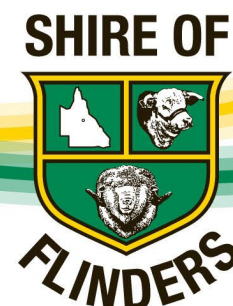


AGENDA

11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



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Kate Peddle
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Deputy Mayor
Nicole Flute
depmayor.nicoleflute@flinders.qld.gov.au

Cr Kelly A Carter
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Cr Kerry Wells
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Chief Executive Officer
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Director of Corporate & Financial
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Acting Director of People, Safety &
Governance
Dennis McLeod
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AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM

1. OPENING BUSINESS

Cr Kate Peddle (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 Kate Peddle
Nicole Flute
Kelly Carter
Kerry Wells
Peter Fornasier
Shane McCarthy
Kim Middleton

Staff

Melanie Wicks – Acting Chief Executive Officer
Misenka Duong - Director of Engineering
Andy Smith – Acting Director of Corporate & Financial Services
Barbra Smith – Director of Community Services & Wellbeing
Dennis McLeod – Acting Director of People, Safety & Governance
Jackie Coleman – Executive Support Officer

School Students

Nil

1.2 APOLOGIES

Nil

1.3 LEAVE OF ABSENCE

Nil

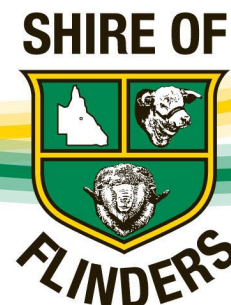
1.4 CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council held 26 November 2025 be taken as read and signed as correct.

AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM



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 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 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.

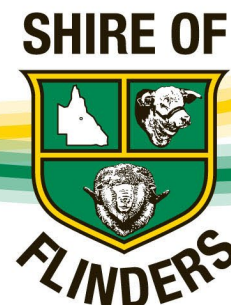
When dealing with a Declarable Conflict of Interest, Councillors must abide by the following procedures:

- 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.

AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM



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.

AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM



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

1.8 RECOGNITIONS

1.9 ACKNOWLEDGEMENT OF COUNTRY

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

AGENDA
11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



2. REPORTS

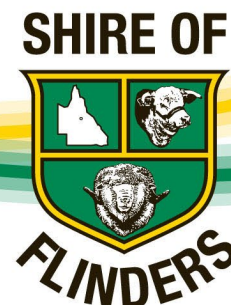
2.01 CHIEF EXECUTIVE OFFICER

- Nil to Report

AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM



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:

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

The following is a summary of the financial results as at 30 November 2025:

1. Statement of Comprehensive Income	
Total Recurrent Revenue	12,728,283
Total Recurrent Expenditure	11,187,695
Net Operating Result - Surplus/(Defic	1,540,588
Total Capital Income	1,731,900
Total Capital Expense	-
Net Result - Surplus/(Deficit)	3,272,488
2. Statement of Financial Position	
Total Current Assets	50,416,962
Total Non-Current Assets	265,040,989
Total Assets	315,457,951
Total Current Liabilities	5,832,376
Total Non-Current Liabilities	8,748,149
Total Liabilities	14,580,525
Net Community Assets	300,877,425
Asset Revaluation Surplus	105,465,322
Retained Surplus/(Deficiency)	195,412,103
Total Community Equity	300,877,425
3. Cash Flow Statement	
Cash at the beginning of the period	47,725,314
Total Payments Received	15,011,523
Total Payments Made	(18,536,326)
Cash at the end of the period	44,200,511

AGENDA
11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



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 30 November 2025.

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

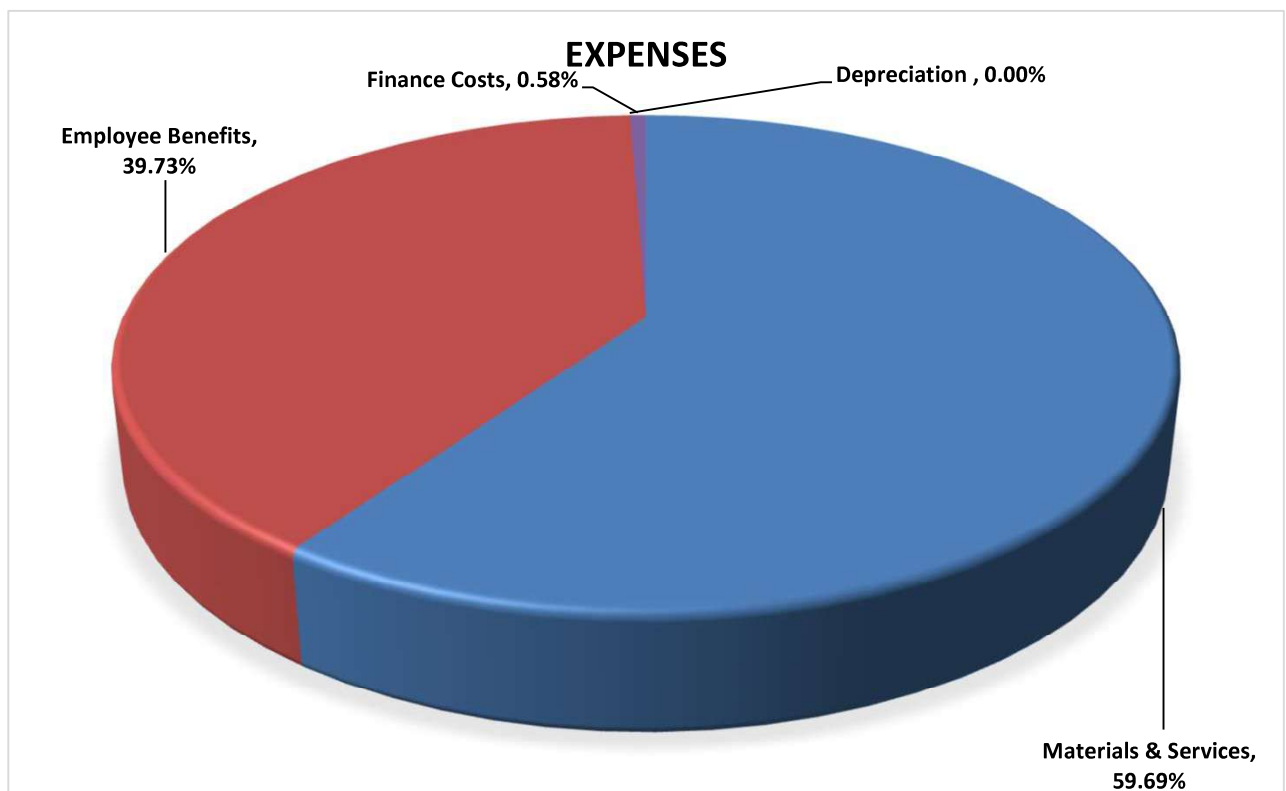
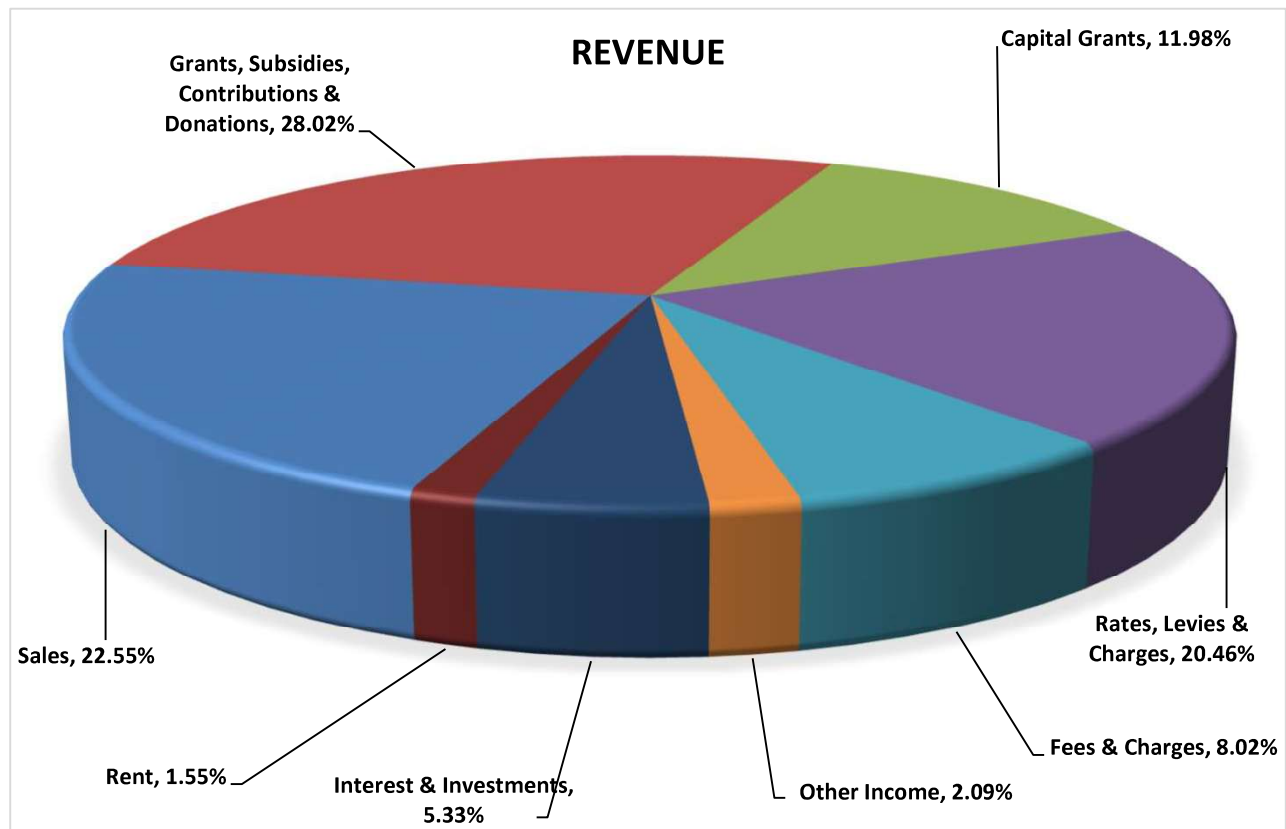
Discovery • Opportunity • Lifestyle



Flinders Shire Council
Financial Report
for the period ended 30 November 2025

Flinders Shire Council
Statement of Comprehensive Income
for the period ended 30 November 2025

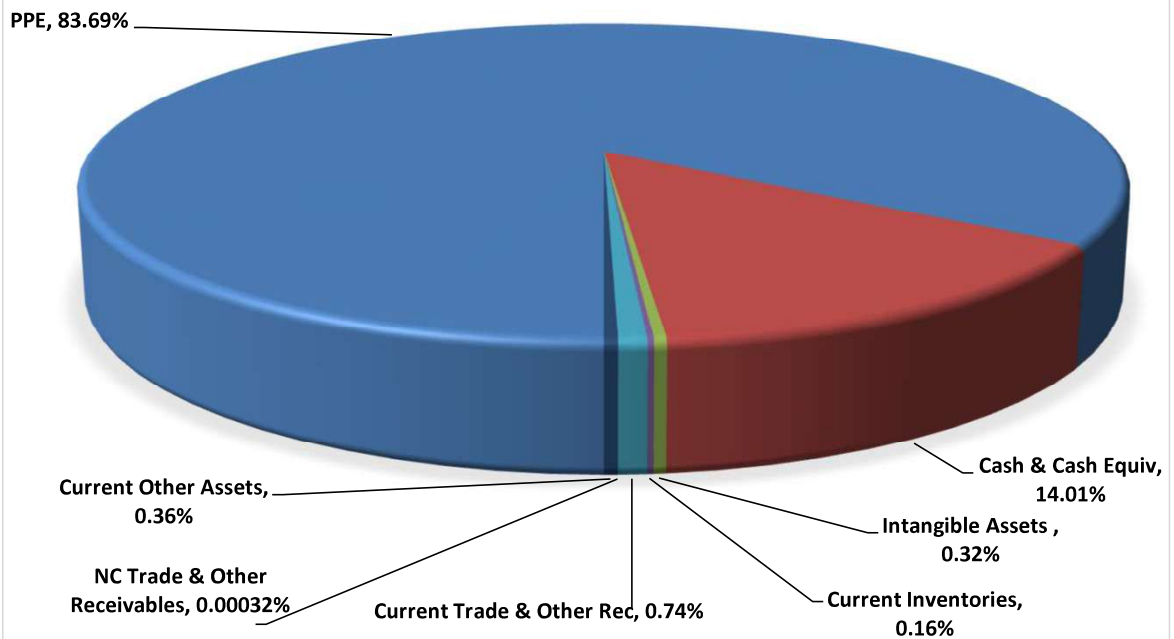
	2026	Budget 25/26	Variance	2025
	\$	\$	%	\$
Income				
Revenue				
Recurrent revenue				
Rates, levies and charges	2,958,100	5,840,821	51%	5,469,403
Fees and charges	1,160,138	2,272,803	51%	3,175,408
Sales revenue	3,260,325	3,472,800	94%	6,292,679
Grants, subsidies, contributions and donations	4,052,040	17,635,034	23%	19,278,516
Total recurrent revenue	<u>11,430,603</u>	<u>29,221,457</u>		<u>34,216,005</u>
Capital revenue				
Grants, subsidies, contributions and donations	1,731,900	4,717,796	37%	3,095,447
Total capital revenue	<u>1,731,900</u>	<u>4,717,796</u>		<u>3,095,447</u>
Rental income	224,434	518,130	43%	519,725
Interest received	770,744	1,879,126	41%	2,124,410
Other income	302,502	486,838	62%	2,430,730
Other capital income	-	-		174,810
Total income	<u>14,460,183</u>	<u>36,823,347</u>		<u>42,561,128</u>
Expenses				
Recurrent expenses				
Employee benefits	4,444,912	14,894,648	30%	11,757,105
Materials and services	6,677,985	16,897,163	40%	15,538,020
Finance costs	64,798	188,585	34%	317,883
Depreciation and amortisation	-	7,053,102	0%	7,039,775
Property, plant and equipment	-	-		-
	<u>11,187,695</u>	<u>39,033,497</u>		<u>34,652,783</u>
Capital expenses	-	-		707,448
Total expenses	<u>11,187,695</u>	<u>39,033,497</u>	29%	<u>35,360,230</u>
Net result	<u>3,272,488</u>	<u>(2,210,151)</u>	-148%	<u>7,200,897</u>
Other comprehensive income				
Items that will not be reclassified to net result				
Increase / (decrease) in asset revaluation surplus	-	-	-	7,694,325
Total other comprehensive income for the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,694,325</u>
Total comprehensive income for the year	<u>3,272,488</u>	<u>(2,210,151)</u>	<u>-148%</u>	<u>14,895,222</u>



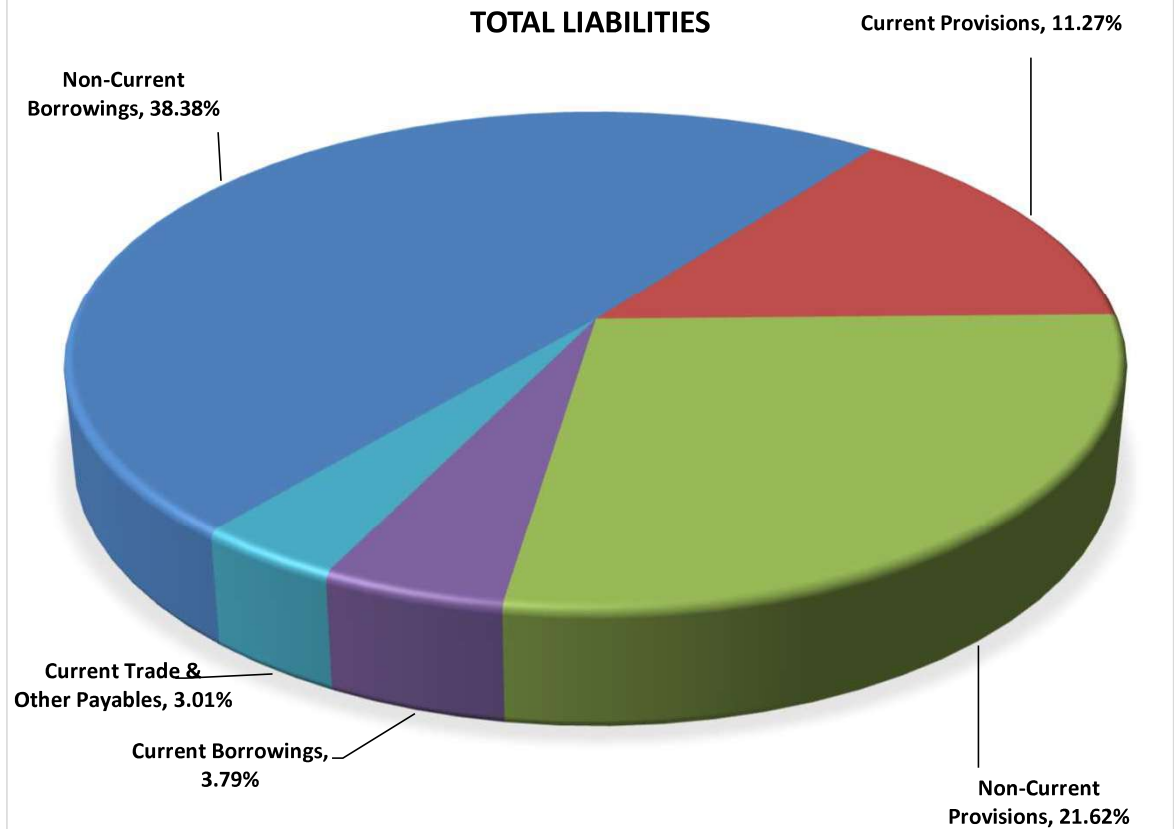
Flinders Shire Council
Statement of Financial Position
for the period ended 30 November 2025

	2026	Budget 25/26	Variance	2025
	\$	\$	%	\$
Current assets				
Cash and cash equivalents	44,200,511	42,403,856	104%	47,725,314
Receivables	2,340,411	3,044,352	77%	2,891,752
Inventories	509,335	547,515	93%	423,704
Contract assets	2,238,145	-		2,238,145
Other assets	1,128,560	1,234,755	91%	347,395
Total current assets	50,416,962	47,230,479	107%	53,626,310
Non-current assets				
Receivables	1,000	1,400	71%	1,000
Property, plant and equipment	264,017,589	256,921,898	103%	262,335,589
Intangible assets	1,022,400	1,022,400	100%	1,022,400
Total non-current assets	265,040,989	257,945,698	103%	263,358,989
Total assets	315,457,951	305,176,177	103%	316,985,299
Current liabilities				
Payables	438,955	2,381,958	18%	4,982,268
Contract liabilities	3,196,869	-	0%	3,196,869
Borrowings	553,087	722,661	77%	707,370
Provisions	1,643,464	2,094,060	78%	1,643,464
Total current liabilities	5,832,376	5,198,679	112%	10,529,971
Non-current liabilities				
Borrowings	5,595,589	5,943,000	94%	5,697,829
Provisions	3,152,561	2,855,650	110%	3,152,560
Total non-current liabilities	8,748,149	8,798,650	99%	8,850,389
Total liabilities	14,580,525	13,997,329	104%	19,380,360
Net community assets	300,877,425	291,178,847	103%	297,604,938
Community equity				
Asset revaluation surplus	105,465,322	97,770,997	108%	105,465,322
Retained surplus	195,412,103	193,407,850	101%	192,139,616
Total community equity	300,877,425	291,178,847	103%	297,604,938

TOTAL ASSETS



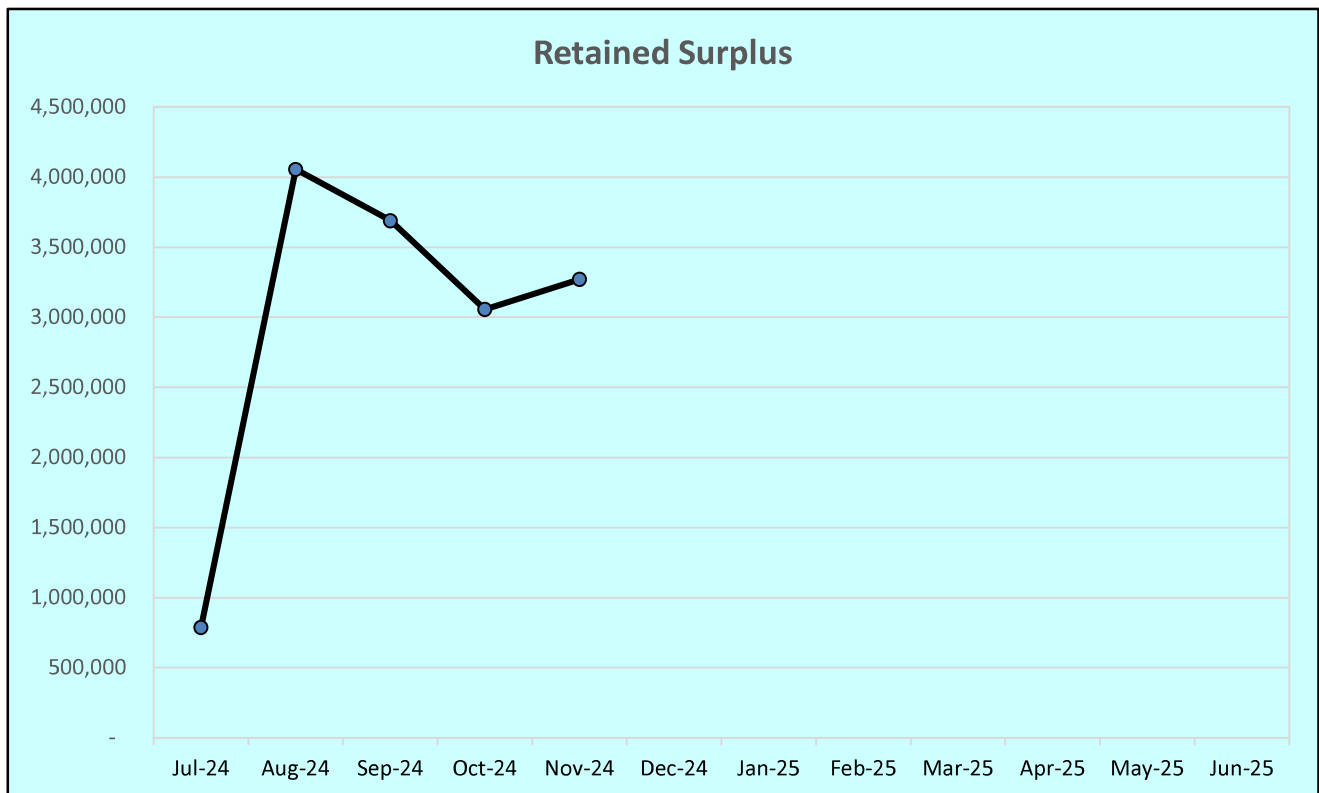
TOTAL LIABILITIES



Flinders Shire Council

Statement of Changes in Equity for the period ended 30 November 2025

	Asset revaluation surplus \$	Retained surplus \$	Total \$
Balance as at 1 July 2025	105,465,322	192,139,616	297,604,938
Net result	-	3,272,488	3,272,488
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	-	-	-
Total comprehensive income for the year	-	3,272,488	3,272,488
Balance as at 30 November 2025	105,465,322	195,412,103	300,877,425
Balance as at 1 July 2024	97,770,997	184,938,718	282,709,716
	97,770,997	184,938,718	282,709,716
Net result	-	7,200,897	7,200,897
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	7,694,325	-	7,694,325
Total comprehensive income for the year	7,694,325	7,200,897	14,895,222
Balance as at 30 June 2025	105,465,322	192,139,616	297,604,938

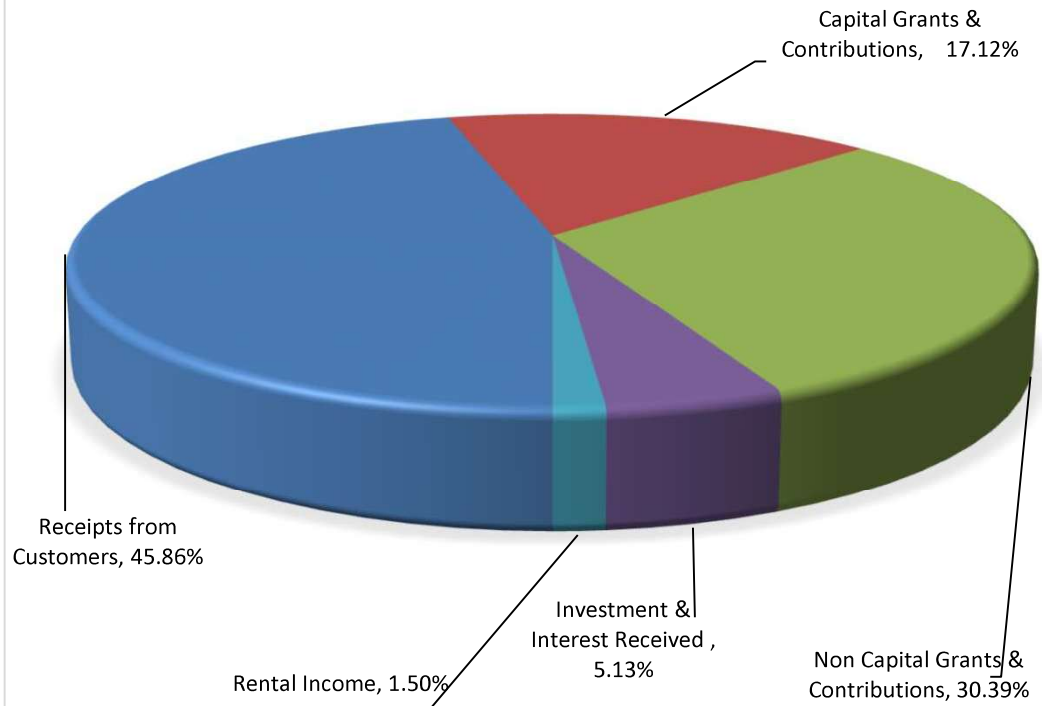


Flinders Shire Council

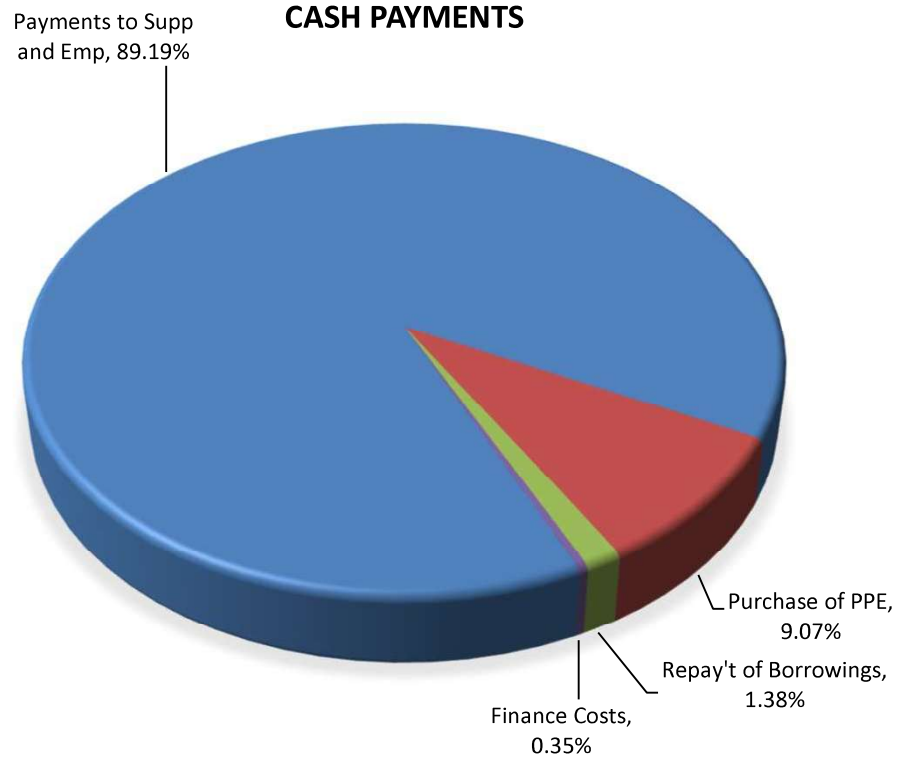
**Statement of Cash Flows
for the period ended 30 November 2025**

	2026 \$	2025 \$
Cash flows from operating activities		
Receipts from customers	6,884,657	15,655,311
Payments to suppliers and employees	(16,533,006)	(25,293,564)
	(9,648,349)	(9,638,253)
Interest received	770,744	2,124,410
Rental Income	224,434	519,725
Recurrent grants, subsidies, contributions and donations	4,561,537	20,043,117
Borrowing costs	(64,798)	(317,883)
Net cash inflow (outflow) from operating activities	(4,156,432)	12,731,116
Cash flows from investing activities		
Payments for property, plant and equipment	(1,681,999)	(7,904,426)
Grants, subsidies, contributions and donations - Capital	2,570,151	5,055,101
Proceeds from sale of property plant and equipment	-	445,903
Net cash inflow (outflow) from investing activities	888,151	(2,403,423)
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	(256,523)	(792,838)
Net cash inflow (outflow) from financing activities	(256,523)	(792,838)
Net increase (decrease) in cash and cash equivalent held	(3,524,803)	9,534,856
Cash and cash equivalents at the beginning of the financial year	47,725,314	38,190,458
Cash and cash equivalents at end of the financial year	44,200,511	47,725,314

CASH RECEIPTS



CASH PAYMENTS



Flinders Shire Council
Unrestricted Cash Reconciliation
for the period ended 30 November 2025

Cash Balance		44,200,511
Less:		
Current Liabilities		2,635,506
Non-Current Provisions		3,152,561
Unspent Grant Funding		4,468,328
Reserves		12,000,000
Roads	4,000,000	
Water	1,500,000	
Sewer	1,500,000	
Buildings & Other Structures	2,500,000	
Plant Replacement	2,000,000	
Cemeteries	500,000	
Total Unrestricted Cash		21,944,116

AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM



2.02.02 DEBT RECOVERY POLICY & PROCEDURE

Background – Council has a responsibility to recover monies owing to it in a timely, fair and effective manner to fund the delivery of its services and ensure effective financial management for ongoing financial sustainability. The purpose of this policy is to provide guidance to management, staff and the community to ensure that rates and charges are collected in a consistent, transparent and equitable manner in accordance with relevant legislation. This policy shall be applied when Council recovers rates and charges levied on each parcel of rateable land.

The previous policy was last adopted in February 2016. The revised policy guides the administrative process that will be used in the collection of overdue rates and charges, which may include payment arrangements and / or the selection of various recovery actions, including the sale of land in accordance with legislative requirements.

Both the previous Policy and the revised Policy have been attached to show the differences between the two. The 2016 Policy has had parts removed which have been identified with aquamarine highlight, whilst additions are reflected in the revised policy in green highlight.

Officer's Recommendation – That Council approve and adopt the Debt Recovery Policy and Procedures - Rates.

COUNCIL POLICY

Debt Recovery Policy - Rates



POLICY TITLE:	Debt Recovery Policy – Rates
POLICY NUMBER:	97
REVISION NUMBER:	2
TRIM REFERENCE:	SF14/411 - R16/1776
RESOLUTION NUMBER:	627
POLICY TYPE:	Strategic
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	18 February 2016
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	18 February 2018
RESPONSIBLE DEPARTMENT:	Finance
LINK TO CORPORATE PLAN:	Governance - Best Practice Governance

1. OBJECTIVE

The purpose of this debt recovery policy is to set out the principals and processes used by Council under the provisions of the Local Government Act 2009 and the Local Government (Finance, Plans & Reporting) Regulation 2012 and in accordance with this policy to recover outstanding rates and charges due to Council.

2. SCOPE

Ratepayers are required to pay all outstanding rates owed to Council. Council will allow ratepayers appropriate time to pay overdue rates where financial difficulty is identified. Council will also consider entering into Rate Arrangements with ratepayers before referral to a Debt Collection Agency.

3. DEFINITIONS

Ratepayer - The owner or occupier of land who is responsible for the payment of rates and charges levied on that land by Flinders Shire Council (whether jointly or severally with another person).

Rate Arrangement - An agreement reached between Council and the ratepayer to allow an agreed amount of overdue rates to be paid on a regular basis.

Minor - A minor is a person who is under the age of 18 years.

Financial Difficulty - When the sale of the property would deprive the owner of a place to live and such financial difficulty is likely to be of a limited duration.

Deferred Payment - A deferred commitment is where a ratepayer commits to making a single payment to clear overdue rates and charges.

Discount Period - This is the period between the issue date and up to and including the date due for payment.

4. ROLES AND RESPONSIBILITIES

Ratepayers are expected to approach Council with any request to pay outstanding rates by an agreed date.

Council Officers are required to take action to recover debts in a business-like fashion, but with a caring attitude for people with financial difficulties.

5. POLICY

Rates

Where rates become overdue Council shall follow the process set out hereunder in order to recover such overdue rates:

1. Fourteen (14) days after rates become overdue a first reminder notice will be forwarded requesting that rates be paid in full or alternatively that an acceptable Rate Arrangement be entered into within fourteen (14) days.
2. Where no response has been received within twenty-one (21) days of the issue of the first reminder notice a letter of demand will be forwarded allowing a further fourteen (14) days to pay the rates in full or to enter an acceptable Rate Arrangement to repay the debt.
3. Where no response has been received within twenty-one (21) days of the issue of the letter of demand as advice of impending referral to debt collection will be forwarded allowing a further fourteen (14) days to pay the rates in full or to enter an acceptable Rate Arrangement to repay the debt.
4. Where no payment is received or an acceptable commitment entered into within the fourteen (14) days of issuing the Letter of Demand, the debt will be referred to the Finance Manager.
5. The Finance Manager has the delegated authority to initiate legal action for the recovery of rates debt if circumstances warrant such action and will approve or disapprove referral to debt collection or will direct any alternative action to be taken.

Where owners of the property are claiming a Pensioner Rate Concession through Council and rates remain outstanding, the owner will be issued with all the subsequent warning letters, however legal action will not be commenced. Arrears that accrue beyond three years will become subject to Notice of Sale proceedings through Council.

If one or more owner/s of the property is not claiming a pension concession normal procedures will be followed.

6. Once an assessment is referred to debt collection the legal process will continue until all relevant legal costs and overdue rates are recovered.
7. Where such action fails to recover overdue rates, no further action will be taken until:
 - a. Three (3) years overdue rates have accrued for dwellings; and
 - b. One (1) year overdue rates have accrued for vacant and commercial land.

8. If the overdue rates remain unpaid after this period Council may proceed to sell the property to recover outstanding debt in accordance with Division 3, Subdivision 2 of the Local Government Regulation 2012 provided that judgement has been obtained prior to this action being taken.
9. Once sale action has commenced, no Rate Arrangement will be accepted and full payment of all outstanding rates is required to stop sale action.

Rate Arrangements

An acceptable Rate Arrangement to pay overdue rates will be a commitment to clear the total debt within the current or the next rating period:

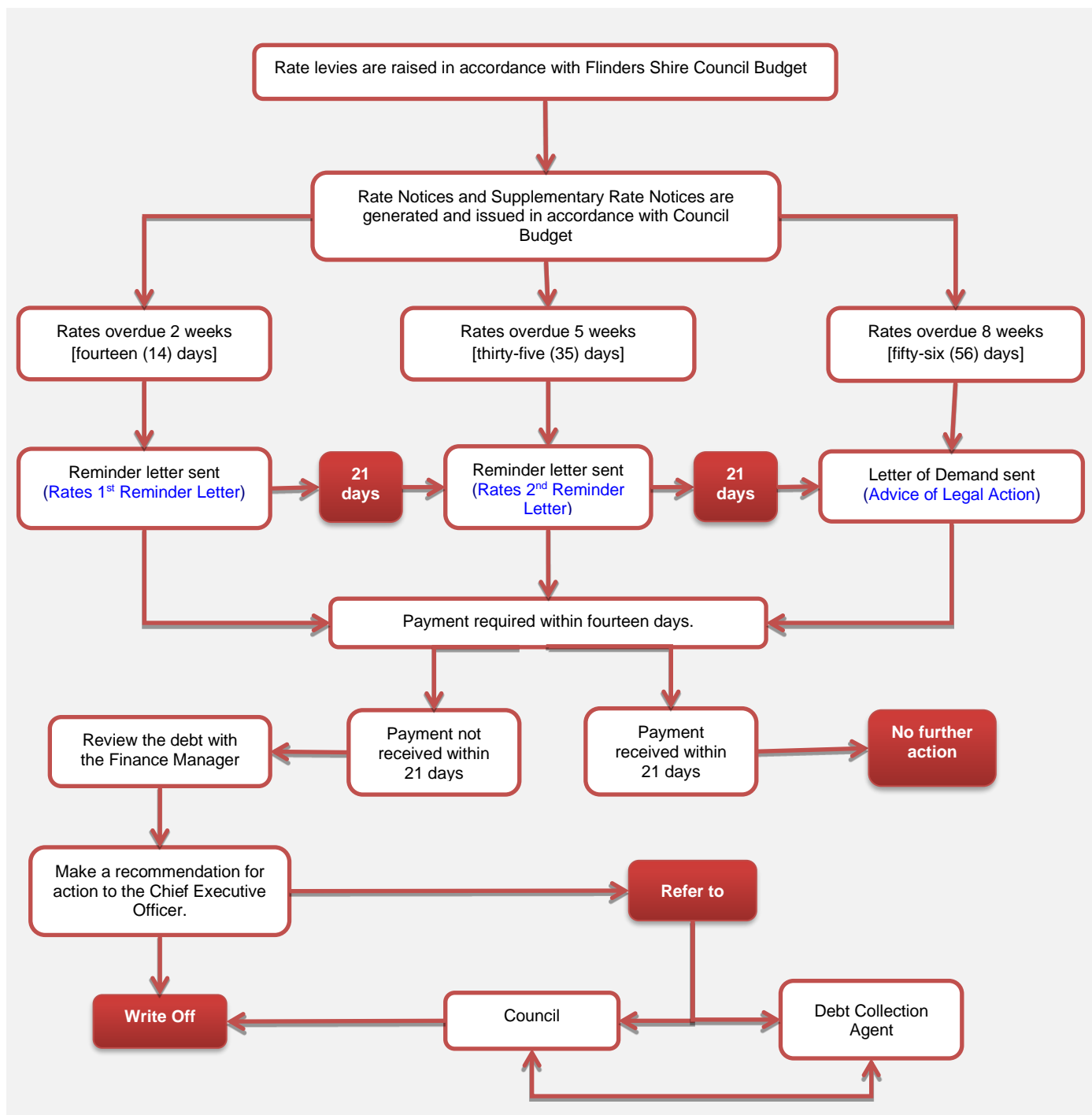
- a) The ratepayer/s may suggest an acceptable repayment that meets the above criteria with payments made at no less than monthly frequency; or
- b) The Revenue Officer may determine a payment plan taking into account overdue rates, accrued interest and the next rate levy.

If payments cannot be agreed on as above an appointment must be made with the Revenue Officer.

When payment on an acceptable Rate Arrangement is defaulted a Rate Arrangement 1st Default letter is sent:

- If a Rate Arrangement is defaulted a second time the Rate Arrangement is cancelled and the ratepayer/s is advised in writing; and
- A recommendation is made to the Finance Manager for approval to refer to debt collection.

Rates Recovery Procedure Flowchart



COUNCIL POLICY

Debt Recovery Policy - Rates



6. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

7. 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.

8. APPROVAL

Adopted at the February 2016 Council Meeting - Resolution Number 627.

COUNCIL POLICY

Debt Recovery Policy and Procedure - Rates



Page 1 of 4

POLICY TITLE:	Debt Recovery Policy and Procedures – Rates
POLICY NUMBER:	97
REVISION NUMBER:	3
TRIM REFERENCE:	SF14/411 - R16/1776
RESOLUTION NUMBER:
POLICY TYPE:	Strategic
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	Xx Xxxxxxx 2025
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	Xx Xxxxxxx 2025
RESPONSIBLE DEPARTMENT:	Finance

1. OBJECTIVE

Council has a responsibility to recover monies owing to it in a timely, fair and effective manner to fund the delivery of its services and ensure effective financial management for ongoing financial sustainability. The purpose of this policy is to provide guidance to management, staff and the community to ensure that rates and charges are collected in a consistent, transparent and equitable manner in accordance with relevant legislation. This policy shall be applied when Council recovers rates and charges levied on each parcel of rateable land.

This policy guides the administrative process that will be used in the collection of overdue rates and charges, which may include payment arrangements and / or the selection of various recovery actions, including the sale of land in accordance with legislative requirements.

2. SCOPE

This policy applies to the collection of overdue rates and charges, as well as accrued interest and any amounts incurred by Council in the recovery of overdue rates and charges, such as court and collection agency costs. This policy does not extend to the collection of other Council fees and charges which have legislated debt recovery requirements or existing policies in relation to debt recovery. (e.g. Community fees, rentals, funeral costs).

This policy applies to all Council ratepayers, Councillors, staff and agents of Council.

3. DEFINITIONS

Debt - Amount owed to Council including rates and charges, water usage, or other utility charges included in the Council rates notice.

Debt Collection Agent - An independent external agency collecting a debt on Council's behalf.

Deferred Payment - A deferred commitment is where a ratepayer commits to making a single payment to clear overdue rates and charges.

Discount Period - This is the period between the issue date and up to and including the date due for payment.

Financial Hardship - Any situation where an individual is having difficulty paying legally owed rates and charges. This can result from life changes restricting the short-term capacity to pay.

Financial Difficulty - When the sale of the property would deprive the owner of a place to live and such financial difficulty is likely to be of a limited duration.

Interest - Interest raised in accordance with the *Local Government Act 2019* and as adopted by Council in the Revenue Policy.

COUNCIL POLICY

Debt Recovery Policy and Procedure - Rates



Payment arrangement - An agreement between Council and a ratepayer to pay rates, charges and interest outside of the normal instalment due dates.

Ratepayer - The owner or occupier of land who is responsible for the payment of rates and charges levied on that land by Flinders Shire Council (whether jointly or severally with another person).

Rates – Levies that a local government imposes annually following Council resolution, in accordance with its Revenue Statement.

Section 91(2) of the *Local Government Act 2009* defines rates and charges as:

- (2) **Rates and charges** are levies that a local government imposes—
- (a) on land; and
 - (b) for a service, facility or activity that is supplied or undertaken by—
 - (i) the local government; or
 - (ii) someone on behalf of the local government (including a garbage collection contractor, for example).

4. PAYMENT ARRANGEMENT

Ratepayers who are experiencing financial difficulties in meeting the required payment of rates and charges, are requested to contact Council with a view to entering a suitable payment arrangement.

Rate payment arrangements are to result in all overdue rates, charges and estimated future levies being paid in full by the end of the period that the rate payment arrangement is made. As part of each application approval, an agreed method of payment will be determined. The payment arrangement must be mutually acceptable to both parties.

To qualify for an interest free arrangement, applications must be received on or before the due date of the rates notice. Rate accounts containing arrears which are not under a payment arrangement, shall incur interest. Council Officers are required to take action to recover debts in a business-like fashion, but with a caring attitude for people with financial difficulties.

5. UNRECOVERED DEBTS

If overdue rates remain unpaid, Council may proceed to sell the property to recover outstanding debt in accordance with Part 12, Division 3, Subdivision 2 of the *Local Government Regulation 2012*, provided that judgement has been obtained prior to this action being taken where applicable.

6. RATES RECOVERY PROCEDURE

Where rates become overdue Council officers shall follow the following process to recover such overdue rates:

1. Fourteen (14) days after rates become overdue a first reminder notice will be forwarded requesting that rates be paid in full or alternatively that an acceptable Rate Payment Arrangement be entered into within fourteen (14) days.
2. Where no response has been received within twenty-one (21) days of the issue of the first reminder notice a letter of demand will be forwarded allowing a further fourteen (14) days to pay the rates in full or to enter an acceptable Rate Payment Arrangement to repay the debt.
3. Where no response has been received within twenty-one (21) days of the issue of the letter of demand an advice of impending referral to debt collection will be forwarded allowing a further fourteen (14) days to pay the rates in full or to enter an acceptable Rate Payment Arrangement to repay the debt.

COUNCIL POLICY

Debt Recovery Policy and Procedure - Rates



4. Where an arrangement is defaulted in the first instance a letter will be sent to the ratepayer. On second default the arrangement will be cancelled and the ratepayer advised in writing and may be subject to further recovery action.
5. Where no payment is received or an acceptable commitment entered into within the fourteen (14) days of issuing the Letter of Demand, the debt will be referred to the Finance Manager for further action.
6. The **Director Corporate and Financial Services** has the delegated authority to initiate legal action for the recovery of rates debt if circumstances warrant such action and will approve or disapprove referral to debt collection or will direct any alternative action to be taken.

Where owners of the property are claiming a Pensioner Rate Concession through Council and rates remain outstanding, the owner will be issued with all the subsequent warning letters, however legal action will not be commenced. Arrears that accrue beyond three years will become subject to Notice of Sale proceedings through Council.

If one or more owner/s of the property is not claiming a pension concession, normal procedures will be followed.

7. Once an assessment is referred to debt collection the legal process will continue until all relevant legal costs and overdue rates are recovered.
8. Where such action fails to recover overdue rates, no further action will be taken until:
 - a. Three (3) years overdue rates have accrued for dwellings; and
 - b. One (1) year overdue rates have accrued for vacant and commercial land where judgement has been obtained.
9. If the overdue rates remain unpaid after this period Council may proceed to sell the property to recover outstanding debt in accordance with Part 12, Division 3, Subdivision 2 of the *Local Government Regulation 2012* provided that judgement has been obtained prior to this action being taken if applicable.
10. Once sale action has commenced, no Rate Arrangement will be accepted and full payment of all outstanding rates is required to stop sale action.

7. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

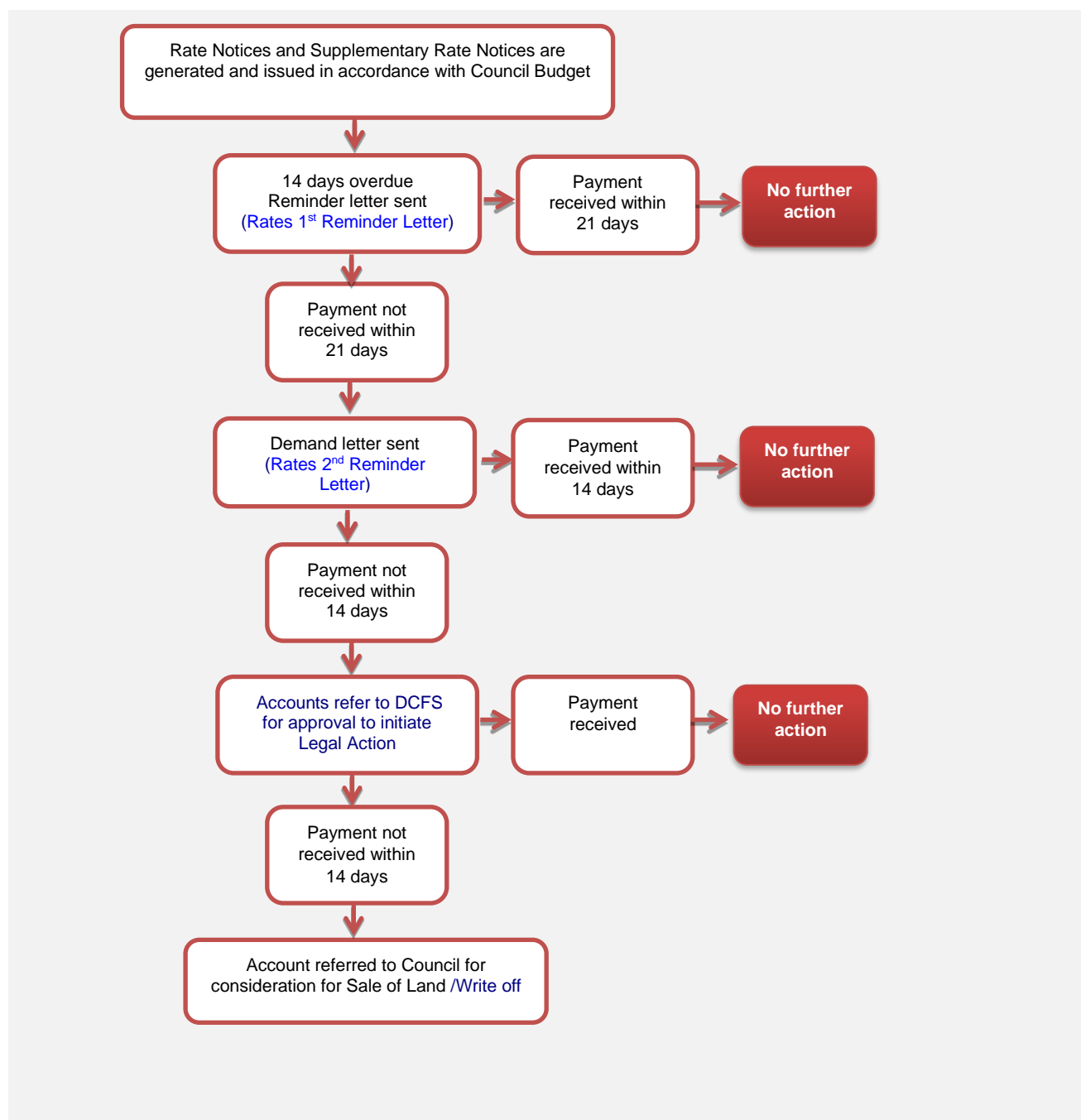
8. PRIVACY PROVISION

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

9. APPROVAL

Adopted at the XXXXX 2025 Council Meeting - Resolution Number XXXX.

RATES RECOVERY PROCEDURE FLOWCHART



AGENDA

11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



2.03 ENGINEERING

2.03.01 TENDER 102.2025.6 – REGISTER PRE-QUALIFIED SUPPLIER OF WET HIRE OF PLANT

Background

Tender 102.2025.6 closed on 21 November 2025 for Council to establish a register of Pre-Qualified Suppliers for Wet Hire of Plant. Tenders were evaluated by the evaluation panel based on the request for tender criteria. The evaluation Panel Recommendation Report will be presented at the meeting for Council information.

Officer's Recommendation – That Council receive and note the list of the conforming Tenders, as presented by the Director of Engineering and authorise the Chief Executive Officer to enter into a contract with the contractors that are recommended in the report.

AGENDA
11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



2.04 COMMUNITY SERVICES AND WELLBEING

- Nil to Report

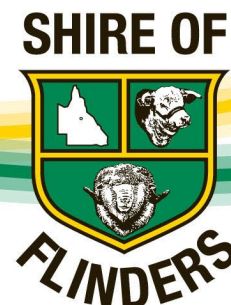
2.05 PEOPLE, SAFETY AND GOVERNANCE

- Nil to Report

AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM



3. CLOSED BUSINESS

S254J Local Government Regulation 2012 - Closed Meetings

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters –
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

3.01.01

TENDER CONSIDERATION PLAN – TOWN MAINTENANCE CONTRACTS

Background

Council currently engages a number of local contractors to undertake town maintenance services at Prairie, Stamford and Torrens Creek.

There are no formal terms and conditions in place governing these engagements and the terms of the engagements are unclear. So that the rights and obligations of all parties are clear, Council now requires that its town maintenance services contracts utilise suitable terms and conditions.

Council intends to conduct a formal tender in 2026 for its town maintenance services contracts (including the Current Town Maintenance Engagements). The intent is to have the new contracts in place from the 1 July 2026. The tender for these contracts is not the subject of this Tender Consideration Plan but is noted here to provide the broader context to the decision to enter into the interim contracts contemplated at paragraph below.

The intent of the formal tender is:

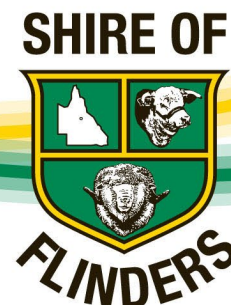
- a. to give the opportunity for both the Current Contractors and other local businesses and groups to be able to submit tenders to supply town maintenance services to Council; and
- b. to ensure that Council's town maintenance contracts are governed by formal written contracts utilising suitable terms and conditions

For the formal tender Council intends to conduct a procurement process which is limited to local tenderers based in the Flinders Shire.

AGENDA

11 DECEMBER 2025 – 9:00 AM

McNAMARA BOARDROOM



As an interim measure, Council proposes to formalise the Current Town Maintenance Engagements by entering into new contracts with the Current Contractors for the Services on an interim basis, utilising suitable formal terms and conditions, with these interim contracts to end on the 30 June 2026 (or such earlier date as agreed between the parties). The intent is that the term of the interim contract will allow the Current Contractors reasonable time to plan for the expiration of its engagement with Council, without impacting on its budget for the 2025/2026 financial year. This is deemed appropriate taking into consideration that the majority of the Current Contractors are not large businesses but various forms of local community groups for whom the loss of income will not be inconsequential.

Officer's Recommendation – That Council:

1. Resolves to approve the preparation of a Tender Consideration Plan, substantially in accordance with the draft plan for the supply of town maintenance services pursuant to section 230 of the *Local Government Regulation 2012*;
2. Authorise the Director of Engineering to negotiate and finalise the deeds of mutual termination in respect of each of the Current Town Maintenance Contractors (as identified in the draft Tender Consideration Plan);
3. Adopts the Tender Consideration Plan, as presented by the Director of Engineering and authorise the Chief Executive Officer to implement and enter into contracts as observed in the adopted Tender Consideration Plan.

AGENDA

11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



4. INFORMATION PAPERS

Engineering

- Civil Works Report
- Operational Works Report
- Fleet Report
-

Community Services and Wellbeing

- Library
- Tourism
- Community Care
- Festival
-

People, Safety & Governance

- Rural Lands
- Workplace Health & Safety

SENIOR CIVIL WORKS CO-ORDINATOR REPORT - NOVEMBER 2025

Update on Work Crews:-

Road Construction 1 Crew:	Works commence on Copper String Intersection. Crew 1 and Crew 2 combined. Site off relocated and established. Services potholed and located, Degrassing of intersection complete. Silt fences erected. Bunked area (Septic tanks) fill removed. Cut steps on bitumen seal along fog line and excavate for subgrade.
Road Construction 2 Crew:	Works completed TIDS Project - Old Richmond Road - Progressive Sealing CH29.50 to CH32.65.
Concrete Crew:	Concrete Crew assisting RMPC and Water & Waste Water on new pipeline.

Maintenance Crew & RMPC Crew:

Road Name	Repair Signs	Repair and Replace Guide Markers	Pothole Patching	Tractor Slashing	Heavy Formation Grading Works	Medium Formation Grading Works	Accessibility Grading Works	Formation Resheeting
14B – Hughenden to Charters Towers Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14C – Hughenden to Richmond Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99B – Hughenden to Lynd Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99C – Hughenden to Winton Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5701 – Hughenden to Muttaborra Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5703 – Torrens Creek to Aramac Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TMR Works:	Signage project ongoing on 5701 Hughenden Muttaborra Road. Works completed on 14B Flinders Highway and 5701 Torrens Creek to Aramac Road.
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Shire Roads Maintenance - Rural Roads

Shire Road Maintenance - Medium Formation Grading Works on the below road:-

ASSET MANAGEMENT - PARKS AND GARDENS															
Maintenance Item	Location														
Street Maintenance	Street Sweeper operated Tuesdays and Thursdays.														
Parks and Open Space	<ul style="list-style-type: none">• All Parks & entrances and irrigated Areas, mowed and whipper snipped.• Show Grounds and Lake, Mowed-W/ snipped and Herbicided.• Town Garden Beds and Town entrances have been Pruned.All vacant land in town has been slashed.• All town gardens have been pruned.• Delivered sand and new wheelie bins to residences• Majority of town streets have been herbicided.• Lawn cemetery Has been cut and w/snipped. Cemetary trees and hedges have been pruned . Cemetary has been herbicided.														
Irrigation systems	Irrigation repairs are still ongoing.														
General Maintenance	Salesyards Wash Down Bay has been cleaned out.														
Other	Garbage truck, picking up Rubbish on Mondays/Wednesdays/Fridays.														
ASSET MANAGEMENT - WATER AND SEWERAGE															
Operations and Maintenance Plan															
Reactive Maintenance Undertaken Hughenden	Description	Nov-25	Oct-25	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
	Water Main		1	0	2	0	0	5	2	8	2	0	1	2	0
	Planned		2	3	5	4	5	2	3	2	2	1	1	1	2
	Water		7	4	3	6	2	6	2	7	3	4	6	1	3
	Unplanned		2	8	4	2	0	0	0	0	0	0	1	3	3
	Sewer		0	0	0	0	0	2	0	0	0	0	0	0	0
	House Drain		0	0	0	0	0	0	0	0	0	0	0	0	0
Septics		3	2	3	0	0	2	0	3	2	2	0	5	0	0
Reactive Maintenance Undertaken Prairie	Description		Oct-25	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
	Water Main		0	0	0	0	0	0	0	0	0	0	0	0	1
	Planned		0	0	1	3	0	0	0	0	0	0	1	0	2
	Water		0	0	0	0	0	0	0	0	0	0	1	2	0
	Unplanned		0	0	0	0	0	0	0	0	0	0	0	0	3
	House Drain		0	0	0	0	0	0	0	0	0	0	0	0	0
	Septics		1	3	3	5	0	0	0	0	0	0	3	2	0
Reactive Maintenance Undertaken Torrens Creek	Description		Oct-25	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
	Water Main		0	0	0	0	0	0	0	0	0	0	0	0	0
	Planned		0	0	0	0	0	0	0	0	0	0	0	0	0
	Water		0	0	0	0	0	0	0	1	0	0	0	0	0
	Unplanned		3	5	3	0	0	0	0	0	0	0	0	0	2
	House Drain		0	0	0	0	0	0	0	0	0	0	0	0	0
	Septics		0	0	0	0	0	0	0	0	0	0	0	0	0
Reactive Maintenance Undertaken Stamford	Description		Oct-25	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
	Water Main		0	1							0				
	Planned		0	0							0				
	Water		0	3							0				
	Unplanned		1	0							0				
	House Drain		0	0							0				
	Septics		0	0							0				
Scheduled Maintenance Undertaken															
Water Consumption (Bore Readings)	Bore No.		Oct-25	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
	Total Flow		56,130.00	29,554.00	31,365.00	16,646.00	9,771.00	9,793.00	6,424.00	988.00	6,424.00	476.00	7,258.00	399.00	459.00
	5		18,543.00	9,838.00	10,324.00	9,105.00	9,848.00	9,927.00	5,852.00	9,890.00	5,852.00	9,949.00	9,780.00	9,768.00	9,853.00
	7		18,586.00	9,778.00	10,586.00	5,471.00	-	-	5,458.00	9,939.00		-	6,321.00	-	-
	8		7,821.00	8,552.00	7,475.00	7,475.00		14,523.00	3,565.00	2,541.00	15,214.00	24,876.00	25,857.00	26,198.00	27,545.00
	9		19,001.00	9,938.00	10,455.00	3,634.00	9,979.00	9,851.00	1,158.00	9,977.00	158.00	9,901.00	9,649.00	9,966.00	9,582.00
	Prairie		2,215.00	937.00	2,215.00	6,011.00	2,251.00	2,351.00	2,587.00	2,847.00	29.00	2,758.00	2,815.00	1,855.00	2,015.00
	Torrens Creek		2,854.00	772.75	2,854.00	3,214.00	2,187.00	2,058.00	2,298.00	2,657.00	2,257.00	2,301.00	2,894.00	2,573.00	1,554.00
	Stamford		1,415.00	1,386.00	1,415.00	1,328.00	534.00	854.00	801.00	898.00	709.00	1,120.00	1,892.00	1,006.00	1,251.00
Scheduled Maintenance Undertaken															
	Description		Oct-25	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
	WTP Hypo		3,067.00	3,018.00	1,679.00	799.00	2,156.00	2,204.00	2,291.00	268.00	1,438.00	1,441.00	1,403.97	652.61	605.00
	FH Standpipe 1														
	FH Standpipe 2														
	FH Standpipe 3														
	FH Standpipe 4														
	FH Standpipe 5														
	FH Standpipe 6														
Sewerage Treatment Plant	Description		Oct-25	Sep-25	Aug-25	Jul-25	Jun-25	May-25	Apr-25	Mar-25	Feb-25	Jan-25	Dec-24	Nov-24	Oct-24
	Sewerage		15,021.00	13,475.00	14,851.00	14,201.00	11,219.00	10,541.00	9,550.00	17,854.00	14,423.00	23,321.00	13,548.00	12,022.00	12,884.00
	Lagoon		14,889.00	12,847.00	13,122.00	12,045.00	8,902.00	8,545.00	7,524.00	12,451.00	9,835.00	19,743.00	13,981.00	13,164.00	12,054.00
	STP Alum						N/A	347.00	1,220.00	1,163.68	776.00	956.00	1,000.00	290.43	913.00
	STP Hypo		1,814.00	1,154.00	1,355.00	1,245.00	101.00	2,000.00	2,000.00	375.50	1,000.00	222.00	240.00	103.00	166.83
	STP Sugar						N/A	-	285.72	761.00	776.39	587.00	595.00	592.00	566.00

BUILDING SUPERVISOR'S REPORT	
Building	Works in Progress / Completed - Our work schedule has comprised of (but not limited to) numerous tasks in various areas such as;
Council Facilities / Housing	<ul style="list-style-type: none">- Maintenance tasks surrounding Caravan Park, Workers Camp, Pensioner Cottages and Various Staff Housing- Continuance Construction Work on Page Street House Extension Including Material acquisition, Fabrication, Setout, Demolition, Concreting Etc.- Internal fit of internal works at 6 railway estate and internal painting- Erection of shed at 2 Betts street, HAPA for storage
Other Maintenance	Other Minor Maintenance tasks have been performed on a day-to-day basis as the need has arisen, and also the engagement of electrical contractors to complete various tasks as necessary

FLEET MANAGER REPORT – NOVEMBER 2025

Safety:

Workshop Incidents: – 0

Safety Talks and Procedures:

- Dehydration – Symptoms and prevention
- Fire Safety in the work area. – Topics, Escape Routes, Fire Fighting, what to do if you discover a fire.
- General Industry safety rules
- Take 5's - - Why and how.
- Eye Injuries – Common causes and what to do.

(Discussed during Prestart meetings)

Prestart Meetings: Every Day 6:00am to 6:15am

Available Hours in Month

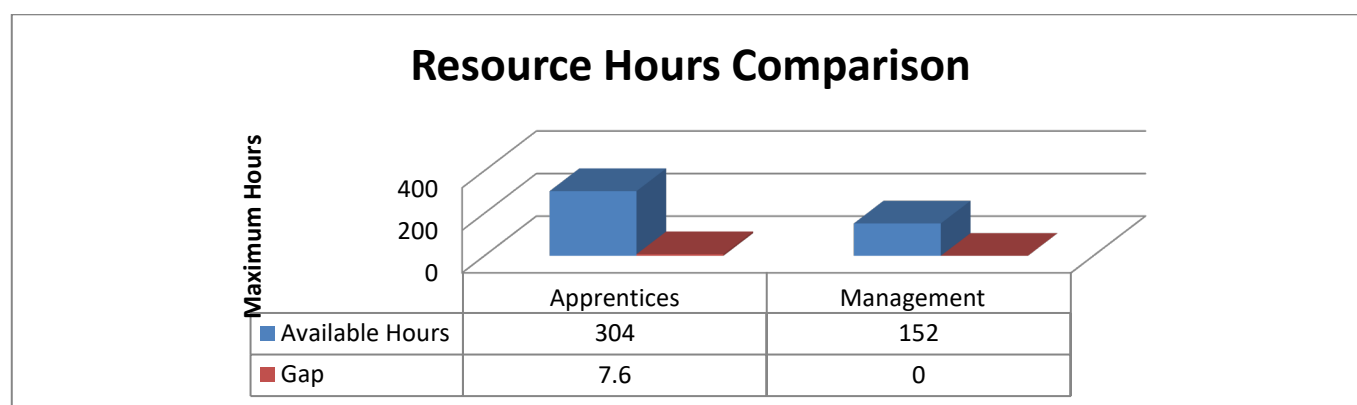
(Maximum)

456.00 Hrs

(Resources Gap – IE - Training, Sick and Annual Leave)

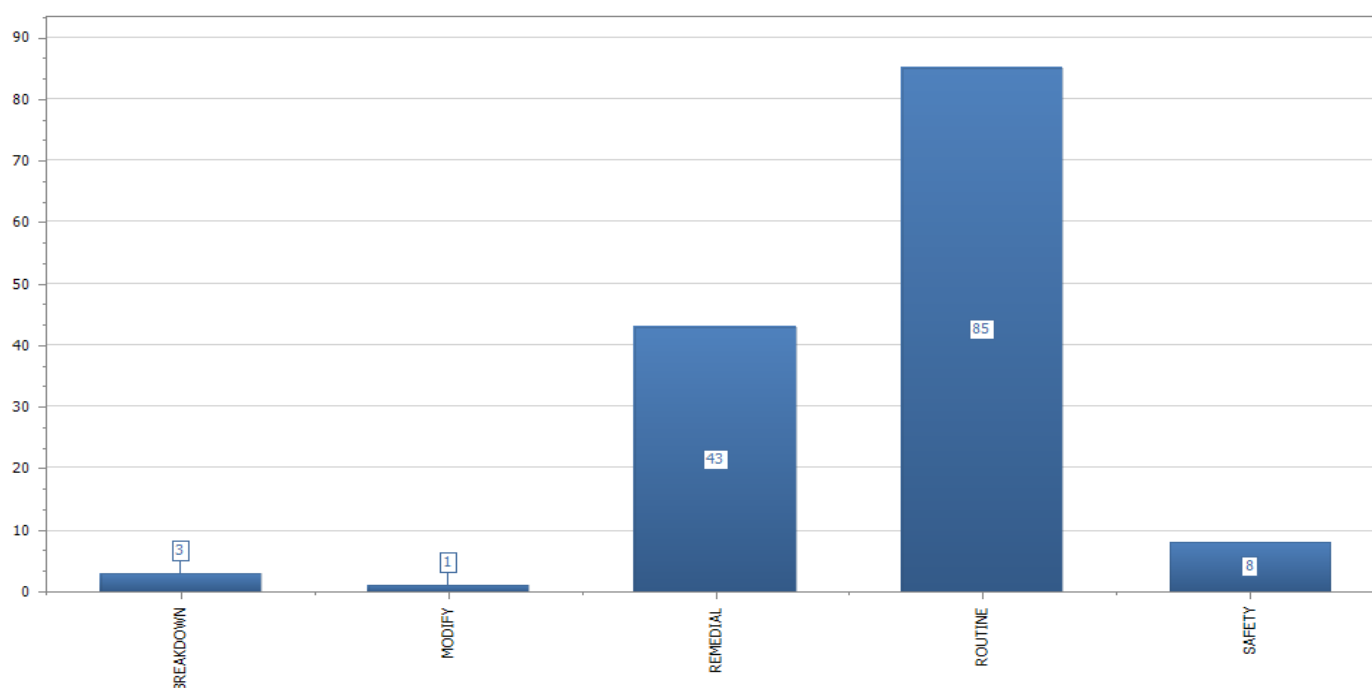
7.6 Hrs

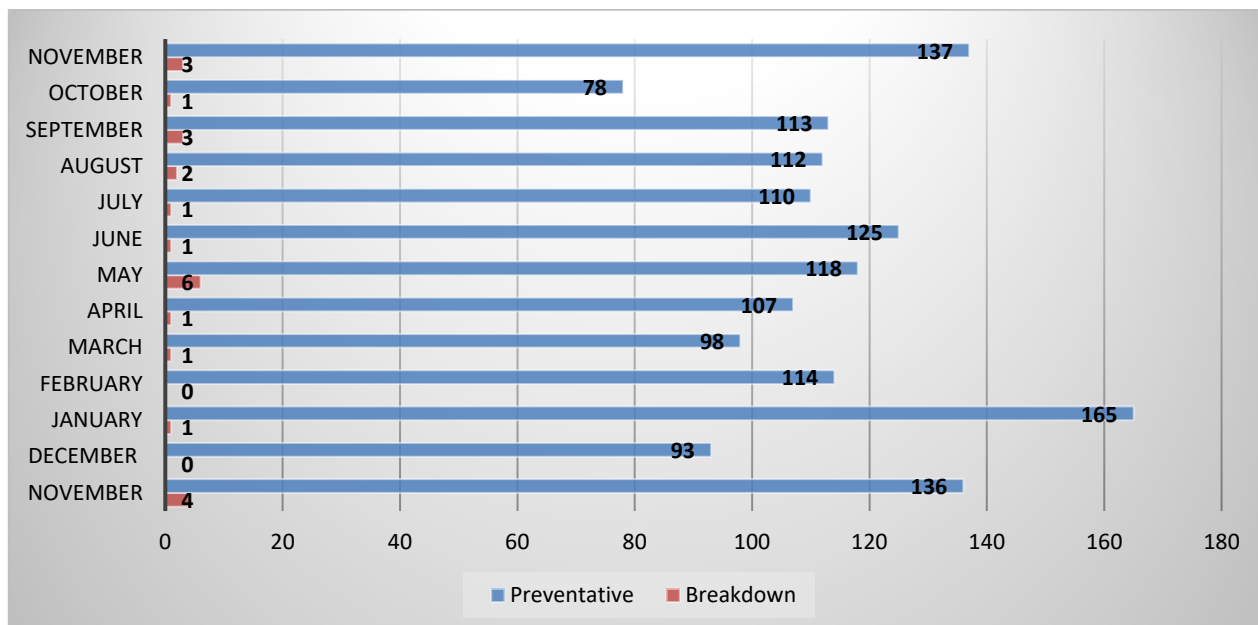
Note – Ongoing vacancy for full time fitter and Leading Hand



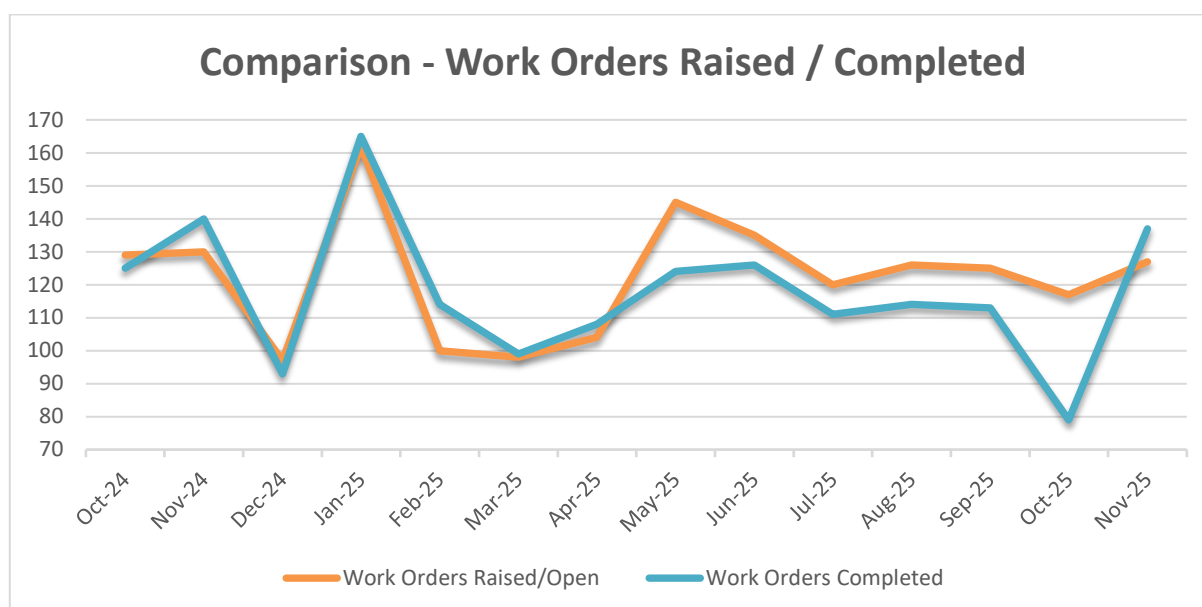
Summary of Work Types through the Workshop for the Month of November

Completed Work Order Count by Job Type



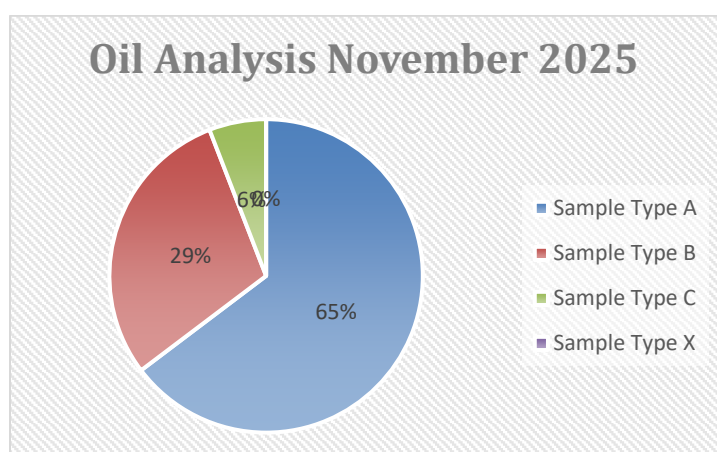


- Current Open Work Orders – 33



Notes + Major Work & Expenses 5K and over.

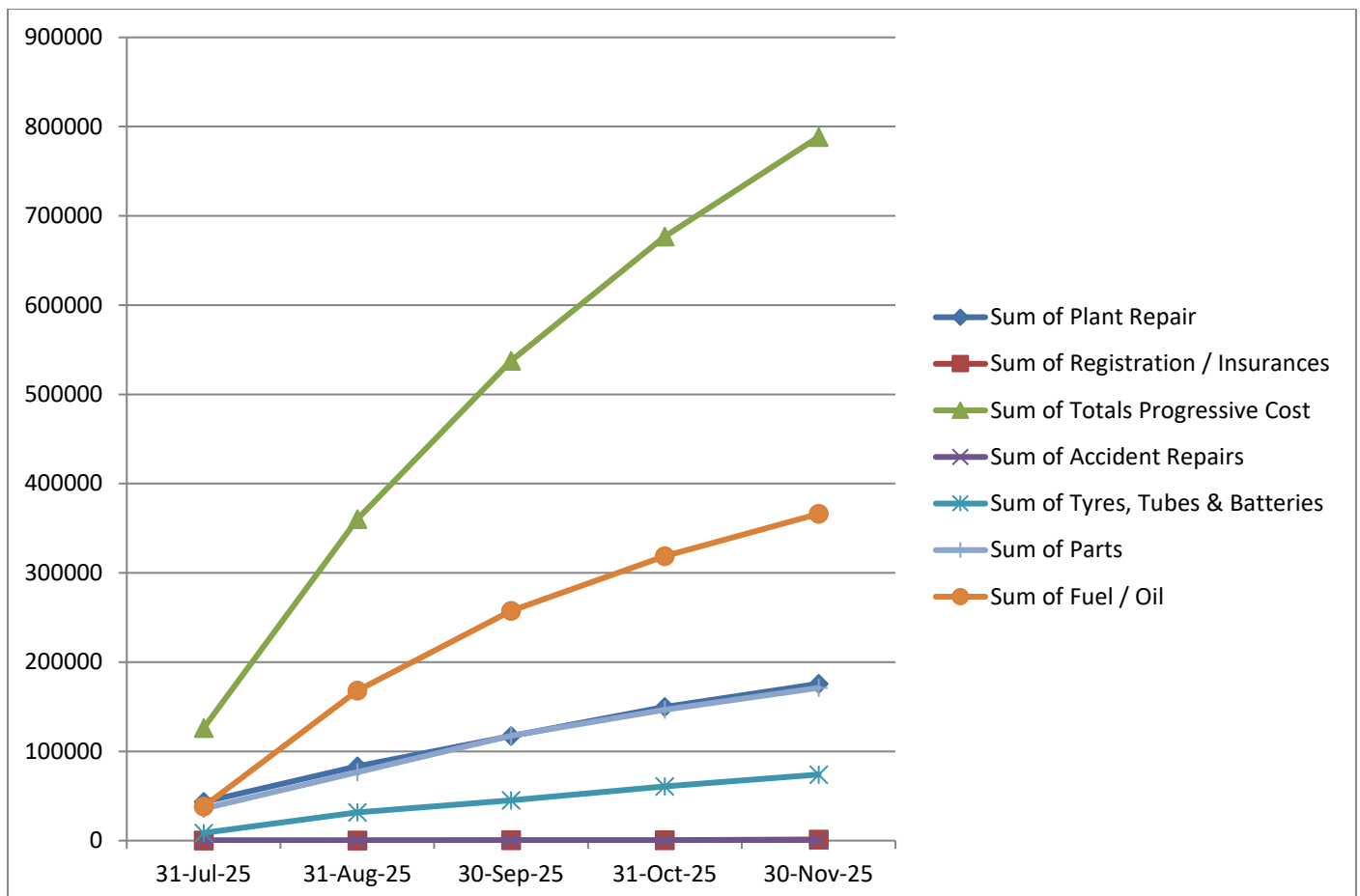
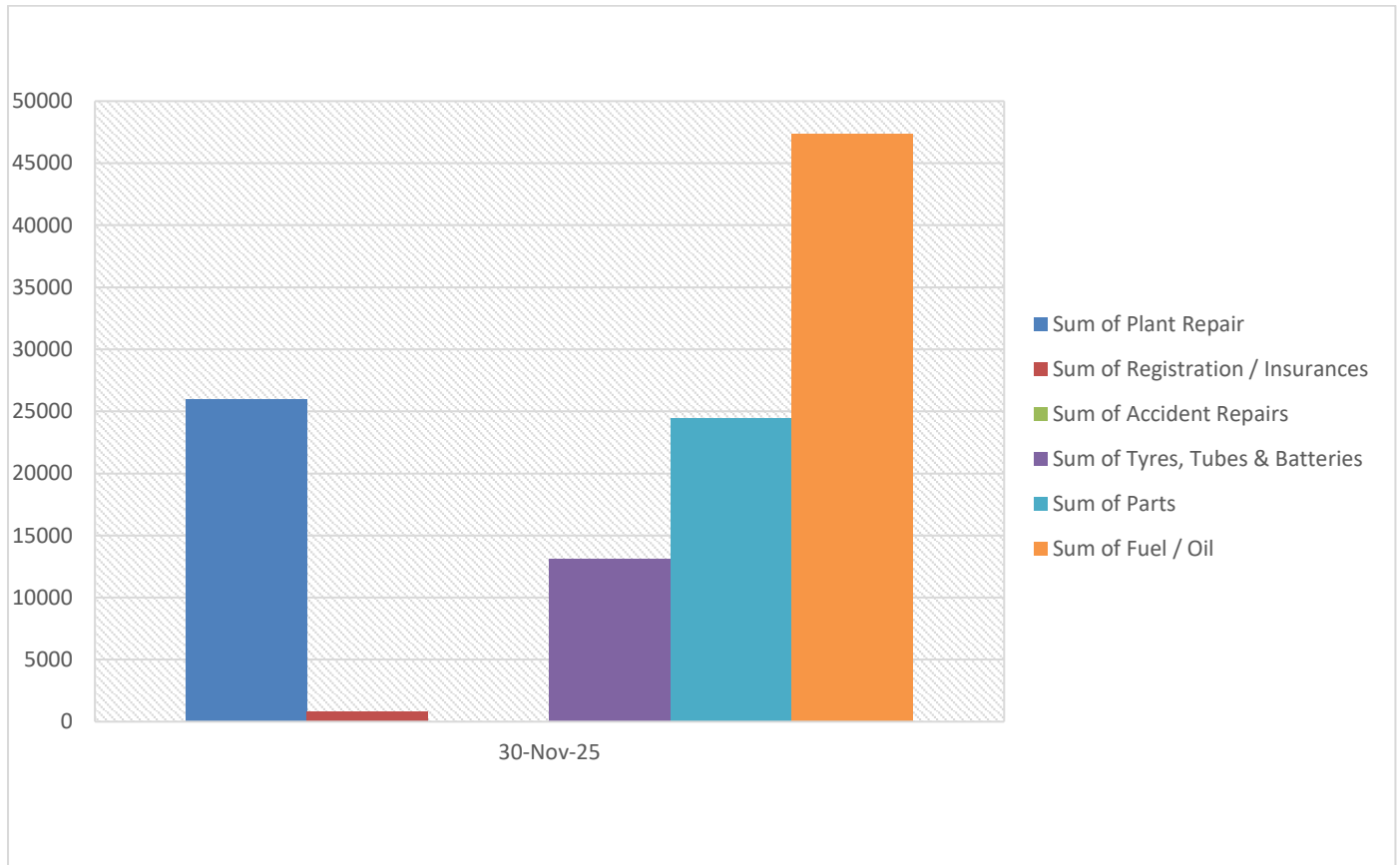
- Regular services are remaining consistent, with little disruption to work crews.
- No Major Expense for the month



Fluid Analysis

No major defective readings.
 B Samples – Monitor Only
 C Sample – Contaminated oil – Various grades – Oil replaced – Monitor next sample

Budget: Workshop Expenses –



FLINDERS SHIRE PUBLIC LIBRARY & CUC



Community Outreach and Events

Usage Statistics 1 November to 30 November 2025 – open 22 days

Activity	Details – 25 days to report)	Average
Door Tally	500 Patrons	22 patrons / day
Quarter 4 24/25* Loans – Electronic *Calculated from SLQ stats New members	<ul style="list-style-type: none"> • 562 • eAudiobooks loaned 396 • eBooks loaned 125 • electronic downloads 41 • Total 562 • 3 	per month 187
Loans – Physical Items	109	Approx. 5 loans/day
Loans - Physical returns	272	Approx. 12 returns /day
Seniors Morning Tea	23 attendees over 2 sessions	Average 12 per session
First 5 Forever	17 children for the month – 4 sessions	Average of 5 per session
History Enquiries	5	
IT Assistance	3 hours plus Telstra assistance	
Computer /WIFI Quiet Space	40 hours	15 people for the month
Study Room Use	2	
Books read in Library	10 books	
New memberships, Library	3 new members	
Enrolments CUC	23	
Attendees in CUC	30	

FLINDERS SHIRE PUBLIC LIBRARY & CUC



Community Outreach and Events

First 5 Forever

The families are getting more consistent – we are introducing a more structured session – with smoko and song, still finding the one song that can be regular that all the children like and happy to be involved in. we are spending more time inside now the weather is getting to hot to be outside! `



We have a fresh new section of Books this month! Dyslexic friendly and Manga



FLINDERS SHIRE PUBLIC LIBRARY & CUC



Community Outreach and Events

Seniors Morning Tea

Unfortunately, this month we have had a few of our regulars being ill and in Townsville or away staying with family. Highlights of November was Melbourne Cup we borrowed a box of fascinators from vinnies for the afternoon – there was a lot of laughs and fun. The ladies from Link up Qld also called in and mingled with the group giving our information and leaving some registration forms

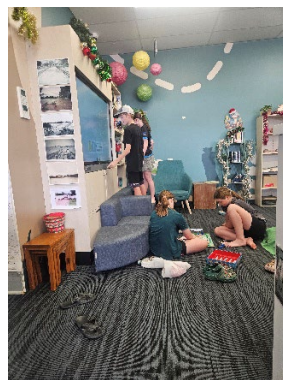


CHRISTMAS

We have been getting Christmas ready! Decorating the library with a few helpers on school closure day

We al

so have our Santa's letterbox set up!



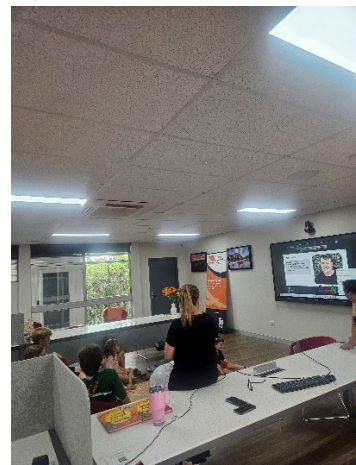
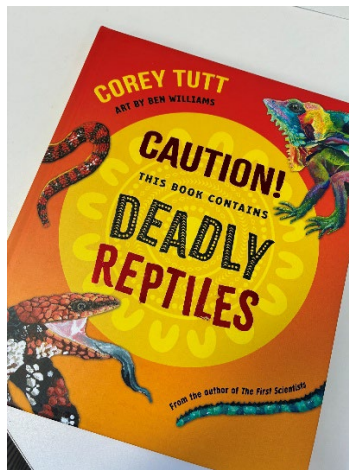
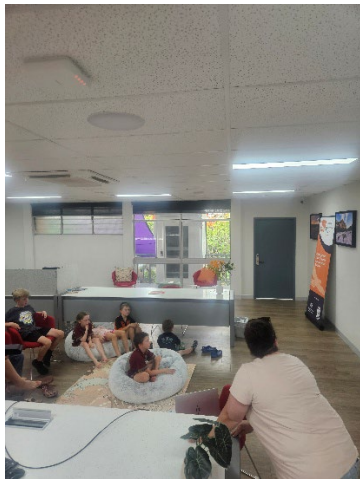
FLINDERS SHIRE PUBLIC LIBRARY & CUC



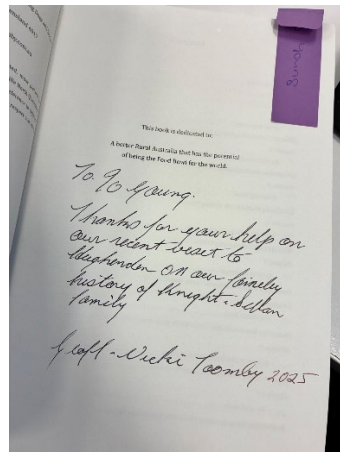
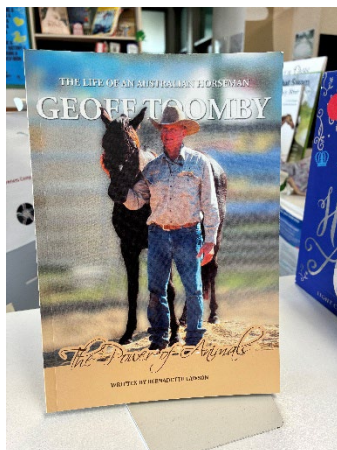
Community Outreach and Events

Deadly Science

Running over October and November we had 4 sessions Mini Microscopes – Tamara Deadly Symmetry and ending with Deadly Reptiles – these were fun interactive learning sessions for the kids, using the CUC space for the team to remote in on the big screen the kids were very engaged asking lots of questions!



We recently had a visit from the family looking into the history of their family and wanted to see the house their grandfather was in in Hughenden – Les came into the library I introduced them and les gave them lots of knowledge and took them up to take the family photo – they kindly sent us a box of books two signed for myself and les



FLINDERS SHIRE PUBLIC LIBRARY & CUC



Community Outreach and Events

Country Uni Centre

It has been a busy month in the CUC – What an incredible few days at the 2025 National Rush Widening Participation forum in Canberra!

Held on the land of the Ngunnawal and Ngambri peoples, the Forum brought together RUSH / CUC Centre Managers, student support teams, the Department of Education, University Partners, Politicians, and more, bringing together a shared commitment to better access to higher education in regional communities. Each centre across Australia is a space for community, connection, opportunity, and learning removing barriers to higher education in regional, rural, and remote Australia. Forums like this remind us just how powerful our collective efforts can be. we left feeling energised, inspired, and grateful. Every conversation, every shared moment, it all reinforced why this work matters!



I also had a visit to Mt Isa to join in on the Graduation – they had 12 graduates, and I found it to be a good experience speaking the students and staff – was nice to hear their stories and see the centre how it was set up and what the do ect



flinders discovery centre

Monthly Tourism Information Report November 2025



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November Marketing Report

Website Performance Overview

Total Users: 1,297 (↓26.8% from previous month)

Sessions: 1,540 (↓27.9%)

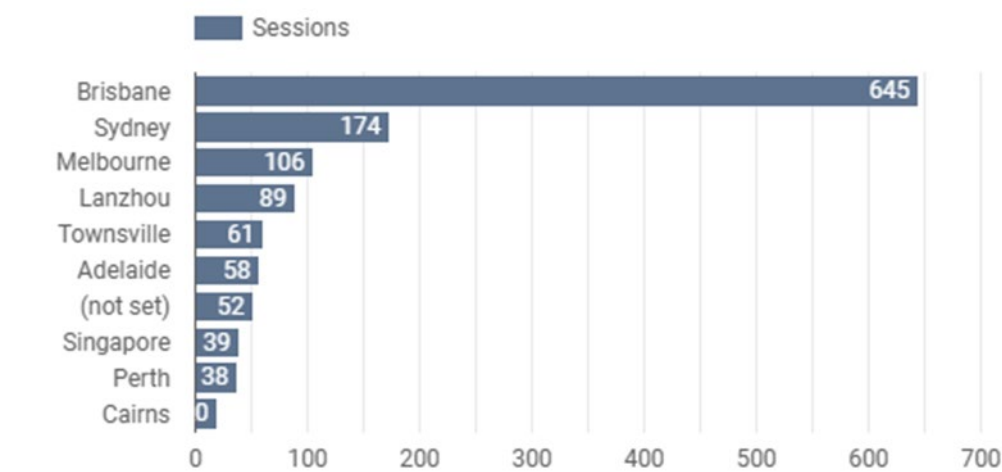
New Users: 1,222 (↓25.9%)

Engagement Rate: 34.68% (↓2.9%)

Bounce Rate: 65.32% (↑1.6%)

Conversions: 30 (↓23.1%)

Origin of Users



Service Usage Breakdown

Device	Sessions	Users	Conversions
Desktop	873	726	13
Mobile	633	543	15
Tablet	33	27	2
Smart TV	1	1	0

Month-on-Month Comparison (Oct vs Nov 2025)

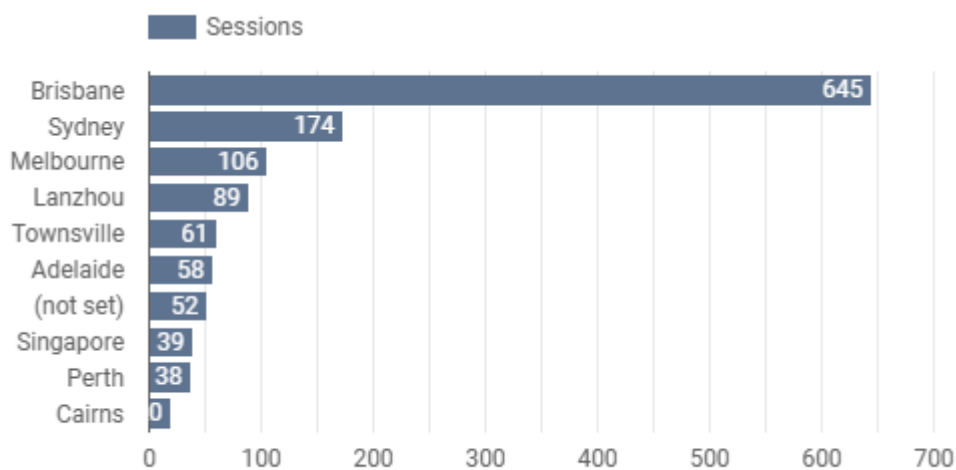
Metric	Oct 2025	Nov 2025	Change (%)
Total Users	1,756	1,297	-26.1%
Sessions	2,097	1,540	-26.5%
New Users	1,647	1,222	-25.8%
Engagement Rate	34.72%	34.68%	-0.1%
Bounce Rate	65.28%	65.32%	+0.06%
Conversions	36	30	-16.7%

Key Insights

- Decline in Website Traffic: Both users and sessions dropped by over 25% month-on-month. This is expected as we enter into the slower months.
- Mobile Usage: Mobile traffic is strong, but desktop remains slightly higher.
- Keyword Trends: 'Hughenden' and related attractions remain top search terms.

Recommendations

- SEO Focus: Address declining organic search by optimizing top keywords and refreshing content.
- Conversion Optimization: Review landing pages and calls-to-action to improve conversion rates.
- Mobile Experience: Ensure mobile site performance and usability are prioritized.
- Social Media Tracking: Resolve data connection issues to enable better reporting and strategy.
- Audience Engagement: Target the 25–34 age group and leverage geographic insights for tailored campaigns.



Social Media Report – Visit Hughenden (November 2025)

Instagram Performance

- **Total Posts:** 7
- **Total Likes:** 102
- **Total Comments:** 2
- **Total Impressions:** 2,437
- **Total Reach:** 1,709
- **Total Engagements:** 105
- **Average Engagement Rate:** 6.14%
- **Average Likes per Post:** 14.6
- **Average Comments per Post:** 0.3
- **Average Impressions per Post:** 348.1
- **Average Reach per Post:** 244.1

Top Instagram Posts

Date	Format	Post	Likes	Comments	Impressions	Reach	Engagement Rate
Nov 22	Image	Red Dress	5	0	277	171	2.92%
Nov 19	Video	Chiggy Skateboarding	17	1	638	456	3.95%
Nov 17	Image	Festival of Outback Skies	10	0	271	154	6.49%
Nov 15	Video	Recreation Lake	18	0	457	386	4.66%
Nov 13	Image	White Mountains NP	11	1	231	128	10.16%
Nov 11	Image	Wildlife	14	0	209	108	12.96%
Nov 7	Video	Hughenden Reel	27	0	354	306	8.82%

Facebook Performance

- **Total Posts:** 13
- **Total Impressions:** 1,345
- **Total Reactions:** 55
- **Total Comments:** 135
- **Total Shares:** 2,010
- **Total Video Views:** 22,110
- **Average Impressions per Post:** 112.1
- **Average Reactions per Post:** 4.6
- **Average Comments per Post:** 11.3
- **Average Shares per Post:** 167.5
- **Average Video Views per Post:** 1,842.5

Top Facebook Posts

Date	Format	Post	Impressions	Reactions	Comments	Shares	Video Views
Nov 22	Image	Red Dress	42	35	0	4	0
Nov 21	Video	Christmas at Flinders Discovery Centre	32	27	2	3	291
Nov 19	Video	Chiggy Skateboarding	35	56	1	5	755
Nov 17	Image	Festival of Outback Skies	498	125	12	13	0
Nov 15	Video	Recreation Lake	469	274	14	43	9,374
Nov 13	Image	White Mountains NP	58	39	1	5	0
Nov 11	Image	Wildlife	89	53	2	4	0
Nov 9	Image	Porcupine Gorge	270	209	13	14	0
Nov 7	Video	Hughenden Reel	129	276	5	23	7,655

Nov 1	Video	Business Groceries and Essentials	281	201	4	13	4,035
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Key Insights

- **Instagram:** Highest engagement rates were seen on wildlife and scenic posts (up to 12.96%). Video content, especially reels, performed well in both reach and engagement.
- **Facebook:** Video posts, especially those featuring local attractions and events, drove the most video views and shares. The Festival of Outback Skies and Recreation Lake posts were top performers.
- **Content Themes:** Posts about local events, wildlife, and scenic locations consistently attracted high engagement across both platforms.
- **Audience Engagement:** Engagement rates and shares are strong, indicating active interest in Hughenden's attractions and community events.

Recommendations

1. **Continue Posting Video Content:** Reels and videos drive higher engagement and reach.
2. **Leverage Local Events:** Promote upcoming festivals and community activities for maximum impact.
3. **Highlight Wildlife and Scenery:** These themes resonate well with your audience.
4. **Encourage User-Generated Content:** Invite followers to share their own photos and stories for increased interaction.

Print Advertising

- ½ page ad in Drive QLD
- Digital Banner in RACQ Road Ahead Magazine
- Full page ad and Editorial in the 2026 Outback Travellers Magazine

Signage

- New Billboards have been installed
- New signage for artwork for tanks, windmill and ram have been installed
- Library panels due to be installed in December or January

Flinders Discovery Centre (FDC) Updates

November 2025

The Flinders Discovery Centre

- Answered email enquiries - 229

- Answered phone enquiries - 33
- Received digital reviews - 3
- Google business interactions - 286

Walk-in visitors: 433 Adults: 367 Children: 66

Hughenden's tourism is settling after the pandemic-driven peak in 2021. As international travel and cruising return, domestic visitor numbers have eased but are stabilising.

Current trends show a shift toward slower, more meaningful travel. Visitors are looking for authentic regional experiences and are increasingly conscious of sustainability. Hughenden's natural attractions, Prehistoric elements, and being well-equipped to support RV travellers align well with these preferences.

While major growth isn't expected short-term, steady visitation and continued investment are setting the region up for consistent, long-term tourism activity.

✦ General Updates

- Michael is bringing a Geo treasure box into the FDC to bring competitors into the centre
- Got some Credenzas into the FDC to get more storage and have reassembled the glass shelving to display the products
- Christmas decorations have been put up in the FDC



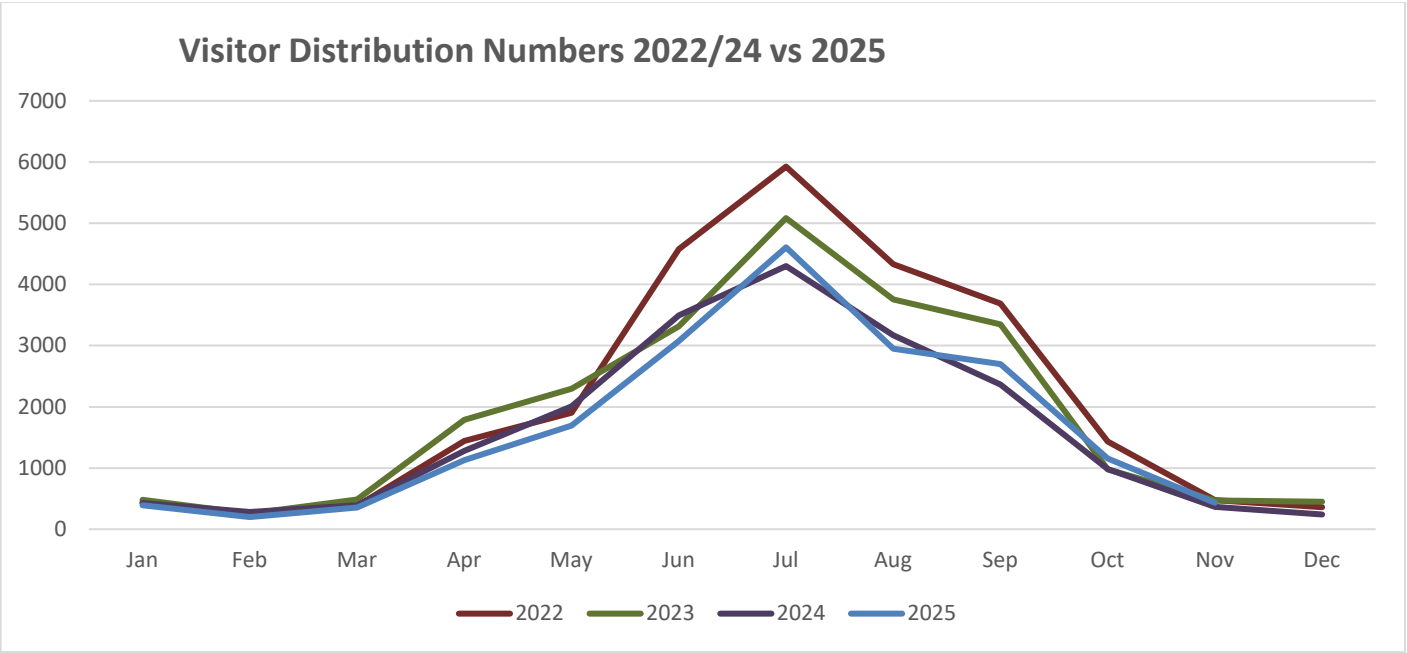
Grant Applications

- Tourism Infrastructure Grant from the Department of Innovation, Tourism , Environment and Sports for upgrades to Discovery Park and Brodie St Speakers - \$300k project.

Tourism Products

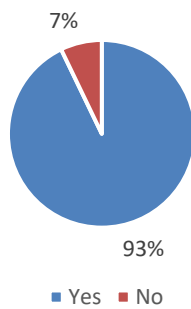
- New and additional retail items include - adult Outback Friday shirts, Bramah Hats, Freeze Dried Dinosaur Poo (New Product), and Topped up science and Nature
- Ongoing project for FDC Upgrades through NWMP Funding for the following – internal painting, paleo preparation room fit out, new exhibitions in Yirendali theatre and new videos in local stories showcase. Due for completion by February 2026.

Origin of visitors

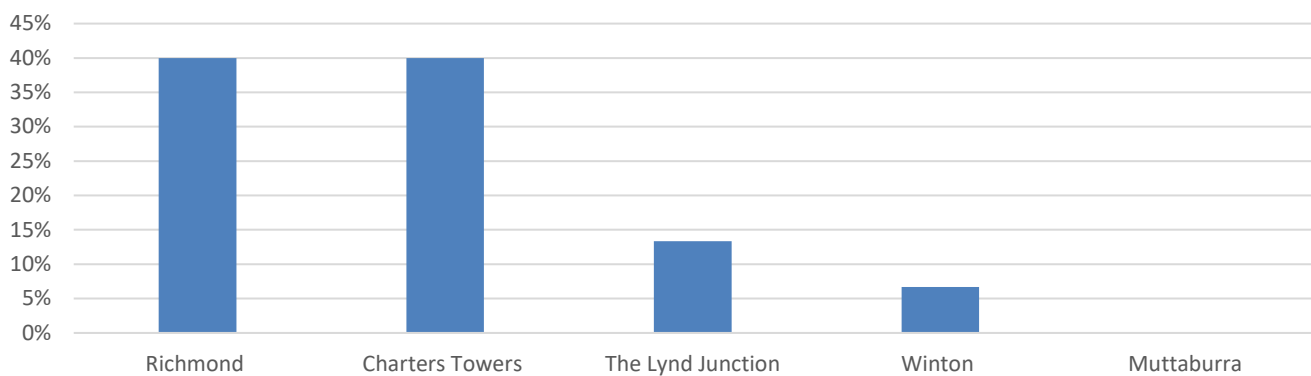


Survey Results

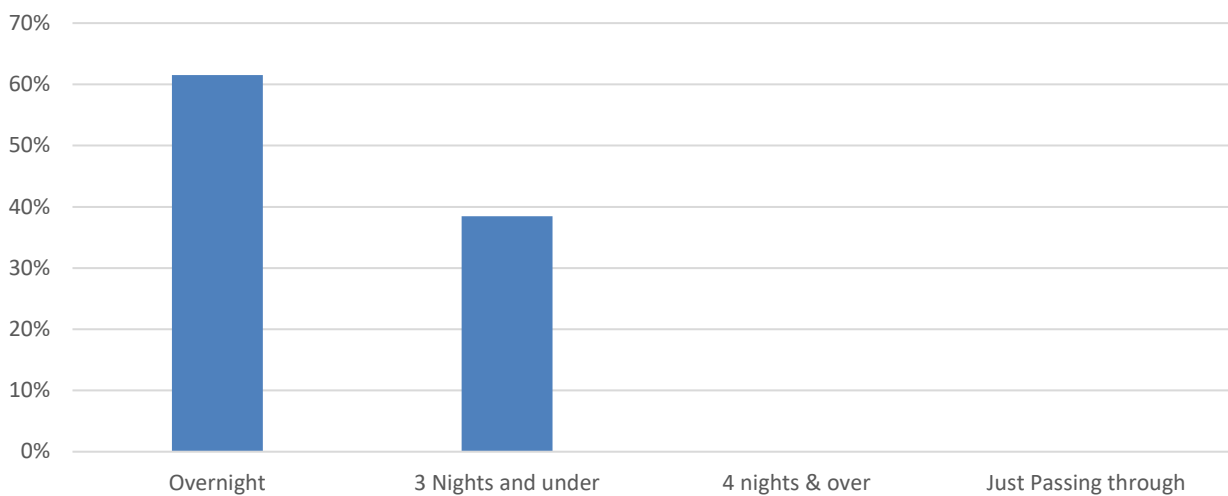
Is it your first time visiting Hughenden?



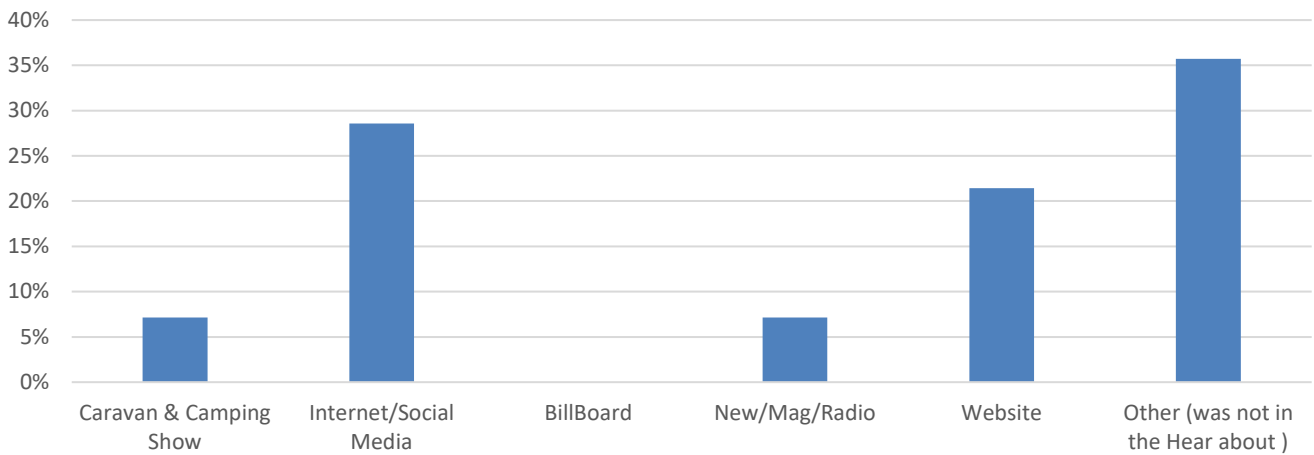
Which road did you travel in from today?



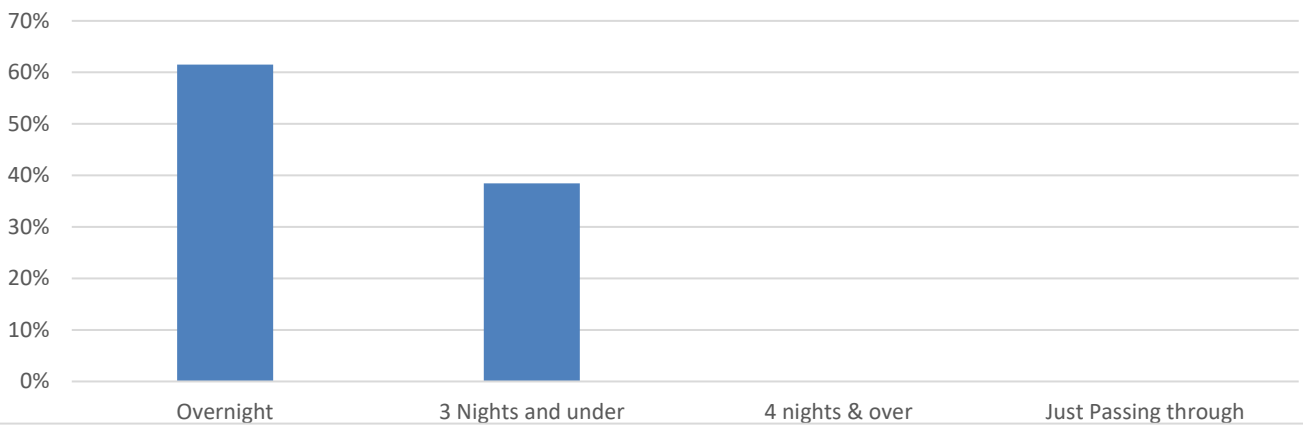
Length of stay



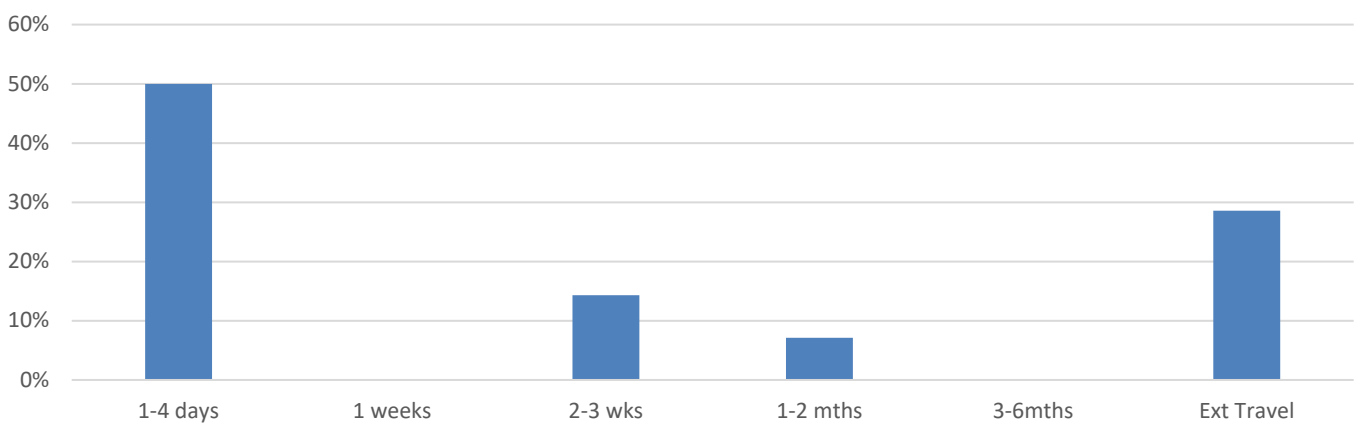
How'd you hear about Flinders Shire?



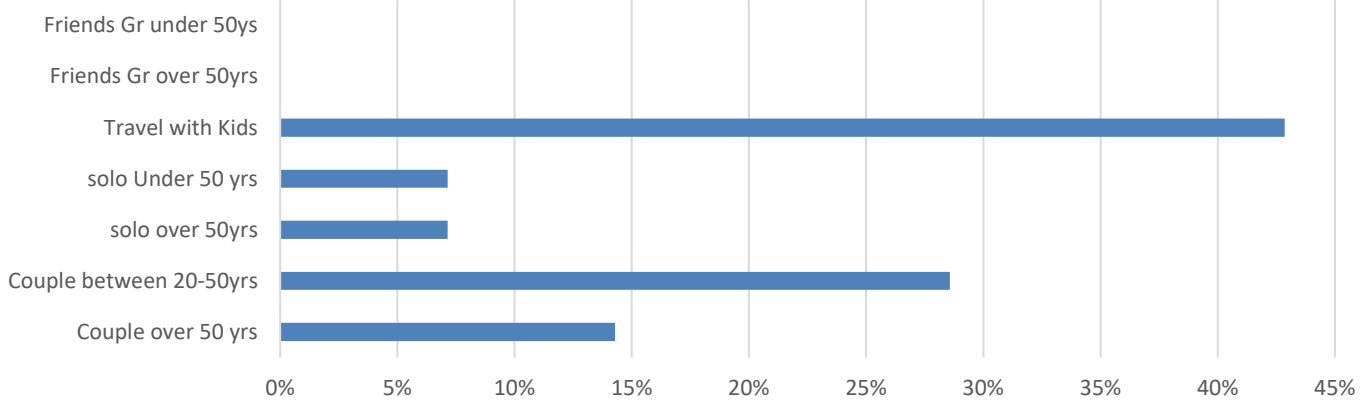
Length of stay



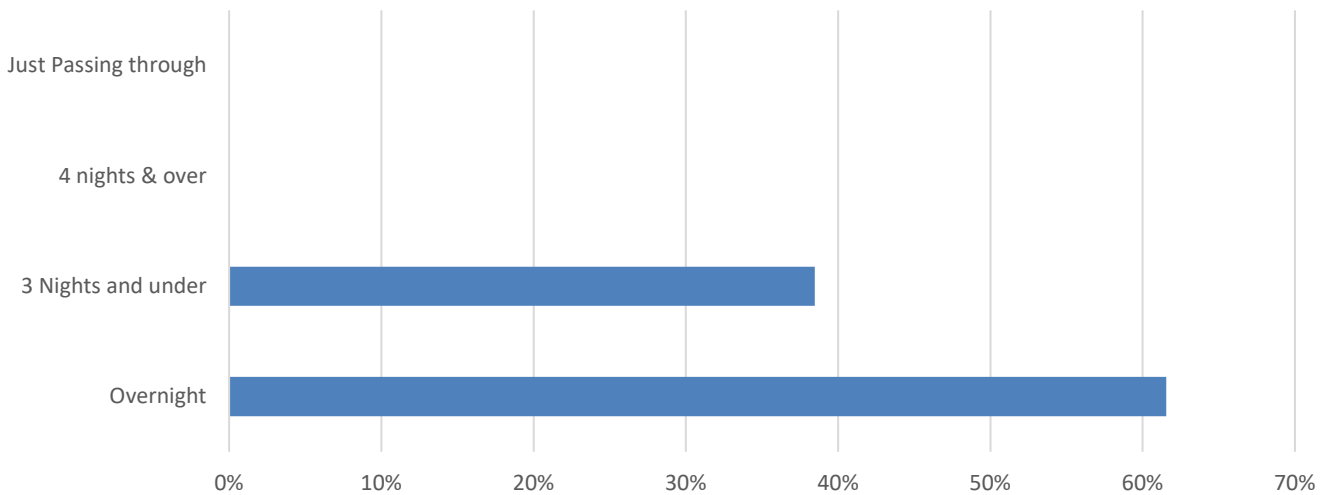
What is the length of your current trip?



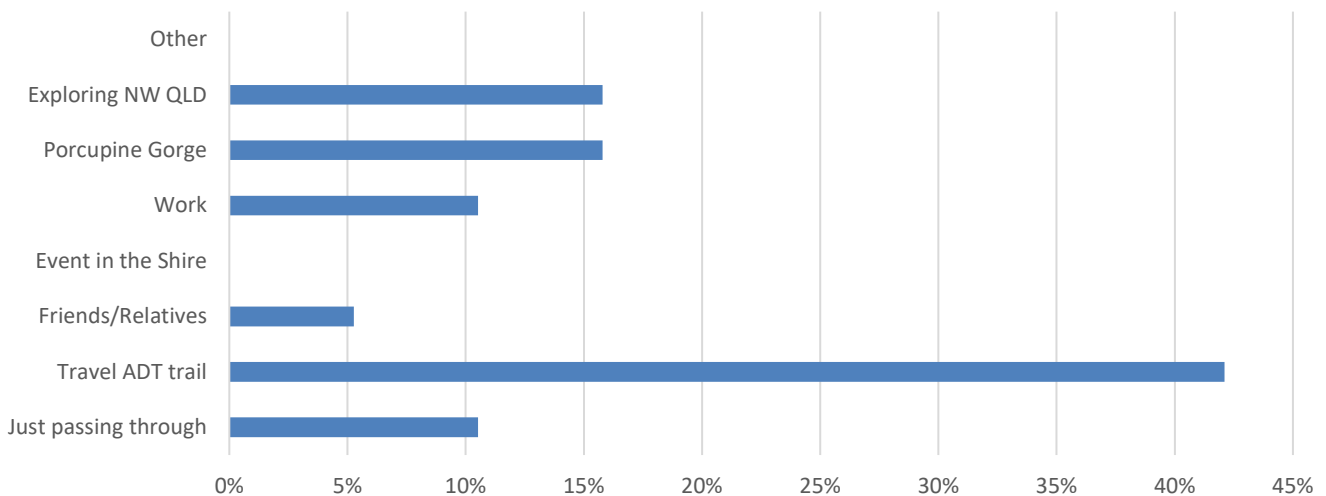
Travelling Party



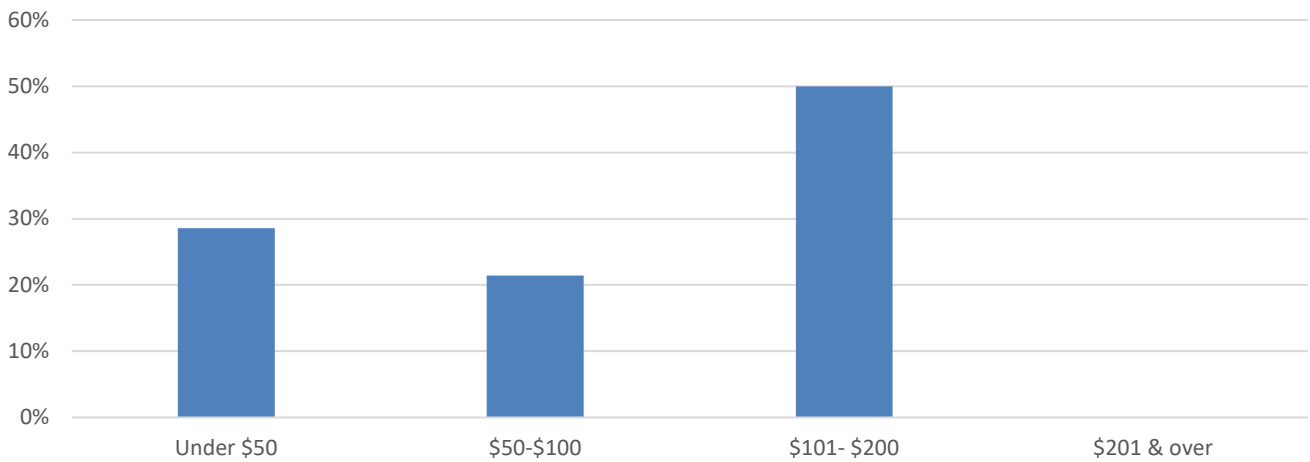
How long are you intending to stay in the area?



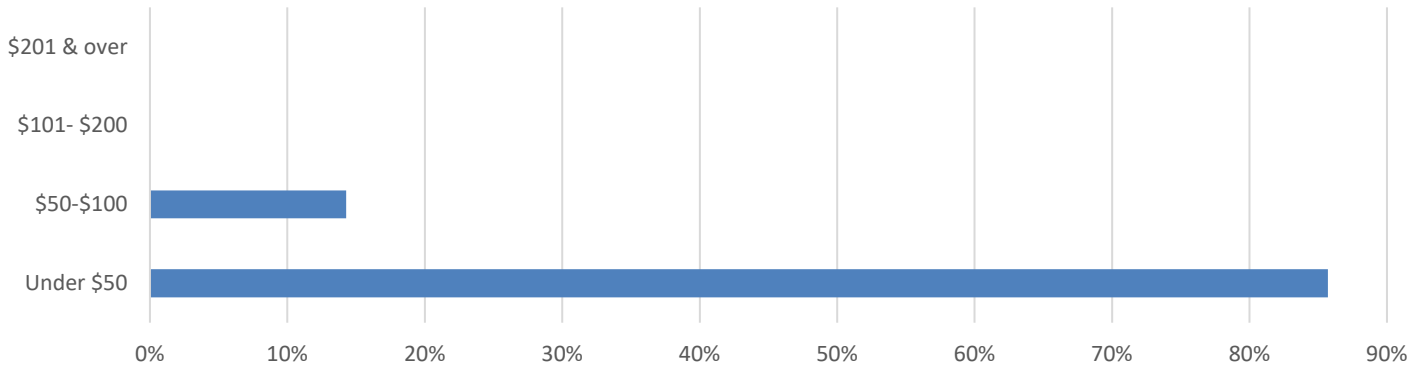
What is the purpose of your visit to the shire?



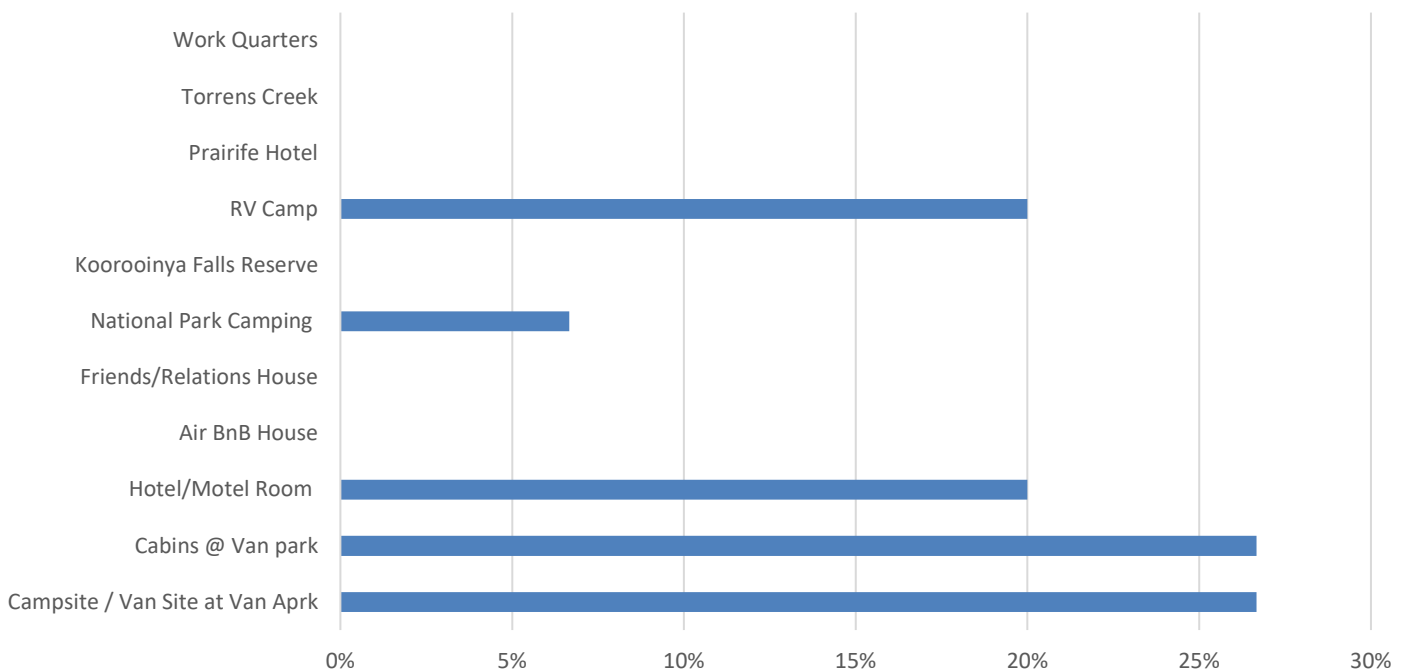
Spend on cafes, pubs and takeaway food

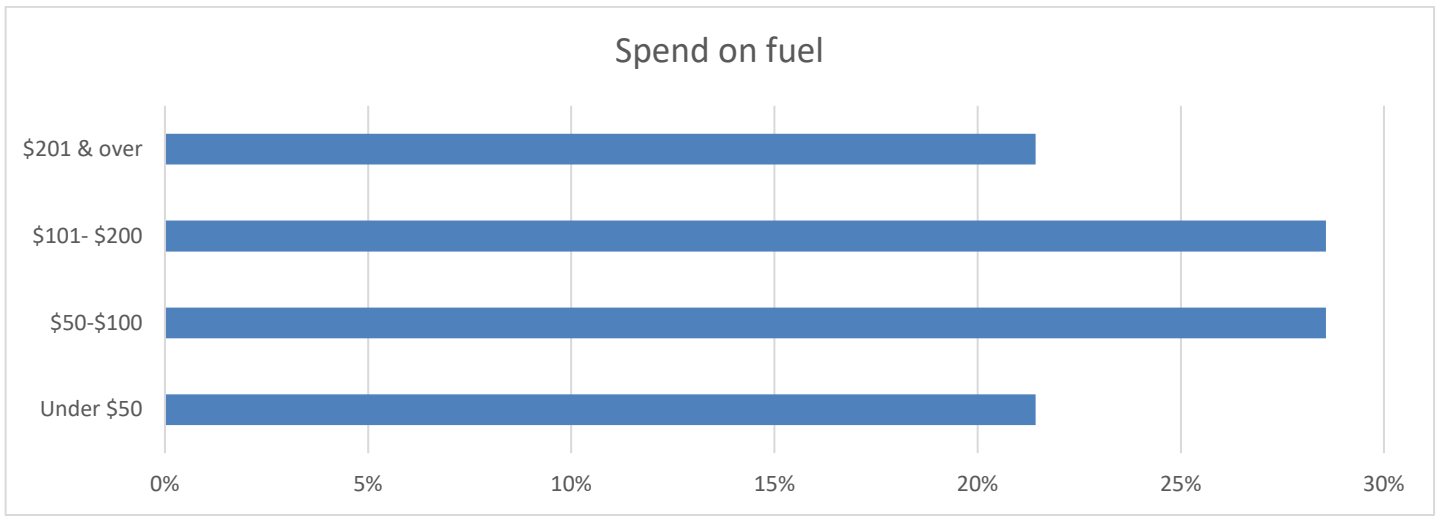
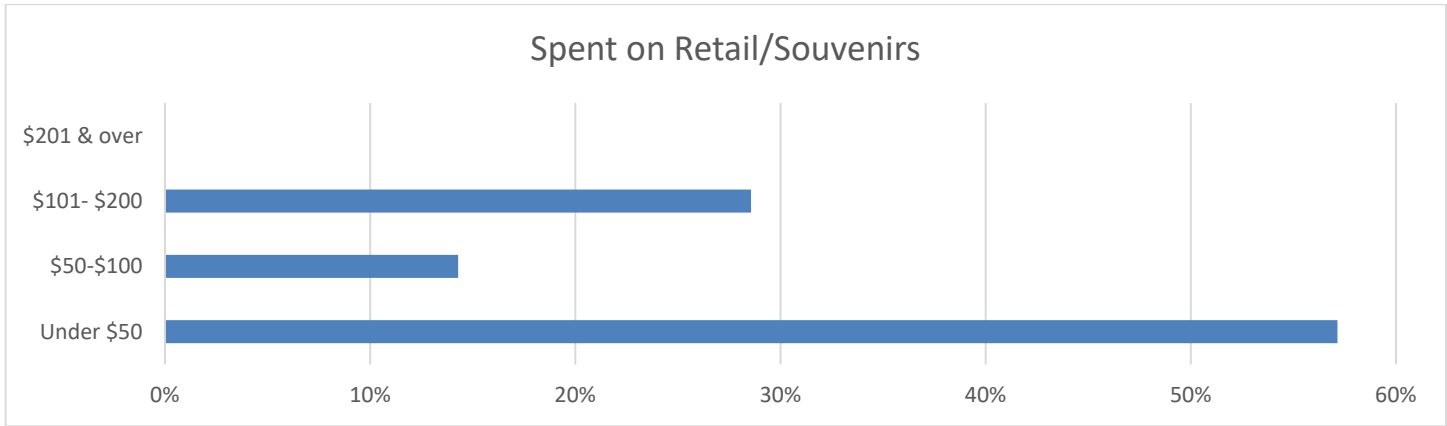


Spend on Groceries

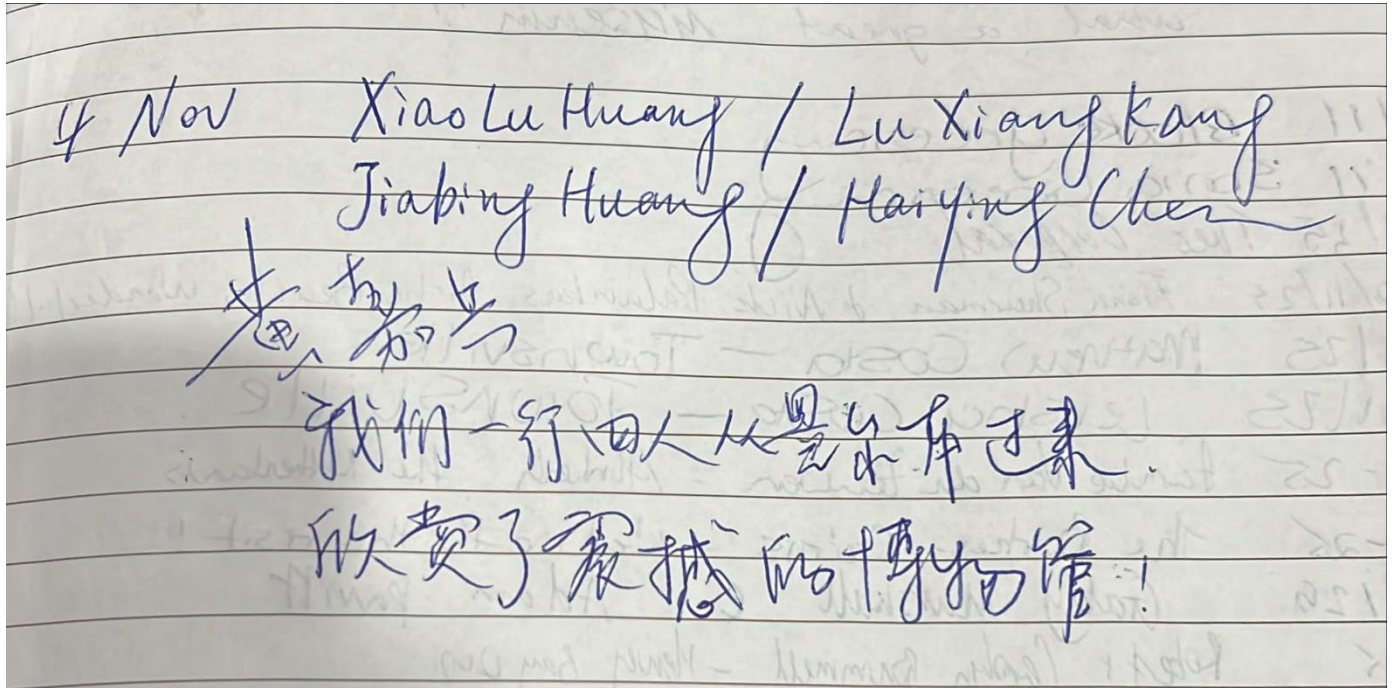


What type of Accommodation





4/11/2025



Translation

This trip has been very enjoyable.

Thank you for your warm hospitality.

I hope to have the chance to come again in the future.

- A great display of local history, geology and Dinos

5/11/2025

- That was amazing!
- Very informative
- Impressive
- Great
- Very interesting

6/11/25

- Learning Stuff

7/11/2025

- Very good Display

8/11/2025

- What a great museum

10/11/2025

- Wonderful

13/11/2025

- Well worth the visit

14/11/2025

- Well worth the stop and have a look at the history of the area

17/11/25

- Really cool exhibit, Loved it

18/11/2025

- Amazing history
- Thank you

20/18/2025

- Love it
- Really great collection and well set up

24/11/2025

- Great Presentation

26/11/2025

- Great Visit

29/11/2025

- Fantastic



RV Free Camp Permits - 25 permits issued in November

RV Free Camp Nights - 38 nights stayed in November

OUR COMMUNITY - PROMOTE HEALTH AND WELLBEING

Ensure community has access to high-quality health services and infrastructures that promote healthy lifestyles. The Flinders Shire Council Community Care Program aims to assist the frail and aged people, including those with a disability and their Carers. We provide services to assist those to live independently within the community. Community Care is funded by State and Federal Governments to deliver the following programs for the Flinders Shire community:

- Queensland Community Support Scheme (QCSS)
- Commonwealth Home Support Program (CHSP)
- Home Care Packages, Levels 1, 2, 3 & 4 (HCP) – now Support at Home
- Veterans Home Care (VHC)
- National Disability Insurance Scheme (NDIS)
- Meals on Wheels (MOW)

Service Delivery:

Table 1: Number of Clients by Program type (as 30/11/2025)

Commonwealth Home Support Program (CHSP)	Total number of clients	76
Support at Home (prev HCP's)	Level 1 (Low care)	0
	Level 2	4
	Level 3	5
	Level 4 (high care)	9
	Clients exited in the past 3 months	1
	Total current clients (HCP)	18
Veterans Home Care (VHC)		1
National Disability Insurance Scheme (NDIS)		4
Queensland Community Support Scheme (QCSS)		2
Community Transport		8
Private Clients		15
Care Finder		16
MOW # of clients using service		92 meals / 8 clients
Total number of clients*		120

*Note: This figure is the total number of individuals which we provide services to, which may differ to the calculation of the total number of clients by service type. This is due to some clients receiving services through multiple funded programs e.g. Care Finder and CHSP.

Outputs & Service Hours (CHSP Program only):

Table 2: CHSP service delivery against contracted outputs exported from SMS Alchemy as at 30/11/2025

	Monthly Contracted Outputs (25-26)	Actual Monthly Outputs (November 2025)	Output target % (Month)	Output target % (YTD)
Domestic Assistance	192.5	206	107%	35.7%
Home Maintenance	67.5	48.75	72%	25.2%
Meals	59.58333	47	79%	39.2%
Personal Care	41.66667	45.25	109%	34.6%
Social Support Group	62.5	102.5	164%	54.4%
Transport	62.5	119.25	191%	79.0%
Social Support Individual	17.5	16	91%	7.4%

Comments: Service is tracking well across most service outputs. Increase in transport outputs due to increase in service users. Increase in outputs for social support group due to strong attendance for out of town excursion. Flexibility provision remains in place, which means outputs from underutilised services can be utilised on the services with more demand. Nursing service provision ceased for CHSP clients from 1 July 2025.

HCP Surplus Funds (held by Flinders Shire Council)

Prior to September 2021, Council would retain total monthly package income for all Home Care Package clients. This resulted in Council holding all surplus funds within Council accounts. From September 2021, payment arrangement for Home Care Package clients was changed, whereby Council could opt in to return all funds held, or, alternatively hold onto the funds until the clients depart the service. Surplus funds are now retained by the Government within their Home Care Account. The total value of this liability to Council has been significantly reduced over this time as 'Opt Out' clients spend their balances or depart the service.

As of 31 October 2025, HCP Surplus funds held by Council is \$166,847.02

FLINDERS SHIRE COUNCIL

December 2025 COUNCIL

Care Planning & Service Delivery

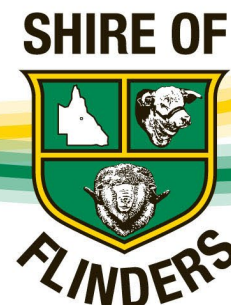


Table 3: Number of care plans due for review in October 2025

Number of Care Plans due for review in November 2025	0
Number of Health Assessments completed in November 2025 (S@H)	0

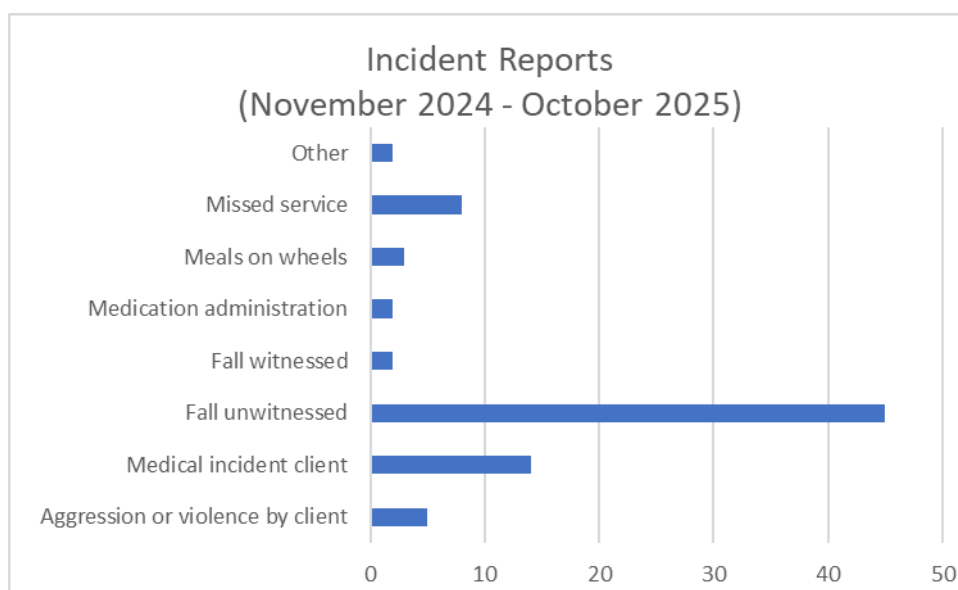
Table 4: Unfilled shifts in November 2025

Total unfilled shifts (hrs)	130.25 hrs / 134 services
-----------------------------	---------------------------

Comment: Unfilled shifts has increased on previous months due to staff vacancies and leave. Seeking to employ additional staff to assist with increased service availability.

Governance:

	Report type	Number/KPI	Status (# resolved; # ongoing) / Comments
Complaints/Feedback/Incidents	Reported Incidents Nov 25)	5	1 Reported to SIRS 9 Closed 0 investigation/actions in progress
	Total Incidents (Skytrust) 2025	Open: 4 Closed: 9 (Oct) Total: 5	Total (2025): 76
	Reported Complaints & Feedback (Oct 2025)	0 client visits 0 ACQSC	5 Closed 0 action in progress
	Total Complaints & Feedback (2024/25)	Open:0 Closed: 33 Total: 33	
Continuous Improvement	Number of continuous improvements (October 2025)	0	
	Total CQI (2025/26)	Open: 1 In progress: 7 Closed: 10 Total: 20	



Comments: Falls are the most prevalent incident type reported. All staff complete annual Falls Prevention training, and clients who have reported falls have been referred for allied health assistance. The next most common incident type is medical incident, which highlights staff following the deterioration and escalation policy.

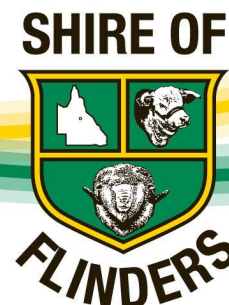
Risk Management:

High risk & Vulnerable Clients

FSC has conducted a review of all clients against key risk factors and provided a summary within **Table 4**. These risks are managed and reviewed on a regular basis through the client care plan. The ACQSC defines consumers who are High Risk with the below categories:

- Live on their own
- Are socially isolated or lack close relationships
- Have few or no family or friends who 'check in' on them
- Have cognitive impairment and are unable to problem solve or 'speak up'
- Have communication difficulties
- Have limited mobility
- Are highly dependent on their caregiver; and
- Have only one carer.

Table 4: Summary of clients & risk factors identified



	Low Risk (0-2 Factors)	Medium Risk (3-4 Factors)	High Risk (5-8 Factors)
Number of Clients	83	13	15

Comments: Living alone is the most prevalent risk factor for clients; followed by limited mobility and only one carer. Register will be reviewed ongoing as client needs change, and risks managed on an individual client basis through care planning process.

Human resources:

Staff and training:

Total Staff	<ul style="list-style-type: none"> Office Admin / Management – 4 Support Workers – 7 Transport officers – 2
Training completed (July- November 2025)	<ul style="list-style-type: none"> 2 July – Professional Boundaries & Aged Care Code of Conduct 9 July – Infection Control 16 July – Personal Safety in Home Care 23 July - Looking after back & transporting safely (Bodyfix) 30 July – How to Document in Home Care 14 Aug - Recognising Elder Abuse & Privacy & Confidentiality 2 Sep – 4 Sept Medication Assist 3 Sept - Manual Handling (new staff only) 17-18 Sept – CPR & First Aid completed 14 October – Medication Assist Extension Training (new staff) 15 Oct – Falls Prevention 29 Oct - Dangers of working in the heat 12 Nov– Aged Care Code of Conduct Refresher Training 12 Nov – Fire Drill at HCA 14 Jan – Spotex device use (IT) 4 Feb – Supporting people living with Dementia 11 Feb – Cross Cultural Awareness 19 Feb – Looking after your back (Bodyfix) 25 Feb – Personal safety in home 5 March - Manual handling, assisting clients safely (Bodyfix) 22 April – Rural Minds Mental Health training (Sean) 27 & 28 May– Mental Health First Aid training – Dianne (Sean) 26 June - Preventing burn out & identifying early signs of deterioration with mental health concerns (Sean & Mandy) 9/7 Transporting clients safely (Bodyfix) 4/9 CPR and First Aid 30/9 to 5/10 Ageing Australia National Conference (Dianne) 20/10 CPR training (Dianne & Kate) 27/10 Councillor Training – Governance and New Aged Care Act 4/11 & 5/11 Microsoft teams training 11/11 Managing Difficult & Demanding Customers (Tanka & Tennile) 28/11 Vicarious Trauma & wellbeing training for CC staff (Sean TRACC)

**FLINDERS SHIRE COUNCIL****December 2025 COUNCIL**

Other Training for new staff & existing CC staff	<ul style="list-style-type: none"> Altura online training - Showering & Medication Assist (new staff only) ALIS online – Strengthened Aged Care quality standards (CC staff) FSC LMS – 3rd November – compliance training to be completed online (FSC all staff)
Training planned	<ul style="list-style-type: none"> Fire Safety in the Home – Annual Training

General Information:

- Transition to Support at Home underway – HCP clients transition from 1 November 2025.
- Aged Care Act 2025 – Councillor Responsibilities and Compliance Requirements – working with HR and Governance to collate required documentation and complete compliance checks
- New agreements and budgets and information for former HCP clients to be completed, working through this currently
- Emergency preparedness – service has updated list of vulnerable clients and clients requiring assistance in the event of an emergency. CCTL has completed training and is participating in LDMG.
- SDAP program Project Inception meeting with Barb Schmidt and Associates – visit 11-14/7 & 13-15/10 – developed project plan and working through Policies, procedures, compliance, agreements, etc
- The Rural and Remote Aged Care Management Training commenced by Team Leader – funded by DoHA – delivered with F2F with Cohort 14 in Darwin, followed up with mentoring sessions and activities to complete – Program has been developed to meet the training needs of Aged Care Managers working in rural and remote settings throughout Australia. Also connecting work to ensure we are applying to the New Aged Care Standards
- Ageing Australia National Conference 30/9 to 2/10/2025 Team Leader attended Gold Coast
- All CHSP clients to have an assessment prior to 1/11/25 so they can continue to receive services

FESTIVAL OF OUTBACK SKIES

This year's program promises an incredible mix of entertainment, workshops, and family-friendly activities.

Program Highlights

Friday Night

- *Rodeo Events: Bulls (\$5,000), Broncs (\$5,000), Ladies Ranch Bronc Ride (\$3,000 – awaiting APRA exemption), Junior Bulls (\$1,000).*
- *Live Music: Wet Whistles performing two 45-minute sets.*
- *Tender Update: Contract submissions close 15 December; currently one response received.*

Saturday

- *Twilight Markets: Moving to the Showgrounds, now scheduled for Saturday morning.*
- *Art Competition: Open to all mediums. Voting at the exhibition. Prizes: \$1,000 (winner) and \$500 (People's Choice). Entry form and T&Cs being finalized.*
- *Workshops: Expressions of Interest open; tickets on sale 1 January.*
- *Kids Zone: Located in the Outback Arena with activities including:*
 - *Crafting*
 - *Musical Sound Garden*
 - *Kids Rodeo Practice (roping & bull riding drums)*
- *BBQ & Blues: Featuring Wet Whistles, Nathan Cavaleri, Minnie Marks, and Junkyard Beats.*
- *Barn Dance: Hosted by Melissa Wyatt (6–9 pm) with live fiddle music.*
- *Dinner Under the Stars: 3-course meal, live music by Oz Horns, casino tables, and a 1920s theme.*

Sunday

- *Mental Health Workshop: With Nathan Cavaleri.*
- *Kids Zone: Musical sound garden and sand art.*
- *BBQ & Blues: Performances by Minnie Marks and Nathan Cavaleri, plus BBQ demos.*
- *Dinosaur Treasure Hunt: Part of Dinosaur Week launch.*
- *Festival Finale: Junkyard Beats, Lantern Parade, Yirendali Dancers, and William Barton (with 15-piece orchestra if funding succeeds).*

Operational Updates

- *Security confirmed: Vigilant Security.*
- *Site plans complete.*
- *Alternative camping options arranged (distribution board hire not proceeding).*

Grants & Sponsorship

- *Funding Secured:*
 - *TEQ Destination Signature Event: \$75,000 (\$25,000/year for 3 years)*
 - *TEQ Elevate: \$25,000*
- *Pending: \$36,000 Arts Queensland grant for orchestra costs.*

- *Sponsors to Date: \$68,000 (Target: \$90,000)*
 - *Iberdrola (\$20k), Windlab (\$10k), Powerlink (\$10k), Hughenden Freight (\$5k), Preston Law (\$5k), Coward & Co (\$2.5k), Tag Power (\$5k), Ergon (\$2.5k), Townley Contracting (\$2.5k), West Wind (\$5k).*

Awards

- *Festival won Bronze at the State Tourism Awards!*

Queensland Music Trail

- *Partnering for Sunday Festival Finale.*

Tickets

- *On sale since 1 December. Sales as of 2 December: \$6,200.*
- *Pricing:*
 - *Friday Night Adult: \$35 | Kids (6–16): \$10 | Family: \$75*
 - *Saturday Dinner: Adult \$160 | Table of 10: \$1,500*
 - *Barn Dance: Adult \$35 | Family: \$100*
 - *Sunday Sesh: Adult \$35 | Family: \$75*
 - *Camping: Powered (3 nights) \$120 | Glamping from \$600.*

Camping

- *Glamping tents along Station Creek.*
- *94 powered sites + free RV site (relocated during festival).*
- *Amenities: 2 semi-trailers (toilets & showers).*

Stay tuned for more updates and get your tickets now! <https://festivalofoutbackskies.com.au/>

RURAL LANDS

OUR GOVERNANCE – WE WILL WORK AS A TEAM AND ACT WITH PRIDE, ACCOUNTABILITY, TRANSPARENCY, AND INTEGRITY TO DELIVER SERVICES TO OUR RESIDENTS.

BEST PRACTICE GOVERNANCE

WILD DOG CONTROL

Trapper - Wild Dog Scalps Oct 2025

Trappers	Number of scalps	Location where dogs trapped. (Property Name)
Trapper 1	7	Keen Gea, Tiree
Trapper 2	-	-
Public	18	Strathroy, Monavale, Tangorin, Eversleigh, Mt Beckford, Limbri

Oct 2025

Number of scalps for current month (Public and Trappers)	Cost for Current month	Running Total - Number of Scalps for Current year
25	\$2300	170

SALEYARDS

Numbers: Aug - Oct 2025

Description	Sept 2025	Oct 2025	Nov 2025
Dip Totals (Head of Cattle)	6661	11867	5260
Weigh Totals (Hd of Cattle)	3842	2600	1288
Yard Totals (Head of Cattle)	9338	12259	5436
Train loading	2777	1953	837

GENERAL MATTERS

Stamford Reserve – pasturage checked, drying off, sparse, agistment numbers to be reviewed if Councillors would like to have input on decision prior to end of December, to reduce stock numbers for short term.

Electrical inspection of solar panels on Stock Route Water Facility 'Woodsberry' has found solar panels to be operating at 70% capacity & nearing end of life, therefore quotes obtained and an EOI will be submitted to the Department of Natural Resources & Mines, Manufacturing & Regional & Rural Development, (NRMMRRD), for reimbursement of costs. Note if approved the Dept. will reimburse 100% of costs.

No correspondence seeking Council's response to lease conversion applications was received in the previous month of November.

Billy Paine
Rural Lands Coordinator

WORKPLACE HEALTH AND SAFETY

OUR GOVERNANCE – WE WILL WORK AS A TEAM AND ACT WITH PRIDE, ACCOUNTABILITY, TRANSPARENCY AND INTEGRITY TO DELIVER SERVICES TO OUR RESIDENTS.

BEST PRACTICE GOVERNANCE

WHS Statistics for the period 1 November to 30 November 2025

Safety Statistics	Monthly Total	Year To Date
1. Community Care Client Incident Reports	2	54
2. Council Personnel Incident Reports	4	40
3. Contractor Personal Incident Reports	0	0
4. Contractor Plant Incident Reports	0	0
5. Public Personal Incident Reports	1	5
6. Public Vehicle Incident Reports	0	1
7. Lost Time Incidents	1 (INCLUDED IN ABOVE INCIDENTS)	2023 – 1 2024 – 1 2025 – 4
8. Notifiable Incidents	0	1 (included in above YTD)
9. Reported Near Misses	0	3 (included in above YTD)
10. Total Number of Incidents	2023 = 75 2024 = 81 2025 = 100	
11. Days Lost Due to Injury	30	304
12. Council Inductions	12	40
13. Contractor/Work Experience Inductions	0	27
14. FSCSMS Document / Procedures Reviewed	4	37
15. Council WHS Documentation Developed	7	82
16. Council Policies Reviewed / Renewed	0	1
17. Completed Hazard Inspections	9	91
18. Jobsites / Projects Visited	17	150
19. Drug And Alcohol Tests Conducted	0	10
20. Personal Take 5 & Hazard Identifications Completed	363	3131

Statistic Summary

1-10. As Per Attached Graphs.

12. TREVOR MAJOR – OPEN SPACES & COMMUNITY ASSETS (P&G LABOURER (CASUAL)), MADISON HARRIS – COMMUNITY CARE (SUPPORT WORKER (CASUAL)), POWERLINK PERSONNEL/YIRENDALI ELDERS/ACOEM PERSONNEL & ENVIRONMENTAL PERSONNEL – YIRENDALI INTERSECTION PROJECT.

14. REVIEWED WHS DOCUMENTS AND MADE CHANGES TO COPPERSTRING PROJECT PACKAGE #1 PROJECT.

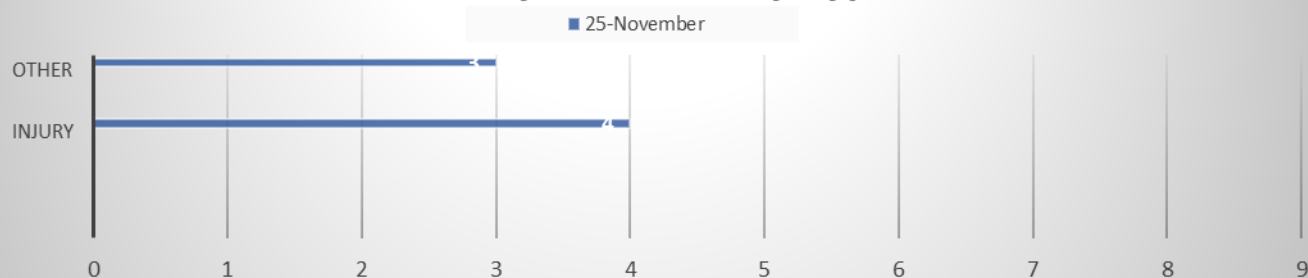
15. YIRENDALI INTERSECTION WHS DOCUMENTS – SITE DIAGRAM/VISITOR INDUCTION/CORRECTIVE ACTIONS FROM POWERLINK SAFETY AUDIT X5

17. PARKS & GARDENS X2, ROAD CONSTRUCTION #1 X1, WATER & SEWERAGE X1. ALSO COMPLETED HIRAC & TASK OBSERVATIONS X3

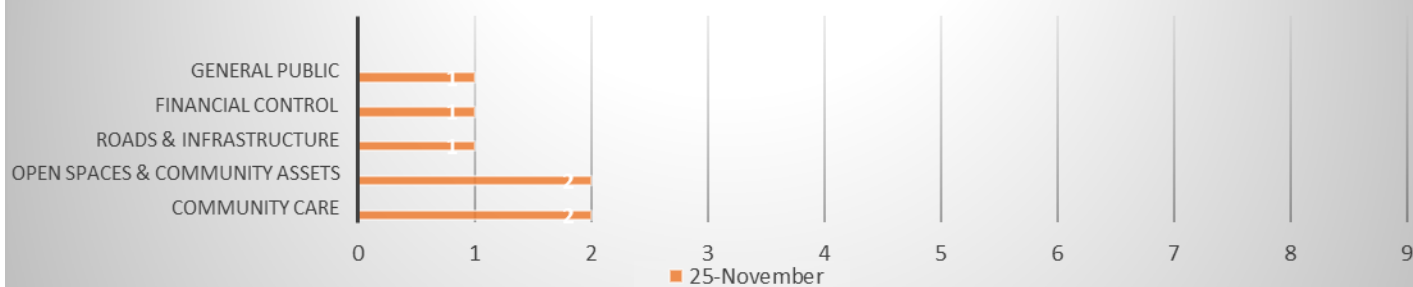
18. FSC WORKS DEPOT (WORKSHOP), HUGHENDEN LAKE X3, COMMUNITY ASSETS (PLUMBERS X2, & PARKS & GARDENS X4), FSC SHOWGROUNDS, ROAD CONSTRUCTION CREW #1 X6,.

20. 363 PERSONAL TAKE 5 & HAZARD REPORTS COMPLETED

Monthly Incidents by Type



Monthly Incidents By Department



Workers Compensation Details

1. CLAIMS YEAR TO DATE – **5**
2. CLAIMS WAITING ON ACCEPTANCE - **2**
3. OPEN CLAIMS – **2023 X1 / 2025 X2.**
4. LIGHT DUTIES – **1 (2025 Claim)**
5. MODIFIED DUTIES – **0**
6. MEDICAL COST ONLY – **0**
7. CLOSED – **4 – (2024 Claim Closed)**
8. **TOTAL CLAIMS = 2023 – 1/ 2025 - 5**

General Information and Activities

1. Audit Close Out Actions. **(On-Going).**
2. Attend Open Spaces & Community Assets Fortnightly Toolbox Meeting.
3. Vehicle/Machinery Pre-Starts - Take 5 sent out for employees to complete.
4. Lifting Gear Inspection & Tagging completed.
5. First Aid, Defib, BA's, Winches Inspection completed.
6. Audiometric Testing for FSC Employees arranged for June 2026.
7. Machinery and Equipment Noise Assessments arranged for January 2026.
8. Fire Extinguisher Inspection completed.

Ash Byers
Safety Systems Manager

AGENDA
11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



5. MEETING CALENDAR

COUNCIL MEETING DATE	CORRESPONDENCE DUE DATE
Wednesday, 28 January 2026 Commencing 9.00am	Tuesday, 06 January 2026
Wednesday, 25 February 2026 Commencing 9.00am	Friday, 30 January 2026
Wednesday, 25 March 2026 Commencing 9.00am	Friday, 27 February 2026
Wednesday, 22 April 2026 Commencing 9.00am	Tuesday, 31 March 2026
Wednesday, 27 May 2026 Commencing 10.00am	Thursday, 30 April 2026
Wednesday, 24 June 2026 Commencing 9.00am	Friday, 29 May 2026
Wednesday, 22 July 2026 Commencing 9:00am	Tuesday, 30 June 2026
Wednesday, 26 August 2026 Commencing 9:00am	Friday, 31 July 2026
Wednesday, 23 September 2026 Commencing 9:00am	Monday, 31 August 2026
Wednesday, 28 October 2026 Commencing 9:00am	Wednesday, 30 September 2026
Wednesday, 25 November 2026 Commencing 9:00am	Friday, 30 October 2026
Thursday, 10 December 2026 Commencing 9:00am	Monday, 30 November 2026

AGENDA
11 DECEMBER 2025 – 9:00 AM
McNAMARA BOARDROOM



The meeting closed at

Kate Peddle
Mayor
Flinders Shire Council