

Ordinary Meeting Agenda

To be held at McKinlay Shire Council, Boardroom
29 Burke Street, Julia Creek, Queensland 4823

Wednesday 15th October 2025, 8:30am

Notice is hereby given that an Ordinary Meeting will be held at the Council Chambers,
Civic Centre, Julia Creek on 15th October at 8:30am.

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1. OPENING BUSINESS

All Councillors having signed the Attendance Book, the Mayor declared the meeting open.

2. ATTENDANCE

Mayor: Cr. J Fegan

Members: Cr. S Royes, Cr. L Spreadborough, Cr. F Malone, Cr. J Lynch

Staff:

Chief Executive Officer, Mr. Trevor Williams

Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott

Director Corporate and Community Services, Ms Tenneil Cody

Executive Administration Officer, Miss Mollie Buxton

2.1 APPOINTMENTS

3. DECLARATION OF CONFLICT OF INTEREST

NIL

4. CONFIRMATION OF MINUTES

4.1 That the Minutes of the Ordinary Meeting held on 16th September 2025 be confirmed.



MCKINLAY SHIRE COUNCIL

UNCONFIRMED MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD AT THE

BOARDROOM, CIVIC CENTRE
JULIA CREEK

16th September 2025

ORDER OF BUSINESS

- 1..Opening
2. Attendance
- 2.1 Appointment
- 3.Declaration of Conflict of Interest
- 4.Confirmation of Minutes
- 4.1 Minutes of Ordinary Meeting 12th August 2025
- 4.2 Confirmation of Minutes of Special Meeting of Council 9th September 2025

5. ENGINEERING REPORT

- 5.1 Engineering Services Monthly Report
- 5.2 Request for Commemorative Cross to be installed
- 5.2.1 Report 5.2 attachment – photos
- 5.3 Tender T2526001 Package 1 V2
- 5.3.1 Attachment to reports 5.3 to 5.7 T2526001 - Evaluation Panel Recommendation Report V2
- 5.4 Tender T2526001 Package 2
- 5.5 Tender T2526001 Package 3
- 5.6 Tender T2526001 Package 4
- 5.7 Tender T2526001 Package 5
- 5.8 Council Quotation to DTMR Stabilisation Works 78A

6. ENVIRONMENTAL & REGULATORY SERVICES REPORT

- 6.1 Environmental and Regulatory Services Monthly Report
- 6.2 Request for Council views - Permit to Occupy Lot 15 on AL82
- 6.2.1 Report attachment - Map Lot 15 on AL82
- 6.2.2 Report attachment – Map
- 6.3 Application - Transfer of Trustee Lease Agreement

7. COMMUNITY SERVICES REPORT

- 7.1 Community Services Monthly Report
- 7.2 RADF Quick Response Applications
- 7.3 QMF Outback Music Trail 2026
- 7.3.1 Proposal McKinlay Shire Council Outback Trails 2026 - Partnership Updated
- 7.4 Report Sponsorship Request – Julia Creek State School PC

8. CORPORATE SERVICES REPORT

- 8.1 Corporate Services Report
- 8.2 Debtor Write Off

9. CHIEF EXECUTIVE OFFICERS REPORT

- 9.1 Chief Executive Officer Monthly Report

10. WORKPLACE HEALTH AND SAFETY

- 10.1 WHS Monthly Report

11. GENERAL BUSINESS

12. CLOSE

1. OPENING BUSINESS

All Councillors having signed the Attendance Book, Mayor Janene Fegan declared the meeting open at 8:31am.

2. ATTENDANCE

Mayor: Cr. J Fegan

Members: Cr. L Spreadborough, Cr. F Malone (via Teleconference), Cr. J Lynch, Cr. S Royes

Staff:

Chief Executive Officer, Mr. Trevor Williams

Director of Engineering, Environment and Regulatory Services, Mr. Cameron Scott

Director of Corporate & Community Services, Ms. Tenneil Cody

Executive Administration Officer, Miss Mollie Buxton

Apologies:

Nil

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

Confirmation of Minutes of the Ordinary Meeting of Council held on the 12th August 2025 be confirmed.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 12th August 2025 be confirmed.

Resolution No. 050/2526

Minutes of the Ordinary Meeting of Council held on 12th August 2025 be confirmed.

Moved Cr. L Spreadborough

Seconded Cr. F Malone

CARRIED 5/0

4.2 Confirmation of Minutes

Confirmation of Minutes of the Special Meeting of Council held on the 9th September 2025 be confirmed.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 9th September 2025 be confirmed.

Resolution No. 051/2526

Minutes of the Ordinary Meeting of Council held on 9th September 2025 be confirmed.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 5/0

4.3 BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

5. ENGINEERING SERVICES

5.1 Engineering Works Report

This report outlines the general activities, revenue, expenditure for the Engineering Services Department for the period August 2025.

RECOMMENDATION

That Council receives the August 2025 Engineering Services Department Report.

Resolution 052/2526

Council receives the August 2025 Engineering Services Department Report.

Moved Cr. J Lynch

Seconded Cr. L Spreadborough

CARRIED 5/0

5.2 Request for Approval – Placement of a Commemorative Cross in Julia Creek

Council has received a request from a member of the public, seeking approval for the placement of a commemorative cross at a specified location in Julia Creek, in memory of a friend who passed in 2020.

RECOMMENDATION

That Council approve the request by the persons for the placement of the commemorative cross at the location identified, at Julia Creek Truck Park, subject to the following conditions:

- 1. The cross is to be installed at the agreed location on the edge of the Truck Park parking bay adjacent to a tree along the southern edge, shown in the report attachment.*
- 2. Council reserves the right to remove the memorial should it become unsafe, neglected, or the subject of community concern.*

Resolution 053/2526

Council approve the request by the persons for the placement of the commemorative cross at the location identified, at Julia Creek Truck Park, subject to the following conditions:

1. The cross is to be installed at the agreed location on the edge of the Truck Park parking bay adjacent to a tree along the southern edge, shown in the report attachment.
2. Council reserves the right to remove the memorial should it become unsafe, neglected, or the subject of community concern.

Moved Cr. S Royes

Seconded Cr. F Malone

CARRIED 5/0

5.3 2024 – Queensland Resilience and Risk Reduction Fund

The purpose of this report is for Council to consider the submitted tender and the award of Preferred Contract Status for T2526001 – Julia Creek - Concrete - Culvert Works – Package 1 – Yorkshire Floodway Upgrade funded by the Queensland Resilience and Risk Reduction Fund (QRRRF) managed by the Queensland Reconstruction Authority (QRA).

RECOMMENDATION

That Council Resolves to:

- a) That Council accepts Auzscot Constructions as preferred contractor for contract T2526001 – Package 1 – Yorkshire Floodway Upgrade, funded by QRRRF;*
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract and;*
- c) Note the tendered amount from Auzscot Constructions for Contract T2526001 - Package 1 – Yorkshire Floodway Upgrade is \$296,305.92 (excl GST).*

Resolution 054/2526

Council Resolves to:

- a) That Council accepts Auzscot Constructions as preferred contractor for contract T2526001 – Package 1 – Yorkshire Floodway Upgrade, funded by QRRRF;
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract and;
- c) Note the tendered amount from Auzscot Constructions for Contract T2526001 - Package 1 – Yorkshire Floodway Upgrade is \$296,305.92 (excl GST).

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 5/0

5.4 2024 – Julia Creek – Concrete – Culvert Works

The purpose of this report is for Council to consider the submitted tender and the award of Preferred Contract Status for T2526001 – Julia Creek - Concrete - Culvert Works – Package 2 – Matthew Street Intersection funded by Council.

RECOMMENDATION

That Council Resolves to:

- a) Accept Culvertworks Contracting Pty Ltd as preferred contractor for contract T2526001 – Package 2 – Matthew Street Intersection funded by Council;*
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by Council for the above recommended market value and costs to execute the contract and;*
- c) Note the tendered amount from Culvertworks Contracting Pty Ltd for Contract T2526001 - Package 2 – Matthew Street Intersection is \$143,854.80 (excl GST).*

Resolution 055/2526

Council Resolves to:

- a) Accept Culvertworks Contracting Pty Ltd as preferred contractor for contract T2526001 – Package 2 – Matthew Street Intersection funded by Council;
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by Council for the above recommended market value and costs to execute the contract and;
- c) Note the tendered amount from Culvertworks Contracting Pty Ltd for Contract T2526001 – Package 2 – Matthew Street Intersection is \$143,854.80 (excl GST).

Moved Cr. S Royes

Seconded Cr. L Spreadborough

CARRIED 5/0

5.5 2024 Disaster Recovery Relief Funding – Repair of Essential Public Assets

The purpose of this report is for Council to consider the submitted tender and the award of Preferred Contract Status for T2526001 – Julia Creek - Concrete - Culvert Works – Package 3 – Culvert Replacement Oorindi McKinlay Road funded by the Queensland Reconstruction Authority (QRA).

RECOMMENDATION

That Council Resolves to:

- a) Accept Blackform Contracting Pty Ltd as preferred contractor for contract T2526001 – Package 3 – Culvert Replacement Oorindi Road funded by the QRA and;*
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract.*
- c) Note the tendered amount from Blackform Contracting Pty Ltd for Contract T2526001 - Package 3 – Culvert Replacement Oorindi Road is \$203,757.34 (excl GST).*

Resolution 056/2526

Council Resolves to:

- a) Accept Blackform Contracting Pty Ltd as preferred contractor for contract T2526001 – Package 3 – Culvert Replacement Oorindi Road funded by the QRA and;
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval by QRA for the above recommended market value and costs to execute the contract.
- c) Note the tendered amount from Blackform Contracting Pty Ltd for Contract T2526001 - Package 3 – Culvert Replacement Oorindi Road is \$203,757.34 (excl GST).

Moved Cr. L Spreadborough

Seconded Cr. F Malone

CARRIED 5/0

5.6 2024 – Julia Creek – Concrete – Culvert Works

The purpose of this report is for Council to consider submitted tender and the award of Preferred Contract Status for T2526001 – Julia Creek - Concrete - Culvert Works – Package 4 – Pedestrian Crossing Upgrade, Burke Street funded by Department of Transport and Main Roads (DTMR).

RECOMMENDATION

That Council Resolves to:

- a) Accepts Culvertworks Contracting Pty Ltd as preferred contractor for contract T2526001 – Package 4 – Pedestrian Crossing Upgrade, Burke Street funded by DTMR.*
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval of DTMR for the above recommended market value and costs to execute the contract and;*
- c) Note the tendered amount from Culvertworks Contracting Pty Ltd for Contract T2526001 - Package 4 – Pedestrian Crossing Upgrade, Burke Street is \$125,856.00 (excl GST).*

Resolution 057/2526

Council Resolves to:

- a) Accepts Culvertworks Contracting Pty Ltd as preferred contractor for contract T2526001 – Package 4 – Pedestrian Crossing Upgrade, Burke Street funded by DTMR.
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval of DTMR for the above recommended market value and costs to execute the contract and;
- c) Note the tendered amount from Culvertworks Contracting Pty Ltd for Contract T2526001 – Package 4 – Pedestrian Crossing Upgrade, Burke Street is \$125,856.00 (excl GST).

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 5/0

5.7 2024 – Julia Creek – Concrete – Culvert Works

The purpose of this report is for Council to consider submitted tender and award Preferred Contract Status for T2526001 – Julia Creek - Concrete - Culvert Works – Package 5 – Road Hump and Footpath Upgrade, Burke Street funded by Department of Transport and Main Roads (DTMR).

RECOMMENDATION

That Council Resolves to:

- a) Accept Culvertworks Contracting Pty Ltd as preferred contractor for contract T2526001 – Road Hump and Footpath Upgrade, Burke Street funded by DTMR.*
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval of DTMR for the above recommended market value and costs to execute the contract and;*
- c) Note the tendered amount from Culvertworks Contracting Pty Ltd for Contract T2526001 – Package 5 – Road Hump and Footpath Upgrade, Burke Street is \$97,626.00 (excl GST).*

Resolution 058/2526

Council Resolves to:

- a) Accept Culvertworks Contracting Pty Ltd as preferred contractor for contract T2526001 – Road Hump and Footpath Upgrade, Burke Street funded by DTMR.
- b) In accordance with the Local Government Act 2009, Council delegate authority to the Chief Executive Officer to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and practices and the approval of DTMR for the above recommended market value and costs to execute the contract and;
- c) Note the tendered amount from Culvertworks Contracting Pty Ltd for Contract T2526001 – Package 5 – Road Hump and Footpath Upgrade, Burke Street is \$97,626.00 (excl GST).

Moved Cr. F Malone

Seconded Cr. L Spreadborough

CARRIED 5/0

5.8 Council Quotation to DTMR Stabilisation Works 78A

Council has been requested by DTMR to provide pricing to undertake corrective works on 78A around CH114-116Km. This report requests Council approval to provide pricing.

RECOMMENDATION

That Council resolves to;

Offer DTMR \$885,050.30 Ex GST to undertake and manage the scope of corrective works on 78A between CH114 and CH116KM.

Resolution 059/2526

Council resolves to;

Offer DTMR \$885,050.30 Ex GST to undertake and manage the scope of corrective works on 78A between CH114 and CH116KM.

Council to authorise the CEO to engage with Stabilised Pavements Australia.

Moved Cr. L Spreadborough

Seconded Cr. J Lynch

CARRIED 5/0

ENVIROMENTAL AND REGULATORY SERVICES

6.1 Environmental and Regulatory Services Report

This report outlines the general activities, revenue and expenditure for the Environmental and Regulatory Services Department for the period August 2025.

RECOMMENDATION

That Council receives the August 2025 Environmental and Regulatory Services Department Report.

Resolution No. 060/2526

That Council receives the August 2025 Environmental and Regulatory Services Department Report.

Moved Cr. L Spreadborough

Seconded Cr. S Royes

CARRIED 5/0

6.2 Request for Council's views

Application for Permit to Occupy ref- 23/02395 Lot 15 on AL82

The purpose of this report is for Council to consider a response to correspondence received from the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development. The Department has requested the Council's views on a request for a Permit to Occupy over Lot 15 on AL82.

The allotment is currently not occupied and adjoins the rear boundary of the applicant's property freehold Lot 14 on AL82.

RECOMMENDATION

That Council resolves to respond to the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development accepting the application and offering the applicant a Trustee Lease over Lot 15 on AL82.

Resolution No. 061/2526

Council resolves to respond to the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development accepting the application and offering the applicant a Trustee Lease over Lot 15 on AL82.

Moved Cr. J Lynch

Seconded Cr. L Spreadborough

CARRIED 5/0

6.3 Application for Transfer of Trustee Lease Agreement 720477872

The purpose of this report is for Council to consider a response for Transfer of Trustee Lease Agreement 720477872.

RECOMMENDATION

That Council resolves to respond to the transfer of Trustee Lease 720477872 (Reserve 2620) Lot 3 on AL66 as part of the property sale.

Council's Solicitor Holding Redlich have provided the following advice:

- (a) the proposed purchaser must be respectable and financially responsible with suitable prior business experience;*
- (b) the Trustee lessee pays your costs;*
- (c) at the date of assignment, the Trustee Lessee has paid all Rental and is not otherwise in breach of the Trustee Lease; and*
- (d) the proposed purchaser enters a deed with you prepared by Council at their expense recording the assignment and consent. This will usually be a Deed of Consent to Assignment with the Trustee Lessee, the Council and the proposed Purchaser as parties to that document.*

Resolution No. 062/2526

Council resolves to respond to the transfer of Trustee Lease 720477872 (Reserve 2620) Lot 3 on AL66 as part of the property sale.

Council's Solicitor Holding Redlich have provided the following advice:

- (a) the proposed purchaser must be respectable and financially responsible with suitable prior business experience;
- (b) the Trustee lessee pays your costs;
- (c) at the date of assignment, the Trustee Lessee has paid all Rental and is not otherwise in breach of the Trustee Lease; and
- (d) the proposed purchaser enters a deed with you prepared by Council at their expense recording the assignment and consent. This will usually be a Deed of Consent to Assignment with the Trustee Lessee, the Council and the proposed Purchaser as parties to that document.

Moved Cr. S Royes

Seconded Cr. L Spreadborough

CARRIED 5/0

7. COMMUNITY SERVICES

7.1 Community Services Monthly Report

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: August 2025.

RECOMMENDATION

That Council receives the Community Services monthly report for August 2025.

Resolution No. 063/2526

Council receives the Community Services monthly report for August 2025.

Moved Cr. F Malone

Seconded Cr. L Spreadborough

CARRIED 5/0

7.2 Regional Arts Development Fund (RADF) Quick Response Applications

Council has submitted two (2) Regional Arts Development Fund (RADF) Quick Response Applications that were assessed by the RADF Committee and recommended for approval:

- McKinlay Shire Council presents Matt Hill Music Workshops Residency - \$3,231
- McKinlay Shire Council presents Jally Entertainment Cinderella Spinderalla - \$3,300

RECOMMENDATION

That Council resolves to support the recommendations made by the RADF Committee to support:

- *McKinlay Shire Council presents Matt Hill Music Workshops Residency - \$3,231*
- *McKinlay Shire Council presents Jally Entertainment Cinderella Spinderalla - \$3,300*

Resolution No. 064/2526

Council resolves to support the recommendations made by the RADF Committee to support:

- McKinlay Shire Council presents Matt Hill Music Workshops Residency - \$3,231
- McKinlay Shire Council presents Jally Entertainment Cinderella Spinderalla - \$3,300

Moved Cr. J Lynch

Seconded Cr. L Spreadborough

CARRIED 5/0

7.3 Queensland Music Festival Outback Music Trail 2026 – Council Support

Council has been liaising with stakeholders from Queensland Music Festival (QMF) as they prepare their Outback Music Trail event for 2026. The proposed trail will commence in Charleville and travel through to Mount Isa with a proposed stopover in Julia Creek on Tuesday May 5 2026. The planned occasion, 'Dinner with the Locals' will encompass a Bush Dinner themed event at Julia Creek Caravan Park accompanied by live music with the headline act for the Festival. QMF are requesting a \$5,000 cash contribution plus in-kind support where needed from Council towards the event.

RECOMMENDATION

For Council consideration.

Resolution No. 065/2526

Council declined to support the request from QMF for the Outback Music Trail event for 2026.

Moved Cr. J Lynch

Seconded Cr. L Spreadborough

CARRIED 5/0

Mayor adjourned the meeting at 9:55am.

Cr. Fiona Malone left meeting (via Teleconference) at 10:20am.

Meeting recommenced at 10:23am.

7.4 Request Sponsorship Request – Julia Creek State School PC

Council has received a Community Sponsorship Request from the Julia Creek State School P&C for the value of \$3,500 cash to assist with subsidising the costs of students in the 4-6 class attending a school camp at Paluma in October 2025.

RECOMMENDATION

For Council consideration.

Resolution No. 066/2526

Delegate the CEO to decide on the funding depending on the supply of further information including financial statements, insurance and budget of planned trip.

Moved Cr. J Lynch

Seconded Cr. S Royes

CARRIED 4/0

8. CORPORATE SERVICES**8.1 Corporate Services Report**

The Corporate Services Report as of 31 August 2025 which summarises the financial performance and position is presented to Council.

RECOMMENDATION

That Council receives the monthly Corporate Services Report for the period ending 31 August 2025.

Resolution No. 067/2526

Council receives the monthly Corporate Services Report for the period ending 31 August 2025.

Moved Cr. S Royes

Seconded Cr. J Fegan

CARRIED 4/0

8.2 Request to Write-Off General Debtor Account

Request to Council to write off the outstanding general debtor account of \$200.73, as per requirement of debtor policy.

RECOMMENDATION

That Council resolve to write off the outstanding general debt of \$200.73 for invoice numbers 31243, 31352 and 31572.

Resolution No. 068/2526

Council resolve to write off the outstanding general debt of \$200.73 for invoice numbers 31243, 31352 and 31572.

Moved Cr. J Lynch

Seconded Cr. L Spreadborough

CARRIED 4/0

9. CHIEF EXECUTIVE OFFICER**9.1 Chief Executive Officer's Report**

In addition to the information provided below, a verbal update will be given on current matters headlined in the body of the report which have arisen from the Office of the Chief Executive Officer.

RECOMMENDATION:

That Council receive and note the report from the Chief Executive Officer for the period ending 10th September 2025 except where amended or varied by separate resolution of Council.

Resolution No. 069/2526

Council receive and note the report from the Chief Executive Officer for the period ending 10th September 2025 except where amended or varied by separate resolution of Council.

Moved Cr. J Fegan

Seconded Cr. S Royes

CARRIED 4/0

1. Meetings with External Organizations in June

The CEO met with Deb O'Toole and Chris Daffey from the Queensland Investment Corporation (QIC) on the 4th of September to discuss the Copperstring Project and renewable energy projects in McKinlay Shire. The CEO met with representatives from TMR (Rail) and their consultants on the 8th of September to discuss potential intermodal facilities in McKinlay Shire. The CEO and the Director Corporate and Community Services met with representatives from the National Australia Bank to discuss banking arrangements. The CEO, Director of Corporate and Community Services and the Community Services Team Leader met with representatives from the Dirt n Dust Committee on the 10th of September to review this year's event and to discuss plans for the coming year. The Mayor and CEO met with Local Member Robbie Katter on the 8th of September to discuss the Middle School and his proposed Education Bill, the Workcamp and the critical shortage of housing in Julia Creek. The Mayor met with a representative from Multicom on the 9th of September for the monthly catchup. The CEO will attend the Julia Creek CAN Meeting on the 11th of September. The CEO and Director of Environment and Regulatory Services will meet with representatives from the Department of Regional Development, Manufacturing and Water on September 12th to discuss the Julia Creek causeway. The CEO will attend a virtual meeting of the Airline Advocacy Committee (a group convened by Local Member Robbie Katter) on the 15th of September to discuss airline options for Northwest Queensland. The CEO and Director of Corporate and Community Services will meet with representatives from the Council's Insurers on the 17th of September to discuss insurance arrangements. The CEO and Directors will meet with representatives from the QRA on the 19th of September to discuss Council's Local Resilience Action Plan. The Mayor and CEO will meet with Josh Dyke (the Executive Officer of the NWQROC) on the 24th of September to discuss opportunities for sharing of resources within the NWQROC area. The Mayor and CEO will meet with the new CEO (Lisa McDonald) of RDATNWQ and the previous CEO (Wayde Chisea) on the 30th of September to discuss opportunities with the RDA.

RECOMMENDATION:

For Council Information

2. Queensland Treasury Corporation (QTC) Financial Management & Service Planning in Practice Training – Richmond 19th October 2025

The QTC is delivering training for councillors for Financial Management and Service Planning in Practice in Richmond on the 19th of October. Registration is free. It is recommended that Council approves the attendance of the Mayor, Cr. Fegan and all councillors to attend the training.

RECOMMENDATION:

Council approves the Mayor, Cr. Fegan and Crs. Royes, Spreadborough, Lynch and Malone to attend the QTC Financial Management & Service Planning in Practice training in Richmond on the 19th of October.

Resolution No. 070/2526

Council approves the Mayor, Cr. Fegan and Crs. Royes, Spreadborough, Lynch and Malone to attend the QTC Financial Management & Service Planning in Practice training in Richmond on the 19th of

October.

Moved Cr. S Royes

Seconded Cr. L Spreadborough

CARRIED 4/0

3. Queensland Local Government Remuneration Commission – Annual Review Process

The Queensland Local Government Remuneration Commission is commencing its annual remuneration review process and is inviting deputations during the upcoming Local Government Association of Queensland (LGAQ) annual conference or written submissions from Mayors, councillors or Chief Executive Officers.

RECOMMENDATION:

For Council Information

4. Memorandum of Understanding (MOU) Between McKinlay Shire Council and Powerlink

Powerlink has drafted an MOU between McKinlay Shire Council and Powerlink to address arrangements for the proposed Workforce Accommodation Facility location on Council freehold land on the western edge of Julia Creek. A copy of the draft MOU will be provided for review at the Council Meeting.

RECOMMENDATION:

For Council Information

5. Meeting with Ministers in Brisbane on 18th September 2025

The Mayor, Cr. Fegan has meetings planned in Brisbane on Thursday 18th of September with the Member for Traeger Robbie Katter and Minister Sam O'Connor (Housing and Public Works and Youth) to discuss the critical shortage of government housing in Julia Creek; Minister Laura Gerber (Youth Justice and Victim Support and Corrective Services) to discuss the Julia Creek Work Camp becoming permanent; and Minister John-Paul Langbroek (Education and Arts) to discuss the Julia Creek Middle School.

RECOMMENDATION:

Council approves the Mayor, Cr. Fegan to travel to Brisbane for meetings with Ministers Sam O'Connor (Housing and Public Works and Youth), Laura Gerber (Youth Justice and Victim support and Corrective Services), and John-Paul Langbroek (Education and Arts) to be held on the 18th of September.

Resolution No. 071/2526

Council approves the Mayor, Cr. Fegan to travel to Brisbane for meetings with Ministers Sam O'Connor (Housing and Public Works and Youth), Laura Gerber (Youth Justice and Victim support and Corrective Services), and John-Paul Langbroek (Education and Arts) to be held on the 18th of September.

Moved Cr. S Royes

Seconded Cr. L Spreadborough

CARRIED 4/0

6. Change of Date for October Ordinary Council Meeting

The October Ordinary Council Meeting is scheduled for Tuesday 21st October 2025. This date clashes with the LGAQ Conference, therefore the absence of Councillors and the CEO. It is recommended that the October Ordinary Council Meeting be held on the alternative date of Wednesday 15th October 2025.

RECOMMENDATION:

That Council move the October Ordinary Meeting of Council to the proposed date of Wednesday 15th October 2025.

Resolution No. 072/2526

Council approve to reschedule the October Ordinary Council Meeting to the agreed date of Wednesday 15th October 2025, commencing at 8:30am.

Moved Cr. J Fegan

Seconded Cr. J Lynch

CARRIED 4/0

10.1 Workplace Health and Safety

This report has been further developed and outlines Work Health and Safety performance results and actions for the period of August 2025.

There has been continued efforts in the safety system project which is improving organisational compliance with increased workplace toolboxes & inspections, convening of the Health & Safety committee with members from across the organisation, and the further development of Systematic controls such as Safe Work Method statements, operational procedures and workplace awareness.

RECOMMENDATION

That Council receives the September 2025 WHS Report.

Resolution No. 073/2526

Council receives the September 2025 WHS Report.

Moved Cr. L Spreadborough

Seconded Cr. J Lynch

CARRIED 4/0

11. GENERAL BUSINESS

Cr. L Spreadborough

- Community members provided feedback on QGAP, suggesting that including opening hours would be beneficial.
- It was noted that QGAP has confirmed there are applicants currently progressing through the application process.

Cr. J Lynch

- A request was made for additional information regarding the dilapidated housing, with further details expected to be provided in due course.

CEO

- A discussion was held regarding funding for the provision of Council housing in the 2025/2026 budget. Options considered included loan funding and own-source funding. Following consultation with the accountant, it was determined that Council will proceed with own-source funding.

Mayor

- To address feral cat issues, Council can provide traps to community members. The Local Laws Officer is available to assist with the collection and disposal of trapped animals.
- Attending luncheon with hospital board that are visiting today (16th September 2025).
- Outback Futures provided a report of their numbers for their Community Visits.
- Regional Community and Jobs EXPO in Richmond coming up on Saturday 11th October 2025, this event has been well advertised.

12. CLOSE

The Chair of the meeting, Mayor Cr Janene Fegan declared the meeting closed at 11:38am.



5.0 ENGINEERING SERVICES



5.1 Subject: Engineering Services Monthly Report - September 2025
Attachments: Nil
Author: Engineering Services Department
Date: 7 October 2025

Executive Summary:

This report outlines the general activities, revenue, expenditure for the Engineering Services Department for the period September 2025.

Recommendation:

That Council receives the September 2025 Engineering Services Department Report.

Background:

This report outlines the general activities of the department for the month of September 2025 and provides an update on projects.

RMPC

	Actual	Budget YTD	Budget
1610 RMPC Works	\$138,893	\$454,250	\$1,817,000

Pothole patching

- Kynuna Road (5807)
- Wills Development Road (78A)
- Richmond Road (14D)
- Cloncurry Road (14E)

Road Inspections and Backlog confirmation

- Kynuna Road (5807)
- Wills Development Road (78A)
- Richmond Road (14D)
- Cloncurry Road (14E)

Road runs (rubbish collection and dead animal removal)

- Richmond Road (14D)
- Cloncurry Road (14E)

Marker and Guidepost maintenance

- Kynuna Road (5807)
- Wills Development Road (78A)
- Richmond Road (14D)
- Cloncurry Road (14E)

Other Works

- Road clearing - 14D
- Culvert repairs - 78A
- Install Black and White Chevrons – 14D & 14E

Cannington Road

	Actual	Budget YTD	Budget
1630 Cannington Road Works	\$88,230	\$136,250	\$545,000

- Pothole Patching
- Marker post replacement
- Road signage repairs
- Road runs, dead animal and rubbish removal
- Slashing carried out



Roads Maintenance

	Actual	Budget YTD	Budget
1100 Repairs and Maintenance - Town Streets & Shire Roads	\$263,613	\$375,000	\$1,500,000

- Pothole patching, gutter cleaning and debris removal
- Ordering of new signage

Workshop

	Actual	Budget YTD	Budget
1510 Repairs and Maintenance - Plant & Vehicles	\$307,364	\$315,000	\$1,260,000

- Servicing, repairs and maintenance to council plant and equipment
- Workcamp supplied one crew member during September to assist with cleaning and general repairs
- Workcamp has completed a Jet Fuel carry rack. (Further consultation with Life Flight ongoing).
- Regular cleaning and tidying of the workshop
- Garbage Truck still down.

Parks and Gardens

	Actual	Budget YTD	Budget
2700 Parks & Gardens and Amenities - Operations	\$189,048	\$131,250	\$525,000

McKinlay Shire

Julia Creek

- Laid grid mesh, added topsoil and grass seed to Byrne Street drain and installed timed irrigation
- Garbage Bin audit for Rating purposes
- Provided a Driver to assist the Richmond Garbage Truck Driver
- Slashed S.T.P. waste area
- Laid new irrigation along Goldring Street
- Reseeded lawn at 9 Shaw Street
- Regular weed spraying, toilet cleaning, watering, irrigation repairs and maintenance
- Regular weekly tasks – Refuse collection, mowing, cleaning the Oorindi and Alick Creek toilets
- Regular weekly slashing and mowing of the Cemetery, Peter Dawes, Lions and Dog Park

Kynuna

- Bi-Weekly tasks – Toilet cleaning, rest area and playground cleaning and weed spraying
- Slashing and clearing on entrances to town, around toilets, rest area and playground

McKinlay

- Regular daily tasks – toilet cleaning and watering in township
- Regular cleaning of truck rest area and toilets
- Regular weekly tasks – slashing/mowing Tennis Court area and the main Playground and Park

Airport

	Actual	Budget YTD	Budget
1300 Airport Operational Costs	\$37,745	\$40,000	\$160,000

- Commenced installing subterranean irrigation - Airport Drive
- Cleaned up yard and surrounds - Airport House



Other Works

- All Boundary Signs (Welcome to McKinlay Shire) installed
- Drains behind ELC cleaned and rocked for erosion purposes. Requires Richardson to finish to complete tidy up of rest area
- Installed Meeting Room / Donga with access at Workshop Depot- awaiting materials to finalise
- Rural Road Signage audit and repairs on going, Taldora Road -Reduce speed signs replaced
- Gilliat / Mckinlay Road - missing signage ordered
- Removed dead trees along RV park / FL highway
- Unloaded Containers for Change Container and installed Cyclone blocks at Lions Park
- Removed trip hazard stumps at Lions Park
- Poisoned Drains before wet season
- Cleaned/ removed Prickle trees approximately 10m wide on back road at Nelia Township

Current Work Effort

Table 2. DRFA2024 & 2025 – Work Summary

Work Package	Current Month
2023 WP06 Sealed Network Repairs	Closeout complete – approvals under assessment, retentions returned
2023 REPA Oorindi Culverts	Contract awarded
2023 RFA Yorkshire Floodway	Contract awarded
Julia Creek Concrete Works	Contract awarded
2024 WP01 SE	Lindfield Pit 1 closed Gromna Pit operational Minamere Nelia Road
2024 WP02 S	Malone Pit operational Penola Downs Road
2024 WP03 SW	Greenhills Pit operational Percol Road
2024 WP04 NW	Manfred Pit closed Program complete
2024 WP05 NE	Brynelm Pit operational Malpas Trenton Road
2024 WP07 – Cooradine Road	Material Supply – Pelham Pit
2024 WP06 – REPA – Sealed Network	Contract Awarded
Etta Plains NRI	Tender Uploaded to Vendor Panel
2025 REPA	REPA • Submissions for Unsealed & Sealed Roads lodged and under assessment by QRA

Additional Notes: REPA works ongoing to program



Next Month's Work Effort

Table 3. DRFA 2024 & 2025 Next Month Forecast Summary

Work Package	Next Month Forecast
2023 WP06 Sealed Network Repairs	Closeout complete – approvals under assessment
2023 REPA Oorindi Culvert Works	Contractor Mobilise to site early November
2023 RFA Yorkshire Floodway	Contract awarded
Julia Creek Concrete Works	Contractor Mobilise to site early November
2024 WP01 SE	Gromna Pit operational Minamere Nelia Road
2024 WP02 S	Malone Pit operational Penola Downs Road & McKinlay Nulgara Road
2024 WP03 SW	Greenhills Pit operational Percol Road
2024 WP04 NW	Culvert Cleaning and Repairs
2024 WP05 NE	Brynelm Pit operational Zonia Downs Road
2024 WP07 – Cooradine Road	Material Supply – Pelham Pit Clearing Road Reserve for realignment
2024 WP06 – REPA – Sealed Network	Mobilise to Combo Waterhole Road
Etta Plains NRI	Tender Assessment and Recommendation Report to Council
2025 REPA	REPA • Submissions for Unsealed & Sealed Roads lodged and under assessment by QRA

Additional Notes:

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report

InfoXpert Document ID: 135561



5.2 Subject: Tender T2526003 - Sale of Council Plant 2025
Attachments: 5.2.1 Tender Evaluation spreadsheet
Author: Director Engineering and Regulatory Services
Date: 7 October 2025

Executive Summary:

On 8 September 2025 Tenders were invited through vendor panel for the Sale of Council Plant surplus to Council needs and on an 'as is' and unregistered condition.

The closing date for submissions was Tuesday 30 September 2025 at 2pm. The Plant was available for inspection on Friday 19 September 2025 from 12pm to 4pm.

A total of 22 individual responses were received from 18 suppliers through vendor panel and evaluated as per Council's Policy.

Recommendation:

That Council resolves the following:

*To award the Tendered item **Plant #74** - 2017 Toyota Hilux 4WD to Peter Albert Verhoeven for \$30,009.98 Including GST*

*To award the Tendered item **Plant #76** - 2017 Toyota Hilux 4WD to Maxwell AG for \$21,224.50 Including GST*

*To award the Tendered item **Plant #342** - 2017 Toyota Hilux Dual Cab 4WD to Pickles Auctions Pty Ltd for \$17,500.00 Including GST*

*To award the Tendered item **Plant #343** - 2017 Toyota Hilux Dual Cab 4WD to TGM Contracting for \$28,000.00 Including GST*

*To award the Tendered item **Plant #344** - 2017 Toyota Hilux Dual Cab 4WD to The Trustee for Crocker Rural Trust for \$26,951.10 Including GST*

*To award the Tendered item **Plant #23** - 2016 Toyota Landcruiser Prado GXL to the Trustee for Wilson Mobile Contracting Unit Trust for \$33,860.20 Including GST*

*To award the Tendered item **Plant #16** - 2017 Toyota Landcruiser Prado GX 4WD to Pickles Auctions Pty Ltd for \$28,000.00 Including GST*

*To award the Tendered item **Plant #347** - 2017 Toyota Landcruiser Dual Cab to Webbs Diesel Service Pty Ltd for \$36,000.00 Including GST*

*To award the Tendered item **Plant # 274** – Kubota F2890 60" Rear Discharge Front Deck Mower to G.D.Lonsdale & L.M.Lonsdale for \$6,600.00 Including GST*

*To award the Tendered item **Aussie Driver** to Scott Grayson Walsh for \$1,265.00 Including GST*

*To award the Tendered item – **Linsell Hoist Frames** Numbered 1-6 to Maxwell AG for \$1,320 Including GST for the Six (6) Hoist Frames (making each item \$220.00 including GST).*

*Tendered item **Smooth Cut Mower** – No Tenders were received for this Item*



Recommendation (continued)

*To Ballot the two highest Tenders received from Marwill Pty Ltd and G.D. Lonsdale & L.M. Lonsdale as they are both residents of McKinlay Shire and have tendered the same price of \$24,200.00 Including GST. Then award the Tendered Item **Plant #747 – 2014 Haulette EWP Compact 10 DX** to the successful ballotee at the Council meeting on 15 October 2025.*

Background:

On 8 September 2025, Tender T2526003 was raised through Vendor Panel, inviting Tenders for the sale of the following Vehicles/Plant surplus to Council needs, in unregistered and as is conditions.

Plant #74 - 2017 Toyota Hilux 4WD

Council received 3 submissions ranging from \$9,900.00 to \$30,009.98. It is recommended to award the tendered item Plant #74 - 2017 Toyota Hilux 4WD to Peter Albert Verhoeven for \$30,009.98 Including GST.

Plant #76 - 2017 Toyota Hilux 4WD

Council received 3 submissions ranging from \$13,200.00 to \$21,224.50. It is recommended to award the tendered item Plant #76 – 2017 Toyota Hilux 4WD to Maxwell AG for \$21,224.50 Including GST.

Plant #342 - 2017 Toyota Hilux Dual Cab 4WD

Council received 3 submissions ranging from \$6,100.00 to \$17,500.00. It is recommended to award the Tendered item Plant #342 - 2017 Toyota Hilux Dual Cab 4WD to Pickles Auctions Pty Ltd for \$17,500.00 Including GST

Plant #343 - 2017 Toyota Hilux Dual Cab

Council received 3 submissions ranging from \$15,455.00 to \$28,000. It is recommended to award the Tendered item Plant #343 to TGM Contracting for \$28,000.00 Including GST.

Plant #344 - 2017 Toyota Hilux Dual Cab 4WD

Council received 3 submissions ranging from \$12,150.00 to \$26,951.10. It is recommended to award the Tendered item Plant #344 to The Trustee for Crocker Rural Trust for \$26,951.10 Including GST.

Plant #23 - 2016 Toyota Landcruiser Prado GXL

Council received 4 submissions ranging from \$11,000.00 to \$33,860.20. It is recommended to award the Tendered item Plant #23 to the Trustee for Wilson Mobile Contracting Unit Trust for \$33,860.20 Including GST

Plant #16 - 2017 Toyota Landcruiser Prado GX 4WD

Council received 3 submissions ranging from \$24,200.00 to \$28,000.00. It is recommended to award the Tendered item Plant #16 to Pickles Auctions Pty Ltd for \$28,000.00 Including GST.

Plant #347 - 2017 Toyota Landcruiser Dual Cab

Council received 3 submissions ranging from \$29,500.00 to \$36,000.00. It is recommended to award the Tendered item Plant #347 to Webbs Diesel Service Pty Ltd for \$36,000.00 Including GST



Plant # 274 – Kubota F2890 60" Rear Discharge Front Deck Mower

Council received 6 submissions ranging from \$1,980.00 to 6,600.00. It is recommended to award the Tendered item Plant #274 to G.D.Lonsdale & L.M.Lonsdale for \$6,600.00 Including GST

Aussie Driver

Council received 2 submissions ranging from \$676.61 to \$1,265.00. It is recommended to award the Tendered Plant item Aussie Driver to Scott Grayson Walsh for \$1,265.00 Including GST

Linsell Hoist Frames Numbered 1-6

Council received 2 submissions ranging from \$38.50 to \$220.00 for each of the six hoists. It is recommended to award the Tendered Items to Maxwell AG for \$1,320.00 in total for the six hoists (\$220.00 each) Including GST.

Smooth Cut Mower

No Tenders were received for this Item

Plant # 747 – 2014 Haulotte EWP Compact 10 DX

Council received 5 submissions ranging from \$1,320.00 to \$24,200.00. It is recommended to ballot the two highest Tenders received from Marwill Pty Ltd and G.D. Lonsdale & L.M. Lonsdale, as they are both residents of McKinlay Shire and have tendered the same price of \$24,200.00 Including GST. Then award the balloted item Plant #747 to the successful Tenderer at the Council Meeting on 15 October 2025.

Consultation:

DERS, Workshop Supervisor, CEO

Legal Implications: - Nil

Policy Implications: - Nil

Financial and Resource Implications: - The recommendation above realises \$254,930.78 Incl GST

Risk Management - NA

Options for Council to Consider - NA

InfoXpert Document ID: 135562

TENDERER	PLANT #74	PLANT #76	PLANT #342	PLANT #343	PLANT #344	PLANT #23	PLANT #16	PLANT #347	PLANT #274 KUBOTA F2890 FRONT DECK MOWER	AUSSIE DRIVER	LINSELL HOIST #1	LINSELL HOIST#2	LINSELL HOIST #3	LINSELL HOIST #4	LINSELL HOIST #5	LINSELL HOIST #6	SMOOTH CUT MOWER	PLANT #747
AC PLUMBING QLD								\$29,500.00										
CALEM BRIAN FEGAN - FEGAN ELECTRICAL			\$6,100.00		\$12,150.00	\$28,500.00												
G.D. LONSDALE & L.M. LONSDALE									\$6,600.00									\$24,200.00
KRISTOPHER NATHANIEL GEDDES		\$13,200.00					\$24,200.00		\$1,980.00									
MARWILL PTY LTD							\$24,200.00											\$24,200.00
MAXWELL AG	\$9,900.00	\$21,224.50	\$17,270.00								\$1,320.00 - FOR ALL 6 HOISTS (\$220.00 EACH)							\$1,320.00
MEVWAY PTY LTD																		\$14,080.00
OUCHY ALVA PASTORAL									\$6,286.50	\$676.61	\$55.00	\$44.00	\$38.50	\$38.50	\$44.00	\$44.00		
PETER ALBERT VERHOEVEN	\$30,009.98																	
PICKLES AUCTIONS PTY LTD	\$17,500.00	\$17,000.00	\$17,500.00	\$17,500.00	\$20,000.00	\$30,500.00	\$28,000.00	\$34,000.00										
RC ENGINEERING SOLUTIONS PTY LTD						\$11,000.00												
SCOTT GRAYSON WALSH										\$1,265.00								
TANYA PARRY									\$3,850.00									
TGM CONTRACTING				\$28,000.00														
THE TRUSTEE FOR CROCKER RURAL TRUST				\$15,455.00	\$26,951.10													
THE TRUSTEE FOR WILSON MOBILE CONTRACTING UNIT TRUST						\$33,860.20												
WEBBS DIESEL SERVICE PTY LTD								\$36,000.00	\$5,600.00									\$10,500.00
WOODS WELDING & RURAL CONTRACTING PTY LTD									\$3,520.00									

* \$VALUES INCLUDE GST*



5.3 Subject: Proposal Renaming of Road - Airport Road to Duncan Fysh Drive
Attachments: Nil
Author: Engineering Services Department
Date: 7 October 2025

Executive Summary:

Council approval is sought to rename Airport Road to Duncan Fysh Drive.

Recommendation:

That Council approve the official renaming of Airport Road to Duncan Fysh Drive, with the following arrangements being made:

- *Notify Emergency Services, Australia Post, and relevant agencies*
 - *Update Council's property systems*
 - *Publish a Notice on Council's website*
 - *Advise affected residents*
 - *Install new signage and remove old signage*
 - *Maintain dual signage for a period to mitigate confusion*
-

Background:

A proposal has been made to officially rename Airport Road to Duncan Fysh Drive.

This proposal honours the late Duncan Fysh, a descendant of Qantas founders and a long-term resident of McKinlay.

Duncan played a significant role in celebrating the region's aviation pioneers and was actively involved with community organisations supporting efforts to commemorate the legacy of aviation in Cloncurry and McKinlay.

Judy Fysh has provided her support of this proposal.

Council has the authority to name roads (not state-controlled) under Section 60(2)(c) of the Local Government Act 2009 (Qld).

Legal Implications:

Nil

Policy Implications

Nil

Financial and Resource Implications:

Signage installation funded from Road maintenance budget

InfoXpert Document ID: 135563



6.o ENVIRONMENTAL & REGULATORY SERVICES



6.1 Subject: Environmental and Regulatory Services Report – September 2025
Author: Environmental and Regulatory Services
Attachments: Nil
Date: 7 October 2025

Executive Summary:

This report outlines the general activities, revenue and expenditure for the Environmental and Regulatory Services Department for the period September 2025.

Recommendation:

That Council receives the September 2025 Environmental and Regulatory Services Department Report.

Background:

This report outlines the general activities of the department for the month of September 2025 and provides an update on projects.

Consultation: (Internal/External)

Director Engineering and Regulatory Services, Local Laws Officer, Water and Sewerage Officer, Ranger, Builder and Finance Officer.

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 135564



1 – Refuse Collection and Disposal

1.1 - Budget

		Actual	Budget
ENVIRO1.1	3100 - Refuse Collection Revenue	\$20	\$132,729
ENVIRO1.2	3100 - Kerbside Rubbish Collection Expenditure	\$22,964	\$117,500
ENVIRO1.3	3110 - Refuse Disposal Revenue	\$27	\$53,011
ENVIRO1.4	3110 - Refuse Disposal Operational Costs	\$4,322	\$90,000

1.2 - Report

Julia Creek Waste Facility

The following works continued during the month of August:

- Regular pushing and covering of household rubbish section
- Investigated tyres needing to be chipped, awaiting quotation.
- Gravel delivered for road repairs

2 – Environmental Health Services

2.1 – Budget

		Actual	Budget
ENVIRO2.1	3000 - Environmental Licence Fees (Revenue)	\$327	\$2,000
ENVIRO2.2	3000 - Environmental Health Services	\$31,915	\$404,000
	• Asbestos from School disposed of – Private Works Job		

2.2 – Report

Water and Sewage Monitoring

Nil issues regarding the Julia Creek water scheme.

The fluoride levels in Julia Creek for the month were as follows:

- Amberly Drive 2.89mg/L
- Coyne Street Depot 3.1mg/L

Nil issues at McKinlay or Kynuna water schemes. TCL drilling provided quotation for bore relining. External government auditors attended all schemes minor issues picked up awaiting report.

2.3 - Food Safety

There were 3 food safety recalls for the month of September - Nil affecting local stores.

2.4 - Aerodrome

- Mowing and Slashing carried out



3 – Local Laws Administration

3.1 – Budget

		Actual	Budget
ENVIRO3.1	3210 - Animal Registration Fees	\$5,783	\$5,000
ENVIRO3.2	3210 - Fines & Penalties – Animal Control	\$220	\$500
ENVIRO3.3	3210 - Animal Boarding	\$2,347	\$18,500
ENVIRO3.4	3210 - Local Law Administration	\$25,948	\$182,000

3.2 - Report

A summary of activities for Local Laws and Animal Control is outlined in Table 1 below:

Table 1 - Local Laws and Animal Control

Activity	Number / Details
Impounding's and infringement notices issued	0
Euthanized/ Destroyed /Rehomed	0
Verbal/ Written /Official warnings issued	1 -Dog out of yard - chasing people
Complaints received	0
Dog Boarding	17
Removal of Dead Animals	0
Trapping Locations & Results	0
Compliance Notices (Untidy Allotments) issued	2
SPER Infringement Fines issued	0
Commercial Use of Road Permits issued	0

- 72 Burke Street have not cleaned up their yard. If not done by 22/10/25 Council will clean up and cost put onto Rates
- Compliance Notice sent to clean up blocks – Nelia an extension was requested and denied.

4 – Noxious Weeds and Pest Control

4.1 – Budget

		Actual	Budget
ENVIRO4.1	3220 – Pest Plant & Animal Control Funding	\$0	\$0
ENVIRO4.2	3220 – Truck Washdown Bay Revenue	\$6,213	\$26,000
ENVIRO4.3	3220 – Dingo Bait (Revenue)	(\$457)	\$1,000
ENVIRO4.4	3220 – Feral Pig Bait (Revenue)	\$0	\$1,000
ENVIRO4.5	3220 – Pest Animal Rural Landowners Fees	\$34,310	\$78,874
ENVIRO4.6	3220 – Pest Plant Control Program Exp	\$20,657	\$215,000
ENVIRO4.7	3230 – Pest Animal Control Program Exp	\$17,151	\$100,000

- Spraying of Noxious Weed has commenced at McKinlay

4.2 – Report

Pest Animal Control – Baiting Program

- Four (4) Dingo scalps received
- Factory Bait – 1x200 Pigout / 1x200 De-k9



Washdown Bay Facility

- Drains cleaned
- Pumps inspected

5 – Livestock Operations

5.1 – Budget

		Actual	Budget
ENVIRO5.1	3235 – Livestock Facility Capital Grant	\$20,000	\$0
ENVIRO5.2	3235 – Livestock Weighing Revenue	\$34,945	\$50,000
ENVIRO5.3	3235 – Livestock Yard fees	\$20,364	\$29,000
ENVIRO5.4	3235 – Livestock Cattle Train Loading Revenue	\$0	\$8,000
ENVIRO5.5	3235 – Livestock Operational Costs	\$28,388	\$131,000

5.2 – Report

Julia Creek Livestock Facility

- General cleaning and ongoing maintenance
- 4815 head of cattle weighed
- 6800 – Estimated Dipping
- 382 head of cattle scanned
- 837 head of cattle loaded

6 – Stock Routes and Reserves

6.1 – Budget

		Actual	Budget
ENVIRO6.2	3300 – Stock Route –Recoverable works (Revenue)	\$0	\$0
ENVIRO6.3	3300 – Stock Route – Permit /Water fees	\$0	\$9,500
ENVIRO6.4	3300 – Trustee Lease Fees (Revenue)	\$62,035	\$245,000
ENVIRO6.5	3300 – Reserves Agistment Fees (Revenue)	\$6,004	\$18,500
ENVIRO6.6	3300 – Permit to occupy – revenue	\$0	\$0
ENVIRO6.7	3300 – Precept expenses	\$0	\$20,000
ENVIRO6.8	3300 – Stock route Maintenance	\$27,808	\$113,000
ENVIRO6.9	3300 – Reserves Expenses	\$1,546	\$46,000

6.2 – Report

Stock Routes/ Reserves

- General inspections conducted
- Capital Works for Longford and Cremona has been given final approval

6.3 – Cemeteries

Nil

6.3.1 – Budget

		Actual	Budget
ENVIRO6.9	3400 – Cemeteries	\$8,642	\$52,500



7 – Work Program (Workcamp)

7.1 – Budget

		Actual	Budget
ENVIRO7.1	3600 – Work Program	\$4,768	\$44,500

7.2 – Report

General duties were conducted throughout September.

Community Group	Activity
McKinlay Shire Council	Workshop - Nil
McKinlay Shire Council	Plumbing - Nil
McKinlay Shire Council	Saleyards/Loading Area Mowing/whipper snipping, cleaning and repairs
McKinlay Shire Council	Nil
Julia Creek State School	Nil
Churches/RSL/CWA/SES/	Nil
Julia Creek Turf Club	Nil
Julia Creek Lions Ladies	Nil

8 – Housing, FRB and Community Centre

8.1 – Budget

			Actual	Budget
ENVIRO9.1	3810-1150	3810 - Council Housing - Capital Grant	\$0	\$0
ENVIRO9.2	3810-1300	3810 - Council Property / Staff Housing Program Rev	\$54,701	\$185,000
ENVIRO9.3	3810-1301	3810 - Council Property / Subdivision Blocks Rent	\$338	\$1,000
ENVIRO9.4	3810-1302	3810 - Council Property / Subdivision Blocks outgoings	\$0	\$1,000
ENVIRO9.5	3810-2300	3810 - Council Property / Staff Housing Program Exp	\$150,453	\$389,000
ENVIRO9.6	3810-2310	3810 - Council Property / Subdivision Exp	\$0	\$2,000

8.2 - Council Properties / Staff Housing

Council Property / Staff Housing activities and works for the month are detailed in the table below:

Activity	Details
Properties Available	Racecourse Residence
Tenancies	
Remedy Breach	



8.2.1 Building/Maintenance Activities carried out – Council Properties/Staff Housing

- Constructed Greenhouse Nursery, providing additional shade due to inadequate protection
- Constructed 3 x 7-metre-long nursery benches at Nursery
- Installed internal and external Roller Blinds and constructed 2 wardrobes – 28 Burke Street
- Removed all internal linings and fittings from meeting room Donga - Depot
- Various maintenance carried out at the Caravan Park
- Installed internal blinds and shelving to disabled Unit
- Installed 6 external blinds to Shaw Street Units
- Various maintenance carried out at various locations – replace/repairs to door handles, lights, silicone
- Removed and trimmed 'sticking door' - 4 Netterfield Street
- Installed guttering - Old Hacc Building
- Replaced leaking tap- Museum area
- Replaced water pressure pump - 5 Coyne Street

8.3 Old Normanton Road Units

Housing activities for the month of September are detailed in the Table Below:

Activity	Details
Properties available	Nil
New tenancies	Nil
Finalised tenancies	Nil
Remedy Breach issued	Nil
Notice to Leave issued	Nil
Notes/Repairs	Removed all eave linings and replaced with new sheeting and trims – Units 5 and 6

8.4 - Seniors Living Units / Father Bill Community Centre

8.4 - Budget

		Actual	Budget
ENVIRO10.4	3820 - Community Centre Hire Fees	\$2,009	\$3,500
ENVIRO10.5	3820 - FRB Centre Rent	\$9,446	\$45,000
ENVIRO10.6	3820 - FRB Units & Community Centre Operational Costs	\$11,106	\$101,000

Seniors Living Units / Father Bill Community Centre

Seniors Living Units and FB Community Centre activities for the month are detailed in the Table below:

Activity	Details
Units Available for Rent	Two units available
New Tenancies	Nil
Finalised Tenancies	Nil
Remedy Breach issued	Nil
Notice to Leave issued	Nil
Notes/Repairs	Removed ceiling sheeting from Units 8,7,5,3
Father Bill Centre	



9 – Land and Building Development

9.1 – Budget

		Actual	Budget
ENVIRO11.1	3900 - Revenue	\$1,551	\$6,000
ENVIRO11.2	3900 - Town Planning Program	\$791	\$21,000

9.2 - Report

Regulatory Services, Land and Building Development

Matter	Status
McKinlay Landfill	Matters with the State awaiting invoicing
Lot 2 K3718 – Land beside water reserve Kynuna	Matters still with the State awaiting finalisation

10 – Water and Sewage

10.1 – Budget

		Actual	Budget
1800-2200	Operational costs - Julia creek water	\$42,405	\$200,000
1810-2200	Operational costs - McKinlay water	\$1,884	\$30,000
1820-2200	Operational costs - Kynuna water	\$10,919	\$70,000
1830-2200	Operational costs - Nelia water	\$778	\$12,000
1900-2200	Operational costs - Julia Creek Sewage	\$65,663	\$290,000

10.2 - Report

Plumbing

- Airport Road Irrigation – Tap Main Line
- Completed installation of Tank Level Sensor – Kynuna Water
- Kynuna Water Maintenance -Change pump and cleaned valves
- Completed SWMN local annual data report
- Attended 1080 Baiting and Chemical Handling Training in Normanton - 5 days
- Assisted Ranger carry out scheduled 1080 Baiting – 1 week
- Carried out water testing - Private Works
- Repaired water leaks - Sand Yard and Nelia Stock Tank
- Carried out monthly water sampling across McKinlay Shire
- Monthly visual checks conducted on the Bore Storage Tanks
- Gas compliance repairs completed
- Assessed requirements for Scour Bore Upgrades

Sewerage

- Routine monitoring of scheme, measuring of pond levels and in-house sampling carried out
- Monthly sewage testing carried out
- Meeting with Govt Department regarding amendment to the Environmental Agreement
- Daily checks and maintenance of STP and SPS
- Located manholes relating to a problem with the Sewer Pit - McIntyre Park Toilets
- TJS Consulting conducted a 5 day Visit for Sewer Treatment Plant consultation process
- Major maintenance commenced - STP
- SCADA Upgrades - Quotes obtained



11 – Local Disaster Management

11.1 – Budget

		Actual	Budget
ENVIRO12.1	2760 - SES Grants	\$0	\$21,267
ENVIRO12.2	2760 – SES Capital Grants	\$0	\$0
ENVIRO12.2	2760 - Natural Disaster Grants	\$0	\$6,102
ENVIRO12.3	2760 - Disaster Management Operational Costs	\$2,720	\$36,000

11.2 – Report

Nil Events to report for the September 2025 period.



7.0 COMMUNITY SERVICES



Ordinary Meeting of Council Wednesday 15th October 2025

Subject: 7.1 Community Services Monthly Report

Attachments: Nil

Author: Community Services Team Leader

Executive Summary:

Council is presented with the monthly Community Services report, which provides an overview of the operations for the month: **September 2025**.

Recommendation:

That Council receives the Community Services monthly report for September 2025.

The following report highlights the data for each of the Functional Areas of the Community Services Department.

Julia Creek Caravan Park

A busier than expected month at the Park with nearly 1400 guests stopping to enjoy our offerings and a relatively busy school holiday period. Managers Chris and Anita Reed are leaving towards the end of the month for a well-earned break and we are fortunate to welcome back Jodi & Garrie Hoffman to oversee the Park. Council accepted Practical Completion of the PWD Cabin, however there are still some concreting works to the landing and carpark adjacent to the building to be completed prior to it being available for use.

JC Caravan Park Revenues September 2025

Type of service	JULY Total revenue (inc GST)	AUGUST Total revenue (inc GST)	SEPTEMBER Total revenue (inc GST)
Twin Single Units	\$6,745	\$4,560	\$7,035
Powered Sites	\$49,390	\$41,732	\$28,289.60
Self-Contained Cabins	\$19,610	\$18,390	\$17,950
Unpowered Sites	\$5,140	\$3,846	\$2,524
Sub Total	\$80,885	\$68,528	\$55,798.60
Artesian Baths incl. salts	\$22,417	\$19,860	\$15,599
McIntyre Park	\$494	\$598	
Laundry	\$2,289	\$751	\$615
Long Term Stay/Storage			
Calculated Total	\$106,085	\$89,737	\$72,012.60

JC Caravan Park Occupancy by Category September 2025

Type of Service	% Occupancy
Twin Single Units	60%
Cabin – 4 berth	91%
Cabin – 6 berth	76%
Unpowered site	36%
Powered Caravan site	63%
Powered camp site	65%



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JC Caravan Park Artesian Bathhouse Usage September 2025

Type of Service	Number of bookings
Boundary Rider Huts	75
Replica Rainwater Tank Bathhouses	181

Library & Funeral Services

All regular school holiday, Friday Library and visits from the Early Learning Centre continued throughout the month. The visit from the ELC was especially important as they visited the Library on 'R U OK Day' and helped spread the message of being kind and considerate to their friends. The annual MISOTA Mini School also took place in early September which was great to see the local station families pop into the Library to gather some resources and catch up with friends.

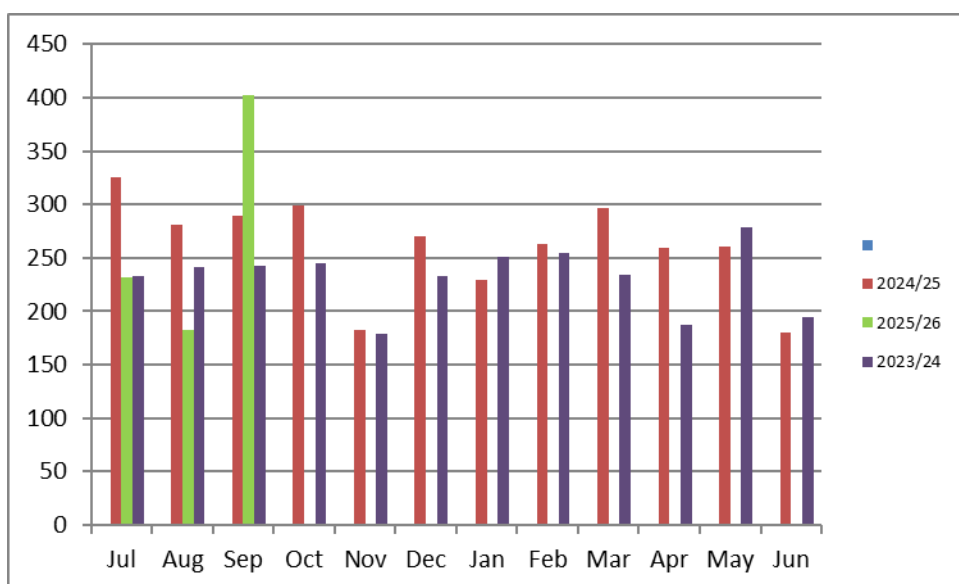
JC Library Memberships September 2025

Type of Membership	Total Membership
Adult	356
Junior	48
Institutions	2
Online	3

JC Library Services Provided September 2025

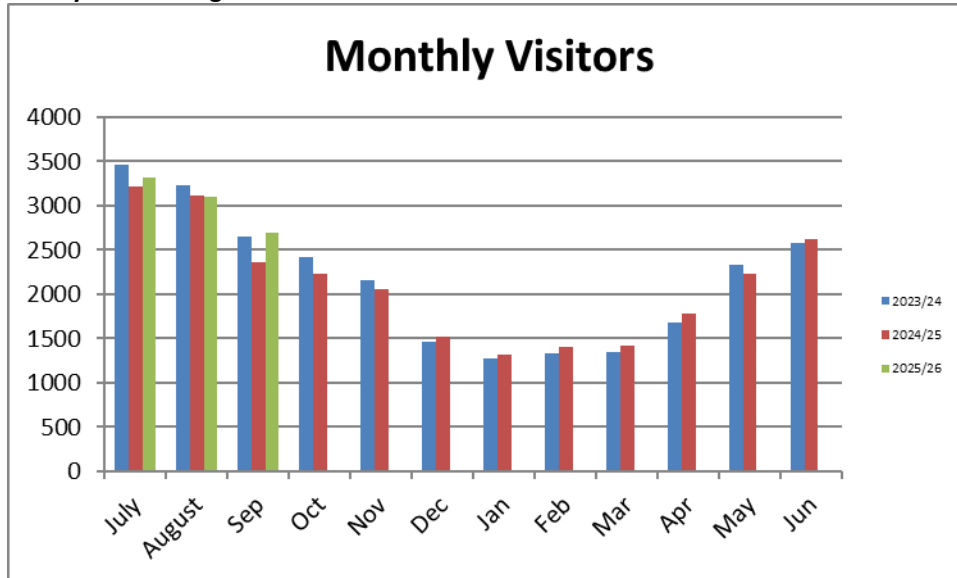
Services Provided	Total Amount
Reservations satisfied	4
Requests for books	10

Library Loans September 2025





Library Visitors August 2025



Tourism

Total Visitor Numbers September 2025

There were 1019 visitors to the Julia Creek Visitor Information Centre in September 2025 compared with 927 in September 2024.

Total Locals September 2025

There was a total of 9 local visitors to the Julia Creek Visitor Information Centre in September 2025 compared with 32 in September 2024

Beneath the Creek Entries September 2025

There was a total of 294 attendees at the Dunnart Feeding Experience in September 2025 compared with 332 in September 2024

Virtual Reality Mustering Experiences September 2025

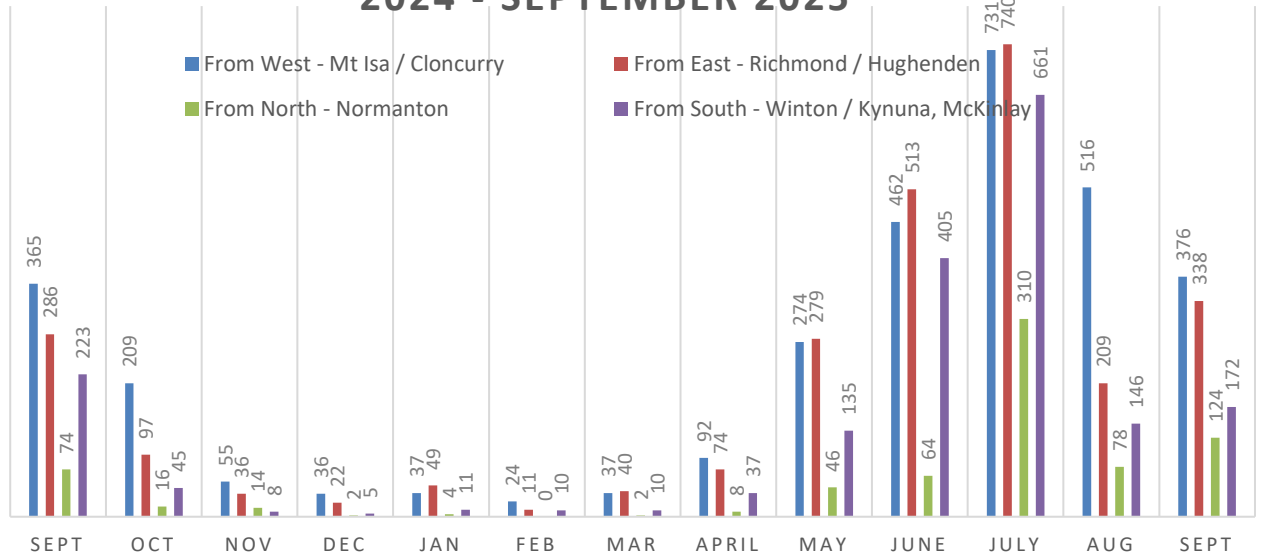
There was a total of 30 attendees who experienced the Virtual Reality Muster in September 2025.

North-West Regional Statistics for September 2025



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NORTH-WEST REGIONAL STATISTICS SEPTEMBER 2024 - SEPTEMBER 2025



RV Site Permits September 2025

There were 208 RV Site permits issued in September 2025 compared with 263 in September 2024.

Social Media Figures September 2025

	Facebook Page Followers			Instagram Followers		
	Mckinlay Shire Council	Julia Creek VIC	Caravan Park	Mckinlay Shire Council	Julia Creek VIC	Caravan Park
August 1	10,209	6,347	9,499	1,203	4,060	1,453
August 31	10,213	6,346	9,570	1,202	4,059	1,455

Julia Creek Early Learning Centre

The ELC is operating well with the addition of a new early childhood teacher and the potential for additional staff commencing, this bodes well for the overall status of the centre. Staff have been busy working through documentation to meet all legislative requirements of opening the new Children's Hub with everything completed from Council's perspective and forwarded to the Department for review. Council continues to regularly liaise with Astute for guidance and support with undertaking the requirements to open the new Children's Hub and allowing the current facility to operate as effectively as possible.



September Occupancy

	Utilisation/Capacity	Waiting List	Occupancy %
Babies	33/88	3	37.50%
Toddlers	123/110	0	111.82%
Kindy	131/264	0	49.62%
Overall	287/462	3	62.12%

Sport & Recreation

After School Activities

The Term 3 After School Activities were held during the first two weeks of the month, with approximately 70 children participating. Weekly activities included Ball Games on Tuesdays, Board Games and Lego sessions at the CSA Building on Wednesdays, and Racquet Sports and visits to the Skate Park on Thursdays. A total of 242 children participated in the After School Activities throughout Term 3.

Tennis Lessons

John Single visited Julia Creek on the 29th and 30th of September to deliver tennis lessons as part of the School Holiday Program. Both morning and afternoon sessions were held, with a total of 31 children participating across the two days.

School Holiday Activities

The School Holiday Program ran from 22nd September to 3rd October and featured a variety of engaging activities, including Library sessions, a Pool Day, Music Workshops by the Crack Up Sisters, and Tennis Lessons by John Singles. Approximately 65 children participated in the holiday activities, including those attending the music workshops and tennis sessions.

ELC Activities

This month, children from the Early Learning Centre took part in weekly sports sessions every Tuesday at the Indoor Sports Centre. Each session lasted one hour, beginning at 10:00 AM, and focused on developing gross motor skills such as running, jumping, catching, throwing, and kicking.

Daren Ginns Centre (Gym)

Regular maintenance and safety checks were conducted throughout the month. This included vacuuming as required, weekly Tunstall alarm checks, and ensuring all equipment was safe and functional. Any issues were reported to the Team Leader. The average daily attendance for



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September was 11, with 93 active members, showing an increase from 87 in October.

New equipment ordered last month has been delivered and is scheduled for installation in the first or second week of October.

Library

During the first two weeks of the month, school children were walked from school to the library on Friday afternoons as part of the Term 3 After School Program.

Music Workshop by Crack Up Sisters

The Crack Up Sisters conducted a three-day Music Making Workshop on 22nd, 23rd, and 24th September as part of the School Holiday Program. Children created musical instruments using repurposed materials, formed bands, and learned to compose music, beats, and songs. A total of 24 participants attended, including kindy children and their teachers.

Attendance Summary

- After School Activities: 70 children participated in September (first two weeks); 242 children participated across Term 3.
- Tennis Lessons (John Singles): 31 children participated (Prep to Year 9).
- Music Workshop (Crack Up Sisters): 24 participants, including kindy children and teachers.
- School Holiday Activities: 65 children participated across all activities.
- Daren Ginns Centre: Average daily attendance was 11, with 93 active members in September.

Julia Creek Swimming Pool

ENTRIES	SWIMMERS
ADULT ENTRY	99
CHID ENTRY	102
CARAVAN PARK TOKENS	
ADULT ENTRY	586
CHILD ENTRY	147
COUNCIL STAFF ACCESS	
ADULT ENTRY	10
CHILD ENTRY	28
SCHOOL HOLIDAY PROGRAM	6
SEASON / FAMILY PASS	
ADULT	1
CHILD	0
J/C SWIMMING CLUB	0
J/C STATE SCHOOL	0
AFTER SCHOOL CARE	0



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SWIM LESSONS / PROGRAMS	0
TOTAL SWIMMERS	979

The Pool is scheduled to be closed from October 14 – 31 as Council undertake an overhaul and upgrade of the pump shed for the ongoing benefit of the facility to ensure more efficient and sustainable operations. Pool contractor Riaz Jannif has also commenced advertising for swimming lessons for the summer season.

Community Health

CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	24	11.65
Personal Care	--	--
Other	--	--
TOTAL	24	11.65

Non-CHSP Clients	Occasions of Service	Time Spent (hrs)
Nursing Care	11	5.75
Other	--	--
Other	--	--
TOTAL	11	5.75

TRANSPORTS	Number of one-way journeys
CHSP Clients	2
Non-CHSP Clients	6
TOTAL	8

Meetings
MDT @ MPHS x3; ADA Link with Maree Simi x1; Standby Suicide Post-Vention with Cass Saywell x1
Health Promotion
Working on sourcing Covid vaccines (via NWHHS) to be given locally as WQPHN no longer overseeing Covid jabs in McKinlay Shire
General Business
Community Nurse participated on-line in Qld Clinical Senate Meeting – theme was “The Last 1000 Days”
CN on leave for 2 weeks this month so stats are reflective of less work days
--



CHSP – Commonwealth Home Support Program

Events and Activities

Regular CHSP activities are continuing with Monday games and Wednesday games and luncheon for clients, as well shopping and other transport where required.

Statistics September 2025

CHSP currently have a total of **17** clients.

Service Offered	Number of Clients
Transport	28 Two-way trips
Social Support	24 Visits
Personal Care	0 visits
Counselling/Support, Information and advocacy (client)	5 hours
Shopping	4 trips
GAMES	13 attended (4 sessions)
Luncheon	14 Attended (4 sessions)
Meals on Wheels	0 meals delivered
Community Nurse Visits	24 visits
Home Maintenance	7 lawns mowed 7 clients
Domestic Assistance	5 clients 20 visits
Pub Lunch	14 clients 4 sessions
Clients Transported for Doctors Appointments	2 CHSP clients

Consultation: Consultation with Corporate & Community Services Director

Legal Implications: Nil

Policy Implications: Nil

Financial and Resource Implications: Nil

InfoXpert Document ID: 135559



Ordinary Meeting of Council Wednesday 15th October 2025

Subject: 7.2 Community Benefit Assistance Scheme 2025/26 - Julia Creek Isolated Children's Parents Association (ICPA) Branch

Attachments: Nil

Author: Community Services Team Leader

Executive Summary:

The Community Benefit Assistance Scheme is available for local not-for-profit groups for assistance with equipment, infrastructure or volunteer support. Grants are available as dollar-for-dollar contributions with the group and Council co-contributing to the specific project. The Julia Creek Isolated Children's Parents Association (ICPA) Branch has submitted a request for \$1,000 for volunteer support to assist members attending the 2026 ICPA State and Federal Conferences.

Recommendation:

Council resolves to approve the Community Benefit Assistance Scheme request from the Julia Creek Isolated Children's Parents Association Branch for \$1,000 for volunteer support to assist members in attending 2026 ICPA State and Federal Conferences.

Background:

The Community Benefit Assistance Scheme offers dollar for dollar funding to local community groups under the categories of infrastructure, equipment and volunteer support.

Julia Creek ICPA are supporting volunteers with covering the costs of registration, travel and accommodation for them to attend the 2026 ICPA State and Federal Conferences held in Atherton and the Gold Coast respectively.

Consultation:

These applications were assessed in conjunction with Director Corporate & Community Services and presented to the October Briefing Meeting.

Legal Implications:

Nil

Policy Implications:

The application was assessed in accordance with Council's Community Grants Policy and procedure.

Financial and Resource Implications:

Council sets aside money from its annual budget for community event support (including sponsorship, donations and Community Benefit Assistance Scheme) to be utilized by local organizations and not-for-profit groups.

InfoXpert Document ID: 135560



8.0 CORPORATE SERVICES



8.1 Subject: Corporate Services September 2025 Report

Attachments: Nil

Author: Director Corporate & Community Services

Executive Summary:

The Corporate Services Report as of 30 September 2025 which summarises the financial performance and position is presented to Council.

Recommendation:

That Council receives the monthly Corporate Services Report for the period ending 30 September 2025.

Report:

The Corporate Services Report compares actual performance to date with the Council's 2025/2026 Budget and provides information, budget variances or any financial risks/concerns.

Financial information provided in this report is:

1. Summary of the Statement of Comprehensive Income (Profit & Loss Sheet) provides the total revenue versus expenditure which gives the operating result.
2. Statement of Financial Position (the Balance Sheet) "bottom line" discloses the Net Community Equity of Council, which represents its wealth as measured by a dollar value of its asset less liabilities.
3. Statement of Cash Flows indicates where Council's cash came from and where it was spent.
4. Summary by function provides the total year to date revenue and expenditure for each Department of Council.
5. Summary of year to date expenditure for the Capital Works program.
6. Outstanding balances for rates and debtors.

Income Statement Variances/Comments:

Revenue increased by \$11.5 million during the month of September which is the result of receiving DRFA 2024 and 2022 progress and finalisation payments, issuing of invoices for TMR works and the rates first levy revenue recognised.



INCOME STATEMENT SUMMARY

	Actuals	Variance	YTD Budget	Full Year Budget
Total Income	15,058,986	97%	15,497,036	61,988,145
Total Expenses	(5,642,293)	115%	(4,899,408)	(19,597,630)
Net Result	9,416,693	89%	10,597,629	42,390,515
Less Capital Revenue	8,593,749	83%	10,393,562	41,574,249
Operating Result (excl. Capital Revenue)	\$ 822,944	403%	\$ 204,067	\$ 816,266

STATEMENT OF FINANCIAL POSITION

	2026 Actuals	2025 Actuals
Current Assets	43,362,327	48,638,661
Total Non-Current Assets	298,082,712	288,912,501
Total Assets	341,445,039	337,551,162
Total Current Liabilities	7,992,426	13,515,240
Total Non-Current Liabilities	168,627	168,627
Total Liabilities	8,161,053	13,683,867
Net Community Assets	\$ 333,283,986	\$ 323,867,295
<u>Community Equity</u>		
Asset Revaluation Surplus	99,673,547	99,673,545
Retained Surplus	233,510,439	224,193,748
Total Community Equity	\$ 333,283,986	\$ 323,867,293

STATEMENT OF CASH FLOWS

	2024/25 Actuals	2023/24 Actuals
Cash Flows from Operating Activities	(6,534,255)	25,817,553
Receipts, Payments & Interest Received		
Borrowing Costs		
Cash Flows From Investing Activities	(1,991,907)	(4,192,082)
Payments and Proceeds for PPE		
Capital Income		
Cash Flows from Financing Activities	-	-
Loan Payments		
Net increase (decrease) in cash held	(8,526,162)	21,625,471
Cash at beginning of the financial year	41,098,176	19,472,706
Cash at the end of the period	\$ 32,572,014	\$ 41,098,177



Summary By Departments

	Revenue			Expenditure		
Department	Actuals	%	Budget	Actuals	%	Budget
Infrastructure & Works	10,859,990	26%	41,762,722	3,045,079	27%	11,191,700
Governance & Partnerships	-	0%	-	284,072	26%	1,078,779
Corporate Services	3,354,295	19%	17,358,362	545,000	24%	2,304,801
Economic Development	108,973	39%	280,500	305,777	27%	1,145,650
Community Services	515,476	26%	1,961,578	1,180,159	27%	4,393,628
Health Safety & Development	10,042	17%	59,369	138,205	21%	643,000
Environmental Management	214,322	38%	565,614	144,001	20%	723,500
	15,063,097	24%	61,988,145	5,642,292	26%	21,481,058

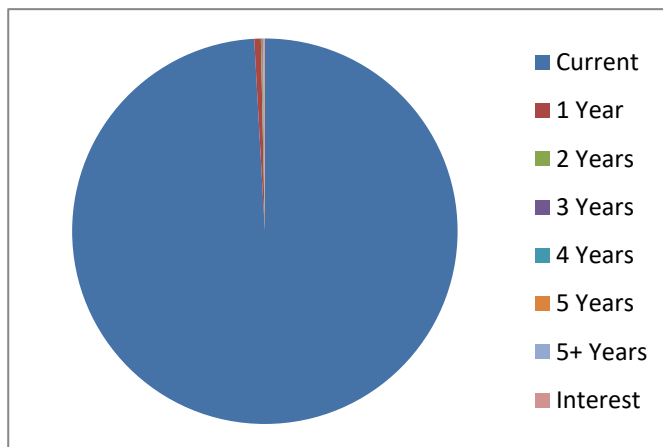
Capital Works Program 2025-2026 Version 1.0

Infrastructure & Works	Actuals	Adopted Budget 2025-26	Grants/Other
Roads	\$8,920,464.62	\$46,398,419	\$45,740,804
Wastewater	\$0	\$1,600,000	\$700,000
Water	\$0	\$700,000	\$0
Transport	\$202,437	\$1,759,957	\$1,759,957
Other	\$201,128	\$1,850,000	\$0
Subtotal	\$9,324,030	\$52,308,376	\$48,200,761
Environmental Management			Grants/Other
Reserves	\$24,962	\$410,000	\$200,000
Subtotal	\$24,962	\$410,000	\$200,000
Community Services & Facilities			Grants/Other
Community Buildings & Other Structures	\$549,853	\$1,086,473	\$498,473
Parks & Gardens	\$5,555	\$100,000	\$0
Council Housing	\$1,012,471	\$4,599,500	\$1,400,000
Subtotal	\$1,567,879	\$5,785,973	\$1,898,473
Corporate Services			Grants/Other
Corporate Buildings & Other Structures	\$199,601	\$426,000	\$0
Other	\$16,543	\$40,000	\$0
Economic Development	\$0	\$0	\$0
Subtotal	\$216,144	\$466,000	\$0
Total	\$11,133,015	\$58,970,349	\$50,299,234



Outstanding Rates

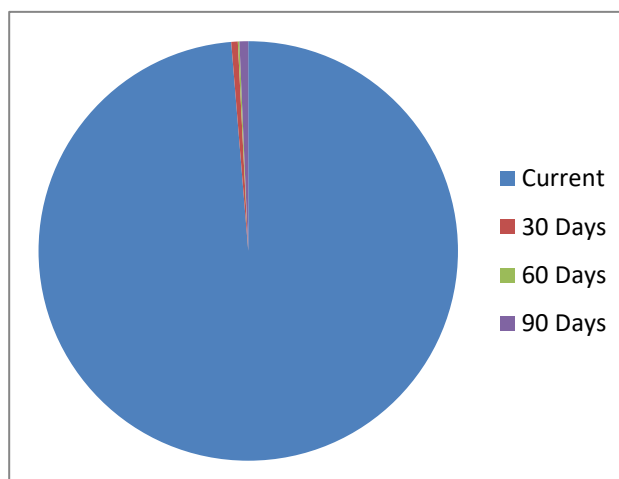
	Sep-25	Aug-25
Current	2,129,855	-
1 Year	11,795	40,928
2 Years	2,289	6,568
3 Years	1,141	3,462
4 Years	555	2,811
5 Years	-	2,204
5+ Years	-	14,236
Interest	3,144	15,231
Total	2,148,780	85,440



Rates were issued on 17th September with a due date of 17th October 2025.

Outstanding Debtors

Total	1,989,629
Current	1,963,840
30 Days	9,996
60 Days	2,464
90 Days	13,329





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Comments:

Consultation:

Legal Implications:

Policy Implications:

Financial and Resource Implications:

InfoXpert Document ID: 135553



Ordinary Meeting of Council Wednesday 15th October 2025

8.2 Subject: Performance and Misconduct Policy/Disciplinary Procedures
Attachments: Performance and Misconduct Policy/Disciplinary Procedures Policy
Author: Director Corporate & Community Services
Date: 18 September 2025

Executive Summary:

McKinlay Shire Council Performance and Misconduct Policy/Disciplinary Procedures v3.0 is past its revision date and subsequently has been reviewed by Council's Executive Management Team.

Recommendation:

That Council adopt the Performance and Misconduct Policy/Disciplinary Procedures Policy version 4.0 as presented.

Background:

The Performance and Misconduct Policy/Disciplinary Procedures Policy has been reviewed and the policy updated accordingly.

Comments:

The main change is about responsibilities. This update helps make clear what managers and employees are expected to do regarding performance and behaviour.

Consultation:

Chief Executive Officer

Legal Implications:

Policy Implications:

Adoption of the present policy version 4.0 it will revoke all previous version of the similar name.

Financial and Resource Implications:

N/A

InfoXpert Document ID: 135554



PERFORMANCE AND MISCONDUCT POLICY / DISCIPLINARY PROCEDURES

1. POLICY PURPOSE

The objectives of McKinlay Shire Council ("MSC")'s performance and misconduct policy/disciplinary procedures are to:

- correct and/or improve the standard of conduct of an employee where appropriate or necessary;
- provide any particular employee with an opportunity to correct unacceptable conduct (other than in situations where summary dismissal is appropriate);
- ensure that all employees are treated fairly, equally and consistently and in accordance with Local Government legislation; and
- ensure that each situation is reviewed and addressed on an individual basis and in relation to the particular circumstances.
- To outline the various types of disciplinary action which may be taken by Council.

2. APPLICATION OF THE POLICY

This Policy may be varied from time to time by MSC. This Policy does not form part of any employee's contract of employment.

This Policy is to be applied when dealing with necessary discipline arising from matters associated with poor performance and/or misconduct in any circumstances at, in connection with, or arising out of employment with Council. Circumstances in which may be connected with or arising out of employment includes conduct at work-related functions. A work-related function is any function that is connected to work. Work lunches, dinners, conferences, Christmas functions and client/customer functions are examples of work-related functions. This Policy also applies when employees go to other workplaces in connection with or arising out of employment performed for Council, for example, when visiting a supplier, client or customer.

If conduct involves a potential breach of any Australian law, Council may notify the police or other relevant government authority.

3. POLICY CONTENT

3.1 Grounds for Disciplinary Action

Disciplinary action may be taken in relation to:

- failure to perform responsibilities in accordance with an employee's contract of employment or the *Local Government Act 2009* (QLD) (Act); or
- the local government principles, and which may include persistent poor performance; or

Date of Approval: 15th October 2025
Approved By: Council Resolution

Effective Date: 16/10/2025
Version: 4.0
Review Date: September 2028

- action taken under the Act in a way that is not consistent with the local government principles, and which may include misconduct.

3.2 Disciplinary Procedure Overview

The procedures outlined below are intended as a guide only to the disciplinary procedures which may be implemented by MSC. In every case, the actual disciplinary procedure to be adopted will be a matter of Council discretion, but in all circumstances Council will comply with the requirements outlined by the Local Government Regulation 2012 (QLD) s283 and in consideration of the circumstances of the case as a whole.

Nothing in this Policy prevents MSC, where MSC considers it appropriate in the circumstances, from issuing a first and final warning as an initial disciplinary step, subsequent to having carried out the disciplinary procedures outlined in this policy. Similarly, if the circumstances warrant, nothing in this Policy prevents MSC from dismissing an employee as a first and final disciplinary outcome, subsequent to having carried out the disciplinary procedures outlined under 'Investigation' and 'Notice of Proposed Disciplinary Action and Disciplinary Interview' where a circumstance may involve serious misconduct by an employee.

3.3 Investigation

Depending on the circumstances, it may be necessary to conduct an investigation into incidents and/or allegations against a particular employee. This may involve collecting relevant data, interviewing relevant witnesses, such as the employee's co-workers or supervisors, or even customers and suppliers with whom the employee has had contact. MSC will endeavour to investigate all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee promptly and fairly.

If MSC is satisfied, on reasonable grounds, that there appears to be sufficient evidence to support the allegations against an employee, and if those allegations were proven, will lead to disciplinary action of some form against the employee, the employee may, if Council believes this to be reasonably necessary in the circumstances, be suspended from duty on ordinary pay pending completion of an investigation. In such circumstances, the employee should be informed in writing of the conditions of the suspension at the time of the suspension and must be paid the employee's full remuneration as at the start of the suspension for the period of suspension.

3.4 Notice of Proposed Disciplinary Action and Disciplinary Interview

If on the basis of the investigation and evidence discovered, Council believes that there is a case to be answered by the employee against whom an allegation has been placed, before Council can take any form of disciplinary action, the employee must be provided with a written 'Notice of Proposed Disciplinary Action', and be provided with a reasonable opportunity to respond to the information contained in that written notice. Council requires all responses to a 'Notice of Proposed Disciplinary

Date of Approval: 16th September 2025
Approved By: Council Resolution

Effective Date: 17/09/2025
Version: 4.0
Review Date: August 2028

Action' to be in writing, and in addition, the employee will be asked to attend a meeting to discuss the issue(s) of concern.

Details that must, as a minimum, be contained in a written 'Notice of Proposed Disciplinary Action' are as follows:

- the disciplinary action to be taken;
- the grounds on which the disciplinary action is taken;
- the particulars of conduct (*facts*) claimed to support the grounds;

In carrying out a proposed disciplinary interview subsequent to the provision of a written Notice of Proposed Disciplinary Action, the following procedure will generally be applied:

- The employee will be given advance notice of the meeting and what will be discussed at the meeting.
- The employee will be given a reasonable opportunity to have a support person present at the meeting.
- At the meeting the issue(s) of concern or allegations will be clearly put to the employee, including any evidence upon which those concerns or allegations are based, and this must be consistent with the details contained in the written Notice of Proposed Disciplinary Action.

The employee is to be informed that they must address each of the allegations put to them in the Notice of Proposed Disciplinary Action, and if relevant, provide to Council any evidence that the employee has in support of their response to each allegation.

- The employee will be given an adequate opportunity to respond to each allegation and to raise any concerns. If a support person is speaking for or on behalf of the employee, the support person and employee must be made aware that Council will make its decision about proposed disciplinary action based on what the support person has stated on behalf of the employee in response to each of the allegations.
- At the conclusion of the interview the manager/supervisor conducting the interview will consider the employee's response, including written response to the Notice of Proposed Disciplinary Action, and make any further enquires or investigations that may be necessary.
- After making any further enquiries or investigations which may be necessary, and after consideration of the response or explanation of the employee, the manager/supervisor will weigh up the evidence and determine whether it is more probably than not that the concern(s) or allegations have been proven.

In circumstances where additional facts or allegations have been brought to Council's attention prior to the disciplinary interview, and these have not been provided to the employee via the provisions of a written 'Notice of Proposed Disciplinary Action', before these allegations can be addressed in a disciplinary interview, and/or taken into consideration by Council in informing its decision about taking Disciplinary Action, a supplementary 'Notice of Proposed Disciplinary Action' containing the relevant

details of those additional facts or allegations must first be provided to the employee in writing, and the employee afforded a reasonable opportunity to respond to those additional facts or allegations.

- At the conclusion of the disciplinary interview, if it is determined that all or some of the concerns or allegations are proven, and after consideration of:
 - (a) the seriousness of the poor performance/misconduct;
 - (b) the response or explanation given by the employee;
 - (c) the employee's employment history and record; and
 - (d) whether there are appropriate and reasonable alternatives to dismissal, the manager/supervisor will make a decision on what, if any, disciplinary action is appropriate.

Council may take disciplinary action against the employee in a form which it feels is appropriate in the circumstances.

3.5 Disciplinary Action

The type of disciplinary action taken may vary from case to case, depending upon all of the circumstances, including a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Regardless of whatever disciplinary action is imposed, where it does not lead to dismissal, such action may be relied on in future to support dismissal due to ongoing unsatisfactory performance, unacceptable conduct or misconduct of any kind.

Nothing contained in this policy prevents an employee from exercising their rights under the *Industrial Relations Act 2016* (QLD) or other applicable law if Council takes disciplinary action against an employee.

1. Formal Discipline

The types of formal disciplinary action which may be taken by Council include, but are not limited to, the following:

- termination of employment;
- demotion, including a reduction in remuneration;
- a deduction from salary or wages of an amount of not more than 2 penalty units;
- a written reprimand or warning.

2. Informal Discipline

Other forms of disciplinary action which may be taken by Council include, but are not limited to, the following:

- redirection, retraining;
- reorganisation/redeployment; and
- counselling.

Informal disciplinary action is not appropriate where the employee's conduct amounts to wilful or serious misconduct.

3.6 Dismissal

If the decision is made to dismiss the employee, the employee should be given:

- written notice of the day of the dismissal or payment in lieu of notice, except where dismissal is due to serious misconduct;
- payment of all accrued entitlements;
- payment of any outstanding entitlements;
- a Separation Certificate; and
- a Statement of Service, if one is requested.

On dismissal, the employee must immediately return all Council property in the employee's possession or control to the employee's supervisor or manager.

3.7 Deduction from salary or wages

If disciplinary action taken against an employee consists of a deduction from the salary or wages, Council may make the deduction of an amount not exceeding 2 penalty units – as defined by the *Penalty and Sentences Act 1992* (Qld) - unless an appeal of that proposed decision, in the form of a 'notification of industrial dispute', has been filed by the employee or their representative with the Queensland Industrial Relations Commission (QIRC) against Council.

If a 'notification of industrial dispute' is brought against Council to the (QIRC) in relation to the deduction from salary or wages of the employee, Council may deduct the amount stated where, upon the resolution of that dispute, it would not otherwise be inconsistent with an agreement reached in resolution of that dispute, or otherwise with any order, decision or recommendation handed down by the QIRC in resolution of that dispute.

3.8 Written reprimand or warning

If disciplinary action taken against an employee consists of a written warning or reprimand, it will form part of the employee's employment record and must as a minimum state the following:

- the employee's conduct that is disapproved of;
- the remedial action needed to rectify the conduct;
- the period within which the remedial action is to be taken; and
- the possible consequences for a repeat of the conduct by the employee.

3.9 Documentation

Council should make contemporaneous notes of disciplinary discussions, disciplinary interviews and subsequent actions.

File notes should be placed on the employee's personnel file summarising the nature of the allegations, the details and outcome of any investigation undertaken, including any conversations with the employee, and the disciplinary action taken, including a copy of any warning or termination letters issued. Where possible the employee should be asked to sign any file notes associated with any conversations and/or disciplinary interviews as an acknowledgement that they have attended and acknowledge that the notes accurately reflect what was discussed. If the employee refuses to sign

the file note, this should also be recorded on the file note along with the reason for the employee's objection if this is provided.

Records will be retained indefinitely for future action in the instance where the nature of the misconduct is of a serious nature or a similar nature.

4. RESPONSIBILITIES:

It is the responsibility of Directors, Team Leaders, Managers and Supervisors to monitor performance and to implement performance management and improvement measures when required. It is also their responsibility to address any alleged or confirmed breaches of applicable legislation, Council policies or corporate standards.

It is the responsibility of employees to make every effort to improve unsatisfactory work performance or conduct when a need has been identified and co-operate with supervisors to implement improvement programs. It is also their responsibility to ensure they do not wilfully or intentionally breach any applicable legislation, Council policies, or corporate standards.

5. ASSOCIATED DOCUMENTS

- Employee Code of Conduct
- Anti-Discrimination, Bullying, Sexual Harassment and Equal Employment Opportunity Policy



Council Ordinary Meeting Wednesday 15th October 2025

8.3 Subject: Preventing and responding to workplace sexual harassment Policy
Attachments: Preventing and responding to workplace sexual harassment Policy- Draft
Author: Director Corporate & Community Services
Date: 18 September 2025

Executive Summary:

McKinlay Shire Council Preventing and responding to workplace sexual harassment Policy v1.0 has been developed to address the Council's positive duty to prevent and address sexual harassment as part of providing a healthy and safe workplace for employees.

Recommendation:

That Council resolves to adopt the Preventing and responding to workplace sexual harassment Policy v1.0 as presented.

Background:

Recent changes to the Respect at Work and Other Matters Amendment Act 2024 (Qld) and the Work Health and Safety Regulation 2011 (Qld) require workplaces to proactively prevent sexual harassment, discrimination, and hostile work environments. Effective from 1 March 2025, workplaces must implement a Prevention Plan to manage these risks under the updated WHS Regulation.

The new policy:

- establish the principles and processes for identifying, preventing and responding to workplace sexual harassment
- contain options for addressing incidents of sexual harassment
- employee grievance processes and external pathways
- outline possible outcomes and consequences where allegations of sexual harassment are substantiated.

Legal Implications:

Drafted in consideration of the amendments to the *Anti-Discrimination Act 1991* Qld and *Work Health and Safety Regulation 2011* (Qld) regarding the prevention of sexual harassment and sex and gender-based harassment at work.

Policy Implications:

Nil

Consultation

Consultation was undertaken with Chief Executive Officer.

Financial and Resource Implications:

Nil

InfoXpert Document ID: 135555



PREVENTING AND RESPONDING TO WORKPLACE SEXUAL HARASSMENT POLICY

1. POLICY PURPOSE

The purpose of this policy is:

- to ensure all employees understand the standards of behaviour expected of them and their legal rights and responsibilities in relation to workplace sexual harassment;
- to ensure all employees understand what sexual harassment is, how to prevent it, and how to respond to it in a way that minimises harm and ensures they meet their legal responsibilities.

2. APPLICATION OF THE POLICY

This policy applies to all MSC employees, including:

- permanent, fixed-term temporary, full-time, part-time or casual employees
- anyone who works in any other capacity for the department including volunteer workers, contractors, etc.

This Policy is not limited to the workplace or work hours. It applies to employees in all their work-related dealings with each other and with customers, contacts or clients of the department. It applies to employees while:

- in the workplace or when working off site
- at work-related functions (including social functions and celebrations)
- on work-related travel or
- attending conferences.

This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service. This policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

3. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is any conduct:

- that is unwelcome (whether or not the person impacted has explicitly identified it as unwelcome or raised a concern about the conduct);
- of a sexual nature (a sexual advance, request for sexual favours or other conduct of a sexual nature);
- that a reasonable person (aware of all the circumstances) would anticipate could possibly make the person subjected to the conduct feel offended, humiliated or intimidated.

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Approved By: Council Resolution

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It can be physical, verbal or written, including through online and phone communication.

Examples of Sexual harassment in the workplace include:

- uninvited touching
- uninvited kisses or embraces
- smutty jokes or comments
- making promises or threats in return for sexual favours
- displays of sexually graphic material including posters, pinups, cartoons, graffiti or messages left on notice boards, desks or common areas
- repeated invitations to go out after prior refusal
- exposing genitals or sexual gestures
- insults, taunts, teasing or name-calling of a sexual nature
- staring or leering at a person or at parts of their body
- unwelcome physical contact such as massaging a person without invitation, deliberately brushing up against them or forcing a person to perform sexual acts
- touching or fiddling with a person's clothing including lifting up skirts or shirts, flicking bra straps, or putting hands in a person's pocket
- requests for sex
- sexually explicit conversation
- persistent questions or insinuations about a person's private life
- offensive phone calls or letters
- stalking
- any digital content portrayed on any mediums of devices, including offensive e-mail messages or computer screen savers. This can include exposing information to humiliate an individual or a group.

Sexual harassment applies to both men and women. Sexual harassment may also be a criminal offence, if it involves sexual behaviour that makes a person feel uncomfortable, frightened, intimidated or threatened, or involves the use of physical or emotional force.

Sexual harassment does not include behaviour which is based on mutual attraction, friendship and respect, if the interaction is consensual, welcome and reciprocated.

4. SEXUAL HARASSMENT IS AGAINST THE LAW

Sexual harassment is against the law. McKinlay Shire Council may be held legally responsible for acts of sexual harassment committed by employees and volunteers. The *Sex Discrimination Act 1984 (Cth)* makes employers liable for acts of sexual harassment unless they have taken all reasonable steps to prevent it from taking place.

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5. PREVENTING SEXUAL HARASSMENT

MSC is committed to taking a proactive and holistic approach to prevent sexual harassment in the workplace. Preventing sexual harassment is everyone's responsibility.

Under WHS laws, MSC has a positive duty to prevent sexual harassment, as it is a hazard and risk to a worker's physical and psychological health.

A. Leadership

It is expected that leaders at all levels within MSC will uphold this policy in full and proactively encourage others to do so too.

Power imbalance is a significant risk factor for sexual harassment. Therefore, it is critical that leaders at all levels comply with the Code of Ethics and Conduct for QLD government sector employees and all behavioural policies in place at MSC to better contribute to cultures that prevent workplace sexual harassment.

B. Diversity and Inclusion

Diverse and inclusive workplaces are essential for building safe and respectful workplace environments that are free from sexual harassment. Addressing gender inequality is fundamental to eliminating workplace sexual harassment.

C. Knowledge and education

MSC will ensure all leaders, managers and supervisors are trained to appropriately respond to disclosures of sexual harassment, ensure all workers are trained to appropriately identify sexual harassment, call out behaviour as active bystanders, and are aware of the reporting and response procedures.

D. Risk assessment

The duty requires MSC to eliminate risks to the health and safety of workers and other people so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks, they must be minimised so far as is reasonably practicable.

Prevention requires identification of risks. Leaders and managers should regularly identify and assess risk factors for sexual harassment, including by seeking feedback from staff and in consultation with Health and Safety committee. Workers should understand and consider work systems and practices to identify risks of exposure.

Examples of risk factors include:

- working after hours with minimal supervision;
- working in restrictive spaces like cars or small rooms;
- isolated work locations.

Prevention also requires assessment of the work environment. Sexual harassment may occur where a work environment or culture is sexually charged or hostile, even if the conduct is not directed at a particular person.

E. Transparency

MSC is committed to transparency on the number of incidences of sexual harassment in the organisation. This builds confidence in our reporting processes.

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This does not mean full disclosure of all the details or disclosure of any reports which are found to be intentionally falsified or vexatious but rather considered sharing where possible of relevant de identified information on a regular basis to encourage organisational learning and prevent similar incidents from happening in the future. In doing so, MSC will ensure confidentiality and privacy is maintained, and that no personal information or information which otherwise identifies victims or perpetrators can be ascertained from that data or any shared learning (or other) material.

6. REPORTING SEXUAL HARASSMENT

MSC strongly encourages individuals who have been sexually harassed or have witnessed sexual harassment to report the behaviour.

MSC will take all reports of sexual harassment seriously. The response to the report will be guided by the person making the report.

Making a report about sexual harassment does not necessarily automatically trigger a formal investigation, although that may be appropriate in some cases. Support, advice and early intervention may prevent further or more serious instances of sexual harassment from occurring.

Employees are encouraged to make timely reports; while being reassured they will not be treated unfairly because of any delay in reporting harassment.

A. A range of reporting pathways

Options available to report sexual harassment include:

- seeking support, advice and making a disclosure;
- reporting internally to MSC;
- reporting to an external authority.

Incidents of sexual harassment can be reported informally, formally, anonymously and confidentially. Reporting pathways are outlined in more detail below

B. Seeking support, advice and making a disclosure

Employees who have experienced or witnessed sexual harassment can:

- speak to a Director, Manager, Supervisor, HR Officer, WHS officer or Union Representative to raise concerns, receive support and discuss options that could help resolve the issue
- access the Employee Assistance Program, a confidential counselling, coaching and wellbeing service that is available to all employees and their immediate family members.
- seek advice from an external body, e.g. Australian Human Rights Commission, Anti Discrimination QLD, Safe Work QLD.

C. Report internally

Where self-management is not appropriate or does not resolve the matter, a report can be made (verbally or in writing) to MSC.

Where a report of sexual harassment is received, MSC will ensure the person impacted receives appropriate support and is involved in decisions about how to respond. All reports will be responded to promptly, taken seriously, and treated confidentially. Steps will be taken to protect anyone who makes a report from reprisals, adverse treatment or victimisation (see section 7 “G” below).

In cases of sexual assault, employees will be supported to make a report to the police and referred to specialised sexual assault support services.

D. Report to an external agency

A formal report about sexual harassment can be made to the following agencies:

- The Queensland Industrial Relations Commission (QIRC)
- The Queensland Human Rights Commission (QHRC)
- Crime and Corruption Commission (CCC)
- Optional, Queensland Police Service (where the conduct, such as alleged sexual assault, could or does constitute a criminal offence)

7. RESPONDING TO REPORTS OF SEXUAL HARASSMENT

MSC is committed to taking a trauma-informed and person-centred approach when responding to reports of sexual harassment. This includes:

- ensuring the safety, privacy and wellbeing of the person impacted are prioritised
- listening to the person impacted in a compassionate, non-judgmental and sensitive manner
- ensuring all processes are designed to minimise harm
- ensuring reports are handled fairly, impartiality and reasonably in accordance with procedural fairness principles
- ensuring all participants in the process have clear information about the process and how procedural fairness will be provided
- ensuring confidentiality is understood and maintained
- ensuring responses are provided in a timely manner.

If an allegation of misconduct has been made, MSC must deal with the allegation in accordance with any applicable legislation. This includes making an initial assessment of whether the allegation is vexatious or trivial, whether the conduct does not amount to misconduct, or whether there is likely to be difficulty in establishing the facts of the matter.

MSC will always seek input from the person impacted on how they would like the matter resolved and take this into account in determining how to proceed with the complaint. Where possible, MSC will explain its reasons if it does not handle or resolve the complaint in the way requested by the person impacted.

In some cases, the person impacted may not want any action taken and is reporting the behaviour so that the organisation knows that it has occurred. MSC has an obligation to deal with any wrongdoing it becomes aware of. In some cases, action may be warranted, even where the person impacted states that they do not want any further action to be taken. This may be the case in situations where the behaviour constitutes a work health and safety risk or a criminal offence or requires disciplinary action to be taken or where there have been repeated complaints regarding an individual's behaviour.

MSC is also obligated to take measures to eliminate acts of victimisation in relation to sexual harassment complaints (see section "G" below).

- A. Informal resolution:** Informal resolution or management is where the issue is resolved internally, without a formal response or investigation. Rather than making a determination as to whether the conduct occurred, the aim is to stop escalation or future incidents by educating the alleged harasser about acceptable standards of behaviour and mitigating the risk of the conduct repeating in the future.

Responding to issues through informal resolution may include:

- a leader, manager or supervisor speaking to the alleged harasser about their behaviour
- facilitating/mediating an open and respectful conversation between the parties (mediation will only occur with the full and informed consent of both the person reporting the behaviour and the alleged harasser)
- putting system changes in place to prevent further issues, e.g. moving or changing the shifts of the alleged harasser, directing the alleged harasser to participate in behavioural change counselling
- refresher training for the general work area on the requirements of this policy.

- B. Work health and safety investigation:** Where a worker has chosen to report the sexual harassment as a work health and safety hazard, or the incident has been identified as a work health and safety hazard, MSC will conduct an investigation in accordance with Work Health and Safety Policy.

- C. Formal investigation:** Where a formal investigation is appropriate or is the preference of the person impacted, MSC will appoint an internal or external investigator to investigate the allegation/s and make factual findings, and report to MSC, which will then decide an outcome in accordance with applicable legislation.

Investigations will be conducted in a confidential, impartial, timely and fair manner. Investigations will adopt a trauma informed approach, with awareness of power imbalances that may exist between the parties.

The parties involved will be notified of their right to have a support person to assist them throughout the process. MSC will begin the investigation as soon as possible and aim to finalise a formal investigation within 90 business days. The parties will be kept regularly informed during the period of the investigation.

Investigations will be undertaken in line with relevant organisational policies, procedures and industrial instruments. In some circumstances, an employee who is the subject of a complaint may be suspended from duty whilst an investigation is ongoing and/or a decision is made in relation to the complaint.

D. Procedural fairness: MSC acknowledges that for workers who are the subject of allegations of wrongdoing, the experience may be stressful. MSC will protect their rights by:

- assuring them that any report will be dealt with impartially, fairly and reasonably in accordance with the principles of procedural fairness
- confirming that the report is an allegation only if and until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support
- allowing both parties the opportunity to respond to any allegations made against them before any report is finalised and a final decision is made.

Any reports made that are found to be intentionally falsified or vexatious in nature will be actioned accordingly.

E. Confidentiality, privacy and transparency: MSC will treat reports of sexual harassment confidentially, including:

- the identity of the person impacted, alleged harasser/s, and any other participants involved in the investigation process
- information provided or collected during the investigation of an allegation.

It is expected that all workers involved in an investigation will keep details of the allegation confidential until the investigation has concluded. Failure to do so may result in further consequences or disciplinary action.

Ensuring confidentiality should not prevent the people involved from seeking support, e.g. through the Employee Assistance Program, bringing a support person to meetings.

Some information reported may need to be disclosed to involved parties in order to properly investigate the matter.

Where there is reason to believe that a person is a risk to themselves or others, and in the case of reportable conduct (e.g. child protection, serious indictable offence), MSC may need to notify appropriate authorities.

Once the matter is finalised, MSC will not restrict the impacted person's right to speak in their personal capacity.

F. Possible Outcomes:

1. Consequences for the responsible person(s)

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Where allegations of sexual harassment are substantiated, action that is consistent and proportionate will be taken to hold the responsible person to account for their behaviour. The possible outcomes will also depend on whether an informal resolution or a formal complaint was preferred by the person impacted. Possible outcomes include:

- disciplinary action, e.g. warning, suspension, demotion or dismissal
- a change to working hours or locations
- an apology
- agreement on protocols to manage the relationship moving forward
- refresher sexual harassment prevention training
- coaching or performance counselling
- behavioural change counselling.

Where a serious allegation of sexual harassment is substantiated, it is likely this will be found to be misconduct and disciplinary action will follow.

2. Restorative actions for the impacted person(s)

MSC will work with the impacted person(s) to understand and implement, where possible, any actions that may help them to recover from the incident, rebuild relationships at work and continue a successful career with McKinlay Shire Council.

G. Protection against victimisation: Victimising another person for making an allegation or report of sexual harassment is unlawful under the *Anti Discrimination Act* and the *Sex Discrimination Act*, unless it involves lawful action in relation to an allegation that is proven to be false and not made in good faith. Victimisation occurs when a person is subjected to, or threatened with, detriment for their involvement in the matter. It can include:

- bullying or intimidation by co-workers
- being denied a promotion or being moved to a position with lower responsibility
- dismissal or threatened dismissal from employment
- being refused further contract work.

Victimisation of people who have, or might, complain of sexual harassment, as well as bystanders or people perceived to have helped a person make a report of sexual harassment, is also unlawful.

8. RECORD KEEPING

MSC keeps confidential records of all correspondence with parties in relation to reports of sexual harassment, including how the report is addressed, letters, emails, file notes of phone calls and conversations, investigation reports and all evidence collected.

9. MONITORING AND EVALUATION

MSC is committed to effective monitoring, evaluation and organisational learning processes that will foster a safe and respectful work environment. This includes:

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- regularly collecting and assessing reports and relevant data for trends, patterns and lessons to drive continuous improvement
- regularly consulting with workers and unions to share knowledge and understand issues from a worker perspective
- regularly reviewing and updating sexual harassment prevention plans to drive continuous improvement
- sharing information about trends, patterns and lessons with staff, leadership, unions management boards or committees and relevant stakeholders
- ensuring staff have confidence that sexual harassment is being eliminated in their workplace.

10. ROLES AND RESPONSIBILITIES

A. Employees:

All employees and other workers must:

- comply with this policy
- demonstrate high levels of personal conduct consistent with this policy and their responsibilities under the ethical framework and Code. This means they must treat others with dignity, courtesy and respect and not engage in sexual harassment or condone sexual harassment by others
- seek assistance when unsure about how to implement this policy
- be encouraged to report suspected breaches of the policy in accordance with the reporting mechanisms below.

B. Supervisors/Managers/Leaders:

In addition to their responsibilities as employees, those with management and leadership responsibilities must also:

- promote a work culture where sexual harassment is unacceptable
- communicate and promote this policy to those they work with
- challenge inappropriate behaviour
- encourage an environment where workers feel safe to report sexual harassment
- prioritise the care and support of those impacted when responding to issues raised with them or observed
- treat all reports of sexual harassment seriously and confidentially and take prompt action to address them (taking into account the wishes of the person subjected to the harassment).

11. ASSOCIATED DOCUMENTS

- Code of Conduct
- Performance and Misconduct Policy / Disciplinary Procedures
- Complaints Management Policy
- Anti-Discrimination Bullying Sexual Harassment and EEO Policy

Date of Approval: 16th September 2025
Approved By: Council Resolution

Effective Date: 17/09/2025
Version: 1.0
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12. LEGISLATION

Industrial Relations Act 2016

Anti-Discrimination Act 1991

Work Health and Safety Act 2011

Local Government Act 2009

Sex Discrimination Act 1984 Cth

Age Discrimination Act 2004 Cth

Australian Human Rights Commission Act 1986 Cth

Local Government Regulations 2012

Public Sector Ethics Act 1994

Human Rights Act 2019 (Qld)



8.4 Subject: Relocation Assistance Policy
Attachments: Relocation Assistance Policy Version 6.0
Author: Director Corporate & Community Services
Date: 18 September 2025

Executive Summary:

Council offers relocation assistance to an attempt to overcome the difficulties of recruiting staff to vacant positions of Council. The current policy has been reviewed and updated and presented to Council for endorsement.

Recommendation:

That Council resolve to adopt the Relocation Assistance Policy V6, as presented.

Background:

Council acknowledges the difficult employment climate faced with geographical seclusion and inter-industry competition impacting the candidate pool. To remedy this Council offers assistance with relocation expenses for senior Management staff, staff subject to individual contracts or workplace agreements. Minor amendments have been made to ensure all responsibilities are clearly defined and addressed.

Amendments made:

Section 2 – Addition of “Eligibility Criteria” to clarify the criteria for who qualifies under this policy.

Section 6 – Addition of “Review” to explicitly outline CEO's responsibility to monitor and recommend updates to the policy.

Comments:

Nil

Consultation:

Chief Executive Officer

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

Maximum \$10,000 relocation assistance provided to any one employee.

InfoXpert Document ID: 135556



RELOCATION ASSISTANCE POLICY

1. INTRODUCTION

McKinlay Shire Council (MSC) acknowledges the difficult employment climate faced by Council, with geographical seclusion and inter-industry competition impacting the candidate pool.

MSC is committed to attracting and recruiting the best possible candidates for available positions and in order to do so offers assistance with relocation expenses for Senior Management staff, staff subject to individual contracts or workplace agreements and any other employees that the CEO deems suitable.

2. ELIGIBILITY CRITERIA

MSC may offer financial assistance to new employees who meet the following criteria:

- The employee is appointed and has formally accepted a permanent, ongoing, or maximum term contract.
- The employee would be required to relocate from outside the Shire boundaries in order to accept the position.
- In the instance where more than one family member is employed with the Shire and relocation is required, then financial support will be approved for the primary employee only.
- The employee's removal costs are paid by MSC and where no other contractual conditions apply.

3. POLICY OBJECTIVE

To provide guidelines for the payment of relocation expenses for employees relocating to McKinlay Shire.

4. POLICY STATEMENT

MSC will pay the reasonable costs associated with the relocation of an incoming employee from their current place of residence (Origin) to an address within the Shire boundaries (Destination) up to the amount of \$10,000 depending on distance travelled or otherwise specified in writing by the CEO.

The Human Resources Officer will discuss the relocation assistance with eligible staff as part of their offer of employment.

The conditions of the financial assistance, as such approved by the CEO, must be presented to the eligible employee in writing. This Relocation Assistance Confirmation Letter is to be signed by both parties (employer and employee) to signify their acceptance of the terms therein.



Where there is an agreed skill shortage this policy may be applied to positions other than those identified in the Introduction. On this occasion the CEOs approval must be sought.

4.1 Relocation Assistance Approval

Financial assistance for relocation expenses will be approved subject to the submission of three appropriate quotes and justification if the employee's desire is not to go with the cheapest quote. All invoices from the recognised removalist must be supplied and Council will pay the removalist company directly. Council's purchasing policy applies in respect of the removal expenses to be incurred by Council.

4.2 What is Covered

Council will pay for the reasonable costs to transport household goods, personnel effects and furniture, including Inter-state relocation. The relocation expenses of an incoming employee from outside of Australia will be paid for with the expressed authority of the Chief Executive Officer.

Council will only provide relocation assistance in respect of costs incurred by a commercial removal organisation and hire of appropriate vehicles. Relocation assistance will not be available in respect of those removal costs attributable to the employee's own time, labour and vehicle expenses.

4.2.1 Eligible Staff

The Chief Executive Officer will have the discretion in identifying positions which will be covered by this policy. A sliding scale of assistance has been endorsed by Council as follows:

- Chief Executive Officer and Directors - \$10,000
- Manager, Team Leader, Individual Contract Employee - \$8,000
- Hard to Fill Roles, Qualified Staff - \$5,000
- All other roles - \$3,000

4.2.2 Limit to Relocation Assistance

The maximum relocation assistance available to any employee in a continuous term of employment shall be no more than \$10,000. Any relocation expenses incurred in excess of this amount will be payable by the employee receiving the assistance.



Relocation expenses can only be accessed once throughout employment with MSC and will not be valid for multiple return trips between the Place of Origin and Destination, neither will it be paid out in cash.

4.3 What is Not Covered

Unless varied by the CEO;

MSC will not pay for:

- Multiple trips for any person between the incoming employees Place of Origin and Destination;
- The transport costs for the incoming employee;
- The travel and accommodation costs of persons who will be residing with the employee;
- Transportation of motor vehicles or motor vehicles spare parts.

4.4 Repatriation

MSC will not pay for costs associated with returning an employee to their place of origin, or any other location after termination of employment.

4.5 Reimbursement of Relocation Expenses

The relocation assistance is paid on condition that if within twelve (12) months of commencement of employment:

- a) The employee resigns from their employment with McKinlay Shire Council; or
- b) The employee's employment is terminated due to a breach of their employment contract;

Council will deduct the relocation contribution on a pro-rata basis from the employee's termination pay. In the event of insufficient funds being available the employee shall within seven (7) days of the termination of the employment, repay to Council the relocation contribution on a pro-rata basis.

If the employee leaves their position with MSC for the above reasons, repayments will be made at the following rates:

- First three (3) months of employment: 100% of the relocation contribution.
- First six (6) months of employment: 75% of the relocation contribution.
- First nine (9) months of employment: 50% of the relocation contribution.
- First twelve (12) months of employment: 25% of the relocation contribution.



5. RELATED DOCUMENTS

Procurement Policy

6. REVIEW

It is the responsibility of the Chief Executive Officer to monitor and recommend appropriate changes to this policy. This policy will be reviewed biannually.



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8.5 Subject: Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy Review

Attachments: Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy

Author: Director Corporate & Community Services

Date: 19 September 2025

Executive Summary:

Council is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. This policy has been drafted to outline Council's position on discrimination, bullying, sexual harassment and equal employment opportunities.

Recommendation:

That Council adopt the Anti-Discrimination, Bullying, Sexual Harassment & Equal employment Opportunity Policy version 4.0 as presented.

Background:

The Anti- Discrimination and Equal Employment Opportunity Policy was last reviewed and adopted by Council in August 2022. A recent review has been completed and the policy updated accordingly.

Consultation:

Chief Executive Officer

Legal Implications:

Policy Implications:

On adoption of the Anti-Discrimination, Bullying, Sexual Harassment & Equal Employment Opportunity Policy V4.0 it will revoke all previous versions of the similar name.

Financial and Resource Implications:

N/A

InfoXpert Document ID: 135557



ANTI-DISCRIMINATION, BULLYING, SEXUAL HARRASSMENT AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. POLICY PURPOSE

McKinlay Shire Council ("MSC") aims to provide an environment where employees and others in the workplace are treated fairly with dignity and respect, and are free from unlawful discrimination, sexual harassment, vilification, victimisation and bullying.

MSC aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. MSC also tries to create a work environment which promotes good working relationships.

2. APPLICATION OF THE POLICY

This Policy applies to employees, agents and contractors (including temporary contractors) of MSC, collectively referred to in this Policy as 'workplace participants'.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service. This policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

3. POLICY CONTENT

Equal employment opportunity (EEO) Laws

Under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

A. DISCRIMINATION

Discrimination can be direct or indirect. Direct discrimination occurs when a person, or group of people with an identified attribute (such as their race, sex or pregnancy) is treated less favourably than a person or group without that attribute in the same or similar circumstances.

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Indirect discrimination occurs when an unreasonable policy or condition, which applies to everyone has the effect of disadvantaging some people because of a personal characteristic they share.

Legislation prohibits discrimination on the basis of a number of identified attributes, including:

- sex;
- relationship status;
- pregnancy;
- parental status;
- breastfeeding;
- age.
- race, including colour ,national or ethnic origin or immigrant status;
- impairment;
- religious belief or religious activity;
- political belief or activity;
- trade union activity;
- lawful sexual activity;
- gender identity;
- sexuality;
- family responsibilities; and
- association with, or relation to, a person identified on the basis of any of these attributes.

Discrimination can occur in all aspect of the workplace. Employees have rights to equal employment opportunities, and to be treated fairly as they go about their daily duties, irrespective of their association with an identified attribute.

Discrimination can be any act or failure to act , based in whole or in part on any of the attributes listed above.

B. BULLYING

Bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It does not need to be intentional.

‘Repeated behaviour’ refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time.

‘Unreasonable behaviour’ means behaviour that a reasonable person, having regard to all circumstances, would expect to victimise, humiliate, undermine or threaten another person.

Bullying Examples

Examples of bullying, include:

- language or comments that are:
- abusive;

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- insulting;
- offensive;
- unjustified criticism or complaints;
- deliberately excluding someone from workplace activities;
- not sharing important information that a person needs to work effectively;
- setting unreasonable timelines or constantly changing deadlines;
- setting tasks that are unreasonably below or beyond a person's skill level;
- spreading misinformation or malicious rumours;
- changing rosters or leave to deliberately inconvenience someone.

A person's intention is irrelevant when determining if bullying has occurred.

A single incident of unreasonable behaviour does not constitute bullying; however, it may constitute inappropriate conduct and therefore will not be tolerated by Council.

What does NOT constitute workplace bullying?

Reasonable management action taken in a reasonable way is not bullying.

Reasonable management action can include:

- setting reasonable performance goals, standards and deadlines;
- informing a worker of their unsatisfactory work performance;
- deciding not to select a worker for promotion where a reasonable process was followed;
- informing a worker of their inappropriate behaviour in an objective and confidential way;
- rostering and allocating working hours where the requirements are reasonable;
- transferring a worker for operational reasons;
- implementing organisational changes or restructuring; and
- taking disciplinary action, including suspension or termination of employment, when warranted.

C. SEXUAL HARASSMENT

Sexual harassment is any unwanted or unwelcome sexual attention which makes a person feel humiliated, offended or intimidated. It does not have to be repeated or ongoing.

Sexual harassment includes:

- unwelcome physical touching;
- sexual or suggestive comments, jokes or taunts;
- unwelcome requests for sex;
- the display of sexual material (e.g. photos or pictures);
- sexual reading matter (e.g. emails, faxes or letters).

Sexual harassment applies to both men and women. Sexual harassment such as obscene phone calls, indecent exposure or sexual assault may be a criminal offence.

D. VILIFICATION

Vilification involves publicly inciting hatred, serious contempt or severe ridicule of someone because of their race, religion, sexuality or gender identity. Vilification is an offence if it includes actual or threatened physical harm to someone or their property.

It can include:

- writing letters to the public;
- speaking in a public place;
- putting up notices;
- posts on the internet or social networking sites; and
- publicly wearing or displaying clothing, signs, emblems or insignias in order to vilify.

E. VICTIMINISATION

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workplace participants must not retaliate against a person who raises a complaint or subject them to any detriment.

4. RIGHTS AND RESPONSIBILITIES

All workplace participants must:

- ensure they do not engage in any unlawful conduct towards other workplace participants, customers/clients or others with whom they come into contact through work;
- ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- follow the complaint procedure in this Policy if they experience any unlawful conduct;
- report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- maintain confidentiality if they are involved in the complaint procedure.

Workplace participants should be aware that they can be held legally responsible for their unlawful conduct.

Workplace participants, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

4.1 RESPONSIBILITIES OF MANAGERS / SUPERVISORS

Council expects that Managers and Supervisors will take appropriate steps to reduce the risk of harassment, sexual harassment and discrimination, for instance through promotion of high standards of employee conduct. Management will take complaints of harassment, sexual harassment and discrimination seriously and ensure that any instances are appropriately investigated and dealt with

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promptly, confidentially and impartially. They must also ensure that people who make complaints, or who are witnesses, are not victimised in any way.

4.2 RESPONSIBILITIES OF EMPLOYEES

Employees are responsible for relating to fellow employees, management and customers in a professional and respectful manner. Employees are responsible for reporting suspected instances of harassment, sexual harassment and discrimination to management for investigation, assisting in the investigation process as required, and maintaining confidentiality of the complaint and investigation process.

5. COMPLAINT PROCESS

If an employee feels that they have been discriminated against, bullied, sexually harassed, or vilified, they should not ignore it.

Council encourages employees to try to resolve the matter with the person involved in the first instance. However, Council acknowledges that employees may not always feel confident with this approach.

Where an employee feels they cannot address the matter directly with the person involved, or they have done so, and this has not stopped the behaviour, they can make a complaint to their immediate Supervisor, Manager, Human Resources, or a Director.

If an employee or contractor witnesses discrimination, bullying, sexual harassment or vilification in the workplace they should encourage the other person to speak up or seek support. Otherwise, the person who witnessed the incident could also make a complaint.

All complaints will be dealt with confidentially and all participants must maintain confidentiality. Depending on the circumstances surrounding the complaint, it may be necessary for Council to conduct an investigation into the incidents and/or allegations. Investigations will be conducted by an appropriate officer.

Council advocates that at anytime during this process employees can contact the Employee Assistance Program (EAP). All employees of McKinlay Shire Council have access to an Employee Assistance Program that is a confidential counselling service that can help employees deal with personal and work matters, for example, financial, caregiver health or relationship concerns. The service is accessible by Council employees and their dependent family members. The EAP provider can be contacted at 07 4749 8000.

No employee or contractor will be subject to adverse actions or victimisation, as a result of making a complaint.

Employees and contractors can also make a complaint and seek remedies or orders from an external organisation, depending on the specifics of their matter. External complaints can be directed to:

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- Queensland Industrial Relations Commission;
- Work Health and Safety Queensland;
- Anti-Discrimination Commission Queensland;
- Australian Human Rights Commission; and
- the Police.

BREACHES OF POLICY

Discrimination, bullying, sexual harassment and vilification is taken very seriously by Council and will not be tolerated. Employees found in breach of this policy and to have participated or abetted discrimination, bullying, sexual harassment and/or vilification of another employee, employee group or contractor, will be subject to disciplinary action up to and including dismissal.

6. CONTACTS FOR OUTSIDE AGENCIES

Australian Human Rights Commission

Website:

<https://humanrights.gov.au/about/contact>

Toll Free: 1300 656 419

Queensland Government website on Workplace

Rights: <https://www.qld.gov.au/law/your-rights/workplace-rights>

Anti-Discrimination Commission (QLD)

Website: <https://www.qhrc.qld.gov.au/>

Toll free: 1300 130 670

7. ASSOCIATED DOCUMENTS

- Code of Conduct
- Performance and Misconduct Policy / Disciplinary Procedures
- Complaints Management Policy

8. RELEVANT INFORMATION

Industrial Relations Act 2016

Anti-Discrimination Act 1991

Work Health and Safety Act 2011

Local Government Act 2009

Sex Discrimination Act 1984 Cth

Age Discrimination Act 2004 Cth

Racial Discrimination Act 1975 Cth

Disability Discrimination Act 1992 Cth

Australian Human Rights Commission Act 1986 Cth

Local Government Regulations 2012

Public Sector Ethics Act 1994

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8.6 Subject: Employee Code of Conduct Review
Attachments: Employee Code of Conduct
Author: Director Corporate and Community Services
Date: 19 September 2025

Executive Summary:

McKinlay Shire Council Employee Code of Conduct v3.0 is past its revision date and subsequently has been reviewed by Council's Executive Management Team.

Recommendation:

That Council resolves to adopt the Employee Code of Conduct version 4.0 as presented.

Background:

The Employee Code of Conduct v3.0 is due for review in August 2025. It has now been reviewed to make the policy current and fit the current needs of the organisation.

Comments:

The main changes include the inclusion of brief references to important areas that reflect MSC's ethical standards and workplace practices:

- ***Ethics and compliance:*** human rights, confidentiality and privacy, fraud and corruption and public comments
- ***Workplace interactions:*** respectful behaviour, equal employment opportunities, discrimination and harassment, safety, health and the environment.

These references are essential to workplace behaviour and culture, and their inclusion in the Employee Code of Conduct ensures they remain visible and clear to all employees. As the first point of reference for staff, the Code of Conduct highlights critical areas that must stay top-of-mind, even if the full details are in separate policies.

Legal Implications:

Nil

Policy Implications:

Adoption of the presented policy version 4.0 will revoke all previous versions of the Employee Code of Conduct.

Consultation:

Chief Executive Officer and Director Engineering Services

Financial and Resource Implications:

Nil

InfoXpert Document ID: 135558



CODE OF CONDUCT

1. POLICY PURPOSE

A Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with your rights as a private citizen or a ratepayer.

The Code does not cover every situation. However, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your team leader/supervisor/Director and by Council.

A 'Guide for ethical decision-making' is included at [Appendix B](#) to help you in situations not covered by the Code.

2. LEGISLATIVE PRINCIPLES AND CORPORATE VALUES

The *Public Sector Ethics Act 1994* (QLD) identifies four ethics principles fundamental to good public administration that guide our behaviour as Public Officials and form the basis for a local government Code of Conduct. The four principles are:

1. Integrity and impartiality;
2. Promoting the public good;
3. Commitment to the system of government; and
4. Accountability and transparency.

The *Local Government Act 2009* (QLD) sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires Council's actions are consistent with the following local government principles:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors.

These legislated principles, together with Council's corporate values, form the basis of this Code of Conduct. They apply to all employees and guide our thinking, actions and decision-making.

The values we share as employees of Council are:

1. Passion for McKinlay Shire Council area and its people
2. Responsive customer service
3. Respect for people

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4. Courage to make a difference
5. Working together
6. Getting things done
7. Value for money.

3. POLICY STATEMENT

We are in the business of providing community value. This means that, among other things, we ensure our day to day conduct is of a high standard - in keeping with the trust held in us by the Community. This Code provides an outline of minimum behavioural standards required of all employees of the Council, regardless of employment status.

Council conducts its business with integrity, honesty and fairness and complies with all relevant laws, regulations, codes and corporate standards.

Everyone working for Council must follow the highest standards of behaviour when dealing with customers and each other. Our leaders must encourage a culture where ethical conduct is recognised, valued and followed at all levels.

Council actively supports, encourages and develops its employees to:

- work safely;
- be customer focused;
- use technology and Council assets effectively;
- adapt to changes;
- improve their own capabilities; and
- contribute to Council's Community, Corporate and Operational Plans.

4. APPLICATION OF THE POLICY

All Council employees (regardless of their employment status, role or position – e.g. permanent, temporary, casual or part-time employees, managers, supervisors, team leaders, team members or individuals), contractors, consultants, volunteers and students (workers) must be familiar with and follow the spirit and content of the Code of Conduct.

The Code is concerned with our conduct as Public Officials and behaviour as individuals at work and outside the workplace where particular behaviour may be directly related to our employment and Council activities and in other circumstances where our actions may impact upon the reputation and activities of Council.

5. POLICY CONTENT

Ethical Principles, Values and Conduct

1. The First Principle – Integrity and Impartiality

Public Sector Ethics Act 1994 (QLD) section 6 states:

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“In recognition that public office involves a public trust, public service agencies, public sector entities and Public Officials seek to promote public confidence in the integrity of the public sector and—

- 1. are committed to the highest ethical standards; and*
- 2. accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and*
- 3. show respect towards all persons, including employees, clients and the general public; and*
- 4. acknowledge the primacy of the public interest and undertake that any Conflict of Interest issue will be resolved or appropriately managed in favour of the public interest; and*
- 5. are committed to honest, fair and respectful engagement with the community.”*

This means employees should, for example:

- Avoid acting in a way that may cause public concern about the integrity of the council
- Provide expert and comprehensive advice to Elected Officials in accordance with operating guidelines
- Ensure that individual behaviour is not harassing or discriminatory
- Disclose all conflicts of interest
- Avoid favouritism in employment matters
- Act honestly and disclose fraud, corruption and maladministration.

The following standards of behaviour are required:

1.2 Conflicts of Interest

When making decisions, you must declare any conflicts of interest that could affect your objectivity in carrying out your duties.

A Conflict of Interest involves a conflict between your official duties and responsibilities in serving the public interest and your private interests. A Conflict of Interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise. This includes advantages to relatives and friends.

If you believe you have a Conflict of Interest, whether real, potential or perceived, you must tell your team leader/supervisor/Director promptly. Your team leader/supervisor/Director will then provide further direction on how to resolve the matter giving rise to the Conflict of Interest.

Until the matter is resolved, you must make sure you are not part of any decision-making processes related to the matter.

If you feel you have a Conflict of Interest between professional and corporate values, discuss it with your team leader/supervisor/Director.

Where required by Chapter 8, Part 5 of the *Local Government Regulation 2012* (QLD) you may be required to supply details of interests to the CEO or Mayor to be included in a Register of Interests and ensure particulars contained in a Register of Interests remain current and correct.

1.3 Influences on decision-making

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You must not influence any person in an improper way with the aim to obtain personal advantage or favours.

All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record-keeping and showing how decisions were made.

You must not in any way misrepresent your qualifications, experience or expertise in any recruitment and selection process.

[Appendix B](#) has more information about how to undertake ethical decision making: see 'A guide to ethical decision-making'.

You must ensure that any contact with lobbyists complies with any Policy of Council and the requirements of the *Integrity Act 2009* (QLD) (as outlined at [Appendix C](#)).

1.4 Accepting Gifts and Benefits

Occasionally you may be offered gifts or benefits from people with whom you do business.

Pursuant to the *Local Government Act 2009* (QLD) s199, it is an offence for an employee to ask for, or accept, a fee or other benefit for doing something as a local government employee. However, this does not apply to remuneration paid by Council or a benefit that has only a nominal value.

The acceptance of Gifts or Benefits of a nominal value may be permitted in limited circumstances, however as a rule you must not accept any gifts or benefits if there is a possibility that in doing so, you could create a real, potential or perceived Conflict of Interest or be seen to be receiving a bribe.

The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties, or whether people are likely to believe that you could be influenced.

For example, ask yourself if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment.

Where required by Chapter 8, Part 5 of the *Local Government Regulation 2012* (QLD), senior contract employees (including the CEO and Councillors) must ensure that gifts are recorded in their Register of Interests.

1.5 Employment outside Council

It is not Council's intention to stop people from holding secondary employment over and above your official duties as a Council employee. Approval for secondary employment is automatically granted for you to undertake private employment outside of your normal working hours as long as the following requirements are met:

- a) That no Conflict of Interest exists or develops, between private employment and your official duties.
- b) That your private employment has no effect on the performance of your official duties. This includes effects from a safety/fatigue management perspective.
- c) That your private employment does not involve use of Council resources (physical, technological or intellectual); and
- d) You must ensure that your work outside Council continues to meet the requirements at (a); (b) and (c); and
- e) Pursuant to the *Local Government Act 2009* (QLD) s198, where you seek to be employed by more than 1 local government at the same time, approval of each of the local governments is required prior to you being appointed to the second position.

Although you do not need written approval, if you undertake voluntary work or a hobby you also need to ensure that these activities meet the above requirements. If you are unsure, you should discuss this with your team leader/supervisor/Director.

1.6 Public Comments on Council Business

As a general rule, Councillors and the Chief Executive Officer may comment publicly on Council business. Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments.

If you are asked to comment on any Council matter via the media or other public relations firms, you should do so only with express permission from the Chief Executive Officer.

You must also ensure that to the extent you collect, handle or give access to personal information, you comply with Council's Information Privacy Policy and the Privacy Principles outlined under the *Information Privacy Act 2009* (QLD). A copy of the Privacy Principles as applying to Council is outlined at [Appendix D](#).

1.7 Advice given to Elected Officials

Councillors may, from time to time, ask local government employees for advice for the purpose of assisting the Councillor carry out their responsibilities under the *Local Government Act 2009* (QLD). Where requests for advice are made, these must be consistent with the Councillor Code of Conduct and the 'Acceptable Requests Guidelines' which has been adopted by resolution of Council. Council employees have a responsibility to provide such relevant advice as requested by a Councillor, and in doing so must ensure that such advice is thorough, responsive, objective, independent, apolitical and impartial. Furthermore, the employee is required to fully inform the CEO of the interaction with a Councillor.

Where an employee believes that a request for advice by a Councillor is not in accordance with Council's adopted 'Acceptable Requests Guidelines, you must discuss this with the CEO.

Similarly, it is inappropriate for employees to approach Councillors with queries or concerns regarding staffing or operational matters

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1.8 External Activities

Council supports and is committed to ensuring all staff are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing. However, you must make sure that your participation in such activities does not cause either a Conflict of Interest, and/or unduly restricts the performance of your official duties with Council.

You must not allow your involvement in any external organisation to intrude upon your duties, as a Council employee, which includes Council's confidence in you to give sound advice to Council that is objective, independent, apolitical and impartial.

You are not to take part in political affairs whilst on duty. Council's IT systems, including internet access and email, Council newsletters and workplaces must not be used for political messages or circulating defamatory or disparaging remarks against individuals, groups or Council itself.

If you comment publicly in connection with external activities, you must make a clear distinction between your opinion as a member of the external organisation, and your opinion as a Council employee.

You must not use your role in Council, Council information, or information gained in the course of your official duties as a Council employee, to advance your position or standing within an external organisation, nor for the benefit or promotion of an external organisation. You must not provide Council information to members of other groups or related persons, except where this information is publicly available.

As a member of an external organisation, you need to be aware that participating in activities in the public arena, where you may be identified as a Council employee, can give rise to a perception of Conflict of Interest in some circumstances. Where such a situation arises, you must declare and manage the conflict in accordance with this Code of Conduct and any other relevant policy adopted by Council.

1.9 Behaviour towards each other

Employees should treat other employees with respect, honesty, courtesy, fairness, sensitivity and dignity, regardless of their employment status within the council.

This includes being tolerant of, and not dismissing the views held by others, which may be different from the employee's own view. As members of an increasingly multicultural and tolerant society, employees must make all reasonable efforts to gain an understanding and appreciation of cultural, gender, religious, and sexual differences.

Employees who supervise or manage other employees have a special responsibility to model this kind of behaviour, and to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them at work when dealing with internal and external customers.

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Council values diversity, and expects all its employees, contractors and volunteers to accommodate and respect different opinions and perspectives, make reasonable efforts to gain an understanding and appreciation of cultural differences, and manage interpersonal disagreements by rational and respectful discussion.

Employees must not behave towards any other person in a way that could be perceived as intimidating, overbearing or bullying, or that may constitute unwelcome conduct of a sexual nature. This includes assault as defined in the *Criminal Code Act 1899* (QLD) (see section 245), and unlawful stalking (see section 359B).

Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow employees and actively and willingly take part in team activities (eg. team meetings). Staff in leadership positions (such as Supervisors, Team Leaders, Managers and Directors) are expected to behave in an exemplary manner and lead by example regarding their overall conduct. This includes but is not limited to an obligation to:

- behave in accordance with the Code of Conduct and all of Council's policies;
- maintain open and honest face to face communication with their staff;
- treat staff fairly, equitably and consistently;
- provide training and development opportunities to staff;
- ensure staff understand performance expectations and provide clear and constructive feedback regarding performance;
- address performance issues promptly;
- ensure staff can operate in a safe and healthy environment;
- intervene at the earliest possible opportunity and address any inappropriate behaviour; and
- encourage teamwork

1.10 Discrimination and harassment

Council is committed to creating and maintaining a workplace free from discrimination and harassment. Employees must not discriminate against, harass (including sexually harass), bully, insult, intimidate or mistreat customers, employees or members of the public.

Managers are expected to provide leadership in eliminating bullying and other aggressive or coercive behaviours.

1.11 Human Rights

Council is committed to creating and maintaining a workplace that values and recognises people's human rights. Human rights recognise the inherent value of each person, regardless of background, where we live, what we look like, what we think or what we believe.

They are based on principles of dignity, equality and mutual respect, which are shared across cultures, religions and philosophies. They are about being treated fairly, treating others fairly and

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having the ability to make genuine choices in our daily lives. Respect for human rights is the cornerstone of strong communities in which everyone can make a contribution and feel included.

1.12 Equal Employment Opportunity (EEO)

Council is strongly committed to ensuring that the principles of EEO and equity are integral to all management processes, working conditions and to all aspects of service delivery.

Employees must ensure that they have a thorough understanding of EEO and anti-discrimination obligations and are familiar with council's Policies relating to EEO and anti-discrimination.

1.13 Safety, health and the environment

Council is committed to zero harm in the way we conduct our business and activities.

Council will endeavour to ensure that persons are free from:

- death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have a duty of care to both fellow employees and members of the public.

For more information refer to Council's Health and Safety Policy

2. The Second Principle – Promoting The Public Good

Public Sector Ethics Act 1994 (QLD) section 7 states

"In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public officials –

- (a) accept and value their duty to be responsive to both the requirements of government and to the public interest; and*
- (b) accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and*
- (c) accept and value their duty to manage public resources effectively, efficiently and economically; and*
- (d) value and seek to achieve excellence in service delivery; and*
- (e) value and seek to achieve enhanced integration of services to better service clients."*

This means employees should, for example:

- Manage all forms of public resources in accordance with the program goals
- Use or manage customer's money in accordance with council policy
- Ensure terms of any grants and funding agreements are complied with
- Allocate resources consistent with council policy
- Ensure that customers are treated with respect and know their rights

The following standards of behaviour are required:

2.1 *Customer service*

As a Council employee it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.

All Council employees serve ratepayers directly or indirectly. If your role in Council involves regular contact with the public, it is important to know how to deal comfortably and calmly with difficult situations and difficult people.

You are expected to treat complaints from customers, ratepayers, and the community or fellow employees seriously and respond to constructive feedback as an opportunity for improvement.

Customers have a right to complain or criticise Council. Council expects its employees to show respect towards complainants. While you must make all reasonable efforts to help customers lodge complaints, if you think a situation is threatening or intimidating, you are entitled to withdraw. If in doubt, ask for help from a more experienced colleague, or a team leader/supervisor/Director. Council will support any employee who believes they are under threat from a member of the public.

2.2 *Corporate Image*

Council's image can be impacted by the presentation of staff. Council requires its office-based employees to appear neat and tidy and maintain a professional business standard of dress. If you are unsure about what constitutes appropriate dress please discuss this with your supervisor or refer to Council's Uniform Policy. Where you have been provided with Council uniforms, you are required to wear all components of the uniform without alteration (other than alterations designed to ensure a proper fit) and ensure that uniforms are clean and tidy. If you are a supervisor you are expected to ensure that staff are appropriately presented at all times.

Should employees find themselves in a public area and still in uniform when off duty, they must always be aware that they may be perceived as representing council and must act accordingly.

2.3 *Use of resources*

Council's resources include property, plant, equipment, information systems, computing resources, goods, products and valuables. All resources must be used economically, efficiently, carefully, protected from misuse or theft and stored, maintained and repaired in good working order. All employees share the responsibility for looking after Council resources and must also avoid waste or extravagance, ensuring that resources are used only for legitimate activities of Council.

Council resources are not to be consumed or borrowed for personal use. Where materials are set aside for a particular job and are not completely used, the remaining material is to be returned to stock for future use. You must not store personal files on Council's IT assets. Any files stored on, or information accessed using Council assets, are discoverable by Council.

Date of Approval: 15th October 2025
Approved By: Council Resolution

Effective Date: 16/10/2025
Version: 4.0
Review Date: September 2028

Council allows limited personal use of electronic mail and World Wide Web browsing, subject to and in accordance with Council Policy. Limited personal use means use that is infrequent and brief, and is performed during your non-paid time, that is, before and after work or during meal breaks.

You can use telephones on a limited basis for local calls that you cannot make conveniently outside working hours.

Council vehicles are a significant and valuable part of Council's resources and must be treated with care. When using Council vehicles, employees must be aware that they are subject to public scrutiny and ensure that the vehicle is used in a safe and efficient manner at all times. If employees have approved personal use of a Council vehicle, they must ensure that it is used and maintained in accordance with relevant Council policy and contractual agreements. Upon conclusion of your employment with Council, you must return all Council property and work-related documents immediately

2.4 Fairness to suppliers

Council's contracting activities are regulated pursuant to the *Local Government Act 2009* (QLD) s104. Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect sound contracting principles as defined pursuant to the *Local Government Act 2009* (QLD) s104 (3). You must ensure you comply with the sound contracting principles as defined by the *Local Government Act 2009* (QLD) s104(3) and the Council Procurement Policy, and follow all Council procedures when seeking suppliers for goods or services. If you have been approved to be involved in offering contracts or buying goods and services from outside Council, you must be sure you have taken reasonable, fair and consistent steps to allow all potential suppliers to bid for work.

You also need to ensure that you do not incur any liability or enter into any contract on behalf of Council, or alter the terms or conditions of any contract which Council has already entered, unless you are authorised to do so.

2.5 Public money

You must maintain high standards of accountability if you collect and use public money.

You are not to borrow or use Council money for private purposes. This also applies to items such as taxi vouchers or other vouchers.

Officers using Council monies for the purpose of entertainment and/or hospitality expenditure on Council's behalf must do so strictly in accordance with McKinlay Shire Council's Entertainment and Hospitality Policy.

2.6 Intellectual property and Record keeping

Council expects its employees to ensure that their actions do not breach or infringe the *Copyright Act 1968* (Cth), by unlawfully using the intellectual property of any individual or organisation.

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Approved By: Council Resolution

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You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council and which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it. Similarly you must not store or copy audio, video or image files, printed media and software on Council assets without an appropriate license or approval. Where this is unclear you must seek written approval before arranging to publish, disclose or reproduce any articles or materials as part of your official duties.

Any original work, invention or product you have contributed to in association with your official duties as a Council employee remains the property of Council. Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority. This does not stop you from sharing with other organisations information relating to your official duties. However, if you do, and if you are unaware of whether such action may breach this Code, you must first seek clarification from your supervisor/manager.

The *Public Records Act 2002* (QLD) requires Council to maintain full and accurate record of its activities. This Act also outlines that Council officers must manage records responsibly and it specifically states that unlawful disposal of a record by any person is a criminal offence punishable by law.

Obligations also under this Act are consistent with the *Right to Information Act 2009* (QLD) and the *Information Privacy Act 2009* (QLD) stating that all Council employees must maintain proper records to assist performance and accountability, ensuring records are managed as openly as practicable, and that contents may, in specified circumstances, become known to the public

2.7 Concern for the environment

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution. This includes individual responsibility for our own actions (e.g. taking care in disposing of waste and using and storing chemicals, reducing energy consumption and waste in our work spaces where we can and applying high standards of environmental protection across the region).

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm: Refer to Chapter 7, Part 1 of the *Environmental Protection Act 1994* (QLD).

3. The Third Principle – Commitment to the system of government

Public Sector Ethics Act 1994 (QLD) section 8 states:

In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Public officials -

- (i) accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and*

- (ii) are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and*
- (iii) accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.*

Subsection (1) does not limit the responsibility of a public service agency, public sector entity or Public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy, or is a customary feature of the work of the agency, entity or official.

This means employees should, for example:

- Ensure individual actions are in accordance with legislation and council policy
- Exercise powers lawfully
- Use powers and resources for the purpose for which they were intended

The following standards of behaviour are required:

3.1 Acting within the law

As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law. When you have recorded your suggestion or concern you are required to work as directed by your team leader/supervisor/Director, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager.

If you are charged with having committed any indictable offence, are subject to an indictable offence conviction, or are subject to a summary conviction, you should immediately report the circumstances to your divisional manager. Such disclosure shall be treated as confidential.

3.2 Public Comments

As a general rule, councillors comment publicly on council business. Council business can be topical, sensitive and controversial and the issuing of public comments is guided by Council Policy.

However, the rights of employees to free speech is acknowledged. Where an employee feels the need to speak out in public in a private capacity on a political or social matter, they should adhere to the following:

- It should be made very clear that the employee's personal views are being expressed and that these do not represent the views of council

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- Think about what is being said or written and how it might be perceived
- Avoid any comment that may be perceived as being made on behalf of council rather than a personal view
- Ensure that any comments do not compromise the employee's ability to be unbiased in their work and their decisions
- Avoid comments that compromises the ability of other council employees to undertake their duties in an unbiased way
- Avoid any comments that amounts to criticism sufficiently strong or persistent to give rise to the public perception that the employee is not prepared to implement or administer the policies of council or the Government of the day as they relate to their duties
- Avoid any comments that amounts to criticism or perceived criticism of council decisions, operations or direction
- The comments should not lead to a breach of confidentiality
- Be mindful that they show respect for the opinions of others, do not injure a person's reputation or create a basis for defamation action

The above applies to all public arenas including but not limited to, social networking websites such as Facebook, Instagram, community email, etc., letters or public/ community meetings.

3.3 *Raising concerns*

You have the right to comment on or raise concerns with your team leader/supervisor/Director about Council policies, practices or priorities where they impact on your employment. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views. Further, you must accept that Council has the right to determine its policy, practices and priorities and that you must comply with all reasonable and lawful instructions, whether or not you personally agree with a given policy direction.

When raising complaints or grievances, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed, and such complaints may be managed as acts of misconduct in accordance with the Council's Performance and Misconduct Policy / Disciplinary Procedures.

3.4 *Fraud and Corruption*

Fraud and corruption pose a serious risk to council. The potential damage extends well beyond any financial losses but threatens both council's integrity and that of the individual.

It is the responsibility of all employees to prevent fraud. Employees have an obligation to prevent fraud and corruption, and all employees have a duty to report suspected fraud or corruption. It is unacceptable for any Councillor, employee or associated party to engage or participate in corruption or fraud. Please refer to the Fraud Policy and Fraud Control Plan.

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4. The Fourth Principle – Accountability and transparency

Public Sector Ethics Act 1994 (QLD) section 9 states:

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials -

- (a) are committed to exercising proper diligence, care and attention; and
- (b) are committed to using public resources in an effective and accountable way; and
- (c) are committed to managing information as openly as practicable within the legal framework; and
- (d) value and seek to achieve high standards of public administration; and
- (e) value and seek to innovate and continuously improve performance; and
- (f) value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Public Officials.

This means employees should, for example:

- Perform their duties to the best of their ability
- Carry out lawful and reasonable instructions
- Perform individual functions fairly and equitably

The following standards of behaviour are required:

4.1 Procedural Fairness

Procedural fairness or “natural justice” is integral to fair and proper administrative decision making. It is concerned with ensuring a fair and correct decision is reached. Procedural fairness involves:

- Decision makers informing individuals of the case against them or their interests
- Giving them a right to be heard and present their case
- The decision makers not having a personal interest or bias in the matter
- Ensuring that a decision is based upon sound reasoning and relevant evidence

4.2 Acting in accordance with delegations and signing documents on behalf of Council

If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the Chief Executive Officer you must ensure there exists an appropriate delegation pursuant to State or Federal legislation that allows you to exercise the power. Refer to Council’s Register of Delegations.

The following persons are the only persons who may sign a document on behalf of Council:-

- (i) the Mayor;
- (ii) a delegate of Council, such as the CEO; or

- (iii) a Councillor or Council employee who is authorised, in writing, by the Mayor or CEO to sign documents.

4.3 *Diligence, care and attention*

Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes:

- maintaining punctuality and not being absent from your work station/location during work time without reason;
- giving priority to official duties over personal activities during work time;
- ensuring you do not undertake personal work during work time;
- not wasting time chatting about personal matters and interrupting other staff;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working;
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

If you are responsible for managing or supervising others, you must also ensure that:

- you model the values and principles outlined in this Code and ensure that employees within your area of responsibility understand and comply with the Code;
- you do not come under a financial obligation to any employee you supervise or manage;
- your work and the work of those you supervise contribute to the achievement of Council's goals;
- employee performance is monitored and individuals are given constructive and regular feedback on their performance in line with procedures;
- where practicable, employees are given training opportunities to assist them in developing their careers;
- employees are provided with information that is vital for effective work performance;
- the opinions of employees are respected and considered;
- workloads are fairly distributed;
- resourcing for a work team is neither excessive nor inadequate for the job;
- employees who collect, handle or disburse public money are properly supervised;
- employee work times, overtime, allowances and absences are correctly recorded on time/flex sheets and pay summary reports;
- appropriate action is taken if breaches of this Code occur.

4.4 *Attendance at and absence from duty*

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You are expected to follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Council's operational efficiency depends on your punctuality and attendance at your work station/location. If you are unavoidably detained you are required to advise your team leader/supervisor/Director as soon as reasonably possible before your expected start time.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

4.5 Self-development

All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance: refer to *Local Government Act 2009* (QLD) s13. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities. This may include accessing the study assistance program, learning new work duties, participating in project work or undertaking internal or external training.

4.6 Confidentiality and Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive and which could be harmful to a person's interest if released. If you have access to this information, it is with the condition that it will only be used for specific Council purposes and will remain secure and confidential. You must only access such information and records if you are authorised to in order to perform your official Council duties and you must not share it in any way with anyone who does not have a legitimate right to access it.

If you leave a work area of Council and take up employment in another area of Council, or leave Council altogether, you must continue to respect the confidentiality of the information that you may have had access to in the course of your duties.

You must ensure that the collection, storage and use of personal information is done so in accordance with the Privacy Principles outlined in the *Information Privacy Act 2009*. Only certain employees specifically delegated by the CEO can provide access to information requested under the *Right to Information Act 2009* and *Information Privacy Act 2009*.

You must preserve the confidentiality of Council's information. Unauthorised release of any non-public information is a breach of Council policy and may be a legal offence. Union Representatives

and Delegates may have access to confidential information about Council employees in the normal course of their duties but must not access, share or use that information for other purposes

6. BREACHES OF THE CODE

Council expects all employees whilst engaged in official duties, to ensure they demonstrate the basic standards of acceptable conduct as enshrined in this Code. All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and/or varies from time to time.

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee, and which may include dismissal. All suspected breaches will be dealt with on a case by case basis.

Suspected Official Misconduct must be referred to Council's Chief Executive Officer, and the Chief Executive Officer has a duty to notify the Crime and Corruption Commission of the suspected Official Misconduct.

In cases where a suspected breach of this Code is under investigation, and if the Chief Executive Officer deems it appropriate and believes disciplinary action in some form will occur, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.

All disciplinary action taken by Council against an employee for suspected breaches of this Code will be in accordance with Council's Performance and Misconduct Policy /Disciplinary Procedures and in compliance with Council's obligations pursuant to Part 3 of Chapter 8 of the *Local Government Regulation 2012* (QLD).

7. IF YOU HAVE A CONCERN

The *Public Interest Disclosure Act 2010* (QLD) and the *Public Sector Ethics Act 1994* (QLD) aim to create a work environment where public sector and local government employees understand and maintain appropriate standards of conduct.

Where you honestly believe on reasonable grounds that you possess information about another Council Officer's conduct that relates to:

- Official Misconduct; or
- maladministration that adversely affects a person's interests; or
- a substantial misuse of public resources, other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure; or
- a substantial and specific danger to public health or safety; or
- a substantial and specific danger to the environment

you have the right to make a Public Interest Disclosure to a proper authority subject to, and in accordance with, the *Public Interest Disclosure Act 2010* (QLD).

Should you wish to make such a disclosure please contact:

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- internally, the Director Corporate and Community Services; or
- externally, in accordance with Division 2 of the *Public Interest Disclosure Act 2010* (e.g. Crime and Corruption Commission, Anti-Discrimination Commission etc).

8. PUBLICATION

In accordance with the requirements of section 20 of the *Public Sector Ethics Act 1994*, the Chief Executive Officer will keep printed copies of the Code available for inspection at the Council Administration Office and the Depot Administration Office and Council will publish the Code on its public website for all employees to access.

9. TRAINING

Education and training about public sector ethics will be offered at induction and as frequently as the Chief Executive Officer determines.

10. AUTHORITY

In accordance with Section 16 of the *Public Sector Ethics Act 1994*, the following consultation process was followed in development of this Code:

Consultation process

This Code was approved by the Chief Executive Officer in accordance with Section 17 of the *Public Sector Ethics Act 1994*.

11. FURTHER ASSISTANCE

If you read the Code and are still unsure of how it applies to you, it is important that you discuss this with your manager, team leader or divisional manager. In most cases, they will be able to answer your enquiries.

If you have concerns about approaching any of these people, contact the next most senior person in your area.

Alternatively, you might wish to contact the Director Corporate and Community Services.

There are McKinlay Shire Council Policies underlying this Code of Conduct. You are required to read and understand the policies that govern your employment with council.

12. RESPONSABILITIES

We are all responsible for implementing the Code in our workplace.

All employees are responsible for ensuring that their behaviour reflects the standard of conduct in the Code and builds a positive workplace culture.

Leaders have a special responsibility to support employees in achieving the goals of the Code and to lead by example. In this Code, a leader is any employee with supervisory responsibilities, such as a Directors, Manager, Supervisor, Team Leader, Leading Hand or Coordinator.

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APPENDIX A - Definitions

Benefit – means something that is similar to a Gift in that it is of value to the recipient, but it is less tangible in nature (e.g. a new job or promotion, preferential treatment, or access to confidential information).

Conflict of Interest – means a conflict between a Council employee's work responsibilities and their personal or private interests. A Conflict of Interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent).

A real Conflict of Interest is a conflict between the employee's duties and their private interests. For example Ron is on a recruitment and selection panel and his sister is applying for a position to be decided by that panel.

A perceived Conflict of Interest arises where a person is likely to believe an employee's private interests could improperly influence them at work. Such a perception is judged having regard to what a fair and reasonable member of the public could be expected to believe. For example Frida works for Council as a community grants funding program manager. On the weekend she plays tennis with the director of a community organisation applying for funding through the funding program Frida is managing. A reasonable person is likely to believe that Frida could be improperly influenced by the relationship she has developed with the director at tennis.

Types of interests – interests can be financial, non-financial, personal, private, family or business.

A financial interest is when the employee could gain a personal financial benefit including having shares, receiving gifts, benefits or bribes or receiving hospitality or travel. For example Kim's partner owns a company which is tendering for work with Council.

Some examples of non-financial interests are below.

- (a) You work in the strategic procurement area and one of your regular fishing friends asks you to keep an eye on his tender application.
- (b) You work in the funding application area and you are also president of a local group applying for funding from Council.
- (c) You work in the development applications area and your children's school will be affected by a new development and the development proposal has been submitted to Council for approval.

Gift – means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay, or given to create a feeling of obligation.

Impaired by the effects of alcohol or drugs means:

- for employees operating/driving heavy vehicles and buses, a blood alcohol content greater than 0.00% (consistent with Queensland Transport Regulations);

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- for employees driving light vehicles or operating mechanical tools or equipment, a blood alcohol content equal to or greater than 0.05% (consistent with Queensland Transport Regulations);
- for all employees – a positive drug test result in excess of the cut-off levels specified in Australian Standard AS 4308 (urine testing) and/or Australian Standard AS4760 (saliva testing); and/or physical or mental condition and/or behaviour which limits the employee's ability to undertake work in a safe and effective manner.

Indictable offence – means a crime or misdemeanour for which an offender cannot, unless otherwise expressly allowed, be prosecuted or convicted except upon indictment.

Indictable offence conviction – means a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded, in relation to an indictable offence.

Limited Personal Use (Electronic Mail and World Wide Web) – means the following:

- Use that is infrequent and brief and is performed during the employee's non-paid time. That is, before and after work or during meal breaks.
- Use that does not breach this Code of Conduct, Council policy, *Public Sector Ethics Act 1994* (QLD), *Local Government Act 2009* (including Regulations) (QLD), *Crime and Corruption Act 2001* (QLD) or related State and Federal legislation and regulations.
- Personal use is activity conducted for purposes other than undertaking official business, professional duties, and/or professional development.
- Personal use refers to personal related activities which do not interfere with the operations of the Council.
- Examples of permitted limited personal use of the internet include:
 - (a) internet access that is incidental to employment or personal business transactions such as accessing government information sites and online banking and bill paying;
 - (b) participation in approved online training or personal development programs;
 - (c) sending or receiving infrequent personal messages by email, providing the content of the message does not breach Council's Code of Conduct or Corporate Policies.
- Examples of limited personal use of the internet that is NOT permitted (not an exhaustive list) include:
 - (a) gambling (including gaming, online betting, bookmaker odds, lottery pages, bingo, football tipping);
 - (b) games (including traditional board games, card games and role playing games, for example, Solitaire and World of Warcraft);
 - (c) participation in online auctions (including eBay);
 - (d) dating (including the use of online dating services);
 - (e) downloading and storage of music, video files and pictures (including the use of YouTube, iTunes, Napster, BitTorrent and similar sites/programs);

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- (f) accessing social networking sites (including Facebook, Twitter, MySpace and similar sites) unless the use is directly connected with your duties, is for the purpose of communicating approved Council publications and/or media releases and has been approved by your team leader/supervisor/manager;
- (g) accessing, downloading, storing or sending racially and/or sexually offensive, obscene and/or other threatening, belligerent or libellous electronic communications.

Official Misconduct – means wrongdoing by a public sector official (including police) in carrying out their official duties or exercising their powers. It must involve one of the following:

- (a) dishonesty or lack of impartiality;
- (b) a breach of the trust put in a person by virtue of their position; or
- (c) a misuse of officially obtained information.

It must also be a criminal offence or serious enough to justify dismissal of the person from their position.

Public official – means an employee of Council.

Summary conviction – means a summary conviction of an Indictable offence by a Magistrates Court.

APPENDIX B - A guide to ethical decision-making

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Step 1: Assess the situation.

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principles does it relate to? Why?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

Step 2: Look at the situation from Council's viewpoint.

- As a Public official, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

Step 3: How would others see your actions?

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a Conflict of Interest?
- Will your decision or action stand up to public scrutiny?

Step 4: Consider the options.

- Ask your team leader/supervisor/manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

Step 5: Choose your course of action.

Make sure your actions are:

- within your power to take, legal and in line with policy and this Code;
- fair and able to be justified to your manager and the public;
- documented so a statement of reasons can be supplied;
- consistent with Council's mission, goals and values; and
- backed by advice from Council specialists, if this is appropriate.

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APPENDIX C – Contact with Lobbyists

The following guide is designed to help you deal with lobbyists appropriately and in compliance with provisions of the *Integrity Act 2009*.

1. Contact by Registered Lobbyists

Councillors and Council employees who receive contact from a lobbyist must establish whether the lobbyist is registered. The Lobbyist Register may be viewed at:

<https://www.integrity.qld.gov.au/lobbyists/the-lobbying-register.aspx>

Councillors and Council employees who receive contact by a registered lobbyist must create a record of that contact and forward the following core information to the Chief Executive Officer:

- Date of Contact
- Name and title of Councillors and Council employees present
- Name and title of Lobbyist/s present
- Name and title of Lobbyist's clients/s present
- Method of contact (e.g. telephone call)
- Purpose of contact (e.g. follow up of progress with application)
- Brief description of issue
- Outcome of contact

2. Contact by Unregistered Lobbyists

Councillors and Council employees must not engage in lobbying activity with unregistered lobbyists. If you reasonably believe someone is an unregistered lobbyist and undertaking a lobbying activity, please follow the below steps:

1. Advise the person (in a professional manner) that you believe that:-
 - (a) This contact may be a "lobbying activity" under the *Integrity Act 2009*;
 - (b) You are required under that Act to seek some clarification as to the person's standing as a unregistered lobbyist under the *Integrity Act 2009*;
 - (c) You can no longer discuss with this person any lobbying activity matters, but you can assist with any "unrelated lobbying activity" discussions.
2. Make a note of the person's details and circumstances of the lobbying activity (i.e. time, date and place of incident, who were the people involved in the incident and how you believe this was a "lobbying activity");
3. Report the matter (including a copy of your notes of the incident) to Director Corporate and Community Services; and
4. Discontinue contact with the person on any "lobbying activity", until the matter is resolved. This does not mean you cannot assist the person with other "unrelated lobbying activity" matters.

APPENDIX D – Information Privacy Principles

1. IPP 1 - Collection of personal information (lawful and fair)

- (1) An agency must not collect personal information for inclusion in a document or generally available publication unless-
 - (a) the information is collected for a lawful purpose directly related to a function or activity of the agency; and
 - (b) the collection of the information is necessary to fulfil the purpose or is directly related to fulfilling the purpose.
- (2) An agency must not collect personal information in a way that is unfair or unlawful.

2. IPP 2 - Collection of personal information (requested from individual)

- (1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
- (2) However, this section applies only if the agency asks the individual the subject of the personal information for either-
 - (a) the personal information; or
 - (b) information of a type that would include the personal information.
- (3) The agency must take all reasonable steps to ensure that the individual is generally aware of-
 - (a) the purpose of the collection; and
 - (b) if the collection of the personal information is authorised or required under a law-
 - (i) the fact that the collection of the information is authorised or required under a law; and
 - (ii) the law authorising or requiring the collection; and
 - (c) if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity)--the identity of the first entity; and
 - (d) if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity)--the identity of the second entity.
- (4) The agency must take the reasonable steps required under subsection (3)-
 - (a) if practicable--before the personal information is collected; or
 - (b) otherwise--as soon as practicable after the personal information is collected.
- (5) However, the agency is not required to act under subsection (3) if-
 - (a) the personal information is collected in the context of the delivery of an emergency service; and

Example--
personal information collected during a triple 0 emergency call or during the giving of treatment or assistance to a person in need of an emergency service

 - (b) the agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and
 - (c) the individual would not reasonably expect to be made aware of the matters mentioned in subsection (3).

3. IPP 3 - Collection of personal information (relevance etc.)

- (1) This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.

Date of Approval: 15th October 2025
Approved By: Council Resolution

Effective Date: 16/10/2025
Version: 4.0
Review Date: September 2028

- (2) However, this section applies to personal information only if the agency asks for the personal information from any person.
- (3) The agency must take all reasonable steps to ensure that-
 - (a) the personal information collected is-
 - (i) relevant to the purpose for which it is collected; and
 - (ii) complete and up to date; and
 - (b) the extent to which personal information is collected from the individual the subject of it, and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

4. IPP 4 – Storage and security of personal information

- (1) An agency having control of a document containing personal information must ensure that-
 - (a) the document is protected against-
 - (i) loss; and
 - (ii) unauthorised access, use, modification or disclosure; and
 - (iii) any other misuse; and
 - (b) if it is necessary for the document to be given to a person in connection with the provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.
- (2) Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

5. IPP 5 – Providing information about documents containing personal information

- (1) An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out-
 - (a) whether the agency has control of any documents containing personal information; and
 - (b) the type of personal information contained in the documents; and
 - (c) the main purposes for which personal information included in the documents is used; and
 - (d) what an individual should do to obtain access to a document containing personal information about the individual.
- (2) An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

6. IPP 6 – Access to documents containing personal information

- (1) An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual asks for access.
- (2) An agency is not required to give an individual access to a document under subsection (1) if--
 - (a) the agency is authorised or required under an access law to refuse to give the access to the individual; or
 - (b) the document is expressly excluded from the operation of an access law.

7. IPP 7 – Amendment of documents containing personal information

Date of Approval: 15th October 2025
 Approved By: Council Resolution

Effective Date: 16/10/2025
 Version: 4.0
 Review Date: September 2028

- (1) An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information-
 - (a) is accurate; and
 - (b) having regard to the purpose for which it was collected or is to be used and to any purpose directly related to fulfilling the purpose, is relevant, complete, up to date and not misleading.
- (2) Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.
- (3) Subsection (4) applies if-
 - (a) an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and
 - (b) no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).
- (4) The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

8. IPP 8 – Checking of accuracy etc. of personal information before use by agency

Before an agency uses personal information contained in a document under its control, the agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, complete and up to date.

9. IPP 9 – Use of personal information only for relevant purpose

- (1) This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.
- (2) The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

10. IPP 10 – Limits on use of personal information

- (1) An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless-
 - (a) the individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or
 - (b) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - (c) use of the information for the other purpose is authorised or required under a law; or
 - (d) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for 1 or more of the following by or for a law enforcement agency-
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;

- (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
- (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
- (e) the other purpose is directly related to the purpose for which the information was obtained; or

Examples for paragraph (e)—

1 An agency collects personal information for staff administration purposes. A new system of staff administration is introduced into the agency, with much greater functionality. Under this paragraph, it would be appropriate to transfer the personal information into the new system.

2 An agency uses personal information, obtained for the purposes of operating core services, for the purposes of planning and delivering improvements to the core services.

- (f) all of the following apply-
 - (i) the use is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - (ii) the use does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;
 - (iii) it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the use.
- (2) If the agency uses the personal information under subsection (1)(d), the agency must include with the document a note of the use.

11. IPP 10 – Limits on disclosure

- (1) An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the relevant entity), other than the individual the subject of the personal information, unless-
 - (a) the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or
 - (b) the individual has expressly or impliedly agreed to the disclosure; or
 - (c) the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - (d) the disclosure is authorised or required under a law; or
 - (e) the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency-
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or

- (f) all of the following apply-
 - (i) the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - (ii) the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;
 - (iii) it is not practicable to obtain the express or implied agreement of the individual before the disclosure;
 - (iv) the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.
- (2) If the agency discloses the personal information under subsection (1)(e), the agency must include with the document a note of the disclosure.
- (3) If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure that the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed to the agency.
- (4) The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that-
 - (a) it is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of the marketing; and
 - (b) the relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
 - (c) the individual has not made a request mentioned in paragraph (b); and
 - (d) in each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
 - (e) each written marketing communication from the relevant entity to the individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically.



9.0 CHIEF EXECUTIVE OFFICER



9.1 Subject: Chief Executive Officer's Report to October Meeting of Council

Attachments: NIL

Author: CEO

Date: 9th October 2025

Executive Summary:

In addition to the information provided below, a verbal update will be given on current matters headlined in the body of the report which have arisen from the Office of the Chief Executive Officer.

Recommendation:

That Council receive and note the report from the Chief Executive Officer for the period ending 9th October 2025 except where amended or varied by separate resolution of Council.

1. Meetings with External Organizations in October

The Mayor and CEO met with Robert Gracey from Vecco on October 2 for an update on the Vecco Vanadium project, and with representatives from AA Co. for an update on the AA Co. intensive agriculture development. The Mayor, CEO and Cr. Malone met with the Koa Board in Kynuna on October 9 to discuss the Kynuna Rodeo Grounds and the Kynuna Landfill. The executive of the Kynuna Rodeo Association also attended the meeting with the KOA Board. The Mayor and CEO will meet with South 32 representatives and community representatives in Julia Creek on October 14 for the next meeting of the planning for mine closure and will also meet with the Multicom CEO for the monthly catchup. The Mayor and CEO will attend a virtual Consultation Workshop organized by TMR on October 24 regarding a review of the Queensland Freight Delivery Plan. The CEO attended a virtual meeting on October 1 providing an update to local government on Bird Flu. The CEO attended a virtual meeting on October 3 of the LGAQ Energy and Resources Advisory Group. The CEO attended a virtual meeting on October 7 of the Gulf Water Plan Working Group and will attend another virtual meeting of the group on October 29.

Recommendation:

For Council Information



2. Mount Isa Medicare Mental Health Centre Opening

The Mayor, Cr. Fegan has been invited to the opening of the Mount Isa Mental Health Centre on October 14. It is recommended that Council approves the attendance of the Mayor, Cr. Fegan to attend the opening of the centre.

Recommendation:

Council approves the Mayor, Cr. Fegan to attend the opening of the Mount Isa Medicare Mental Health Centre in Mount Isa on the 14th of October.

3. Migration Queensland Designated Area Migration Agreement (DAMA) Consultation in Townsville October 16, 2025

Migration Queensland is holding a consultation session in Townsville on October 16 to explore the potential of a Queensland State-led DAMA for the north and northwest region. DAMA's can increase regions' access to skilled workers by providing broader eligibility requirements for overseas workers and offers flexibility to access a range of occupations to support local priorities/projects. It is recommended Council approves the attendance of the Mayor, Cr. Fegan to attend the DAMA Consultation in Townsville on October 16.

Recommendation:

Council approves the Mayor, Cr. Fegan to attend the DAMA Consultation in Townsville on October 16.

4. Powerlink 2025 Transmission Network Forum in Brisbane on 14 November 2025.

Powerlink has invited the Mayor, Cr. Fegan to attend the 2025 Transmission Network Forum in Brisbane on 14 November 2025. The Forum is where industry, customers and government come together to hear from Queensland's transmission network leaders.

Recommendation:

Council approves the Mayor, Cr. Fegan to attend the Powerlink 2025 Transmission Network Forum in Brisbane on November 14, 2025.

5. Julia Creek Western Suburb Residential Land Master Planning Project – Collaborative Agreement with Critical Minerals Queensland

I have obtained agreement in principle from Critical Minerals Queensland to fund the Julia Creek Western Suburb Residential Land Master Planning Project, together with a contribution from the Queensland Government Scheme Supply Fund. SLR Consulting have quoted \$360,050 plus \$25,900



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estimated expenses for Phases 1 to 4 of the Master Planning and estimated \$160,000 for Phase 5 (Subdivision Design Stage 1). Work will be carried out from November 2025 until June 2026.

It is recommended Council approve the engagement of SLR Consulting through Local Buy contract to prepare the Julia Creek Western Suburb Residential Land Master Planning Project (Phases 1 to 4 and Phase 5), and in accordance with the Local Government Act 2009, delegate the CEO authority to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and the agreement by Critical Minerals Queensland.

Recommendation:

Council approves the engagement of SLR Consulting through Local Buy Contract to prepare the Julia Creek Western Suburb Residential Land Master Planning Project (Phases 1 to 4 and Phase 5), and in accordance with the Local Government Act 2009, delegate the CEO authority to enter into a contract, negotiate, finalise and execute any and all matters associated with or in relation to the contract subject to Council's existing procurement policies and the agreement by the Critical Minerals Queensland.

Policy/Legislative:

LG Act 2009 & LG Regulation 2012

Policies

Awards

Operational Financial and Resource Implications:

To be further advised

Consultation and engagement:

Councilors

Directors

Relevant Council staff

External agencies

InfoXpert Document ID: 126405



10. WORKPLACE HEALTH AND SAFETY

10.1 Subject: WHS Monthly Report – September 2025

Attachments: Nil

Author: Workplace Health and Safety Advisor

Date: 14 October 2025

Executive Summary:

This report has been further developed and outlines Work Health and Safety performance results and actions for the period of September 2025.

Recommendation:

That Council receives the October 2025 WHS Report.

Background:

This report outlines the Work Health and Safety performance results and actions for the period of September 2025.

There has been increased efforts in the safety system project which is improving organisational compliance. Key Highlights include:

- Continual improvement of safety system project
- Continued to Collect Quotes for training for Staff
- Continued Working with data fuel to fix the Diesel bowser modem issue

Key Safety Metrics:

Key safety metrics for September 2025 are tabled below:

Across the organisation, Key team leaders are further capturing data to expand on this report for future months.

Metric	This Month	Last Month	Year-to-Date (YTD)
Total Work Hours	7,177.28	6,657.52	N/A
Number of Incidents	7	1	56
Lost Time Injuries (LTI)	0	0	2
Near Misses Reported	0	1	17
Safety Training Sessions	10	11	N/A
Staff Well Being (Gym & Pool visits)	49/10	43/7	N/A

Equipment Breakdowns - By measuring the number of equipment breakdowns and creating a goal to improve this number, you affect both safety and production. Often when critical equipment breaks down, there's a loss of activity.

	This Month	Last Month
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Total Number of items of plant & machinery	46	46
Total Number of items of plant & machinery that are not operational for the month (ie off the road/not operational)	11 or 23 %	11 or 23%
Total Number of Workdays not operational for the Month	N/A	N/A
Total Number of run hours for the Month (Total off all plant & machinery run hour metres)	No accurate Data as Data Fuel has been down since June	No accurate Data as Data Fuel has been down since June

Fleet Safety (Collisions/incidents per million km driven) - This KPI measures the number of collisions or accidents that occur per million kilometres driven by an organisation's fleet of vehicles. It's an important KPI because it provides insight into the safety performance of an organisation's vehicle fleet, which can help prevent accidents and injuries. By tracking this safety KPI, organizations can identify areas where they may need to improve their fleet safety policies and procedures, such as driver training or maintenance schedules. Plus, reducing the number of collisions per million kilometres driven can help to reduce costs associated with vehicle repairs, insurance claims, and lost productivity.

	This Month	Last Month
Total Number of light fleet items for the month	42	42
Total number of collisions/incidents with light fleet items for the month	0	0
Total Number of km's of all light fleet for the month	No accurate Data as Data Fuel has been down since June	No accurate Data as Data Fuel has been down since June

Summary of Incidents

- While opening the loader door, the wind caught it unexpectedly, resulting in the operator sustaining an arm injury
- While trenching with the Bobcat at the airport, it was observed that the bearing had failed after the chain became dislodged
- While using the Bobcat to dig holes at the airport, a leak was observed when beginning the fourth hole. The leak began spraying fluid, prompting an immediate stop to work. Hydraulic lines were disconnected, and the equipment was taken to the workshop for repairs
- While unloading lengths of round steel pipe from the back of a truck at the sand yard, one pipe became caught on the truck, causing it to shift sideways and strike a worker on the left knee. A red mark was observed, but there was no broken skin.
- Plant 262 excavator was operating with the auger attachment when a worker was picked up for a break and left the door open without lowering the attachment. As a result, hydraulic pressure caused a failure that led to the door being damaged and broken off. The machine is expected to be out of service for approximately two weeks.

- While drilling holes using the auger attachment on Excavator 256, a hydraulic hose was pinched and caused a hole in one of the hydraulic hoses. Work was stopped immediately and the issue was reported to the workshop for inspection and repair.
- An employee tripped over a lunch bag and fell onto their back. They were taken to the hospital for evaluation and treatment.

Hazards

There has been 0 hazards reported for the month of September with 0 closed with corrective actions from these. Improvements in workers communication of hazards during prestart meetings has been evident, inclusive of, general discussions and planning of the execution of corrective actions during prestart meetings for the duration of June.

There has been 18 Hazards Reported since January 2025 with 10 of these now being closed with corrective actions.

Workplace Safety Activities

23/31 Actions from the LGW audit report are complete, the other items continue to progress with a number becoming continual improvement items in business-as-usual operations. Summary of safety system activities across the organisation completed during the month is detailed below:

- Safety Culture and Leadership – Councils Management team will further develop the monthly action report on key elements of safety Leadership, Engagement, redesign and self-awareness. This will be further developed with the executive team and direct reports over the next quarter.
- Staff Licenses, Tickets and competencies – Working with HR on processes to capture and update Record to ensure compliance.
- Workplace Safety Committee – the third meeting for 2025 was postponed due to staff being away this will be rescheduled in the coming weeks.
- Depot Lighting Upgrades – Complete
- Safe Work Method Statements (SWMS) – Identified as required and developed, we have prioritised numerous SWMS to have revised by the work crews, some of which were non-existent and the HSRs required the Matrix's to be changed/simplified.
- Staff Immunisations – working with Human Resources on reviewing and updating staff needs and records for Immunisations – eg. Q Fever, Hepatitis A & B.
- Further reviewing and updating of the hazardous substance register for the entire organisation.
- Corporate Safety Risk Register has been further developed and is a work in progress.
- Development of Contractor Management Safety Procedures

Training and Compliance

- Plant and machinery competencies– scoping documentation has been discussed with regional training provider and an option analysis is being undertaken. This Training will ensure council's risks are well managed with competent operators, assist in growing capabilities, assist with utilisation of plant & machinery at controlled cost to upgrade the MSC training needs analysis.

- Proposal presented to the Executive Team to consider the presentation by an industry recognised subject matter expert to facilitate due diligence virtual training to MSC Management and Supervision.
- Quotes have been sourced and training dates being organized to take place in coming months.

Budget & Resourcing

The Workplace Health and Safety Budget for the month of is within operational tolerances refer to revenue and expenditure table below:

PROGRAM	REVENUE			EXPENDITURE		
	Actuals	%	Budget	Actuals	%	Budget
3700 WP. HEALTH & SAFETY		0%	\$ -	\$ 110,089	32%	\$ 340,000

Currently there are no additional requests for budget as part of continual improvement projects.

Next Month Focus and Forward Work

Next Month's work Effort will include:

- KPIs Development – further grow capture mechanism for maturing reporting – e.g. Collecting fleet data from the GPS systems.
- Health and safety Committee convened on the 11th September 2025.
- Handover of further safety updated procedures & SWMS to go operational with Review
- Plant and machinery competency Training –(Works Manager and WHS Officer working to finalise a date and training provider)
- The continued review of the Organisational Risk Register.
- Field inspections and audits.

Consultation: (internal/External)

Directors, Managers, Supervisors

Legal Implications:

Nil

Policy Implications:

Nil

Financial and Resource Implications:

As provided in the report.

InfoXpert Document ID: 135566



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11. GENERAL BUSINESS



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12. CLOSE