

**MINUTES OF THE GENERAL MEETING
OF THE BARCALDINE REGIONAL COUNCIL
HELD IN THE COUNCIL CHAMBERS, 35 GORDON STREET, ARAMAC
ON WEDNESDAY 15 MAY 2019
COMMENCING AT 9.00AM**

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), P Coulton (District Manager – Aramac and Muttaborra), J Lawrence (District Manager – Barcaldine), R Rolfe (Chief Engineer) and A Newton (Minute Secretary).

PRAYER – Cr. Peoples read the prayer.

CONDOLENCES

A minute's silence was observed to mark the passing of Ms. Kylie Leanne Fitzpatrick (Cook) of Aramac, Mr. Barry James Whitfield of Barcaldine, Mr. Bradley Mutton of Barcaldine and Mrs. Una Vale of Jericho.

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 3.41 - "I declare that I have a material personal interest in the Goals 3 and 5 of the Works Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because I am the Director of Capricorn Plumbing and Drainage which has tendered for or undertaken 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 3.4.2 - "I declare that I have a material personal interest in the Floodway Reconstruction Works Tender Report (as defined by Local Government Act 2009, section 175B). A related party, namely my brother-in-law Michael Horman of Horman Transport Pty Ltd has tendered for the project. He stands to gain a benefit 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 Bettiens for Item 3.7.2 - "I declare that I have a material personal interest in the Request for Assistance – Barcaldine Business Expansion and Retention Group (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or suffer a loss because I am a business owner (Capricorn Plumbing and Drainage and Capricorn Plumbing and Building Supplies) which will be included in the Group's campaign. 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 Goal 3 of the Works Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council's consideration of this matter. I stand to gain a benefit or

suffer a loss because I am a partner in D Gray Grader and Loader Hire which is undertaking the Muttaborra Streetscape contract. 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 3.6.1 - “I declare that I have a material personal interest in a part of the Information Report (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council’s consideration of this matter. I stand to gain a benefit or suffer a loss because as the owner of Aramac Cut Price my business could be directly affected by the operation of the Aramac Bakery. 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 3.1.6 - “I declare that I have a material personal interest in the Fencing between Aramac State School and the Aramac Freedom Park report (as defined by Local Government Act 2009, section 175B) and I stand to gain a benefit depending on the outcome of Council’s consideration of this matter. I stand to gain a benefit or suffer a loss because as the owner of Aramac Cut Price I submitted a quote for fencing materials and may do in the future. 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 3.9.1 - “I declare that I have a material personal interest in the Aramac Freedom of Choice Park Fencing (as defined by Local Government Act 2009, section 175B) as I stand to gain a benefit depending on the outcome of Council’s consideration of this matter. I stand to gain a benefit or suffer a loss because as owner of Aramac Cut Price I submitted a quote for fencing materials and may do in the future. 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 3.2.2 – “I declare that I have a conflict of interest in the Planning and Development Report (as defined the Local Government Act 2009, section 175D) as I am the Chairman 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 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 Dillon** **Seconded Cr Peoples**
2019/05/139 **That Councillor Bettiens 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
6/0

Personal Gifts and Benefits - Nil

BUSINESS

1. CONFIRMATION OF MINUTES

*Summary: The following minutes required confirmation by Council:-
General Meeting – 17 April 2019.*

Resolution: 2019/05/140 **Moved Cr Dillon** **Seconded Cr Gray**
That the minutes of the General Meeting held by Barcaldine Regional Council on the 17 April 2019 be received.

Carried
7/0

Resolution: 2019/05/141 **Moved Cr Plumb** **Seconded Cr Dillon**
That the minutes of the General Meeting held by Barcaldine Regional Council on 17 April 2019 be confirmed.

Carried
7/0

2. PETITIONS - Nil

3. REPORTS

3.1 CHIEF EXECUTIVE OFFICER

3.1.1 Chief Executive Officer Information Report April to May 2019

Summary: The Chief Executive Officer's report for April to May 2019 is presented to Council.

Resolution: 2019/05/142 **Moved Cr Dillon** **Seconded Cr Bettiens**
That Council receives the Chief Executive Officer's Report for April to May 2019.

Carried
7/0

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 10 May 2019.

Resolution: 2019/05/143 **Moved Cr Gray** **Seconded Cr Bettiens**
That the report be received.

Carried
7/0

Procedural Motion

Resolution: 2019/05/144 **Moved Cr Chandler** **Seconded Cr Dillon**
That the Order of Business be altered to allow Council to deal with Item 3.9.1 on the Agenda.

Carried
7/0

At this stage the Meeting dealt with Item 3.9.1 in the Agenda.

3.1.3 Head Yakka Heroes

Summary: From the Chief Executive Officer tabling a proposal from Outback Futures seeking Council's support of its Head Yakka Heroes programme.

Resolution: 2019/05/145 **Moved Cr Dillon** **Seconded Cr Peoples**
That Council agrees to the involvement of the Queensland Bulls Masters as advocates of the Outback Futures' Head Yakka Heroes programme at no cost to Council and the Chief Executive Officer continues discussions on Council's behalf to finalise the relationship.

Carried
7/0

3.1.4 Fluoridation in Water Supplies

Summary: From the Chief Executive Officer tabling correspondence from the Australian Medical Association Queensland seeking support for the mandatory introduction of fluoride in the Queensland water supply by the Queensland Government.

Resolution: 2019/05/146 **Moved Cr Dillon** **Seconded Cr Plumb**
That Council does not support the mandatory introduction of fluoride in the Queensland water supply the Queensland Government.

Carried
7/0

3.1.5 Community Care Services Report

Summary: From the Chief Executive Officer reporting on the operations of the Community Care Services.

Resolution: Moved Cr Peoples **Seconded Cr Bettiens**
2019/05/147 **That the report be received.**

Carried
7/0

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

3.1.6 Fencing between Aramac State School and the Aramac Freedom Park

Summary: From the Chief Executive Officer reporting on discussions held with Aramac State School regarding the proposal for the installation of a fence along the southern boundary of Drury Street between the school and the Aramac Freedom Park.

Resolution: Moved Cr Rogers **Seconded Cr Plumb**
2019/05/148 **That Council call tenders for the supply and delivery of fence materials for a fence along the northern boundary of Drury Street between the Aramac State School and the Aramac Freedom Park.**

Carried
4/2

At this stage Councillor Peoples returned to the meeting.

3.1.7 Request for Assistance – Muttaborra Campdraft Association

Summary: From the Chief Executive Officer reporting on a request from Muttaborra Campdraft Association for funding in an amount of \$5,000 to assist with liquor licensing requirements and fencing at the grounds.

Resolution: Moved Cr Dillon **Seconded Cr Rogers**
2019/05/149 **That Council agrees to provide up to \$5,000 in funding for fencing materials paid on invoice to Muttaborra Campdraft Association with consultation and approval of the Chief Executive Officer.**

Carried
6/1

3.2 DEPUTY CHIEF EXECUTIVE OFFICER

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

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

Resolution: 2019/05/150 **Moved Cr Dillon** **Seconded Cr Peoples**
That Council receives the Deputy Chief Executive Officer's Report for May 2019.

Carried
7/0

3.2.2 Planning and Development Report

Summary: The Planning and Development Report for the period ending 9 May 2019 is presented to Council.

Resolution: 2019/05/151 **Moved Cr Peoples** **Seconded Cr Gray**
That Council receives the Planning and Development Report.

Carried
7/0

3.2.3 Business Continuity Plan

Summary: A draft Business Continuity Plan is presented for Council consideration.

Resolution: 2019/05/152 **Moved Cr Dillon** **Seconded Cr Gray**
That Council adopts the Barcaldine Regional Council Business Continuity Plan as per Attachment A.

Carried
7/0

3.2.4 Motor Vehicle Use Policy Review

Summary: An amended Motor Vehicle Use Policy is presented for Council consideration.

Resolution: 2019/05/153 **Moved Cr Peoples** **Seconded Cr Gray**
That the matter be deferred to the June General Meeting.

Carried
7/0

The meeting adjourned for morning tea at 10.35am and resumed at 11.10am.

3.2.5 Insurance Renewal

Summary: Council's annual insurance policy with LGMS is due for renewal and is presented for Council consideration.

Resolution: 2019/05/154 **Moved Cr Peoples** **Seconded Cr Dillon**
That Council agrees to renew its annual insurance with Local Government Mutual Services (LGMS) for the 2020 financial year.

Carried
7/0

3.2.6 Entertainment and Hospitality Policy Review

Summary: An amended Entertainment and Hospitality Policy is presented for Council consideration.

Resolution: 2019/05/155 **Moved Cr Peoples** **Seconded Cr Bettiens**
That Council adopts the amended Barcaldine Regional Council Entertainment and Hospitality Policy as per Attachment B.

Carried
7/0

3.3 FINANCE

3.3.1 Financial Report

Summary: The financial report for the period ending 5 May 2019 is presented to Council.

Resolution: 2019/05/156 **Moved Cr Plumb** **Seconded Cr Bettiens**
That Council receives the Financial Report for the period ending 5 May 2019.

Carried
7/0

3.4 MANAGER ENGINEERING SERVICES

Councillor Gray declared an interest in Goal 3 of the report and left the meeting during discussions thereon. Councillor Bettiens declared an interest in Goals 3 and 5 of the 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 30 April 2019.

Resolution: 2019/05/157 Moved Cr Dillon Seconded Cr Plumb
That the Works Report for the period April 2019 be received.

Carried
7/0

At this stage Councillor Gray returned to the meeting.

Councillor Bettiens declared an interest in the following matter.

3.4.2 Floodway Reconstruction Works Tender Recommendation

Summary: From the Chief Engineer submitting floodway reconstruction works tender recommendation for reconstruction of multiple floodways across multiple roads.

Resolution: 2015/05/158 Moved Cr Dillon Seconded Cr Peoples
That Council receives the report and awards the tender to Horman Transport Pty Ltd for Barcaldine Insitu Stabilised Floodway Reconstruction in an amount of \$949,163.00 ex GST as it was the lowest tender.

Carried
6/0

At this stage Councillor Bettiens returned to the meeting.

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: 2019/05/159 Moved Cr Bettiens Seconded Cr Plumb
That the District Manager’s Information Report be received.

Carried
7/0

3.5.2 Request for Assistance – Alpha State School P & C Association

Summary: Alpha State School P & C Association are requesting financial assistance to the value of \$2,500.00 for their ‘Dinner with the Stars’ which is their major fundraiser for the year. Their fundraising efforts help support children to attend school camps, inter school carnivals, resources for the school & children, plus many other things as well.

(b) the Chief Executive Officer explain to the Principal of the Aramac State School and the President of the P & C Association Council's plans in relation to the Freedom Park.'

be repealed.

Carried
6/0

At this stage Councillor Peoples returned to the meeting.

As there was no further business, the Mayor declared the meeting closed at 12.20pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

MAYOR: _____

DATED: 26 June 2019

Attachment A



Barcaldine Regional Council

Business Continuity Plan

Adopted Resolution: 2019/05/152

May 2019



Barcaldine Regional Council
Business Continuity Plan

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Original Business Continuity Plan prepared by Council.



Barcaldine Regional Council Business Continuity Plan

What is the Business Continuity Plan (BCP)

The Business Continuity Plan (BCP) is the catalyst of the risk management processes of Council. The BCP identifies the strategies and provides directions to the BRC Executive Team in the event of an emergency or disaster.

It is essential that Council is able to continue to function, even when its operations are disrupted by an emergency such as a fire within a Council building, or loss of access to a Council building. For that reason, the BCP is intended to ensure that an acceptable level of operation of Council services is restored within 24 hours of disruption by an emergency. The Plan contains procedures used to manage the emergency and specifies the roles of key staff who implement the procedures.

The acceptable level of operation covers those activities, which are either statutory obligations of Council (such as administering health regulations or essential services to ratepayers eg Water supply, sewerage, road maintenance and waste management). These activities are referred to in the Plan as Critical Processes. Restoring these Critical Processes to an acceptable level after an emergency allows the Executive Team time to take any necessary action to restore other activities.

The Plan covers those emergencies that disrupt the activities of Council, but is not intended to replace or otherwise affect the activities carried out by the Emergency Services. A BCP (referred to in this document as the Plan) provides a framework that ensures that if Council's operations are disrupted by an emergency such as a fire, explosion or earthquake the critical statutory and customer service functions are restored to an acceptable level of operation within 24 hours. The Plan contains procedures used to manage the emergency, defines the roles of key staff who implement the procedures and specifies critical statutory and customer service functions.

Operation of the Plan is triggered by declaration of an emergency by the Mayor or Chief Executive Officer. Control of the operation of the Plan is the task of the Chief Executive Officer and operates only during an emergency. Close communication is maintained between the Chief Executive Officer and the Executive Team and Councillors throughout the event of an emergency.

To ensure the critical functions affected by an emergency can quickly be restored, relocation sites are provided including telecommunications, information technology equipment and office furniture and stationery.

A provision for the relocation of the Executive Team is available, if required so that all management activities can continue with minimal disturbance. By restoring the critical functions of Council, the immediate pressures are reduced, allowing time for the Executive Team to determine the strategy for restoring full operation of Council activities.

The Plan also provides for maintenance and testing to ensure that it meets the needs of Council.

What Constitutes an Emergency

In Council terms, an emergency is identified as an event that prevents or impedes any functions of Council from carrying out any of its duties, or has the potential to cause harm or death to Council personnel, buildings/premises or the public whilst on Council premises. An emergency may vary in duration and in nature, some of these can be identified in Table 8.



**Barcaldine Regional Council
 Business Continuity Plan**

Barcaldine Regional Council (BRC) Emergency Management Team

This team consists of the personnel listed in the table below.

The BRC Emergency Management Team is convened when an emergency event occurs as identified in the BCP Table below.

Table 1: BRC Emergency Management Team

Name	Role	Telephone
Robert Chandler	Mayor	4651 5622 0427 512 314
Jenni Gray	Deputy Mayor	0428 587 145
Steven Boxall	Chief Executive Officer (CEO)	4651 5626 0407 818 645
Brett Walsh	Deputy Chief Executive Officer (DCEO)	4651 5602 0407 981 776
Rick Rolfe	Chief Engineer (CE)	4651 5623 0428 114 885
Alison Newton	Personal Assistant (PA) CEO & Mayor	4651 5625
Hailey Winter	Executive Assistant (EA) DCEO	4651 5621
Jenny Lawrence	District Manager – Barcaldine	4651 5611 0427 511 813
Damian Howard	District Manager – Alpha	4985 1101 0487 000 083
Paula Coulton	District Manager – Aramac	4652 9999 0419 661 031

Table 2: Support Team Contacts

Name	Role	Department	Landline/Mobile phone numbers
David Kneipp	IT Officer	IT	4652 9999
Angela Waugh	Events and Tourism Officer	Events and Tourism	4651 5612 0418 744 279
Lenny Trueman	Regional Human Resources Officer	Human Resources	4651 5614 0400 272 762
Wendy Trueman	Regional Technical Officer	Workplace Health and Safety	4651 5632 0459 112 530



Barcaldine Regional Council Business Continuity Plan

Responsibilities of BRC Emergency Management Team

Responsibilities continue during the period of the emergency through to completion of the restoration or resumption of normal activities.

1. Make initial contact with Executive Management Team

- Contact Council Groups and Team Leaders who will be directly affected by the incident as per the maximum tolerable period of disruption (Table 4).

2. Assess the crisis

- Resolve apparent conflicts as they arise.
- Take details and identify crises using Situation Reports.

3. Prioritise any Responsibilities

- Dealing with initial critical activities during an emergency (e.g. damage assessment, restoring communications)
- Identify outstanding issues relating to the crisis and ensure they are resolved.
- Coordinate business restoration priorities, timing and related activities with restoration teams.
- Keep a record of major activities and decisions of the Executive Management Team.
- Collect and monitor financial information relating to costs, including consideration of potential insurance claims and the information required. Identification of key assets and IDs.
- Coordinate information flow to public/media.

4. Implement actions

- Ensure the individual groups work together as a whole to resolve the situation and enact an appropriate response.
- Coordinate activities of teams.

5. Resolve

- Reinstate or return to business as usual (BAU) operations.

6. Post Incident Review

- Executive Management Team to review how the incident has been managed and how it can be improved for future activations.

Situation Report (Sitrep) – Business Continuity Management

The Sitrep provides a guide for BCP owners to summarise the impact on operations, proposed actions and requirements. During an event, especially when the Local Disaster Coordination Centre (LDCC) is in STAND-UP, Sitreps are required at regular periods in order to communicate the situation at a point in time.

Sitreps from individual areas will be combined into the 1 Sitrep from Executive Management Team.

Initiation of the BCP

1. Notification of an Emergency

All BRC personnel have the capacity to initiate the BCP, staff are provided with the knowledge on how to deal with an emergency. Depending on the emergency, the order of the below may vary however the procedure consists of the same actions.

1. Call the Emergency Services;
2. Call the CEO and describe the location and nature of the emergency;
3. Advise your immediate supervisor/manager of your actions.

Depending on the severity of the emergency the CEO will be the key contact person in Council for the emergency services.



Barcaldine Regional Council Business Continuity Plan

2. Contacting the CEO

The CEO is contactable on a 24/7 basis for all emergencies, in the event the CEO is not available the DCEO is the next identified delegate in charge. The contact details for these personnel are located in Table 1.

All BRC employees will be briefed by their Supervisors/Managers on how to contact the CEO in the case of any emergencies.

3. CEO Initial Steps and Subsequent Actions

After notification of an emergency, the CEO is to ensure that (if needed) the Emergency Services have been called. If the matter is of extreme urgency, such as a fire or an explosion warning, the CEO/Delegate is also required to ensure that evacuation of the building is in progress or completed. In less urgent cases, the CEO will seek to ascertain whether the council infrastructure has been damaged and/or people injured and to what extent. If the CEO believes that an emergency has arisen, then will declare an emergency.

Depending on the emergency and the circumstances surrounding the emergency the CEO processes may vary. The CEO will utilise the procedures identified in Table 8 and coordinate the appropriate personnel.

4. Communications

For all communications with the Community and the media will be conducted by the Mayor or Deputy Mayor in the instance that the Mayor is not available. All information provided to the Mayor or Deputy Mayor will be directed from the CEO. As per the BRC Media Policy no BRC Employee is allow to speak with the community or the media on Council's behalf. Only the Mayor or Deputy Mayor are allowed to speak on Councils behalf.

The CEO or Delegate will control all other communications to internal BRC employees. The CEO or Delegate will be responsible for ensuring that all staff are aware of the situation at all times.

5. Relocation of Critical Processes and Personnel

Within each town of the BRC Region there is an alternative BRC location that is available for utilisation if/when a BRC building is affected. As these building are in various locations within the towns it would be unlikely that but facilities would be affected at the same time, during the same emergency event. In an instance where all Council facilities have been affected an alternate location will be sourced and fitted with IT equipment, telephone lines and office equipment. The Emergency Management Team will be relocated to the new facility until the emergency has been resolved. Managers are to coordinate and redeploy all other non-essential staff until such time as business is returned to normal.

6. Briefing All Staff

All BRC employees are to be briefed on a yearly basis of the BCP, with all new BRC employees to receive the BCP within their welcome packs on introduction day. All BRC employees are to be aware of the purpose and the procedure of the BCP.

7. Returning to Business as Usual (BAU)

Returning to BAU as quickly and efficiently as possible is the main aim of the BRC BCP. It is imperative that a debriefing session is organised for the Emergency Management Team and all affected staff upon returning to normal duties. It is important to reflect on the lessons learned and improve on the outcome in case of future occurrences



**Barcaldine Regional Council
 Business Continuity Plan**

Table 3: BCP Roles and Responsibilities during a Crisis Event

Position	Roles and Responsibilities for BCP Crisis Event
Chief Executive Officer	<ul style="list-style-type: none"> Responsible for managing the event.
Mayor	<ul style="list-style-type: none"> Responsible for managing community and media relations.
Executive Office	<ul style="list-style-type: none"> Provide support to the CEO during the event. Coordinate communications with Council, management, the public and the media.
District Manager	<ul style="list-style-type: none"> Assist the CEO in managing the event at a local level.
District Support Officer	<ul style="list-style-type: none"> Assisting the District Manager to manage the event

Maximum Tolerable Disruption Periods

A high consequence event that exceeds the Maximum Tolerable Period of Disruption (MTPD) listed below is considered as a disruptive event. This business continuity plan considers the impact of disruptive events on identified critical operations and outlines the response plan to recover the critical operations within the MTPD for each process.

Table 4: Maximum Tolerable Period of Disruption

Function / Service	Impact of significant disruption	Maximum tolerable period of disruption (MTPD)
Key Council systems (e.g. Civica, Practical, InfoX)	Most serious cases would involve inability to provide key information for legal transactions	4 hours
Phone services	Inability to report	1 working day
Mobile Phone services	Customers inability to deal with Council, outrage	1 working day
Counter Services (foot traffic)	Inability for local community to access council services face-to-face	2 working days



**Barcaldine Regional Council
 Business Continuity Plan**

Communication Strategies

The following table demonstrates strategies mapped to ensure adequacy of information and critical roles are understood. Of particular importance will be message contact and how messages will be promulgated to each of the stakeholders.

Table 5: Communication Strategies

Communique No. and title	Content of communication	List of recipients	Means, timing and frequency of communication	Authorising person
Loss of phone system	Liaise with Customer Service Representatives in the relevant location to ensure notification is out.	District Manager	Email as required	District Manager
Loss of IT systems	Upfront message via the phone if possible to advise of delays.	Media IT Officer District Manager	Email as required	District Manager
Loss of both phones and IT systems	Where no service is available refer to District Manager to determine communication with the other district offices.	District Manager Media IT Officer Executive Office	Email as required	District Manager Executive Office
Loss of location/ loss of power	Temporary signage to convey loss of location at or near location site. Longer term situation requires District Manager to communicate to community regarding establishment of alternate location	District Manager Media IT Officer Executive Office	Email as required	District Manager Executive Office
Code Black Situation	The Fire Warden is the key contact. Advise District Manager (who will advise the CEO and the Executive Office). In conjunction with the Fire Warden, communicate to the following: <ul style="list-style-type: none"> • Customers in the building • Council staff (all buildings) • Executive Office • Media Team • IT Officer 	District Manager	Email as required	Chief Executive Officer District Manager Executive Office



**Barcaldine Regional Council
Business Continuity Plan**

Other Key Contacts

Table 6: List of BRC Staff Able to Fulfil Senior Staff Roles

Name - Group	Telephone
Trish Hanson - District Support Officer, Barcaldine	4651 5604
Dawn James – District Support Officer, Aramac	4652 9999 0419 661 031
Brett Walsh - Deputy CEO	4651 5602 0407 981 776

Table 7: Key External Contacts

Name - Organisation - Role	Telephone
Police	000 4651 1322
Ambulance	000 4650 4000
Fire Brigade	000
Emergency Rural Fire Services	4651 1190
Ergon	13 16 17 4651 5777
Telstra	13 22 03 1234
Civica	1800 643 436
George Bourne & Associates	4651 5177

BRC Fire Wardens

Wendy Trueman
Alison Newton

Business Impact Analysis

Table 6: Business Impacts

Impact Event Number	Impact Event Description – detail the main component and provides an overview of the risk that may be caused? What are the trigger events that initiate business continuity planning?	Impact Type What are the main types of impact resulting from this risk event? -Economic -Environmental -Political -Social -Health & Safety -Public Safety -Reputation & Image	Initial Risk What risk level do we face if we are nothing to prevent or minimize it? Likelihood -Almost certain -Certain -Possible -Unlikely -Rare Consequence -Low -Medium -Moderate -High -Catastrophic	Current Practices/Strategies/Resources/Testing (Risk Controls) What are we doing to avoid the risk or reduce its effect? What is the current BCP, and how is it tested? Has event occurred? Description Effectiveness	Current Risk Rating Considering what we do, what is the current risk level we face? Likelihood -Almost certain -Certain -Possible -Unlikely -Rare Consequence -Low -Medium -Moderate -High -Catastrophic	Business Plan Owner (Name and Title) Who has the responsibility and authority to implement the BCP? Who else needs to be aware of their role, and be communicated with?	Possible Risk Treatment Options and Ability to Test What can we possibly do (provisional) to further reduce the risk level, including how the scenario can be tested?
01	<p>Evacuations of main administration buildings – Impact on staff ability to operate</p> <p>Caused by:</p> <ul style="list-style-type: none"> • Fire drills • Civilian works • Bomb threats • Water supply issues • Air conditioning failure • Fire • Any incident that means the building is unfit for use e.g. asbestos, flooding, collapse <p>Consequences (objectives not met):</p> <ul style="list-style-type: none"> • Staff isolated from systems • Disruption of services • Customers affected (counter / email / phone) <p>Note: scenario considered for one location only, more than one location would indicate more serious regional disaster or emergency</p> <p>Trigger Levels (note: levels may vary as a result of risk analysis):</p> <ul style="list-style-type: none"> • >2 working days with no counter services (foot traffic) • >4 hours staff access to key Council systems (e.g. IT) • >1 working day no Engage • >1 working day no Telstra <p>Other Exacerbating Factors:</p> <ul style="list-style-type: none"> • Multiple simultaneous with more than one administration building? • Happens on a critical day for some groups (e.g. end of the month accounts)? • Loss of remote services? • Occurs when key staff are absent 	Community and Social Media, Reputation and Image Business Financial	<p>Initial Risk</p> <p>Likelihood Likely</p> <p>Consequence 4M Insignificant Short term impact (<1 day)</p>	<p>Current Practices and Strategies</p> <ul style="list-style-type: none"> • Other council locations take the load for phone / email • Ability to operate systems remotely • Alternate locations – ability to set up quickly, current capacity in various locations. Will require IT Support • Communication methods and protocol <p>Resources:</p> <ul style="list-style-type: none"> • Telstra • Microsoft and other vendors • Computers for short term take • Space for short term use (alternative locations) • Laptop resources/ assets • Remote access <p>Testing or Actual Occurrence:</p> <ul style="list-style-type: none"> • No coordinated testing carried out on this scenario • Only occurrences have been short term evacuations 	<p>Current Risk Rating</p> <p>Likelihood Possible</p> <p>Consequence 6M Minor - Med term evac (up to 2 days)</p>	<p>Business Plan Owner</p> <p>Emergency Management Executive Office District Manager</p> <p>Key Communications:</p> <ul style="list-style-type: none"> • CEO • District Manager • Media and Events Officer 	<p>Possible Risk Treatment Options and Ability to Test</p> <ul style="list-style-type: none"> • None identified <p>Testing:</p> <ul style="list-style-type: none"> • Need to consider how moving to a single location may affect ability to respond in a crisis if that location is affected <p>Need for BCP:</p> <ul style="list-style-type: none"> • BCP needs to show process for decision making in such an event

Barcaldine Regional Council
Business Continuity Plan

Impact Event Number	Impact Event Descriptor - details the main component and provides an example of a risk impact that may be attributable What are the risks that impact business continuity? What are the trigger levels that initiate business continuity planning?	Impact Type What are the main types of impact resulting from the event? - Economic - Legal and Compliance - Community and Social - Political - Health and Safety - Environmental - Assets	Initial Risk What risk level do we face if we do nothing to prevent or minimise it? Likelihood - Likely - Unlikely - Rare Consequence - Significant - Moderate - Minor - Catastrophic	Risk Rating - Low - Medium - High - Extreme	Current Practices/Strategies/Resources/Testing (Risk Controls) What are we doing to avoid the risk or reduce its effect? What is the current BCP, and how is it tested? Has it occurred? Description	Current Risk Rating Considering what we do, what is the current risk level we face? Likelihood - Likely - Unlikely - Rare Consequence - Significant - Moderate - Minor - Catastrophic	Risk Rating - Low - Medium - High - Extreme	Business Plan Owner (Name and Title) Who has the responsibility and ability to follow through and ensure their role, and be communicated with? Who else needs to be aware of their role, and be communicated with?	Possible Risk Treatment Options and Ability to Test What can we possibly do (realistically) to further reduce the risk level, including how this scenario can be tested?
02	<p>System / Connectivity / Power Outage</p> <p>Caused By:</p> <ul style="list-style-type: none"> Virus, hacking incident, security incident Telecommunications failure Power outage to building, local area or region Lightning strikes <p>Consequences (objectives not met):</p> <ul style="list-style-type: none"> Disruption to all business activities and CS e.g. inability to provide necessary information for a legal transaction in good time Unable to operate remotely Loss of communication avenues for many Council Groups Ability to respond in an emergency <p>Note: worst scenario would be when only council is affected and the external customer is not, so viewed potentially as a council failure</p> <p>Trigger Levels (note: levels may vary as a result of risk analysis):</p> <ul style="list-style-type: none"> >1 working days Development Services lose access to key Council systems (e.g. Civic, Practical), no counter service >1 working days Development Services lose access to key Council systems (e.g. Civic, Practical), no counter service >2 working days Development Services lose access to key Council systems (e.g. Civic, Practical), no counter service <p>Other Exacerbating Factors:</p> <ul style="list-style-type: none"> Happens simultaneously with more than one administration building Building of services affected Council has staff absent Any other related incident experienced simultaneously by services requiring CS assistance to manage communications For Telstra to have an entire network failure would be indicative of a serious incident affecting many services and suppliers and backup options 	Community and Social Media, Reputation and Image Business Financial	<p>Likely</p> <p>Minor - 4 hours key systems e.g. Civic</p> <p>Possible</p> <p>Moderate services unable to respond >1 days, or limited response >2 days</p>	<p>8H</p> <p>9H</p> <p>12</p>	<p>Fair</p> <p>Current Practices and Strategies</p> <ul style="list-style-type: none"> Manual power for 60 minutes Generators for five main locations (automatic, however an electrician required for manual switchover) Separate servers at local centres Ability to operate remotely Mobile phones Fixed phones also Variety of ICTS managed preventive measures (i.e. Firewall / Filtering / Virus Protections, gold etc.) Duplication of systems, Database of applications, Testing environment for upgrades / patches, Rollback plans, Change approval process, Monthly storage (with redundancy), 2 hour maintenance agreements, High backup copies of software, Use of Cloud technology <p>Related BCPs:</p> <ul style="list-style-type: none"> Alternative telecommunication / network systems Web Central for website Vendors Space (alternative locations) Human resources <p>Testing or Actual Occurrence:</p> <ul style="list-style-type: none"> No testing carried out Recent incidents have occurred (moves have been undertaken to resolve cause) Risk analysis on Cloud carried out by ICTS 	<p>Minor - 4 hours key systems e.g. T1</p> <p>Moderate services unable to respond >1 days, or limited response >2 days</p> <p>Unlikely</p> <p>Major - unable to access for >2 days</p>	<p>6M</p> <p>6M</p> <p>8H</p>	<p>BCP Owner for this scenario:</p> <ul style="list-style-type: none"> Emergency Management Team Executive Management Team <p>Key Communications:</p> <ul style="list-style-type: none"> As per Media and Communication Policy 	<p>Possible Risk Treatment Options:</p> <ul style="list-style-type: none"> Testing: <ul style="list-style-type: none"> Building Facilities tests Monthly test of generator Need for BCP: <ul style="list-style-type: none"> The BCP needs to formally address this scenario

Business Impacts		Impact Event Number	Impact Event Descriptor – details the main component and provides an example of a risk impact that may be attributable What are the risks that mitigate business continuity planning?	Impact Type What are the main types of impact resulting from this event? -Economic -Environmental -Legal and Compliance -Political -Public Health & Safety -Reputation -Security	Initial Risk What risk level do we face if we do nothing to prevent or mitigate it? Likelihood -Almost Certain -Likely -Possible -Unlikely -Rare Consequence -Insignificant -Minor -Moderate -Major -Catastrophic	Risk Rating Low Medium High Extreme	Current Practices/Strategies/Resources/Testing (Risk Controls) What are we doing to avoid the risk or reduce its effect? What is the current BCP, and how is it tested? Has event occurred?	Current Risk Rating Considering what we do, what is the current actual risk level we face? Likelihood -Almost Certain -Likely -Possible -Unlikely -Rare Consequence -Insignificant -Minor -Moderate -Major -Catastrophic	Risk Rating Low Medium High Extreme	Business Plan Owner Who has the responsibility and authority to follow through and implement the BCP? (Name and Title) What are the responsibilities of their role, and be communicated with?	Possible Risk Treatment Options and Ability to Test What can we possibly do (voluntarily) to further reduce the risk level, including how this scenario can be tested?
03	<p>Staff under-resourced</p> <ul style="list-style-type: none"> Staff unable to get to work for external reasons e.g. extended flooding, pandemic, regional transport disruption Lack of means of communications <p>Consequences (objectives not met):</p> <ul style="list-style-type: none"> Immediate disruption to services Loss of functionality for many Council Groups Inability to respond in an emergency Inability to provide critical information or connectivity <p>Trigger Levels (note: levels may vary as a result of risk analysis):</p> <ul style="list-style-type: none"> Criticality of services affected Under 70% staff in any team requiring reduced services Under 60% staff in any team requiring critical services provided only <p>Other Exacerbating Factors:</p> <ul style="list-style-type: none"> Happens simultaneously with more than one crisis or emergency, especially in an epidemic scenario Priority of services affected Any other related incidents experienced simultaneously by services requiring CS assistance to manage communications 	<p>Community and Social Services Economic Financial Environmental Media, Reputation and Image</p>	<p>Possible</p> <p>Minor – less than 70% staff</p> <p>Unlikely</p>	<p>Minor – less than 70% staff</p> <p>Unlikely</p>	<p>Unknown</p> <p>Current Practices and Strategies</p> <ul style="list-style-type: none"> DS Manager and BLT discuss to develop a relevant strategy to address business needs and priorities. 	<p>High</p> <p>High</p>	<p>High</p> <p>High</p>	<p>BCP Owner for this scenario:</p> <ul style="list-style-type: none"> Emergency Management Team <p>Key Communications:</p> <ul style="list-style-type: none"> HR WHS Executive Management Team 	<p>Possible Risk Treatment Options:</p> <ul style="list-style-type: none"> Review the diversity of skills Compile a list of council staff able to undertake various roles – multi skilled staff <p>Testing:</p> <ul style="list-style-type: none"> None identified <p>Need for BCP:</p> <ul style="list-style-type: none"> The BCP needs to formally address this scenario 		

Attachment B

SYSTEM:	Corporate Governance
POLICY TITLE:	Entertainment & Hospitality Policy
POLICY NUMBER:	G013
ADOPTED:	23 March 2011
AMENDED:	15 January 2014 15 May 2019
PURPOSE:	To establish a framework for managing expenditure on entertainment and hospitality for councillors, employees and visitors.

1. Outline

This policy sets out the requirements for expenditure on entertainment and hospitality.

2. Background

2.1. Section 196 of the Local Government Regulation 2012 provides:

- (1) The local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an ***entertainment and hospitality policy***).

The local government may spend money on entertainment or hospitality only in a way that is consistent with the local government's entertainment and hospitality policy.

Examples of entertainment or hospitality—

- (a) entertaining members of the public in order to promote a local government project;
- (b) providing food or beverages to a person who is visiting the local government in an official capacity;
- (c) providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons;
- (d) paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee.

3. Scope

- 3.1 For the purposes of this policy the following will be regarded as entertainment or hospitality:
- (a) The provision of food or beverages;
 - (b) The provision of a performance;
 - (c) Attendance at a function.

Entertainment and hospitality expenditure may relate to:

- (a) Councillors;
- (b) Council employees;
- (c) Members of the public, suppliers or customers or other visitors to the Council.

4. Policy

4.1 Overall considerations

- (a) Entertainment and hospitality expenditure incurred must be in the public interest or necessary to facilitate Council business.
- (b) The amount spent on entertaining and hospitality must be reasonable having regard to the benefit to the Council or the public.
- (c) Entertainment and hospitality expenditure must be procured in accordance with Council's Procurement Policy.
- (d) Entertainment and hospitality expenditure which is deemed to be not reasonable or of a private nature, must be repaid to Council by the person incurring the expenditure.
- (e) Entertainment and hospitality expenses may only be charged to a corporate credit card in accordance with Council's Credit Card Policy.

4.2 Alcohol

Council is not liable for the cost of alcoholic drinks at a function or event except:

- (a) when alcohol is provided as inclusive of the fee for or is integral to attending a function, meeting or event
- (b) for the reasonable cost of drinks with a meal as determined by the Chief Executive Officer or
- (c) when specifically approved by the Mayor or Chief Executive Officer.

Alcohol may only be provided at a Council organized function or event if it has been approved by the Mayor or Chief Executive Officer.

4.3 Training courses, meetings, events and functions

Council may pay the cost for a councillor or employee to attend an event or function as a Council representative including the cost of entertainment, meals and drinks.

Council may provide food and drinks for Council training courses, meetings, events or functions which extend over a normal meal period. Such refreshments are to be reasonable in relation to the purpose and nature of the event and the expected attendees.

Council may provide reasonable entertainment at public or Council functions at no cost to councillors or employees.

4.4 Reasonable & Appropriate

The following are examples of expenditure which are considered reasonable and appropriate:

- (a) Civic functions such as citizenship ceremonies, Australia Day etc: Recognition of the importance of these function to the community.
- (b) Employer reward and recognition presentations: Recognition of Council officers to reward outstanding achievement in the provision of services to the public. This may include official reward and recognition events, length of service presentations and officer farewells.
- (c) Anzac Day and Remembrance Day: Recognition of the service of war veterans to the community.
- (d) Condolences: For the death of a Councillor or Council officer or their immediate family. This is in recognition of service and a mark of respect to his/her family.
- (e) Visits by overseas delegates: These visits occur for cultural or economic development reasons and have the potential to increase investment in the Council area.

- (f) Visits by government or official representatives: For visits from State or Federal members of parliament, Governor, Governor-General, defence forces etc.
- (g) Annual Christmas celebration: Recognition and appreciation of councillors and Council officers for their dedication and commitment to the provision of Council services to the public.
- (h) Meetings within ordinary working hours: Recognition of the need to hold meetings away from the normal work place and/or which extend over normal meal breaks.
- (i) Business Meals: Breakfast, Lunch or Dinner meeting between the Mayor, councillors or Chief Executive Officer and official visitors, relevant business people or government officials.
- (j) Associate persons expenditure: Only where specifically approved by Council, the Mayor or Chief Executive Officer are the entertainment and hospitality costs for associated persons (eg spouse or partner) to be met by the Council. In these instances, the Associate will be considered an official representative of the Council and will be expected to comply with Council's Code of Conduct.
- (k) Other Hospitality Expenses: Other types of expenditure considered reasonable as official hospitality includes the provision of tea, coffee, sugar, milk, and morning or afternoon tea for official visitors and appropriate staff.
- (l) Live entertainment: Recognition and support for theatre or music productions that visit the community.

4.5 *Not reasonable and appropriate*

Examples of expenditure which is generally considered not to be reasonable and appropriate and are therefore to be treated as private expenditure are:

- (a) Tips or gratuities
- (b) An unofficial function at the private residence of a councillor or employee
- (c) Drinks only costs
- (d) Excessive per person food or drink costs.