be required to respond to questions or interviews from the Australian Aged Care Quality Agency.

Confidentiality

- Information, general discussions, issues / complaints and particularly consumer information is **confidential** and not for discussion outside the meeting.
(Refer to Client Rights Policy, Privacy Guidelines for Regional Advisory Committee Members and Barcaldine Regional Council Code of Conduct.)
- Regional Committee Members will be asked to sign a Confidentiality Agreement, at the commencement of their tenure on the Regional Advisory Committee. This Confidentiality Agreement will be renewed each year at the December Quarterly Meeting.
- In accordance with this agreement, breaches of confidentiality will mean member's ability to serve on the committee will be terminated.
- Once a member's service is terminated for a confidentiality breach, that person is not eligible to serve on the Regional Advisory Committee at any time in the future.

Review of Terms of Reference

- Terms of Reference will be reviewed annually and presented to the Regional Advisory Committee at the December Quarterly Meeting.

Meeting Outline

- Meetings will be chaired by the BRC Regional Councillor responsible for the Aged
- Minutes will be taken for each meeting and distributed prior to the next meeting for adoption and approval
- Meeting format will be:
 - Present
 - Apologies
 - Minutes from the Previous Meeting
 - Business Arising from the Previous Minutes
 - BRC Management Report on Services
 - Regional Coordinators Report on Services
 - Quality Improvement /Clinical Governance Issues
 - Finance Report
 - Consumer Issues, Questions, Feedback related to Services
 - General Business
 - Date for next meeting

Approving Authority: Barcaldine Regional Council

To Be Reviewed: December 2019

Contact Officer: Carl O'Neill