

3.1.4 Marathon Bore Water Supply Board

Summary: As referred from the General Meeting held on 18 December 2013, the Chief Executive Officer is advising that a letter has been received for a ballot to convert Marathon Bore Water Supply Board to a Closed Water Activity Agreement.

Resolution: 2014/01/007 **Moved Cr Cowper** **Seconded Cr Bettiens**
That Council:-

- (a) votes for the motion to convert the Marathon Bore Water Supply Board to a Closed Water Activity Agreement (CWAA);**
- (b) agrees with the new constitution; and**
- (c) executes a new Bore Water Supply Scheme Agreement known as the Marathon Bore Water Group.**

Carried
Unanimous

3.2 FINANCE - See Item 3.6.2

3.3 MANAGER ENGINEERING SERVICES

3.3.1 Works Report

Summary: From the Acting Manager Engineering Services submitting for Council's advice and consideration his report on engineering works and environmental matters in Barcaldine, Alpha, Jericho, Aramac & Muttaborra for the period ending 31 December 2013.

Resolution: 2014/01/008 **Moved Cr Gray** **Seconded Cr Bettiens**
That the Works Report for the period December 2013 be received.

Carried
Unanimous

3.4 EXECUTIVE MANAGER - ALPHA

3.4.1 General Information Report

Summary: Executive Manager's – Alpha report for information.

Resolution: 2014/01/009 **Moved Cr Cowper** **Seconded Cr Gray**
That the Executive Manager's – Alpha General Information Report be received.

Carried
Unanimous

3.4.2 Electricity Supply to Alpha and Jericho Showgrounds

Summary: From Ergon Energy replying to a Council request to upgrade the electricity supply to the Alpha and Jericho showground facilities.

Resolution: 2014/01/010 **Moved Cr Gray** **Seconded Cr Bettiens**
That Council does not accept the quote from Ergon Energy to proceed with the proposed detailed planning reports for the Alpha and Jericho Showground electricity upgrades.

Carried
Unanimous

The meeting adjourned at 10.30am for morning tea. The meeting resumed at 11.15am.

3.4.3 Proposed New Alpha Swimming Pool

Summary: From J. H. Cockerell Pty Ltd providing a quote for the design and construction of the proposed new swimming pool in Alpha.

Resolution: 2014/01/011 **Moved Cr Bettiens** **Seconded Cr Mitchell**
That the Mayor, Deputy Mayor, Chief Executive Officer, Executive Manager – Alpha and Cr. Glindemann meet with the company to determine a more accurate final cost for its services with power to make a decision on the appointment of J. H. Cockerell Pty Ltd.

Carried
Unanimous

3.4.4 Meals on Wheels

Summary: The Central West Hospital and Health Service has advised that the cost of meals supplied to the Meals on Wheels organisation is increasing.

Resolution: 2014/01/012 **Moved Cr Cowper** **Seconded Cr Gray**
That Council amends its Fees and Charges for meals supplied under the Meals on Wheels scheme to reflect the increases advised and that our present fee of \$6.00 per meal be increased to \$6.50 as from the 1 February 2014 and be revised again in the 2014/15 Budget.

Carried
Unanimous

At this stage Cr. Gray declared a Conflict of Interest in the following item and left the meeting during discussions thereon.

3.4.5 Regional Sponsorship by Council in 2014

Summary: In 2013, Council resolved to partner with the Alpha, Aramac, Barcaldine & Muttaborra Race Clubs to provide a bonus incentive scheme for the racing industry in the Barcaldine Regional Council area. The reception & success of the incentive scheme has been a major boost to the area.

Resolution: 2014/01/013 **Moved Cr Bettiens** **Seconded Cr Cowper**
That the Barcaldine Regional Council contributes \$5,000 out of the 2014/15 budget towards partnering with the Alpha, Aramac, Barcaldine & Muttaborra Race Clubs to present the 2014 Racing Bonus Incentive Scheme, with points being awarded on the same basis and subject to the four clubs contributing as in 2013.

Carried
Unanimous

At this stage Cr. Gray returned to the meeting.

3.5 EXECUTIVE MANAGER - ARAMAC

3.5.1 General Information Report

Summary: Executive Manager's – Aramac report for information.

Resolution: 2014/01/014 **Moved Cr Cowper** **Seconded Cr Glindemann**
That the Executive Manager's – Aramac General Information Report be received.

Carried
Unanimous

3.5.2 Offer on House and Land

Summary: Council has received an offer from the tenderer to purchase the house and land described as Lot 6 on SP259561 and situated at 26 McWhannell Street Aramac for \$21,500.00 after their tender was not accepted.

Resolution: 2014/01/015 **Moved Cr Cowper** **Seconded Cr Glindemann**
That Council :-

- (a) does not accept the offer for house and land on Lot 6 on SP259561 situated at 26 McWhannell Street Aramac for \$21,500.00; and**
- (b) continues to offer the property for sale by public auction.**

Carried
Unanimous

3.6 EXECUTIVE MANAGER – BARCALDINE

3.6.1 General Information Report

Summary: Executive Manager's – Barcaldine report for information.

Resolution: 2014/01/016 **Moved Cr Glindemann** **Seconded Cr Mitchell**
That the Executive Manager's – Barcaldine General Information Report be received.

Carried
Unanimous

3.6.2 Monthly Financial Report – December 2013

Summary: The financial report for the period ending 31 December 2013 is presented to Council.

Resolution: 2014/01/017 **Moved Cr Cowper** **Seconded Cr Mitchell**
That Council receives the Financial Report for the period ending 31 December 2013.

Carried
Unanimous

3.6.3 H1 2014 Revenue and Expenditure

Summary: The half year Revenue and Expenditure Statement for 2014 is presented for Council's review.

Resolution: 2014/01/018 **Moved Cr Bettiens** **Seconded Cr Mitchell**
That Council receives the Revenue and Expenditure Statement for period ending 31 December 2014.

Carried
Unanimous

3.6.4 Q2 Review – Annual Operational Plan

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

Resolution: 2014/01/019 **Moved Cr Glindemann** **Seconded Cr Gray**
That Council receives the report.

Carried
Unanimous

3.6.5 Remuneration Tribunal Report 2013

Summary: The Local Government Remuneration and Discipline Tribunal has released its report for 2013.

Resolution: 2014/01/020 **Moved Cr Cowper** **Seconded Cr Gray**
That Council receives the Local Government Remuneration and Discipline Tribunal 2013 Report.

Carried
Unanimous

3.6.6 Central West Aboriginal Corporation - Request to Fence Land

Summary: A request has been received from the Central West Aboriginal Corporation to fence Council owned land.

Resolution: 2014/01/021 **Moved Cr Bettiens** **Seconded Cr Gray**
That Council agrees to the proposal in principle but requires a specification and more information regarding the type and cost to Council of the fence.

Carried
Unanimous

3.6.7 Qantas Airport Charges

Summary: A letter from Qantas Airways Ltd requesting a review of fees.

Resolution: 2014/01/022 **Moved Cr Bettiens** **Seconded Cr Cowper**
That Council writes to Qantas Airways Ltd advising that there will be no reduction of fees for the Barcaldine Airport.

Carried
Unanimous

3.6.8 Amended Advertising Spending Policy

Summary: The amended Advertising Spending Policy is presented for adoption by Council.

Resolution: 2014/01/023 **Moved Cr Gray** **Seconded Cr Mitchell**
That Council adopts the amended Barcaldine Regional Council Advertising Spending Policy (as per Attachment B).

Carried
Unanimous

3.6.9 Amended Investment Policy

Summary: The amended Investment Policy is presented for adoption by Council.

Resolution: 2014/01/024 **Moved Cr Cowper** **Seconded Cr Gray**
That Council adopts the amended Barcaldine Regional Council Investment Policy (as per Attachment C).

Carried
Unanimous

3.6.10 Amended Expenses Reimbursement Policy

Summary: The amended Advertising Spending Policy is presented for adoption by Council.

Resolution: 2014/01/025 **Moved Cr Glindemann** **Seconded Cr Bettiens**
That Council adopts the amended Barcaldine Regional Council Expenses Reimbursement Policy (as per Attachment D).

Carried
Unanimous

3.6.11 Amended Entertainment and Hospitality Policy

Summary: The amended Entertainment and Hospitality Policy is presented for adoption by Council.

Resolution: 2014/01/026 **Moved Cr Cowper** **Seconded Cr Bettiens**
That Council adopts the amended Entertainment and Hospitality Policy (as per Attachment E).

Carried
Unanimous

3.6.12 Amended Community Grants Policy

Summary: The amended Community Grants Policy is presented for adoption by Council.

Resolution: 2014/01/027 **Moved Cr Bettiens** **Seconded Cr Gray**
That Council adopts the Barcaldine Regional Council Community Grants Policy (as per Attachment F).

Carried
Unanimous

3.6.13 Price of Council Woodchip

Summary: Council has received a complaint regarding the increase in price of Council woodchip.

Resolution: 2014/01/028 **Moved Cr Bettiens** **Seconded Cr Gray**
That Council sets a price of \$15 per cubic metre for woodchip collected by the customer.

Carried
Unanimous

3.6.14 Planning and Development Report – December 2013

Summary: The Planning and Development and Adopted Infrastructure Charges Notices Report for December 2013 is presented for consideration.

Resolution: 2014/01/029 **Moved Cr Cowper** **Seconded Cr Bettiens**
That Council receives the Planning and Development Report and the Adopted Infrastructure Charges Notice Report for December 2013.

Carried
Unanimous

3.7 RURAL SERVICES MATTERS

3.7.1 Regional Rural Lands Coordinator's Report

Summary: From the Regional Rural Lands Coordinator submitting a review of 2013 rural lands activities and proposed programs for 2014.

Resolution: 2014/01/030 **Moved Cr Cowper** **Seconded Cr Glindemann**
That Council receives the Regional Rural Lands Coordinator's Report.

Carried
Unanimous

3.8 CONFIDENTIAL REPORTS - Nil

4. CLOSE OF 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: 19 February 2014

Attachment A

SYSTEM: Corporate Governance

POLICY TITLE: **Workplace Health and Safety**

ADOPTED: 15 January 2014

POLICY NUMBER: **G018**

PURPOSE: The purpose of this Policy is to provide guidelines to effectively develop and communicate a Workplace Health and Safety (WH&S) Policy Statement as well as outline the actions required to comply with associated WH&S legislation.

1. Scope:

This Policy applies to all Barcaldine Regional Council employees, agents and contractors (including temporary contractors), volunteers of Council including consultants, trainers and visitors to the workplace.

2. Reference (e.g. Legislation, related documents):

- *Work Health and Safety Act 2011*, and associated Regulations and Codes of Practice.

Council related documents:

- Any documents associated with the Safe Plan system (e.g. procedural documents, forms, workplace health and safety management plans, etc)
- Code of Conduct
- Discipline Policy and Procedure

3. Definitions:

To assist in interpretation, the following definitions shall apply:

| | |
|-----------------------|---|
| CEO | Chief Executive Officer |
| Council | Barcaldine Regional Council |
| Employees | Any person as described in the scope of this Policy |
| Supervisor | A person in control of a workplace (e.g. Managers, Supervisors and Foreman) |
| WH&S | Workplace health and safety |
| WH&S Policy Statement | A general statement of management's intent and expectation on the importance of WH&S for the business |

4. Context:

Council is committed to ensuring the health and safety of all employees and visitors. All Council employees and visitors must adhere to the minimum standards contained within this Policy.

Through the successful implementation of the Safe Plan system, Council's objective is to develop proactive hazard and risk management strategies, focus on continuous improvement, and develop a suite of documents that will eliminate or reduce risks to employees and visitors to the workplace.

4.1 Developing or reviewing the “WH&S Policy Statement”

Developing and issuing a Workplace Health and Safety (WH&S) policy Statement by management is an important component of a WH&S Management System. The WH&S Policy Statement is designed to express Council's commitment to being a responsible organization that takes safety for its employees seriously and articulates management's goals, responsibility, accountability and participation in WH&S.

4.2 Content of the “WH&S Policy Statement”

The key content items for Council's WH&S Policy Statement are:

- An expression of management intentions, objectives and goals.
- Senior management commitment to providing and maintaining a safe working environment free from risk.
- A set of general guidelines to the WH&S function of the business.
- A statement outlining the importance of consultation and cooperation between management and employees for effective communication of objectives into actions.
- Acceptance of primary responsibility for the WH&S system and function by Executive Management.
- An outline of authorities, responsibilities and accountabilities of all employees at all levels, including visitors and contractors.
- Training and communication commitment to WH&S procedures and practices.
- Inclusion of a system to regularly monitor and review the Policy Statement for effectiveness.

4.3 Actions to ensure compliance

To ensure compliance with this Policy, the following actions are required:

- the CEO is to review, sign-off and date the WH&S Policy Statement.
- the WH&S Unit are to include the WH&S Policy Statement in corporate induction material.
- ensure that the WH&S Policy Statement is displayed on the WH&S notice board at all permanent workplaces.
- the WH&S Unit are to ensure that the WH&S Policy Statement is available to all staff on the intranet.
- the WH&S Unit and Managers/Supervisors communicate the WH&S Policy Statement to all staff through Toolbox Talks or team meetings using the Take 5 Paper.
- all Units and/or work teams use the Take 5 Paper to test each person's understanding of the process, including contractors on site, and request each person signs and dates the quiz when it is completed.

- attach the WH&S Policy Statement to relevant contract, purchasing and leasing documentation (e.g. tender / contract documents).
- the WH&S Unit is to ensure that the WH&S Policy Statement is evaluated annually.
- the WH&S Unit, in conjunction with relevant work teams, develop corporate and team specific policies and procedures to support Council's WH&S system, Safe Plan, and other health and safety processes within Council.
- the WH&S Unit and Managers/Supervisors deliver training and communication of WH&S procedures and processes to all employees.
- the WH&S Unit and Managers/Supervisors ensure employees undertake actions in accordance with Council's WH&S policies, procedures and processes.
- the WH&S Unit and Managers/Supervisors use the hazard inspection checklists to ensure that the WH&S Policy Statement is displayed in all relevant workplaces.

4.4 Breaches of Policy

Disciplinary action may be taken, in accordance with the Discipline Policy and Procedure, against a person who does not:

- take reasonable care for his or her own health and safety.
- take reasonable care that his/her acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given.
- co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to workers.

5. Evaluation Process:

This Policy is reviewed when any of the following occur:

1. The related information is amended or replaced.
2. Other circumstances as determined from time to time by the CEO.

Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

7. Responsibilities:

| | |
|------------------------|---|
| Sponsor | Chief Executive Officer |
| Business Owner | Executive Managers , HR Policy Services |
| Policy Owner | OHS Manager, Workforce and Strategy |
| Policy Quality Control | Governance and Innovation |

8. Changes to Policy:

This Policy is to remain in force until otherwise determined by the CEO.

Attachment B

SYSTEM: Finance

POLICY TITLE: Advertising Spending

POLICY NUMBER: FS004

ADOPTED: 17 November 2010

AMENDED: 15 January 2014

PURPOSE: To provide for the control of expenditure on advertisements placed by Council in various media and to ensure that Council advertising is in accordance with the public interest.

1. Principles

The objectives of this policy, in line with accountability, transparency and good governance, are:

- to meet the requirements of the legislation;
- to ensure that advertising is in the public interest;
- to ensure appropriate authorisation of advertising expenditure; and
- to ensure that Council obtains value for money in placing advertising.

Advertising should be used where the purposes of the Council or the benefit of the community is advanced. In particular, Council paid advertising should not be used to influence the voters during an election campaign.

2. Legislative Requirements

Section 197 of the *Local Government Regulation 2012* states that a local government must prepare and adopt a policy about the local government's spending on advertising.

A local government may spend money on advertising only —

- (a) if—
 - (i) the advertising is to provide information or education to the public; and
 - (ii) the information or education is provided in the public interest; and
- (b) in a way that is consistent with the local government's advertising spending policy.

Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.

3. Guidelines:

Advertising types

- a) The types of advertising that Council may use include:
 - (a) advertisements and/or public notices on local radio stations (commercial or ABC);
 - (b) advertisements in newspapers;
 - (c) distribution of householder leaflets;
 - (d) notices on Council's website;
 - (e) notices on public noticeboards and on Council noticeboards;
 - (f) advertisements and/or editorials in magazines relating to particular events or functions;

- (g) advertisements and/or editorials in specific industry promotional brochures (eg tourist publications); or
- (h) promotional segments on television programs.

Public Interest Test

- b) The types of information or education that Council considers are in the public interest to provide include:
 - (a) to advise the public of a new or continuing service or facility provided by the Council;
 - (b) to advise the public about changes to an existing service or facility provided by Council;
 - (c) to increase the use of a service or facility provided by the Council on a commercial basis with a view to profit;
 - (d) to change the behaviour of people in Council's area for the benefit of all or some of the community or to achieve the objectives of the Council;
 - (e) to advise the public of the time, place and content of scheduled meetings of Council;
 - (f) to advise the public of the decisions made by Council at its meetings;
 - (g) to request comment on proposed policies or activities of the Council;
 - (h) to advertise matters required by legislation to be advertised;
 - (i) to advertise for the acquisition or disposal of property, plant and equipment;
 - (j) to advertise for employees;
 - (k) to advertise or promote events within the Council's area; and/or
 - (l) to advertise for tenders or expressions of interest under Council's Procurement Policy.

Election Curfew

- c) Council must not, during the period of three months preceding an election of the local government, or during the period after the date of a by-election is advertised, until the day of the by-election:
 - (a) place advertisements relating to future plans unless, and only to the extent that those plans have been formally adopted by Council;
 - (b) advertise the activities of Council other than in the manner and form it is customary for the Council to advertise its activities;
 - (c) place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election;
 - (d) bear the cost of advertisements featuring one or more councillors or containing quotations attributed to individual councillors; or
 - (e) authorise advertising expenditure unless it has been approved by the Chief Executive Officer.

Approval Procedures

- d) All advertising expenditure must be approved by the Chief Executive Officer or an Executive Manager and that Officer must ensure that:
 - (a) the expenditure is in accordance with this Policy;
 - (b) the cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council or to the public;
 - (c) the cost is within budget limits and meets the usual requirements for expenditure approvals.

Attachment C

| | |
|-----------------------|--|
| SYSTEM: | Finance |
| POLICY TITLE: | Investment Policy |
| ADOPTED: | 27 June 2012 |
| AMENDED: | 15 January 2014 |
| POLICY NUMBER: | F020 |
| PURPOSE: | To invest surplus cash funds to the best advantage of Council and the community. |

1. Introduction

Council may have large sums of surplus funds available for investment at any one time. Interest on these investments may represent a significant contribution to the total income of Council. The security of Council's investments must be a priority at all times.

2. Legislative Requirements:

The investment powers of Council are defined in the Statutory Bodies Financial Arrangements Act 1982. Section 47 requires that a statutory body must use its best efforts to invest its funds—

- (a) at the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and
- (b) in a way it considers is most appropriate in all the circumstances.

It also requires that the statutory body must keep records that show it has invested in the way most appropriate in all the circumstances.

Section 191 of the Local Government Regulation 2012 requires a local government to prepare and adopt an investment policy.

The investment policy must outline Council's investment objectives and overall risk philosophy. The policy must also state procedures for achieving the goals related to investment stated in the policy.

3. Philosophy

- a) **Strategy** – to invest surplus Council funds in short term cash investments at the highest interest rate available at the time of investment while being cognizant of institutions providing a service to the local community.
- b) **Risk** – Council will limit its risk exposure in relation to investments by:
 - i) only investing funds with Australian financial institutions with a long term credit rating of BBB+ or greater;
 - ii) limiting the amount of funds invested with any one institution to no more than 40% of Council's total investments;
 - iii) ensuring two officers authorize the deposit and withdrawal of investment funds; and
 - iv) reporting a summary of investments to each monthly Council meeting.
- c) **Objectives** –
 - i) to maximise revenue to Council;
 - ii) to ensure the security of Council's investments;

- iii) to minimize the risk exposure for Council's investments; and
- iv) to support financial institutions that service the local community.

4. Procedures

- a) Any Council funds not required for financial commitments are to be invested.
- b) Investment of Council funds is to be in accordance with Council's power of investment under the Statutory Bodies Financial Arrangements Act 1982.
- c) Council may only invest money in the following forms of investment:
 - i) deposits with an Australian financial institution; or
 - ii) deposits with Qld Treasury Corporation.
- d) Investments must be:
 - i) at call; or
 - ii) for a fixed period of not more than twelve (12) months.
- e) No institution at any time shall hold more than 40% of Council's total investments at the time the investment is made.
- f) Not less than 20% or \$2,000,000 (whichever is the lesser) of Council's total investment is to be held in on call investments.
- g) At least two quotations shall be obtained from authorised institutions whenever an investment, other than a deposit into an approved QTC fund, is proposed. Quotations will be assessed taking into account the objectives outlined in 3(c).
- h) Two officers are to authorize the deposit and withdrawal of investment funds.

5. Delegation

The Chief Executive Officer may delegate authority to invest surplus funds in accordance with this Policy.

6. Investment Register

All investments must be recorded in the investment register. Minimum details required are as follows:

- (a) date of investment
- (b) term of investment
- (c) investment identification number
- (d) name of institution
- (e) investment amount
- (f) interest rate
- (g) interest earned
- (h) investment redeemed

7. Finance Reporting

A report which details all investments shall be prepared on a monthly basis and submitted to Council.

Attachment D

| | |
|-----------------------|--|
| SYSTEM: | Corporate Governance |
| POLICY TITLE: | Expenses Reimbursement Policy |
| POLICY NUMBER: | CG014 |
| ADOPTED: | 23 March 2011 |
| AMENDED: | 10 July 2012 15 January 2014 |
| PURPOSE: | To provide guidelines for the reimbursement of Councillors' expenses and to ensure that payments meet accountability, transparency and good governance requirements. |

1. Principles

Councillors are entitled to the reimbursement of reasonable expenses and are to be provided with the necessary facilities for the effective performance of their role.

2. Legislative Requirements

The Local Government Regulation 2012 provides:

Division 2 Reimbursement of expenses and provision of facilities

S. 249 What div 2 is about

- (1) This division is about the expenses reimbursement policy.
- (2) The **expenses reimbursement policy** is a policy providing for the following—
 - (a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
 - (b) provision of facilities to the councillors for that purpose.

S. 250 Requirement to adopt expenses reimbursement policy or amendment

- (1) A local government must adopt an expenses reimbursement policy.
- (2) A local government may, by resolution, amend its expenses reimbursement policy at any time.

S. 251 Notification of adoption of expenses reimbursement policy

- (1) As soon as practicable after a local government adopts or amends its expenses reimbursement policy, the local government must:
 - (a) ensure a copy of the policy may be inspected and purchased by the public at the local government's public office; and
 - (b) publish the policy on the local government's website.
- (2) The price for purchasing a copy of the policy must be no more than the cost to the local government of making the copy available for purchase.

S. 252 Meetings about expenses reimbursement policy

A local government can not resolve under section 275 that a meeting at which a proposed expenses reimbursement policy is discussed (including its adoption or amendment, for example) be closed.

3. Payment of Expenses

Expenses will be paid to a Councillor through administrative processes approved by the Chief Executive Officer subject to:

- the limits outlined in this Policy;

- Council's budget; and
- a completed claim form authorized by the Chief Executive Officer.

4. Expense Categories

4.1 Travel

Council will pay for the travel expenses (eg flights, car, accommodation, meals etc) of Councillors attending to the business of Council where:

- the Councillor is an official representative of Council; and
- attendance at the activity or event has been endorsed by Council, the Mayor or the CEO.

Councillors are to travel using the most economical and efficient mode of transport. A partner or spouse of a Councillor may travel with the Councillor. However any additional costs incurred by a partner or spouse are to be reimbursed by that Councillor.

Travel bookings

All Councillor travel and accommodation will be booked by and paid for by Council's administration office. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses. (eg cost of partner or spouse accompanying the Councillor.)

Travel transfer costs

Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. (eg parking, train, hire car, taxi, bus and ferry fares).

Council Vehicles

In recognition of the large amount of travel required for the positions, the Mayor and Deputy Mayor will be provided with a Council vehicle with the right to full private use throughout Queensland.

Other Councillors may have access to a Council vehicle for official Council business (if available). Fuel will be provided or paid for by Council in these circumstances.

Private vehicle usage

Council will reimburse the cost of private vehicle use for Councillors to attend any Council functions, meetings or deputations at the Australian Tax Office approved rates.

For long distance travel, the total travel claim should not exceed the cost of using economy flights plus the cost of taxi transfers.

Fines

Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.

4.2 Accommodation

Council will pay for reasonable expenses incurred for accommodation when a Councillor is required to stay overnight for the conduct of Council business. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

4.3 Meals

Council will pay for the costs of meals, up to the Australian Tax Office daily meal allowance limits, for a Councillor when the Councillor is travelling on approved Council business and appropriate receipts are presented to the Chief Executive Officer.

Reasonable alcoholic beverages may be consumed during a dinner but the total cost of food and beverages must not exceed the daily limit set for meals.

4.4 Professional Development

Council will reimburse expenses incurred for:

- mandatory professional development, conference attendance or training; and
- discretionary professional development, conference attendance or training to improve skills relevant to the role of Councillor and approved by Council.

4.5 Provision of Facilities

Councillors will be provided with reasonable equipment and facilities to enable them to fulfill their roles. All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Administrative tools

Administrative tools may be provided to Councillors as required to assist Councillors in their role including:

- office space and meeting rooms
- computer or ipad/tablet and printer
- stationery
- access to photocopiers
- publications
- internet access

Secretarial support may also be provided for the Mayor and Councillors where necessary.

Maintenance costs of council owned equipment

Council will be responsible for the ongoing maintenance and replacement costs of council-owned equipment that is supplied to Councillors.

Uniforms, Name Badge and Safety equipment

Council will supply or reimburse Councillors for, any Council approved uniforms. Council will provide Councillors with a name badge and the necessary safety equipment for use on official business e.g. safety helmet/boots.

4.6 Private use of council owned facilities

The facilities provided to Councillors are to be used only for Council business unless prior approval has been granted by resolution of Council or by the written approval of the CEO. Councillors will reimburse Council for the calculated amount of any private use.

4.7 Telecommunications

A mobile phone will be provided to the Mayor. It is recognized that community obligations on the Mayor are such that generally all mobile phone costs are deemed to be Council business. All other Councillors will be paid a telephone allowance of \$50 per month to cover the cost of home and mobile phone calls in relation to their duties as Councillor.

4.8 Insurance cover

Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

4.9 Incidental Expenses

Council will reimburse Councillors for incidental expenses (including incidental travel expenses not covered above) up to the value of \$1,000.00 per annum, upon presentation of appropriate tax invoices.

Attachment E

| | |
|-----------------------|---|
| SYSTEM: | Corporate Governance |
| POLICY TITLE: | Entertainment & Hospitality Policy |
| POLICY NUMBER: | CG013 |
| ADOPTED: | 23 March 2011 |
| AMENDED: | 15 January 2014 |
| 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 of Council money on entertainment and hospitality. The policy covers Council functions, entertainment for Employees, Councillors and others, provision of food and beverages, etc.

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***).
- (2) 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.

- 3.2 The policy does not apply to:
- a) Meals provided for employees who are required to work during a meal time and an alternative meal break is not available.
 - b) An employee working at premises remote from the normal place of work so that normal arrangements for a particular meal are not available.
 - c) A commercial transaction for full payment;
 - d) Private and non-official expenditure where the cost is not borne directly or indirectly by Council.

4. Policy

4.1 Overall considerations

- a) All 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) The expenditure must be provided for in a budget and must be authorised in accordance with the Council's normal accounting procedures.
- d) Expenditure incurred by Council which is not reasonable and appropriate or is of a private nature must be repaid to Council.
- 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 provided for Councillors or Employees except:

- a) where the Councillor or Employee attends a Council organized function, meeting or event at which alcoholic drinks are provided for non-employees;
- b) where alcohol is provided as inclusive of the fee for attending a function, meeting or event;
- c) where a Councillor or Employee utilizes their daily travel and meal allowance to purchase alcohol; or
- d) where specifically approved by the Mayor or Chief Executive Officer.

4.3 Hospitality and entertainment for Councillors

Councillors may claim hospitality costs on the same basis as Employees.

4.4 Training courses, meetings and other functions

Where a training course, meeting or other function is arranged and employees or visitors will be present during a normal meal period, the Council may, if it facilitates the purpose of the event, arrange for refreshments to be made available. Such refreshments are to be reasonable in relation to the purpose and nature of the event and the expected attendees.

Alcohol may only be provided at a function if it has been approved prior to the function by the Chief Executive Officer. Alcohol must not be provided during meetings or training courses provided by the Council.

If an employee attends a training course, meeting or other function not provided by the Council at Council cost, the Council may pay for meals (including alcoholic drinks) if they are included in an overall cost for the event or which are an integral part of the event.

4.5 *Reasonable & Appropriate*

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

- a) Civic functions: such as citizenship ceremonies, Australia Day, Queensland Day etc. The decision as to reasonable and appropriate costs will take into consideration the numbers of attendees, the timing of the function, the venue and the location within the Council. Expenditure is to be approved by the Chief Executive Officer or the relevant Executive Manager.
- 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. Expenditure is to be approved by the Chief Executive Officer or the relevant Executive Manager.
- c) Anzac Day and Remembrance Day: Recognition of the service of war veterans to the community. Expenditure is to be approved by Chief Executive Officer or the relevant Executive Manager.
- 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. Expenditure is to be approved by the Chief Executive Officer or the relevant Executive Manager.
- 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. Expenditure is to be approved by the Chief Executive Officer.
- f) Visits by government representatives: Meals or Morning/Afternoon tea provided for visits from State or Federal members of parliament, Governor, Governor-General, Defence Forces etc are considered appropriate. Expenditure is to be approved by the Chief Executive Officer or the relevant Executive Manager.
- g) Annual Christmas celebration: Recognition and appreciation of Council officers for their dedication and commitment to the provision of Council services to the public. A Council contribution will be provided for the annual Christmas function.
- h) Meetings within ordinary hours: Where meetings extend beyond a normal meal break, Councillors and Employees attending the meeting will be provided with an appropriate and reasonable meal and non-alcoholic drinks.
- 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. Reasonable food and beverage costs may be incurred. Expenditure is to be approved by the Chief Executive Officer.
- j) Associate persons expenditure: Only in special circumstances, specifically approved by Council, Mayor, Chief Executive Officer or an Executive Manager, 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.

4.6 *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) Dinners/functions at the private residence of a Councillor or Employee;
- c) Drinks only costs – including hot and cold beverages;
- d) Stocking of bar fridges;
- e) Mini Bar expenses.

4.7 *The use of Credit Cards*

Where a credit card is provided to a Councillor or Employee, that card may only be used to pay for entertainment and hospitality expenditure where that expenditure has been approved under this policy and is in accordance with Council's Credit Card Policy and Procurement Policy.

5. Controls

- a) Expenditure on entertainment and hospitality must be authorised in writing by the appropriate officer. This is generally the Chief Executive Officer or Executive Manager.
- b) A person must not authorise that person's own expenditure. Expenditure by the Chief Executive Officer must be authorised by an Executive Manager or the Mayor. Expenditure by a Councillor must be authorised by the Mayor or Chief Executive Officer. Expenditure by any other employee must be authorized by the Chief Executive Officer or appropriate Executive Manager.
- c) An explanation of the purpose for the expenditure demonstrating that the expenditure complies with this policy and is in the public interest must be attached to each authorisation.
- d) Documentation must be supplied to enable Council to comply with Fringe Benefits Tax requirements.

Attachment F

SYSTEM: Finance

POLICY TITLE: **Community Grants Policy**

POLICY NUMBER: **FS006**

ADOPTED: 17 November 2010

AMENDED: 15 January 2014

PURPOSE: To improve the services, facilities and opportunities for the cultural, sporting and recreational development of the community and to encourage and support participation in cultural, sporting and recreational activities and to improve the quality of life in the Barcaldine Regional Council community.

1. Principles

In recognition of the voluntary efforts of the residents of the Barcaldine Regional Council area, the Council has formulated a Policy to provide financial and other forms of assistance to community organisations. The aim of this Policy is to strengthen and enhance the capacity of organisations to provide services and activities for the benefit of the Barcaldine Regional Council community.

Council will not provide sponsorship to individuals and will only provide support to recognised community not-for-profit organisations.

The level of financial assistance allocated for this Policy will be determined each year within Council's annual budget process.

Grants may take the form of monetary donations, reimbursement of net general rates, a donation equivalent to the cost of plant hire or in-kind assistance.

2. Legislative Requirements

Section 195 of the Local Government Regulation 2012 requires a local government to prepare and adopt a policy about grants to community organisations, which includes the criteria for a community organisation to be eligible for a grant from the local government;

Section 194 states that a local government may give a grant to a community organisation only if the local government is satisfied:

- a) the grant will be used for a purpose that is in the public interest; and
- b) the community organisation meets the criteria stated in the community grants policy; and in a way that is consistent with the local government's community grants policy.

3. Eligibility Criteria

Each application for assistance submitted for a grant will be considered by applying the following criteria:

- a) Organisations must be community based and provide services and activities of benefit to the Barcaldine Regional Council community;
- b) The organisation must have a community service, religious, charitable, sporting, recreational, cultural or educational purpose;

- c) The grant must be for a purpose that is in the public interest;
- d) Organisations should be incorporated and have an ABN or be sponsored by an incorporated body with an ABN. Organisations which are not incorporated may be eligible for financial assistance under this policy provided that the organisation meets all other criteria;
- e) All organisations requesting assistance will be required to make a submission in writing for each request for assistance on the approved form;
- f) Organisations must appropriately and publicly acknowledge the Barcaldine Regional Council's contribution to their organisation, activity or event.

4. Types of Grants

- (a) *Monetary Donations*: monetary donations may be given to community organisations for a specific purpose.
- (b) *Rate Reimbursement*: Reimbursement of rates will be for net general rates only. No utility charges – ie: water or sewerage charges – will be refunded.
- (c) *Plant Hire*: Council may allow plant to be made available to organisations, provided the plant is operated by appropriately qualified Council personnel. The donation amount will be calculated in accordance with Council's current charges for plant hire and wages and include travel time and stand-down time.
- (d) *In-kind Assistance*: Council may provide in-kind assistance (eg: photocopying, labour) to community organisations. In-kind assistance will be assigned a reasonable dollar value for the services provided.
- (e) *Rebates*: Council may waive fees and charges for community organisations in lieu of a cash donation.

5. Procedures

(a) Applications:

Applications for assistance must be in writing on the approved form.

(b) Finance:

Recipient organisations must provide to Council all necessary information with regard to organisation details (eg ABN, bank account details) to facilitate payment of monetary donations.

(c) Delegations:

- Monetary donations - up to the value of \$500 may be approved by the Chief Executive Officer or an Executive Manager.
- Monetary donations - over \$500 may be approved by Council only.
- Plant Hire/In-kind grants - up to the value of \$1000 may be approved by the Chief Executive Officer or an Executive Manager.
- Plant Hire/In-kind - grants exceeding \$1000 may be approved by Council only.
- Rate reimbursements - may be approved by Council only.
- Rebates - up to the value of \$500 may be approved by the Chief Executive Officer or an Executive Manager
- Rebates - over \$500 may be approved by Council only.

(d) Budget:

The total assistance provided to community organisations must be within the annual budget limits approved by Council.



Request for Assistance

About this form

You may use this form if you are a community organisation and request financial assistance.

How to complete this form

1. Ensure that all fields have been filled out correctly
2. Once completed you can submit this form by facsimile, mail and in person. Please refer to the Lodgement details section for further information

Organisation Information

Organisation Name _____

Postal Address _____

President _____ Phone Number _____

Secretary _____ Phone Number _____

Treasurer _____ Phone Number _____

Is your organisation registered for GST Yes No ABN _____

Is your organisation incorporated Yes No If no, name of sponsoring organisation _____

Bank: _____ Account Number: _____ BSB: _____

Grant Information

Purpose of assistance (e.g. sponsorship of special event, general assistance etc)?

Type of assistance (e.g. free use of facilities, cash donation, rates reduction etc)?

How will the community benefit from this assistance?

How will your organisation acknowledge Barcaldine Regional Council?

Amount of assistance requested: \$ _____ Amount of assistance requested: \$ _____

Signed: _____ Date: _____

Lodgement of your application

| | | | |
|-----------|--|-----------|--------------|
| MAIL | Chief Executive Officer, PO Box 191, Barcaldine QLD 4725 | FAX | 07 4651 1778 |
| IN PERSON | Alpha 43 Dryden Street, Alpha | TELEPHONE | 07 4985 1166 |
| | Aramac 35 Gordon Street, Aramac | | 07 4952 9999 |
| | Barcaldine 71 Ash Street, Barcaldine | | 07 4651 5600 |

OFFICE USE ONLY

Approved Not approved Amount: \$ _____ EM Signed: _____