



## GENERAL MEETING AGENDA

### NOTICE OF MEETING

Wednesday 15 January 2025

Barcaldine Council Chambers, 71 Ash Street, Barcaldine

To be held at 8:30am

#### **Councillors**

Rob Chandler (Mayor)

Linda Penna

Milynda Rogers (Deputy Mayor)

Bob O'Brien

Kim Williams

Tom Gleeson

Vanessa Howard

#### **Officers**

Amber Coulton (Acting District Manager – Aramac and Muttaborra)

Jenny Lawrence (District Manager – Barcaldine)

Daniel Bradford (Chief Executive Officer)

Paula Coulton (Acting District Manager – Alpha and Jericho)

Lee Busby (Director of Works)

Michael Shave (Acting Director Finance and Corporate Services)

#### **In Attendance**

Debbie Young (Minute Secretary)

#### **Deputation**

Nil

Please find attached the agenda for the General Meeting to be held on Wednesday 15 January 2025 at the Barcaldine Council Chambers, commencing at 8:30am.

Dan Bradford, Chief Executive Officer

**BARCALDINE REGIONAL COUNCIL**  
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BARCALDINE REGIONAL COUNCIL

**Our Vision** – A positive, sustainable and innovative regional council.

**Our Mission** – To provide excellence for the community.

**Prayer**

Almighty God

We acknowledge that we have a responsibility to look after your creation, especially this region we call Barcaldine Regional Council.

We are conscious that our decisions are going to affect deeply the people we have come here to serve.

Assist us to exercise respect for Councillors, staff and for the people of our region.

Help us in this meeting to act wisely, justly and intelligently in all our deliberations.

Thank you Lord for the privilege of both leading and serving and assist us to do these well.

Amen

**Condolences**

Mr Alfred John Burns of Aramac, Ms Kay Richards and Mrs Vivian Johnson of Barcaldine and Mr Cyril Couchy of Jericho.

**Apologies**

Jenny Lawrence (District Manager – Barcaldine)

**Acknowledgment of Traditional Owners**

**Declarations of Prescribed Conflicts of Interest**

**Declarations of Declarable Conflicts of Interest**

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Council Meeting Date: 15 January 2025  
**Item No:** 3.2.1  
**Subject Heading:** Councillor Remuneration Review 2025–2026  
Author and Title: Daniel Bradford, Chief Executive Officer  
Classification: (if confidential)

*Summary: On 6 December 2024, the Local Government Remuneration Commission wrote to Council noting its determination of the maximum remuneration amounts for mayors, deputy mayors and councillors, which will apply from 1 July 2025 as per requirements under the Local Government Regulations 2012.*

**Officer's Recommendation: That Council adopts the remuneration schedule as determined by the Local Government Remuneration and Discipline Tribunal in accordance with Section 244 of the Local Government Regulation 2012 from 1 July 2025.**

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### **Background**

Each year by 1 December, the Local Government Remuneration and Discipline Tribunal must finalise a determination of the maximum remuneration levels for mayors, deputy mayors and Councillors, to take effect from 1 July the following year. Under the remuneration schedule, Barcaldine Regional Council is considered a Category A1 Council. In making the determination this year, the Commission has considered the following:

- The 2023 remuneration category methodology and public sector wage indexation trends.
- Ensuring financially sustainable and responsible wage growth in a volatile inflationary environment.
- Challenges faced by local governments, such as managing climate change; Environmental, Social and Governance reporting and resource demands for sustainability.
- Affordability and sustainability of wage increases for councils and communities.
- Regional disparities in Consumer Price Index (CPI) changes, particularly in rural and remote areas and the limitations of CPI as a reliable measure during inflationary periods.
- Persistent wage disparities between smaller rural councils and larger metropolitan ones, despite the equally critical work undertaken.
- Evidence of challenges in attracting and retaining quality candidates, particularly in remote regions.
- Addressing gaps in real wage terms for councils in smaller categories (A1–B1) versus larger ones (B2–F2) through targeted higher percentage increases in remuneration for A1–B1 councils.

For this year's determination, the Commission has decided the maximum remuneration level for mayors, deputy mayors and Councillors for Category A1 to increase by 3% from 1 July 2025.

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It is noted that for Councillors in categories A1, A2 and A3; base payment (two thirds of the annual remuneration) is paid, with the balance (one third) being paid monthly, based upon attendance at Council meetings. Mayors and deputy mayors are currently entitled to receive their full annual remuneration level, shown in the table below.

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
A1 *Note 1	Barcaldine Regional Council	\$122,975	\$70,946	\$61,486
	Barcoo Shire Council			
	Bulloo Shire Council			
	Croydon Shire Council			
	Doomadgee Aboriginal Shire Council			
	Kowanyama Aboriginal Shire Council			
	Mapoon Aboriginal Shire Council			
	McKinlay Shire Council			
	Richmond Shire Council			
	Torres Shire Council			
	Woorabinda Aboriginal Shire Council			
	Wujal Wujal Aboriginal Shire Council			

All other Remote Area Planning and Development Councils are Category A councils.

**Link to Corporate Plan**

Theme 5: Governance

**Consultation (internal/external)**

Nil

**Policy Implications**

Nil

**Budget and Resource Implications**

There is a budget for payment of Councillor’s remuneration and this will be included as part of the 2025–2026 budget deliberations.

**Risk Implications**

Councillor remuneration is a low-risk activity and with the 3% increase, this offers very minor impacts to Council’s financial risk.

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Council Meeting Date: 15 January 2025  
**Item No:** 3.2.2  
**Subject Heading:** Policy Review – Investigation Policy  
**Author and Title:** Daniel Bradford, Chief Executive Officer  
**Classification:** (if confidential)

*Summary: This policy review contains a significant update to the Council’s Investigation Policy to reflect legislative amendments regarding the management of Councillor Conduct reported to the Office of the Independent Assessor (OIA). This report includes the updated version of the policy for Council’s consideration.*

**Officer’s Recommendation: That Council adopts CG022 – Investigation Policy, replacing the previous versions.**

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**Background**

The Investigation Policy is to provide guidance and direction on how Council manages complaints about the suspected conduct breach of Councillors as required under section 150AE of the *Local Government Act 2009* (The Act).

Section 150AE of the Act notes Council must adopt, by resolution, an investigation policy about how Council deals with a suspected conduct breach of Councillors, referred by the independent assessor.

Council has had an investigation policy previously and this update is quite significant to reflect the example policy provided by the Department of Local Government. The policy is quite detailed and contains appendix documents to support the policy and the investigation process. If Council are to adopt the policy, this would be consistent with most other local governments in Queensland in adopting the State’s example policy document.

**Link to Corporate Plan**

Theme 5: Governance – continue reviewing policies and strategic plans for relevancy and currency.

**Consultation (internal/external)**

Nil

**Policy Implications**

Various updates to Council policies to improve and support current legislation.

**Budget and Resource Implications**

Limited budget implications. The policy is clear in the process and the cost of an investigator to undertake the investigation has not changed as a result of this policy.

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**Risk Management Implications**

The recommendation in this report ensures Council can manage any suspected conduct breach of a Councillor in accordance with current legislative requirements.

**Asset Management Implications**

Nil

**Legal Implications**

The updates to policies are now aligned with current legislation. The investigation policy will be reviewed in two years, or sooner if relevant changes in legislation occur. This will be updated in the policies once adopted by Council.

**POLICY NAME:** Investigation Policy

**POLICY NUMBER:** CG022

**ADOPTED:** 27/11/2018

**REVIEW DATE:** 2027

**POLICY OWNER** Office of the Chief Executive Officer

**PURPOSE:** This is Barcaldine Regional Council's investigation policy for how complaints about the suspected conduct breach of councillors will be dealt with as required by section 150AE of the *Local Government Act 2009* (The Act).

A local government must adopt, by resolution, an investigation policy (the policy) about how it deals with the suspected conduct breach of councillors referred, by the independent assessor (the Assessor) under section 150AE (1) of The Act, to the local government to be dealt with and must be published on the local government's website, section 150AE (4) of The Act.

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## **1 SCOPE**

### **1.1 In Scope**

This investigation policy applies to investigations and determinations by the Barcaldine Regional Council about the suspected conduct breach of a councillor including a mayor, which has been referred by the independent assessor. The policy must:

- Include a procedure for investigating the suspected conduct breaches of councillors (see Appendix 2 – Investigation Standards) and
- State the circumstances in which another entity may investigate the conduct and
- Be consistent with the principles of natural justice and
- Require the local government to prepare a report about each investigation (see Appendix 1 - Report template and summary report template) and
- Require a notice about the outcome of investigations be provided to the assessor, councillor and persons who made complaint about the councillors' conduct and include a procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA.

The policy must require the Barcaldine Regional Council:

- To give the councillor information about the suspected conduct, including details about the evidence of the conduct and
  - To give the councillor a notice if an investigation is not started or is discontinued and
-



- For conduct the subject of a complaint - to give the person who made the complaint, if the contact details of the person are known, a notice if an investigation is not started or is discontinued and
- To give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation (see Appendix 3 - Statement of preliminary findings template) and
- To allow the councillor to give evidence or a written submission to the local government about the suspected conduct and preliminary findings and
- To consider any evidence and written submission given by the councillor in preparing the investigation report for the investigation and
  - To include in the investigation report - if evidence is given by the councillor a summary of the evidence and
  - If the councillor gives a written submission, a full copy of the written submission.

## 1.2 Out of Scope

This policy does not relate to more serious councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions.

This policy also does not deal with unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a councillor; for example - a sitting councillor campaigning for re-election or attending a private social function.

## 2 HEAD OF POWER

- *Local Government Act 2009 (The Act)*
- *Local Government Regulation 2012 (The Regulation)*
- *City of Brisbane Act 2010 (COBA)*
- *City of Brisbane Regulation 2012 (CBR)*
- *Crime and Corruption Act 2001 (CCA)*
- *Public Interest Disclosure Act 2010 (PIDA)*
- *Public Sector Ethics Act 1994 (PSEA)*

## 3 DEFINITIONS

To assist in the interpretation of this policy the following definitions apply:

- **Assessor** means the Independent Assessor appointed under section 150CT of The Act.
- **Behavioural standard** means a standard of behaviour for councillors set out in the **Code of Conduct for Councillors in Queensland** approved under section 150D and 150E of the Act. Conduct includes:
  - Failing to act and
  - A conspiracy, or attempt, to engage in conduct.
- **Councillor conduct register** means the register required to be kept by the local government as set out in section 150DX and 150DY of The Act.

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- **Conduct breach** as set out in section 150K of The Act.
- **Investigation policy** refers to this policy, as required by section 150AE of the Act.
- **Investigator** means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a councillor or mayor.
- **Investigation report** means a report provided by the investigator to the local government that must be publicly available within 10 business days after the local government makes a decision about the outcome of the investigation.
- **Local government meeting** means a meeting of:
  - A local government or
  - A committee of a local government.
- **Misconduct** see section 150L of the Act.
- **Model meeting procedures** see section 150F of the Act.
- **Referral notice** see section 150AB, AC and AD of the Act.
- **Summary of investigation report** means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation.
- **The Act** means the *Local Government Act 2009*.
- **The Regulation** means the Local Government Regulation 2012.
- **Tribunal** means the Councillor Conduct Tribunal as established under section 150DK of the Act.
- **Unsuitable meeting conduct** see section 150H of the Act.

#### 4 POLICY STATEMENT

Chapter 5A of the Act prescribes the councillor conduct management system. Section 150CT of the Act establishes an Independent Assessor (the Assessor) to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about councillor conduct.

After undertaking a preliminary assessment on a councillor conduct matter, if the Assessor reasonably suspects a councillor has engaged in a conduct breach, the Assessor may decide to refer a suspected conduct breach to Council to deal with under section 150SD(4)(a) or 150W(b) of the Act.

Upon receipt of the referral notice of a complaint of suspected conduct breach, the Council must deal with the councillor's conduct as prescribed under section 150AF of the Act unless a decision is made not to start or to discontinue the investigation under section 150AEA of the Act. In conducting the investigation, the Council must comply with this investigation policy.

The Barcaldine Regional Council may decide not to start or discontinue the investigation if:

- The complaint is withdrawn by the complainant
- The complainant consents to the matter being withdrawn. For example - the matter has been resolved and it is unnecessary for the local government to investigate the matter.
- The complainant refuses to cooperate by providing additional information during the investigation phase and not enough information is available to proceed.
- The office of the councillor becomes vacant for any reason, i.e. the person has resigned or was not re-elected and is no longer a councillor.

#### **4.1 Confidentiality**

Matters relating to the investigation of suspected conduct breach of a councillor are confidential to the local government during the investigation period, except:

- To give the councillor information about the suspected conduct, including details about the evidence of the conduct
- To give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation
- To give the councillor a notice if an investigation is not started or is discontinued and
- For conduct the subject of a complaint - to give the person who made the complaint and the Assessor a notice if an investigation is not started or is discontinued.

However, once the conduct is investigated and an investigation report is received, a summary of the investigation report must be made publicly available before any discussion is undertaken by the Barcaldine Regional Council. The published summary report must not contain any names or identifying information about the complainant and persons who were interviewed or a transcript of interview, or who provided a statement or affidavit, unless the complainant is a councillor or chief executive officer of the local government, whose identity was disclosed at the meeting at which the investigation report was considered.

Once the matter has been investigated and a report has been provided to the local government, the matter will be placed on the council meeting agenda and the investigation report and any recommendations of the investigator may be debated in the council meeting, which may be in a closed session under section 254J(j) of the Regulation. At this point, the summary investigation report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution of the council in an open council meeting must take place when the decision is made about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the Act. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

The full investigation report must be made publicly available within 10 business days of Council making a decision by resolution about whether the councillor engaged in a conduct breach and if so, any orders made in relation to the matter. The published report must not contain any names or identifying information about the complainant, persons who were interviewed or a transcript of interview, or who provided a statement or affidavit unless the complainant is a councillor or chief executive officer of the local government whose identity was disclosed at the meeting at which the investigation report was considered.

When deciding what action to take, the local government may consider any previous conduct breach of the councillor, any allegation made in the investigation that was admitted or not challenged and the local government is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the Act.

Note: for investigation report templates please refer to Appendix 1 - Report template and summary report template and Appendix 3 - Statement of preliminary findings template. These templates should be used by the investigator.

#### **4.2 Natural Justice**

Any investigation of suspected conduct breach of a councillor must be carried out in accordance with natural justice.

Natural justice, or procedural fairness, refers to three key principles:

- That the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e. fair hearing
- That the investigator should be objective and impartial i.e. absence of bias
- That any actions taken or decisions made are based on evidence i.e. not on suspicion or speculation.

A fair hearing means the councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct, including:

- The preliminary findings of the investigation before the preparing of an investigation report about the investigation outcome and
- A notice if an investigation is not started or is discontinued including the reasons for the decision
- Allowing the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings and
- Require the local government to consider the evidence or written statement from the councillor in preparing the investigation report and
- Include, if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission, in the investigation report.

The local government must give the following notices to the other parties if an investigation is not started or discontinued including the reasons for the decision:

- The person who made the complaint
- The Assessor.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

Note: it must be kept in mind that the matter when referred, is suspected and not yet proven.

### **4.3 Standard of Proof**

The civil standard of proof is applied by the Investigator when determining whether a councillor has engaged in a conduct breach.

The civil standard of proof is 'on the balance of probabilities', which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is sustained 'on the balance of probabilities', if based on the evidence, the Investigator and/or the local government, is reasonably satisfied that its existence is more probable than not.

### **4.4 Timeline**

The councillor conduct framework must be effective and efficient. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government's meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

Note: if the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor or delegate (if the mayor is managing the investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by the local government.

### **4.5 Expenses**

Council must pay the expenses associated with the investigation of suspected conduct breach of a councillor including any costs of:

- An independent investigator engaged on behalf of Barcaldine Regional Council
- Travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- Obtaining legal or expert advice.

Note: Council may order the subject councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject councillor will not be met by council. Where possible, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.

### **4.6 Councillor Conduct Register**

The Chief Executive Officer must ensure decisions and any orders under section 150AH of the Act made about a conduct breach by a councillor or any decision to not start, or to discontinue an

investigation of suspected conduct breach under section 150AEA of the Act, are entered into the relevant councillor conduct register.

## **5 PROCEDURES FOR THE INVESTIGATION**

### **5.1 Independent Assessor's Referral**

The Council will receive a referral notice from the Assessor about the suspected conduct breach of a councillor. The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The Council must deal with the matter and the investigation must be conducted in a way that is consistent with this investigation policy.

The Assessor must also give a notice to the councillor that states the councillor's conduct has been referred to the Council to deal with and a copy of the referral notice must be attached.

### **5.2 Receipt of Assessor's Referral**

On receipt of a referral notice about the suspected conduct breach of a councillor from the Assessor, the Chief Executive Officer will forward a copy of that referral notice to the mayor and all councillors, including the subject councillor, as a confidential document.

The councillor who is the subject of the complaint and the complainant, if the complainant is a councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the Act and Council's Standing Orders Policy.

The mayor will manage the investigation process and may undertake the investigation themselves, or engage an external investigator, to investigate the suspected conduct breach and prepare an investigation report with recommendations about whether the councillor engaged in a conduct breach and how the conduct may be dealt with. If the mayor has a conflict of interest in the matter, the mayor's powers to manage the investigation must be delegated by council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, then an acting mayor must be appointed from the other councillors by resolution, to manage the investigation.

Where the local government meeting loses quorum due to conflicts of interest of councillors or absent councillors, then the conduct matter must be delegated to the mayor or a standing committee to make a decision. If the referral notice is about the suspected conduct breach by the mayor, then the matter must be delegated to a standing committee.

Council will consider establishing a standing committee under section 264 of the Regulation to deal with decisions about a conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the mayor's conduct in all circumstances where there is a loss of quorum or more generally, may also deal with councillors' conduct.

While section 12(4)(f) of the Act provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the Act due to conflicts of interest.

### **5.3 When the Local Government May Decide Not to Start, or to Discontinue, an Investigation**

On receipt of the referral notice from the Assessor, the mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next council meeting. The local government may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which the local government can formally not start or discontinue a matter are under section 150AEA of The Act.

Note: the matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in councillor conduct register.

### **5.4 Local Government Investigation of the Suspected Conduct Breach of a Councillor**

Unless the matter has been delegated by the local government, the mayor will manage the investigation of suspected conduct breach matters relating to other councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for the Council to consider. The mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council's procurement policy.

If the investigator obtains information which indicates a councillor may have engaged in misconduct, the investigator must cease the investigation and advise the mayor and the chief executive officer. The chief executive officer will determine if the conduct is within the timeframe for reporting the matter. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected misconduct. The notice must be given within one year after the conduct occurred, or within six months after the conduct comes to the knowledge of the chief executive officer or another person who gave the information notice to the Assessor, but within two years after the conduct occurred.

If the investigator obtains information that indicates a councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the mayor and chief executive officer. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected corrupt conduct or notify the Crime and Corruption Commission of the suspected corrupt conduct. There are no reporting time limits for corrupt conduct.

## **5.5 Engaging an Investigator**

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the local government (see Appendix 2 - Investigation Standards) e.g. an investigation plan and file management system will be established.

Once the investigation is finalised, the investigator will prepare a report for the local government including the following the details:

- The investigation process
- Any witnesses interviewed
- Documents or other evidence obtained
- A statement of the relevant facts ascertained
- Confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence compiled
- The investigation findings
- A statement of any relevant previous disciplinary history
- Any recommendations about dealing with the conduct
- A record of the investigation costs.

## **5.6 Completion of Investigation**

### **5.6.1 Findings and Recommendation**

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the councillor before preparing the Investigation Report and allow the councillor to give evidence or a written statement about the conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the councillor in preparing the Investigation Report and include a summary of the evidence and a full copy of any written submission in the investigation report.

### **5.6.2 Investigation Report**

The investigator must prepare an Investigation Report about the investigation of a suspected conduct breach matter referred by the Assessor to the local government under section 150AFA of The Act. (However, this does not apply to a decision by the Establishment and Coordination Committee under the COBA). The investigation report must include the findings of the investigation, a summary of the evidence or a full copy of any written submission given by the councillor and recommendations for consideration by the local government (see Appendix 1 – Report Template).

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the councillors will consider the investigation report matter, on or before the day and time prescribed by the Regulation section 254C and the COBR section 242C, which is:



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- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the councillors, or
- The day and time when the agenda for the meeting at which a decision is to be made is publicly available.

The Barcaldine Regional Council must prepare a summary of the investigation report that must include:

- The name of the councillor whose conduct has been investigated and
- A description of the alleged conduct and
- A statement of the facts established by the investigation and
- A description of how natural justice was afforded to the councillor during the conduct of the investigation and
- A summary of the findings of the investigation and
- Any recommendation/s made by the investigator who investigated the conduct.

The following information must not be made publicly available:

- If the investigation relates to the conduct of a councillor that was the subject of a complaint or
- The name of the person who made the complaint or any other person, other than the councillor or
- Information that could reasonably be expected to result in identifying a person who made the complaint or any other person or
- If a person, other than the councillor, provided information for the purposes of the investigation including for example - by giving an interview or making a submission or affidavit:
  - The name of the person or
  - Information that could reasonably be expected to result in identifying the person or any other person, other than the councillor or
  - Any other information the local government is entitled or required to keep confidential under a law.

### 5.6.3 Making a Decision about the Investigation

The Barcaldine Regional Council must make a decision as to whether the subject councillor has engaged in a conduct breach. When debating this matter, the subject councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest and the eligible councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject councillor to remain in the meeting during the debate and may answer questions put to the subject councillor through the chairperson to assist the eligible councillors in making a decision. The resolution can include conditions that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed a conduct breach and what, if any, penalty to impose if the councillor is found to have committed a conduct breach.

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Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the Act and Council's Standing Orders Policy.

If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of The Act or section 238 of the COBA, or deferred to another date when a quorum will be present.

If a decision is reached that the councillor has engaged in a conduct breach, the Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor), will consider the findings and recommendations of the investigator's report and decide what, if any, action it will take under section 150AH of The Act.

After making a decision about the conduct breach, the Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made, by:

- On or before the day and time prescribed by regulation or
- 5pm on the tenth day or
- The day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report must **not** be made publicly available:

- If the investigation relates to the conduct of a councillor that was the subject of a complaint
  - The name of the person who made the complaint or any other person, other than the councillor, even if that person has a declarable conflict of interest or
  - Information that could reasonably be expected to result in identifying a person
- If a person, other than the councillor, provided information for the purposes of the investigation including for example - by giving an interview or making a submission or affidavit:
  - The name of the person or
  - Information that could reasonably be expected to result in identifying the person or any other person, other than the councillor or
  - The submission or affidavit of, or a record or transcript of information provided orally by a person including for example - a transcript of an interview or
  - Any other information the local government is entitled or required to keep confidential under a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the *Public Interest Disclosure Act 2010*.

The report made publicly available must include the name of the person who made the complaint if:

- The person is a councillor or the chief executive officer of the local government and
- The person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

### **5.7 Disciplinary Action Against Councillors**

If the Council decides that the councillor has engaged in a conduct breach, any of the following orders may be imposed:

- Order that no action be taken against the councillor or
- Make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of The Act.

Note: for further information refer to Appendix 4 - Conduct Breach Disciplinary Action Guideline.

### **5.8 Notice about the Outcome of the Investigation**

After an investigation is finalised, the Barcaldine Regional Council must give a notice about the outcome decision of the investigation if the local government decides not to start or discontinue an investigation under section 150AEA of The Act, or makes a decision about whether the councillor has engaged in a conduct breach under section 150AG of The Act including the reasons for the decision and any orders made under section 150AH of The Act to:

- The Assessor
- The person who made the complaint about the councillor' conduct that was the subject of the investigation and
- The subject councillor who was investigated.

## **6 ASSOCIATED DOCUMENTS**

- Administrative Action Complaints Process
- Public Interest Disclosure Management Policy
- Councillor Code of Conduct
- Standing Orders Policy

### **6.1 APPENDIX 1 – REPORT TEMPLATE AND SUMMARY REPORT TEMPLATE**

**1. Conduct Breach Complaint Investigation and Recommendation Report to Barcaldine Regional Council**

Reference number:

Date received from Council:

1. The Complaint

Description of the alleged conduct:

(Outline the allegation/s as referred for investigation; including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached).

2. The Complainant

Name of the complainant who made the complaint about the alleged conduct:

(Consider if council indicates the matter relates to a public interest disclosure and ensure compliance with the *Public Interest Disclosure Act 2010*).

3. The Subject Councillor

Name:

(Reference level of experience as a councillor and any past disciplinary history including for like matters).

4. Conflict of interest considerations

(Declaration of any conflict of interest or no conflict of interest by the investigator).

5. Summary of the investigation process

- a. Scope of the investigation.
- b. Interviews conducted.
- c. Documents examined.
- d. Facts identified.
- e. Category of the conduct breach.

Note: set out relevant standards of sections considered.

6. Investigation Report

- a. Date of the report.
- b. Wording of allegation for consideration.
- c. A statement of the facts established by the investigation.
- d. A description of how natural justice was afforded to the councillor during the conduct of the investigation.
- e. A summary of the findings of the investigation.
- f. A summary of any relevant previous disciplinary history.

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- g. Summary of the evidence or a full copy of any written submission given by the councillor.
- h. Application of facts to the conduct breach outlined above.
- i. A record of the investigation costs.

Note: insert discussion of sufficiency of evidence to sustain the allegation and whether the evidence is capable of supporting a finding that the councillor has breached.

7. Recommendation to Council

(Recommendations made by the investigator who investigated the conduct.)

It is recommended that:

- a. This report be submitted to the Council for consideration, pursuant to section 150AG of the *Local Government Act 2009* (The Act), as to whether or not the councillor has engaged in a conduct breach and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of The Act.
- b. Having analysed the material from this investigation, a conclusion might be drawn that:  
Note: make a recommendation as to whether a conduct breach is made or not, with succinct reasons.
- c. If Council finds the councillor has engaged in a conduct breach, are there any aggravating or mitigating circumstances that should be taken into account? For example, any action taken by the councillor since the conduct, any Aboriginal traditions or Islander customs of the councillor.
- d. If Council finds the councillor has engaged in a conduct breach, the following disciplinary action under section 150AH of The Act is recommended (refer to Appendix 4 – Conduct Breach Disciplinary Action Guideline).

..... (SIGN)

NAME:

ATTACHMENTS:

## **2. Summary Report Template**

Include the following:

- The name of the councillor whose conduct has been investigated and
- A description of the alleged conduct and
- A statement of the facts established by the investigation and
- A description of how natural justice was afforded to the councillor during the conduct of the investigation and
- A summary of the findings of the investigation and
- Any recommendations made by the investigator who investigated the conduct.

## **6.2 APPENDIX 2 – INVESTIGATION STANDARDS**

The investigation must be managed in a consistent manner.

Documentation must be contained in an efficient records management system.

Confidential information must be secured appropriately.

### **1. Case Management File**

The investigation must be supported by a recognised case management tool so that emails, letters, statements and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured and document key decisions.

### **2. Investigation Plan**

The mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

The following investigation process must be followed by the investigator unless the mayor or delegate agrees to vary the process in a particular case.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the councillor.

Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example - from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of the investigation.
- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and/or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

### **3. Prepare an Investigation Report**

Prepare the investigation report for the local government to consider on the template attached (Appendix 1).

If during the course of an investigation, the Investigator obtains new information that a councillor may have engaged in conduct that may give rise to a new allegation, the Investigator must obtain particulars related to the conduct and then advise the mayor and the chief executive officer who

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will provide an information notice to the Assessor. The Assessor will undertake a preliminary assessment or alternative action on the matter.

The Investigator will be informed of activities of the Barcaldine Regional Council in relation to the investigation. For example, the Investigator will be informed in the event the finalisation of a matter is delayed, or if the Council has to notify of a fresh allegation identified during the course of an investigation to the Assessor for a preliminary assessment.

If during the course of an investigation, the Investigator obtains new information that a councillor may have engaged in misconduct or corrupt conduct, the investigation will cease and the investigator will notify the mayor and chief executive officer who will be responsible for providing an information notice to the Assessor/Crime and Corruption Commission.



**6.3 APPENDIX 3 – STATEMENT OF PRELIMINARY FINDINGS TEMPLATE**

The Investigator has assessed the evidence set out in the investigation report and taking into account the seriousness of the allegations, has made findings on the balance of probabilities.

The table below contains a summary of the allegations and the Investigator’s findings.

A detailed summary of the evidence and findings is provided in the full investigation report.

<b>Allegation</b>	<b>Finding</b>
<b>Allegation:</b>	Substantiated/Not Substantiated
<b>Particulars:</b>	Summary of Evidence:  Summary of reasons for finding:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Investigator’s signature and name

\_\_\_\_\_

## 6.4 APPENDIX 4 – CONDUCT BREACH DISCIPLINARY ACTION GUIDELINE

This guideline is provided to assist Queensland local governments to make consistent decisions about the appropriate disciplinary action to be taken against a councillor who is found to have engaged in a conduct breach.

### 1. What is a conduct breach?

According to section 150K of the *Local Government Act 2009* (The Act), a conduct breach occurs when a councillor:

- Breaches a behavioural standard (Code of Conduct for Councillors in Queensland)
- Breaches a council policy, procedure or resolution
- Contravenes an order by a chairperson of a local government to leave a council meeting and stay away from the place at which it is being held
- Is part of a course of unsuitable meeting conduct orders on three occasions within a one-year period, taken together, is a conduct breach. The local government is not required to notify the Office of the Independent Assessor (OIA) of these matters and may deal with the conduct as if an investigation has been undertaken (section 150J) and make a decision under section 150AG of the *Local Government Act 2009* (including Brisbane City Council).

### 2. Decision

Section 150AG of the Act provides that where an allegation of a conduct breach has been referred by the OIA to a local government for investigation, the local government must decide:

- Whether or not the councillor has engaged in a conduct breach and
- What action the local government will take under section 150AH of the Act to discipline the councillor if the councillor has been found to have engaged in a conduct breach.

### 3. Types of orders

Section 150AH of the Act provides a list of the types of orders that the local government may make where it has found that a councillor has engaged in a conduct breach:

- An order that no action be taken against the councillor
- An order that the councillor make a public apology, in the way decided by the local government, for the conduct
- An order reprimanding the councillor for the conduct
- An order that the councillor attend training or counselling addressing the councillor's conduct, including at the councillor's expense
- An order that the councillor be excluded from a stated local government meeting
- An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor

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- An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- An order that the councillor reimburse the local government for all or some of the costs arising from the councillor’s conduct breach.

**4. Factors that may be taken into account**

Section 150AG(2) of the Act provides that in deciding what action to take, the local government may consider:

- Any previous conduct breach of the councillor
- Any allegation made in the investigation that:
  - Was admitted, or was not challenged and
  - The local government is reasonably satisfied is true.

**5. Guidance on appropriate disciplinary action**

It is open to local governments to decide which order/s in section 150AH of the Act are suitable when a councillor is found to have engaged in a conduct breach. The particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders, depending on whether a councillor has been found to have engaged in a conduct breach for the first time, or for a second or third time.

Section 150L of the Act provides that conduct is misconduct if the conduct is part of a course of conduct leading the local government to take action under s150AG to discipline the councillor for a conduct breach on three occasions within a one year period.

The table below may assist councils to decide what disciplinary action is suitable in various circumstances.

<b>Order</b>	<b>First instance engaging in a conduct breach</b>	<b>Second instance engaging in a conduct breach</b>	<b>Third instance engaging in a conduct breach</b>
<b>No action be taken against the councillor</b>	✓		
<b>An order for the councillor to make a public apology in the way decided by the local government, for the conduct</b>	✓*	✓*	✓*
<b>An order reprimanding the councillor for the conduct</b>	✓#	✓#	✓#
<b>An order that the councillor attend training or counselling addressing the councillor’s conduct, including at the councillor’s expense</b>	✓#	✓#	✓#

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<b>An order that the councillor be excluded from a stated local government meeting</b>		✓	✓
<b>An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor</b>			✓
<b>An order that if the councillor engages in the same type of conduct again it will be treated as misconduct</b>	✓^	✓	
<b>An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach**</b>		✓	✓

\* May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct.

# May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person.

^ For more serious and deliberate conduct breaches by an experienced councillor.

\*\* Costs arising from the councillor's conduct breach includes investigative costs, legal costs and administrative costs. However, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by the Councillor Conduct Tribunal.

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**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item No:** 3.2.3  
**Subject Heading:** Regional Arts Development Fund Applications  
**Author and Title:** Lilli Kay, Community Engagement Coordinator  
**Classification:** (if confidential)

*Summary: From the Community Engagement Coordinator, reporting on the Regional Arts Development Fund Assessment Outcome.*

**Officer's Recommendation: That Council accept the Committee recommendation to approve the application from the Alpha District Tourism Association Incorporated to the value of \$4,246.00 from the 2025/2026 Regional Arts Development Fund program.**

**Background**

One Regional Arts Development Fund (RADF) application was received on 11 November 2024 from Alpha District Tourism and Development Association Incorporated for the Tivoli Theatre Museum Collection Policies, Significance and Cataloging Workshop and assessed by the RADF Committee as follows:

1. A project with total cost of \$7,556 and a RADF contribution of \$4,246.
2. The applicant was eligible for funding under the RADF criteria and the application met the assessment considerations, under category 4: Cultural Tourism.
3. The application approval was deferred until January 2025 pending breakdown of expenditure for the 2024-2025 RADF year which is now provided below.
4. This workshop was to have been delivered in Alpha between 5<sup>th</sup> and 6<sup>th</sup> April 2024 and has now been changed to 2<sup>nd</sup> and 3<sup>rd</sup> August 2025.
5. In July 2024, Arts Queensland advised that Council had received a RADF grant of \$31,500 per year for the next 2-year RADF period i.e. 2024-2026. This, together with Council's contribution of \$9,500 per year; makes an annual RADF budget of \$41,000 per year.

No	Name	Date	Amount
1	Muttaborra Qld Country Women's Association (QCWA) Sculpture Festival	July 2024	\$13,598
2	Barcaldine Cultural Association Pastel Workshop	August 2024	\$1,700
3	Barcaldine Cultural Association Furniture Restoration Workshop	August 2024	\$4,274
4	The Jillaroos Performance - Back to Aramac	August 2024	\$5,600
5	Cluster Arts - A Bee Story Performance	October 2024	\$5,000
6	Mini Marilyn Performance at Muttaborra	October 2024	\$3,409
7	QCWA Barcaldine - Reuse Recycle Garden Workshop	November 2024	\$3,044

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<b>No</b>	<b>Name</b>	<b>Date</b>	<b>Amount</b>
8	Funny Mummies (deferred from July 24) – 50% paid	March 2025	\$1,925
	<b>Spent to Date</b>		<b>\$38,550</b>
	<b>Current Balance</b>		<b>\$2,450</b>

**Link to Corporate Plan**

Theme 1: Community

1.6 Maintain RADF program for the delivery of art and culture opportunities.

**Consultation (internal/external)**

Regional Arts Development Fund Committee

**Policy Implications**

Nil

**Budget and Resource Implications**

\$4,246 is within the 2025-2026 RADF funding available as no monies have yet been allocated.

**Risk Management Implications**

Low risk – reputational only

**Asset Management Implications**

Nil

**Legal Implications**

Nil

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**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number: 3.3.1**  
**Subject Heading: Financial Performance Report**  
 Author and Title: Michael Shave, Acting Director Corporate and Finance  
 Classification: (if confidential)

*Summary: Section 204 of the Local Government Regulation 2012 requires the Chief Executive Officer to prepare a finance report to present at each monthly meeting of the local government. The financial report must state the progress that has been made in relation to the local government’s budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.*

*The purpose of the report is to meet legislative requirements and promote good financial governance by presenting the Council’s budget performance for the six months through to 31 December 2024.*

**Officer’s Recommendation: That Council receives the report by the Acting Director Corporate and Finance relating to the December year-to-date financial performance against budget.**

**Background**

Council adopted its 2024-2025 Budget in June 2024, with a subsequent budget review endorsed by Council at its November general meeting. This report outlines Council’s year-to-date (YTD) revenue, expenditure and cash position at 31 December 2024.

YTD performance against the current budget (Budget Review 1) remains positive with operating revenues outperforming forecast, however operating expenditure remains higher than YTD budget and will need monitoring.

Capital revenues are below forecast with capital expenditure also below forecast due to the Department of Transport and Main Roads (TMR) and flood recovery operational works impacting on the timing of capital project delivery.

<b>December 2024 YTD Financial Performance Summary</b>					
	<b>YTD Actual (\$,000)</b>	<b>YTD Budget (BR1) (\$,000)</b>	<b>Variance (\$,000)</b>	<b>Variance %</b>	<b>Status</b>
Operating Revenue	31,072	30,042	1,031	3%	On track
Operating Expenses	26,870	25,396	1,475	6%	Watch
<b>Operating Result</b>	<b>4,202</b>	<b>4,646</b>	<b>(444)</b>	<b>(10%)</b>	<b>Watch</b>
Capital Revenue	937	4,144	(3,207)	(77%)	Watch
Capital Expenditure	2,546	7,860	(5,314)	(68%)	Watch

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Financial statements including Statement of Income and Expenditure, Statement of Financial Position (balance sheet) and Statement of Cash Flows are included as attachments as further information for Council.

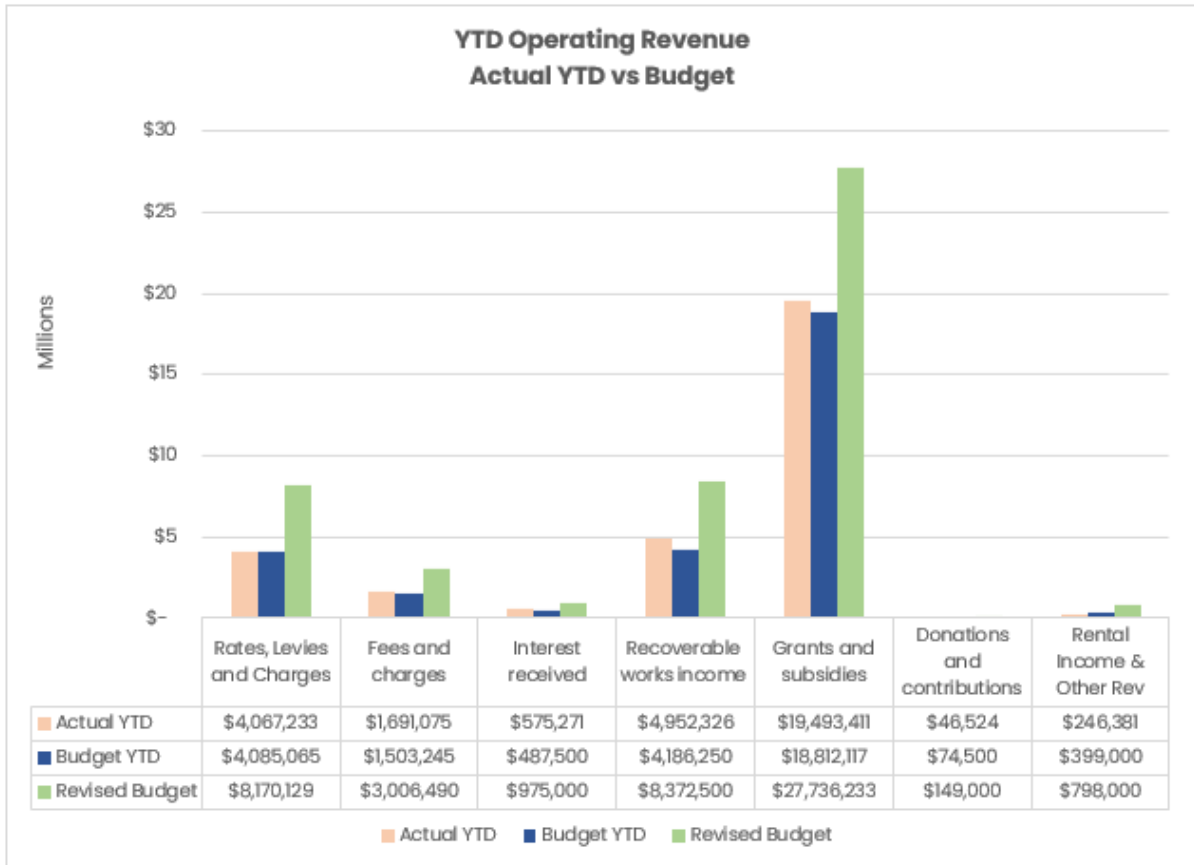
**Operating Revenue (YTD Benchmark 50%)**

Council has received 63% (\$31.1 million) of its operating revenue budget (\$49.2 million) as at 31 December 2024. Commentary on each revenue category is provided below:

<b>Revenue Category</b>	<b>Summary</b>	<b>Comments</b>
Rates, Levies and Charges	\$4.1 million (50%) of the annual budget of \$8.2 million has been earned	Rates and charges are on track following the issue of the rate notices in September 2024. Rate arrears collection to progress over the coming months now the new policy has been adopted by Council.
Fees and Charges	\$1.7 million (56%) of the annual budget of \$3 million has been earned	NDIS package claims revenue ahead of YTD budget by \$220k.
Rental Income	\$223k (31%) of the annual budget of \$728k has been earned	Rent for Council staff housing is below YTD budget. Internal allocations to be posted.
Interest Received	\$575k (59%) of the annual budget of \$975k has been earned	On track – to be monitored as cash is spent on capital works and flood damage projects.
Recoverable Works Income	\$5 million (59%) of the annual budget of \$8.4 million has been earned	Recoverable Works Income is currently ahead of YTD budget primarily due to the timing of the Aramac-Barcaldine Road TMR contract delivery (\$3.5 million). RMPC works are progressing, however claims need to be made.
Grants, Subsidies, Contributions	\$19.6 million (70%) of the annual budget of \$27.9 million has been earned	Operating Grants and Subsidies revenue is currently ahead of budget due to the 85% prepayment of the Financial Assistance Grant in July 2024.
Other Revenue	\$24k (34%) of the annual budget of \$70k has been earned	Minor income associated with insurance claims and refunds is slightly behind budget.



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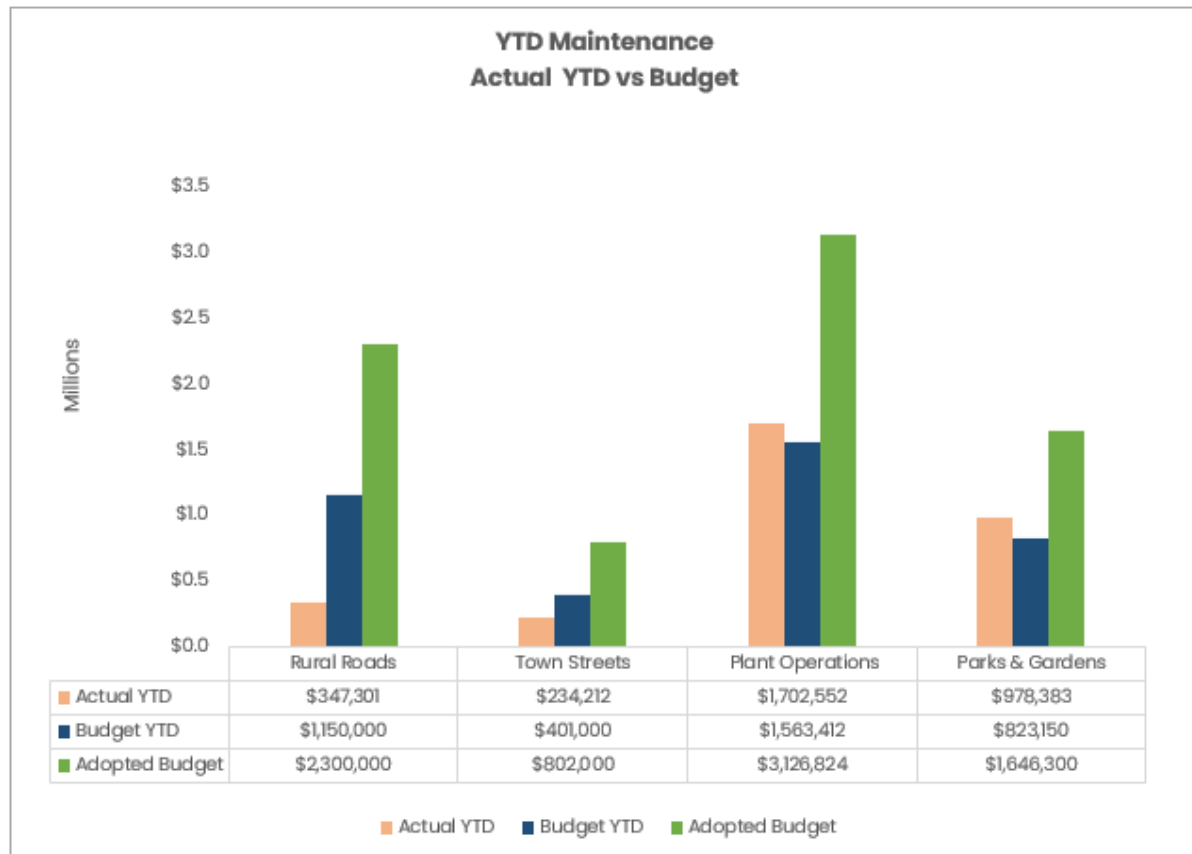
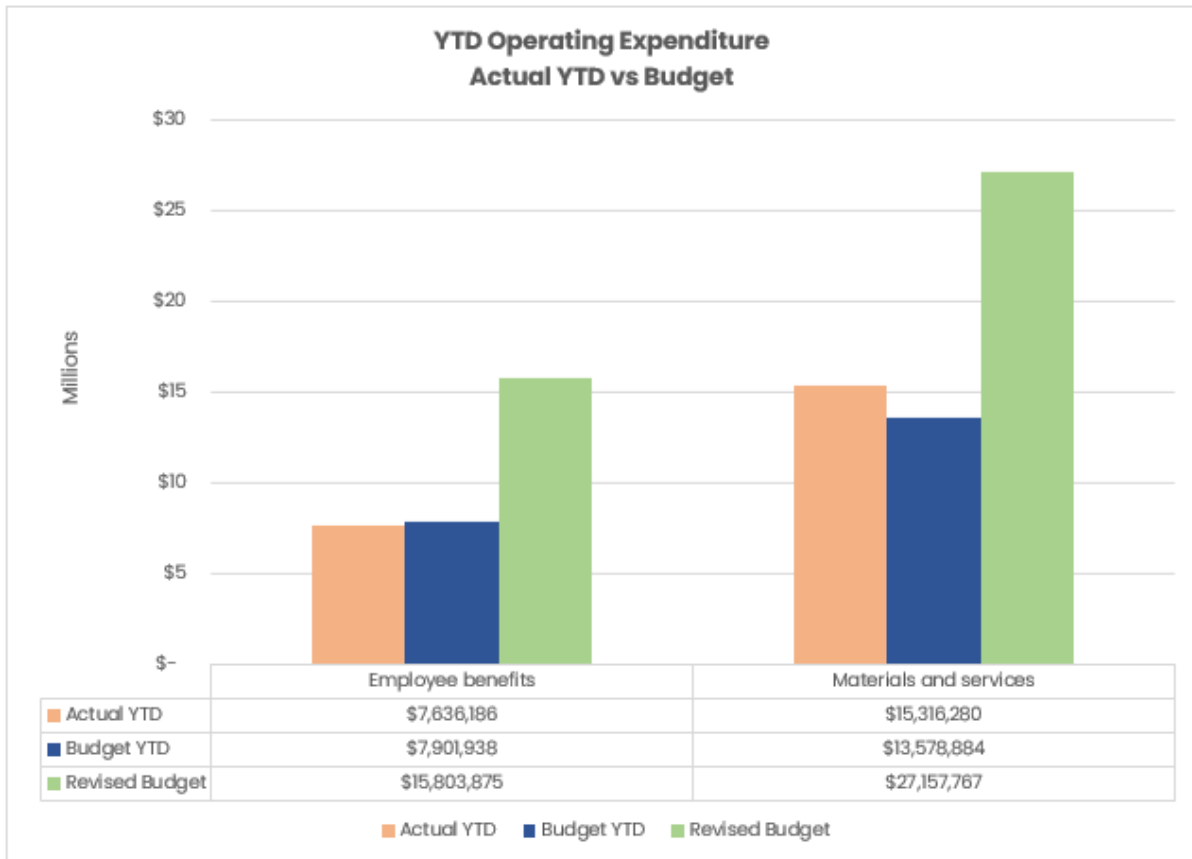


**Operating Expenditure (YTD Benchmark 50%)**

Actual operating expenditure is currently 53% (\$26.9 million) of the full year budget (\$50.8 million). Detailed commentary for each expenditure category is provided below:

<b>Expenditure Category</b>	<b>Summary</b>	<b>Comments</b>
Employee Benefits	\$7.6 million (48%) of the annual budget of \$15.8 million has been spent	Employee costs are generally aligned with budget.
Materials and Services	\$15.3 million (56%) of the annual budget of \$27.2 million has been spent	Materials and Services associated with state road works (TMR, RMPC) are currently ahead of budget due to the timing of project delivery (i.e. Aramac-Barcaldine Road). Other material budget variances associated with parks and fleet (above YTD budget, town streets and rural roads maintenance - below YTD budget) are being monitored.
Finance Costs	\$32k (27%) of the annual budget of \$60k has been spent	On track – related to the timing of QTC debt payments.
Depreciation	\$3.9 million (50%) of the annual budget of \$7.8 million has been spent	On track.

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**Other Relevant Service Activities**

State Road Network	Revenue			Expenditure		
	Actual	Current Budget	%	Actual	Current Budget	%
Road Construction Contracts	\$3,514,936	\$3,000,000	117%	\$2,911,606	\$2,900,000	100%
RMPC	\$854,936	\$4,000,000	21%	\$1,915,634	\$3,850,000	50%
TMR Flood Damage	\$-	\$100,000		\$440,742	\$100,000	441%
<b>Total</b>	<b>\$4,369,872</b>	<b>\$7,100,000</b>	<b>53%</b>	<b>\$5,267,980</b>	<b>\$6,850,000</b>	<b>77%</b>

Community Donations Expenditure	Actual	YTD Budget	Current Budget
Aramac	\$14,705		
Barcaldine	\$5,773		
Alpha	\$18,840		
Regional	\$32,953		
<b>Total</b>	<b>\$72,270</b>	<b>\$91,250</b>	<b>\$330,000</b>

Note: total budget \$330,000 – however \$147,500 of the budget relates to one donation and is considered committed.

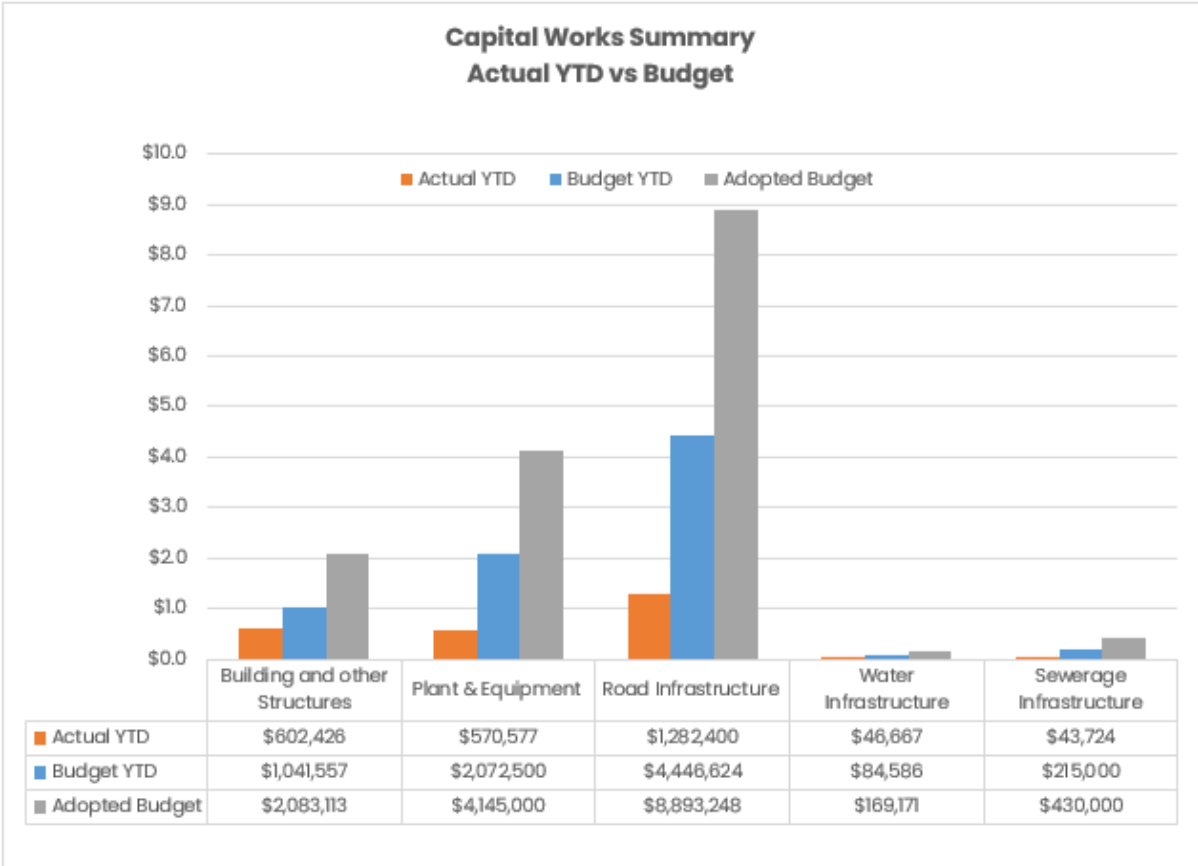
**Capital Revenue**

YTD capital revenue of \$0.9 million received comprises of capital grants relating to various grant funded infrastructure projects. Note that the timing of capital grant receipts are generally dependent on grant conditions and also the timing of capital works delivery, which can impact comparisons to YTD budget.

**Capital Works**

December YTD capital expenditure is \$2.5 million compared to the YTD budget of \$7.9 million and full year budget of \$15.7 million (16% of full year budget spent).

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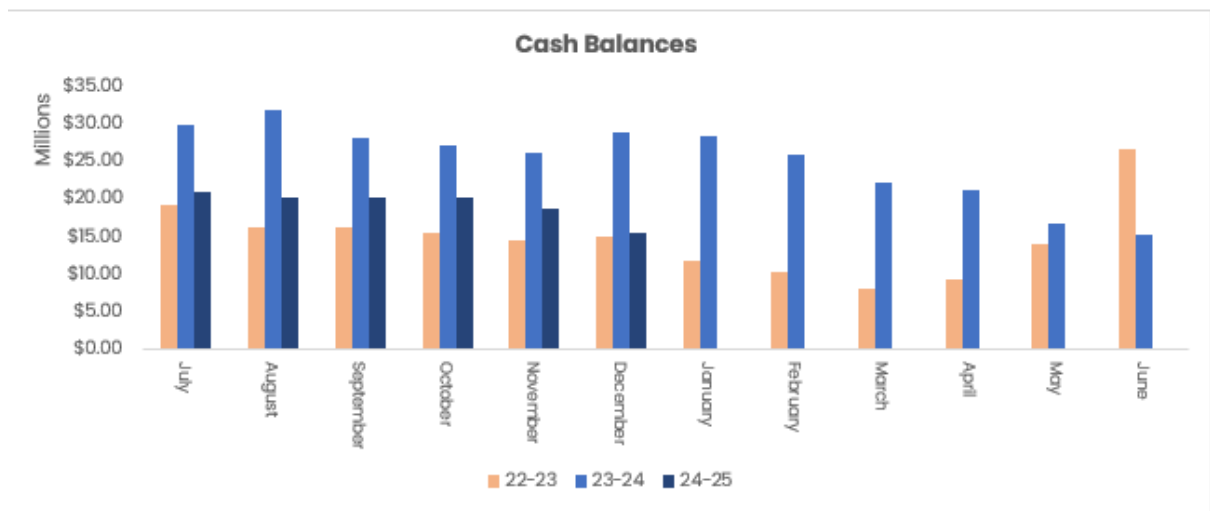
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**Cash Management and Investment Performance**

Total cash on hand at the end of November was \$15.4 million, a decrease of \$3.2 million from November. Included in this balance are funds held in for restricted purposes (e.g. unexpended grant funds).

**Cash Position as at 31 December 2024**

<b>Cash at Bank</b>		<b>Dec-24</b>	<b>Nov-24</b>
Operating Accounts- BOQ	\$	1,182,809	\$ 218,198
QTC Investments Acc	\$	14,224,019	\$ 18,398,059
	<b>\$</b>	<b>15,406,829</b>	<b>\$ 18,616,257</b>



**Financial Sustainability – Cash Expense Coverage**

The Unrestricted Cash Expense Cover Ratio is a financial sustainability measure that estimates the unconstrained liquidity available to Council to meet its ongoing and emergent financial demands. The target is measured in terms of months of cash available, with the state government requiring Council to have a minimum of four months unrestricted cash cover available to ensure that it has appropriate short-term working capital and can meet any unexpected financial commitments as they may arise. As at the end of November, Council has a cash expense cover ratio of 2.4 months, representing \$9.3 million in unrestricted cash. The restricted cash component of the current cash balance (\$6.1 million) is primarily made up of advance funding from the Qld Reconstruction Authority relating to Flood Damage packages for the Aramac, Alpha and Barcaldine region.

Finance will be closely monitoring Council liquidity to ensure that short term financial sustainability risk can be managed.

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Month	Cash	Restricted	Unrestricted	Operating Expenses excl Depreciation & Finance Costs YTD	Ratio (Months)
Jul-24	\$22,324,331	\$14,334,971	\$7,989,360	\$4,215,058	1.90
Aug-24	\$20,185,535	\$12,903,720	\$7,281,814	\$6,534,228	2.23
Sep-24	\$20,134,009	\$11,652,392	\$8,481,616	\$10,016,361	2.54
Oct-24	\$20,290,024	\$10,342,791	\$9,947,232	\$14,490,727	2.75
Nov-24	\$18,616,257	\$8,821,541	\$9,794,715	\$19,031,350	2.57
<b>Dec-24</b>	<b>\$15,406,829</b>	<b>\$6,109,343</b>	<b>\$9,297,486</b>	<b>\$22,952,466</b>	<b>2.43</b>

Note: A higher unrestricted cash expense cover ratio indicates that a council has sufficient free cash available to contribute to the cost of future planned and unplanned expenditures such as infrastructure investment or disaster recovery. An excessively high ratio may be indicative of cash hoarding, poor cash management or large upcoming capital investment requirements.

A low ratio suggests limited unconstrained liquidity available to council to use for capital investment or in an emergency. For councils with efficient cash management practices and strong borrowing capacity, this is not a concern. Where a council also has a negative operating cash ratio, a very low or negative unrestricted cash expense cover ratio is an indicator of potential solvency concerns.

**Link to Corporate Plan**

Theme 5: Governance – we will have a safe, engaged, proud and performing council and workforce that is inclusive, innovative, ethical and trusted by all levels of government.

**Consultation (internal/external)** – Acting Director Corporate and Financial Services

**Policy Implications** – Nil

**Budget and Resource Implications**

There are a number of matters highlighted in this report which can have an impact on the overall financial position and sustainability of Council.

**Risk Management Implications**

Regular monitoring of financial performance against budget assists with understanding any emergent financial opportunities and risks that may impact Council’s ongoing financial sustainability.

**Asset Management Implications** – Nil

**Legal Implications** – This report is a requirement as set out in the Local Government Regulation 2012.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

**Attachments – Financial Statements**

YTD Benchmark 50.0%

**Statement of Income and Expenditure as at 31 December 2024**

	YTD Actual	YTD Budget (BR1)	Variance		Current Budget (BR1)	Budget Earned / Spent
	\$'000	\$'000	\$'000	%	\$'000	%
<b>Operating Revenue</b>						
Rates, Levies and Charges	4,067	4,085	(18)	(0%)	8,170	50%
Fees and Charges	1,692	1,503	189	13% ▲	3,006	56%
Rental Income	223	364	(141)	(39%) ▼	728	31%
Interest Received	575	488	88	18% ▲	975	59%
Recoverable Works Income	4,952	4,187	766	18% ▲	8,373	59%
Grants, Subsidies, Contributions	19,539	19,381	159	1%	27,885	70%
Other Revenue	24	35	(11)	(31%) ▼	70	34%
<b>Total Operating Revenue</b>	<b>31,072</b>	<b>30,042</b>	<b>1,031</b>	<b>3%</b>	<b>49,207</b>	<b>63%</b>
<b>Operating Expenses</b>						
Employee Benefits	7,637	7,902	(265)	(3%)	15,803	48%
Materials and Services	15,316	13,579	1,737	13% ▲	27,158	56%
Finance Costs	32	30	2	7% ▲	60	53%
Depreciation	3,885	3,885	-	0%	7,770	50%
<b>Total Operating Expenses</b>	<b>26,870</b>	<b>25,396</b>	<b>1,475</b>	<b>6%</b>	<b>50,791</b>	<b>53%</b>
<b>Operating Surplus / (Deficit)</b>	<b>4,202</b>	<b>4,646</b>	<b>(444)</b>	<b>(10%) ▼</b>	<b>(1,584)</b>	
<b>Capital Revenue and Expenses</b>						
Capital Revenue	937	4,144	(3,207)	(77%) ▼	8,288	11%
Capital Expenses	25	23	2	9% ▲	46	54%
<b>Net Capital Income/(Loss)</b>	<b>962</b>	<b>4,121</b>	<b>(3,205)</b>	<b>(78%) ▼</b>	<b>8,242</b>	
<b>Net Result</b>	<b>5,164</b>	<b>8,767</b>	<b>(3,649)</b>	<b>(42%) ▼</b>	<b>6,658</b>	

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

**Statement of Financial Position as at 31 December 2024**

	Oct-24	Nov-24	Dec-24	Monthly Movement	Current Budget (BRT)
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Current Assets</b>					
Cash	20,290	18,616	15,407	(3,209)	6,027
Receivables	2,529	2,121	1,818	(303)	2,908
Inventories	543	524	555	31	413
Contract Assets	2,271	2,226	839	(1,387)	766
Other	37	227	429	202	
	25,670	23,714	19,048	(4,666)	10,114
<b>Non-Current Assets</b>					
Property, plant & equipment	420,934	421,630	420,335	(1,295)	437,736
Other	8,790	8,325	8,783	458	
Right of use assets	522	522	522	-	
	430,246	430,477	429,640	(837)	437,736
<b>Total Assets</b>	<b>455,916</b>	<b>454,191</b>	<b>448,688</b>	<b>(5,503)</b>	<b>447,850</b>
<b>Current Liabilities</b>					
Trade and other payables	312	131	72	(59)	1,945
Contract Liabilities	10,343	8,822	6,109	(2,713)	2,282
Borrowings	417	417	281	(136)	549
Provisions	3,354	3,422	3,311	(111)	3,149
Lease Liabilities	295	295	295	-	295
	14,721	13,087	10,068	(3,019)	8,220
<b>Non-Current Liabilities</b>					
Borrowings	1,780	1,780	1,780	-	1,231
Provisions	734	734	734	-	780
Lease Liabilities	230	230	230	-	230
	2,744	2,744	2,744	-	2,241
<b>Total Liabilities</b>	<b>17,465</b>	<b>15,831</b>	<b>12,812</b>	<b>(3,019)</b>	<b>10,461</b>
<b>Net Community Assets</b>	<b>438,451</b>	<b>438,360</b>	<b>435,876</b>	<b>(2,484)</b>	<b>437,389</b>
<b>Community Equity</b>					
Capital	-	-	-	-	-
Retained surplus/(deficit)	196,787	196,696	194,212	(2,484)	195,726
Asset revaluation surplus	241,664	241,664	241,664	-	241,663
<b>Total Community Equity</b>	<b>438,451</b>	<b>438,360</b>	<b>435,876</b>	<b>(2,484)</b>	<b>437,389</b>



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

**Statement of Cash Flow as at 31 December 2024**

	<i>Actual</i>	<i>YTD</i>	<i>Variance</i>	<i>Current</i>
		<i>Budget</i>		<i>Budget</i>
<i>YTD cash flows</i>		<i>(BR1)</i>		<i>(BR1)</i>
<b>Cash flows from operating activities</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Receipts from customers	26,278	19,732	6,546	39,464
Payments to suppliers and employees	(24,975)	(21,481)	(3,494)	(42,962)
Interest paid	(33)	(30)	(3)	(60)
Interest received	575	488	88	975
<b>Net cash inflow (outflow) from operating</b>	<b>1,845</b>	<b>(1,292)</b>	<b>3,137</b>	<b>(2,583)</b>
<b>Cash flows from investing activities</b>				
Payments for property, plant and equipment	(2,877)	(7,845)	4,968	(15,689)
Proceeds from sale of property, plant and equipment	616	700	(84)	1,400
Grants, subsidies, contributions and donations	952	4,144	(3,192)	8,288
<b>Net cash inflow (outflow) from investing activities</b>	<b>(1,309)</b>	<b>(3,001)</b>	<b>1,692</b>	<b>(6,001)</b>
<b>Cash flows from financing activities</b>				
Proceeds from borrowings	-	-	-	-
Repayment of borrowings	(271)	(265)	(6)	(530)
<b>Net cash inflow (outflow) from financing</b>	<b>(271)</b>	<b>(265)</b>	<b>(6)</b>	<b>(530)</b>
<b>Net increase (decrease) in cash held</b>	<b>265</b>	<b>(4,557)</b>	<b>4,822</b>	<b>(9,114)</b>
Cash at beginning of reporting period	15,142	15,142	-	15,142
<b>Cash at end of reporting period</b>	<b>15,407</b>	<b>10,585</b>	<b>4,822</b>	<b>6,028</b>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number:** 3.3.2  
**Subject Heading:** Community Care Services Report  
Author and Title: Sarah Milligan – Accountant  
Classification: (if confidential)

*Summary: This report provides an update on the Community Care Services financial performance as at 31 December 2024.*

**Officer’s Recommendation: That Council receives the report by the Accountant relating to the Community Care Services for December year-to-date financial performance against budget.**

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**Background**

Council provides Community Care programs across the region. This report provides an update on the financial performance on each program for the first six months of the financial year. As at 31 December 2024, the Community Care Service Business year-to-date (YTD) performance against the current budget remains positive, with a \$78k operating surplus achieved.

A financial summary of each program is provided below:

- Commonwealth Home Support Program (CHSP) funding continues to be paid to Council in monthly instalments, with an expected value of \$786,016 to be received in 2024-25. Expenditure will need to be monitored over the coming months to ensure income is not exceeded for CHSP. We are currently supporting approximately 50 clients under the CHSP program.
- Home Care Package claims are made monthly, with 10 clients currently being supported.
- National Disability Insurance Scheme (NDIS) continues to show good participation, with 76 clients supported.

**Link to Corporate Plan**

Theme 2: Services

Our townships continue to be provided with compliance and sustainable water, sewerage and waste services. In the absence of other alternative providers, we continue to provide quality community support services on a cost-neutral basis.

**Consultation (internal/external)**

Human Resources Manager

**Policy Implications**

Nil

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

**Budget and Resource Implications**

Most of the programs are operated on a cost-recovery basis. There is an opportunity to operate the NDIS program at a profit into the future. Currently it is forecasting to have a modest surplus before overheads are included.

**Risk Management Implications**

Finance are currently reviewing the financial operation of Community Care Services to ensure that the correct alignment occurs with Council's Practical system and processes are documented and understood to minimise any revenue and expenditure leakage to maximise the financial performance of the business.

**Asset Management Implications**

Nil

**Legal Implications**

Nil

**Tables and Program Summaries**

Barcaldine Regional Council - Community Services Business Unit						
Program: NDIS						
Financial Performance Reports						
For the period 1 July 2024 to						
	31-Dec-24					
NDIS	YTD Actual \$	YTD Budget \$	Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
<b>DIRECT INCOME &amp; EXPENDITURE</b>						
<b>Income</b>						
Fees - Plan Set-up	1,213	3,000	2,425	6,000	-60%	-60%
Fees - Plan administration	48,500	55,000	97,000	110,000	-12%	-12%
Fees - support coordination	85,425	57,000	170,851	114,000	50%	50%
Care packages	1,019,312	800,000	2,038,624	1,600,000	27%	27%
Contributions		-		-		
<b>Total Income</b>	<b>1,154,450</b>	<b>915,000</b>	<b>2,308,900</b>	<b>1,830,000</b>	<b>26%</b>	<b>26%</b>
<b>Expenditure</b>						
Direct assistance wages	15,299	32,450	30,598	64,900	-53%	-53%
Plan participant claims	1,032,289	751,300	2,064,578	1,502,599	37%	37%
Coordination & Supervision	98,983	58,410	197,965	116,819	69%	69%
<b>Total expenditure</b>	<b>1,146,571</b>	<b>842,159</b>	<b>2,293,142</b>	<b>1,684,318</b>	<b>36%</b>	<b>36%</b>
<b>Net Direct Profit/Loss</b>	<b>7,879</b>	<b>72,841</b>	<b>15,758</b>	<b>145,682</b>	<b>-89%</b>	<b>-89%</b>
<b>Indirect Costs</b>						
Administrative overheads	23,493		56,383			
Depreciation						
<b>NET PROFIT/LOSS</b>	<b>- 15,614</b>		<b>- 40,626</b>			

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Barcaldine Regional Council - Community Services Business Unit						
Program: Commonwealth Home Support Program						
Financial Performance Reports						
For the period 1 July 2024 to 31-Dec-24						
CHSP	YTD Actual \$	YTD Budget \$	* Projected Annual \$	Annual Budget \$	YTD Variance %	Projected Annual Variance %
<b>DIRECT INCOME &amp; EXPENDITURE</b>						
<b>Income</b>						
CHSP Grants	466,576	355,000	786,016	710,000	131%	11%
MOW Grant	2,446	-	2,446	-	0%	0%
QCSS	18,014					
Contributions CHSP	28,250	65,000	130,000	130,000	-57%	0%
Contributions MOW	2,795	5,000	10,000	10,000	-44%	0%
<b>Total Income</b>	<b>518,081</b>	<b>425,000</b>	<b>928,462</b>	<b>850,000</b>	<b>22%</b>	<b>9%</b>
<b>Expenditure</b>						
Workforce Retention	-	0	-		0%	0%
Personal Care	6,340	5,000	12,680	10,000	27%	27%
Transport	51,590	22,500	103,180	45,000	129%	129%
Domestic Assistance	38,532	50,000	77,064	100,000	-23%	-23%
Home maintenance	1,742	1,000	3,484	2,000	74%	74%
Home modifications	211,392	140,000	350,000	280,000	51%	25%
Meals	4,561	4,000	9,123	8,000	14%	14%
Meals on wheels	1,224	500	2,448	1,000	145%	145%
Nursing	13,247	13,250	26,493	26,500	0%	0%
Social Support-group	28,598	30,000	57,196	60,000	-5%	-5%
Social Support-individual	29,486	20,000	58,972	40,000	47%	47%
Case Management	37,056	5,000	74,112	10,000		641%
Client Care coordination	43,736	35,000	87,472	70,000	25%	25%
Coord & Super - Community	76,039	75,000	152,079	150,000	1%	1%
<b>Total expenditure</b>	<b>543,544</b>	<b>401,250</b>	<b>1,014,304</b>	<b>802,500</b>	<b>35%</b>	<b>26%</b>
<b>Direct profit/Loss before overheads</b>	- 25,463	23,750	- 85,842	47,500	-207%	-281%
<b>Indirect Costs</b>						
Administrative overheads	10,391		20,783			
Depreciation	4,249		8,497			
<b>NET PROFIT/LOSS</b>	- 40,103		- 115,122			

\* YTD Actuals extrapolated for remaining months

Other community care programs will be provided to Councillors at the Council meeting.

These include:

- Overall Summary of Community Care Services
- Home Care Packages
- Home Assist/Secure.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number:** 3.3.3  
**Subject Heading:** Capital Projects Report  
Author and Title: Daniel Bradford, Chief Executive Officer  
CLASSIFICATION: (if confidential)

*Summary: Council has adopted a Capital Works Program for 2024-2025 financial year at its budget meeting in June 2024. In 2024-2025, Council is aiming to deliver \$15.7million worth of capital projects. This report is a progress summary of each project to the end of December 2024.*

**Officer's Recommendation: That Council receive and note the report.**

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**Background**

Attached is a report on the progress towards completion of the 2024-2025 Capital Works Program. Capital Projects from the 2024 financial year that are still to be completed have been carried forward and are reflected in this report as well. There is also an online dashboard on Council's website at:

<https://performance.envisio.com/dashboard/barcaldine-regional-council3578>.

During the month of December, Council completed the following projects:

- Jericho – School Oval Upgrade
- Alpha – Star Downs Road Pave and Seal.

So far in 2024-2025, ten projects have been completed out of the sixty-seven in total. There are some projects that are at risk and are being monitored closely. The projects include:

- Some projects which have not yet commenced are being reviewed as part of the half year budget review to see whether project/s will be completed this financial year or if required at all.
- Budgetary constraints from some other projects could lead to some projects not proceeding this financial year. These projects include:
  - Alpha – Town Hall Kitchen Upgrade
  - Alpha – Town Hall Toilet Upgrade
  - Jericho Cattle Yards.
- Regional Plant and Fleet Replacement Program for 2024-2025 – a review of the plant items is being completed and a revised plant replacement program is being drafted.
- Regional – solar power for high power use locations – this project is proceeding but unlikely to be completed this financial year. It is year one of a three year funded program so it could be rolled into year two if required.
- Alpha Cross Loader Facility – project is moving forward as noted in attached project update.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

- Stagmount Road Floodways x 3 – cost estimates over budget. Solutions actual costs estimates are being worked through and will be considered as part of budget review.
- Willow Street Kerb and Channel – as noted in attachment, significant progress has been made to ensure we can fund the project with a request to extend delivery deadline allowing for a much more efficient approach.
- Barcaldine Renewal Energy Zone Access Road – currently in early concept design phase.

**Link to Corporate Plan**

Theme 5: Governance

We will have a safe, engaged, proud and performing council and workforce that is inclusive, innovative, ethical and trusted by all levels of government.

**Consultation (internal/external)**

- Executive Management Team
- District Managers
- Project Managers

**Policy Implications**

Nil

**Budget and Resource Implications**

Projects are itemised and budgeted accordingly.

**Risk Management Implications**

The recommendation in this report has no direct impact on enterprise risk, however, does provide information that is a control for project management risks. This report provides oversight, ongoing monitoring and management of projects.

**Asset Management Implications**

Capital Works projects result in the asset constructed or purchased being added to Council's asset register. This then flows on to costs of ongoing maintenance and depreciation.

**Legal Implications**

Nil



# **Project update report**

## **Capital Works 2024-25**

Jul 01, 2024 - Dec 31, 2024

Report Created On: Jan 09, 2025

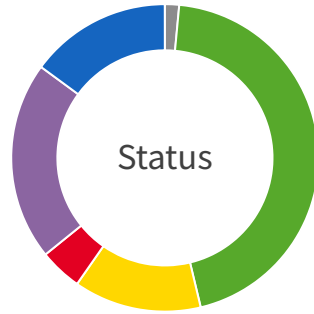




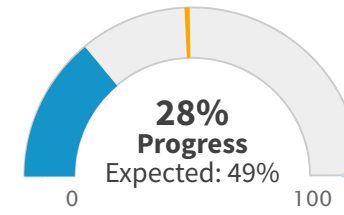
67

Project

### Overall Summary



	%
● Status Pending	1.5
● On Track	44.8
● At Risk	13.4
● Needs Attention	4.5
● Upcoming	20.9
● Completed	14.9



## Project update report

Capital Works 2024-25

Report Created On: Jan 09, 2025

Report Legend



Priority



No Update



Overdue

Program 1.1

Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.1.1	<p>Project Name: <b>Barcaldine - Rec Lake upgrade</b></p> <p>Description:</p> <p>The Barcaldine Regional Council (BRC) are intending to install:</p> <p>Shade structures along the beach front at the Barcaldine Ski Park</p> <p>Concrete footpath along the beach front</p> <p>Lighting around the building and car park</p> <p>Sealed walking track around the rec lake (Please note this aspect of the original scope will be removed as part of the variation submission to the funding agreement)</p> <p>Budget: \$415,000.00</p> <p>Expenditure: \$319,405.71</p> <p>Project Phase: In Progress</p>	On Track	Progress 87% (79%)	Mar 04, 2024	Mar 31, 2025	Two shade shelters have been constructed during December. the balance of the project is to be completed early in 2025
Project 1.1.2	<p>Project Name: <b>Aramac - Town Hall Upgrades</b></p> <p>Description:</p> <p>Aramac requires a disability toilet and upgrades to the kitchen</p> <p>Budget: \$80,000.00</p> <p>Expenditure: \$50,614.52</p> <p>Project Phase: In progress</p>	On Track	Progress 38% (53%)	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements: Town hall upgrade is complete.</b></p> <p><b>Risks/Issues: Disability toilet in not progressing due to space originally chosen was slightly too small as per the regulations required. New scope is needed to be build a disabled toilet. Current budgeted amount would not cover the cost of a disabled toilet.</b></p> <p><b>Next Steps: Re-scope</b></p>

Program 1.2  
Community Buildings Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.1	<p>Project Name: <b>Barcaldine - Library - Air Conditioning Upgrade</b></p> <p>Description: During the summer period when there is a large number of parents and children in the library taking part in First 5 Forever Program current systems are inadequate.</p> <p>Budget: \$15,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 56% (100%)	Sep 30, 2024	Nov 30, 2024	Electrician has cleaned existing units and will monitor if further units required.
Project 1.2.2	<p>Project Name: <b>Aramac - Bowls Club Air Conditioning</b></p> <p>Description: To install split system air conditioning system into the dining areas of the Aramac Bowls Club and fans in the kitchen area.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$11,593.00</p> <p>Project Phase: In progress</p>	Completed	Progress 100%	Jul 01, 2024	Jun 27, 2025	Project has been completed
Project 1.2.3	<p>Project Name: <b>Aramac - Town Hall Upgrades</b></p> <p>Description: Aramac requires a disability toilet and upgrades to the kitchen</p> <p>Budget: \$80,000.00</p> <p>Expenditure: \$50,614.52</p> <p>Project Phase: In progress</p>	On Track	Progress 38% (53%)	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements: Town hall upgrade is complete.</b></p> <p><b>Risks/Issues: Disability toilet in not progressing due to space originally chosen was slightly too small as per the regulations required. New scope is needed to be build a disabled toilet. Current budgeted amount would not cover the cost of a disabled toilet.</b></p> <p><b>Next Steps: Re-scope</b></p>

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.4	<p>Project Name: <b>Muttaburra - Town Hall Upgrades</b></p> <p>Description:</p> <p>Muttaburra requires repairs to flooring, new stove, replace serving benches, repairs to back stairs and general maintenance inside and out. Cement pathway from the MIC to the Hall.</p> <p>Budget: \$30,000.00</p> <p>Expenditure: \$8,141.20</p> <p>Project Phase: In progress</p>	On Track	Progress 46% (53%)	Jul 01, 2024	Jun 30, 2025	Stove installed, windows installed, floor maintenance has begun.
Project 1.2.5	<p>Project Name: <b>Alpha Town Hall - Air Conditioning</b></p> <p>Description:</p> <p>Remove the evaporative cooler and install a new air conditioning system at the Alpha Town Hall is required. This project is prep work to get us through until funding can be sourced for the larger project.</p> <p>Budget: \$30,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	Planning has commenced for work to be completed.
Project 1.2.6	<p>Project Name: <b>Alpha - Showground - Kitchen Upgrade</b></p> <p>Description:</p> <p>To upgrade the kitchen at the Alpha Showgrounds due to termite damage</p> <p>Budget: \$80,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (37%)	Oct 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements: Termite damage assess and completed. Waiting on electrician to upgrade power box.</b></p> <p><b>Risks/Issues: Working with electrician to select a suitable date between events.</b></p> <p><b>Next Steps: Will be completed early 2025.</b></p>
Project 1.2.7	<p>Project Name: <b>Alpha - Town Hall - Kitchen Upgrade</b></p> <p>Description:</p> <p>Kitchen upgrade at the Alpha Town Hall</p> <p>Budget: \$50,000.00</p> <p>Expenditure: \$11,659.00</p> <p>Project Phase: In Progress</p>	At Risk	Progress 0% (37%)	Oct 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements:</b></p> <p><b>Risks/Issues:</b></p> <p><b>Next Steps:</b></p>

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.8	<p>Project Name: <b>Alpha - Showgrounds Grandstand Flooring Replacement</b></p> <p>Description: Replace damaged flooring at Alpha Showgrounds Grandstand</p> <p>Budget: \$25,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	
Project 1.2.9	<p>Project Name: <b>Alpha - Town Hall Toilets - upgrade</b></p> <p>Description: Male, Female, Disabled Toilets to be upgraded at the Alpha Town Hall</p> <p>Budget: \$80,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	At Risk	Progress 0% (37%)	Oct 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements: Not commenced</b></p> <p><b>Risks/Issues: Due to budget constraints project may be held over until 2026</b></p> <p><b>Next Steps:</b></p>
Project 1.2.10	<p>Project Name: <b>Aramac - Cattle Yards</b></p> <p>Description: Cattle rail required to replace remaining wooden yards and panels.</p> <p>Budget: \$10,000.00</p> <p>Expenditure: \$3,895.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 55% (53%)	Jul 01, 2024	Jun 30, 2025	Steel delivered; job awarded and has commenced for fence post labour – drive in 17 posts.
Project 1.2.11	<p>Project Name: <b>Barcaldine - Showground Replace Doors Goods Shed</b></p> <p>Description: Replace large roller doors (4) and tracks on good shed building. Doors are damaged and do not roll well. This work will complete upgrade to this building.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$14,051.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 40% (88%)	Aug 05, 2024	Jan 31, 2025	Installation of roller doors has commenced.

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.12	<p>Project Name: <b>Barcaldine The Globe - Screens</b></p> <p>Description: Installation of screens around open area of verandah to deter birds from nesting and creating hazards.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$2,824.00</p> <p>Project Phase: Procurement</p>	Upcoming		Jan 20, 2025	May 30, 2025	
Project 1.2.13	<p>Project Name: <b>Jericho - Showgrounds - New Bar</b></p> <p>Description: Replacement of Bar at the Jericho Showgrounds so that it can be better utilised by events and be used in future events that might develop.</p> <p>Budget: \$20,000.00</p> <p>Expenditure: \$6,798.00</p> <p>Project Phase: Approved</p>	Completed	Progress 100%	Jul 01, 2024	Jun 30, 2026	<b>Highlights/Announcements:</b> Project completed.
Project 1.2.14	<p>Project Name: <b>Jericho - Showgrounds water</b></p> <p>Description: Replace existing Water Lines to Camping area at the Jericho Showgrounds. This is due to the constant Water line breaks and deteriorating pipework.</p> <p>Budget: \$60,000.00</p> <p>Expenditure:</p> <p>Project Phase: Initiated</p>	On Track	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements: Not yet commenced.</b></p> <p><b>Risks/Issues:</b></p> <p><b>Next Steps: Discussions to be held with Council's Plumbing team.</b></p>

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.2.15	<p>Project Name: <b>Jericho - Showgrounds - Upgrading of Power</b></p> <p>Description:</p> <p>Due to the large amount of tourists we receive at the Jericho Showgrounds, the tourists overload the power board due to the large voltages that are drawn each winter with all the heating elements that are used. Urgent Safety issue, Now being needed as a requirement rather than a want.</p> <p>Upgrading of the power source into the Jericho Showgrounds to handle the increasing of tourists &amp; events that are held at the showgrounds. This will assist with the overloading of power and constant problems that are occurring there. This would also allow us to upgrade our switchboards so that we are back in line with the electrical requirements, and future proofing our facilities</p> <p>Budget: \$130,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (26%)	Jul 01, 2024	Jun 30, 2026	<p><b>Highlights/Announcements: Waiting on Electrician to provide scope of work</b></p> <p><b>Risks/Issues: Electrician delays</b></p> <p><b>Next Steps: Follow up with electrician on date he will provide scope of work</b></p>
Project 1.2.16	<p>Project Name: <b>Jericho - Cattle Yard</b></p> <p>Description:</p> <p>Costs will cover materials and erection of new yard</p> <p>Budget: \$30,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	At Risk	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements: Waiting on response from Qld Rail</b></p> <p><b>Risks/Issues:</b></p> <p><b>Next Steps: Contact Qld Rail in the new year to follow up progress.</b></p>
Project 1.2.17	<p>Project Name: <b>Aramac - Town Fencing</b></p> <p>Description:</p> <p>Aramac boundary fencing around the township has partly been replaced. We are looking to complete the project in 2 more stages.</p> <p>Budget: \$30,000.00</p> <p>Expenditure: \$7,637.00</p> <p>Project Phase: In progress</p>	On Track	Progress 45% (53%)	Jul 01, 2024	Jun 27, 2025	<p>Materials delivered, old fence removed, stock on Town Common moved to Belltopper Reserve while job is being complete. Job awarded and has commenced for fence post labour – drive in 50 posts.</p>

Program 1.3  
Community Initiatives Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.3.1	<p>Project Name: <b>Barcaldine - Library - Interactive Television Update</b></p> <p>Description: Interactive television requires latest version update.</p> <p>Budget: \$7,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (100%)	Aug 01, 2024	Dec 31, 2024	Procurement of works has commenced
Project 1.3.2	<p>Project Name: <b>Muttaborra - Community Enhancement Program</b></p> <p>Description: Tables and chairs for main street and other high use areas with cement slabs. More solar lighting in Muttaborra (Jubilee Park and caravan park). Repairs to fencing around Jubilee Park (or remove) Relocate swing set from Skate Park to Jubilee Park with possible soft fall underneath.</p> <p>Budget: \$40,000.00</p> <p>Expenditure: \$2,575.00</p> <p>Project Phase: Approved</p>	On Track	Progress 28% (33%)	Nov 01, 2024	Jun 01, 2025	Swing set has been removed and will be re-installed early 2025. Chair and shade structures ordered, scheduled for delivery late January 2025. Supply and deliver of solar lights currently on VendorPanel.



Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.3.3	<p>Project Name: <b>Regional - Solar Power for high power use locations</b></p> <p>Description:</p> <p>Try and reduce the cost of power to our facilities and make our facilities more cost effective and feasible. Locations such as Alpha Depot - Stores Shed, Jericho Showgrounds, Alpha Showgrounds, Alpha &amp; Jericho Town Halls, both Water Treatment Plants. This may not reduce the costs completely, but it may help with some of the cost.</p> <p>Budget: \$100,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	At Risk	Progress 10% (18%)	Jul 01, 2024	Jun 30, 2027	<p><b>Highlights/Announcements:</b></p> <p>Currently accessing electricity consumption data to identify high use sites.</p> <p><b>Risks/Issues:</b></p> <p>Competing priorities including Civica and Readytech implementations, other projects</p> <p><b>Next Steps:</b> Interrogate data, shortlist potential sites, procurement</p>
Project 1.3.4	<p>Project Name: <b>Barcaldine - Community Enhancement Program (Oak Street Bench Seats)</b></p> <p>Description:</p> <p>Replace damaged bench seats Oak Street, various locations.</p> <p>Budget: \$20,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 25% (67%)	Oct 01, 2024	Feb 28, 2025	Enhancements to gardens has commenced.
Project 1.3.5	<p>Project Name: <b>Barcaldine - Rec Park Enhancement</b></p> <p>Description:</p> <p>Line marking of carparking including disability parking area and install of general signage, entry/exit signs carpark, general directional signage, bollards, and retaining wall.</p> <p>Budget: \$50,000.00</p> <p>Expenditure: \$4,204.00</p> <p>Project Phase: In progress</p>	On Track	Progress 3% (29%)	Nov 01, 2024	Jun 30, 2025	Old electrical poles have been donated to Council for use as barrier to block access to top and back of lake.

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 1.3.6	<p>Project Name: <b>Muttaborra - Freedom Park Dump Point</b></p> <p>Description:</p> <p>Installation of the Caravan and Campervan Dump point at the Muttaborra Freedom Park. Project is to include and additional sewerage works to connect into existing sewerage infrastructure</p> <p>Budget: \$40,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	Status Pending	Progress 0% (5%)	Jan 01, 2025	Jun 30, 2025	

Program 2.1  
Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.1.1	<p>Project Name: <b>Regional - Plant and Fleet Replacement 2023/2024</b></p> <p>Description:</p> <p>FY 2023/2024 fleet replacement program</p> <p>Budget: \$4,286,000.00</p> <p>Expenditure: \$3,846,524.00</p> <p>Project Phase: Closed</p>	Completed	Progress 100%	Jul 01, 2023	Jun 30, 2025	<p>Officers are merging the carried forward plant into a single plant renewal program. This will see now funds carried forward, but the items already ordered to be funded out of the 24/25 plant program.</p> <p>two trucks and two utes remain undelivered to complete this program. additionally the disposal and auction of old plant needs to be finalised in some cases.</p>
Project 2.1.2	<p>Project Name: <b>Regional - Water Mains Renewal</b></p> <p>Description:</p> <p>Periodic replacement of water mains.</p> <p>Budget: \$200,000.00</p> <p>Expenditure:</p> <p>Project Phase: In Progress</p>	On Track	Progress 20% (53%)	Jul 01, 2024	Jun 30, 2025	Project is here for reactive works or work arising from street projects.

Program 2.2  
Water Services Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.2.1	<p>Project Name: <b>Alpha/Jericho - Water Treatment Plant Chlorinators</b></p> <p>Description:</p> <p>Alpha and Jericho WTP chlorinators. \$80,000</p> <p>Units were changed out to calcium hypo units. Since installation these have been very problematic and unreliable.</p> <p>High failure rate resulting in unreliable disinfection of the water supply (CCP) (coupled with scada issues poses significant risk).</p> <p>Budget: \$80,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (100%)	Jul 01, 2024	Dec 31, 2024	Procurement of items has been undertaken due to emergent need to undertake these works.
Project 2.2.2	<p>Project Name: <b>Barcaldine - Pomona Reservoir</b></p> <p>Description:</p> <p>Pomona Reservoir Roof superstructure and sheeting</p> <p>Stage 1, investigate and design replacement \$60,000</p> <p>Rational. Originally noted in a Report to Council 19, December, 2007 roof purlins had surface rust evident.</p> <p>Limited and brief inspection via inspection hatch (April 2024) showed significant section loss on surrounding purlins.</p> <p>RAPAD reservoir clean and inspection program needs to include Pomona Res for more detailed report.</p> <p>council staff will be doing the work - due to start after the Christmas break - Dec 3/12/2024</p> <p>Budget: \$60,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 03, 2025	Apr 30, 2025	

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.2.3	<p>Project Name: <b>Jericho - School Oval Upgrade</b></p> <p>Description:</p> <p>A raw water main is being piped from the washdown bay bore across to the Jericho State School. The school has been successful in upgrading infrastructure to allow for watering of the school oval.</p> <p>Budget: \$28,000.00</p> <p>Expenditure: \$18,008.00</p> <p>Project Phase: Work Completed 24/25</p>	Completed	Progress 100%	Oct 01, 2024	Jan 31, 2025	Completed

Program 2.3  
Sewerage Service Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.3.1	<p>Project Name: <b>Barcaldine - Sewerage Treatment Plant</b></p> <p>Description:</p> <p>Yet to be determined</p> <p>Budget: \$230,000.00</p> <p>Expenditure: \$33,449.00</p> <p>Project Phase: Design</p>	On Track	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements:</b></p> <p>W4Q grant has is approved and Consultant engaged</p> <p><b>Risks/Issues:</b></p> <p>LGGISP has not been approved</p> <p><b>Next Steps:</b></p> <p>Alternative funding source being considered regarding recycled water</p>
Project 2.3.2	<p>Project Name: <b>Regional - SCADA Rectification</b></p> <p>Description:</p> <p>Correct, amend and augment GEOSCADA - Phase 1</p> <p>not started ready to approach to market - Dee 3/12/2024</p> <p>Budget: \$150,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	
Project 2.3.3	<p>Project Name: <b>Aramac - Sewerage Treatment Plant Design</b></p> <p>Description:</p> <p>Yet to be determined</p> <p>Budget: \$95,000.00</p> <p>Expenditure: \$17,100.00</p> <p>Project Phase: Design</p>	On Track	Progress 40% (53%)	Jul 01, 2024	Jun 30, 2025	Project is progressing within revised scope to fit within the budget constraints.

Program 2.4  
Plant and Fleet Services

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.4.1	<p>Project Name: <b>Regional - Plant/Fleet Replacement 2024/2025</b></p> <p>Description: FY 24/25 fleet replacement program</p> <p>Budget: \$4,100,000.00</p> <p>Expenditure: \$532,344.00</p> <p>Project Phase: In progress</p>	At Risk	Progress 0% (2%)	Jan 06, 2025	Jun 30, 2025	
Project 2.4.2	<p>Project Name: <b>Alpha - Vehicle hoist x2</b></p> <p>Description: Procure an addition vehicle hoist for Alpha workshop.</p> <p>Budget: \$35,000.00</p> <p>Expenditure: \$30,520.00</p> <p>Project Phase: Approved</p>	Completed	Progress 100%	Jul 01, 2024	Jun 30, 2025	Items have been received.
Project 2.4.3	<p>Project Name: <b>Alpha - Workshop Scan Tool</b></p> <p>Description: Replace Alpha workshop scan tool due to age as it is no longer able to be updated due to age.</p> <p>Budget: \$10,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	

Program 2.5  
Waste Management Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 2.5.1	<p>Project Name: <b>Regional - Waste Transfer Station (Waste Reclaiming Initiatives)</b></p> <p>Description: Add facilities to our transfer stations to meet our environmental responsibilities</p> <p>Budget: \$50,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	

Program 3.1  
Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.1.1	<p>Project Name: <b>Alpha - Cattle Cross loading Facility</b></p> <p>Description: Cattle Cross loading Facility</p> <p>Budget: \$100,000.00</p> <p>Expenditure: \$0.00</p> <p>Project Phase: Procurement</p>	At Risk	Progress 18% (67%)	Feb 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements:</b></p> <p>Meeting was held with key stakeholders, ie manufacturer and Livestock and Rural Transporters Association of Queensland (LRTAQ).</p> <p><b>Risks/Issues:</b></p> <p>Budget is insufficient.</p> <p>Budget did not consider drainage, road access and any customisation to the cross loader.</p> <p><b>Next Steps:</b></p> <p>Meet with manufacturer and LRTAQ at Roma to understand different loading and unloading requirements of trucks relating to the BRC area so consideration and costing can be reviewed for any customisation.</p> <p>Engage consultant to develop a detailed design (access road and drainage) and estimate.</p>
Project 3.1.2	<p>Project Name: <b>Aramac - Stagmount Road (Project ID 125138-23)</b></p> <p>Description: Project ID 125138-23QLD Floodway crossing at chainage 27.07km - R2R</p> <p>Budget: \$100,000.00</p> <p>Expenditure:</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (100%)	Apr 02, 2024	Dec 31, 2024	<p><b>Highlights/Announcements:</b></p> <p>Discussion with Roads to Recovery (RTR) regarding funding milestones. RTR have provided advice on how to progress with respect to the funding.</p> <p><b>Risks/Issues:</b></p> <p>Budget underestimated</p> <p>Depending on funding streams may need to reduce scope</p> <p><b>Next Steps:</b></p> <p>Order materials</p> <p>Review funding sources</p>



Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.1.3	<p>Project Name: <b>Aramac - Stagmount Road (Project ID 125145)</b></p> <p>Description:</p> <p>Floodway crossing chainage 25.98km</p> <p>Project ID 125145</p> <p>R2R</p> <p>Budget: \$100,000.00</p> <p>Expenditure: \$32,946.42</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (100%)	Apr 02, 2024	Dec 31, 2024	<p><b>Highlights/Announcements:</b></p> <p>Discussion with Roads to Recovery (RTR) regarding funding milestones. RTR have provided advice on how to progress with respect to the funding.</p> <p><b>Risks/Issues:</b></p> <p>Budget underestimated</p> <p>Depending on funding streams may need to reduce scope</p> <p><b>Next Steps:</b></p> <p>Order materials</p> <p>Review funding sources</p>
Project 3.1.4	<p>Project Name: <b>Aramac - Stagmount Road - Floodway (Project ID 125146)</b></p> <p>Description:</p> <p>Floodway crossing chainage 28.11km</p> <p>Project ID 125146 Stagmount Road - R2R</p> <p>Budget: \$100,000.00</p> <p>Expenditure: \$70,525.00</p> <p>Project Phase: Procurement</p>	Needs Attention	Progress 0% (100%)	Apr 02, 2024	Dec 31, 2024	<p><b>Highlights/Announcements:</b></p> <p>Discussion with Roads to Recovery (RTR) regarding funding milestones. RTR have provided advice on how to progress with respect to the funding.</p> <p><b>Risks/Issues:</b></p> <p>Budget underestimated</p> <p>Depending on funding streams may need to reduce scope</p> <p><b>Next Steps:</b></p> <p>Order materials</p> <p>Review funding sources</p>
Project 3.1.5	<p>Project Name: <b>Aramac - Booker Street Footpaths Aramac</b></p> <p>Description:</p> <p>Footpaths CH1120 to CH1170 and CH1190 to CH1330 2mt wide</p> <p>Burt st to porter st for wheelchair access at each end</p> <p>Require this job due to a few trips and falls as the ground is very uneven and is cracking. This is a safety issues for the town residents and visitors This is Infront of all the shops in Aramac</p> <p>Budget: \$120,000.00</p> <p>Expenditure:</p> <p>Project Phase: Work Completed</p>	Completed	Progress 100%	Jul 01, 2024	Dec 31, 2024	

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.1.6	<p>Project Name: <b>Alpha - Star Downs - Pave and Seal</b></p> <p>Description: Star Downs Pave and Seal.</p> <p>Budget: \$800,000.00</p> <p>Expenditure: \$1,183,762.00</p> <p>Project Phase: Closed</p>	Completed	Progress 100%	Apr 02, 2024	Dec 31, 2024	<p><b>Highlights/Announcements:</b> The 14mm bitumen seal has been completed</p> <p><b>Risks/Issues:</b> Minimal once the first seal is completed</p> <p><b>Next Steps:</b> Complete the final seal (7mm) in the new year</p>
Project 3.1.7	<p>Project Name: <b>Barcaldine - Willow St K&amp;C</b></p> <p>Description: Road rehabilitation and upgrade with Kerb and Channel between the sections of Fir Street to Boree Street.</p> <p>Budget is made up of - \$350 R2R from last year money, \$350 R2R from this years money and \$200 TMR (TIDS) this years money</p> <p>Budget: \$900,000.00</p> <p>Expenditure: \$15,620.00</p> <p>Project Phase: Procurement</p>	At Risk	Progress 0% (100%)	Apr 02, 2024	Dec 31, 2024	<p>Same as last update</p> <p>Highlights/Announcements: Designers were asked to review the Design as concerns were raised about the estimate, allowance for early works and design queries. Designers have recommended a redesign to reduce excavation and service relocations ultimately leading to a more cost- effective solution.</p> <p>Roads to Recovery (RTR) have been contacted regarding the funding milestone and council's capacity to deliver. RTR are working with Council to resolve.</p> <p>Risks/Issues: RTR funding milestone - December 2024</p> <p>Next Steps: Redesign Willow Street kerb &amp; channel Order materials for construction.</p>
Project 3.1.8	<p>Project Name: <b>Barcaldine - Box St K&amp;C</b></p> <p>Description: Box St K&amp;C from Ash street to Elm Street</p> <p>Budget: \$200,000.00</p> <p>Expenditure: \$233,780.00</p> <p>Project Phase: Work Completed</p>	Completed	Progress 100%	May 09, 2024	Jul 09, 2024	Project Completed in July 2024

Program 3.2  
Rural Roads Projects and Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.2.1	Project Name: <b>Barcaldine - Home Creek Moonbria Road Sealing</b> Description: . Budget: \$436,728.00 Expenditure: Project Phase: Planning	Upcoming		Feb 01, 2025	Jun 30, 2025	
Project 3.2.2	Project Name: <b>Regional - Road Resheeting Program</b> Description: Adding gravel to Council's deteriorating gravel roads Budget: \$1,000,000.00 Expenditure: Project Phase: Planning	Upcoming		Feb 01, 2025	Jun 30, 2025	

Program 3.3  
Town Streets Upgrade and Renewals

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.3.1	<p>Project Name: <b>Muttaburra - Klugh Street Rehabilitation</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$250,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (5%)	Jan 01, 2025	Jun 30, 2025	
Project 3.3.2	<p>Project Name: <b>Barcaldine - Town Street Rehabilitation</b></p> <p>Description:</p> <p>Sections of towns street Barcaldine are showing signs of failure. Areas of road in Pine Street (Gidgea to Elm St), Elm Street (Maple to Beech St), Gidgea Street(Myall to Pine St) are the priority with additional streets to be identified.</p> <p>Sections of road to be identified, removed and relaid in damaged areas.</p> <p>Budget: \$200,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.3.3	<p>Project Name: <b>Barcaldine - Willow St K&amp;C</b></p> <p>Description:</p> <p>Road rehabilitation and upgrade with Kerb and Channel between the sections of Fir Street to Boree Street.</p> <p>Budget is made up of - \$350 R2R from last year money, \$350 R2R from this years money and \$200 TMR (TIDS) this years money</p> <p>Budget: \$900,000.00</p> <p>Expenditure: \$15,620.00</p> <p>Project Phase: Procurement</p>	At Risk	Progress 0% (100%)	Apr 02, 2024	Dec 31, 2024	<p>Same as last update</p> <p>Highlights/Announcements:</p> <p>Designers were asked to review the Design as concerns were raised about the estimate, allowance for early works and design queries. Designers have recommended a redesign to reduce excavation and service relocations ultimately leading to a more cost- effective solution.</p> <p>Roads to Recovery (RTR) have been contacted regarding the funding milestone and council's capacity to deliver. RTR are working with Council to resolve.</p> <p>Risks/Issues:</p> <p>RTR funding milestone - December 2024</p> <p>Next Steps:</p> <p>Redesign Willow Street kerb &amp; channel</p> <p>Order materials for construction.</p>

Program 3.4  
Footpaths Improvement Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.4.1	<p>Project Name: <b>Alpha State School Footpath</b></p> <p>Description:</p> <p>Concrete footpaths to be installed on:</p> <p>Dryden St (250m)</p> <p>Milton St (250m)</p> <p>Refuge Islands (4-off) Milton St</p> <p>Line marking on Milton St</p> <p>Replacement signage on Milton St</p> <p>Budget: \$275,000.00</p> <p>Expenditure: \$133,113.71</p> <p>Project Phase: In Progress</p>	On Track	Progress 90% (96%)	Jul 01, 2024	Jan 17, 2025	All concrete works have been completed. Largely just line marking to be completed.
Project 3.4.2	<p>Project Name: <b>Muttaborra - Mary St to Cornish St - Footpath</b></p> <p>Description:</p> <p>New foothpath on the North side of Muttaborra Aramac road from Mary st to Cornish st currently no footpath on that street and everyone just walks along the road</p> <p>Budget: \$120,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (100%)	Dec 01, 2024	Dec 31, 2024	

Program 3.5  
Floodways Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.5.1	<p>Project Name: <b>Alpha - Craven Road Floodway 1</b></p> <p>Description:</p> <p>Current Concrete Floodway is to low and too steep. It is very Dangerous due to its ride ability and it is continually silting over with sand at times. Area also holds 900mm of Water on Floodway.</p> <p>Remove Existing Slab &amp; Install new slab at correct height 40m X 6m. Ch25.70 - Craven Rd</p> <p>Budget: \$75,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	Upcoming		Feb 03, 2025	Jun 30, 2025	
Project 3.5.2	<p>Project Name: <b>Alpha - Craven Road Floodway 2</b></p> <p>Description:</p> <p>Very Steep Floodway that always scours out. Very dangerous after Rain and is a high maintenance area.</p> <p>Construct Concrete Slab 50m x 6m, along with Rock batter protection down stream. Ch53.30 - Craven Rd</p> <p>Budget: \$75,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	
Project 3.5.3	<p>Project Name: <b>Barcaldine - Braeside Road Floodway</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$150,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 01, 2025	Jun 30, 2025	

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.5.4	<p>Project Name: <b>Aramac - Forsyth St Culvert</b></p> <p>Description:</p> <p>New head walls etc.</p> <p>Budget: \$50,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Jan 20, 2025	Jun 30, 2025	
Project 3.5.5	<p>Project Name: <b>Muttaborra - Beryl Road Floodways</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$100,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Apr 01, 2025	Jun 30, 2025	
Project 3.5.6	<p>Project Name: <b>Aramac - Balleneety Pipes</b></p> <p>Description:</p> <p>.</p> <p>Budget: \$110,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	Upcoming		Feb 03, 2025	Mar 31, 2025	
Project 3.5.7	<p>Project Name: <b>Muttaborra - Bowen Downs Road</b></p> <p>Description:</p> <p>Project ID 125148 Bowen Downs Road - R2R gravel crossings along Bowen Downs Road 0168-3000-1232</p> <p>Budget: \$40,000.00</p> <p>Expenditure: \$24,683.97</p> <p>Project Phase: Work Completed</p>	Completed	Progress 100%	Nov 19, 2024	Dec 03, 2024	



Program 3.6  
Flood Damage Works

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 3.6.1	<p>Project Name: <b>Aramac - Betterment Works (Aramac Jericho Road)</b></p> <p>Description:</p> <p>Gray Rock Drainage project</p> <p>Received design from Designers 11/09/2024</p> <p>Budget: \$1,520,000.00</p> <p>Expenditure: \$2,690.00</p> <p>Project Phase: Design</p>	On Track	Progress 10% (53%)	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements:</b></p> <p>Project is commence February 2025</p> <p><b>Risks/Issues:</b></p> <p>Wet weather</p> <p>Materials not procured</p> <p>Previous works planned not completed on time</p> <p><b>Next Steps:</b></p> <p>Work Package and preliminary works not completed</p>
Project 3.6.2	<p>Project Name: <b>Regional - Flood Damage Works (Capital)</b></p> <p>Description:</p> <p>Year 2 of the flood damage recovery works</p> <p>Budget: \$2,526,525.00</p> <p>Expenditure: \$2,180,686.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 75% (76%)	Jul 01, 2023	Jun 30, 2025	

Program 4.2  
Major Projects

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 4.2.1	<p>Project Name: <b>Barcaldine - BREZ Development - Lancewood Drive</b></p> <p>Description:</p> <p>This is the road works to support the development of the BREZ Site. Council has committed \$1,000,000 previously to the project and now has contributed another \$1,000,000 in R2R funding towards the project.</p> <p>Budget: \$2,000,000.00</p> <p>Expenditure: \$0.00</p> <p>Project Phase: Planning</p>	At Risk	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	Finalisation of Funding Agreement between the State and Developer will allow this project to progress. Planning of work has not yet commenced.
Project 4.2.2	<p>Project Name: <b>Aramac - Gordon Street Revitalisation Stage 1</b></p> <p>Description:</p> <p>Project to revitalisation of Aramac main street. Construction of new road, footpaths, and street beautification. Project would be a major community consultation project, concept design, detailed design on to construction staging</p> <p>Budget: \$420,000.00</p> <p>Expenditure:</p> <p>Project Phase: Planning</p>	On Track	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	

Program 5.1  
 Carryovers (2023/24)

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 5.1.1	Project Name: <b>Regional - Housing Renewal Program</b> Description: Capital renewals of Council's Housing Program Budget: \$250,000.00 Expenditure: \$63,291.00 Project Phase: In Progress	<div style="background-color: #4CAF50; color: white; padding: 2px; text-align: center;">On Track</div>	<div style="background-color: #2196F3; color: white; padding: 2px; text-align: center;">Progress 61% (53%)</div>	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements:</b>            16a Byron Street is progressing and materials have arrived. Awaiting plumber and electrician to come on site.</p> <p><b>Risks/Issues:</b>            Time delays with contractors - electrician. Christmas shutdown will delay works slightly.</p> <p><b>Next Steps:</b>            Continue to progress as planned</p>

Program 5.2  
Governance Program

Plan Label And Number	Description	Status	Progress	Start Date	End Date	Last Update
Project 5.2.1	<p>Project Name: <b>Alpha - Main Office Upgrade</b></p> <p>Description:</p> <p>Flooring needs replacing due to severe stains &amp; uneven flooring. Tiles in foyer are cracking. New Flagpole for the out the front of the office. New Sliding Door for the Front. New Sign at front of building for Main office &amp; CCS Building.</p> <p>Budget: \$10,000.00</p> <p>Expenditure:</p> <p>Project Phase: Closed</p>	Completed	Progress 100%	Jul 01, 2024	Jun 30, 2025	Signage has been installed at Alpha Office
Project 5.2.2	<p>Project Name: <b>Regional - IT Renewal Program</b></p> <p>Description:</p> <p>All our IT equipment is essential to our operations and ensuring we are using a process to continue to update and renew equipment prior to failure is going to create a more streamlined experience for users and provide great security and less down time.</p> <p>Budget: \$70,000.00</p> <p>Expenditure: \$65,662.00</p> <p>Project Phase: In Progress</p>	On Track	Progress 95% (53%)	Jul 01, 2024	Jun 30, 2025	<p><b>Highlights/Announcements:</b></p> <p>Majority of IT replacement budget now expended (\$66k of \$70k)</p> <p><b>Risks/Issues:</b></p> <p><b>Next Steps:</b> Investigate Starlink use</p>
Project 5.2.3	<p>Project Name: <b>Regional - Starlink Installation</b></p> <p>Description:</p> <p>Installation of Starlink hardware across the region. This will act a critical uplift to connectivity redundancy for Council's internal IT network.</p> <p>Budget: \$60,000.00</p> <p>Expenditure:</p> <p>Project Phase: Approved</p>	On Track	Progress 0% (53%)	Jul 01, 2024	Jun 30, 2025	Reviewing organisation needs with contractor

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number: 3.3.4**  
**Subject Heading: Audit and Risk Committee Minutes – 10 December 2024**  
Author and Title: Daniel Bradford, Chief Executive Officer  
CLASSIFICATION: (if confidential)

*Summary: The Audit and Risk Committee met on 10 December 2024 for its regular quarterly meeting. The report contains a summary of the discussion points from the meeting which include the Internal Audit Report initial findings relating to grants management.*

**Officer's Recommendation: That Council receive and note the audit committee minutes from the meeting on 10 December 2024.**

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**Background**

Council's audit and risk committee meets periodically to discuss various matters relating to Council's activities. The committee is centrally charged with providing oversight of Council assurance and risks functions. The committee provides independent assurance to the Chief Executive Officer on Council's performance management, internal audit and compliance.

The meeting on 10 December was provided an update from the Internal Auditors looking into the grants management processes and procedures across Council. This is the first internal audit under the new contract with Walsh Accounting and as expected it has identified a number of improvements which will see officers firstly responding to the findings, before moving through implementing recommendations.

Other matters discussed at the meeting were:

- Unrestricted cash management
- Briefing paper from the Queensland Audit Office
- Future meeting dates opportunities for further improvement.

The minutes from the meeting are attached.

**Link to Corporate Plan**

Theme 5: Governance

- Acceptable audit results for safety and financial performance
- 95% of audit and corrective action items closed out within timeframes
- Statutory financial performance indicators achieved.

**Consultation (internal/external)**

Audit and Risk Committee

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

**Policy Implications**

Nil

**Budget and Resource Implications**

There is no budget implications from this report

**Risk Management Implications**

The recommendation in this report has no direct impact on enterprise risk, however Audit and Risk Committee does act as a key independent assurance service to the Chief Executive Officer.

**Asset Management Implications**

Nil

**Legal Implications**

Nil

**Barcaldine Regional Council Audit Committee  
Minutes – 10 December 2024  
Commencing 1.00pm in Barcaldine Council Chambers and via Teams**

- 1. Present:** Councillor Milynda Rogers (Chair), Councillor Linda Penna, Greg Evans [GE] (independent member).
- 2. Observers:** Craig Philp [CP] (Grant Thornton), Karen Dang (Grant Thornton), Rachel Stevens [RS] (Qld Audit Office), Tony Walsh [TW] (Walsh Accounting), Michael Shave [MS] (acting Director Corporate and Financial Services), Dan Bradford (Chief Executive Officer).

**Apologies:** Kelly Graham, Sri Narasimhan.

**Guests:** Councillor Vanessa Howard and Councillor Tom Gleeson.

- 3. Minutes from previous meeting:** 25 October 2024.  
Moved as received and confirmed: Greg Evans, seconded by Councillor Penna, carried.

- 4. Business arising from previous minutes:** Nil.

- 5. Business of meeting**

- i. Internal Audit Report – Grants and Recoverable Works:** Tony Walsh.
  - Noted report was only a draft as audit only commenced last Monday – work in progress with moving parts and recommendations that may change.
  - Previous focus was on non-competitive grants, now that there is more stability in Council and a Grants Officer position is being recruited to, there is potential to broaden the scope moving forward and may assist community groups in obtaining grants and not rely on Council. GE suggested that when Council are reviewing the budget, they determine what projects they would like to undertake so as to target those areas and identify opportunities for support/funding applications.
  - Road Maintenance Performance Contract – several issues noted, including loss for year to date for 2024. Looking deeper into historical reporting to ensure controls in place, accurate reporting, documentation available and processes in place. Noted a contract had been undertaken without the appropriate paperwork in place and the funding had been expended, this was not common practice. Inconsistencies with using the 'Reflect' system had been identified, claims management needs to be improved. Noted that how we have tendered for Department of Transport and Main Roads (TMR) jobs previously may have been part of the issue e.g. plant hire and labour rates – all of which are under review. Noted there were capability gaps

in utilising 'Reflect' so refresher and staff training would be provided in the new year. Noted we have a good working relationship with TMR so schedules can be set early in 2025 and variations discussed as required.

- Local Roads and Community Infrastructure Program – information in report to be updated.
- Flood damage – 2022-2023 program mostly completed, \$5.7M grant (pre-approved 30%) not expended. Opportunity for council to recoup some of these funds.
- Roads to Recovery – \$850k grant not expended, costs higher now, processes in place, shouldn't have to be repaid.
- Operational – Community Care Services under review and monitored monthly. Home Assist Secure has a \$200k hangover liability that needs to be investigated – may need to plan and document how this money will be spent or paid back. Home Care Packages – \$130k may not be a contract asset, need to check with Department to confirm. TW and MS to review previous two items.
- General comments and draft recommendations noted.
- Final report to be tabled with the Committee.

**ii. Management Update on Unrestricted Cash Position and Management**

**Responses to Audit Report Action Items:** Greg Evans requested.

- Michael tabled the Management update on unrestricted cash position – report taken as read.
- Issue discussed with Councillors in workshop this morning.
- Looking at sustainable savings.
- Capital Works Oversight Committee to be stood up to review projects for deliverables/non-deliverables.
- Service catalogue being developed – has been workshopped.
- 'Working Capital Facility' – in discussions with Qld Treasury Corporation (QTC) to have as a buffer, used like an overdraft should we need to use, good risk management tool.

Moved as received: Greg Evans, seconded by Councillor Rogers, carried.

- Andrew tabled the Progress report on action items in QAO 2024 Closing Report.
- Twelve recommendations – first page are deficiencies and second page are carried forward items, some from 2021.
- Some key improvements have been implemented.
- Two recommendations completed, remainder in progress – one to be finalised by 31 December and remainder by 30 June 2025.
- GE requested that this update be included as a Standing Agenda Item – endorsed.

Moved as received: Councillor Penna, seconded by Councillor Rogers, carried.



**iii. Briefing Paper – Qld Audit Office**

- CP advised the Final Management Letter had been sent to DB today.
- Early engagement important prior to March 2025.
- RS drew attention to the reports being tabled with parliament which will guide outcomes moving forward and links to blogs/forward work program for review/feedback.

Moved as received: Greg Evans, seconded by Councillor Penna, carried.

**iv. Items for discussion from the Chair**

- Planning for next Audit Cycle: timeline for the next year's external audit – meetings proposed for 13 March, 20 June, 11 September, 17 October and 10 December 2025. Secretary to schedule meetings and check prior to each if going ahead. CP to advise dates for planned visits.
- Committee Evaluation: discuss the effectiveness of the audit committee and areas for improvement – TW noted the self-evaluation document available from QTC, link provided in QAO report and sent from RS.
- Training needs: Identify if any members require additional training or updates – RS to check with colleagues to see what they might be able to provide – do have some toolkits that might assist, QTC may have some available. MS noted that financial literacy training will be provided next year. GE noted there is not a lot of training specific to Local Government.
- Internal Audit Progress Report: review the progress of current internal audit projects – previously discussed.
- Findings and recommendations: Discuss key findings from recent internal audit reports and their impact – previously discussed. Confirm the focus areas for upcoming audits – not discussed.

**5. Other business**

- Next meeting/s – discussed above.
- GE congratulated DB on his appointment to Chief Executive Officer.
- DB advised AS was finishing with Council in a few weeks and thanked him for all his work during his time with Barcardine Regional Council.

**6. Closure**

Meeting was declared closed at 2.08pm.

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number: 3.4.1**  
**Subject Heading: General Council Business**

*Summary: Items to be tabled on the day.*

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number:** 3.5.1  
**Subject Heading:** Mayor’s Information Report  
 Author and Title: Councillor Rob Chandler, Mayor  
 Classification: (if confidential)

*Summary: From the Mayor, tabling his information report to Council.*

**Officer’s Recommendation: That Council receive the report.**

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TOPIC	ACTIVITY
Meetings	<ul style="list-style-type: none"> <li>• McCullough Roberston Lawyers</li> <li>• Chief Executive Officer Key Performance Indicators</li> <li>• Weekly Catch Up with Chief Executive Officer</li> <li>• Remote Area Planning and Development Board</li> <li>• Executive Management Team</li> </ul>
Workshops	<ul style="list-style-type: none"> <li>• Finance and Service Planning</li> </ul>

**Link to Corporate Plan**

Theme 5: Governance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Management Implications**

Low

**Legal Implications**

Nil

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number:** 3.5.2  
**Subject Heading:** Chief Executive Officer's Information Report  
Author and Title: Daniel Bradford, Chief Executive Officer  
Classification: (if confidential)

*Summary: This report provides a monthly update on the activities of the Chief Executive Officer.*

**Officer's Recommendation: That the report be received and noted.**

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**Background**

Council has largely been closed over the Christmas break. However, planning and managing the early parts of 2025 have been in full swing. The list of projects and tasks is significant and commencing work with staff on the Organisation Culture will form a large piece of work for senior staff to start the year.

Work is commencing on the Budget for 2025/2026, a community survey and various tasks which may not see a great deal of physical change externally but create efficiency and process improvements in the way we operate. This, over time, will lead to a better customer experience for the community.

Since my last report, I did attend a number of community events on behalf of Council, including the regional Senior's Christmas Lunch and travel to Aramac to look at some early planning for Main Roads Works in the area.

**Link to Corporate Plan**

Theme 5: Governance

**Policy Implications**

Information report only

**Budget and Resource Implications**

Information report only

**Risk Management Implications**

Information report only

**Asset Management Implications**

Information report only

**Legal Implications**

Information report only

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number: 3.5.3**  
**Subject Heading: Alpha/Jericho District Report**  
 Author and Title: Paula Coulton, Acting District Manager  
 Classification: (if confidential)

*Summary: This report provides an update on the Council activities that have occurred over the last month, in and around the Alpha and Jericho District.*

**Officer’s Recommendation: That Council receive the report.**

**Background**

This report has been prepared for the purpose of providing Councillors and the community with a summary of the operational activity currently across our region. This report focuses on the area of Alpha and Jericho. Please see the table below for key activities that have occurred, in progress or now complete.

<b>Community Events, Donations and Support</b>	
Alpha Cricket Day	The town is gearing up for their annual Cricket Day - 11 January 2025. A large number of teams are expected to participate.
Jericho State School	Thanking Council for their donation towards the annual awards night.
Alpha Rodeo Association	Alpha Youth Camp Campdraft Clinic - 18 to 19 January 2025, to be held at the Alpha Showground.
<b>Project Management</b>	
16a Byron Street Refurbishment	Refurbishment is progressing. Materials have arrived. Electrician on site 3 December 2024. Plumber has also commenced on site.
Waratah Coal	Development of a site camp on parcel of land behind the Criterion Hotel.
Alpha Dip/Clearing Yards	Troughs to be placed and plumbed in at the start of the new year.
<b>Operational Management</b>	
Natural Resources	Submitted expression of interest to host the Natural Resources Management Forum in Barcaldine between April and June 2025.
Central Highlands Regional Council	Letters of support provided to the Central Highlands Regional Council to lobby to have the Harrisia Cactus and Willows Cactus added to the Weeds of National Significance list.
North Queensland Dry Tropics	Requesting Council attend a one day workshop to discuss the review of the Regional Pest Management Strategic Plan. Council has been asked to contribute towards the meeting expenses.

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Assets	<p>Plant and Fleet: a stocktake of Council's plant and equipment was conducted over the Christmas break. Insurance claims have been lodged for a number of fleet items.</p> <p>Buildings and Structures: insurance claim lodged with LGM Assets for the Aramac Airport which lost its entire roof in a storm early December. Aramac Depot's sign shed and Town Hall also received damage late December. Insurance claims will be completed in the next month.</p>
Alpha Bank of Queensland/Library	Continued to operate over the Christmas and New Year period.
Jericho Drive-In	New UPS has arrived for the Drive-In theatre.
Alpha/Jericho Pools	Provided to Council a monthly report for November and December, showing attendance records and maintenance issues.
Rural Lands Officer	Will commence installation of new troughs at the Alpha dip yards.
Christmas Shutdown	<p>Staff were kept busy over the shutdown period with a number of storms rolling through the region. Fallen trees were required to be tidied up in most towns, damage to a shed and building sustained in Alpha.</p> <p>Fires around the region, one requesting Council assistance.</p> <p>Flooding occurring at Bullock Creek, overnight only. Most roads stayed open over the Christmas/New Year period.</p> <p>A number of water leaks (two towns) and power outages (four towns) also occurring over the break.</p> <p>Four funerals were also required to be organised and attended.</p> <p>The small crew of staff who worked over the break did a fantastic job - thank you.</p>
<b>Meetings/Trainings</b>	
Qld Rail Property Leasing	Currently being reviewed.
Peak	Continued grant meetings with Peak. Not proceeding with Airport funding for the Alpha and Jericho airports. Will reassess regional needs and submit in next year's round.
Remote Area Planning and Development (RAPAD)	Working with RAPAD to assess childcare needs in western Queensland. RAPAD has identified a possible business that may be interested in the Alpha area. Investigating further.
<b>Actions from previous council meeting</b>	
Power Outages	Pensioner units - following up on alternative power supply to pensioner units with local electrician. Short term solution - a generator is provided to the Home and Community Care/Community Care Services building. The elderly community

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

	<p>members are able to access this building during the day until the power is restored.</p> <p>Power to Telstra tower to cover phone outages. Telstra has been contacted regarding the generator that is on site at the Telstra hut. Awaiting response for permission for Council staff to access the site to start the generator if the power remains off for more than four hours - no response received as yet.</p>
Jericho Cemetery Fence	Inspection carried out. Fence appears to be in a satisfactory condition.
Alpha Learn to Swim	Payment made for 24/25 season – Drowning Prevention Program.

**Link to Corporate Plan**

Theme 5: Governance

**Consultation (internal/external)**

As above

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Management Implications**

Nil – information report only

**Asset Management Implications**

Nil

**Legal Implications**

Nil

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number: 3.5.4**  
**Subject Heading: Aramac/Muttaborra District Report**  
 Author and Title: Amber Coulton, Acting District Manager  
 Classification: (if confidential)

*Summary: This report provides an update on the Council activities that have occurred over the last month, in and around the Aramac and Muttaborra District.*

**Officer’s Recommendation: That Council receive the report.**

This report has been prepared for the purposes of providing Councillors and the community with a summary of the operational activity currently occurring across our region. This report focuses on the area of Muttaborra and Aramac. Please see the table below for key activities that have occurred, in progress or now complete.

<b>Community Events, Donations and Support</b>	
Aramac Australia Day	Event scheduled for Saturday 25 January 2025 at the Aramac Bowls Club, commencing at 6.00pm.
Muttaborra Australia Day	Event scheduled for Sunday 26 January 2025 at the Muttaborra Exchange Hotel, commencing at 3.00pm.
<b>Project Management</b>	
<b>2024-2025 Capital Works Projects</b>	<b>Community Builders Program</b>
Bowls Club Airconditioning – Aramac: \$20,000	Project completed.
Town Fencing – Aramac: \$30,000	Materials delivered, old fence removed, stock on Town Common moved to Belltopper Reserve while job is being completed. Job awarded and has commenced for fence post labour – drive in 50 posts.
Town Hall Upgrade – Aramac: \$80,000	Upgrade of men and women's facilities completed.
Cattle Yard Upgrade – Aramac \$10,000	Steel delivered, job awarded and has commenced for fence post labour – drive in 17 posts.
Town Hall Upgrade – Muttaborra: \$30,000	Stove installed, windows installed, floor maintenance has begun.
	<b>Community Improvements Program</b>
Community Enhancement Program – Muttaborra: \$40,000	Swing set has been removed and will be re-installed early 2025. Chair and shade structures ordered, scheduled for delivery late January 2025. Supply and deliver of solar lights currently being procured.



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

<b>2024-2025</b> <b>Operational Budget</b>	
Stock Routes – Fire Breaks	Planning – to be discussed further at the Rural Lands meeting.
<b>Operational Management</b>	
Meetings/Training	<ul style="list-style-type: none"> <li>• Corporate Financial Services meeting</li> <li>• Leadership meeting</li> <li>• Aramac Rural Transaction Centre (Bank of Qld, Qld Government Agency Program, Services Australia) weekly meeting</li> <li>• Aramac Library and Information Centre weekly meeting</li> <li>• Band of Qld quarterly training (modules)</li> <li>• Probationary reviews – new staff</li> <li>• Induction meetings – new staff</li> <li>• Peak grants meeting (fortnightly)</li> <li>• Biosecurity catchup</li> <li>• Stock routes catchup – Department of Resources</li> <li>• Councillor workshops</li> <li>• Community member appointments</li> <li>• Creditors processes</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Muttaborra 0 vacancies</li> <li>• Aramac 9 vacancies:             <ul style="list-style-type: none"> <li>○ 5 - 3 bedroom homes</li> <li>○ 3 - 2 bedroom home/unit</li> <li>○ 1 - 1 bedroom units</li> </ul> </li> </ul>
Library/Information Centre	<p>December 2024 transactions:</p> <ul style="list-style-type: none"> <li>• Loans – 17</li> <li>• Returns – 28</li> </ul> <p>December 2024 visitor count:</p> <ul style="list-style-type: none"> <li>• Local visitors – 64</li> <li>• Tourists – 18.</li> </ul> <p>The wind down for Christmas seemed busier this year than usual with a number of activities. We had the Council Christmas party, then I (Sarah) attended a Mental Health First Aid course which was held in Blackall for two days. Monday 16 December 2024 was the last senior’s morning tea for the year. It was a great turn out with Phoenix and Cruzito Lima treating the seniors to a song (Amazing Grace) played on the bagpipes. A new senior who has recently moved to Aramac plays the guitar and sings, this lady brought along her guitar and had all the seniors singing along with her. Acting District Manager Amber Coulton also attended.</p> <p>2024 has been a huge year having the Town Reunion in August we saw many visitors come to see the Library and Information Centre. The renovations in the Harry Redford Gallery have made a huge difference. Senior citizen’s morning tea and activities/craft began again on Monday 6 January 2025 and will continue every Monday.</p>

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Muttaborra	Muttaborra Sculpture Festival cement slabs discussion. Storm damage over the Christmas and New Year period – clean-up process.
Rural Lands Officer	<ul style="list-style-type: none"> <li>• Continuing to study Certificate IV in Investigations through Peak services.</li> <li>• Continuing to work on Town Common policy and Stock Route Management Plan.</li> <li>• Spraying of town common and reserves ongoing</li> <li>• Cattle currently on the Driftway Reserve, Mildura, Murdering Dam, Coreena, Ascot and Clancy's. Travelling stock beginning to enquire.</li> <li>• Nine mile trough and fence upgrade/maintenance complete and Clancy's water facility quotes received – Stock Routes. Local Laws enquiries.</li> </ul>
<b>Risk Assessment</b>	
Risk Assessment	<ul style="list-style-type: none"> <li>• Animal control</li> <li>• Spraying Stock Routes and Town areas</li> <li>• 1080 baiting</li> <li>• Stock Routes management Hot works permit.</li> </ul>
<b>Relationship Building</b>	
Remote Area Families Service – Longreach	Monthly playgroup discussions – appropriate dates/ locations/contacts.
OPTUS	Survey and inspection of Aramac Rural Transaction Building – Wednesday 8 January 2025. Optus upgrade to Bank of Qld services scheduled soon.
Berts Building Company	Quote received to demolish 36 Bruford Street, Muttaborra on site and remove asbestos – dispose of out of region (Townsville).
Muttaborra Town and Country Christmas Tree	Letter of thanks received.
Qld Police	Letter of thanks received – assistance with storm damage over the Christmas and New Year period.
<b>Actions from previous council meeting</b>	
Accessing the Muttaborra Pool Via a Key Entry System.	Spoke to Longreach Regional Council (operated a key system in the past, no longer use this system due to public risk and Councils liability). Spoke to Diamantina Shire Council as they operate the Bedourie Artesian Spa and Swimming Pool with an access pass – no lifeguard on duty. Waiting for an official response as the appropriate office is on leave.

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

**Link to Corporate Plan**

Theme 5: Governance

**Consultation (internal/external)**

As above

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Management Implications**

Nil

**Asset Management Implications**

Nil

**Legal Implications**

Nil

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number:** 3.5.5  
**Subject Heading:** Community Engagement Coordinator  
 Author and Title: Lilli Kay, Community Engagement Coordinator  
 Classification: (if confidential)

*Summary: From the Community Engagement Coordinator, submitting her Information Report.*

**Officer’s Recommendation: That Council receive the report.**

<b>Events</b>	
Australia Day Awards	27 Australia Day nominations were received this year with two categories – Sportsperson of the year and Cultural Person of the Year – receiving no nominations. The number of nominations is up on last year (23), judging is now underway.
Australia Day Ambassadors	<p>Four Australia Day Ambassadors have been matched for our region for this year’s Australia Day ceremonies. These are as follows:</p> <p>Mr Gerrard Gosens (for Alpha)            Gerrard Gosens is a vision-impaired adventurer, three-time Paralympian, project manager, chocolatier, small business owner, sports coach and motivational speaker.</p> <p>Ms Gail Ker OAM (for Aramac)            Gail is a recognised thought leader in needs-based community planning, innovative business models, social cohesion, strategic partnerships, employment pathways, funding opportunities and strategic direction.</p> <p>Mr Peter Dornan AM and Dr Dimity Dornan AO (for Barcaldine)            Dimity is a social entrepreneur, bionics advocate, speech pathologist, researcher, Founder and Director of Hear and Say, Co-Founder and Chair of Bionics Gamechangers Australia.</p>
Australia Day Events	<p>This year our events for the region have been assisted by a \$10,000 Community Grant from the National Australia Day Council. Details of each event as follows:</p> <ol style="list-style-type: none"> <li>1. Aramac: Aramac Bowls Club from 6pm on Saturday 25<sup>th</sup> January 2025.</li> <li>2. Alpha: Fordham Park from 12 midday on Sunday 26<sup>th</sup> January 2025.</li> <li>3. Barcaldine: Barcaldine Golf Club from 3pm, Citizenship Ceremony at 5pm, Awards at 6pm.</li> </ol>

**BARCALDINE REGIONAL COUNCIL**  
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	<p>4. Muttaborra: Muttaborra Hotel from 3pm on Sunday 26<sup>th</sup> January 2025.</p> <p>5. Jericho: Jericho Drive In from 6pm on Sunday 26<sup>th</sup> January 2025.</p> <p>With Australia Day ambassadors here, it would be appropriate to have them present Australia Day Awards at Aramac, Alpha and Barcaldine and time permitting, desirable to take them to Jericho and Muttaborra as well.</p>
Citizenship Ceremony	Contact has been made with the two families to confirm their attendance at the Barcaldine Australia Day Ceremony at the Golf Club at 5pm on Sunday 26 January 2025.
<b>Work in Progress</b>	
Educational Bursaries	Last year Council supported three students with educational bursaries alone as sponsors were not able to assist. This year presents a sponsorship opportunity to companies or businesses who may be interested in supporting local students to attend tertiary education.
Funny Mummies	This cabaret show is currently booked for Saturday 29 March 2025 at Barcaldine Town Hall at 5pm - tickets \$20 each.
<b>Tourism</b>	
Five for Five Tourism Competition	This competition to encourage locals to visit all five towns in the region will commence in mid-January with passports available from local tourism offices.
<b>Social Media</b>	
Council Facebook	Monthly Analysis Snapshot attached hereto.
<b>Regional Arts Development Fund (RADF) program</b>	
RADF Applications	<p>There have been no new RADF applications received this month. There has been one application withdrawn, previously received in November and not yet approved by the committee. The application was Megan Otto for the amount of \$2,000 for Individual development by attending Blessington Education Summit – Longarm Quilting Professional Development. This application was withdrawn on 6 January 2025.</p> <p>There is one application from December that was deferred until January. This was from Alpha Tourism for the Tivoli Museum Workshop for \$4,248. The applicant has now asked to defer until next Financial Year as the Facilitator will be available to conduct the workshop on 3-5 August 2025. The RADF committee have been emailed requesting their approval to honour this payment from 1 July 2025 at the beginning of the 2024-2025 RADF year.</p>

**BARCALDINE REGIONAL COUNCIL**  
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Council Relations				
Why Leave Town Gift Cards Updated	At the time of this report, details were only available for usage up until 18 December 2024. 48 cards were loaded valued at \$3,915 with the amount of \$28,543 cards unredeemed.			
	Total cards loaded	Total load value	Total redemptions	Total unredeemed funds
	798	\$95,053	913	\$66,360

**Link to Corporate Plan**

Theme 1: Community

Theme 4: Economy

**Consultation (internal/external)**

As noted above

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Implications**

Low risk – report of activities only

**Asset Management Implications**

Nil

**Legal Implications**

Nil

### Sessions

493

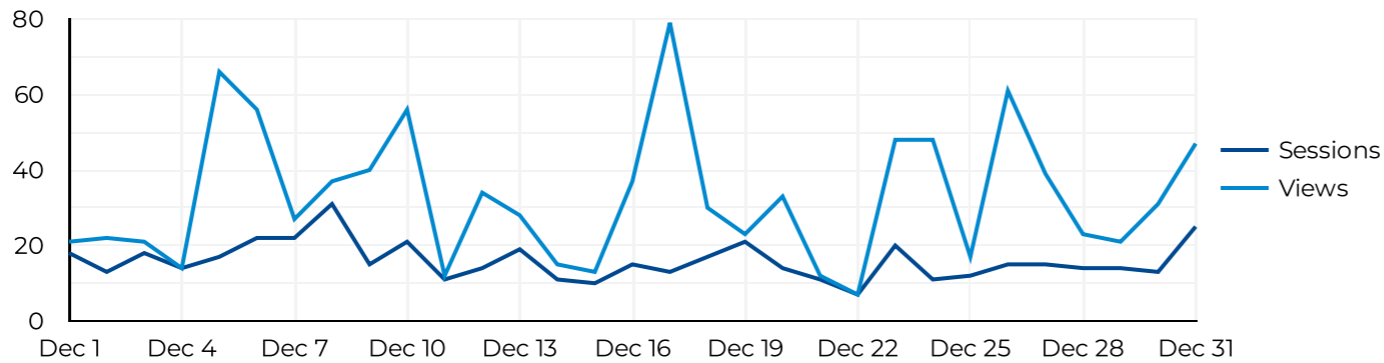
### Views

1,018

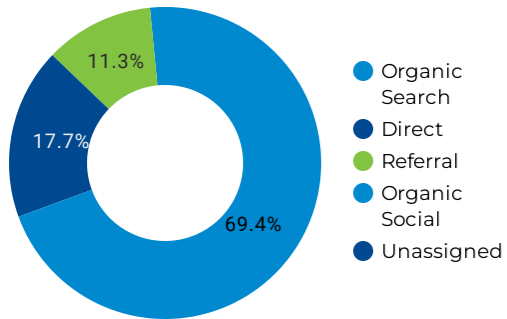
### Views / Session

2.06

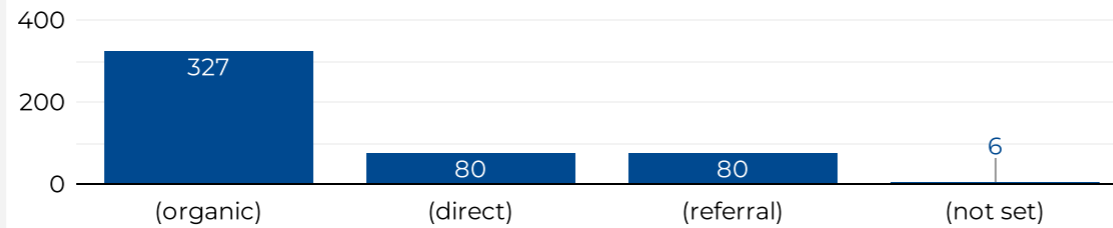
### Views and Sessions



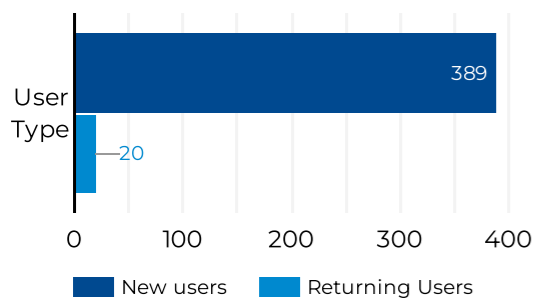
### Channels



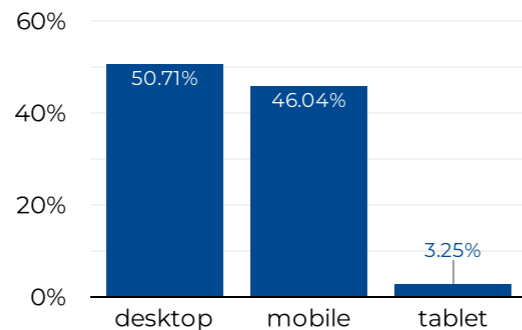
### Sessions by Session Campaign



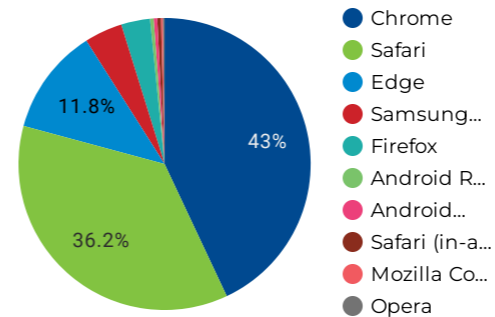
### Sessions by User Type



### Sessions by Device Type



### Sessions by Browser



### Top 10 Pages

	Page path	Views
1.	/local-information	162
2.	/	81
3.	/directory-record/76/lake-du...	47
4.	/things-explore	32
5.	/explore- -experience	24
6.	/directory/search	22
7.	/directory-record/73/healing...	18
8.	/stay	18
9.	/things	18
10.	/eat	17

### Top 10 Referral Sources

	Session source	Sessions	Views
1.	google	305	467
2.	(direct)	80	124
3.	barcardinerc.qld.g...	61	354
4.	bing	20	24
5.	outbackqueensla...	9	10
6.	(not set)	6	3
7.	facebook.com	5	5
8.	ntp.msn.com	1	18
9.	atdw-online.com...	1	8
10.	au.search.yahoo.c...	1	1

## Sessions

4,790

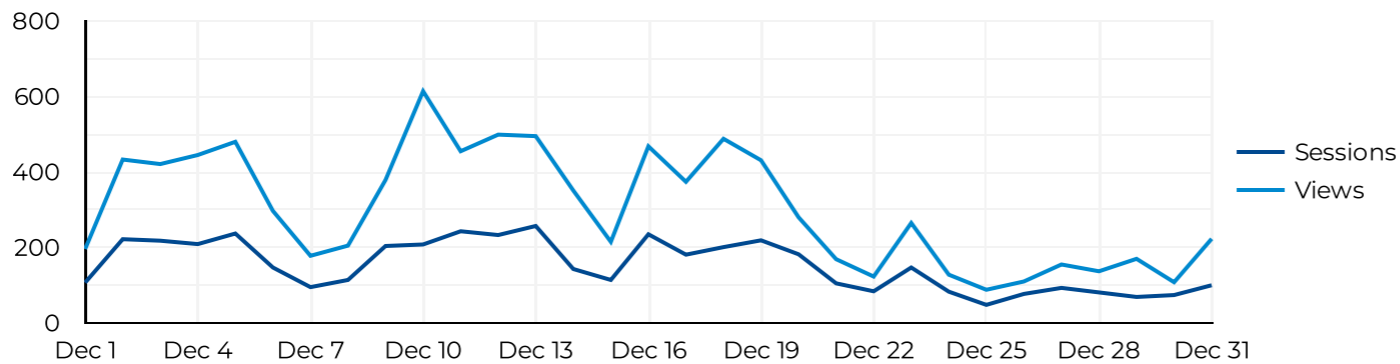
## Views

9,380

## Views / Session

1.96

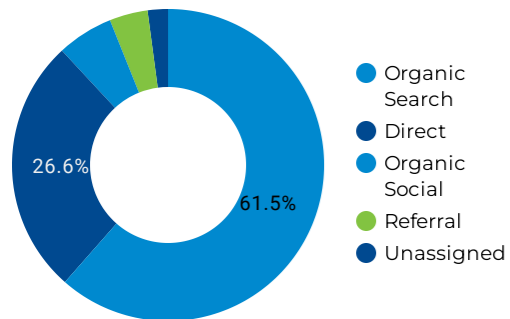
## Views and Sessions



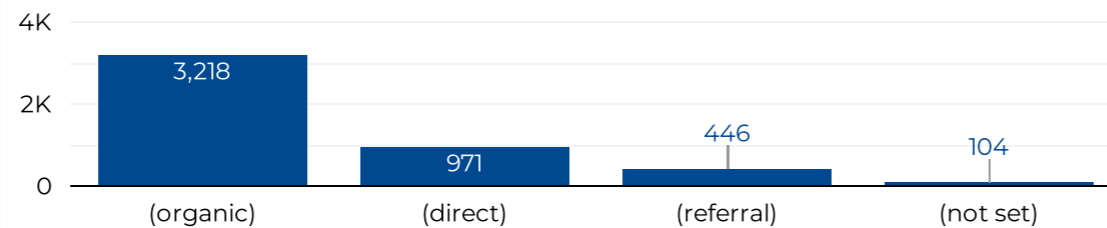
## Top 10 Pages

	Page path	Views
1.	/	1,612
2.	/careers	613
3.	/cemeteries	455
4.	/site-search/results/	331
5.	/road-conditions-report	272
6.	/council-meeting-dates-min...	231
7.	/our-council	196
8.	/executive-team	162
9.	/decided-applications	134
10.	/funerals	127

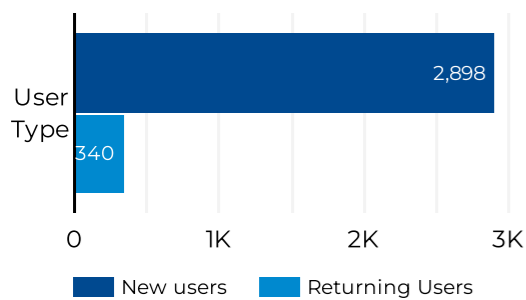
## Channels



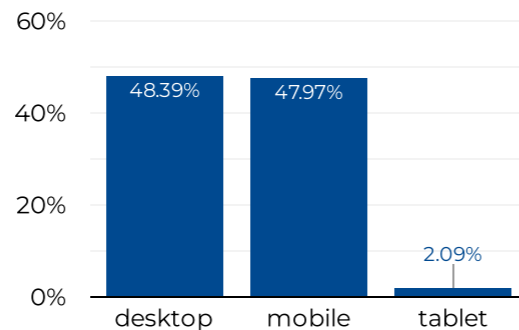
## Sessions by Session Campaign



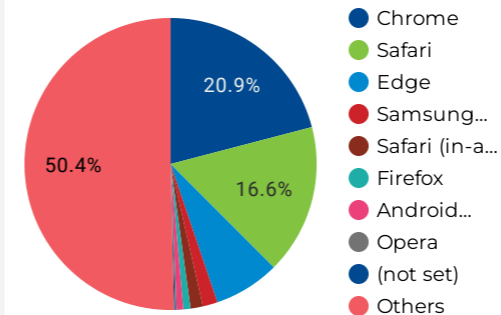
## Sessions by User Type



## Sessions by Device Type



## Sessions by Browser



## Top 10 Referral Sources

	Session source	Sessions	Views
1.	google	2,932	5,926
2.	(direct)	971	1,465
3.	bing	280	777
4.	m.facebook.com	112	199
5.	(not set)	100	171
6.	lm.facebook.com	51	123
7.	applynow.net.au	31	54
8.	au.search.yahoo.c...	26	44
9.	barcaldinecouncil...	25	91
10.	l.facebook.com	25	63



**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number:** 3.5.6  
**Subject Heading:** Planning and Development Report  
Author and Title: Daniel Bradford, Chief Executive Officer  
Classification: (if confidential)

*Summary: From the Chief Executive Officer, tabling the monthly Planning and Development Report.*

**Officer's Recommendation: That Council receive the report.**

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**Background**

The planning and development report for the month consists of two elements:

1. A list of town planning, building, water and sewerage applications.
2. A report from Council's town planners – Reel Planning.

The full details of development applications are available on Council's website.

**Link to Corporate Plan**

Theme 5: Governance

We will have a safe, engaged, proud and performing council and workforce that is inclusive, innovative, ethical and trusted by all levels of government.

**Consultation (internal/external)**

- Chief Executive Officer
- Reel Planning

**Policy Implications**

Nil

**Budget and Resource Implications**

- Planning fees received
- Assessment costs.

**Risk Management Implications**

Low risk – information report only

**Asset Management Implications**

Nil

**Legal Implications**

Nil

## MONTHLY REPORT (DECEMBER 2024)

This information report provides a monthly update on the planning services that Council provides to support planning and development activity across the local government area.

### 1. DEVELOPMENT ASSESSMENT

One new application has been received since the last monthly report. Four applications are currently under assessment.

1.1	Council reference:	DA442425
	Application:	Development Application for Development Permit for a Material change for Medium Impact Industry
	Property description:	30 Plumb Road and 29 Leopardwood Road, Barcaldine (Lots 5 and 10 on SP187137)
	Day application was made:	20 December 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	MNL Maintenance & Contracting C/- Murray & Associates (Qld) Pty Ltd
	Status:	Awaiting fee payment

An application has been made by MNL Maintenance & Contracting C/- Murray & Associates (QLD) Pty Ltd for a Development Permit for a Material change for Medium Impact Industry over land at 30 Plumb Road and 29 Leopardwood Road, Barcaldine (Lots 5 and 10 on SP187137).

The proposal allows for the establishment of a new industrial company within Barcaldine and includes a large shed, container storage, amenities and open laydown areas.

The site is within the Industrial precinct in the Township zone, within which Medium impact industry is subject to Code assessment and therefore will not require public notification.

Council is awaiting payment of the application fee before assessment commences.

1.2	Council reference:	DA192425
	Application:	Development Application for Development Permit for a Material change for a Public Utility under a Superseded Planning Scheme
	Property description:	57075 Capricorn Highway, Barcaldine (Lot 2 on RP902908)
	Day application was made:	04 September 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	Energy Queensland
	Status:	Referral stage

An application has been made by Energy Queensland for a Development Permit for a Material Change of Use for a Public Utility under a Superseded Planning Scheme over land at 57075 Capricorn Highway, Barcaldine (Lot 2 on RP902908).

The application involves an extension to the existing Barcaldine Power station. The extension involves the addition of a hydrogen ready gas fired power generator which will increase the capacity of the power station by a further 30MW for a total of 67MW.

Council has previously granted approval for the application to be assessed under a Superseded Planning Scheme, being the Barcaldine Shire Planning Scheme 2006.

The site is in the Rural zone, within which the Public Utility is subject to Code assessment and therefore will not require public notification. The site is within 25m of a state-controlled road and will be required to be referred to the State Assessment and Referral Agency (SARA).

The application has been referred to SARA. SARA requested further information about access to the site on 1 November 2024. SARA's referral agency period has been extended to 20 December 2024. Council cannot progress the application further until SARA issues its referral agency response.

1.3	Council reference:	DA212425
	Application:	Development Application for Development Permit for Reconfiguring a Lot (1 lot into 3 lots)
	Property description:	105 Boree Street, Barcaldine (Lot 300 on SP266037)
	Day application was made:	06 September 2024
	Category of assessment:	Code
	Public notification be required:	No
	Applicant:	Thompson Business Trust C/- Murray & Associates (QLD) Pty Ltd
	Status:	Referral stage

An application has been made by Thompson Business Trust C/- Murray & Associates (QLD) Pty Ltd for a Development Permit for Reconfiguring a Lot (1 lot into 3 lots) over land at 105 Boree Street, Barcaldine (Lot 300 on SP266037).

The proposed development seeks to create two (2) additional compliant allotments along Boree Street for the purpose of distinctly separating the existing dwellings onsite.

The site is in the Township zone, within which the Reconfiguration of lots is subject to Code assessment and therefore will not require public notification. The site is within 100m of an intersection with a state-controlled road and will be required to be referred to the State Assessment and Referral Agency (SARA).

The application has been referred to SARA. Council cannot progress the application further until SARA issues its referral agency response.

1.4	Council reference:	DA082425
	Application:	Development Application for Development Permit for a Material change of use an Extractive industry (5,000 to 100,000 tonnes per annum)
	Property description:	55492 Capricorn Highway, Barcaldine (Lot 1118 on SP333388)
	Day application was made:	06 August 2024
	Category of assessment:	Code
	Public notification be required:	No

Applicant:	Goodliffe Grazing Company Pty Ltd as trustee for JH Speed Trust No 2
Status:	Referral stage

An application has been made by Goodliffe Grazing Company Pty Ltd as trustee for JH Speed Trust No 2 for a Development Permit for a Material Change of Use for an Extractive industry (5,000 to 100,000 tonnes per annum) over land at 55492 Capricorn Highway, Barcaldine (Lot 1118 on SP333388)

The application involves developing a site known as “North Delta Quarry” into a fully functional quarry producing up to of 100,000 tonnes of lateritic gravel products (pea gravel) a year for use in the civil construction and road reconstruction industry.

The site is in the Rural zone, within which the proposed Extractive industry is subject to Code assessment and therefore will not require public notification. The site is within 25m of a state-controlled road and also involves an environmentally relevant activity and will be required to be referred to the State Assessment and Referral Agency (SARA).

Council has issued a confirmation notice and the applicant will need to refer the application to SARA by 18 September 2024.

The application was referred to SARA and SARA issued an information request on 31 October 2024 requesting further information. Council cannot progress the application further until SARA issues its referral agency response.

The following customer requests were received since the last monthly report:

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
11/12/24	Potential purchaser	<p><u>Details of Enquiry</u> Council received a request regarding establishing a dwelling house.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is in the Township zone</li> <li>The site is wholly contained within the Flood hazard overlay.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>A new Dwelling house is a Material change use</li> <li>A Material change of use for a Dwelling house where affected by flooding is subject to Code assessment</li> <li>Code assessment means a development application will need to be lodged to Council</li> <li>The application will be assessable against the Natural hazards overlay code</li> </ul>	Ongoing

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<p>and any new habitable rooms will need to be set 600mm above the flood level</p> <ul style="list-style-type: none"> <li>• A dwelling house is supportable where meeting the flood requirements.</li> </ul>	
17/12/24	Consultant	<p><u>Details of Enquiry</u> Council received a request regarding changing an existing approval.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Industrial precinct of the Township zone.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>• The change involves minor changes to the size and location of buildings</li> <li>• The applicant was advised that they could submit a request for a generally in accordance determination.</li> </ul>	Closed
18/12/24	State Government Entity	<p><u>Details of Enquiry</u> Council received a request regarding road works at two levels crossings.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The sites are located in the road reserve.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>• The proposed works are unlikely to trigger a development application, however Council is currently considering the request.</li> </ul>	Ongoing
19/12/24	Consultant	<p><u>Details of Enquiry</u> Council received a request regarding a flood level for a particular site.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone</li> <li>• The site is wholly contained within the Flood hazard overlay.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>• Council does not have flood levels for individual lots however provided details on what flood event would be applicable to the site</li> </ul>	Closed

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<ul style="list-style-type: none"> <li>A detailed site survey would be required to accurately determine the flood level for the individual lot.</li> </ul>	
06/01/25	Potential purchaser	<p><u>Details of Enquiry</u> Council received a request regarding an existing structure.</p> <p><u>Planning details</u></p> <ul style="list-style-type: none"> <li>The site is in the Township zone</li> <li>The site is wholly contained within the Flood hazard overlay.</li> </ul> <p><u>Advice given</u></p> <ul style="list-style-type: none"> <li>Existing buildings and structures can remain without needing any further planning approval, however any new building work or extensions will require a planning approval</li> <li>Due to the flood risk any development must be minor and not increase the risk to people and property.</li> </ul>	Closed
PLANNING AND DEVELOPMENT CERTIFICATES			
05/12/24	Conveyancing company	Council received a request for a Limited Planning and Development Certificate for a landholding in the Township zone.	Issued
16/12/24	Conveyancing company	Council received a request for a Limited Planning and Development Certificate for a landholding in the Township zone.	Issued
18/12/24	Conveyancing company	Council received a request for a Limited Planning and Development Certificate for a landholding in the Industrial precinct of the Township zone.	Issued
SURVEY PLAN APPROVALS			
Nil			
EXEMPTION CERTIFICATES			
Nil			

If Councillors would like further information about previous enquiries, please contact Tim O'Leary on [tim@reelplanning.com](mailto:tim@reelplanning.com).

**BARCALDINE REGIONAL COUNCIL**  
**AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

Council Meeting Date: 15 January 2025  
**Item Number: 3.5.7**  
**Subject Heading: Workplace Health and Safety Report**  
 Author and Title: Shane Waller, Work Health and Safety Coordinator  
 Classification: (if confidential)

*Summary: From the Work Health and Safety Coordinator, presenting a report on Council's Workplace Health and Safety.*

**Officer's Recommendation: That Council receive the report.**

**Background**

The table and associated graphs below represent Barcaldine Regional Council incidents involving injuries to personnel reported in 2024. The Work Health and Safety (WHS) Coordinator and Officer are working closely with the Health and Safety Representative and Works team on safety culture, leading to higher safety awareness and incidents being accurately reported.

The correlated data indicates that across the region, Body Stress has been the major contributor of injuries to employees; followed by Falls, Slips and Trips. The Workplace Health and Safety Department is working closely with Departmental Leaders, Managers and Supervisors to bring awareness of WHS requirements to their workers through pre-start conversations and during task allocation.

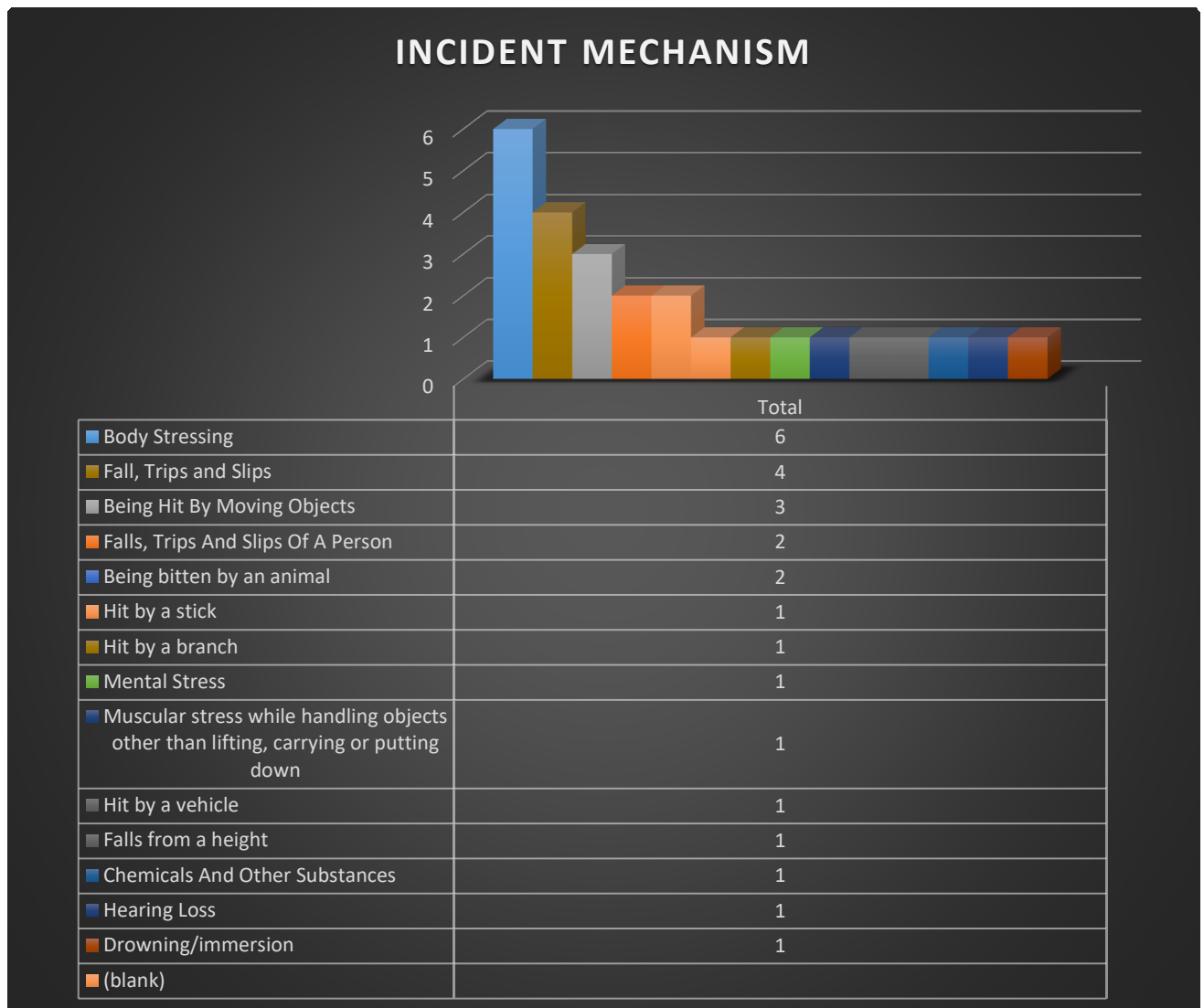
**Personnel incidents reported 18/01/2024 – 22/11/2024**

Date	Location	Outcomes	Injury Type
2/12/2024	Barcaldine	Injury	Medical Treatment
22/11/2024	Barcaldine	Injury	Lost Time Incident
04/11/2024	Alpha	Injury	Report Only
31/10/2024	Barcaldine	Injury	Report Only
10/10/2024	Barcaldine	Injury	Report Only
04/08/2024	Aramac	Injury	Medical Treatment
22/07/2024	Aramac	Injury	Medical Treatment
16/07/2024	Aramac	Injury	Medical Treatment
21/06/2024	Alpha	Injury	Lost Time incident
20/06/2024	Alpha	Injury	Medical Treatment
20/05/2024	Barcaldine	Injury	Report Only
10/05/2024	Alpha	Injury	Medical Treatment
09/05/2024	Aramac	Injury	Medical Treatment
01/05/2024	Aramac	Injury	Report Only
29/04/2024	Barcaldine	Injury	Medical Treatment
24/04/2024	Alpha	Non-Injury	Report Only

**BARCALDINE REGIONAL COUNCIL  
AGENDA FOR GENERAL MEETING 15 JANUARY 2025**

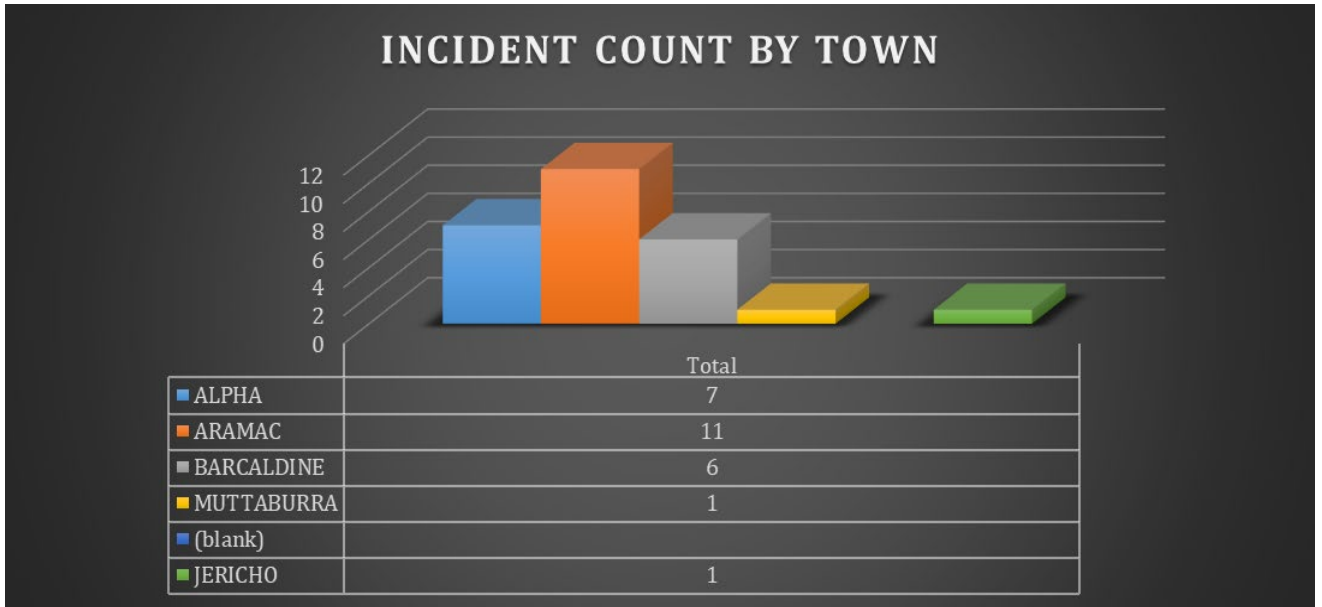
03/04/2024	Barcaldine	Injury	Lost Time incident
20/03/2024	Aramac	Injury	Lost Time Incident
19/03/2024	Barcaldine	Injury	Lost Time Incident
19/03/2024	Muttaburra	Injury	Medical Treatment
11/03/2024	Jericho	Non-Injury	Report Only
04/03/2024	Jericho	Injury	Lost Time Incident
15/02/2024	Aramac	Injury	Lost Time Incident
05/02/2024	Alpha	Injury	First Aid
29/01/2024	Aramac	Injury	Lost Time Incident
29/01/2024	Aramac	Injury	First Aid
24/01/2024	Aramac	Non-Injury	Report Only
22/01/2024	Aramac	Injury	Lost Time Incident
18/01/2024	Alpha	Injury	Report Only

**Incident graph 18/01/2023 – 02/12/2024**



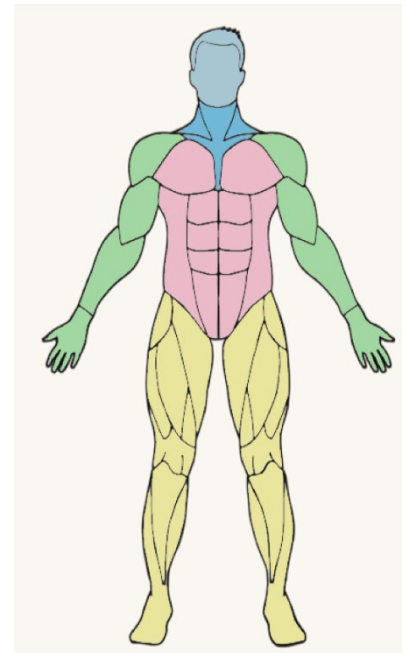


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**Injuries by body location**

HEAD	7
NECK	1
TRUNK	3
UPPER LIMBS	4
LOWER LIMBS	8
MULTIPLE LOCATIONS	3



WHS Coordinator has been championed to lead the (International Organisation for Standardisation) ISO certification for Council. ISO Certification is a mandatory requirement for Department of Transport and Main Roads works. Council is required certification in three ISO's: ISO 9001:2015 Quality Management Systems, ISO 14001:2015 Environment Management Systems and ISO 45001:2018 OH&S Management Systems.

Council received a Surveillance and Transition Audit from 5 to 8 November 2024 - 21 audit findings were accepted, nine major non-conformances (NCRs), seven minor non-conformances and five observations. Mitigations are in progress to resolve the major NCR's. We are preparing to receive the ISO Recertification Audit dated 3 to 7 February 2025.

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WHS Coordinator is reviewing the Skytrust IT Platform as a means to accomplish centralisation of council's WHS and ISO standards. The understanding from Skytrust is the platform is designed to work with all three ISO's.

Development of Toolbox and Pre-start forms have been approved, this will improve the quality of council's communications across the region. Additionally, toolbox talks are being rolled out in each township, starting this February, the executive team will be leading change to strengthen the workplace culture.

WHS Manual and QHSE Risk Management Plan is still being developed, once completed this will mitigate part of the Qld Self-Insurance and ISO audit actions. The WHS team is working closely with the Chief Executive Officer and Works Executive to ensure the Quality, Health and Safety and Environment.

The Work Health and Safety Team continues to provide support to workers and officers through communication, mentoring, guidance and advice.

**Link to Corporate Plan**

Theme 5: Governance

**Consultation (internal/external)**

- Acting Chief Executive Officer
- Leadership Team
- Supervisors
- Workers

**Policy Implications**

Implementation of Council Safety Management System documentation is ongoing.

**Budget and Resource Implications**

- Insurance claims
- Lost time injuries – Workers Compensation

**Risk Implications**

No major incidents

**Asset Management Implications**

Nil

**BARCALDINE REGIONAL COUNCIL**  
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Council Meeting Date: 15 January 2025  
**Item Number: 3.5.8**  
**Subject Heading: Environmental Health Officer Report**  
Author and Title: Daniel Bradford, Chief Executive Officer  
Classification: (if confidential)

*Summary: From the Chief Executive Officer, tabling the Environmental Health Officer Report for Councillor information.*

**Officer's Recommendation: That Council receive the report.**

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**All Council areas**

- Community Group (Not-for Profit Organisations) Food Safety Training – developed.
- General Food Safety Training (for Licensed Food Businesses) – development stage.
- Draft Temporary Food Business Application Form – some Councils have adopted/some ongoing.
- Draft Caravan Park Inspection form – checks completed and shared with all Councils to add logos.
- Draft Caravan Park Application Form – shared with all Councils to add logos to document.
- Inquiry sent to all Councils, regarding Subordinate Local Laws 1, Prescribed Activity/s Caravan Park Licensing and inspections – ongoing.
- Draft Personal Appearance Services (PAS) Application – final stage. Final checks and approvals with Blackall and Barcaldine Administration.
- Sent Personal Appearance Services (PAS) Inspection Form to all Councils, to add logos to document.
- Food Business Renewal Form – approved by Boulia and sent to all other councils.
- Inquiry sent to all Council regarding Public Pool water testing referencing Subordinate Local Laws 1, Prescribed Activity/s.
- Sent data request to Queensland Public Health and Scientific Services for available mosquito born illness data for the central west – no reply received.

**Instrument of appointment**

- Completed: Blackall, Barcaldine, Longreach, Winton, Boulia and Barcoo.
- Requires signature: Diamantina.

**Other Actions/Tasks**

- Purchased Pool Water Testing Kit (Blackall) – delivered.
- Environmental Health Officer Application and Assessment Process Document (Blackall) – shared with administration.
- Teams meeting with Diamantina Shire.
- Meeting and discussions with Barcoo Council Manager of Town and Rural Services.

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**Food Related**

Blackall

- Emails and phone consultation.
- Food Business Renewals.
- Food Business Application Assessment – ongoing.
- Community Groups (Not-for-Profit Organisations) Food Safety Training – held in Blackall and Tambo – completed.
- Food Safety Training Certificate – developed and used.

Barcaldine

- Show Cause Letter – sent and response not received – ongoing.
- Penalty Infringement requested.
- Food Business Application received – approved.
- Complaint received (Qld Health) – information shared.
- Emails and phone consultations.
- Final Inspection conducted – issues were raised with applicant – ongoing.
- Food Business Renewals.

Diamantina

- Food Business Renewals.
- Emails and phone consultations.

Longreach

- Emails and phone consultation.
- Food Business Application Assessment – ongoing.
- Phone calls/emails.
- Health Record Search – conducted and completed.
- Food Business Inquiry – visit and discussion with Owner.

Boulia

- Emails and phone consultations.
- Food Business Renewals.
- Draft Food Business Renewal Form – completed.
- Expired Renewal Letter shared – edited and completed by administration.

Winton – Emails and phone consultations.

**Local Laws**

Blackall

- Caravan Park email and phone consultation.
- Caravan Park Application Assessment – ongoing.
- Public Pool Testing Kit – received.

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Barcaldine

- Accommodation discussion – ongoing.
- Footpath Dining Applications – received and approved.
- Draft Caravan Park Inspection Proforma – completed.
- CUR emails and phone consultation.
- Summary of Accommodation Local Laws – drafted and shared.

Boulia – Caravan Park Application and Inspection Forms – response received – not applicable.

Longreach – Foot Path Dining complaint – inquiry and information.

**Environmental Management/ Public Health**

Blackall

- PAS License – developed and completed.
- PAS Application – approved and License sent to applicant.
- Customer consultation/s – information and suggestions given.
- Mosquito complaint investigated – long-term management strategies actioned.
- Public Recreational Waterway Testing request – inquiry sent to management.
- Event inquiry and information.
- Required drinking water test samples – collected and posted to lab.
- Required E.coli testing of drinking water – conducted and ongoing.
- Mosquito Management Proposal – developed and shared with management.
- Storm debris clean up and responsibilities factsheet – developed and shared with management.

Barcaldine

- Document development – Legislative hierarchy of Public Accommodation.
- Public Accommodation email and consultation.
- PAS complaint – closed.
- Customer consultation/s – information and suggestions given.
- Owner/Operator request to conduct Accommodation Inspection – inspection information sent to Operator.

Longreach

- Customer consultation/s – information and suggestions given.
- Inquiry and information support.
- Legislative hierarchy of Public Accommodation – shared.

**Pest Management**

All Councils

- Developed a Mosquito Management Plan for Remote Area Planning and Development (RAPAD) Region – with Blackall administration for editing and checks.
- Consulted with Rockhampton Public Health Unit.
- Consulting with Arbovirus Sentinel Program – Metro North Public Health Unit.

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Blackall

- Firearms License – Statement Of Attainment received – license application ongoing.
- Mosquito Surveillance equipment ordered – received.
- Mosquito management product – received.

Barcaldine

- Residential Bat Management Document – developed and shared with Council.
- Legislative protections/laws governing bat management strategies – developed and shared with Council.

Diamantina – developed Bulrush Management Strategies and Information document – shared with Council.

**Waste Management**

Blackall

- Asbestos Fact Sheet – final stage – ongoing.
- Asbestos Management Procedures – shared with relevant Council personnel.

**Consultation (external)**

- Meeting request from Qld Health (Rockhampton) – no further action taken.
- Meeting request from Department of Agriculture and Fisheries – attended. Main takeaway – Supermarket Food Waste that is possibly cross contaminated, is given to pig farmers, that is used for animal feed.
- Request for Food Safety Resource Kits sent to Central Queensland Public Health Unit, Manager Environmental Health – no response received.
- Phone discussion Barcoo Council (Manager of Town and Rural Services).

**Link to Corporate Plan**

Theme 5: Governance

**Policy Implications**

Nil

**Budget and Resource Implications**

Nil

**Risk Management Implications**

Low risk – information report only

**Asset Management Implications**

Nil

**Legal Implications**

Nil