

Cr Gray for Item 3.4.1 - "I declare that I may have a material personal interest in Goal 3 of this matter if it is discussed (as defined by Local Government Act 2009, section 175B). D Gray Grader and Loader Hire of which I am a part owner is a contractor working on projects and may stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of the Chief Engineer's Report. 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 3.5.2 - "I declare that I may have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B). I am a trustee of the Alpha Jockey Club and may stand to gain a benefit or suffer a loss depending on the outcome of Council's consideration of the Request for Financial Assistance by the Alpha Jockey Club. 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 Peoples for Item 3.5.2 – "I declare that I have a conflict of interest in the Request for Financial Assistance by the Alpha Jockey Club (as defined the Local Government Act 2009, section 175D) due to being President of the Central West Racing Association; however 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: -

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) 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."

Resolution: **Moved Cr Plumb** **Seconded Cr Rogers**
2019/02/037 **That Councillor Peoples does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.**

Carried
4/0

Cr Gray for Item 3.5.2 – "I declare that I have a conflict of interest in the Request for Financial Assistance by the Alpha Jockey Club (as defined the Local Government Act 2009, section 175D) due to being a member of the Alpha Jockey Club; however 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.

3. REPORTS

3.1 CHIEF EXECUTIVE OFFICER

3.1.1 Chief Executive Officer Information Report January – February 2019

Summary: The Chief Executive Officer's report for January – February 2019 is presented to Council.

Resolution: 2019/02/041 **Moved Cr Gray** **Seconded Cr Plumb**
That Council receives the Chief Executive Officer's Report for January – February 2019.

Carried
5/0

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 15 February 2019.

Resolution: 2019/02/042 **Moved Cr Peoples** **Seconded Cr Plumb**
That the report be received.

Carried
5/0

3.1.3 Outback Futures – Employee Assistance Program

Summary: From the Chief Executive Officer reporting on an initiative for an Employee Assistance Program from Outback Futures providing mental health assistance for employees.

Resolution: 2019/02/043 **Moved Cr Gray** **Seconded Cr Peoples**
That Council engages the services of Outback Futures to provide mental health counselling for employees as per the Employee Assistance Program Proposal presented.

Carried
5/0

3.1.4 Community Communications

Summary: From the Chief Executive Officer advising of a proposal to combine the Galilee Gazette, Barcy Bulletin and Bottom Rail into one regional publication.

3.1.11 R.M. Williams OUTBACK magazine advertisement

Summary: From the Events and Tourism Officer submitting a request from R.M. Williams to advertise in their April-May 2019 publication.

Resolution: 2019/02/051 **Moved Cr People** **Seconded Cr Gray**
That Council does not agree to include a 1/3 page advertisement in the April-May 2019 issue of R.M. Williams OUTBACK magazine at a cost of \$2,652.00.

Carried
6/0

At this stage the meeting dealt with Item 3.1.7 on the agenda.

3.1.12 2019 Australia Day Award recipients

Summary: From the Events and Tourism Officer submitting the recipients of the 2019 Australia Day Awards.

Resolution: 2019/02/052 **Moved Cr Gray** **Seconded Cr Plumb**
That Council acknowledge the recipients of the 2019 Australia Day Awards as follows:

REGIONAL AWARDS

Citizen of the year: Kristy Sparrow, Alpha
Certificate of recognition: Joycelyn Bennetts, Barcaldine
Young citizen of the year: Hayley Cridge, Barcaldine
Community event of the year: Jericho Hay Run

COMMUNITY AWARDS

(Alpha, Jericho, Barcaldine, Aramac and Muttaborra)

Volunteer of the year:

Lesley De Landelles, Jericho
Luke Young, Jericho
Patrice Lawrence, Barcaldine
Ted Bignell, Aramac
Robert Turner, Muttaborra

Senior sports award:

Dawn James, Aramac

Junior sports award:

Ryan Dillon, Alpha
Riley O'Dell, Jericho
Elizabeth Pumpa, Barcaldine

Cultural award:

Gladys Gifford, Jericho

Carried
6/0

3.1.13 Caravanning Australia Magazine Advertisement

Summary: From the Events and Tourism Officer submitting a request from Caravanning Australia to advertise in their Winter 2019 publication.

Resolution: 2019/02/053 **Moved Cr Peoples** **Seconded Cr Gray**
That Council considers advertising in a later edition of the publication.

Carried
6/0

3.1.14 Outback Aerodrone Symposium 2019

Summary: From the Chief Executive Officer reporting on a proposal for Council to hold the Outback Aerodrone Symposium 2019 Event in Barcaldine.

Resolution: 2019/02/054 **Moved Cr Peoples** **Seconded Cr Plumb**
That Council hosts the Outback Aerodrone Symposium 2019 in Barcaldine 20-22 September utilising \$20,000 in funding from RAPAD, sponsorship and ticket sales.

Carried
6/0

3.2 DEPUTY CHIEF EXECUTIVE OFFICER

3.2.1 Deputy Chief Executive Officer's Information Report – February 2019

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

Resolution: 2019/02/055 **Moved Cr Dillon** **Seconded Cr Gray**
That Council receives the Deputy Chief Executive Officer's Report for February 2019.

Carried
6/0

At 11.55am the meeting adjourned for lunch and Council held a public forum with the Jericho community. The meeting resumed at 2.00pm. Council received a verbal report from Michael Lavery of M3 Architecture regarding the next stage of The Globe complex development.

3.2.2 Planning and Development Report

Summary: The Planning and Development Report for the period ending 14 February 2019 is presented to Council.

3.2.6 Proposed Localities Plan

Summary: The Department of Natural Resources, Mines and Energy has forwarded the final proposed locality boundaries plan for Barcaldine Regional Council to be presented to the Minister for approval.

Resolution: 2019/02/060 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council receives the plan.

Carried
6/0

3.2.7 Motor Vehicle Tenders

Summary: Tenders for replacement of Council motor vehicles closed on 8 February 2019.

Resolution: 2019/02/061 **Moved Cr Dillon** **Seconded Cr Gray**
That Council accepts the following tenders for purchase and sale of motor vehicles with final reevaluation and discretion to withdraw from the schedule to be authorised by the Chief Executive Officer:-

Longreach Toyota – 6 vehicles	\$ 323,278.56 excl. GST
Mike Carney Toyota – 3 vehicles	\$ 122,066.49 excl. GST
Llewellyn Motors – 7 vehicles	<u>\$ 398,743.60</u> excl. GST
Total – 16 vehicles	<u>\$844,088.65</u> excl. GST

Carried
5/1

The meeting adjourned for afternoon tea at 4.00pm and resumed at 4.10pm. At this stage Cr Gray left the meeting

3.3 FINANCE

3.3.1 Financial Report

Summary: The financial report for the period ending 13 February 2019 is presented to Council.

Resolution: 2019/02/062 **Moved Cr Dillon** **Seconded Cr Rogers**
That Council receives the Financial Report for the period ending 13 February 2019.

Carried
5/0

At this stage Cr Gray returned to the meeting.

3.4 MANAGER ENGINEERING SERVICES

Councillor Gray declared an interest in Goal 3 of the following report 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 31 January 2019.

Resolution: Moved Cr Plumb Seconded Cr Dillon
2019/02/063 That the Works Report for the period January 2019 be received.

Carried
6/0

At this stage Councillor Gray returned to the meeting.

3.4.2 Jericho Toilet Block

Summary: From the Chief Engineer submitting the structural report for the Jericho Toilet Block for Council's consideration.

Resolution: Moved Cr Plumb Seconded Cr Gray
2019/02/064 That Council proceeds with rectification of defects as identified.

Carried
6/0

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 Plumb Seconded Cr Peoples
2019/02/065 That the District Manager's Information Report be received.

Carried
6/0

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

3.5.2 Financial Assistance – Installation of Automatic Sprinkler System

Summary: Letter received from the Alpha Jockey Club Inc. seeking financial assistance towards the cost of water storage tanks to complete the installation of an automatic sprinkler system for the amount of \$12,430.00 (inc. GST).

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MAYORAL MINUTE

Sale of Land – Jericho

Summary: Tenders have closed for the sale of 2 parcels of freehold land at Jericho.

Resolution: 2019/02/069 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council accepts the tender from Sandi Soden for the amount of \$13,132 (incl. GST) for purchase of the following parcels of freehold land at Jericho:

- (a) Lot 16 on SP210342**
- (b) Lot 17 on SP210342.**

Carried
6/0

MAYORAL MINUTE

Solar Power – Project Procurement

Summary: Council has allocated \$280,000 to install solar power on Council facilities.

Resolution: 2019/02/070 **Moved Cr Dillon** **Seconded Cr Gray**
That Council:-

- (a) engages Solar Batteries & Pumps Pty Ltd to install solar systems on Council facilities to the value of \$280,000 (exc GST); and**
- (b) does not invite written tenders for the project because Council resolves that it is satisfied that Solar Batteries & Pumps Pty Ltd is the only supplier who is reasonably available and is a local supplier.**

Carried
5/1

As there was no further business, the Mayor declared the meeting closed at 5.05pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: _____

DATED: 20 March 2019

SYSTEM:	Human Resources
POLICY TITLE:	Smoke-Free Workplace Policy
POLICY NUMBER:	HR XYZ
DATE OF OPERATION:	1 March 2019
REVIEW DATE:	1 July 2022

APPLICATION: This policy applies to all Barcaldine Regional Council councillors, employees, volunteers, visitors and contractors.

1. PURPOSE

Barcaldine Regional Council is committed to providing a safe and healthy working environment for all Councilors, employees, contractors, visitors and clients. Council recognises the hazards caused by exposure to tobacco smoke, as well as the life-threatening diseases associated to the use of all forms of tobacco. The purpose of this policy is to ensure the workplace is free from the effects of tobacco smoke and all other tobacco related products.

It is widely acknowledged that smokers endanger their own health by smoking. However, non-smokers are also at risk through passive smoking of air contaminated by tobacco smoke. Such air contains the same toxic chemicals as are inhaled by the smoker directly.

Council has a duty of care under the *Work Health & Safety Act*, to provide a safe and healthy working environment for all persons within the workplace.

All workplace participants are required to comply with this Policy at all times. Failure to comply with these provisions may lead to disciplinary action, as outlined in the Employee Code of Conduct and Counselling and Disciplinary Policy and as contained in an Award and/or Certified Agreements

2. DEFINITIONS

Passive Smoking - The involuntary inhalation of tobacco smoke by a person, especially a non-smoker, who occupies an area with smokers. It is also known as passive inhalation.

Smoking - is the inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. For the purposes of this policy, smoking refers to any method of consuming tobacco using any utensil or apparatus including cigarettes, pipes, cigars, electronic cigarettes or orally. A smoking habit is a physical addiction to tobacco products.

Workplace – the physical location where someone works.

Workplace Participants – Councillors, employees, volunteers, visitors and contractors of Council.

3. ACCESS TO INFORMATION

Employees will be informed of this policy by the following means: employee induction, employee newsletters, signage, email reminders, tool box talks and training provided by Council. This policy will also be available for all employees by obtaining a copy from their Supervisor or Human Resources or www.barcaldinerc.qld.gov.au

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

4. NON-SMOKING AREAS

Smoking is prohibited in the following areas:

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

5. SMOKING AREAS

Council will endeavor to provide designated smoking areas at its main work sites. Where designated smoking areas are available, they will be clearly signed.

Smokers should at all times be aware of the smoke and its effect on other persons.

Smokers are expected to follow smoking practices with the intent of minimising time lost in performing their duties. Smoke breaks are not permitted at any time other than official designated break periods.

Smokers should be aware of government legislation which regulates smoking in public areas. State legislation overrides this policy where there is a conflict in interpretation.

6. SUPPORT TO EMPLOYEES

Council provides support to employees to assist them to quit smoking through the Employee Assistance Program (EAP). Details to access the EAP can be obtained from the human resources officer.

Employees wishing to quit smoking are encouraged to consult their GP or local health services for support. In addition, the following organisations provide support to people wishing to quit:

- Quitline 13QUIT (13 78 48)
- Cancer Helpline 13 11 20
- www.nailquitting.com.au
- www.quitnow.gov.au
- www.quitcoach.org.au

7. RELATED POLICIES AND LEGISLATION

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation:

- *Work Health and Safety Act 2011*
- *Tobacco and Other Smoking Products Act 1998*
- *Industrial Relations Act 2016*
- *Local Government Act 2009*

8. ACCOUNTABILITY, ROLES AND RESPONSIBILITIES

Executive Management Team and Supervisors	Communicate and promote Council Policies and ensure their correct implementation. Managers and Supervisors are responsible for ensuring compliance with this smoke-free workplace Policy for areas under their personal responsibility. Ensure Workplace participants are aware of support Council may be able to provide to assist them with quitting smoking.
Human Resources and Workplace Health and Safety	Ensure workplace participants are made aware of this Policy as part of the induction process. Ensure workplace participants are aware of support Council may be able to provide to assist them with quitting smoking.
Workplace Participants	Compliance with Council Policies Responsible for ensuring visitors are informed of, and comply with, this Policy.

9. PROCEDURE/POLICY REVIEW

This Policy will be reviewed as directed by the Chief Executive Officer.

SYSTEM:	Human Resources
POLICY TITLE:	Study (Tertiary) and Training Policy
POLICY NUMBER:	HR XYZ
DATE OF OPERATION:	1 March 2019
ARCHIVED DOCUMENT:	HR010 Professional Development Policy
PREVIOUS PERIOD OF OPERATION:	21 August 2013 – 2018
REVIEW DATE:	1 July 2020
PURPOSE:	To provide a framework for formal study (tertiary) and mandatory and discretionary training for Barcaldine Regional Council employees.
APPLICATION:	This policy applies to all Barcaldine Regional Council employees undertaking or wishing to undertake University level study (undergraduate and postgraduate) and/or Training relevant to Council.

1. Objective

Barcaldine Regional Council supports the development of employees to expand their skills and knowledge in their current positions and/or any future potential positions they may have or wish to obtain in Council. Council recognizes that appropriate continual learning may be valuable for the development and welfare of Council employees. Appropriate training and education can contribute to the quality and competence of employees and in turn increase the productivity and success of Council in meeting objectives, priorities and development needs.

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

Employees and their immediate Supervisors should discuss individual development opportunities as part of the performance review process. The Performance Review conducted by supervisors should include a Performance Improvement Plan (PIP) tailored to the individual employee. The PIP should be based on the requirements under the classification Level definition of the employee's Classification Level in accord with the relevant Award pertaining to their employment. The PIP provides both employees and Supervisors a structured Plan for further training, study and performance enhancing activities that may be undertaken by each employee.

2. Guidelines

- (a) Council encourages employees to undertake study and/or training to gain qualifications relevant to their position and professional development goals within Council;
- (b) All study and/or training undertaken by employees must be relevant to the functions of local government and in particular the employee undertaking the Training;

- (c) Approval of study and/or training is subject to Council's operational needs, Council's capacity to pay and training budget, and satisfactory work performance;
- (d) Study and/or training undertaken by the employee must provide a benefit to the employee's position, or the Council, or both;
- (e) The relevant awards pertaining to BRC Council employees include –
 - a. Queensland Local Government (Stream A) Award – State 2017;
 - b. Queensland Local Government (Stream B) Award – State 2017;
 - c. Queensland Local Government (Stream C) Award – State 2017; and the
 - d. Training Wage Award – State 2012

3. Types of Study (Tertiary) and Training

- (a) Vocational Education and Training - courses that are usually practical courses aimed at developing the knowledge and skills for employment in a range of vocational occupations such as; IT, business administration etc.
- (b) Higher Education/ University Qualifications
 - i. Undergraduate – study relating to a student who has not yet undertaken a University degree.
 - ii. Postgraduate – a course of study undertaken after having already completed a University degree.
- (c) Mandatory Training –
 - i. Compulsory training required to be delivered to all employees (i.e. induction) regardless of their role as mandated by relevant:
 - Commonwealth or State Legislation
 - Regulation linked to Legislation
 - ii. Training deemed compulsory for employees when relevant to their position and the requirements of their position or work function, or when based upon risk assessment processes.
- (d) Discretionary Training –
 - i. Training that is not mandated by Legislation or Regulations.
 - ii. Training that is left to the Employer or employee's choice and judgement.

4. Study and Training Categories

Employees undertaking approved courses of study or attending training courses shall receive study assistance in accordance with the Barcaldine Regional Council (BRC) Certified Agreement 2018 and the *Queensland Local Government Industry Award – State 2017*.

Courses will be considered for approval depending upon their ability to meet one of the study category guidelines set out below in accord with the *Queensland Local Government Industry Award – State 2017* and the BRC Certified Agreement 2018.

- (a) Category 1 – a course or training program which is undertaken as a condition of the employee's employment such as professional or trade credentials
- (b) Category 2 – a course or training program which is directly relevant to the employee's area of work and the skills or qualifications determined by the employer as being appropriate in that area of work but which is not essential
- (c) Category 3 – a course or training program demonstrated to the satisfaction of the employer to be directly relevant to local government. The content of such course shall have specific application to functions and processes carried out by Local Authorities;

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- (d) Category 4 - a course that meets the objectives, priorities and development needs of Council and which provides skills which meet the employee's professional development goals (ie career path) within Council.

5. Study Assistance

In order to qualify for study assistance, the course of study or training and the method of undertaking such course or training must be approved by the Chief Executive Officer.

5.1 Study (Tertiary)

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

- What study/training is being undertaken
- Method of study (i.e. part-time, full-time, correspondence)
- What category the study would fall under as per the *Queensland Local Government Industry Award – State 2017*;
- What benefit Council would receive from approving the employee to participate in the study/training;
- A letter of recommendation from the employee's supervisor endorsing approval of study in line with this Policy.

5.2 Training

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

6. Training on Plant and Equipment

The Chief Executive Officer may authorise the use of plant and equipment, which is not required for Council projects at a given time, by employees, for training or gaining experience.

- a. Council will make such plant and equipment and a suitably qualified operator available for employees to gain experience and an operator's qualification.
- b. Such training will be completed in the employee's time.

7. Authorisation

- i. Enrolment and attendance at any Tertiary course must be submitted to the employee's Supervisor for consideration by Human Resources and approval by the Chief Executive Officer.
- ii. Attendance at any mandatory or discretionary training within the Barcaldine Regional Council Area must be approved by the employee's supervisor.
- iii. Attendance at any mandatory or discretionary Training outside of the Barcaldine Regional Council Area must be approved in advance by the Chief Executive Officer.
- iv. The use of plant and/or equipment for training or gaining experience must be approved by the employees supervisor and the Chief Executive Officer.

8. Reimbursement of Expenses

All reasonable travelling and out of pocket expenses including meals incurred by an employee whilst attending an approved training program shall be reimbursed upon production of evidence of expenditure. Reimbursement of expenses for approved tertiary study is at the discretion of the Chief Executive Officer taking into account the study category, the employees training plan and benefit to Council.

8.1 Travel:

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

8.2 Accommodation:

Accommodation will be at the venue recommended by the training provider or an equivalent standard and price. Council will prepay all accommodation expenses wherever possible.

8.3 Meals:

Council will reimburse the employee for meals up to the value of the Australian Tax Office allowable limits. Council will not reimburse the cost of meals where the employee leaves home and returns home on the same day. However Council may supply meals (subject to the approval of the CEO) where the activity is within the Barcaldine Regional Council area.

9. Travelling Time

Training is to be carried out in normal working hours, and where possible travel will be undertaken during normal business hours. However, in order to meet normal workloads and commitments, training after hours will remain an option.

Where Council requests an employee to attend a training course outside of normal working hours the employee may elect TOIL or the overtime rates for travel outside of ordinary working hours. The employee will adjust their start and finish times for the day to meet training requirements.

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

10. Controls

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

11. Course Materials

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

12. Promotion - higher classification

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

13. Withdrawal of Support – unsatisfactory performance

The CEO may, at their discretion, withdraw support for training subject to:

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

14. Course Completion

- (a) The Employee is required to provide Council with a copy of results or a Certificate of completion for any course completed under this policy so that personnel files can be updated;
- (b) Competencies or other occupation based mandatory study or training is to be completed prior to taking up certain unsupervised duties (eg operating plant). The employee is not to perform those duties unsupervised until their study or training is completed and they are competent in that field. It is essential that every employee completes each mandatory training element.

15. Procedure/Policy Review

This Policy and associated Procedures should be reviewed as directed by the Chief Executive Officer.