

MINUTES

21 JUNE 2022 – 9:00 AM
COUNCIL CHAMBERS



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1. OPENING BUSINESS

Cr Jane McNamara (Mayor) opened the meeting with the Council Prayer

Lord,
Please guide and direct us,
In that the decisions to be made,
Will be for the benefit,
Of our whole community
Amen

1.1 PRESENT

Councillors

Mayor Jane McNamara
Kim Middleton
Kelly Carter
Clarence Haydon
Nicole Flute
Arthur Bode
Trevor Mitchell

Staff

Hari Boppudi - Chief Executive Officer
Andrew Nunn - Director of Engineering
Melanie Wicks – Director of Corporate & Financial Services
Barbra Smith – Director of Community Services & Wellbeing
Jackie Coleman – Executive Support Officer

School Students

Nil

1.2 APOLOGIES

Nil

1.3 LEAVE OF ABSENCE

Nil

1.4 CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council 17 May 2022 be taken as read and signed as correct.

Resolution No: 3488

Moved Cr Arthur Bode

Seconded Cr Trevor Mitchell

That the Minutes of the Ordinary Meeting of Council 17 May 2022 be taken as read and signed as correct.

CARRIED 7/0

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1.5 OBLIGATIONS OF COUNCILLORS

1.5.1 Prescribed Conflict of Interest - Sections 150EG, 150EH & 150EI Local Government Act 2009

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters).

When dealing with a Prescribed Conflict of Interest, Councillors must abide by the following procedures:

- A Councillor who has notified the Chief Executive Officer of a Prescribed Conflict of Interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- A Councillor who first becomes aware of a Prescribed Conflict of Interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest.
- When notifying the meeting of a Prescribed Conflict of Interest, the following details must be provided:
 - if it relates to a gift or loan given by an entity - state the details of gift or loan
 - if it relates to a sponsored travel or accommodation benefit - state the benefit details
 - if it relates to a contract between the Councillor and Local Government or close associate of the Councillor – state details
 - if it relates to an application or submission - state the subject of the application or submission
 - if it relates to appointment/employment matters of Chief Executive Office position - state conflict details

The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.

Once the Councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

1.5.2 Declarable Conflict of Interest - Section 150EN Local Government Act 2009

Councillors are ultimately responsible for informing of any Declarable Conflict of Interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a Declarable Conflict of Interest, Councillors must abide by the following procedures:

- A Councillor who has notified the Chief Executive Officer of a Declarable Conflict of Interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- A Councillor who first becomes aware of a Declarable Conflict of Interest in a matter during a council meeting must inform the meeting of the conflict of interest
- When notifying the meeting of a Declarable Conflict of Interest or it could be reasonably presumed that a conflict exists, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the Declarable Conflict of Interest in the public interest. The following details must be provided:
 - the nature of the Declarable Conflict of Interest
 - if it arises because of the Councillors relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interest in the matter
 - if it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.

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After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

1.5.3 Procedure if no Quorum for Deciding Matter because of Prescribed Conflicts of Interest of Declarable Conflicts of Interest – Section 150EU Local Government Act 2009

(1) This section applies in relation to a meeting if:

- (a) a matter in which 1 or more councillors have a prescribed conflict of interest or Declarable Conflict of Interest is to be decided at the meeting; and
- (b) there is less than a quorum remaining at the meeting after any of the councillors mentioned in paragraph (a) leave, and stay away from, the place where the meeting is being held.

(2) The local government must do 1 of the following:

- (a) delegate deciding the matter under section 257, unless the matter cannot be delegated under that section;
- (b) decide, by resolution, to defer the matter to a later meeting;
- (c) decide, by resolution, not to decide the matter and take no further action in relation to the matter.

(3) The local government must not delegate deciding the matter to an entity if the entity, or a majority of its members, have personal interests that are, or are equivalent in nature to, a prescribed conflict of interest or Declarable Conflict of Interest in the matter.

(4) A councillor does not contravene section 150EK(1), 150EM(2), 150EQ(2)(a) or (3)(a) or 150ES(5) by participating in a decision, or being present while the matter is discussed and voted on, for the purpose of delegating the matter or making a decision under subsection (2)(b) or (c).

1.5.4 Closed Meeting Discussion Items – Section 254J Local Government Regulation 2012

Council and standing committee meetings may resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the CEO
- industrial matters affecting employees
- the council's budget
- rating concessions
- legal advice obtained by the council, including legal proceedings that may be taken by or against the council
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
- negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*
- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

A Council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillors personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a Declarable Conflict of Interest or Prescribed Conflict of Interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the council must;

- delegate the matter
- decide by resolution to defer to a later meeting
- decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

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To take a matter into a closed session the council must abide by the following:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated
- not make a resolution while in a closed meeting (other than a procedural resolution).

1.6 PETITIONS

Nil

1.7 CONDOLENCES

Nil

1.8 RECOGNITIONS

Nil

1.9 ACKNOWLEDGEMENT OF COUNTRY

The Flinders Shire Council would like to acknowledge the Yirendali people as Traditional Owners and the oldest living culture of the land on which our Council operates, and pay respect to Elders past, present and emerging.

1.10 COUNCILLOR MEETING ATTENDANCE

Mayor Jane McNamara

- Rural Medical Workforce Workshop – 18/05/2022
- Rates Modelling Workshop – 23/05/2022
- Service Charges Workshop – 24/05/2022
- Plant Committee Meeting – 30/05/2022
- Overlanders Way – 01/06/2022
- NWQROC Executive – 03/06/2022
- RTAG Meeting – 09/06/2022
- NWQROX – 10/06/2022
- Tiny Tourism Town Awards – 13/06/2022
- Policies Review Workshop – 16/06/2022
- Grants Review Workshop – 16/06/2022

Councillor Kelly Carter

- LDMG – 17/05/2022
- Chamber of Commerce Meeting – 19/05/2022
- CAN Meeting – 20/05/2022
- Rates Modelling Workshop – 23/05/2022
- Policies Review Workshop – 16/06/2022

Councillor Clarence Haydon

- Rates Modelling Workshop – 23/05/2022
- Services Workshop – 24/05/2022
- Plant Committee Meeting – 30/05/2022
- Policies Review Workshop – 16/06/2022
- Grants Workshop – 16/06/2022

Deputy Mayor Kim Middleton

- Rates Modelling Workshop – 23/05/2022
- Service Charges Workshop – 24/05/2022
- Fees and Charges Workshop – 24/05/2022
- Rates Modelling Workshop – 30/05/2022
- Plant Committee Meeting – 30/05/2022
- Policies Review Workshop – 16/06/2022
- Grants Workshop – 16/06/2022

Councillor Nicole Flute

- Rates Modelling Workshop – 23/05/2022
- Service Charges Workshop – 24/05/2022
- Plant Committee Meeting – 30/05/2022
- CAC Meeting – 01/06/2022
- Chamber of Commerce Meeting – 06/06/2021
- NQSF – 07/06/2022
- Policies Review Workshop – 16/06/2022
- Grants Workshop – 16/06/2022

Councillor Arthur Bode

- LDMG – 17/05/2022
- Rates Modelling Workshop – 23/05/2022
- Service Charges Workshop – 24/05/2022
- Plant Committee Meeting – 30/05/2022
- Policies Review Workshop – 16/06/2022

Councillor Trevor Mitchell

- Rates Modelling Workshop – 23/05/2022
- Plant Committee Meeting – 30/05/2022

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2. REPORTS

2.01 CHIEF EXECUTIVE OFFICER

2.01.01 BUSH COUNCILS CONVENTION 2022

Background – The Bush Councils Convention – Dirt, Dust and Determination is a chance for Queensland's rural and remote councils to gather together and share what they have learned, as they strive to enhance the vibrancy and vitality of many communities across Queensland.

The 2022 Convention is being held in Barcaldine from 26-28 July 2022. Registrations are now open.

Officer's Recommendation – That Council nominate 2 Councillors to attend the Bush Councils Convention 2022.

Resolution No: 3489

Moved Mayor Jane McNamara

Seconded Cr Kelly Carter

That Council authorise Councillors Arthur Bode and Clarence Haydon to attend the Bush Councils Convention 2022 in Barcaldine from 26-28 July 2022.

CARRIED 7/0

2.01.02 LGAQ CONFERENCE 2022

Background –The LGAQ Annual Conference is a key event in the local government calendar and the largest LGAQ event. Date Claimer received for the LGAQ Conference 2022, being held in Cairns from 17-19 October 2022.

Officer's Recommendation – That Council nominate 2 Councillors and authorise the Chief Executive Officer to attend the LGAQ Conference 2022.

Resolution No: 3490

Moved Cr Arthur Bode

Seconded Cr Clarence Haydon

That Council authorise Councillor Kelly Carter, Councillor Nicole Flute and the Chief Executive Officer to attend the LGAQ Conference 2022 in Cairns from 17-19 October 2022.

CARRIED 7/0

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2.01.03 COUNCIL MEETING CHANGE OF DATE – OCTOBER 2022

Background – The LGAQ Annual Conference 2022 is being held in Cairns from the 17-19 October 2022. As these dates clash with the scheduled October Council Meeting date, it is necessary to change the Council Meeting date to allow the nominated persons to attend the conference.

Officer's Recommendation – For Council consideration.

Resolution No: 3492

Moved Cr Kelly Carter

Seconded Cr Arthur Bode

That Council resolve to change the date of the October Ordinary Council Meeting to Tuesday 11 October 2022 to enable Councillors and Chief Executive Officer to attend the LGAQ Annual Conference 2022.

CARRIED 7/0

2.01.04 CAMP KITCHEN FOR COMMUNITY GROUP FUNDRAISING

Background – Council has received a letter seeking approval to allow a Camp Kitchen at the Allan Terry Caravan Park with the goal of assisting community groups of the Flinders Shire to fundraise during the tourist season. The community group would be required to pre-cook a set number of dinners and desserts, packaged in takeaway containers and made available to the guests of the caravan park for a set price. Each participating club would be allocated dates once the frequency has been determined.

Officer's Recommendation – For Council discussion.

Resolution No: 3493

Moved Cr Arthur Bode

Seconded Cr Kelly Carter

That Council receive the letter and re-table the request to the July Council Meeting to allow for further investigation.

CARRIED 7/0

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2.01.05 FLINDERS MAGIC GRAPES – 15 MILE

Background – Flinders Magic Grapes has requested access to gravel, up to 5,000 ton for repair of their access roads to the grape farm that sustained damage during the recent wet weather, as reliable road access is required to enable them to operate the enterprise.

Officer's Recommendation – For Council discussion.

Resolution No: 3494

Moved Cr Nicole Flute

Seconded Cr Kelly Carter

That Council grant permission to the local business to take gravel from the Council Registered Gravel Pit subject to the following conditions:

- A scope must be prepared detailing where the gravel is to be used.
- Gravel must only be taken from within the bounds of the Pit as given in Flinders Shire Council's Quarry Management Plan
- The business owner will be responsible for all work involved with the winning and cartage of the gravel from the pit to their property.
- The maximum amount of gravel to be taken is 5,000t. Any unused gravel to be returned to Council at business owner's cost.
- The business owner must keep a record of dockets tallying the total amount of gravel taken to be provided to Council upon request.
- Statutory declaration to be signed to agree not to on-sell gravel or use gravel for any other purpose.

CARRIED 7/0

2.01.06 REQUEST FOR GRAVEL – LOT 36 ON CPD15712

Background – The ratepayer is in the process of developing Lot 36 on CPD15712 to create 2 new business outlets open to the public which will employ 2 new staff members.

The ratepayer is requesting access to gravel, up to 1,500 square metres to repair the road turnaround and entry to the block. The ratepayer will cover the cost of gravel required to erect the new shed and use local contractors to complete the earthworks.

Officer's Recommendation – For Council discussion.

Attendance – Cr Kelly Carter declared a Declarable Conflict of Interest to item 2.01.06 Request for Gravel – Lot 36 on CPD15712 (as defined by Section 150EN of the Local Government Act 2009) due to being a contractor who has been appointed the shed construction on this lot and left the meeting at 9:27am taking no part in the debate or decision of the meeting

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Resolution No: 3495

Moved Cr Arthur Bode

Seconded Cr Nicole Flute

That Council grant request to the local business to take gravel from the Aerodrome / Thomassons B Pit subject to the following conditions:

- A scope must be prepared detailing where the gravel is to be used.
- Gravel must only be taken from within the bounds of the Aerodrome / Thomassons B Pit as given in Flinders Shire Council's Quarry Management Plan
- The business owner will be responsible for all work involved with the winning and cartage of the gravel from the pit to their property.
- The maximum amount of gravel to be taken is 5000t. Any unused gravel to be returned to Council at business owner's cost.
- The business owner must keep a record of dockets tallying the total amount of gravel taken to be provided to Council upon request.
- Statutory declaration to be signed to agree not to on-sell gravel or use gravel for any other purpose.

Section 150FA (2)(e) of the *Local Government Act 2009*

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Mayor Jane McNamara, Deputy Mayor Cr. Kim Middleton, Cr Clarence Haydon, Cr. Nicole Flute, Cr. Arthur Bode and Cr. Trevor Mitchell.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

CARRIED 6/0

Attendance – Cr Kelly Carter returned to the meeting at 9:32am

2.01.07

CONVERSION TO FREEHOLD – LOT 3 ON SP330983

Background – Council has received notice from the Department of Resources seeking views on the application for Conversion to Freehold of land described as Lot 3 SP330983. As evident in the maps provided, Mt Emu Road (41) show that parts of the road are constructed outside the designated road area.

Officer's Recommendation – That Council offer no objection to the Conversion to Freehold of land described as Lot 3 on SP330983 on the condition that the wild dogs and noxious weeds are controlled and that the landholder be encouraged to participate in the 'Good Neighbour Program' as part of the Flinders Shire Local Government Biosecurity Plan and that Council advise the Department of Resources that the dedicated road area at Mt Emu be surveyed in its designated alignment to a width of 40m either side of the centre line or the maximum width allowable.

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Resolution No: 3496

Moved Cr Kim Middleton

Seconded Cr Trevor Mitchell

That Council offer no objection to the Conversion to Freehold of land described as Lot 3 on SP330983 on the condition that the wild dogs and noxious weeds are controlled and that the landholder be encouraged to participate in the 'Good Neighbour Program' as part of the Flinders Shire Local Government Biosecurity Plan and that Council advise the Department of Resources that the dedicated road area at Mt Emu be surveyed in its designated alignment to a width of 40m either side of the centre line or the maximum width allowable.

CARRIED 7/0

Attendance – Cr Arthur Bode left the meeting at 9:35am for personal reasons and returned to the meeting at 9:36am

2.01.08

HR POLICY REVIEW

Appendix 2.01.08

Background – The following policies have been reviewed and updated as follows:

- Employee Code of Conduct
 - Policy reduced in size and content in line with LGAQ
- Over Award Payment Policy
 - Amendment to include final trim grader rating in the tables.
 - Amendment to Patching truck to remove the brand name of the truck
 - Inclusion of representative roles.
 - Amendment to wording relating to the application of the payment to reflect current practice.

Officer's Recommendation – That Council adopt the following policies, as presented:

- Employee Code of Conduct
- Over Award Payment Policy

Resolution No: 3497

Moved Cr Clarence Haydon

Seconded Cr Kelly Carter

That Council adopt the following policies, as presented:

- Employee Code of Conduct
- Over Award Payment Policy

CARRIED 7/0

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2.01.09 HR POLICY – NEW POLICIES

Appendix 2.01.09

Background – The following policies have been created to document and ensure consistency across the following:

- Service Recognition Policy
 - Creating a policy will allow for a consistent and timely application of the recognition program.
- University Scholarship and Vocational Work Placement Policy
 - will allow Council to establish a system for awarding and monitoring an annual tertiary scholarship and work placements for various streams of employment with a view to growing skills and experience within the shire.

Officer's Recommendation – That Council adopt the following policies, as presented:

- Service Recognition Policy
- University Scholarship and Vocational Work Placement Policy

Resolution No: 3498

Moved Mayor Jane McNamara

Seconded Cr Arthur Bode

That Council adopt the following policies, as presented:

- Service Recognition Policy
- University Scholarship and Vocational Work Placement Policy

CARRIED 7/0

2.01.10 WORK HEALTH AND SAFETY POLICY

Appendix 2.01.10

Background – The purpose of Flinders' Shire Council Work Health and Safety Policy is to establish and maintain an effective health and safety management system.

Flinders Shire Council is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance. This will assist Flinders Shire Council to meet its obligations in accordance with the Queensland Work Health and Safety Act and regulations (2011).

This policy applies to all Flinders Shire Council workers and to other people at risk from the work carried out at Flinders Shire Council workplaces.

Officer's Recommendation – That Council adopt the Work Health and Safety Policy be adopted, as presented.

Resolution No: 3499

Moved Cr Trevor Mitchell

Seconded Cr Nicole Flute

That Council adopt the Work Health and Safety Policy, as presented.

CARRIED 7/0

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2.01.11 WORK HEALTH AND SAFETY POLICY STATEMENT

Appendix 2.01.11

Background – This Policy Statement sets out Council's commitment to persons at its workplace in respect of Work Health Safety (WHS) and what it expects of employees, contractors, and managers in order to ensure this commitment is achieved.

Officer's Recommendation – That Council adopt the Work Health and Safety Policy Statement, as presented.

Resolution No: 3500

Moved Cr Trevor Mitchell

Seconded Cr Kelly Carter

That Council adopt the Work Health and Safety Policy Statement, as presented.

CARRIED 7/0

2.01.12 LGAQ CONFERENCE 2022 -SUMISSION OF MOTIONS

Resolution No: 3501

Moved Cr Trevor Mitchell

Seconded Mayor Jane McNamara

Open for discussion only. Councillors to hold a workshop to discussion submission of motions to the LGAQ Conference 2022, motions to be submitted by 10 August 2022.

CARRIED 7/0

Attendance – Hari Boppudi left the meeting at 9:50am for personal reasons

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2.02 CORPORATE AND FINANCE SERVICES

2.02.01 FINANCIAL REPORT

Background – In accordance with section 204 of the *Local Government Regulation 2012*, the Chief Executive Officer must present a financial report to the Council at its monthly ordinary meetings. Monthly financial reports consist of:

- Statement of financial performance;
- Statement of financial position;
- Statement of cash flows;
- Statement of Changes in Equity;

The following is a summary of the financial results as at 31 May 2022:

1. Statement of Comprehensive Income		
	\$,000	
Total Recurrent Revenue	43,950	88%
Total Recurrent Expenditure	35,570	71%
Net Operating Result - Surplus/(Deficit)	8,380	14448%
Total Capital Income	(727)	-5%
Total Capital Expense	-	-
Net Result - Surplus/(Deficit)	7,653	57%
2. Statement of Financial Position		
	\$,000	
Total Current Assets	43,801	143%
Total Non-Current Assets	235,108	92%
Total Assets	278,909	98%
Total Current Liabilities	3,892	80%
Total Non-Current Liabilities	9,405	107%
Total Liabilities	13,297	97%
Net Community Assets	265,612	98%
Asset Revaluation Surplus	80,233	90%
Retained Surplus/(Deficiency)	185,379	102%
Total Community Equity	265,612	98%
3. Cash Flow Statement		
	\$,000	
Cash at the beginning of the period	33,951	103%
Total Payments Received	57,402	94%
Total Payments Made	(49,811)	75%
Cash as the end of the period	41,542	152%

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



Officer's Recommendation – That in accordance with Section 204 of *the Local Government Regulation 2012*, Council receives and approves the financial report, which includes the following statements, for the period ending 31 May 2022.

- i. Statement of financial performance;
- ii. Statement of financial position;
- iii. Statement of cash flows;
- iv. Statement of Changes in Equity.

Attendance – Hari Boppudi returned to the meeting at 9:52am

Resolution No: 3502

Moved Cr Kim Middleton

Seconded Cr Arthur Bode

That in accordance with Section 204 of the *Local Government Regulation 2012*, Council receives and approves the financial report, which includes the following statements, for the period ending 31 May 2022.

- i. Statement of financial performance;
- ii. Statement of financial position;
- iii. Statement of cash flows;
- iv. Statement of Changes in Equity.

CARRIED 7/0

2.02.02 QUARTERLY PROGRESS REPORT - OPERATIONAL PLAN IMPLEMENTATION

Background – In accordance with s174 of the *Local Government Regulations 2012*, the Chief Executive Officer must present a written report of the local government's progress towards implementing its annual operational plan. A progress report for the 3rd Quarter, 2021-22 financial year is tabled for Council's review and adoption.

Officer's Recommendation – That Council adopt the 3rd Quarterly Progress Report on implementing the Operational Plan 2021-22, as presented.

Resolution No: 3503

Moved Cr Kelly Carter

Seconded Cr Nicole Flute

That Council adopt the 3rd Quarterly Progress Report on implementing the Operational Plan 2021-22, as presented.

CARRIED 7/0

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



2.02.03 COMPLAINTS MANAGEMENT POLICY AND PROCEDURE

Appendix 2.02.03

Background – The role of Council is to provide an open and accountable local government. An effective and transparent method of responding to complaints regarding its services, administrative actions, competitive neutrality, the conduct and performance of councillors and staff behaviour and misconduct better enables council to undertake this role. The Policy and Procedure has been established to provide a clear administrative method of handling and resolving all complaints.

The Complaints Management Policy and Procedure has been reviewed and is now presented for adoption.

Officer's Recommendation – That Council adopt the Complaints Management Policy and the Complaints Management Procedure, as presented.

Resolution No: 3504

Moved Cr Trevor Mitchell

Seconded Cr Kelly Carter

That Council adopt the Complaints Management Policy and the Complaints Management Procedure, as presented.

CARRIED 7/0

2.03 ENGINEERING

2.03.01 TENDER 102.2022.3 – SUPPLY AND DELIVERY OF MOBILE BATCHING PLANT

Appendix 2.03.01

Background – Tender 102.2022.3 for the Supply and Delivery of a Mobile Batching Plant. Tenders closed at 2.00 pm, 27 April 2022 on Vendorpanel, and Council received three tenders. The Fleet Manager's recommendation is to purchase the Mobile Batching Plant from CMQ Engineering for the price of \$614,329.10 (inc. GST). The summary of the tenders outlining the pricing and the comparison of specifications was provided at the Plant Committee Meeting held on 30 May 2022

Officer's Recommendation – For Council discussion.

Resolution No: 3505

Moved Cr Kim Middleton

Seconded Cr Arthur Bode

That Council resolve to purchase the Mobile Batching Plant from CMQ Engineering for the quoted price of \$614,329.10 (Inc GST) with approx. 30 weeks delivery timeframe.

CARRIED 7/0

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



2.03.02 PROVISION OF NEW BORE FOR COUNCIL USE AT WOMAN SWAMP

Background – The Council have utilised various water points on the Kennedy Developmental Road for road construction activities over the years. The recent wet season has not provided enough water to these water points for this year's road works program.

Council have approached the landowners at Clothes Peg Station due to them being the closest water point to the scheduled road works, to negotiate drilling a bore hole on their property for Council use. Council's Bore Boss Pump will be utilised to pump water from this point to refill the existing water holes at Woman Swamp on the Kennedy Developmental Road and provide a permanent water point for any future road construction activities in the area. The quote provided comes to an estimated \$50,000.00 ex GST depending on the depth of bore.

Officer's Recommendation – For Council discussion.

Resolution No: 3506

Moved Cr Kim Middleton

Seconded Cr Trevor Mitchell

That Council confirm the actions of the Chief Executive Officer and authorise the payment of the invoice for the drilling of the bore hole on Clothes Peg Station, to provide a permanent water point for any future road construction activities on the Kennedy Development Road area, at a total cost for drilling expenses of \$26,768.00 Inc GST. Council to enter into a user agreement with the landowners.

CARRIED 7/0

2.03.03 ENVIRONMENTAL POLICY STATEMENT

Appendix 2.03.03

Background – The Environmental Policy Statement was due for review on 15 September 2021. The policy has been reviewed and will be presented at Council Meeting for adoption.

Officer's Recommendation – That Council adopt the Environmental Policy Statement, as presented.

Resolution No: 3507

Moved Cr Trevor Mitchell

Seconded Cr Kelly Carter

That Council adopt the Environmental Policy Statement, as presented.

CARRIED 7/0

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



2.03.04 CHESHIRE CONTRACTORS

Background – Cheshire Contractors were appointed for the construction of sidetracks and demolition of culverts on the Hughenden Muttaborra Road.

There is variation to the original project quantities as the material under the culvert base was unsuitable and needed to be replaced, the culverts were removed and rock blanket installed. Cheshire Contractors has issued Council with an invoice for this work to be completed with the amount now payable exceeding the original purchase order by \$13,992.00.

In addition, the hire of lighting towers were included on the original Purchase Order, however the project has been delayed by approximately two months due to recent wet weather. Cheshire Contractors has issued Council with an invoice for 10 weeks hire of the lighting towers with the amount now payable exceeding the original purchase order by \$55,539.00.

Officer's Recommendation – That Council approve the variation to the original contract with Cheshire Contractors and authorise the payment of \$69,531.00 for additional charges to cover the two variations for the Construction of Sidetracks and Demolition of Culverts on the Hughenden Muttaborra Road.

Resolution No: 3508

Moved Cr Kim Middleton

Seconded Cr Clarence Haydon

That Council approve the variation to the original contract with Cheshire Contractors and authorise the payment of \$69,531.00 for additional charges to cover the two variations for the Construction of Sidetracks and Demolition of Culverts on the Hughenden Muttaborra Road.

CARRIED 7/0

2.03.05 QUALITY POLICY STATEMENT FOR CONTRACT ROAD WORKS

Appendix 2.03.05

Resolution No: 3509

Moved Cr Kelly Carter

Seconded Cr Arthur Bode

That Council adopt the Quality Policy Statement for Contract Road Works, as presented.

CARRIED 7/0

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



2.04 COMMUNITY SERVICES AND WELLBEING

2.04.01 COMMUNITY GRANT PROGRAM – COMMUNITY EVENTS STREAM ROUND 3

Background – The objectives of the Flinders Shire Council's Community Grants Program - Events Stream, is designed to build relationships with community organisations to provide benefits to the Flinders Shire residents and visitors by ensuring Flinders Shire is a vibrant active community.

The Events Stream Funding is offered in two tiers:

- Event Support - Up to \$1000 focusing on supporting local events
- Event Development - Up to \$5000 focusing on the development and building capacity of events and seed funding for new and developing initiatives.

Council received a total of 9 applications for the event support stream, and two for the event development stream. Both applications received for event development did not meet the eligibility criteria. One non-conforming application from event development has been recommended for Council consideration for the Event Support stream, where the other application did not meet the eligibility criteria for either stream.

Below is a list of the organisations and events recommended for Council funding under Event Support (June – December 2022):

Organisation	Event Description	Amount Requested	Recommendation
Hughenden Bowls Club Inc.	Event: Annual Flinders Invitational Triples (lawn bowls) Event Description: This is an annual event that invites local and away competitors to compete in a 2-day competition of lawn bowls in September 2022.	\$1000.00	Recommended
Stamford Race Club Inc.	Event: Annual Stamford Races Event Description: This July community event encourages locals and away visitors to attend with a 5-race program and activities for all age groups.	\$1000.00	Recommended
Prairie Jockey Club Inc.	Event: Annual Prairie Races Event Description: The Prairie Races are an annual event that takes place in August, supporting Prairie and giving the small community a chance to attend a community race day and night-time entertainment.	\$1000.00	Recommended

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COUNCIL CHAMBERS



Hughenden Town and Country Club Inc. - Hughenden Rugby 7's	<p>Event: Annual Hughenden Rugby 7's Carnival</p> <p>Event Description: This July community event is a competitive 1-day carnival of Rugby Union, inviting both men and women teams from local, rural towns and cities to play during the day and finishing with night-time entertainment.</p>	\$1000.00	Recommended on the provision that outstanding invoices are paid as soon as possible.
Hughenden Campdraft Association Inc.	<p>Event: Annual Hughenden Campdraft</p> <p>Event Description: The Hughenden Campdraft is scheduled to run for 3 days in late August for competitors of all ages as well as night-time entertainment.</p>	\$1000.00	Recommended
Hughenden Country Music Festival Association Inc.	<p>Event: Annual Hughenden Country Music Festival</p> <p>Event Description: The Country Music Festival runs over 3 days in July, showcasing vocal and musical talent from local and away participants.</p>	\$1000.00	Recommended upon amendments to the budget section.
Hughenden Netball Association Inc.	<p>Event: Annual Flinders Challenge Netball Carnival</p> <p>Event Description: Scheduled for late August, the Flinders Challenge Netball Carnival hosts senior ladies and junior teams from our community, Northern Queensland, Mid-West and Central West over a 2 day carnival.</p>	\$1000.00	Recommended
Flinders Classic Campdraft and Challenge Inc.	<p>Event: Flinders Classic Campdraft and Challenge</p> <p>Event Description: The Flinders Classic is a 3-day event in July that bundles two separate events into one equine event, showcasing the skill of both horse and rider of local and away competitors.</p>	\$1000.00	Recommended

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COUNCIL CHAMBERS



St Francis Catholic School Hughenden	<p>Event: Annual St Francis & Sacred Heart Parish Fete</p> <p>Event Description: This September community event offers entertainment for all ages and a key fundraiser for the school and Parish.</p> <p>Development to the Event Description: The funding will add more rides to the event at an affordable cost for the families. Previously they have had limited/one ride being the ripper dipper but hope to purchase a package that has a variety of activities.</p>	\$1000.00	Recommended NB. Application moved from the Event Development Stream

Officer's Recommendation – That Council approve the applications, as presented above.

Resolution No: 3510

Moved Cr Clarence Haydon

Seconded Cr Nicole Flute

That Council approve the applications from Hughenden Bowls Club Inc, Hughenden Campdraft Association Inc, Hughenden Country Music Festival Association Inc, Hughenden Netball Association, Flinders Classic Campdraft and Challenge Inc and St Francis Catholic School Hughenden, as presented.

CARRIED 7/0

Attendance – Mayor Jane McNamara declared a Prescribed Conflict of Interest to item 2.04.01 titled Community Grant Program – Community Events Stream Round 3 (as defined by Section 150EG of the Local Government Act 2009) due to being Secretary of the Stamford Race Club Inc and left the meeting at 10:36am taking no part in the debate or decision of the meeting

Attendance – Cr Arthur Bode declared a Prescribed Conflict of Interest to item 2.04.01 titled Community Grant Program – Community Events Stream Round 3 (as defined by Section 150EG of the Local Government Act 2009) due to being a committee member of the Prairie Jockey Club Inc and left the meeting at 10:37am taking no part in the debate or decision of the meeting

Attendance – Cr Nicole Flute declared a Prescribed Conflict of Interest to item 2.04.01 titled Community Grant Program – Community Events Stream Round 3 (as defined by Section 150EG of the Local Government Act 2009) due to being the Registration Officer for the Hughenden Town and Country Club Inc – Hughenden Rugby 7's and left the meeting at 10:38am taking no part in the debate or decision of the meeting

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



Resolution No: 3511

Moved Cr Clarence Haydon

Seconded Cr Kelly Carter

That Council approve the applications from Stamford Race Club Inc, Prairie Jockey Club Inc and Hughenden Town and Country Club Inc – Hughenden Rugby 7's, as presented.

Section 150FA (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates - the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Deputy Mayor Cr. Kim Middleton, Cr Clarence Haydon, Cr Kelly Carter and Cr. Trevor Mitchell.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

CARRIED 4/0

Attendance – Mayor Jane McNamara and Councillors Arthur Bode and Nicole Flute returned to the meeting at 10:40am

2.04.02

COMMUNITY GRANT PROGRAM – QUICK RESPONSE STREAM - DONATION (2022)

Background – One application was received for Donation.

Organisation	Project Description	Amount Requested
Hughenden PCYC Emergency Cadets	Uniform (Jacket) for the Cadet Games to be held in Townsville on August 6 th , 2022. Helping to distinguish the different clubs from each other and to promote where we are from.	\$500.00

Officer's Recommendation – That Council approve the applications, as presented above.

Resolution No: 3512

Moved Cr Kim Middleton

Seconded Cr Nicole Flute

That Council approve the applications, as presented above.

CARRIED 7/0

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



2.04.03 COMMUNITY GRANT PROGRAM – QUICK RESPONSE STREAM – REQUEST FOR SPORTING EXCELLENCE (2022)

Background – Two applications were received for Donation.

Name	Event Details	Support to be used for	Amount Requested
Bronte Johnstone	Queensland School Sport 10 – 12yrs Netball State Championships to be held in Townsville from 16th – 19th June 2022	Team Levy and uniform fees	\$500.00
Jack Rogers	Queensland School Sport Rugby League - 15 and 18 Year State Championships – held on the Gold Coast from 21st to 24th May 2022.	Team leavy and uniforms	\$500.00

Officer's Recommendation – That Council approve the applications as presented above.

Resolution No: 3513

Moved Cr Kelly Carter

Seconded Cr Arthur Bode

That Council note the withdrawal of the application from Jack Rogers and approve the application from Bronte Johnstons, as presented above.

CARRIED 7/0

Adjournment – Mayor Jane McNamara adjourned the meeting at 10:45am for morning tea

Attendance – Andrew Nunn, Barbra Smith, Melanie Wicks and Jackie Coleman left the meeting at 10:48 and did not return to the meeting

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



3. CLOSED BUSINESS

That Council close the meeting to the public at under section 254J Local Government Regulations 2012.

Resolution No: 3514

Moved Cr Arthur Bode

Seconded Cr Kim Middleton

That in accordance with Section 254J of the Local Government Regulations 2012, the General Meeting was closed to the public at 10:56am for discussion of the following matter;

- Flinders River Catchment Area Unallocated Water Release – Tender Process

CARRIED 7/0

Resolution No: 3515

Moved Cr Kim Middleton

Seconded Cr Arthur Bode

That in accordance with Section 254J of the Local Government Regulations 2012, the General Meeting was reopened to the public at 11:23am for the taking of resolutions.

CARRIED 7/0

3.01 CHIEF EXECUTIVE OFFICER

3.01.01 FLINDERS RIVER CATCHMENT AREA UNALLOCATED WATER RELEASE – TENDER PROCESS

Background – Discussion on Tender submission for the Flinders River Catchment Area Unallocated Water Release.

Officer's Recommendation – That Council authorise the Chief Executive Officer to submit a Tender, based on the GHD River Modelling Study, to the Flinders River Catchment Area Unallocated Water Release through the Department of Regional Development, Manufacturing and Water, as discussed.

Resolution No: 3516

Moved Cr Kim Middleton

Seconded Cr Arthur Bode

That Council authorise the Chief Executive Officer to submit a Tender, based on the GHD River Modelling Study, to the Flinders River Catchment Area Unallocated Water Release through the Department of Regional Development, Manufacturing and Water, as discussed.

CARRIED 7/0

MINUTES

21 JUNE 2022 – 9:00 AM

COUNCIL CHAMBERS



4. PROPOSED MEETING CALENDAR

<i>DATE</i>	<i>TIME</i>	<i>MEETING VENUE</i>	<i>TOPIC</i>
Monday 20 June 2022	9:00am – 2:00pm	Council Chambers	Briefing
Tuesday 21 June 2022	9:00am – 12:30pm	Council Chambers	Council Meeting
Monday 18 July 2022	9:00am – 2:00pm	Council Chambers	Briefing
Tuesday 19 July 2022	9:00am – 12:30pm	Council Chambers	Council Meeting
Monday 15 August 2022	9:00am – 2:00pm	Council Chambers	Briefing
Tuesday 16 August 2022	9:00am – 12:30pm	Council Chambers	Council Meeting
Monday 19 September 2022	9:00am – 2:00pm	Council Chambers	Briefing
Tuesday 20 September 2022	9:00am – 12:30pm	Council Chambers	Council Meeting
Monday 17 October 2022	9:00am – 2:00pm	Council Chambers	Briefing
Tuesday 18 October 2022	9:00am – 12:30pm	Council Chambers	Council Meeting
Monday 14 November 2022	9:00am – 2:00pm	Council Chambers	Briefing
Tuesday 15 November 2022	9:00am – 12:30pm	Council chambers	Council Meeting
Monday 12 December 2022	9:00am – 2:00pm	Council Chambers	Briefing
Tuesday 13 December 2022	9:00am – 12:30pm	Council Chambers	Council Meeting

MINUTES
21 JUNE 2022 – 9:00 AM
COUNCIL CHAMBERS



The meeting closed at 11:26am

Jane McNamara
Mayor
Flinders Shire Council

Confirmed Minutes

FLINDERS SHIRE COUNCIL

CODE OF CONDUCT FOR EMPLOYEES

POLICY NUMBER:	73
REVISION NUMBER:	6
TRIM REFERENCE:	SF14/411 – R22/8734
RESOLUTION NUMBER:	3497
POLICY TYPE:	Statutory
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	22 June 2022
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	22 June 2024
RESPONSIBLE DEPARTMENT:	Human Resources
LINK TO CORPORATE PLAN:	Our Governance - Competent, Productive and Contributing Workforce

Discovery • Opportunity • Lifestyle



1. THE OBJECTIVE

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.

2. COUNCIL STATEMENT

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

Everyone, including employees, volunteers, contractors and consultants, working for, or on behalf of, 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 and improve their own capabilities and contribute to Council's Community, Corporate and Operational Plans.

3. APPLICATION

The Code of Conduct (the Code) prescribes standards and behaviours for all persons working on behalf of Finders Shire Council (Council), including, but not confined to, permanent, temporary and casual employees, as well as volunteers, contractors, consultants and students (workers), that are consistent with Council's corporate values, legislative principles and principles under the Code. The Code details the expectations of Council to contribute towards a positive workplace culture that focuses on the best interests of its workers and the general public.

Council policies, guidelines and procedures provide the details of the standards which this Code of Conduct summarises, and any action or conduct which breaches those standards may equally constitute a breach of the Code and result in disciplinary action.

4. RESPONSIBILITY UNDER THE CODE

We are all responsible for complying with and implementing the Code within the workplace. Council will ensure that training on the Code is provided and that new workers participate in training through the induction process.

Workers - workers are responsible to ensure their conduct and behaviour is in accordance with the Council's corporate values, legislative principles and principles under the Code. Inappropriate conduct or behaviour should be reported.

Managers - managers, identified as those with supervisory responsibilities, have a responsibility to uphold Council's corporate values, legislative principles and principles under the Code. Managers must ensure their conduct and behaviours are aligned to the standards of the Code and that they proactively address conduct or behaviour of others that may be contrary to those standards. Exemplary conduct or behaviour should be encouraged.

Council - Council is responsible for ensuring the Code is regularly reviewed, reflects the expectations of Council and the general public and is actively upheld and communicated.

5. WHEN DOES THE CODE APPLY?

The Code covers your conduct as a public official and behaviour as individuals while you are at work and also outside of the workplace where your behaviour may be directly related to your employment and Council activities. It also applies in other circumstances where your actions may impact upon the reputation and activities of Council.

6. IF IN DOUBT, ASK

If you have doubts about a particular course of conduct, you are encouraged to consult the Code of Conduct, the specific relevant policies, or your supervisor or other suitable manager, or People and Performance. Help and advice are always available.

7. OUR VALUES

We all want to make a difference for the community we serve. Our impact depends on how we approach our work and our relationships with each other. Here are the values our people believe every Flinders Shire Council employee should live and breathe.

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle	
Our Mission:	To promote quality of life through leadership, attitude and respect	
Our Values:	<ul style="list-style-type: none">• A Caring Philosophy• Pursuit of Excellence• Teamwork• Local Ownership• Communication• Leadership• Recognition	

8. LEGISLATIVE PRINCIPLES

The *Local Government Act 2009 (Qld)* outlines the responsibilities of local government employees. These responsibilities include observing all laws relating to their employment and the ethics principles under the *Public Sector Ethics Act 1994 (Qld)*, and complying with a Code. Links to these Acts can be found in the Related information section at the end of this document.

The *Public Sector Ethics Act* identifies four fundamental ethical principles that guide employee behaviour and conduct, and which form the basis of this Code. The four principles are:

1. Integrity and Impartiality;
2. Promoting the Public Good;
3. Commitment to the System of Government;
4. Accountability and Transparency.

To ensure the system of local government is accountable, efficient and sustainable, the Local Government Act also requires that actions of Council Employees, and anyone who is performing a responsibility under the *Local Government Act*, be consistent with the following principles:

- Transparent and effective processes and decision-making in the public interest.
- Sustainable development and management of assets and infrastructure, and delivery of effective services.
- Democratic representation, social inclusion and meaningful community engagement.
- Good governance of, and by, local government.
- Ethical and legal behaviour of councillors and local government Employees.

9. APPLICATION OF THE CODE

Principle 1. Integrity and Impartiality

Workers must:

- Follow lawful directions and reasonable instructions;
- Undertake their duties and responsibilities within the requirements of the law as it applies to the workers work;
- Make decisions impartially and faithfully;
- Report conflicts of interest in accordance with policy;
- Be committed to honest, fair and respectful engagement with colleagues, external stakeholders and the community;
- Conduct themselves in accordance with best practice EEO principles, and work with Council to achieve a workplace free from discrimination, harassment and bullying.

Principle 2. Promoting the Public Good

Workers must:

- Be committed to excellent customer service that meets service standards and expectations;
- Take reasonable steps to ensure the health and safety of themselves, their colleagues and the community. Diligently and proactively report risks and hazards and pursue controls that will eliminate or minimise risk wherever possible;
- Undertake their duties and responsibilities in a conscientious and ethical manner that promotes community trust and confidence in Council;
- Be aware of and work within their delegation of authority and in accordance with the scope of their duties and responsibilities;
- Utilise and manage Council resources and assets economically and respectfully, in accordance with policy.

Principle 3. Commitment to the System of Government

Workers must:

- Accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and Local Government;
- Be committed to conduct and behaviour that supports public confidence;
- Be fair, transparent and impartial in the performance of their duties and do not use their official powers or position improperly.

Principle 4. Accountability and Transparency

Workers must:

- Undertake their duties and responsibilities, and provide considered, independent and comprehensive advice, regardless of their personal political preferences or beliefs;
- Ensure that policies, procedures or guidelines are clear, explained to those who are impacted or covered by them and are regularly reviewed to maintain relevance;
- Perform their duties and responsibilities with a high level of care, diligence and competency;
- Be committed to complying with reporting requirements;
- Maintain confidentiality and privacy of Council, other workers and customers;
- Conduct themselves in an ethical and trustworthy manner, which includes not accepting or asking for gifts or benefits that may be for the purpose of influence e.g. that it is, or may be seen, to affect the performance of the recipient's official duties, or otherwise influence, or be seen to influence, the decision-making behaviour of the recipient;
- Immediately report inappropriate conduct and behaviours.

10. BREACHES OF THE CODE

Conduct or behaviour in breach of the Code will be taken seriously by Council and will not be tolerated.

Where Workers observe conduct or behaviours that may be considered to be a breach of the Code, its supporting policies or the law, they are encouraged to:

1. 'Call it' – this means to discuss the matter with the person involved in the potential breach, so it can be quickly addressed and resolved.
2. If you don't feel comfortable 'calling' the conduct or behaviour, or 'calling' the conduct or behaviour has not addressed or resolved the matter, potential breaches can also be reported to any of the following:
 - Your supervisor/manager or one-up manager;
 - Human Resources;
 - A member of the Executive Team or the CEO;
3. Where the observed breach is of a serious or potentially corrupt nature, Workers should report the breach directly to one of the representative's detailed above.

The Code does not specifically cover every situation, however, the values, ethics, standards and behaviours outlined are a reference point to help make decisions and guide behaviours in situations not specifically covered.

What If You Report a Breach?

If you report a breach:

- You are required to keep the matter confidential, except as authorised by law or to enforce legal rights and participate in any potential investigation process.
- Be aware that Council does not tolerate bullying or the provision of false or misleading information used to bring someone into disrepute (i.e. those claims found to be unsubstantiated and made with the intention of causing detriment to another person).
- In a similar manner, Council does not tolerate the victimisation of, or reprisals against, Workers who report a potential breach.

There are serious penalties under the *Crime and Corruption Act 2001 (Qld)* for any person who threatens, intimidates or harasses (or attempts to do so) any person who gives evidence or helps the Crime and Corruption Commission in the performance of its functions. There are also penalties under the *Public Interest Disclosure Act 2010 (Qld)* for anyone who commits a reprisal against a person who has made a public interest disclosure.

Consequences of a Breach

Consequences for breaching the Code will vary depending on the extent of the breach and every breach will be assessed on a case-by-case basis. In the most serious circumstances, breaches could result in dismissal and where required, notification to the Crime and Corruption Commission and/or the Police for investigation. Less serious breaches may be dealt with by disciplinary processes and relevant warnings.

DEFINITIONS

“CEO” Chief Executive Officer, a person who holds an appointment under section 194 of the Local Government Act 2009.

“Employee” a person holding an appointment under Part 5 of the *Local Government Act 2009* (Qld).

“Workers” includes employees, contractors, labour hire, volunteers, consultants and students.

RELATED INFORMATION

Public Sector Ethics Act 1994 (Qld)

Public Interest Disclosure Act 2010 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Industrial Relations Act 2016 (Qld)

Crime and Corruption Act 2001 (Qld)

Work Health and Safety Act 2011 (Qld)

Anti-Discrimination Act 1991 (Qld)

To view the above legislation, go to - <https://www.legislation.qld.gov.au/browse/asspassed>



COUNCIL POLICY

Over Award Payment Policy

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POLICY TITLE:	Over Award Payment Policy
POLICY NUMBER:	40
REVISION NUMBER:	13
TRIM REFERENCE:	SF14/411 - R22/8735
RESOLUTION NUMBER:	3497
POLICY TYPE:	Strategic
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	21 June 2022
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	21 June 2024
RESPONSIBLE DEPARTMENT:	Human Resources
LINK TO CORPORATE PLAN:	Our Governance - Competent, Productive and Contributing Workforce

1. OBJECTIVE

To establish a structured over-award payment system to attract and retain staff in a competitive market.

2. SCOPE

All employees.

3. DEFINITIONS

Trade Qualified – Class 1, 2 3 & 4 (i.e. Carpenter, Plumber, Mechanic, Parks & Gardens Tradesperson) -

- An employee who is classified and performs the duties as specified in their Position Description.

Trade Qualified (i.e. Carpenter, Plumber, Mechanic, Parks & Gardens Tradesperson) – Class 1

- Immediately upon successful attainment of trade qualifications.

Trade Qualified – Class 2

- Twelve (12) months after successful attainment of trade qualifications; or
- Immediately upon commencement should the person have at least twelve (12) months demonstrated experience using their trade qualifications in a full-time or near full-time employment or self-employment capacity, where the experience is deemed to be current – generally within the last five (5) years.

Trade Qualified – Class 3

- Twenty four (24) months after successful attainment of trade qualifications; or
- Immediately upon commencement should the person have at least twenty-four (24) months demonstrated experience using their trade qualifications in a full-time or near full-time employment or self-employment capacity, where the experience is deemed to be current – generally within the last five (5) years.

COUNCIL POLICY

Over Award Payment Policy



Trade Qualified – Class 4

- Thirty six (36) months after successful attainment of trade qualifications; or
- Immediately upon commencement should the person have at least thirty-six (36) months demonstrated experience using their trade qualifications in a full-time or near full-time employment or self-employment capacity, where the experience is deemed to be current – generally within the last five (5) years.

Note: to receive a Trade Qualified Over Award payment, the trade qualifications must be directly relevant to the employee's role with Council.

Heavy truck driver – Class 1

- Driver of road trains – prime mover with two trailers.

Heavy truck driver – Class 2

- Driver of road trains – prime mover with three trailers.

Jet Patching truck driver (Road Maintenance Crew)

- The jet patching truck has a specialised unit for premix and emulsion, which the Truck Driver also operates.

Concrete Crew - Finishers / Form Setters – Class 2

- Level 3 Labourers with all demonstrated essential skills:
 - good knowledge of concrete materials;
 - planning and site preparation;
 - proportioning and mixing concrete;
 - setting up the form work;
 - placing of reinforcement;
 - using surveying equipment such as dumpy level etc;
 - transporting and placing concrete;
 - compacting concrete;
 - making joints and finishing with grooving or edging tool;
 - finishing concrete (e.g. shine/broom finishing); and
 - curing concrete.

Concrete Crew – Free Screeding – Class 3

- Labourers with all the demonstrated essential skills applicable to Class 2, plus:
 - the skill of free screeding, with the demonstrated consistent ability to screed to tolerances of between one (1) and five (5) millimetres.

Concrete Crew - Plant Operators - Class 2

- Level 5 Plant Operators in concrete crew:
 - Labouring with all demonstrated essential skills as for Class 2 Labourers.

Agitator truck driver - Concrete Crew

- The agitator truck has requires skill and experience to make mix and transport concrete to ensure product quality.

COUNCIL POLICY**Over Award Payment Policy****Front-end Loader Operator – Class 2**

- Skilled and experienced Front-end Loader Operator.

Requirements are:

- wins material (obtains and mixes materials for road base);
- loads triple road trains for at least seventy per cent (70%) of normal working time;
- the loading is undertaken effectively, with correct weighing and placement of materials in trucks; and
- the Operator works in sync with the Screening Plant, achieving the specified standards for each particular job (e.g. 3.2 C or B class of material).

Grader Operator – Class 2 & Class 2A

- Skilled and experienced Maintenance Grader Operator.

Requirements are:

- be in charge of water cart, roller and signage (Traffic Management Level 2);
- demonstrate control of moisture content;
- demonstrate control of compaction;
- formation grading to Council Standards and Policies e.g. six metre formation with three passes and eight metre formation with five passes;
- trim with tolerances of +/- 25mm on original pavement or as set out for a standard test; and
- straight edge deviation tolerances of +/- 8mm.

Grader Operator – Class 3

- Skilled Final Trim Grader Operator – Level 1.

Requirements are:

- as per Class 2 above; plus
- control moisture content within 5% of optimum;
- compaction shall be controlled to 100% of specification;
- spread pavement material to design level;
- trim with tolerances of +/- 15mm; and
- straight edge deviation tolerances of +/- 5mm.

Grader Operator – Class 4

- Skilled Final Trim Grader Operator – Level 2.

Requirements are:

- as per class 2, 2A and 3 above; plus
- experience in the operation of a Trimble (or similar) 3D GPS Machine Guidance Laser System

Workplace Representative

- Fire Warden
 - Employees who are officially appointed to perform the duty of Fire Warden at a specified Council workplace or site.
- First Aid Officer
 - Employees who are officially appointed to perform the duty of First Aid Officer at a specified Council workplace or site.
- Health and Safety Representatives
 - Employees who are officially elected by the workforce to perform the duty of Health and Safety Representatives.

COUNCIL POLICY

Over Award Payment Policy

**4. ROLES AND RESPONSIBILITIES****Assessing Officers:**

Assessments to determine the skill level of a Plant Operator will generally be conducted by Council's Trainer/Assessor, the Senior Civil Works Coordinator, or another suitable nominated employee. Assessments to determine the skill level of a Concrete Finisher/Form Setter/Plant Operator will generally be conducted by Council's Engineer or Director of Engineering.

Supervisors/Managers:

Supervisors/Managers are responsible for ensuring copies of all relevant trade certificates, tickets and licences are obtained at the employee's commencement, or transfer to a different position.

5. POLICY

Council will pay the following over-award payments:

ALL EMPLOYEES		
Position	Award Coverage	Over-Award Percentage
All non-contractual employees on base Award wages	Qld Local Government Industry (Stream A, B and C) Awards – State 2017	23.0%

TRADE POSITIONS		
Position	Award Coverage	Over-Award Percentage
Trade qualified employee – Class 1	Qld Local Government Industry (Stream B and C) Award – State 2017 (Operational, Building Trades and Engineering Services)	An additional 10%
Trade qualified employee – Class 2	Qld Local Government Industry (Stream B and C) Award – State 2017 (Operational, Building Trades and Engineering Services)	An additional 20%
Trade qualified employee – Class 3	Qld Local Government Industry (Stream B and C) Award – State 2017 (Operational, Building Trades and Engineering Services)	An additional 30%
Trade qualified employee – Class 4	Qld Local Government Industry (Stream B and C) Award – State 2017 (Operational, Building Trades and Engineering Services)	An additional 40%

FOR EXAMPLE: a Class 4 Mechanic will be paid 63% above the C10 Classification in the Engineering Services of the Qld Local Government Industry (Stream C) Award – State 2017 (23% + 40%)

TRUCK DRIVERS		
Position	Award Coverage	Over-Award Percentage
Heavy truck driver – Class 1	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 7 plus an additional 10%
Heavy truck driver – Class 2	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 7 plus an additional 25%

COUNCIL POLICY

Over Award Payment Policy



Jet Patching truck driver	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Level 5 (it is a Wage Level 4 truck under the Award)
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CONCRETE CREW		
Position	Award Coverage	Over-Award Percentage
Concrete crew – Labourers – Class 2	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 3 plus an additional 10%
Concrete crew – Labourers – Class 3	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 4 plus an additional 10%
Concrete crew – Plant Operators – Class 2	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 5 or 6 plus an additional 10%
Concrete Agitator truck driver	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Level 6 (it is a Wage Level 5 truck under the Award)

PLANT OPERATORS		
Position	Award Coverage	Over-Award Percentage
Front-end Loader Operator – Class 2	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 5 or 6 plus an additional 10%
Grader Operator - Class 2	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 7 plus an additional 15%
Grader Operator - Class 2A	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 7 plus an additional 25%
Grader Operator - Class 3	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 7 plus an additional 35%
Grader Operator - Class 4	Qld Local Government Industry (Stream B) Award – State 2017 (Operational Services)	Wage Level 7 plus an additional 40%

WORKPLACE REPRESENTATIVES		
Fire Warden	Qld Local Government Industry (Stream A, B and C) Award – State 2017	An allowance of \$40 per week
First Aid Officer	Qld Local Government Industry (Stream A, B and C) Award – State 2017	An allowance of \$40 per week
Health and Safety Representative	Qld Local Government Industry (Stream A, B and C) Award – State 2017	An allowance of \$40 per week

CAMP ALLOWANCE		
Council providing accommodation only	Qld Local Government Industry (Stream A, B and C) Award – State 2017	An allowance of \$40.00 per night

COUNCIL POLICY

Over Award Payment Policy



- For ongoing/fixed term fulltime/part-time employees, the over award payment will be calculated on the basic wage and penalty hours component, with all other allowances paid as per the Award.
- For casual employees, the over award payment will be calculated on the basic wage component only, with all other allowances paid as per the Award.
- The over award payments will be retained until overtaken by a new Award, Enterprise Bargaining Agreement etc.
- Normal overtime rates will apply over the standard 72.5 or 76 hour, 9 day fortnight.
- Employees will be required to maintain the level of skill for the role-specific over-award classifications in order to receive payment for that classification (e.g. Final Trim Grader Operator).
- Employees will be required to hold current the necessary qualifications, tickets and licences in order to receive the role-specific over-award payment (e.g. grader ticket; truck licence). Should the employee's qualification, ticket or licence expire or be suspended, the over-award payment may be removed, and other action may also be taken by Council.

6. PROCEDURE

Where appropriate, skill assessments are to be conducted during the recruitment and selection process (e.g. a Plant Operator competency assessment should be performed by Council's Trainer/Assessor the same day the interview takes place).

When issuing Letters of Offer, Council will identify the relevant skill levels and over-award payment that will apply, and/or assessments that will need to be undertaken after the employee commences to determine the skill level of the employee. After an employee commences with Council or changes to a new position within Council, their skill level should be assessed by a relevant person within their first **five (5) weeks** of employment in that position where deemed appropriate by management. Should the employee be assessed as meeting all of the "Definitions" criteria, their special over-award payment will be effective from the first full pay period after the assessment took place. Should the employee not meet all of the criteria at an assessment, the Director of Engineering or delegate will determine a schedule for future assessments.

The Chief Executive Officer is authorised to appoint an employee, via Letter of Appointment, to a particular skill level and corresponding pay point. This will be based on the recommendations and testing results provided by the Engineer/Senior Civil Works Coordinator or another appropriate Officer through the Director of Engineering.

7. IMPLEMENTATION

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their Manager/Supervisor. Council reserves the right to vary, replace or terminate this Policy from time to time.

8. RELATED LEGISLATION

- *Qld Local Government Industry (Stream A, B and C) Award – State 2017*

9. RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS ETC)

- Employment Contract – Relevant to position (developed by Human Resources).
- Assessment Forms (available from Human Resources).

10. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

11. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

COUNCIL POLICY

Service Recognition Policy



POLICY TITLE:	Service Recognition Policy
POLICY NUMBER:	199
REVISION NUMBER:	1
TRIM REFERENCE:	S14/411 - R22/8736
RESOLUTION NUMBER:	3498
POLICY TYPE:	Strategic
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	21 June 2022
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	21 June 2024
RESPONSIBLE DEPARTMENT:	Human Resources
LINK TO CORPORATE PLAN:	Our Governance - Competent, Productive and Contributing Workforce

1. OBJECTIVES

This policy recognises the importance of long serving employees in maintaining an effective and efficient workforce.

This policy also determines the appropriate service awards applicable and the value of such awards.

2. SCOPE

This policy will apply to all current and future employees who have attained a minimum of ten years' continuous service and thereafter completion of each additional five years of service.

3. POLICY

Council is committed to providing a work environment where all staff are recognised for the service that they provide Council and the community.

The contribution employees make to the ongoing operation of the Council is significant and worthy of recognition both throughout their service and also upon their retirement or resignation from Council.

In the interest of supporting local businesses, all monetary values listed in this policy will be provided in the form of a Flinders Shire Gift Card.

3.1. Service Recognition Award

Council will recognise long term staff, with 10 or more years of continuous service, with the presentation of a certificate and a Flinders Shire gift card to the value as listed below:

- 5 Years of Service -Certificate of Service and \$100 gift card
- 10 Years of Service -Certificate of Service and \$100 gift card
- 15 Years of Service -Certificate of Service and \$150 gift card
- 20 Years of Service -Certificate of Service and \$200 gift card
- 25 Years of Service -Certificate of Service and \$250 gift card
- 30 Years of Service -Certificate of Service and \$300 gift card
- 35 Years of Service -Certificate of Service and \$350 gift card
- 40 Years of Service -Certificate of Service and \$400 gift card
- 45 Years of Service -Certificate of Service and \$450 gift card
- 50 Years of Service -Certificate of Service and \$500 gift card

For the purpose of calculating length of service, periods of casual employment shall count, provided there is no break between the casual employment and permanent employment.

COUNCIL POLICY

Service Recognition Policy



A current employee who has, at the time of adoption of this policy, attained the required years of service will receive their award retrospectively, (eg. an employee who has completed 27 years of service will receive a 25-year service award) to be presented by the Mayor or Mayor's Representative as soon as practicable.

Retrospective application of awards is limited to the most recent milestone.

3.2. Retirement/Termination Gift

Council will recognise long term staff, with 10 or more years of service, with the presentation of the following gift upon their retirement or termination:

- 5 Years of Service -Certificate of Service and \$100 gift card
- 10 Years of Service -Certificate of Service and \$100 gift card
- 15 Years of Service -Certificate of Service and \$150 gift card
- 20 Years of Service -Certificate of Service and \$200 gift card
- 25 Years of Service -Certificate of Service and \$250 gift card
- 30 Years of Service -Certificate of Service and \$300 gift card
- 35 Years of Service -Certificate of Service and \$350 gift card
- 40 Years of Service -Certificate of Service and \$400 gift card
- 45 Years of Service -Certificate of Service and \$450 gift card
- 50 Years of Service -Certificate of Service and \$500 gift card

For the purpose of calculating length of service, periods of casual employment shall count, provided there is no break between the casual employment and permanent employment.

Employees who have completed at least ten (10) years of service shall, upon retirement/termination from the workforce, will receive a certificate and a gift card, as outlined above, to be presented by the Mayor or Mayor's Representative as soon as practicable after notice of the employees' intention to retire/terminate.

This section shall not apply where an employee is terminated due to disciplinary measures.

3.3. Christmas Gift Policy

Council recognises all staff for their contribution to the ongoing operation of the Council and to the community.

Council will provide all staff with a Flinders Shire Gift Card to the value of \$150 prior to Council's Christmas Closedown period each year.

To be eligible for a Christmas gift card, recipients must be a current employee and have completed paid work within the preceding 12 months.

4. IMPLEMENTATION

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their Manager/Supervisor. Council reserves the right to vary, replace or terminate this Policy from time to time.

5. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

6. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

COUNCIL POLICY

University Scholarship Policy



POLICY TITLE:	University/Tertiary Students Scholarship and Vocational Placements Policy
POLICY NUMBER:	189
REVISION NUMBER:	1
TRIM REFERENCE:	S14/411 - R22/8737
RESOLUTION NUMBER:	3498
POLICY TYPE:	Strategic
APPROVING OFFICER:	Chief Executive Officer
DATE OF ADOPTION:	21 June 2022
TIME PERIOD OF REVIEW:	4 Years
DATE OF NEXT REVIEW:	21 June 2026
RESPONSIBLE DEPARTMENT:	Human Resources
LINK TO CORPORATE PLAN:	Our Governance - Competent, Productive and Contributing Workforce

1. OBJECTIVES

To establish a system for awarding and monitoring an annual tertiary scholarship primarily in the fields of:

- Business Management (Including Accounting and IT)
- Health Services (Including Nursing, Veterinary, Allied Health, Aged Care and the like)
- Engineering (Civil, Water and Wastewater)
- Manufacturing (Industrial, Mechanical and Production Engineers)
- Agricultural sciences (Including Agribusiness, Agriculture, Natural resources and land management, and Horticulture).

To establish an arrangement with universities/TAFE to accommodate, where possible, vocational placements for students in the above and other regionally significant fields.

2. SCOPE

Members of the Flinders Shire community.

3. ELIGIBILITY

To be eligible for scholarships, applicants must meet the following criteria:

- be enrolled and/or have commenced as a full-time student in a single (or double) Bachelor degree (AQF Level 7 or higher)
- be a resident of the Flinders Shire Council for a minimum of two years immediately prior to, and at the time of, the application
- be a child or a grandchild of a current resident of the Flinders Shire (minimum of 5 years immediately prior to, and at the time of, the application) and are living away from the shire to pursue higher education; and provide a commitment to live and work in Flinders Shire Region after the completion of studies
- be a permanent resident of Australia, Australian citizen, New Zealand citizen or a permanent Australian Humanitarian Visa holder

For Vocational Placements

- Currently enrolled and undertaking final year of degree in a university course (AQF Level 7 or higher)

COUNCIL POLICY

University Scholarship Policy



4. ROLES AND RESPONSIBILITIES

Human Resources

Human Resources will be responsible for coordinating the advertising and selection process for the annual scholarship. Human Resources will also be responsible for coordinating the Scholarship Agreement and payment process and appointing the successful applicant to Casual employment for holiday periods.

Director/Manager

The Director of the Department will, in conjunction with Human Resources, make a recommendation to the Chief Executive Officer regarding preferred candidates and will be primarily responsible for the student during their periods of employment.

Chief Executive Officer

The Chief Executive Officer review the recommendation and have final say on successful candidates.

5. POLICY

Council will provide an annual scholarship, up to the value of \$5,000 per annum, towards an approved course equivalent to AQF Level 7 or higher in the areas identified in Section 1, Policy Objectives.

Council will select approved courses based on skills shortages in these fields throughout Local Government areas in Queensland, especially in rural and remote Communities with the intent of developing and retaining qualified professionals in the region.

Scholarships must be applied for and will be awarded on an annual basis.

To be eligible for a Scholarship, the student needs to maintain their residency in the Flinders Shire through their parents/guardian. The student therefore may be attending an educational institution outside the Shire when they apply for a Scholarship.

Scholarship applicants may be completing their senior school study and be commencing, or have already commenced study towards, a degree qualification.

Council at its discretion may award more than one Scholarship in a single year, however Council is **not** obligated to provide a Scholarship every year, even where Council has called for and considered nominations for the Scholarship.

6. PROCEDURE

6.1. Nominations and Selection

Around September of each year, Council will commence advertising the Scholarship for enrolments taking place in the upcoming calendar year. The applicants will be asked to make a submission using the Scholarship Application Form, outlining why they are the best candidate for a scholarship, and providing information and results relating to their curricular and extra-curricular activities.

School leavers must attach copies of their Year 11 transcripts to the Scholarship Application Form, as well as a Letter of Recommendation from a teacher, tutor or employer. They must also provide copies of their Year 12 transcripts and the confirmation of their university acceptance, as soon as possible.

Current tertiary students will be required to provide their year 12 transcripts and evidence of any completed units related to their course of study.

The applicants must declare if they have already been awarded, or are being considered for, another tertiary scholarship or bursary. Priority will generally be given to applicants who are not already receiving another scholarship or bursary.

COUNCIL POLICY

University Scholarship Policy



The applicable Director and Human Resources will review the applications and make a recommendation to the Chief Executive Officer for consideration. Where appropriate, the short-listed applicants will be interviewed prior to selecting a preferred applicant. A preferred applicant will generally be selected by identifying the applicant who has demonstrated the greatest scholastic dedication and achievement, and who has demonstrated an interest in and dedication to the field of study. However, at its discretion Council may also consider other factors such as the applicants' community involvement, and their personal and financial circumstances, when awarding a Scholarship.

Where an applicant has previously been awarded a scholarship, the previous performance and conduct will be taken into account prior to any subsequent scholarship being awarded.

Following consideration by the Chief Executive Officer, applicants will be notified of the outcome.

6.2. Scholarship Agreement

The successful applicant will be issued with a Scholarship Agreement to sign prior to Council providing any scholarship payments. The Agreement will contain, but is not limited to, the following terms and conditions (as well as those terms and conditions outlined in Clause 5.3 and 5.4):

- The funds of the Scholarship can be used in any way that the student deems fit to help them in completing their studies.
- The Scholarship Agreement does not cover any units that are not required for the student's completion of the Bachelor course, apart from the requisite number of elective units.
- The student will not be bonded to work for Council at the successful completion of the course.
- On the successful completion of the course, Council may offer the student a maximum term appointment or a permanent position as suits operational requirements at the time.
- The student must advise Council immediately if they wish to change the status of their study (e.g. changing from full-time to part-time study). Council is not obligated to provide Scholarship funds if the status of the student's study changes.
- The student must advise Council immediately if they wish to change the studies/units/major undertaken in their course (e.g. from Civil Engineering to Electrical Engineering). Council is not obligated to provide Scholarship funds if the student changes their major, or if the student undertakes more units than is necessary to obtain the stipulated Bachelor degree.
- The student will need to maintain their residency in the Shire through their parents/guardian. The student must advise Council immediately if there are changes to their residency status.
- Either the student or Council may give written notice at any time to cancel the Scholarship Agreement. A minimum of four (4) weeks' written notice is required. Council is not obligated to provide payment for any units being undertaken at the date of termination of the Agreement, and which are later satisfactorily completed.
- By signing a Scholarship Agreement, the student will agree for Council to obtain and publish general information about the student and their Scholarship. The information will generally be regarding the allocation of the Scholarship, the progress of the student's studies including the attainment of awards, and the work experience undertaken by the student with Council. The information may be displayed in internal and external publications, such as newsletters and media articles. The student's end-of-semester results will not be published.

6.3. Payment of the Scholarship

The total **annual scholarship amount (\$5,000)** will be divided over the two (2) university semesters of the year. Accordingly, the student will be entitled to \$2,500 at the end of each semester of full-time study, provided that each unit of the semester is successfully completed.

In the event that the student does not successfully complete (i.e. pass) all units each semester, a pro-rata amount only will be paid. For instance, if the student passes three (3) of four (4) units then 75% of the \$2,500 for the semester will be paid by Council.

COUNCIL POLICY

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In the event that, in a later semester, the student passes a unit that they previously failed; or the student passes a unit that they took as an alternative to a unit that they previously failed; then the student will be paid for that unit, as long as the total Scholarship amount of \$5,000 per annum is not exceeded.

If the student does not undertake four (4) units of study in a single semester, then they will be entitled to a pro-rata amount only. For instance, if the student undertakes three (3) units in a semester, then 75% of the \$2,500 for the semester will be paid by Council.

To claim payment, the student will need to submit a copy of their semester results to the Human Resources section of Council. These results **must** come directly from the University (e.g., a formal transcript of the results; an email to Council sent directly from the University email account). Email results forwarded by the scholarship holder are not acceptable.

6.4. Work Experience with Council (scholarship applicants)

Council will try to offer paid work experience (i.e., Casual employment) to the student during university holiday breaks for the duration of the course, as meets Council's operational requirements. The terms and conditions of the Casual employment will be outlined in a Letter of Offer and Employment Contract to the student. The student will be required to undergo a pre-employment medical (including a drug and alcohol test), and a criminal history check prior to commencing employment with Council.

Prior to the student's holiday break, they are to contact the relevant Director to discuss their availability and Council's requirements. Work experience placements are subject to the availability of resources and the workloads of the relevant area. Therefore, requests may not always be accommodated.

Should Council or the student terminate the Scholarship Agreement, the employment with Council may be terminated.

6.5. Vocational placements of University/Tertiary students

All Vocational placements are subject to the availability of resources and the workloads of the relevant area. Therefore, requests may not always be accommodated. We will give priority to the Flinders Shire current or former residents.

Vocational placements provide students with the opportunity to apply the theory and skills they learned while studying in a professional workplace. Under these arrangements students can gain the skills they need to transition successfully from study to work, while giving industry the opportunity to enrich student learning experiences and increase the number of work-ready graduates.

Vocational placements that meet the definition under the Fair Work Act 2009 (the FW Act) are lawfully unpaid. Students completing vocational placements are not considered to be employees and therefore are not entitled to the minimum wage nor other entitlements provided under the FW Act.

Considering the remoteness of the Shire and to encourage the students to come and experience the region Flinders Shire Council will reimburse the travel costs (fuel or flights only) up to \$3000 dollars and offer free accommodation at the Council Caravan Park (Single ensuite unit) with shared facilities.

Under the FW Act, a vocational placement is lawfully unpaid if it meets all the following criteria:

1. There must be a placement. This can be arranged by the educational or training institution, or a student may initiate the placement with an individual business directly, in line with the requirements of their course.
2. There must be no entitlement to pay for the work the student undertakes. Where a student's contract with the host business or organisation entitles them to receive money for the work they perform, the vocational placement will likely have turned into an employment relationship. Similarly, work arrangements covered by industrial awards or agreements are not vocational placements.

COUNCIL POLICY

University Scholarship Policy



3. The placement must be done as a requirement of an education or training course. The placement must be a required component of the course, or of an individual subject or module of the course. It doesn't matter whether that subject is compulsory or an elective chosen by the student.
4. The placement must be one that is approved. The institution delivering the course which provides for the placement must be authorised under an Australian, state or territory law or an administrative arrangement of the Commonwealth or a state or territory to do so. Courses offered at universities, TAFE colleges and schools (whether public or private) will all satisfy this requirement, as will bodies authorised to offer training courses under state or territory legislation.

6. IMPLEMENTATION

This Policy will be made available on Council's intranet site/network. Council reserves the right to vary, replace or terminate this Policy in line with needs and requirements of Council operations.

7. RELATED DOCUMENTS

- Scholarship Application Form
- Scholarship Agreement

8. REVIEW TRIGGER

Policy is to be reviewed every 4 years.

9. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.



COUNCIL POLICY

Work Health and Safety Policy

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POLICY TITLE:	Work Health and Safety Policy
POLICY NUMBER:	1
REVISION NUMBER:	0
TRIM REFERENCE:	R22/8738
RESOLUTION NUMBER:	3499
POLICY TYPE:	Statutory
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	21 June 2022
TIME PERIOD OF REVIEW:	1 Years
DATE OF NEXT REVIEW:	21 June 2023
RESPONSIBLE DEPARTMENT:	Workplace Health and Safety
LINK TO CORPORATE PLAN:	Governance – Best Practice Governance

1. OBJECTIVE

This policy is to provide guidelines and information to effectively develop and communicate a Work Health and Safety Policy Statement within Flinders Shire Council.

2. SCOPE

This Policy applies to all workers of Flinders Shire Council, visitors, members of the public and does not form part of any workers contract of employment, nor does it form any other workers contract for service.

3. DEFINITIONS

FSCSMS - Flinders Shire Council Safety Management System

HSR - Health and Safety Representative

PCBU - Person Conducting Business or Undertaking

Supervisor - a person involved with the management or control of a workplace (e.g., Manager, Supervisor, person in charge, or leading hand).

Worker - A worker is a person who carries out work in any capacity for a PCBU in its workplace, including – an employee of the PCBU, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work for the PCBU, an out-worker, an apprentice or trainee, a student gaining work experience or a volunteer.

4. ROLES AND RESPONSIBILITIES

4.1 Management is responsible for ensuring:

All provisions of the Work Health and Safety Legislation and the Flinders Shire Council Safety Management System policies and procedures are complied with.

- Management is committed to establishing measurable objectives and targets to ensure that the aims of the FSCSMS are complied with by providing overall actions for reducing workplace injury and disease and to ensure that Flinders Shire Council workers, contractors, sub-contractors, trainees, apprentices, work experience students, volunteers and visitors are free from hazards and risks to their wellbeing.
- Approved Work Procedures, Work Instructions and Safe Work Method Statements are constantly reviewed and that they comply with the intended requirements.
- All machinery and equipment are properly maintained and in good working condition.
- The provision of all necessary protective clothing and equipment for workers to minimise risk and exposure to hazards.
- The provision of all the necessary information, instructions, and documentation to ensure ongoing workplace health and safety.

4.2 Workers, Customers and Clients are responsible for:

- Conducting themselves in a manner that ensures not only their own health and safety but also that of everyone around them.
- Adopting and maintaining safe working practices in accordance with procedures, policy, and workplace instructions.
- Using appropriate personal protective clothing and equipment as required and/or directed.
- Reporting all hazards, injuries, incidents, and damage to personnel / plant / equipment to supervisors/management as soon as possible

5. POLICY

Flinders Shire Council has an obligation to ensure that we have a safe and healthy working environment by:

Promoting and improving standards of Work Health and Safety to ensure a safe and healthy working environment for all our workers, customers/clients, and the public in general.

Meeting our responsibilities and duty of care under the current legislation and regulations (Queensland Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011). The development, implementation and application of the Flinders Shire Council

Safety Management System focuses on ensuring a high level of workplace health and safety.

Eliminating or reducing risk by developing proactive strategies and adopting a risk-based approach to work health and safety. Demonstrating an understanding that creating and maintaining a safe and healthy working environment is critical to providing an injury and illness free workplace.

Having an ongoing commitment to due diligence, involving management and workers where everybody is taking responsibility to achieve organisational goals.

At all times comply with relevant Workplace Health and Safety Legislation and any other requirements imposed upon the organisation to meet their obligations. Including consultation and communication of these expectations with all workers.

Provide adequate resources and training to manage and maintain work health and safety throughout the organisation. Mandatory participation in work health and safety training for all staff generally and specific to each position.

Review the *Work Health and Safety Policy Statement* on an annual basis or when there is a change in CEO. Ensuring that the Work Health and Safety requirements and objectives of the Flinders Shire Council are agreed upon at the highest level.

Flinders Shire Council considers work health and safety to be an integral part of management's philosophy and expects that all staff actively participate to achieve the ultimate goal of a safer incident and injury free workplace.

6. IMPLEMENTATION

This Policy will be made available to all staff through the consultation process, training and will be communicated through Council's internal communications process.

7. RELATED LEGISLATION

Queensland Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

8. REVIEW TRIGGER

Council reserves the right to vary, replace or terminate this policy from time to time. The policy is to be reviewed every 12 months if not sooner if and when there are changes to current legislation.

9. APPROVAL

Adopted at the June 2022 Council Meeting - Resolution Number 3499

Appendix 2.01.11

WORK HEALTH AND SAFETY POLICY STATEMENT

Flinders Shire Council is committed to meeting its obligations under the Queensland Work Health & Safety Legislation, through promoting, and improving Health and Safety standards, ensuring a safe and healthy working environment for our staff and any other person whilst they are in the workplace or who may be affected by Council's undertakings.

The policy covers all Flinders Shire Council staff and person performing work on behalf of Council (*contractors, subcontractors, labour hire, consultants, volunteers*) including visitors. This policy should be read in conjunction with Council's other policies and procedures.

This policy supports our organisational objectives of continuous improvements in the area of health and safety, risk management and any proactive measures to eliminate/reduce injury and illness at Council workplaces by:

- Providing a safe work environment in accordance with relevant legislation and Codes of Practice or Australian Standards by establishing measurable reviewing and monitoring current-safety performances.
- Ensuring a fair and effective workplace through representation, consultation, cooperation, and engagement with processes, by all employees who are involved in the resolution of health and safety issues.
- Allocating sufficient financial, personnel and physical resources (both internal and external) to enable the effective implementation of the Workplace Health and Safety (WHS) Policy and provide safe systems of work.
- Prepare, consult, implement, and promote a fit for purpose *Management System* to ensure all staff are covered.
- Implementing a health and safety risk management process to ensure workplace hazards are identified, assessed, controlled, and reviewed particularly where they are not able to be eliminated. Council's risk management process ensures consistency with the nature of workplace activities and scale of health and safety risks, when developing and implementing its safety protocols.
- Disseminating health and safety information to all employees, contractors, labour hire employees, volunteers, and visitors to the workplaces of Council.
- Ensuring responsibilities and accountabilities are appropriately defined and workers receive information, training, resources, and supervision that they require, to carry out their duties safely and competently.
- Undertake reporting and investigating of all hazards, incidents and near misses to prevent any recurrence/s.

It is the primary goal of Flinders Shire Council to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to work health and safety.

Dated: ____ / ____ / ____

Hari Boppudi
CHIEF EXECUTIVE OFFICER

Adopted at the June 2022 Council Meeting - Resolution Number 3500

COUNCIL POLICY

Complaints Management Policy



POLICY TITLE:	Complaints Management Policy
POLICY NUMBER:	58
REVISION NUMBER:	3
TRIM REFERENCE:	SF14/411- R17/3460
RESOLUTION NUMBER:	3504
POLICY TYPE:	Statutory
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	21 June 2022
TIME PERIOD OF REVIEW:	5 Years
DATE OF NEXT REVIEW:	21 June 2027
RESPONSIBLE DEPARTMENT:	Governance
LINK TO CORPORATE PLAN:	Our Governance - Transparent, Accountable and Engaged Governance

1. OBJECTIVE

The role of Council is to provide open and accountable local government. An effective and transparent method of responding to complaints regarding its services, administrative actions, competitive neutrality, the conduct and performance of councillors and staff behaviour and misconduct better enables council to undertake this role.

2. PRINCIPLES

Council is committed to a complaints management process which ensures the transparent, effective and timely resolution of complaints.

3. SCOPE

This policy has been established to provide a clear administrative method of handling and resolving of all complaints made by affected persons, about:

- a) Administrative actions, as defined under *section 268(2) of the Act*
 - The decisions or a failure to make a decision by Council, including a failure to provide a written statement of a reason for a decision;
 - An act, or failure to do an act;
 - The formulation of a proposal or intention; and
 - The making of a recommendation.
- b) Competitive Neutrality (under section 48 of the Act);

This Policy is not intended to capture all complaints. There are certain processes in complaint management which are regulated by legislation and therefore separate policies or systems may apply, for example:

- Complaints that involve, or may involve, corrupt conduct by the Mayor, Councillors and employees are dealt with under the *Crime and Corruption Act 2001*.
- Complaints concerning Councillor conduct are handled under the provisions of the *Local Government Act 2009* or Council's Policy on Councillor Inappropriate Behaviour Investigation Policy.
- Complaints concerning the Chief Executive Officer are handled under Council's Policy concerning Complaints involving Public Officials.

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- Public interest disclosures that are dealt with under the *Public Interest Disclosure Act 2010 (Qld)*;
- Employee complaints that are dealt with under the Local Government Industry Award – State 2017 and Council's Personal Grievance Policy;
- Complaints about a development decision made under the *Sustainable Planning Act 2009* or other statutory instrument and legislation;
- Complaints that are primarily contractual in nature and which do not involve alleged breaches of the Code of Conduct, and are responded to in a contractual context;
- Complaints about access application decisions, which are dealt with under the *Right to Information Act 2009* or *Information Privacy Act 2009*

4. DEFINITIONS

Administrative Action Complaint – is a defined term in the Local Government Act, meaning a complaint about an administrative action of council including the following: -

- a) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- b) an act, or a failure to do an act;
- c) the formulation of a proposal or intention;
- d) the making of a recommendation; and
- e) is made by an affected person.

Affected Person – is a defined term in the Local Government Act, and is: -

- a) a person who is apparently directly affected by an administrative action of Council;
- b) is adversely affected by a competitive advantage that the person alleges is enjoyed by the local government;
- c) alleges inappropriate conduct by a Councillor of a local government; or
- d) alleges misconduct of a councillor of a local government

CEO – The Chief Executive Officer, and includes the Acting Chief Executive Officer

CCC – Crime and Corruption Commission established under the *Crime and Corruption Act 2001*

Competitive Neutrality Complaint – is a defined term in the Local Government Act that relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle and is made by: -

Any person who:

- 1) competes with Council in relation to the business activity; and
- 2) claims to be adversely affected by a competitive advantage that the person alleges is enjoyed by council; or
- 3) wants to compete with council in relation to the business activity; and
- 4) claims to be hindered from doing so by a competitive advantage that the person alleges is enjoyed by council.

Competitive Neutrality Principle – may be applied by:

- a) commercialisation of a significant business activity; or
- b) full cost pricing of a significant business activity

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Complaint – An expression of dissatisfaction orally or in writing, about the service, decisions or actions of the Council or its staff; or the conduct or performance of a Councillor of a local government. It is not an enquiry or service request, unless the person specifies that they wish to make a complaint.

Complainant – The affected person or organisation making a complaint.

Complaints Officer – A specific role within Council being an appropriately qualified person who is responsible for coordinating and reporting in relation to Council's Complaint Management Process. Generally, the complaints officer shall be the officer directly responsible for Council's Governance function, though the Chief Executive Officer may appoint another complaints officer subject to operational requirements, subject matter expertise and workload considerations.

Corrupt Conduct – carries the same meaning as the term's definition per s15 of *Crime and Corruption Act 2001*

Council – Flinders Shire Council

Council Officer – Council Staff member including permanent, temporary, casual or contract employees

Customer Request – Is a request for Council to take action to satisfy the needs of a customer or ratepayer. This may be of a physical nature, such as a request to fill a pothole or to collect a stray dog, or a request for information.

Natural Justice – A set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

Preliminary Assessment – An assessment of a complaint to decide whether the complaint –

- a) is about a frivolous matter or was made vexatiously; or
- b) is about inappropriate conduct, misconduct, official misconduct, corrupt conduct, or against matter including a general complaint against the local government; or
- c) is lacking substance

The Act – *Local Government Act 2009*

5. ROLES AND RESPONSIBILITIES

The Chief Executive Officer, Directors, Managers and Complaints Officer are responsible for ensuring that this policy is understood and adhered to by all councillors and staff.

6. POLICY

Council will at all times endeavour to meet local government and community expectations through being an open and accountable organisation, dealing fairly and reasonably with customers and having well trained and supported staff.

The complaints process is to be readily accessible to and able to be understood by all people. Information about the complaints process is to be available on council's website, at its customer reception area, on rates notices and highlighted within the Annual Report and Corporate Plan.

Effective complaints management is fundamental to the provision of quality services that Council aims to provide and enables an instrument for obtaining feedback from customers and resolving disputes.

COUNCIL POLICY

Complaints Management Policy



Council recognises that errors and mistakes can be made and all reasonable attempts will be made to rectify failures to ensure community confidence is maintained.

Council is committed to effective and efficient customer complaints management process and strives to manage customer complaints received via all methods of delivery, in an accountable, transparent, timely and fair manner that is compatible with human rights.

When receiving complaints Council officers must appreciate and acknowledge that the complainant has a right to remain anonymous. All anonymous complaints are to be recorded and brought to the attention of the relevant line manager for a decision as to whether the matter warrants further investigation. When determining the veracity of a complaint it is understood that there is a possibility that it can be vexatious or malicious and as such may not warrant further investigation.

Where possible Council strives to provide feedback to complainants in all matters this may not be possible with anonymous complainants. Feedback is provided to complainants as council is committed to a transparent process.

All complaints received by Council will be considered on their merits and addressed in an equitable and unbiased manner through an established complaints process and the observation of the principles of the Australian Standards (ISO AS 10002-2018) Customer satisfaction – Guidelines for complaints handling in organisation.

Complainants will have access to the complaints management system free of charge and will not suffer any reprisal as a result of making a complaint.

Complainants will be able to access support to make a complaint if and where necessary.

Complaints may be categorised by the CEO for the purpose of prioritisation, reporting, effective resolution, and ensuring legislative compliance.

Where possible, a complainant and a Council Officer should attempt to have the matter resolved to avoid the need for a formal complaint requiring investigation, *E.G.*, by the aggrieved person working the issue through a Council Officer/Manager to obtain an outcome that is satisfactory to both parties.

Receipt of each complaint will be acknowledged in accordance with the Complaints Management Procedure Guideline.

Complainants will be treated courteously; and will be kept informed of the progress of the handling of their complaint, the timing of its handling and the outcome of their complaint.

When a complaint is made regarding a pending action or decision, by lodging a complaint, the matter will not automatically be suspended or put on hold.

All complaints will be treated with appropriate respect for the confidentiality and privacy of the complainant and officers involved. Publication of information relating to complaints about Council Officers will be limited to that prescribed by legislation.

For matters which are referred to an external agency for investigation, council will co-operate fully with the investigating authority charged with dealing with a complaint, *E.G.*, the Crime and Corruption Commission, Queensland Ombudsman, Queensland Police Service, Office of the Independent Assessor.

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Council maintains a commitment to continual improvement in its business process and relationships with customers. Continual improvement will be achieved through effective and accountable analysis, recording and reporting on complaints.

Where multiple complaints are received about the same or similar issue, an effective and efficient method of dealing with them will be determined.

Council staff who undertake roles in resolving or investigating complaints will receive training, the effectiveness of which will be reviewed at least as frequently as this Policy and associated Procedure Guidelines.

If there is any conflict between this Policy or associated Procedure Guideline, and the requirement of the Act or any other relevant legislation, the legislative requirement will take precedence.

7. IMPLEMENTATION

This Policy and the Procedure Guideline will be made available to all Council Officers and Councillors. Council reserves the right to vary, replace or terminate this Procedure from time to time.

8. RELATED LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Crime and Corruption Act 2001*
- *Public Interests Disclosure Act 2010*
- *Right to Information Act 2009*
- *Information Privacy Act 2009*
- *Sustainable Planning Act 2009*

9. RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS ETC)

- Administration Complaint Form
- Complaint Involving Public Officials Policy
- Councillor Inappropriate Behaviour Investigation Policy

10. ATTACHMENTS

- Complaints Management Procedure

11. REVIEW TRIGGER

This Policy is to be reviewed when legislation relating to local government complaint management processes is amended, or otherwise, at least every 5 years.

12. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

13. APPROVAL

Adopted at the June 2022 Council Meeting - Resolution Number 3504



FLINDERS SHIRE COUNCIL ENVIRONMENTAL POLICY STATEMENT

Council's policy is to manage their activities and potential impacts on the natural, human and built environments by striving to achieve best environmental practice and meet the growing community expectations to sustain our ecology now and into the future.

Council is committed to continuous improvement in our environmental performance through:

1. Minimising environmental harm by implementing management systems to identify, respond and monitor environmental risks arising from its operations;
2. Operating on conformity with State Environmental Protection Policies (EPP);
3. Operating in accordance with Commonwealth, State and Local Governments plans, standards or agreements;
4. Operating in compliance with statutory requirements for protecting the environmental values for land, air, water, the integrity of water courses, biodiversity and the peaceful amenity of the public;
5. Observing public interest and community consultation on activities;
6. Monitoring and reviewing environmental performance;
7. Ensuring personnel are informed and trained to implement environmental management;
8. Providing appropriate environmental resources;
9. Endeavouring to minimise waste generation by use of cleaner production techniques and reuse, and investigating ways in which recycling activities can be enhanced within the Shire.

HARI BOPPUDI
CHIEF EXECUTIVE OFFICER

Adopted 21 June 2022 Resolution 3507

COUNCIL POLICY

Quality Policy Statement for Contract Road Works



POLICY TITLE:	Quality Policy Statement for Contract Road Works
POLICY NUMBER:	48
REVISION NUMBER:	5
TRIM REFERENCE:	SF14/411- R20/4428
RESOLUTION NUMBER:	3509
POLICY TYPE:	Statutory
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	21 June 2022
TIME PERIOD OF REVIEW:	1 Years
DATE OF NEXT REVIEW:	21 June 2023
RESPONSIBLE DEPARTMENT:	Engineering
LINK TO CORPORATE PLAN:	Our Governance – Transparent, Accountable and Engaged Governance

1. OBJECTIVE

The corporate mission of the Flinders Shire Council with respect to contract roadworks activities is to construct and supply appropriate products and services suitable for our customers' needs.

2. POLICY

The Flinders Shire Council is committed to:

- providing products and services which meet the quality expectations of our customers and which represent value for money;
- complying with legal and other requirements;
- continually improving the effectiveness of its quality management system.

In order to fulfil this mission, Council will train all staff in the skills and competencies to do the job and provide the right equipment and resources.

Documented management and construction systems will be implemented, maintained and understood by all employees to allow Council to continually measure and improve its performance.

This Policy shall be communicated to Council's employees and checked that it is understood within the organisation.

These systems comply with Transports and Main Roads Specification, MRTS50 Specific Quality System Requirements and generally conform to Australian Standard ISO 9001:2015 Quality Management systems - Requirements.

3. REVIEW TRIGGER

This Policy will be reviewed within 12 months for continuing suitability. It is subject to review earlier if Council deems it necessary or if there is a change of legislation.

4. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

5. APPROVAL

Adopted at the June 2022 Council Meeting - Resolution Number 3509