

# AGENDA

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**McNAMARA BOARDROOM**

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**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**

**1. OPENING BUSINESS**

Cr Kate Peddle (Mayor) to open 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**

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

**School Students**

**1.2 APOLOGIES**

Nil

**1.3 LEAVE OF ABSENCE**

**1.4 CONFIRMATION OF MINUTES**

That the Minutes of the Ordinary Meeting of Council held 25 March 2026 be taken as read and signed as correct.

# AGENDA

## 22 APRIL 2026 – 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.

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### **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.

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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**

## **1.8 RECOGNITIONS**

Nil

## **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.

## **1.10 REPORTS OF COMMITTEES**

### **COMMUNITY ADVISORY COMMITTEE MEETING NOTES**

#### **Background**

Community Advisory Committee meeting was held on Wednesday 8 April in Stamford. The purpose of the meeting is to provide a forum for community members to engage directly with Councillors, receiving updates on Council projects and providing a forum to provide feedback and opportunities for improvement.

The Community Advisory Committee meetings are scheduled to occur every 2 months, in a various location across the Shire. Schedule of meeting dates has been published through Council's communication channels.

**Officer's Recommendation** - That the notes of the Community Advisory Committee meeting held in Stamford on Wednesday 8 April 2026 be received and that the recommendations contained therein be adopted.



## MEETING MINUTES

### COMMUNITY ADVISORY COMMITTEE MEETING

**Date: Wednesday 8 April, 10 am (Stamford School, Stamford)**

**Chair: Cr Kate Peddle**

Notes from the meeting of the **Community Advisory Committee (CAC)** held at **Stamford School** on Wednesday 8 April 2026 commencing at 10 am.

#### Attendance

**Flinders Shire Council:** Cr Kate Peddle, Cr Shane McCarthy, Cr Pete Fornasier, Misenka Duong (Director of Engineering), Dennis McLeod (Director of People, Safety and Governance), Barb Smith (Director of Community Services and Wellbeing), Mel Wicks (Director of Corporate and Financial Services), Linda Brown (Engineering Officer), Billy Payne (Rural Lands Coordinator)

**Community Attendance:** Jane McNamara, Brendon McNamara, Jonelle McDowall, Shylee Corrigan

#### Introduction by Cr Kate Peddle (Chair)

#### Discussion items:

1. **Overview of actions register** – provided overview of all actions through the CAC Meetings since inception in February 2025. Provided an update on the completed projects and ongoing work in progress. A few highlighted work in progress actions include:
  - a. Flood Study for Hughenden and Prairie – final report and community session planned for 20 April 2026 and will be available for people to dial in on teams. More information to be circulated prior.
  - b. Speakers for Brodie St – seeking funding for project
  - c. Emergency Management – work on Council's disaster dashboard, update in progress on resupply process; update provided on Councils newly-implemented emergency alert SMS system
    - i. Discussion regarding Walkers Creek Guage at Stamford – recommendation for level above and below the bridge. Council is progressing and planning for this already following community feedback.
    - ii. Provided an update on FSCs Local Resilience Action Plan (LRAP) based on feedback for infrastructure, monitoring and community resilience projects
  - d. Provided an update on additional roads funding received for the Flinders Highway between Hughenden and Richmond
  - e. Signage improvements – including some slow down signage for Stamford
2. **Small towns improvement initiatives** –discussion on ideas for Stamford community going into 2026/27 budget planning. Discussion regarding project idea:
  - a. Upgrades and Maintenance at Stamford School (community facility)–
    - i. Replace carpet flooring with vinyl
    - ii. Public toilets – painting on inside and handrails installed
    - iii. Public toilets – repairs to doors and wall panelling
    - iv. Veranda flooring – needs replacement
    - v. Repair broken and cracked windows
    - vi. Check septic at the school house and public toilets
    - vii. Curtains on windows
    - viii. Electrician – check PowerPoints, air-conditioning cleaning etc.
    - ix. Directional signage for public toilets
    - x. Rubbish Dump needs to be cleaned out

**Recommended Action:** Council to review agreement with Stamford Sports Club regarding facility maintenance, and prepare budget for proposed works in scope for 2026/27 budget.

3. **Stamford to Marathon Road** – question regarding whether an access grade has been completed; contractors are doing a number of roads around the Shire. Community members advised to put in a CRM if their road needs to be graded by Council
4. **Road closed signs** - discussion regarding enforcement of road closed signs and the difference in colouring.

**Recommended Action:** Suggestion for Council to add to the Disaster Dashboard regarding the colours and enforcement of the road closure/local traffic only signage.

5. **Kennedy Development Road (Stamford)** – Discussion regarding highway and safety concerns approx. 15 km south of Hughenden (past Watton Downs) at bend – advised it is very dangerous.

**Recommended Action:** Council to continue advocacy efforts with TMR for funding for the Hughenden -Winton Road (KDR).

6. **Other roads discussion:**
  - a. Star Downs Road has 3 or 4 bog holes - Frost Gully - 8.1km; then next 17.7 km – 17.8 km - 33 km Hallow; 34 km Hallow about 41 and 42 km from Gully.
  - b. Sloanes Creek – Star Downs Road - washed out
  - c. 1 km from Stamford – better drainage and more gravel at the 'dam'
  - d. Stamford – Muttaborra Road (Stamford to Lerida Road then Waveley Road) – major washouts that need attention with formation work
  - e. Discussion regarding Roads to Recovery and prioritisation of projects – discussion regarding the Stamford to Lerida Road, and option of filling bog holes with blue gravel.
  - f. Glendower and Poseidon Crossing – priority roads for betterment funding
  - g. Driver Reviver – fencing around the park need to be repaired;
7. **Rural Lands Survey** – provided an updated about the Rural Lands survey – link has been received via email last week; Council to undertake additional promotion to receive as much feedback as possible for rural landowners to provide feedback on the services from rural lands. Topics being investigated within the survey include items such as the wild dog levy and reinvigation of the Good Neighbour Program
8. **Community Benefit Agreement Policy** – provided an update on the policy that has been adopted by Council; currently in negotiation with one windfarm regarding a CBA with Council; a number of other projects have social impact assessment (SIAs) underway. Funding pool to be allocated towards community legacy projects, informed through community advice.
9. **Leisure Precinct Master Plan** – consultation around the aquatic centre, caravan park and youth precinct; creating a connected precinct to create a hub for tourists and community to enjoy. Draft masterplan to go to community for final feedback.
10. **Housing strategy** – Linkage with SIAs and CBAs with windfarms. Housing strategy underway to review the population growth and shortage in housing supply. Strategy will identify recommendations for range strategies to support housing development
11. **Festival of Outback Skies** – provided an update on the Festival of Outback Skies on 1-3 May. Comprehensive program across the weekend with range of free and ticketed events. Encouraging locals to purchase their tickets to the Festival. Range of community groups are supporting the festival this year.
12. **Texas Delegation (Learnings from 20 years of Renewables)** – partnering with RAPAD to bring delegation of representatives from Sweetwater, Texas who have been involved in 20 years of renewables. Representatives will be attending the Hughenden Show to meet with community, business, and Council to share information and economic benefits of renewables for communities and knowing the value of what the Shire has to offer.
13. **Showgrounds improvements** – new amenities block is commencing construction currently; tender for recreational hall and bar/canteen is currently in final stages of evaluation.

14. **Roads updates** – CopperString works are currently underway at the Flinders Highway / Yirendali Road intersection. TMR have announced \$25M in funding for pavement rehabilitation and upgrade works on the Flinders Highway between Hughenden and Richmond.
15. **Recruitment update** – key roles for recruitment within Engineering team to support with driving key infrastructure projects, in addition to other areas across the organisation. New incoming CEO commences on Monday 13 April, Kylie Davies.
16. **Water and sewerage funding** – QIC are supporting Council with reviewing project design and costings and identifying key priorities worth \$20m. Priority items include – water treatment and chlorination plant, improvements at the sewerage treatment plan (new inlet screen), and bore replacement (3 Hughenden, 1 Prairie and 1 Torrens Creek). Focus on water security in first instance. With funding permitting, will look at supporting network upgrades within Hughenden.
17. **Additional items discussed:**
  - a. Seating at the truck stop – hazard and difficult to mow and risk of splinters.

**Recommended Action:** Council to follow up with TMR regarding upgrades to the seating at the truck stop
18. **Rubbish Levy** – recent levy on rural properties for use of the Hughenden dump; improvements have been made to the Stamford dump; if properties have registered pit, they can report to Council for fee waiver
19. **Lions Clock (Gray St, Hughenden)** – Lions Club are investigating options for upgrading the Lions Clock on Gray St to replace with digital clock. Jane to provide more information on project once confirmed through to DOE. TMR may need to be consulted regarding a road corridor permit.
20. **Gymnastics Club** – will be doing a clean-up next weekend and will send through any maintenance requests through to Council.

**Next meeting: Wednesday 10 June, 10 am, Clothes Peg Station, Northern District (dial in details available)**

**Officers Recommendation: That the notes from the meeting of the Community Advisory Committee held at the Stamford School on Wednesday 8 April February 2026 commencing at 10 am be received and that the recommendations contained therein be adopted.**

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



**2. REPORTS**

**2.01 CHIEF EXECUTIVE OFFICER**

**2.01.01 MODEL MEETING PROCEDURES (MMP) AND STANDARDS IN THE REPORT**

**Executive Summary**

The Department of Local Government, Water and Volunteers have advised that the Model Meeting Procedures have been updated to align with the LGA amendments as a result of the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* receiving assent on 11 March 2026.

The Model Meeting Procedures document has now been published on the Departments website and is available for Councils to adopt. By adopting the Departments document it ends the need for a separate Council policy.

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with chairing of meetings, the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

**Background**

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures.

The model meeting procedures include the following:

- the process for the mayor as chairperson, to lead and manage local government meetings
- including any committee meetings for which the mayor is appointed as chairperson
- the process for how the chairperson of a local government meeting may deal with unsuitable
- meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government
- government by the Independent Assessor (IA), must be dealt with at a local government meeting

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



- the processes for dealing with a conflict of interest (COI) arising during a local government
- meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public

**Officer's Recommendation** –That Council adopt the revised Model Meeting Procedures dated March 2026, as provided by the Department of Local Government, Water and Volunteers.

Our ref: CTS 04059/26

Mr Bruce Davidson  
Interim Chief Executive Officer  
Flinders Shire Council

Email: [ceo@flinders.qld.gov.au](mailto:ceo@flinders.qld.gov.au)

Dear Mr Davidson

As you would be aware, the *Local Government Act 2009* (the LGA) prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures.

I am writing to advise that the MMP document has been updated and is available on the Department of Local Government, Water and Volunteers' (the department) website. I have also enclosed a copy for your information.

The MMP has been updated to align with the LGA amendments as a result of the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* receiving assent on 11 March 2026.

The MMP amendments relate to the role of the chairperson at ordinary, special and committee meetings. The amendments also include that the mayor is the official spokesperson about local government matters.

Additionally, the Best Practice example - Standing Orders document has been updated to reflect the amendments to the MMP and is also available on the department's website.

If you require further information or assistance in relation to this matter, please contact Mrs Megan Woods, A/Director, Governance and Capability, Local Government Division in the department on 0457 170 898 or by email at [megan.woods@dlgww.qld.gov.au](mailto:megan.woods@dlgww.qld.gov.au) who will be pleased to assist.

Yours sincerely



**Bronwyn Blagoev**  
**Director-General**

Enc

# Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised March 2026

Date	Version Number	Name	Approved
22 June 2023	004	P Cameron	M Kaiser (DG)
13 March 2024	005	P Cameron	M Cridland (DG)
23 August 2024	006	P Cameron	M Cridland (DG)
10 December 2024	007	P Cameron	M Nye (A/DG)
March 2026	008	P Cameron	B Blagoev (DG)

### **Acknowledgement of Country**

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

This publication has been compiled by the Department of Local Government, Water and Volunteers.

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## Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with chairing of meetings, the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

## Principles Applied to Meetings

Local government meetings must adhere to the following local government 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 the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

## Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures.

The model meeting procedures include the following:

- the process for the mayor as chairperson, to lead and manage local government meetings including any committee meetings for which the mayor is appointed as chairperson
- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

## Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with clauses 1-10 below of these model meeting procedures.

## Processes

### 1. Process for the Chairperson

This clause applies to local government meetings, and local government committee meetings. For the purposes of this clause local government meetings are ordinary and special meetings. This section does not apply to Brisbane City Council (BCC) where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have. The mayor is the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson, leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor is the official spokesperson for the local government about local government matters. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson.

- 1.1. The mayor is the chairperson at all local government meeting and any committee meeting for which the mayor is appointed as the chairperson, at which the mayor is present including managing the conduct of the meeting participants.
- 1.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 1.3. If the mayor is absent or unavailable to chair the meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings
- 1.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the

responsibility to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.

- 1.6. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.

**Note:** Section 12 of the LGA prescribes that other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a mayor or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, and the deputy mayor are unavailable and there is no delegated councillor. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting.

## 2. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 2.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 2.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 2.7 below.
- 2.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
  - 2.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
  - 2.3.2. Apologising for their conduct
  - 2.3.3. Withdrawing their comments.
- 2.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 2.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 2.5, the chairperson may make one or more of the orders below:
  - 2.7.1. An order reprimanding the councillor for the conduct
  - 2.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 2.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 2.10. Following the completion of the meeting, the chairperson must ensure the minutes of the meeting record the information about unsuitable meeting conduct and ensure the councillor conduct register is updated with the order made against the councillor including the councillor's name. (see note):

**Note:** Details of any order issued including the name of the councillor who engaged in unsuitable meeting conduct must be recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted.

### 3. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 3.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 3.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present,

- excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 3.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
  - 3.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
  - 3.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, the chairperson can put forward their reasoning about their conduct and respond to questions through the acting chairperson from the eligible councillors.
  - 3.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
  - 3.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
  - 3.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
  - 3.9. The original chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.

*For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.*

*If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the IA about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.*

#### 4. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

**Note:** *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of clause 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.*

- 4.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

**Note:** *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

- 4.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.
- 4.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:
  - 4.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.
  - 4.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

- 4.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- 4.3.4. The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
- 4.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- 4.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under clause 5. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 4.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, and any councillor who declared a COI in the matter.
- 4.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 4.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
- 4.4.2. Decide, by resolution, to defer the matter to a later meeting or

- 4.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

**Note:** *A local government cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision. The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.*

- 4.5. If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in clause 4.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous conduct breach of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 4.6. The local government may order that no action be taken against the councillor or make one or more of the following:
  - 4.6.1. An order that the councillor make a public apology, in the way decided by the local government,
  - 4.6.2. An order reprimanding the councillor for the conduct breach
  - 4.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
  - 4.6.4. An order that the councillor be excluded from a stated local government meeting
  - 4.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
  - 4.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
  - 4.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
  - 4.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.

- 4.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.
- 4.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

## 5. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 5.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 5.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 5.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
  - 5.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - 5.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
  - 5.3.3. The name of any entity, other than the councillor, that has an interest in the matter
  - 5.3.4. The nature of the councillor's relationship with the entity mentioned in 5.3.3 that has an interest in a matter
  - 5.3.5. Details of the councillor's and any other entity's interest in the matter.
- 5.4. 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 of approval from the Minister to participate in the matter.
- 5.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

## 6. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COBA, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

- 6.1. 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 other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of the COBA applies.
- 6.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
  - 6.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
  - 6.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.
- 6.3. When notifying the meeting of a declarable conflict of interest, a councillor 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 minimum details must be provided:
  - 6.3.1. The nature of the declarable conflict of interest
  - 6.3.2. If it arises because of the councillor's relationship with a related party
    - the name of the related party and
    - the nature of the relationship of the related party to the councillor and
    - the nature of the related party's interest in the matter.
  - 6.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:
    - the name of the other person and
    - the nature of the relationship of the other person to the councillor or related party and
    - the nature of the other person's interest in the matter and
    - the value of the gift or loan and the date the gift or loan was made.
- 6.4. 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.

- 6.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 6.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
- 6.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or section 177P of the COBA or under an approval by the minister for local government under section 150EV of the LGA or section 177S of the COBA.
- 6.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of the COBA.
- 6.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 6.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
  - 6.6.1. How does the inclusion of the councillor in the deliberation affect the public trust
  - 6.6.2. How close or remote is the councillor's relationship to the related party
  - 6.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - 6.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

- 6.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
  - 6.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
  - 6.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 6.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
  - 6.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
  - 6.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
  - 6.10. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

## 7. Reporting a Suspected Conflict of Interest

- 7.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 7.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 7.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

- 7.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 7.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 7.6. If the belief or suspicion of a COI relates to more than one councillor. Clause 6 of these procedures must be complied with in relation to each councillor separately.

## 8. Loss of Quorum

- 8.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:
  - 8.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated
  - 8.1.2. Defer the matter to a later meeting
  - 8.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 8.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 8.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.
- 8.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
  - 8.4.1. The mayor or chief executive officer, or
  - 8.4.2. A standing committee, or joint committee of the local government, or

- 8.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or
- 8.4.4. Another local government for a joint government activity.
- 8.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council
- 8.5. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:
  - 8.5.1. The mayor or
  - 8.5.2. A standing committee
  - 8.5.3. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
  - 8.6.1. The mayor, or
  - 8.6.2. The Establishment and Coordination Committee, or
  - 8.6.3. A standing committee of the local government. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

*Note: Refer to note under 3.4*

## 9. Recording Prescribed and Declarable Conflicts of Interest

- 9.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):
  - 9.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
  - 9.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor
  - 9.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

- 9.1.4. Any decision then made by the eligible councillors
  - 9.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
  - 9.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
  - 9.1.7. The name of each eligible councillor who voted on the matter and how each voted.
- 9.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
- 9.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 9.3. Where a decision has been made under clause 5 above – the minutes must include:
- 9.3.1. The decision and reasons for the decision, and
  - 9.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

## 10. Closed Meetings

- 10.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:
- 10.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
  - 10.1.2. Industrial matters affecting employees
  - 10.1.3. The local government's budget, which does not include the monthly financial statements
  - 10.1.4. Rating concessions
  - 10.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
  - 10.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
  - 10.1.7. 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

- 10.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*
- 10.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- 10.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.
- 10.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 10.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors with personal interests who leave the local government meeting, and the local government must resolve to:
  - 10.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
  - 10.3.2. Defer the matter to a later meeting when a quorum may be formed
  - 10.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 10.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 10.5. 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 (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 10.6. To take a matter into a closed session the local government must abide by the following:
  - 10.6.1. Pass a resolution to close all or part of the meeting
  - 10.6.2. 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 (see clause 10.1)
  - 10.6.3. Not make a resolution while in a closed meeting (other than a procedural resolution).

# AGENDA

22 APRIL 2026 – 9:00 AM  
McNAMARA BOARDROOM



2.01.02

## BEST PRACTICE EXAMPLE STANDING ORDERS FOR LOCAL GOVERNMENT AND STANDING COMMITTEE MEETINGS

### Executive Summary

The Department of Local Government, Water and Volunteers provide best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the DHLGPPW model meeting procedures and the meeting provisions in the *Local Government Regulation 2012* (LGR).

### Standing orders

- 1.1 These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A section of these standing orders may be suspended by a vote at any meeting of the local government except those sections that are mandatory under the MMP. A separate vote is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matter will be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

**Officer's Recommendation** –That Council adopt the revised Best Practice Example Standing Orders for Local Government and Standing Committee Meetings, dated March 2026, as provide by the Department of Local Government, Water and Volunteers.

# Best practice example standing orders for local government and standing committee meetings

March 2026

Date	Version Number	Name	Approved
11 March 2026	002	P Cameron	M Woods (A/D)

### Acknowledgement of Country

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

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## Intent

To help local governments, the Department of Local Government, Water and Volunteers (DLGWV) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the model meeting procedures (MMP) that deal with matters during local government meetings that must be followed under the *Local Government Act 2009* (LGA) including the DLGWV MMP and the meeting provisions in the *Local Government Regulation 2012* (LGR). Local governments can revise their standing orders to incorporate the MMP or adopt the MMP.

### 1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A section of these standing orders may be suspended by a vote at any meeting of the local government except those sections that are mandatory under the MMP. A separate vote is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matter will be determined by vote of the local government upon a motion which may be put to the meeting without notice but otherwise conforming with these standing orders.

## Procedures for meetings of local government

### 2. Procedure for the Chairperson

This section applies to local government meetings, and local government standing committee meetings. This section does not apply to Brisbane City Council (BCC) where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities than those of other councillors. This includes leading and managing meetings of the local government as chairperson and any committee meetings for which the mayor is the chairperson. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson when the mayor is absent or temporarily incapacitated. Under the provisions of section 165 of the LGA, the deputy mayor acts for the mayor if the mayor is absent or temporarily incapacitated or when the office of the mayor is vacant.

- 2.1. The mayor is the chairperson at a local government meeting and any committee meetings for which the mayor is appointed as chairperson at which the mayor is present.
- 2.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 2.3. If the mayor is absent or unavailable to chair a local government meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 2.4. If the office of the mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings.
- 2.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility, the local

- government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.
- 2.6. The local government may appoint the chairperson for a standing committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily the chairperson unless the mayor has been appointed chairperson of the committee.
  - 2.7. If the chairperson of the committee is absent or unavailable to chair, another councillor can be chosen by the councillors present to be chairperson of the committee meeting.
  - 2.8. Before proceeding with the business of the local government meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

**Note:** *The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting. Upon the mayor's return to the meeting the mayor or deputy mayor (whichever is relevant) can resume their role as chairperson.*

### 3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
  - attendance
  - apologies and granting of leaves of absence
  - confirmation of previous minutes
  - business arising out of previous meeting reports, conduct breach investigation reports, financial statements reports
  - officers' reports.

**Note:** *The minutes of a previous meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, so that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.*

### 4. Agendas

- 4.1. The agenda may contain:

- notice of meeting
  - amendments correcting the minutes of the previous meeting
  - adoption of the minutes of the previous meeting
  - business which the mayor wishes to have considered at that meeting without notice
  - matters of which notice has been given
  - committees' reports referred to the meeting by the chief executive officer (CEO)
  - officers' reports referred to the meeting by the CEO
  - councillor conduct breach investigation reports provided by the investigator
  - deputations and delegations from the community that are approved to attend
  - any other business the local government determines to be included in the agenda.
- 4.2. Business not on the agenda, or not arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the councillors at the meeting. Business must follow the adopted terms of reference for each committee.
- 4.3. The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.
- 4.4. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If a related report is provided to councillors or committee members at any time after the meeting notice is issued and before the meeting begins, it must be made available to the public as soon as practicable after it is given to those councillors or committee members.

## 5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors present. If the number of councillors is even, then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the CEO.

## 6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of 10 signatures
  - include the name and contact details of the principal petitioner (i.e., the key contact)
  - include the postcode of all petitioners, and
  - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received and
  - referred to a committee or officer for consideration and a report to the local government, or
  - not be received because it is deemed invalid.
- 6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

## 7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, will notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by vote. A deputation will be given adequate opportunity to explain the purpose of the deputation.
- 7.4. If a member of the deputation other than the appointed speakers attempts to address the local government meeting, the chairperson may end the deputation.
- 7.5. The chairperson may end an address by a person in a deputation at any time where:
  - the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## 8. Public participation at meetings

- 8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period will be at the absolute discretion of the local government meeting chairperson.
- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to stop making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
  - refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 8.5. Any person addressing the local government will stand, act, speak and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
  - for a gift, loan, or contract—the value of the gift, loan, or contract
  - for an application for which a submission has been made—the matters the subject of the application and submission:
    - the name of the entity, other than the councillor, that has an interest in the matter
    - the nature of the councillor's relationship with the entity
    - details of the councillor's, and any other entity's, interest in the matter.
- 9.4. 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 of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

**Note:** *Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

- 9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected prescribed conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

## 10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvass 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 or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with

each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1. A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
  - 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
  - 10.3. When notifying the meeting of a declarable conflict of interest, 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 councillor's relationship with a related party:
      - the name of the related party to the councillor; and
      - the nature of the relationship of the related party to the councillor; and
      - 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:
      - the name of the other person; and
      - the nature of the relationship of the other person to the councillor or related party and
      - the nature of the other person's interest in the matter; and
      - the value of the gift or loan and the date the gift or loan was made.
  - 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
  - 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.
- Note:** *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*
- 10.6. The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.
  - 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist

the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust
  - how close or remote is the councillor's relationship to the related party
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
  - how the benefit or detriment the subject councillor stands to receive compares to others in the community
  - how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

## 11. Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1. The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have

- a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
  - 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
  - 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
  - 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

**Note:** *The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):*

- *the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
  - *the particulars of the prescribed or declarable conflict of interest provided by the councillor*
  - *the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
  - *any decision then made by the eligible councillors*
  - *whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
  - *the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*
- 11.6. The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

**Note:** *The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).*

*If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.*

- 11.7. Where a decision has been made under section 150ES of the LGA or section 177P of the COBA, the minutes must include the:
- decision and reasons for the decision
  - name of each eligible councillor who voted, and how each eligible councillor voted.

## 12. Loss of quorum

- 12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:
- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the local government
  - decide by resolution to defer the matter to a later meeting
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 12.2. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
- the mayor or CEO
  - a standing committee, or joint committee of the local government
  - the chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council)
  - another local government for a joint government activity
  - the Establishment and Coordination Committee (only applies to Brisbane City Council).
- 12.3. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- the mayor
  - a standing committee
- 12.5. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
- the mayor
  - the Establishment and Coordination Committee, Brisbane City Council
  - a standing committee of the local government.
- 12.6. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## Motions

### 13. Motion to be moved

- 13.1. A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.

- 13.2 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- a motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
  - the chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
  - the chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.3 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.4 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

## 14. Absence of mover of motion

- 14.1. Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting
  - deferred to the next meeting.

## 15. Motion to be seconded

- 15.1. A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2. Procedural motions are an exception to this rule and do not need to be seconded.

## 16. Amendment of motion

- 16.1. An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.
- 16.2. Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3. Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

## 17. Speaking to motions and amendments

- 17.1. The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 17.2. The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3. A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.

- 17.4. The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5. Each speaker will be restricted to not more than five minutes unless the chairperson rules otherwise.
- 17.6. Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7. In accordance with section 254H of the LGR or section 242H(2) of the City of Brisbane Regulation 2012(COBR), if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

**Note:** *If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

## 18. Method of taking vote

- 18.1. The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

## 19. Withdrawing a motion

- 19.1. A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

## 20. Repealing or amending resolutions

- 20.1. A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).
- 20.2. Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three months.

## 21. Procedural motions

- 21.1. A councillor at a meeting of the local government may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
  - that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order

- a motion of dissent against the chairperson's decision
  - that this report/document be tabled
  - to suspend the rule requiring that [insert requirement]
  - that the meeting stands adjourned.
- 21.2. A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3. A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
  - the matter about which the debate is to be adjourned will be included in the agenda for the next meeting.
- 21.4. Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5. A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.
- 21.6. A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7. Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
  - is in contravention of the legislation; or
  - is beyond the jurisdiction of the local government meeting.
- Note:** *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*
- 21.8. Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9. A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 21.10. The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

- 21.11. A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12. A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## 22. Questions

- 22.1. At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2. Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 22.3. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4. A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5. The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

## Meeting Conduct

### 23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed by the chairperson of the local government meeting:

- 23.1. The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.2. If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
  - ceasing and refraining from exhibiting the conduct
  - apologising for their conduct
  - withdrawing their comments.
- 23.3. If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.4. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.

- 23.5. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.6. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 23.2, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.7. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.8. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

**Note:** Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the Independent Assessor (the Assessor) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.

- 23.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

**Note:** Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the Assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government's CEO is advised to ensure any orders made are recorded in the councillor conduct register

## 24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 24.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3. The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.

- 24.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting chairperson from the eligible councillors.
- 24.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 24.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9. The chairperson then resumes the role of chairperson, and the meeting continues.

**Note:** *Details of any reprimand order must be recorded in the minutes of the meeting. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

*For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on three occasions within a 12-month period, the conduct that led to the orders being made, taken together, becomes a conduct breach. If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach (in accordance with section 150J of the LGA and is a conduct breach under section 150K of the LGA), the local government is not required to notify the Independent Assessor (the Assessor) about the conduct, and may deal with the conduct under section 150AG of the LGA as if an investigation had been conducted. It may be dealt with at the next local government meeting.*

## 25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Assessor must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government to be dealt with. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

**Note:** *A conduct breach is conduct that:*

- *contravenes a behavioural standard of the **Code of Conduct for Councillors**, or a policy, procedure, or resolution of the local government; or*
- *the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or*
- *an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12-month period.*

- 25.1. In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:
  - the complainant withdraws the complaint

- the complainant consents to the investigation not starting or discontinuing
- the complainant does not provide extra information when requested
- there is insufficient information to investigate the complaint
- the councillor vacates or has vacated their office as a councillor.

**Note:** *The local government investigation must be conducted in a way that is consistent with the local government's Investigation Policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach, unless the decision has been delegated to the mayor under section 257(2)(a) of the LGA, or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA. Under the LGA and COBA, decisions about a conduct breach can only be delegated to the mayor or a standing committee and under COBA to the Establishment and Coordination Committee.

25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- the local government must act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254J of the LGR or section 242J of the City of Brisbane Regulation (CBR).
- no resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the LGR and section 242H of the CBR.
- the subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise) during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- the subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- if the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (who do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be

required to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

**Note:** *After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.*

25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
- decide, by resolution, to defer the matter to a later meeting, or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

**Note:** *A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.*

*If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.*

*The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.*

25.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose, the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

25.6. The local government may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
- an order reprimanding the councillor for the conduct

- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated local government meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.

25.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

**Note:** *The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

## 26. General conduct during meetings

26.1. After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

26.2. Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers, will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

26.3. No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

26.4. When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

## 27. Disorder

27.1. The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

27.2. On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters will be deferred to a future meeting.

## Attendance and non-attendance

### 28. Attendance of public and the media at a local government meeting

- 28.1. An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2. When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

### 29. Closed session

- 29.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:
  - appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
  - industrial matters affecting employees
  - the local government's budget (which does not include the monthly financial statements)
  - rating concessions
  - legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
  - 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 local government for which a public discussion would be likely to prejudice the interests of the local government
  - negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*
  - a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
  - a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.
- 29.2. A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's 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 in the matter.
- 29.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The local government must instead:
  - delegate consideration and decision on the matter, under section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated
  - decide by resolution to defer the matter to a later meeting when a quorum may be available
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 29.4. None of the above will be considered, discussed, voted on or made during a closed session.

- 29.5. 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 (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 29.6. To take a matter into a closed session the local government must abide by the following process:
- 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
  - no resolution can be made while in a closed meeting (other than a procedural resolution).

## 30. Teleconferencing of meetings

- 30.1. If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

**Note:** *There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

- 30.2. The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

**Note:** *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



**2.01.03 DEDICATED OVERSIZE, OVERMASS CORRIDOR (OSOM) -TOWNSVILLE TO MT ISA**

**Introduction**

The Mount Isa to Townsville Economic Zone (MITEZ) is seeking to partner with the Local Government Authorities across the Northwest Minerals Province to formally request strategic government investment to establish a dedicated fit-for -purpose Oversize Overmass (OSOM) transport corridor spanning the full MITEZ region.

FSC is asked to be a signatory to the joint letters to Queensland Minister for Transport and Main Roads and Queensland Treasurer and Minister for Energy.

**Summary of Submission**

Engagement across the LGA's has consistently highlighted that existing infrastructure is not currently configured to safely or efficiently accommodate the growing scale and frequency of OSOM movements.

In addition to road and bridge constraints there are significant overhead infrastructure challenges across the corridor with hundreds of powerline crossings and other services requiring lifting, relocation, or active management to enable the safe passage of oversized loads.

These constraints are not isolated-they are systematic across the corridor and represent a material risk to project delivery timelines, increasing costs, requiring complex coordination with utility providers and introducing potential delays to nationally significant developments.

The submission seeks Government support to plan, fund and deliver a dedicated OSOM corridor.

Given the timing for the submission and the concerns Council has similarly raised on this same matter, the Mayor, on behalf of Council has added her signature to the Joint submission.

**Officer's Recommendation** -That Council endorse the actions of the Mayor in adding Flinders Shire Council's support to the joint MITEZ and Local Government submission for a dedicated Oversize, Overmass Corridor (OSOM) -Townsville to Mt Isa

# AGENDA

22 APRIL 2026 – 9:00 AM  
McNAMARA BOARDROOM



## 2.01.04 BUSH COUNCIL CONVENTION 2026

### Executive Summary

The LGAQ Bush Council Convention is a key event in the local government calendar, providing an opportunity for councils from rural, regional and remote areas to connect, collaborate and learn from one another.

Bi-annually the convention brings together local government leaders and industry experts to explore the policy issues, service delivery challenges and opportunities shaping Queensland bush communities.

### Background

The Bush Council Convention for 2026 is being held at the Longreach Civic and Cultural Centre from 26-28 May 2026.

Convention registrations are now open, and the Preliminary Program will be made available soon.

### Statutory/Compliance Matters

N/A

### Financial/Budget Implications

- Convention Registration – per person – CEO only
- Accommodation Expenses per person – Mayor & CEO
- Travel Expenses & Allowances – Mayor & CEO

Note – the Mayor is free of charge due to panel participation

### Consultation/Engagement

LGAQ

### Risk Implications

NA

**Officer's Recommendation** – That Council authorise the Mayor and Chief Executive Officer to attend the Bush Council Convention 2026 in Longreach from 26-28 May 2026.



# **Bush Councils Convention**

**Outback and onwards,  
today and  
every day**

**Longreach Civic and Cultural Centre  
26 – 28 MAY 2026**

**Register now**

**Phone:** 1300 542 700 **Email:** [events@lgaq.asn.au](mailto:events@lgaq.asn.au)

# AGENDA

22 APRIL 2026 – 9:00 AM  
McNAMARA BOARDROOM



## 2.01.05 LGAQ – RESOURCE COUNCILS FORUM

### Executive Summary

Following last year's successful Forum, the LGAQ is bringing council leaders together again for the 2026 Resource Councils Forum, taking place 8–9 June in Mackay.

### Background

This year's Forum is all about getting ahead of what's next, from the energy transition to critical minerals and what it means for regional Queensland communities.

Key decision-makers include:

- Senator Anthony Chisholm, Federal Assistant Minister for Resources
- Minister Dale Last, Queensland Minister for Resources

Plus, connect with council leaders, government and industry to share insights, tackle challenges and strengthen collaboration across the sector.

### What to expect

- Practical discussions on the renewable energy transition
- Insights into regulatory and social licence frameworks
- Scenario planning for major projects and cumulative impacts
- Tour of the Resources Centre of Excellence

Forum registrations are now open.

### Statutory/Compliance Matters

N/A

### Financial/Budget Implications

- Forum Registration – per person
- Accommodation Expenses per person
- Travel Expenses & Allowances

### Consultation/Engagement

LGAQ

### Risk Implications

NA

### Corporate / Operational Plan Connection

Energy transition to critical minerals and what it means for Queensland Communities

**Officer's Recommendation** – That Council authorise one Councillor and the Chief Executive Officer to attend the Resource Councils Forum in Mackay from 08-09 June 2026.



Every Queensland  
community deserves  
to be a liveable one

# Resource Councils Forum

**Resources Centre  
of Excellence**

Mackay  
8-9 June 2026

# Resource Councils Forum

Resources Centre of Excellence  
Mackay – 8-9 June 2026



Every Queensland  
community deserves  
to be a liveable one

## Day one – Monday, 8 June 2026

**12:00pm** Registration and light lunch

**1:00pm** **Session 1:** Facilitated workshop – Review of Regulatory and Social Licence Frameworks for Major Energy and Resource Projects

**3:15pm** **Session 2:** Scenario Planning for Major Energy and Resource Projects – Quantifying Cumulative Impacts

**5:00pm** **Day One – Close**

**6:30pm** **Optional Dinner:** Details to come

## Day Two – Tuesday, 9 June 2026

**7:30am** Resource Centre of Excellence and Infrastructure Association of Queensland Event – Industry Breakfast (**Optional**)

**9:00am** LGAQ Event – Registration

**9:45am** Keynote speaker: Minister Dale Last

**10:20am** Keynote speaker: Senator the Hon Anthony Chisholm

**11:00am** Tour of the Resource Centre of Excellence

**11:30am** **Session 3:** The Energy Transition – Lessons from renewables

**12:45pm** Summation, recap of key discussions and next steps

**1:00pm** **Day Two – Close**

**AGENDA  
22 APRIL 2026 – 9:00 AM  
McNAMARA BOARDROOM**

**2.01.06 DEVELOPMENT APPLICATION – DINO FUELS PTY LTD – FSC105**

**FILE:** FSC105  
**RP DESCRIPTION:** LOTS 1 AND 2 ON RP700431  
**PROPERTY LOCATION:** 10-12 GRAY ST, HUGHENDEN  
**PROPOSAL:** GENERALLY IN ACCORDANCE WITH APPROVED PLANS: MATERIAL CHANGE OF USE: SERVICE STATION

**APPLICANT:** DINO FUELS PTY LTD T/A HUGHENDEN FUELS  
 C/- RPS AAP CONSULTING PTY LTD

**OWNERS:** RDRL INVESTMENTS PTY LTD  
**SUBMISSIONS:** N/A

**COMMENT:**  
 Council issued an approval dated 01 April 2025 for Material Change of Use for Service Station – situated at 10-12 Gray St Hughenden – described as lots 1 & 2 on RP700431.

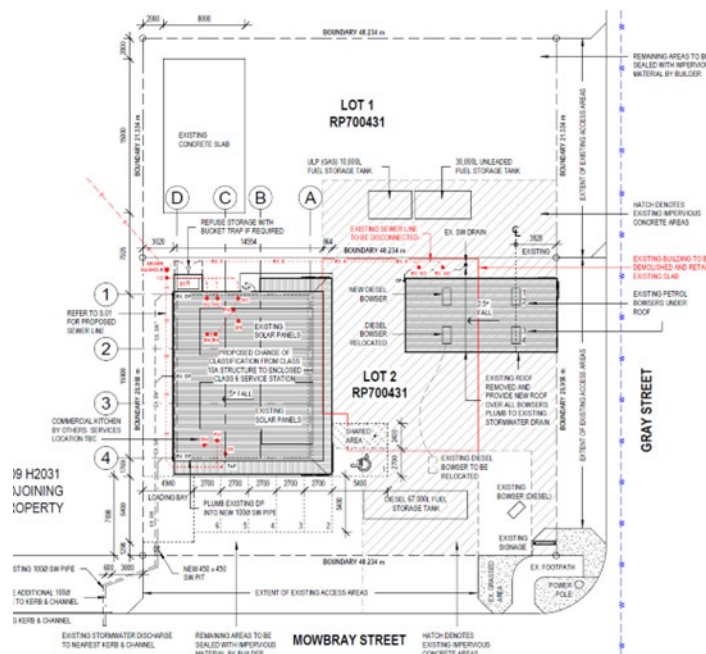
This application was referred to Main Roads. To achieve compliance with Main Roads requirements, it was necessary for the applicant to move the on-site parking spaces from the southern side of the site to the northeast corner along the western boundary. (Refer figures 1 and 2).

In addition, the revised plans include a 1.8m high solid fence to mitigate light and acoustic impacts on neighbouring properties.

The amended plans have been reviewed against the relevant provisions of the Shire of Flinders Planning Scheme and the issued development conditions.

The revised plans are considered to comply with the Planning Scheme and do not compromise any of the issued conditions of approval.

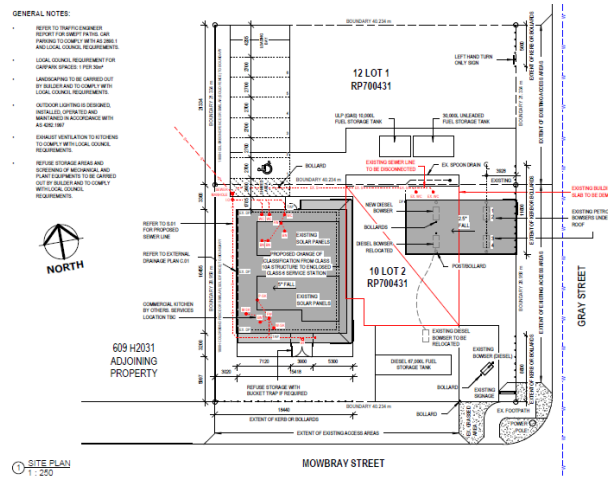
**Figure 1: Site Plan As Approved**



**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



**Figure: 2: Proposed Amended Site Plan**



**Recommendation**

The following plans are 'generally in accordance' with the approved plans listed in the Decision Notice dated 01/04/2025 and do not compromise any of the conditions of approval.

	<b>title</b>	<b>Plan No.</b>	<b>Date</b>
1.	Pro posed Site Plan Showing Services	BD01 Rev H	02 April 2026
2.	Floor Plan	BD02 Rev C	02 April 2026
3.	Elevations	BD03 Rev C	02 April 2026
4.	Elevations	BD04 Rev C	02 April 2026

Frank Andrews  
 Andrews Town Planning  
 April 2026

**Officer's Recommendation –**

1. That Council accept the amended plans of development as Generally in Accordance with the Approved Plans; and
2. That the requested change does not constitute a minor change under the Planning Act 2016.

**GENERAL NOTES:**

- REFER TO TRAFFIC ENGINEER REPORT FOR SWEEP PATHS. CAR PARKING TO COMPLY WITH AS 2890.1 AND LOCAL COUNCIL REQUIREMENTS.
- LOCAL COUNCIL REQUIREMENT FOR CARPARK SPACES: 1 PER 30m<sup>2</sup>
- LANDSCAPING TO BE CARRIED OUT BY BUILDER AND TO COMPLY WITH LOCAL COUNCIL REQUIREMENTS.
- OUTDOOR LIGHTING IS DESIGNED, INSTALLED, OPERATED AND MAINTAINED IN ACCORDANCE WITH AS 4282.1997
- EXHAUST VENTILATION TO KITCHENS TO COMPLY WITH LOCAL COUNCIL REQUIREMENTS.
- REFUSE STORAGE AREAS AND SCREENING OF MECHANICAL AND PLANT EQUIPMENTS TO BE CARRIED OUT BY BUILDER AND TO COMPLY WITH LOCAL COUNCIL REQUIREMENTS.



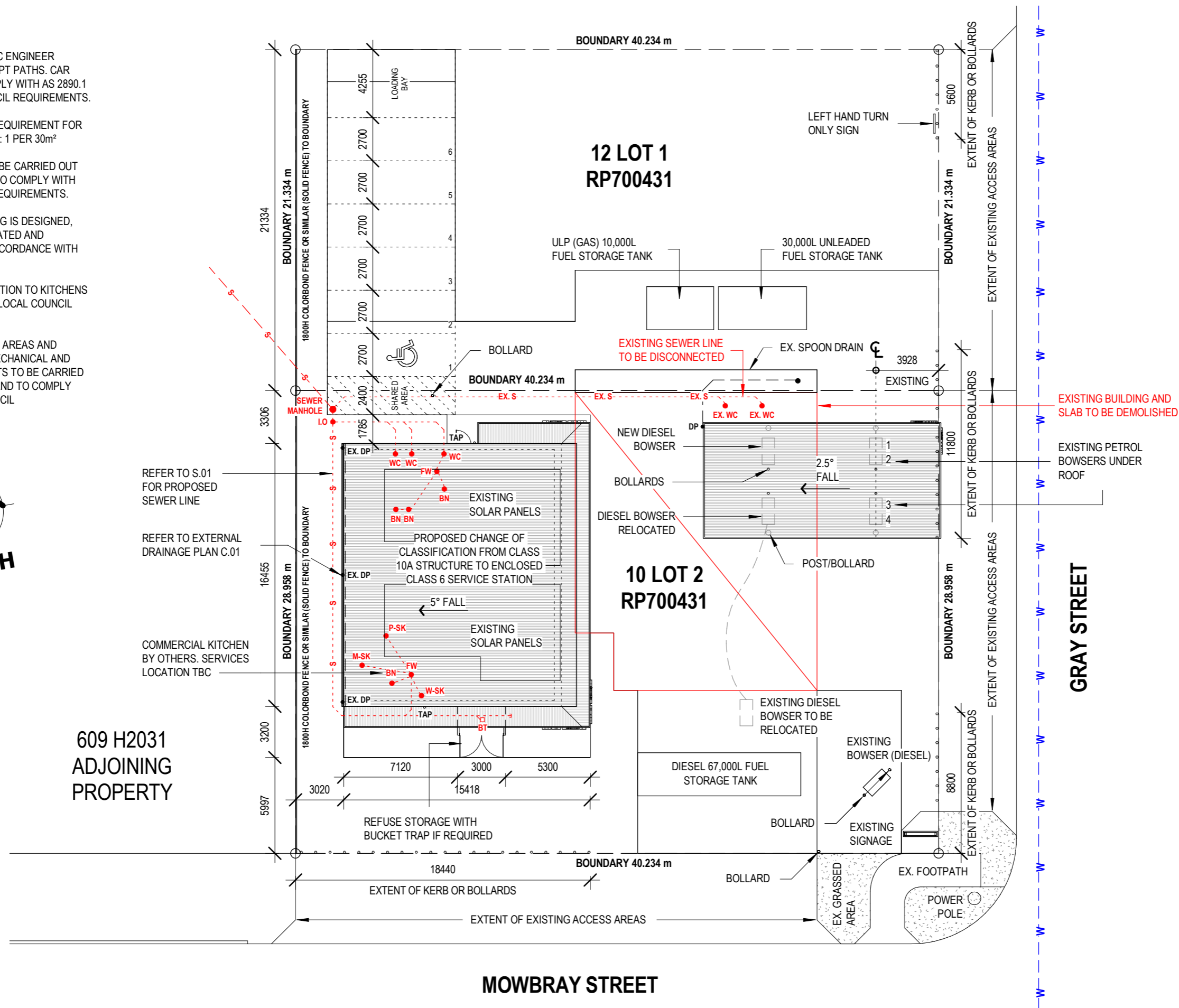
REFER TO S.01 FOR PROPOSED SEWER LINE

REFER TO EXTERNAL DRAINAGE PLAN C.01

COMMERCIAL KITCHEN BY OTHERS. SERVICES LOCATION TBC

609 H2031 ADJOINING PROPERTY

1 SITE PLAN  
1 : 250



**LEGEND**

- W --- WATER MAINS
- BUILDING OUTLINE TO BE DEMOLISHED
- S --- SEWER MAINS
- EX. S --- EXISTING SEWER PLUMBING
- S --- NEW SEWER PLUMBING
- EX. SW --- EXISTING STORMWATER DRAINAGE
- SW --- NEW STORMWATER DRAINAGE
- WC WATER CLOSET
- FW FLOOR WASTE
- W-SK WASH SINK
- P-SK PREP SINK
- M-SK MOP/CLEANERS SINK
- BN BASIN
- BT BUCKET TRAP
- DP DOWNPIPE
- SW STORMWATER
- IO INSPECTION OPENING
- POST TO FUEL PUMP AWNING
- BOLLARDS

GROSS FLOOR AREA (GFA) EXCLUDES STORAGE, FREEZER AND AMENITIES AREA	
TOTAL FLOOR AREA:	163 m <sup>2</sup>

RP DATA: 1 & 2 RP700431	
LOT AREAS:	2023 m <sup>2</sup>
EXISTING STRUCTURE TO BE REMOVED	273 m <sup>2</sup>
EXISTING ROOF OVER BOWSERS TO REMAIN	56 m <sup>2</sup>
EXISTING STRUCTURE FOR REPURPOSE	240 m <sup>2</sup>
ADDITION OF AWNING SURROUNDS	40 m <sup>2</sup>
TOTAL AREA UNDER ROOF TO REMAIN: (INCLUDES EXISTING STRUCTURES AND PROPOSED AWNING)	336 m <sup>2</sup>
SITE COVERAGE:	29 %

**Thirkell**  
CONSULTING ENGINEERS & BUILDING DESIGN

ABN 35144589426  
RPEQ 7279 MIEAust  
MEDIUM RISE  
QBCC 1211127

PO BOX 952  
EDGE HILL  
QLD 4870  
TEL 07 4276 1900  
E-MAIL ADMIN@THIRKELL.COM.AU

REV	DESCRIPTION	DATE
D	SITE PLAN - REVISED	22/10/2024
E	SITE PLAN - REVISED	28/10/2024
F	DEVELOPMENT APPROVAL	04/11/2024
G	DEVELOPMENT APPROVAL - REVISED	16/12/2024
H	DEVELOPMENT APPROVAL - REVISED	20/01/2025

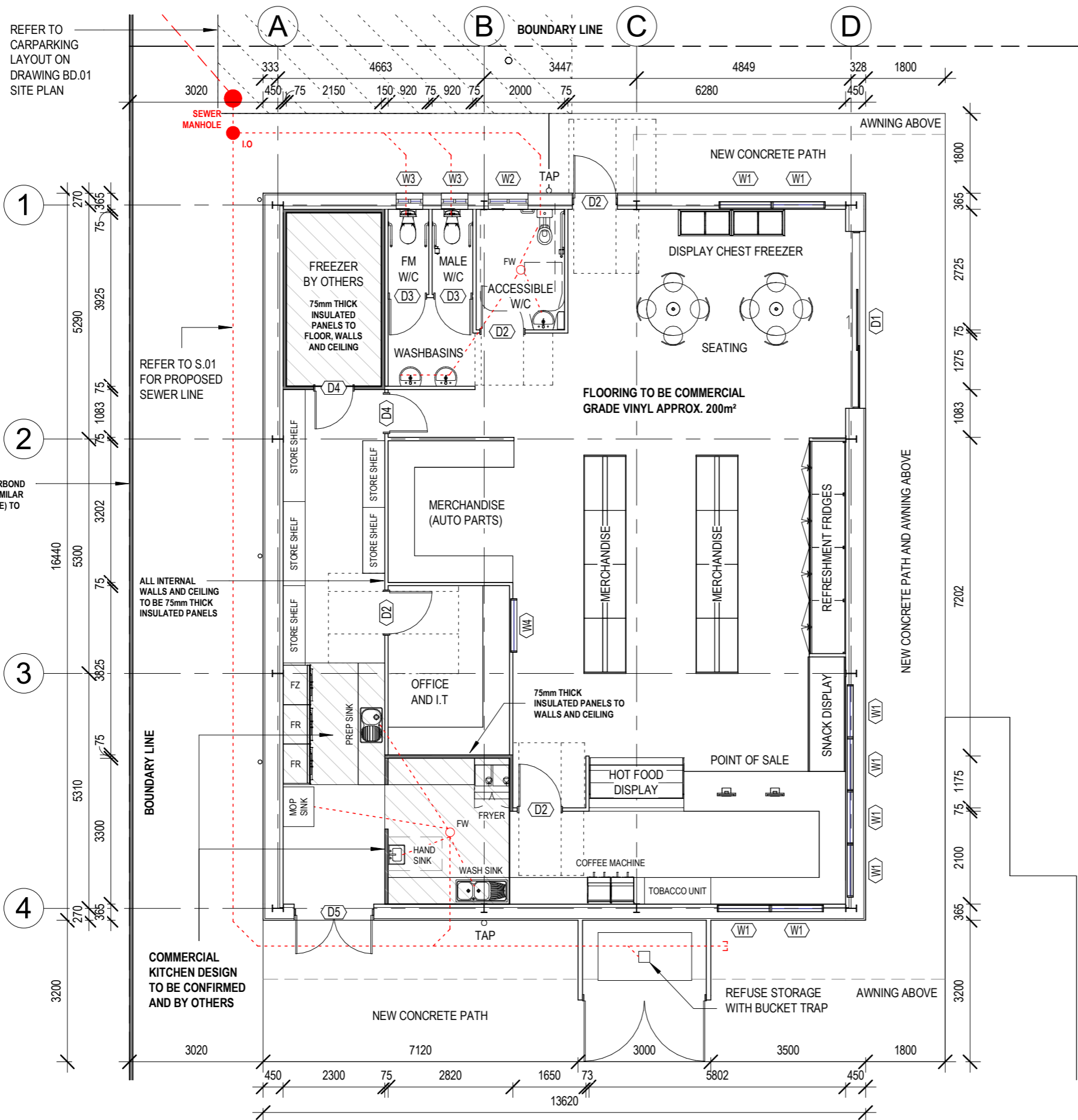
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CLIENT  
**DINO FUELS PL**

PROJECT  
**PROPOSED CHANGE OF CLASSIFICATION @ 10-12 GRAY STREET HUGHENDEN QLD 4821**

DRAWING TITLE  
**PROPOSED SITE PLAN SHOWING SERVICES**

SCALE <b>As indicated</b>	DATE <b>2/04/2026 3:52:25 PM</b>	DRAWN <b>ML</b>	CHECKED <b>-</b>
PROJECT NO. <b>24-022-DE</b>	DWG NO. <b>BD01</b>	REV <b>H</b>	



DOOR SCHEDULE						
Mark	Count	Width	Height	Comments	Frame Finish	
1	1	3000	2100	EXTERNAL ALUMINIUM FRAMED SLIDING STACKER DOORS	CLEAR ANODISED	
2	4	1020	2100	EXTERNAL TIMBER FRAMED SOLID HINGED DOOR	PAINTED TIMBER	
3	2	870	2100	INTERNAL TIMBER FRAMED SEMI HOLLOW HINGED DOOR	PAINTED TIMBER	
4	2	920	2100	INTERNAL TIMBER FRAMED SEMI HOLLOW HINGED DOOR	PAINTED TIMBER	
5	1	1000	2100	EXTERNAL TIMBER FRAMED SOLID HINGED DOUBLE DOOR	PAINTED TIMBER	

WINDOW SCHEDULE							
Mark	Count	Width	Height	Sill Height	Head Height	Comments	Frame Finish
1	8	1200	1200	1600	2800	ALUMINIUM FRAMED FIXED WINDOWS WITH CLEAR GLAZING	CLEAR ANODISED
2	1	900	600	2200	2800	ALUMINIUM FRAMED SLIDING WINDOWS WITH PRIVACY GLAZING	CLEAR ANODISED
3	2	600	600	2200	2800	ALUMINIUM FRAMED SLIDING WINDOWS WITH PRIVACY GLAZING	CLEAR ANODISED
4	1	1200	1200	1600	2800	ALUMINIUM FRAMED FIXED WINDOW WITH ONE WAY VIEW TINTING	CLEAR ANODISED

**GENERAL NOTES:**

- REFER TO TRAFFIC ENGINEER REPORT FOR SWEEP PATHS. CAR PARKING TO COMPLY WITH AS 2890.1 AND LOCAL COUNCIL REQUIREMENTS.
- LOCAL COUNCIL REQUIREMENT FOR CARPARK SPACES: 1 PER 30m<sup>2</sup>
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GROSS FLOOR AREA (GFA) EXCLUDES STORAGE, FREEZER AND AMENITIES AREA  
**TOTAL FLOOR AREA: 163 m<sup>2</sup>**

**1 FLOOR PLAN**  
1 : 100



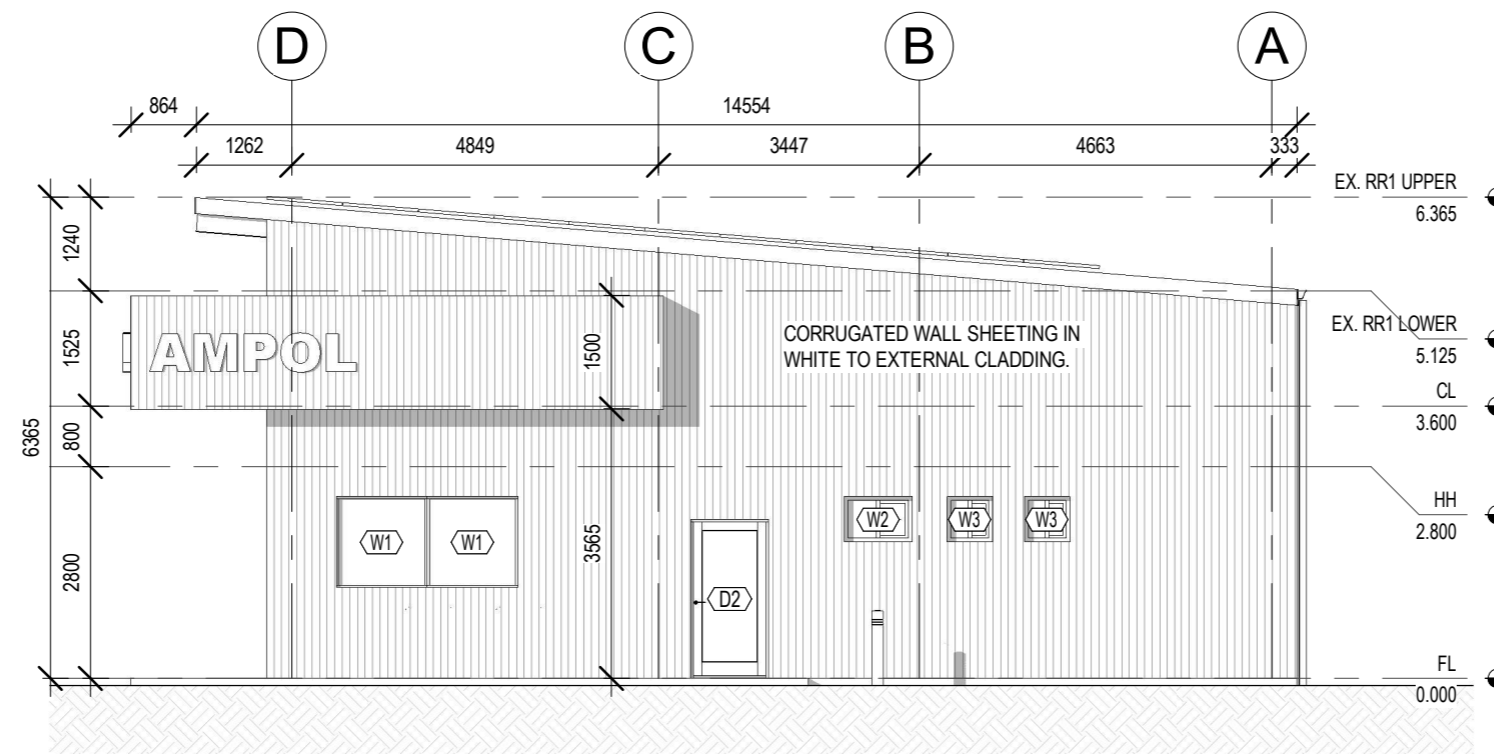
ABN 35144589426  
 RPEQ 7279 MIEAust  
 MEDIUM RISE  
 QBCC 1211127

REV	DESCRIPTION	DATE
P1	PRELIMINARY - CLIENT REVIEW	30/07/2024
A	ENERGY EFFICIENCY	26/08/2024
B	LOCAL COUNCIL ISSUE	03/09/2024
C	DEVELOPMENT APPROVAL	04/11/2024

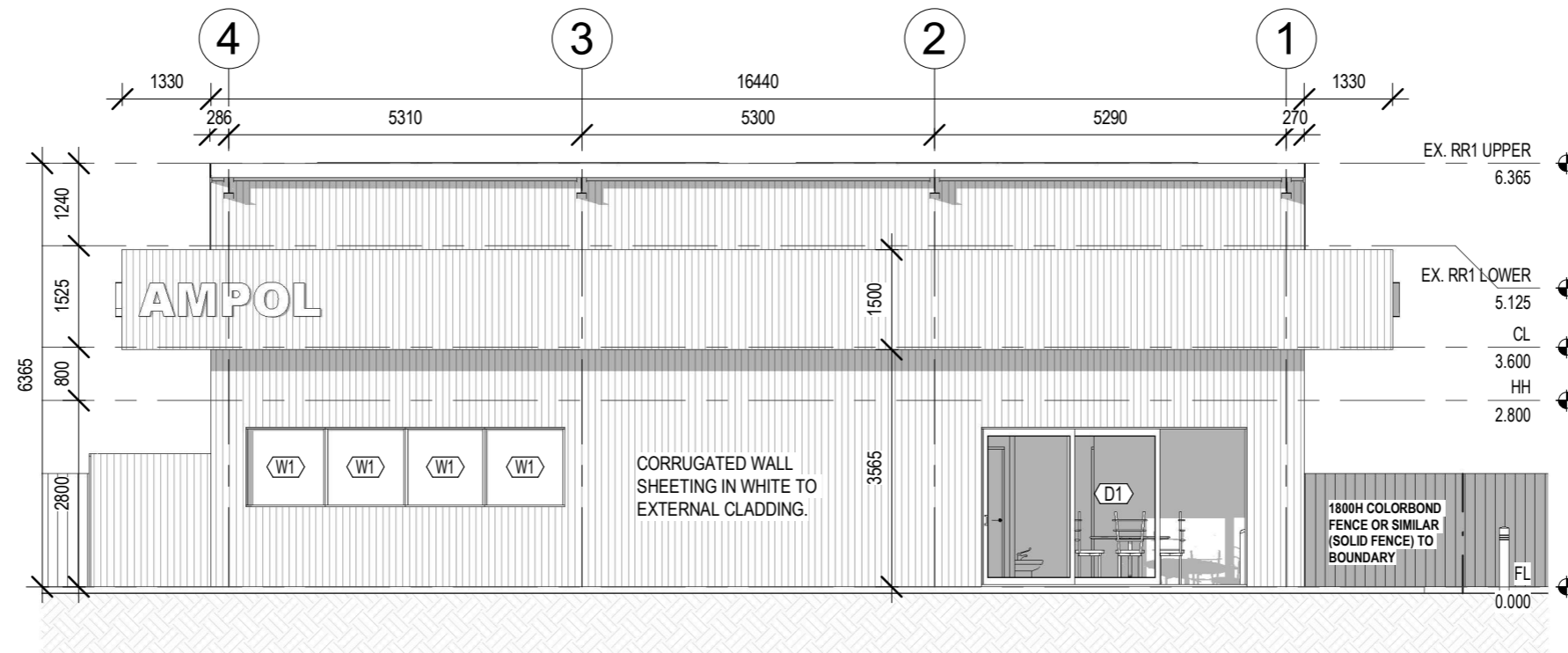
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 CLIENT  
**DINO FUELS PL**

PROJECT  
**PROPOSED CHANGE OF CLASSIFICATION @ 10-12 GRAY STREET HUGHENDEN QLD 4821**  
 DRAWING TITLE  
**FLOOR PLAN**

SCALE	DATE	DRAWN	CHECKED
1 : 100	2/04/2026 3:52:26 PM	ML	-
PROJECT NO.	DWG NO.	REV	
24-022-DE	BD02	C	



1 ELEVATION 1 - NORTH  
1 : 100



2 ELEVATION 2 - EAST  
1 : 100



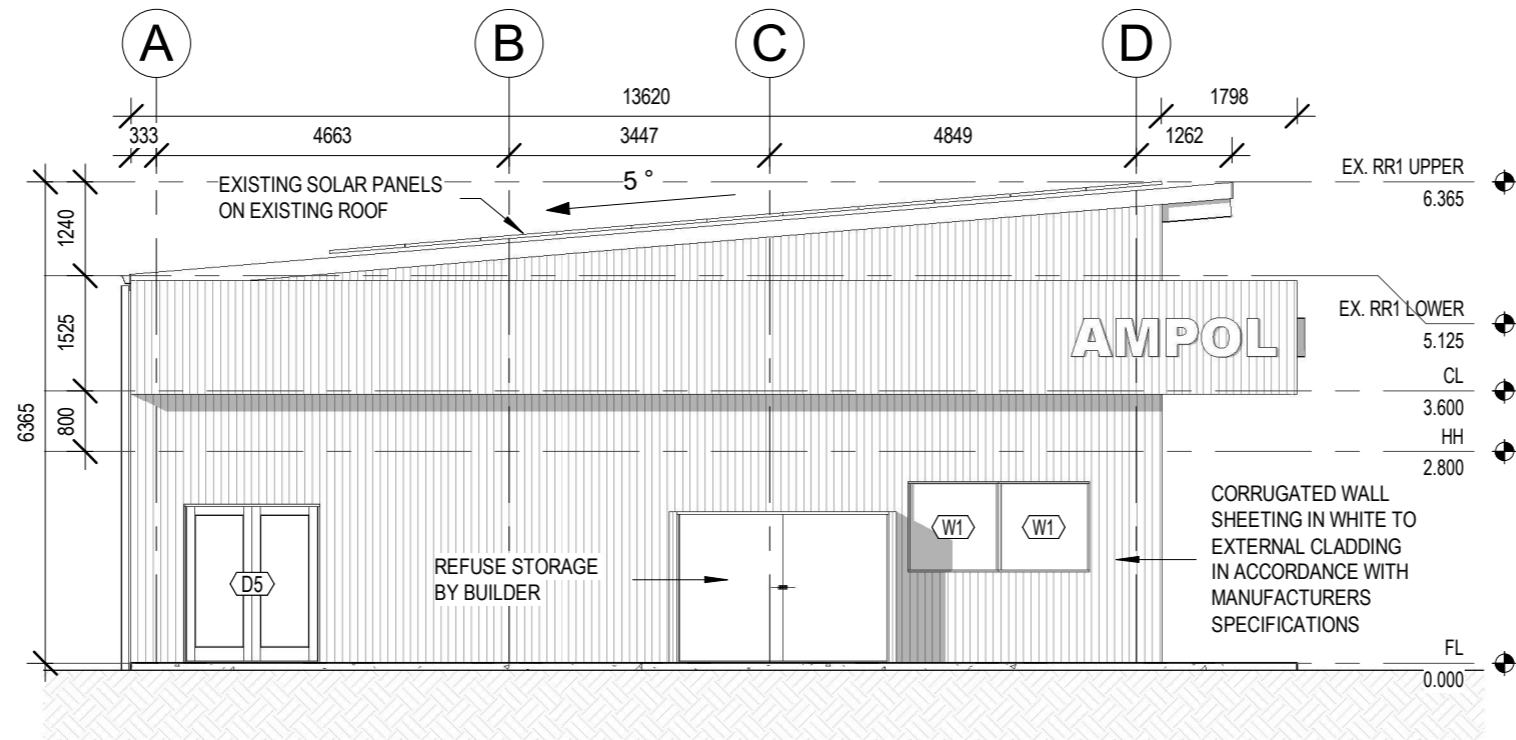
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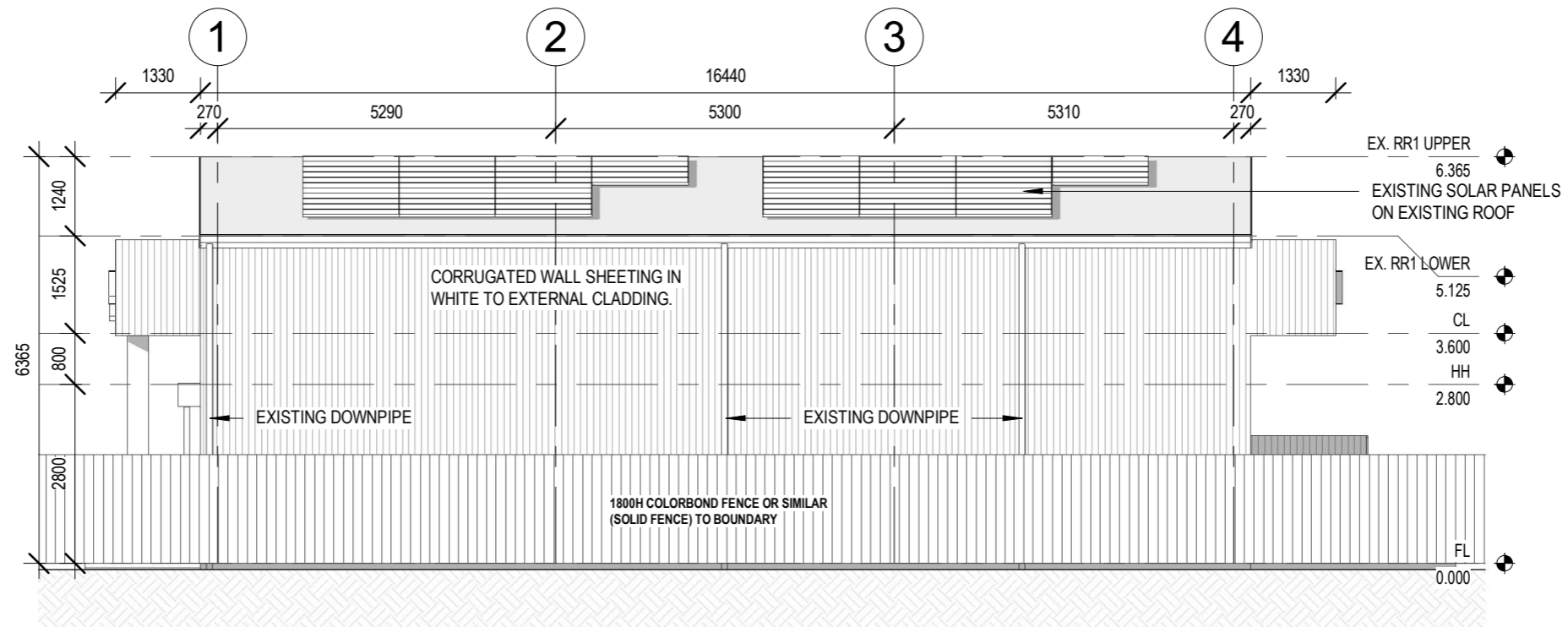
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CLIENT  
**DINO FUELS PL**

PROJECT  
**PROPOSED CHANGE OF CLASSIFICATION @ 10-12 GRAY STREET HUGHENDEN QLD 4821**  
DRAWING TITLE  
**ELEVATIONS**

SCALE	DATE	DRAWN	CHECKED
1 : 100	2/04/2026 3:52:26 PM	ML	-
PROJECT NO.	DWG NO.	REV	
24-022-DE	BD03	C	



3 ELEVATION 3 - SOUTH  
1 : 100



4 ELEVATION 4 - WEST  
1 : 100



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CLIENT  
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**PROPOSED CHANGE OF CLASSIFICATION @ 10-12 GRAY STREET HUGHENDEN QLD 4821**

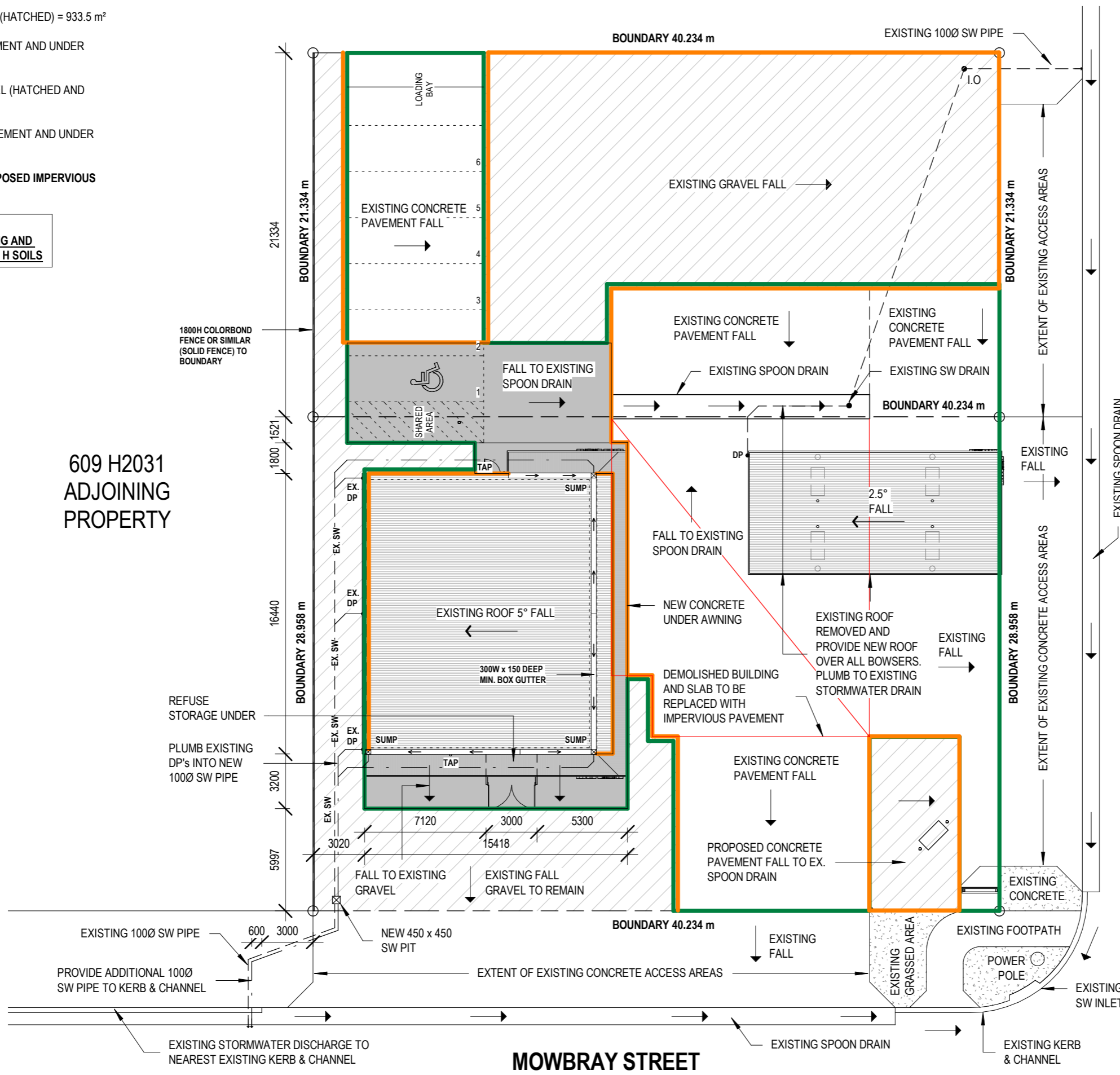
DRAWING TITLE  
**ELEVATIONS**

SCALE	DATE	DRAWN	CHECKED
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PROJECT NO.	DWG NO.	REV	
24-022-DE	BD04	C	

- 1. EXISTING PERVIOUS AREAS GRAVEL (HATCHED) = 933.5 m<sup>2</sup>
- 2. EXISTING IMPERVIOUS AREAS PAVEMENT AND UNDER ROOF (ORANGE OUTLINE) = 1089.5 m<sup>2</sup>
- 3. PROPOSED PERVIOUS AREAS GRAVEL (HATCHED AND GREY) = 764 m<sup>2</sup>
- 4. PROPOSED IMPERVIOUS AREAS PAVEMENT AND UNDER ROOF (GREEN OUTLINE) = 1259 m<sup>2</sup>

EXISTING IMPERVIOUS AREA AND PROPOSED IMPERVIOUS AREA DIFFERENCE = 169.5 m<sup>2</sup> (16%)

**NOTE:**  
REFER TO DRAWING S.00 FOR PLUMBING AND DRAINAGE REQUIREMENTS FOR CLASS H SOILS



**LEGEND**

- BUILDING OUTLINE TO BE DEMOLISHED
- EX. SW — EXISTING STORMWATER DRAINAGE
- NEW STORMWATER DRAINAGE
- SURFACE WATER FLOW DIRECTION
- DP DOWNPIPE
- SW STORMWATER
- POST TO FUEL PUMP AWNING
- BOLLARDS



609 H2031 ADJOINING PROPERTY

GRAY STREET

GROSS FLOOR AREA (GFA) EXCLUDES STORAGE, FREEZER AND AMENITIES AREA	
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RP DATA: 1 & 2 RP700431	
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1 DRAINAGE PLAN  
1 : 250



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REV	DESCRIPTION	DATE
A	DEVELOPMENT APPROVAL - REVISED	16/12/2024

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CLIENT  
**DINO FUELS PL**

PROJECT  
**PROPOSED CHANGE OF CLASSIFICATION @ 10-12 GRAY STREET HUGHENDEN QLD 4821**  
DRAWING TITLE  
**SITE STORMWATER DRAINAGE PLAN**

SCALE	DATE	DRAWN	CHECKED
As indicated	2/04/2026 3:52:28 PM	ML	
PROJECT NO.	DWG NO.	REV	
24-022-DE	H01	A	

**AGENDA**  
**22 APRIL 2026 – 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 31 March 2026:

<b>1. Statement of Comprehensive Income</b>	
Total Recurrent Revenue	21,769,612
Total Recurrent Expenditure	27,262,151
<b>Net Operating Result - Surplus/(Deficit)</b>	<b>(5,492,539)</b>
Total Capital Income	1,782,302
Total Capital Expense	-
<b>Net Result - Surplus/(Deficit)</b>	<b>(3,710,237)</b>
<b>2. Statement of Financial Position</b>	
Total Current Assets	47,060,497
Total Non-Current Assets	261,067,463
<b>Total Assets</b>	<b>308,127,961</b>
Total Current Liabilities	5,485,110
Total Non-Current Liabilities	8,748,149
<b>Total Liabilities</b>	<b>14,233,260</b>
<b>Net Community Assets</b>	<b>293,894,701</b>
Asset Revaluation Surplus	105,465,322
Retained Surplus/(Deficiency)	188,429,379
<b>Total Community Equity</b>	<b>293,894,701</b>
<b>3. Cash Flow Statement</b>	
Cash at the beginning of the period	47,725,314
Total Payments Received	22,517,310
Total Payments Made	(30,856,635)
Cash at the end of the period	<b>39,385,989</b>

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



**Officer's Recommendation** – That in accordance with Section 204 of the *Local Government Regulation 2012*, Council receives the financial report, which includes the following statements, for the period ending 31 March 2026.

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

*Discovery • Opportunity • Lifestyle*

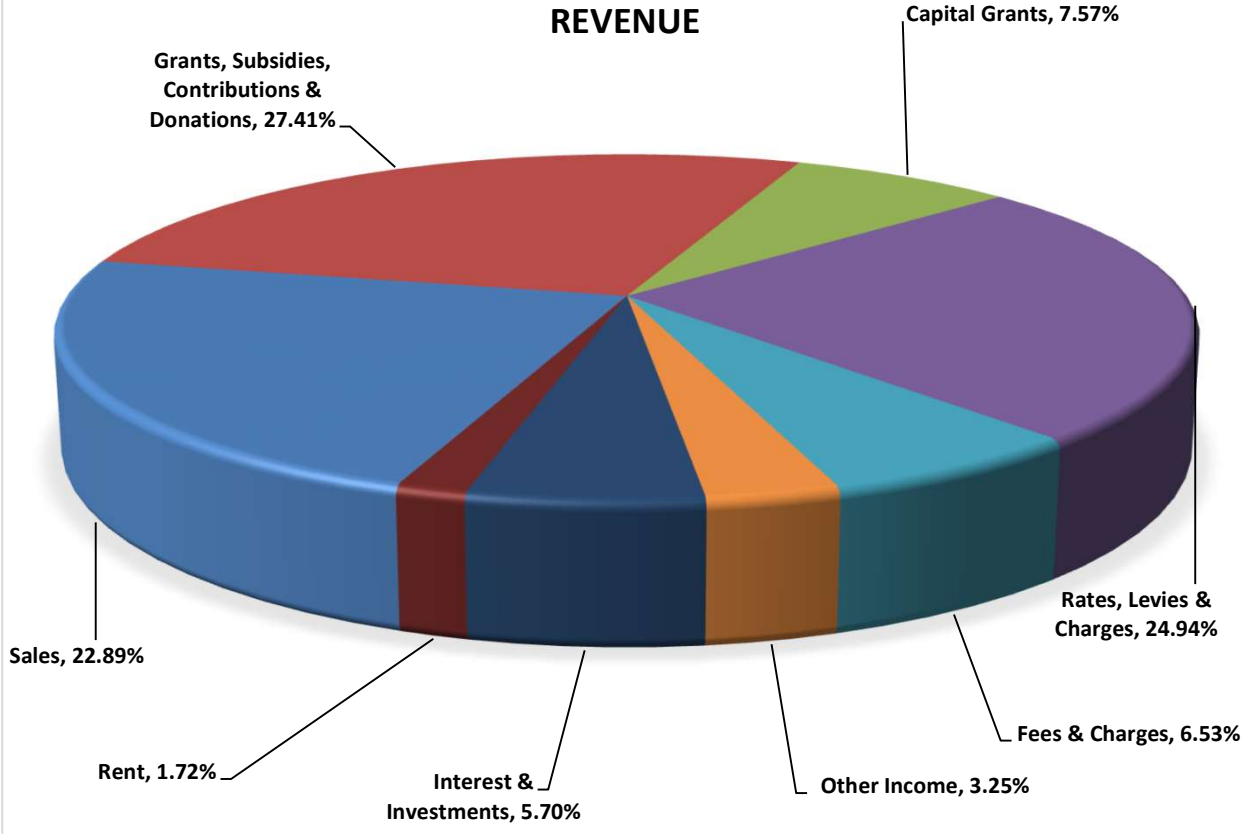


**Flinders Shire Council**  
**Financial Report**  
**for the period ended 31 March 2026**

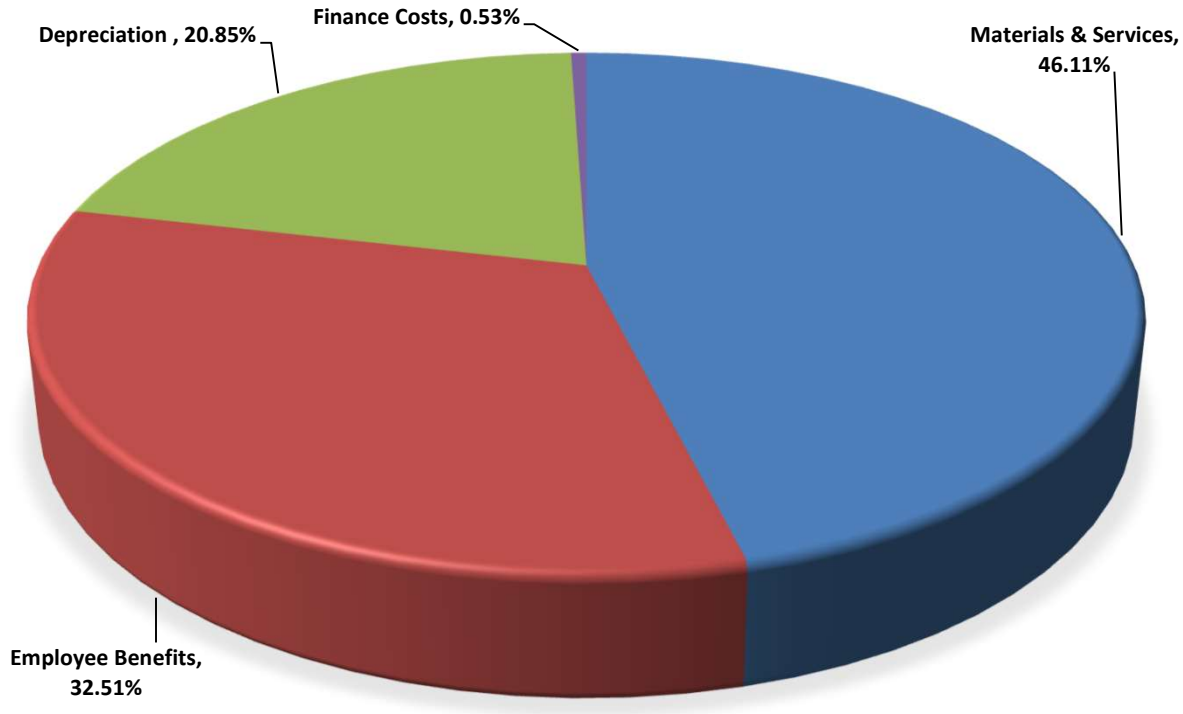
**Flinders Shire Council**  
**Statement of Comprehensive Income**  
for the period ended 31 March 2026

	2026	Revised Budget 25/26	Variance	2025
	\$	\$	%	\$
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent revenue</b>				
Rates, levies and charges	5,873,829	5,890,260	100%	5,469,403
Fees and charges	1,537,083	2,087,696	74%	3,175,408
Sales revenue	5,391,623	6,082,054	89%	6,292,679
Grants, subsidies, contributions and donations	6,456,671	18,122,871	36%	19,278,516
<b>Total recurrent revenue</b>	<u>19,259,206</u>	<u>32,182,881</u>		<u>34,216,005</u>
Rental income	404,586	527,334	77%	519,725
Interest received	1,341,445	1,816,091	74%	2,124,410
Other income	764,375	4,131,991	18%	2,430,730
<b>Total operating revenue</b>	<u>21,769,612</u>	<u>38,658,296</u>		<u>39,290,871</u>
<b>Capital revenue</b>				
Grants, subsidies, contributions and donations	1,782,302	6,149,401	29%	3,095,447
Other capital income	-	-		174,810
<b>Total capital revenue</b>	<u>1,782,302</u>	<u>6,149,401</u>		<u>3,270,257</u>
<b>Total income</b>	<u>23,551,914</u>	<u>44,807,698</u>		<u>42,561,128</u>
<b>Expenses</b>				
<b>Recurrent expenses</b>				
Employee benefits	8,863,278	15,523,523	57%	11,757,105
Materials and services	12,569,326	21,725,811	58%	15,538,020
Finance costs	145,156	191,827	76%	317,883
Depreciation and amortisation				
Property, plant and equipment	5,684,390	7,617,766	75%	7,039,775
<b>Total recurrent expenses</b>	<u>27,262,151</u>	<u>45,058,926</u>		<u>34,652,783</u>
<b>Capital expenses</b>	-	-		707,448
<b>Total expenses</b>	<u>27,262,151</u>	<u>45,058,926</u>	61%	<u>35,360,230</u>
<b>Net result</b>	<u>(3,710,237)</u>	<u>(251,228)</u>	1477%	<u>7,200,897</u>
<b>Other comprehensive income</b>				
<b>Items that will not be reclassified to net result</b>				
Increase / (decrease) in asset revaluation surplus	-	-	-	7,694,325
<b>Total other comprehensive income for the year</b>	<u>-</u>	<u>-</u>	-	<u>7,694,325</u>
<b>Total comprehensive income for the year</b>	<u>(3,710,237)</u>	<u>(251,228)</u>	1477%	<u>14,895,222</u>

### REVENUE



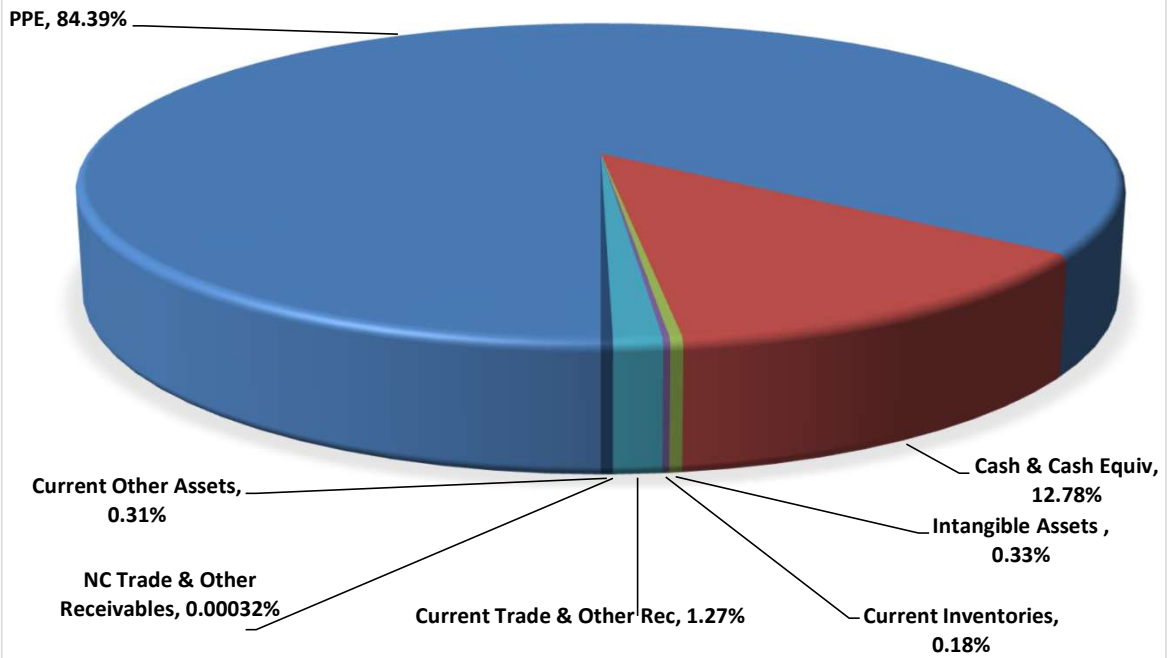
### EXPENSES



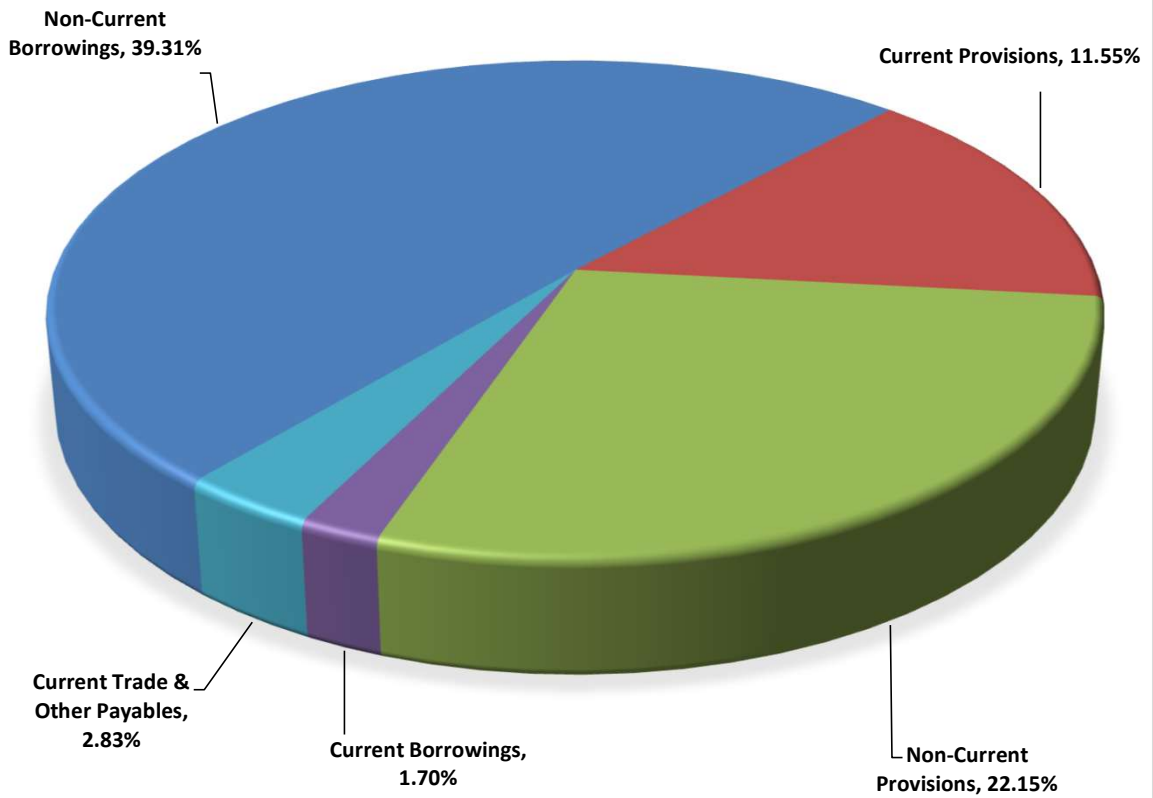
**Flinders Shire Council**  
**Statement of Financial Position**  
**for the period ended 31 March 2026**

	2026	Budget 25/26	Variance	2025
	\$	\$	%	\$
<b>Current assets</b>				
Cash and cash equivalents	39,385,989	43,481,666	91%	47,725,314
Receivables	3,926,356	3,004,029	131%	2,891,752
Inventories	545,663	438,533	124%	423,704
Contract assets	2,238,145	-		2,238,145
Other assets	964,345	359,554	268%	347,395
<b>Total current assets</b>	<u>47,060,497</u>	<u>47,283,782</u>	<u>100%</u>	<u>53,626,310</u>
<b>Non-current assets</b>				
Receivables	1,000	1,400	71%	1,000
Property, plant and equipment	260,044,063	265,570,708	98%	262,335,589
Intangible assets	1,022,400	1,022,400	100%	1,022,400
<b>Total non-current assets</b>	<u>261,067,463</u>	<u>266,594,508</u>	<u>98%</u>	<u>263,358,989</u>
<b>Total assets</b>	<u>308,127,961</u>	<u>313,878,289</u>	<u>98%</u>	<u>316,985,299</u>
<b>Current liabilities</b>				
Payables	402,768	5,214,288	8%	4,982,268
Contract liabilities	3,196,869	-	0%	3,196,869
Borrowings	242,009	707,316	34%	707,370
Provisions	1,643,464	1,676,333	98%	1,643,464
<b>Total current liabilities</b>	<u>5,485,110</u>	<u>7,597,937</u>	<u>72%</u>	<u>10,529,971</u>
<b>Non-current liabilities</b>				
Borrowings	5,595,589	5,692,885	98%	5,697,829
Provisions	3,152,561	3,231,374	98%	3,152,560
<b>Total non-current liabilities</b>	<u>8,748,149</u>	<u>8,924,258</u>	<u>98%</u>	<u>8,850,389</u>
<b>Total liabilities</b>	<u>14,233,260</u>	<u>16,522,195</u>	<u>86%</u>	<u>19,380,360</u>
<b>Net community assets</b>	<u>293,894,701</u>	<u>297,356,094</u>	<u>99%</u>	<u>297,604,938</u>
<b>Community equity</b>				
Asset revaluation surplus	105,465,322	105,465,322	100%	105,465,322
Retained surplus	188,429,379	191,890,772	98%	192,139,616
<b>Total community equity</b>	<u>293,894,701</u>	<u>297,356,094</u>	<u>99%</u>	<u>297,604,938</u>

### TOTAL ASSETS



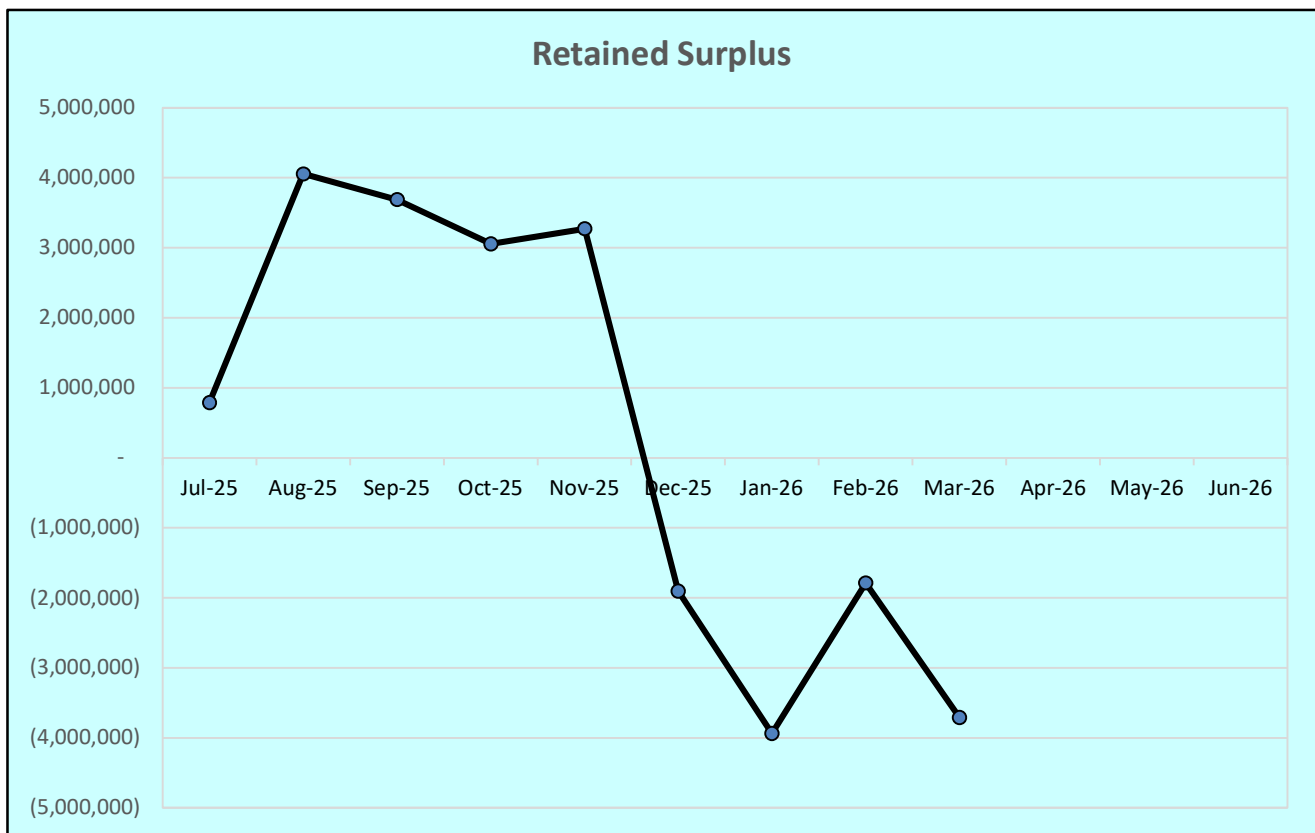
### TOTAL LIABILITIES



**Flinders Shire Council**

**Statement of Changes in Equity  
for the period ended 31 March 2026**

	Asset revaluation surplus \$	Retained surplus \$	Total \$
<b>Balance as at 1 July 2025</b>	105,465,322	192,139,616	297,604,938
Net result	-	(3,710,237)	(3,710,237)
Other comprehensive income for the year			
Increase / (decrease) in asset revaluation surplus	-	-	-
<b>Total comprehensive income for the year</b>	-	(3,710,237)	(3,710,237)
<b>Balance as at 31 March 2026</b>	105,465,322	188,429,379	293,894,701
<b>Balance as at 1 July 2024</b>	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
<b>Total comprehensive income for the year</b>	7,694,325	7,200,897	14,895,222
<b>Balance as at 30 June 2025</b>	105,465,322	192,139,616	297,604,938

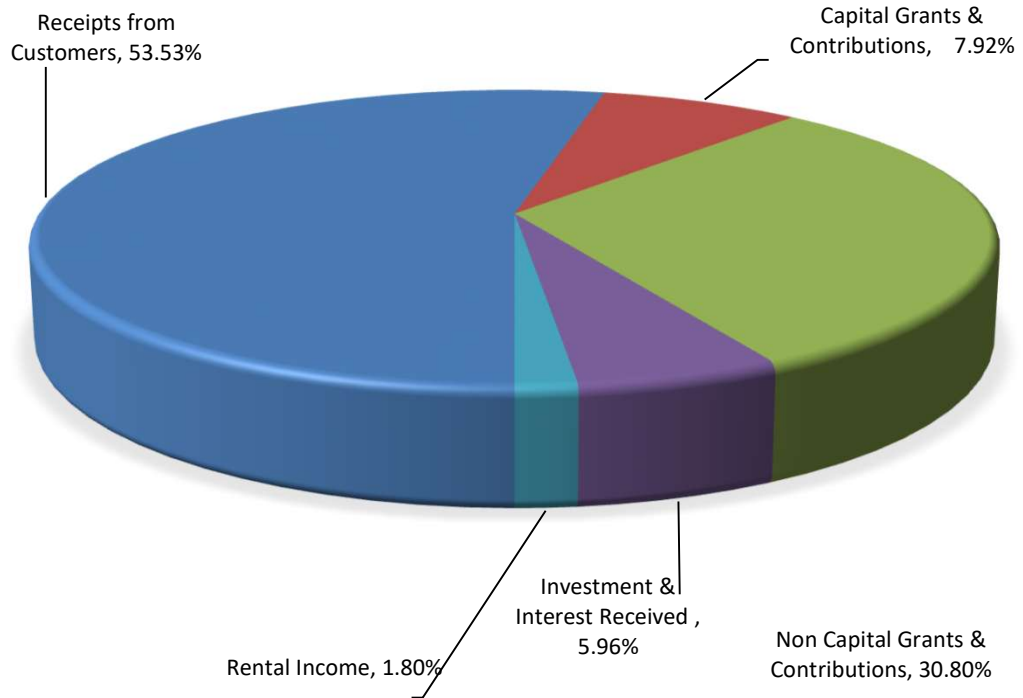


**Flinders Shire Council**

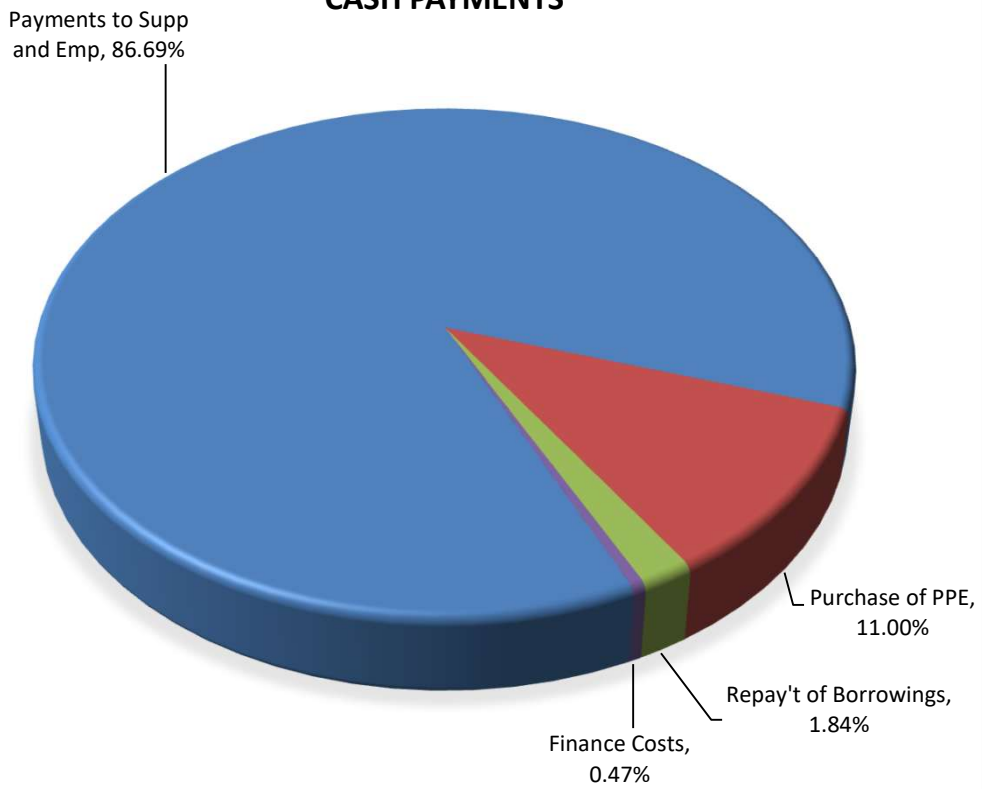
**Statement of Cash Flows  
for the period ended 31 March 2026**

	<b>2026</b>	<b>2025</b>
	<b>\$</b>	<b>\$</b>
<b>Cash flows from operating activities</b>		
Receipts from customers	12,052,419	15,655,311
Payments to suppliers and employees	<u>(26,751,014)</u>	<u>(25,293,564)</u>
	(14,698,595)	(9,638,253)
Interest received	1,341,445	2,124,410
Rental Income	404,586	519,725
Recurrent grants, subsidies, contributions and donations	6,934,857	20,043,117
Borrowing costs	<u>(145,156)</u>	<u>(317,883)</u>
<b>Net cash inflow (outflow) from operating activities</b>	<u>(6,162,863)</u>	<u>12,731,116</u>
<b>Cash flows from investing activities</b>		
Payments for property, plant and equipment	(3,392,864)	(7,904,426)
Grants, subsidies, contributions and donations - Capital	1,784,004	5,055,101
Proceeds from sale of property plant and equipment	-	445,903
<b>Net cash inflow (outflow) from investing activities</b>	<u>(1,608,860)</u>	<u>(2,403,423)</u>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	<u>(567,602)</u>	<u>(792,838)</u>
<b>Net cash inflow (outflow) from financing activities</b>	<u>(567,602)</u>	<u>(792,838)</u>
<b>Net increase (decrease) in cash and cash equivalent held</b>	<u>(8,339,325)</u>	<u>9,534,856</u>
<b>Cash and cash equivalents at the beginning of the financial year</b>	47,725,314	38,190,458
<b>Cash and cash equivalents at end of the financial year</b>	<u><u>39,385,989</u></u>	<u><u>47,725,314</u></u>

### CASH RECEIPTS



### CASH PAYMENTS



**Flinders Shire Council  
Unrestricted Cash Reconciliation  
for the period ended 31 March 2026**

Cash Balance		39,385,989
<b>Less:</b>		
Current Liabilities		2,288,241
Non-Current Provisions		3,152,561
Unspent Grant Funding		3,971,900
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	
<b>Total Unrestricted Cash</b>		<u><u>17,973,287</u></u>

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



**2.03 ENGINEERING**

**2.03.01 SWIMMING POOL CLOSURE OVER WINTER MONTHS**

**Executive Summary**

The Hughenden Memorial Swimming Pool is managed by a contractor on behalf of Council. During the cooler months of the year, the pool goes into a closure period agreed on between Council operational staff and the manager then approved by Council.

**Background**

Council Officers and the managers of the pool have agreed on and propose that the closure period for 2026 be from the 15<sup>th</sup> of May to the 18<sup>th</sup> of September. In colder months of the year, there is generally a decrease in customers to the facility. During this period, the managers will continue to carry out routine maintenance to the pool and grounds in accordance with the contract. This will also allow for Council to conduct any maintenance required during the closure.

**Discussion**

The closure date is proposed based on the incoming winter months and the reopening dates are to coincide with the start of the September school holidays.

**Statutory/Compliance Matters**

Nil

**Financial / Budget Implications**

The closure period has been factored into the contract and is reflected in the budget for the swimming pool.

**Consultation/engagement**

Managers of the Hughenden Memorial Swimming Pool

**Risk Implications**

Nil

**Officer's Recommendation** – That Council agree to the proposed closure of the Hughenden Memorial Swimming Pool from the 15<sup>th</sup> of May 2026 to the 18<sup>th</sup> of September 2026.

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



**2.04 COMMUNITY SERVICES AND WELLBEING**

**2.04.01 STRONGER TOGETHER GRASSROOTS TRAINING ROADSHOW – REQUEST FOR COUNCIL SUPPORT**

**Background**

Volunteering North Queensland (VNQ) has submitted a proposal to deliver a Stronger Together Grassroots Training Roadshow across North West Queensland, including scheduled delivery in Hughenden in June.

VNQ is a not-for-profit organisation specialising in volunteer support, training and capacity building for community organisations. The proposed Roadshow responds to increasing pressures on volunteers and committees in regional and remote communities, including volunteer burnout, declining participation, governance and compliance challenges, and limited access to face-to-face training due to distance, cost and workforce patterns.

The Roadshow builds on VNQ's established Back to Basics training suite and follows an earlier North West tour (Mount Isa, Cloncurry and Julia Creek) that demonstrated strong demand for practical, locally delivered volunteer and governance training, as well as clear interest in ongoing, place-based volunteer support services.

**Proposal Overview**

The Stronger Together Grassroots Training Roadshow is a place-based, face-to-face training and consultation program delivered across:

- Charters Towers
- Hughenden (Flinders Shire)
- Richmond

The project includes two key components:

**1. Grassroots Governance and Volunteer Training**

Delivery of practical Back to Basics workshops tailored to rural and remote community organisations, including:

- Good governance and post-AGM planning
- Grant writing and grant readiness
- "Plan on a Page" strategic planning
- Volunteer and event coordination systems
- Sponsorships and partnerships

Workshops are delivered during both daytime and evening sessions to accommodate shift workers, families and volunteers with multiple commitments. Participants receive templates and tools for immediate use.

**2. Community Consultation and Data Collection**

Structured engagement with Council, committees and volunteers to:

- Identify training gaps and volunteer fatigue issues
- Understand local barriers to volunteering
- Inform longer-term planning for sustainable volunteer support services in the region

# AGENDA

22 APRIL 2026 – 9:00 AM  
McNAMARA BOARDROOM



Findings will contribute to VNQ's broader advocacy and planning, including exploring the potential for a more regular visiting or extended volunteer support model for North West Queensland communities.

## Planned Hughenden Tour Dates

The proposed Hughenden component of the Roadshow is scheduled as follows:

- **Friday 5 June**
  - 1:30–2:30 pm – Meeting with Flinders Shire Council (volunteer needs and sector update)
  - 3:00–5:00 pm – Back to Basics: Good Governance
  - 5:30–7:00 pm – Grant Writing workshop
  - Overnight in Hughenden
- **Saturday 6 June**
  - 8:30–10:30 am – Back to Basics: Plan on a Page
  - 11:30 am–1:30 pm – Back to Basics: Grant Writing
  - Depart mid-afternoon for Richmond
- **Monday–Tuesday (return stop in Hughenden)**
  - Additional governance training session prior to departure back to Townsville

## Benefits for Flinders Shire and Hughenden

The proposed Roadshow offers direct and practical benefits for Flinders Shire, including:

- **Stronger local organisations**

Improved governance capability, compliance confidence and operational stability for sporting clubs, community groups, emergency services volunteers and not-for-profit organisations.
- **Volunteer wellbeing and retention**

Reduced burnout and risk through accessible training, practical tools and targeted support tailored to local conditions and workforce patterns.
- **Improved grant readiness and funding outcomes**

Increased capacity for local groups to successfully apply for grants and sponsorship, supporting sustainable service delivery and community events.
- **Equitable access to training**

Face-to-face delivery ensures regional volunteers are not disadvantaged by distance, cost or digital barriers.
- **Strategic insights for Council**

Community consultation findings will assist Council to better understand volunteer trends, challenges and opportunities across the Shire and inform future planning, partnerships and advocacy.
- **Longer-term regional resilience**

Investment in people and local capability strengthens community connection and reduces reliance on fly-in, fly-out service models.

## Financial Considerations

Volunteering North Queensland has requested \$10,000.00 from Flinders Shire Council to support delivery of the Roadshow in Hughenden, expenses to be covered under budget W1174 (Sports and Recreation).

# AGENDA

22 APRIL 2026 – 9:00 AM  
McNAMARA BOARDROOM



Council support would contribute to:

- Travel and accommodation costs
- Trainer delivery and materials
- On-the-ground facilitation and follow-up support

In addition to financial support, VNQ has sought in-kind assistance where possible (venue support, local promotion and accommodation support if available).

**Officer's Recommendation** - That Council approve financial and in-kind support up to the value of \$10,000.00 to Volunteering North Queensland to support delivery of the Stronger Together Grassroots Training Roadshow in Hughenden.



**Project Title-** Stronger Together Grassroots Training Roadshow – Charters Towers ,  
Hughenden and Richmond

**Partners:**

- In discussion with Mines, council and industry

**INFORMATION PACK**

**Included is more detail**

- Brief Project Description- Recap on the Why
- The 3 Components:
- The objectives-Outcomes/ Impact
- How will the project benefit your community
- Is this project sustainable
- Marketing and Communications Plan
- What support or help do we ( VNQ) need from Councils
- Itinerary and Delivery Plan
- Budget- \*\* Just doing up now

**Brief Project Description- Recap on the Why**

**Stronger Together Grassroots Training Roadshow – Charters Towers, Hughenden and Richmond**

**Brief Project Description**

The Stronger Together Grassroots Training Roadshow is a targeted regional capacity building initiative delivered by Volunteering North Queensland across **Charters Towers, Hughenden and Richmond**

This place-based program takes practical volunteer and committee training directly to communities that often miss out due to distance, cost and shift work barriers. The roadshow combines VNQ's proven Back to Basics workshops with a selection of 8 Back 2 Basics Training options in



partnership with Industry and councils, responding to growing concerns around the decline of volunteers and the up skilling needed ( delivered face to face) in regional areas.

Workshops will cover governance confidence, grant readiness, sponsorship and partnerships, volunteer systems, event delivery and simple planning tools. Sessions will be delivered during both daytime and evening hours to ensure accessibility for shift workers, families and volunteers with multiple commitments. Participants will receive practical templates and tools for immediate implementation.

The project strengthens local institutions, improves volunteer retention and wellbeing, enhances organisational stability and builds long term regional resilience. It also includes structured consultation with local councils and follow-up support to ensure lasting impact.

This initiative invests directly in the people who sustain North West Queensland communities.

## • The 2 Components:

The project involves three integrated components:

### 1. Grassroots Governance & Volunteer Training

Delivery of Volunteering North Queensland's Back to Basics workshops covering committee confidence, post AGM planning, grant readiness, sponsorship development, volunteer systems, event delivery and simple strategic planning tools. Training is practical and tailored to rural and remote community groups.

### 2. Community Consultation & Data Collection

Structured engagement with councils, committees and volunteers to identify ongoing training gaps, volunteer fatigue issues and infrastructure needs. This data will inform long-term planning and advocacy for sustainable volunteer support in the North West.

- The project is motivated by increasing volunteer burnout, governance pressure on small committees, limited access to professional development in remote communities and growing concerns around digital fraud.
- This Roadshow forms part of a broader strategy to strengthen local institutions and explore the establishment of a permanent Volunteer Hub in Townsville that extends out to Charters Towers, Hughenden and Richmond.

## • The objectives-Outcomes/ Impact

### 1. Strengthen local volunteer and committee capability

Increase the confidence, governance skills and operational capacity of grassroots organisations in Regional Qld through practical, place based training and accessible support.

### 2. Improve volunteer wellbeing.

Reduce volunteer fatigue and risk by providing structured support, accessible training options for

Prepared by Margie Ryder for Volunteering North Qld- Version 1



shift workers and families, and targeted education on scams awareness and online safety for community organisation.

### **3. Build long term regional volunteer infrastructure**

Collect data and consult with councils and community groups to identify service gaps and inform the development of a sustainable volunteer support model, including the potential establishment of a permanent extension to Volunteering North Qld Services.

#### **• How will the project benefit your community**

The Stronger Together Grassroots Training Roadshow will deliver direct and immediate benefits to the local community by strengthening the volunteers and committees who sustain community life across Regional Qld.

By providing practical governance training, grant readiness support and simple operational tools, local organisations will be better equipped to manage compliance requirements, secure funding and deliver events and services confidently. This increases organisational stability and reduces burnout among small committees who often carry significant responsibility.

Accessible daytime and evening sessions ensure shift workers, families and volunteers with multiple commitments can participate, improving inclusion and retention.

In the longer term, the project strengthens community resilience by building local capability rather than reliance on external support. The consultation and data gathered will inform sustainable regional planning, including the potential extension of services for the establishment of a Volunteer Hub visiting these area's regularly and giving them one on one Face to Face support.

Ultimately, the project benefits the entire community by investing in the people who support sporting clubs, emergency response, cultural events and social connection across the North West.

#### **• Is this project sustainable**

The Stronger Together Grassroots Training Roadshow is designed as both an immediate capacity building initiative and a strategic data gathering exercise to inform long term regional planning.

While this project is a defined, time bound delivery across **Charters Towers, Hughenden and Richmond**, its broader intent is to assess volunteer infrastructure gaps, training demand and governance challenges within North West communities. Through structured consultation with local councils, community groups and volunteers, we will collect qualitative and quantitative data to identify sustainable service models for the region.

This evidence will inform advocacy for the establishment of a permanent Volunteer Hub in Mount Isa, designed to service Mount Isa, Cloncurry, McKinlay Shire and surrounding communities., and in this case an extension of Services from Volunteering North Qld to take on the service delivery for Charters Towers, Hughenden and Richmond. The Hub would provide ongoing referral services, training, volunteer coordination and support infrastructure locally, reducing reliance on fly in service



models.

The Roadshow therefore acts as a foundation phase strengthening immediate capability while building the case for a long term, locally embedded solution.

Future sustainability will be pursued through diversified funding streams including local government partnerships, industry collaboration and community investment, ensuring the model is not reliant on a single funding source.

## • Marketing and Communications Plan

### Marketing and Communications Plan

To ensure strong participation and maximum community reach across **Charters Towers, Hughenden and Richmond** a tailored communications plan will be developed for each town in collaboration with local councils and regional partners.

#### 1. Local Council Channels

Each host council will distribute workshop information through their established communication platforms including community newsletters, email databases, websites, noticeboards and social media channels. Councils understand their local audience and will assist in targeted messaging to ensure strong uptake.

#### 2. Regional Media Engagement

Media releases and event notices will be provided to ABC North West Queensland radio and other recommended media to promote dates, booking details and the call to action. Interviews will be offered to increase awareness and reinforce the value of volunteer training in the region.

#### 3. Digital Campaign

A coordinated social media campaign will be delivered through Volunteering North Queensland channels, with simple online booking links to streamline registrations. Graphics will include VNQ and all partners to acknowledge partnership support.

#### 4. Direct Outreach

Phone calls and direct invitations will be made to key community organisations, committees and volunteer groups in each town to encourage participation.

#### 5. Strategic Partnerships

Discussions with any other industry will be explored explore cross promotion opportunities to extend reach.



## 6. Post Event Reporting

Post event we will collate all the data and share this with councils and use for our government submission and internal post event reporting.

### What support or help do we ( VNQ) need from Councils

- ✓ Your Council Logo emailed to us ASAP, and Photo hero shot
- ✓ Helping get a Venue for the training or gathering
- ✓ Market this through all your social media channels to all VIO's -
- ✓ If possible help still get cost down by providing in-Kind accommodation, Coffee, Tea facilities , catering will be kept to a minimum by either a volunteer group providing , us doing it on the run or a local business to supply.

### Itinerary and Delivery Plan

#### Thursday 4<sup>th</sup> June – Charters Towers. Overnight

- Depart Townsville 8am- head to Charters Towers
- Workshop 1-2.30pm- Back to Back 2 Basics- Good Governance- What to do after an AGM
- Meet with Local Council in Charters Towers 3-5pm to discuss Volunteer needs and update everyone of the outcome of the Parliamentary inquiry into Volunteering and the VIO Register
- 5.30-7.30 Evening workshop – Back to Back 2 Basics- Good Governance- What to do after an AGM
- Overnight in Charters Towers- Accommodation TBC
- Friday 5<sup>th</sup> June . 8.30-10.30- Back 2 Basics -Plan on a Page
- Depart 11am- Travel to Hughenden

#### Friday 5<sup>th</sup> – Hughenden ( Flinders Shire) . Overnight

- Meet with Local Council in Flinders 1.30-2.30pm to discuss Volunteer needs and update everyone of the outcome of the Parliamentary inquiry into Volunteering and the VIO Register
- Workshop in Flinders 3-5pm VNQ Back to Back to Basics- Good Governance. 5.30-7pm Grant Writing
- Saturday 8.30-10.30 . Back to Back to Basics- Plan on a Page . 11.30-1.30 Back to Basics – Grant Writing
- Overnight in Hughenden- Accommodation TBA
- Depart 2.30pm -Travel to Richmond Saturday arvo – Nothing Saturday Night on agenda

#### Saturday & Sunday 6<sup>th</sup> & 7<sup>th</sup> Richmond. Overnight

Prepared by Margie Ryder for Volunteering North Qld- Version 1

# VOLUNTEERING NORTH QUEENSLAND

- Workshop Sunday 8.30-10.30am . Back to Back 2 Basics- Good Governance- What to do after an AGM.
- Workshop 11.30-1.30 Back to Basics -Plan on a Page., and one in afternoon and Night if needed.
- Monday Morning 8.30-10am meet with Richmond Shire Council to discuss Volunteer needs and update everyone of the outcome of the Parliamentary inquiry into Volunteering and the VIO Register
- Workshop Monday 10.30-12. Back to Back 2 Basics- Good Governance- What to do after an AGM.
- Workshop 1-2.30 Back to Basics -Plan on a Page.
- Depart 3pm travel to Hughenden

## Monday – Overnight in Hughenden

## Tuesday 9<sup>th</sup> June

- Tuesday 8.30am -10am . Back to Back 2 Basics- Good Governance- What to do after an AGM
- 11am-Travel back to Townsville that Day

## Contact Person for this project

### Margie Ryder

Secretary

**P:** 0429467126

**P:** PO BOX 1496, Aitkenvale 4814

**A:** 38 Canterbury Road, Kirwan 4817

**E:** [margie.ryder@vnq.org.au](mailto:margie.ryder@vnq.org.au) **W:** [www.vnq.org.au](http://www.vnq.org.au)

## Sample of the Social Media Tiles done for first half of the Tour, which was done at the end of March 2026



# VOLUNTEERING NORTH QUEENSLAND



**Sample of the interim data collected \* Not the final report**  
**Attached is a copy of the survey and media Release**

## **MEDIA RELEASE**

### **Stronger Together Tour Highlights Clear Demand for Volunteer Support Across North West Queensland**

Volunteering North Queensland has wrapped up a highly successful Stronger Together Tour across Mount Isa, Cloncurry and Julia Creek, engaging directly with grassroots volunteers and community organisations to better understand local needs.

With over 100 surveys completed so far, early insights are sending a very clear message. Communities across the North West are calling for more support, more training, and more localised services.

Prepared by Margie Ryder for Volunteering North Qld- Version 1



One of the strongest findings is the demand for a local Satellite Volunteer Hub, with 90 percent of respondents saying they would visit a hub if it was established in their town. This reinforces the need for face to face support services in regional communities, particularly in areas where distance and isolation are significant barriers.

Training demand is also clear. The top three requested workshops are grant writing, Plan on a Page strategic planning, and volunteer and event coordination. These results highlight a strong appetite for practical, hands on support that helps organisations build confidence and capability.

When asked about barriers to volunteering, the key challenges identified were time commitment, an ageing volunteer base, and cost pressures. Fuel costs were also raised as a contributing factor. Despite these challenges, more than 60 percent of organisations reported that volunteer numbers have remained steady, while 30 percent have experienced a decline. Importantly, 100 percent of respondents said they need more volunteers.

The tour also provided valuable learnings for Volunteering North Queensland. Feedback highlighted opportunities to strengthen how workshops are promoted, and this will be a key focus moving forward. The sessions themselves delivered strong outcomes, with a mix of practical tools, templates, and powerful peer to peer learning. The sharing of knowledge across communities proved to be one of the most valuable elements of the tour.

Volunteering North Queensland is now encouraging more community members and organisations to complete the survey to ensure every voice is captured. The survey remains open until 10 April and is available via the QR code provided.

“We heard loud and clear that communities want support that is local, practical and accessible,” said Margie Ryder. “This is about building stronger communities by backing the people who are already doing the work on the ground.”

The final report will be used to advocate for funding and the establishment of a Satellite Volunteer Hub to support Mount Isa and surrounding communities including Cloncurry and McKinlay Shire.

## ENDS

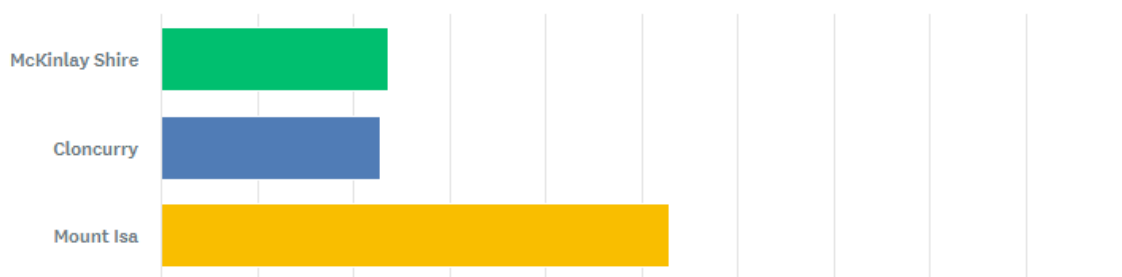
Q1 123 responses



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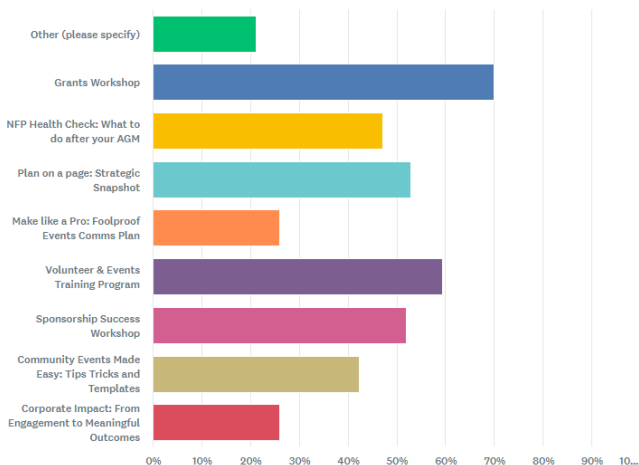
### What town are you in



\* 1. What town are you in

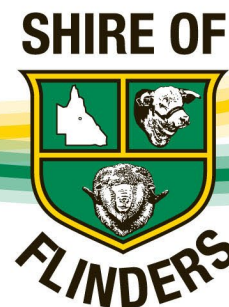
- McKinlay Shire
- Cloncurry
- Mount Isa
- Townsville
- Flinders Shire
- Charters Towers
- Richmond

Are you interested in attending the following training



# AGENDA

22 APRIL 2026 – 9:00 AM  
McNAMARA BOARDROOM



## 2.04.02 COMMUNITY GRANT PROGRAM – QUICK RESPONSE STREAM – SPORTING EXCELLENCE

### Background

The Quick Response Contribution to Sporting Excellence is a program to help foster and support our local participations in representational sports. The program is to assist with costs associated with attending events.

### Budget considerations

Council has an allocated budget in 2025/26 of \$10,000.00 with remaining \$500.00. Additional funding is available within the Community Grants – Business Support stream.

### Applications:

Applicant Name	Event Description	Category	Amount Requested
Charlee Haydon	10 – 12 Years School Netball State Championships. Event Date: 29 May – 1 June 2026.	Representing North Queensland within Queensland	\$500.00
Sydney Johnstone	10 – 11 Years School Netball State Championships. Event Date: 30 May & 31 May 2026	Representing North Queensland within Queensland	\$500.00

**Officer's Recommendation** -That Council approve the Sporting Excellence donation requests for Charlee Haydon and Sydney Johnstone as presented, utilising funds from both the Quick Response and Business Support budget.

## 2.05 PEOPLE, SAFETY AND GOVERNANCE

No Resolutions Required

**AGENDA**  
**22 APRIL 2026 – 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—

...  
– (d) rating concessions

**3.01.01 PROCEDURAL MOTION**

That Council close the meeting to members of the public as prescribed in S254J (d) *Local Regulation 2012* – Closed Meetings to discuss rating concessions.

**3.01.02 PROCEDURAL MOTION**

That Council reopen the meeting to members of the public as prescribed in S254J (d) *Local Regulation 2012* – Closed Meetings.

**3.01.03 REQUEST FOR RATES CONCESSION - 10012581**

Council has received correspondence from a ratepayer requesting a review of the water allocation applicable to their rural property and requesting a write-off of excess water consumption charges and associated interest. The request arises following the issue of excess water charges over several financial years.

Council is required to consider the requests in accordance with the Queensland *Local Government Regulation (2012)* and relevant Council policies.

**Officer's Recommendation** – For Council consideration.

**3.01.04 REQUEST FOR RATES CONCESSION - 10000313**

Council has received correspondence from a ratepayer requesting an exemption from general rates for land located in Hughenden.

Under Section 93(3)(i) of the *Local Government Act 2009 (QLD)*, Council may resolve to exempt land from rates where the land is used for charitable purposes.

The ratepayer is a registered charity and public benevolent institution (PBI) endorsed by the Australian Tax Office (ATO) for charity tax concessions and Deductible Gift Recipient (DGR) status. The current property (Assessment 10000313) has been acquired to support and expand the charitable activities undertaken at the ratepayer's adjoining retail and welfare facility.

**Officer's Recommendation** – For Council consideration.

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**

**4. INFORMATION PAPERS**

Engineering

- Civil Works Report
- Operational Works Report

Community Services and Wellbeing

- Library
- Tourism
- Community Care

People, Safety & Governance

- Rural Lands

**SENIOR CIVIL WORKS CO-ORDINATOR REPORT - APRIL 2026**

**Update on Work Crews:-**

<b>Road Construction 1 Crew:</b>	Road crew 1 completed more emergent works on various shire roads as well as slashing old Richmond Road.
<b>Road Construction 2 Crew:</b>	Road Crew 2 completed more emergent works on 99C Winton Road and patch works on 99B KDR.
<b>Concrete Crew:</b>	Concrete Crew assisting RMPC and Road Maintenance on Flood Damage reporting on rural roads as well as flood damage repairs at White Cliffs on 99B KDR.

**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	Herbicide Spraying	Formation Resheeting
14B – Hughenden to Charters Towers Road	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14C – Hughenden to Richmond Road	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
99B – Hughenden to Lynd Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
99C – Hughenden to Winton Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5703 – Torrens Creek to Aramac Road	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>TMR Works:</b>	Line Marking completed by Council Staff on 99B Kennedy Development Road, 14C Flinders Highway & 5703 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:-

**Emergent Accessibility Grading Works (ONLY) - Rural Roads**

Denbigh Road	Mentone Road
Torver Valley Road	Coorabelle Road
Expressman Road	Stamford - Lerida
Morr Morr Road	Glentor Road
Dalkeith Road	Barabon Road
Iona Road	
Redcliffe Road	

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99C – Hughenden to Winton Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Redcliffe Road	

# FLINDERS SHIRE PUBLIC LIBRARY & CUC



## Community Outreach and Events

### Usage Statistics 02 March to 31<sup>st</sup> March 2026

Activity	Details – 25 days to report)	Average
Door Tally	832 Patrons	37 patrons / day
Quarter 2 -25/26* Loans – Electronic *Calculated from SLQ stats New members	<ul style="list-style-type: none"> <li>• 56</li> <li>• eAudiobooks loaned 339</li> <li>• eBooks loaned 89</li> <li>• electronic downloads 42</li> <li>• <b>Total 470</b></li> <li>• <b>0</b></li> </ul>	per month  <b>156</b>
Loans – Physical Items	114	Approx 6 returns / day
Loans - Physical returns	172	Approx. 9 returns /day
Seniors Morning Tea	22 attendees over 2 sessions	Average 11 per session
First 5 Forever	20 children for the month – 3 sessions	Average of 7 per session
History Enquiries	0	
IT / sim Assistance	15 ppl	
Library Computer	14 ppl	
Study space and study Room Use	38	
Books read in Library	16 books	
New memberships, Library	0 new members	
Enrolments CUC	36	
Attendees in CUC	60-70	

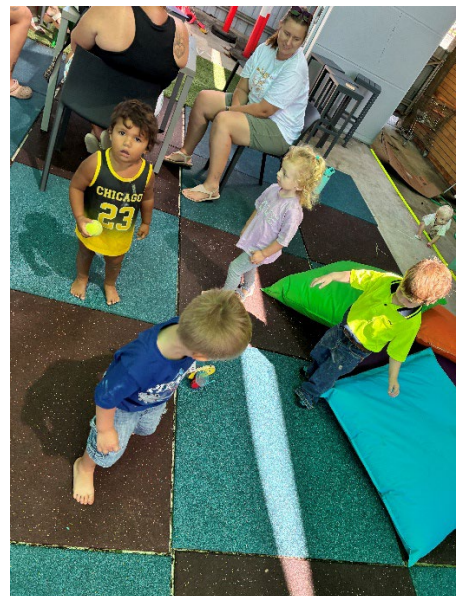
# FLINDERS SHIRE PUBLIC LIBRARY & CUC



## Community Outreach and Events

### First F5F

F5F is gradually growing with some new families coming in, some newborns and new families to town. We have been incorporating reading into each season towards the end to bring closure to the morning. With the weather cooling down the kids are really enjoying being outside with morning tea.



# FLINDERS SHIRE PUBLIC LIBRARY & CUC



## Community Outreach and Events

### Seniors Morning Tea.

March seen an increase in Seniors coming along to our morning tea's, we have been working on making better connections with our community. Sarah has been attending other community events, we are working on one a month. So far, she has been to the Community Care dinner and water aerobics, she has been enjoying these and the seniors have loved seeing her in new environments.



# FLINDERS SHIRE PUBLIC LIBRARY & CUC



## Community Outreach and Events

### SAVVY SENIORS

Our first seniors tec session, went well – with conversations with a few of our seniors we left the session open to bring in your device - iPad, phone laptop and we would guide you through any issues.

We helped to re activate Facebook accounts, set up super apps. Practice text and adding photos.

Next session is on 17/04.



### Saturday workshops

Saturday Easter Crafts was a fun morning with 11 children dropping in, including one family from France that were travelling through town. We were donated 2 cartons of eggs, after blowing out the centres they were ready for the kids to decorate, we also made easter baskets out of paper plates.



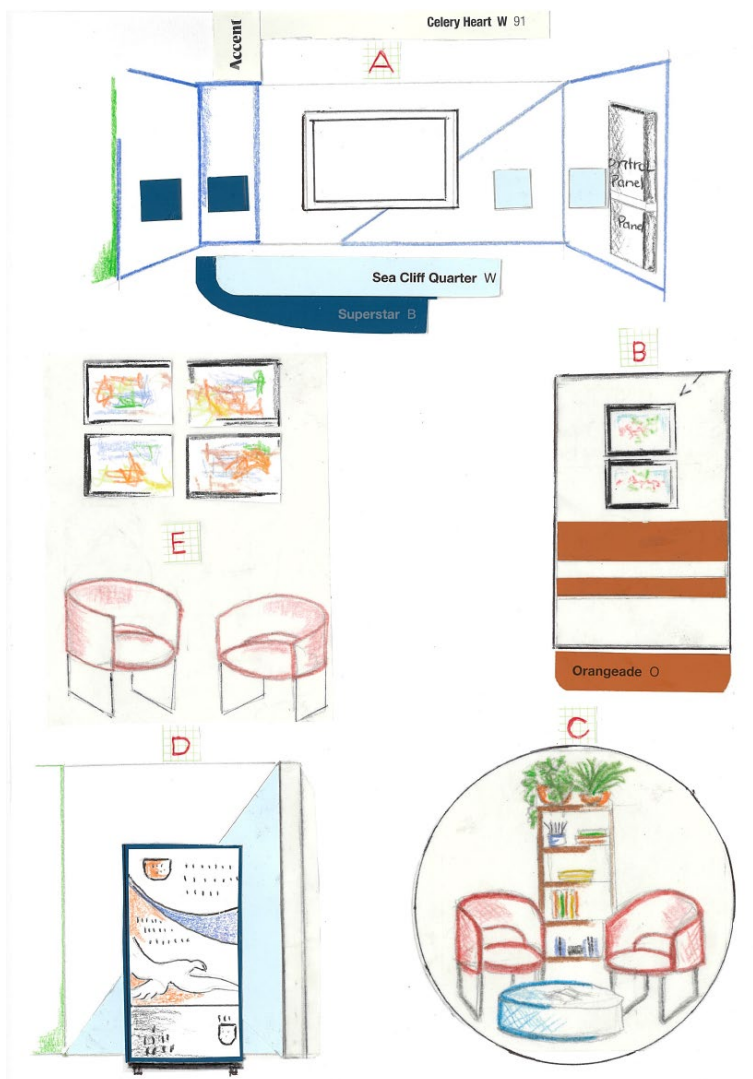


# FLINDERS SHIRE PUBLIC LIBRARY & CUC



## Community Outreach and Events

Figure 2: Indicative revised layout for CUC Hughenden



We have had one workshop in March for navigating online library and data base. There has been a steady flow of students in the CUC. We have a total of 36 students and 5 community members registered – this is an amazing outcome for our first 6 months!

# flinders discovery centre

## Monthly Tourism Information Report March 2026



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## Digital Marketing Report

### Executive Summary

March saw a notable softening in overall digital and social media performance, with decreases across website traffic, social impressions and engagement compared to the previous period. These declines align with broader external factors, most notably the fuel supply and costs impacting regional travel, which is likely influencing consumer behaviour and suppressing travel planning, particularly for long-distance and outback destinations.

Despite these challenges, content showcasing iconic local attractions, landscapes and unique outback experiences continued to perform strongly. Engagement levels on user-generated content and visually led posts remained positive, indicating ongoing interest in Hughenden as a destination, even as actual travel intent may be deferred.

### Facebook Performance Overview

- Posts published: 14
- Total page likes: 4,132 (+0.7%)
- Total views: 38,715 (↓30.8%)
- Organic views: 38,715
- Video views: 1,631 (↑217.9%)

While overall views declined, video content performed strongly, recording a significant increase in video views. This suggests audiences are still engaging with destination content in lighter, inspirational formats, despite reduced reach.

### Top-performing content themes

- History & storytelling (e.g. Hughenden's rail and prehistoric history)
- Natural attractions (Kooroorinya Falls, Mt Walker, Porcupine Gorge)
- User-generated content showcasing real visitor experiences
- The strongest post for the month was a heritage-focused story, reinforcing that narrative-led content resonates strongly with the audience.

### Audience insights

Top locations:

- Townsville
- Hughenden
- Brisbane
- Charters Towers
- Cairns

Townsville remains a key regional audience, supporting continued targeting of drive-market and short-stay messaging.

## Instagram Performance Overview

- Posts published: 14 (+40%)
- Total followers: 1,993
- New followers: 12 (↓52%)
- Reach: 2,082 (↑22.8%)

Instagram reach increased despite slower follower growth, indicating existing followers are still seeing and engaging with content, but fewer new users are converting to followers during this period.

## Best-performing content

- UGC and reels-style video, particularly scenic and lifestyle clips
  - Nature-based experiences (sunsets, walking tracks, water and landscapes)
  - Average engagement rates remained healthy across posts, suggesting content quality remains strong.
- 

## Website and Digital Traffic Snapshot

- Total users: 1,499 (↓27.1%)
- Sessions: 1,835 (↓26.0%)
- Conversions: 27 (↓37.2%)

Organic search traffic: down across most key destination-related terms

This reduction mirrors social media trends and reinforces a broader drop in active trip planning rather than destination awareness.

---

## Impact of Fuel Crisis

The downturn across social media reach, impressions, website traffic and conversions in March is strongly consistent with the current fuel price crisis affecting regional and outback tourism.

Key impacts likely include:

- Travellers postponing or cancelling long-distance road trips
- Reduced spontaneous travel planning
- Increased cost-sensitivity among caravaners and drive-market visitors
- Lower click-throughs from inspiration to conversion (e.g. accommodation or itinerary planning)

Importantly, engagement did not collapse—users are still interacting with content, particularly aspirational and visual posts. This suggests Hughenden remains desirable, but travel decisions are being delayed rather than dismissed.

---

## Strategic Observations

- Inspiration > conversion: Audiences appear to be browsing and engaging without committing to travel
- Video and UGC are outperforming static content
- Regional drive-markets (Townsville, Charters Towers, Cairns) remain critical and should be prioritised

- Festival and event messaging maintains visibility even during suppressed travel conditions
- 

### Recommendations: April–May Focus

- Lean into drive-market messaging
  - Emphasise proximity (e.g. under 400 km from Townsville)
  - Promote long weekends and short stays
  - Position value without referencing “cheap”
  - Highlight free and low-cost experiences
  - Showcase how much can be done without travelling far
  - Increase video and reels
  - Short, emotive, scenery-led clips
  - Community and visitor stories
  - Reassure audiences
  - Reinforce that events (including the Festival of Outback Skies) are going ahead
  - Highlight strong weather and conditions leading into May
- 

### Conclusion

March 2026 performance reflects external economic pressures rather than a decline in destination appeal. Engagement levels, video performance and continued interest from key regional audiences demonstrate that Visit Hughenden maintains strong brand awareness. Strategic messaging that adapts to current travel sentiment will position Hughenden well for recovery as fuel conditions stabilise and event-led visitation increases.

---

## Flinders Discovery Centre (FDC) Updates March 2026

Hughenden’s tourism sector is entering a period of steady, sustainable growth, shaped by broader Outback Queensland travel patterns. Visitor numbers have normalised in recent years and now reflect a more stable, predictable flow of travellers driven by interest in regional experiences rather than external disruptions.

Current trends show a continued shift toward slow travel, where visitors take more time to explore places deeply rather than rushing through itineraries. Travellers are increasingly seeking meaningful, place-based experiences, and Hughenden is well-positioned to meet this demand through its strong natural landscapes, geological features, and unique prehistoric and palaeontological attractions.

The region’s strong appeal to self-drive and RV markets remains a key strength. Hughenden’s accessibility, amenities, and well-developed touring routes support a visitor base that values freedom, flexibility, and connection to the landscape. This aligns closely with the growing popularity of nature-based tourism across regional Queensland.

While rapid growth is not anticipated in the immediate future, consistent visitation, ongoing investment in tourism infrastructure, and strengthening regional branding are laying a foundation for long-term, reliable tourism activity.

Hughenden’s focus on authenticity, heritage, and high-quality visitor services ensures it remains a competitive and appealing destination within Outback Queensland.

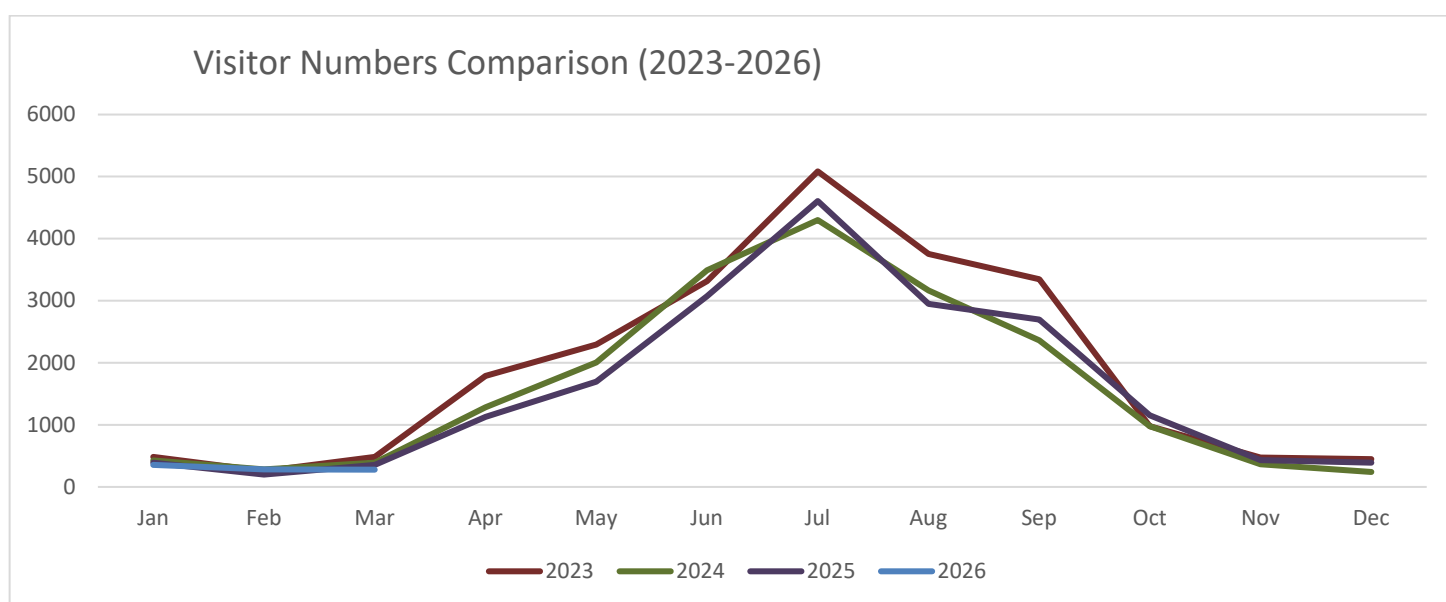
## General Updates

- FDC Improvements have been complete – paleo room created with internal wall to have a brochure/storage room in the new section of the Centre. Signage for the new Paleo room has been placed.
- Plaque and signage for the paleo room has been ordered – named after Dr May Ward who was the renown Palaeontologist that visited the Hughenden area regularly and found many iconic fossils.
- We have contracted a new Marketing Agency for the Visit Hughenden - we are currently in hand over mode and setting up all of the access accounts.
- New signage installations – library panel was installed

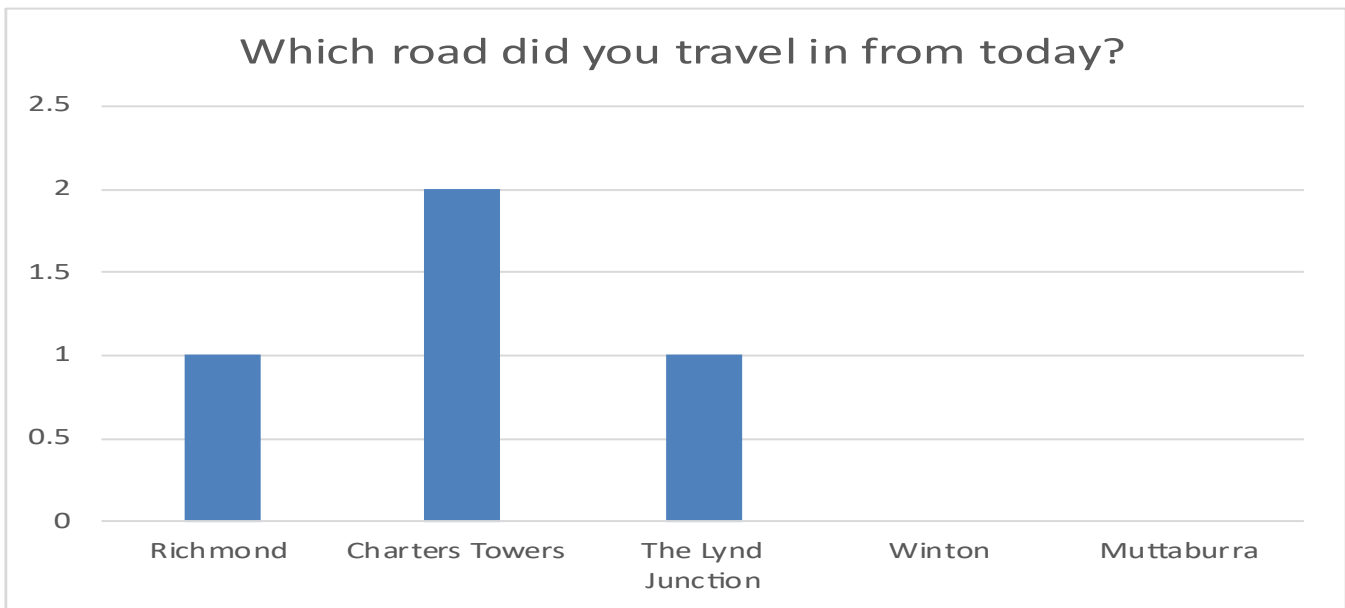
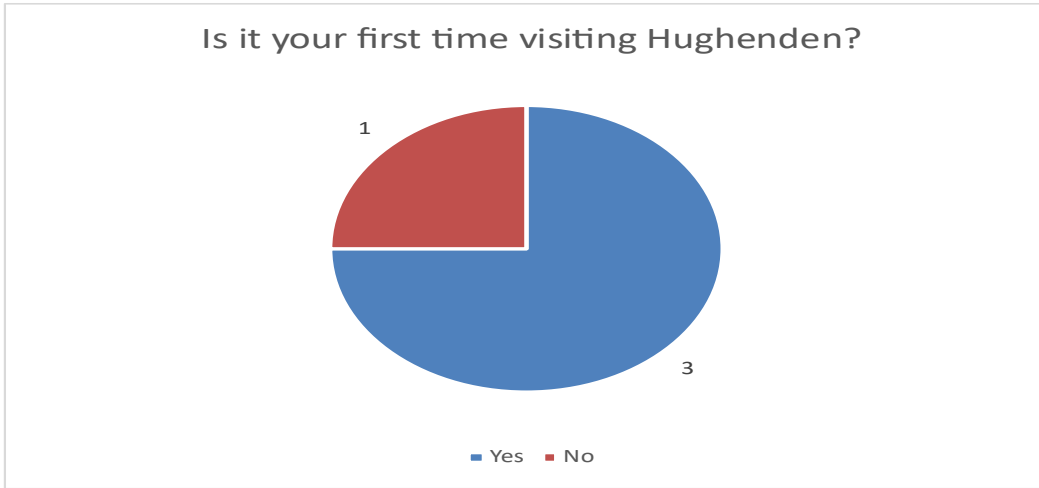
## The Flinders Discovery Centre’s Visitor Data

- Answered email enquiries - 278
- Answered phone enquiries – 92
- Walk-in visitors: 191      Adults: 238      Children: 40
- Number of Facebook Engagements – 38402
- Number of google business reviews – 127
- Number of Instagram engagements – 3.6
- Number of engagements to our Tourist website – 370
- Google Star rating out of 5 – 4.4 Stars

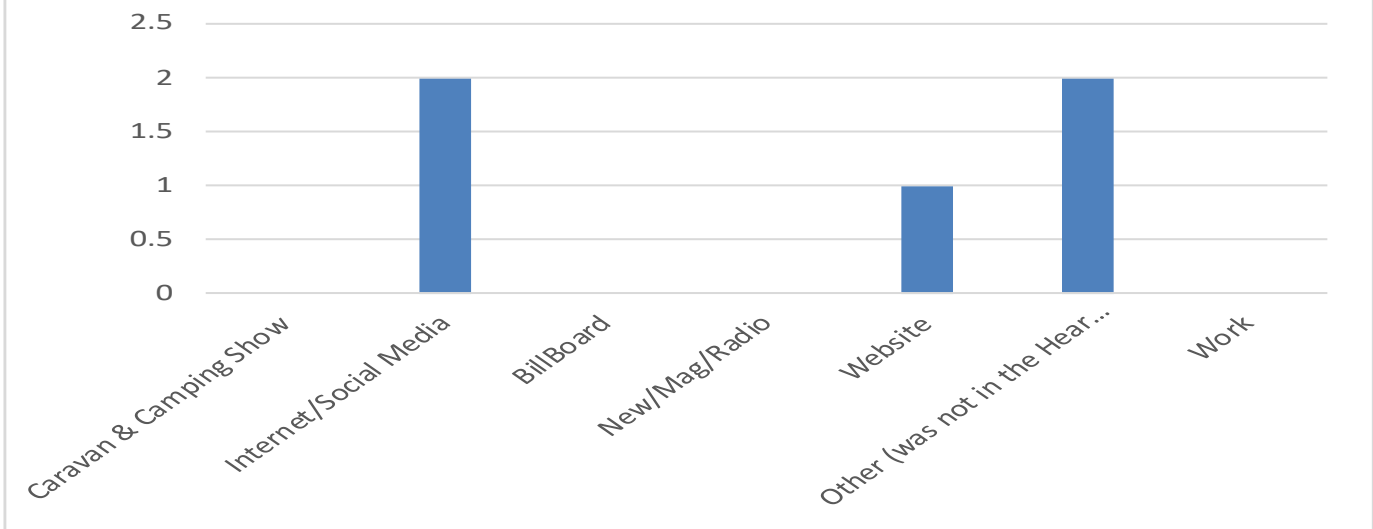
## Origin of visitors



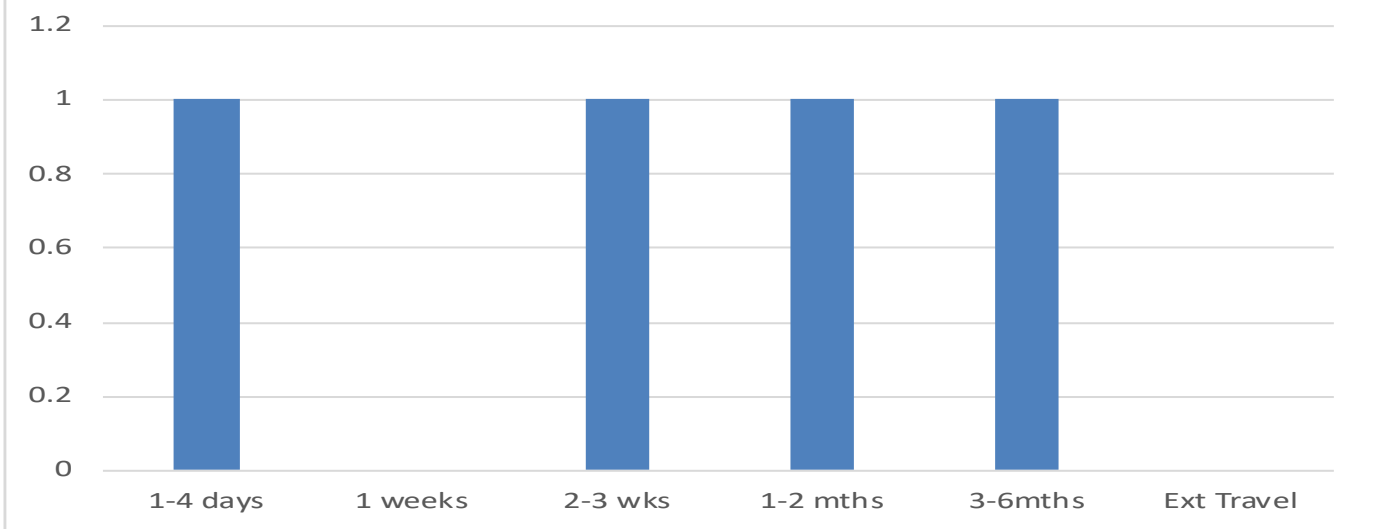
 Survey Results



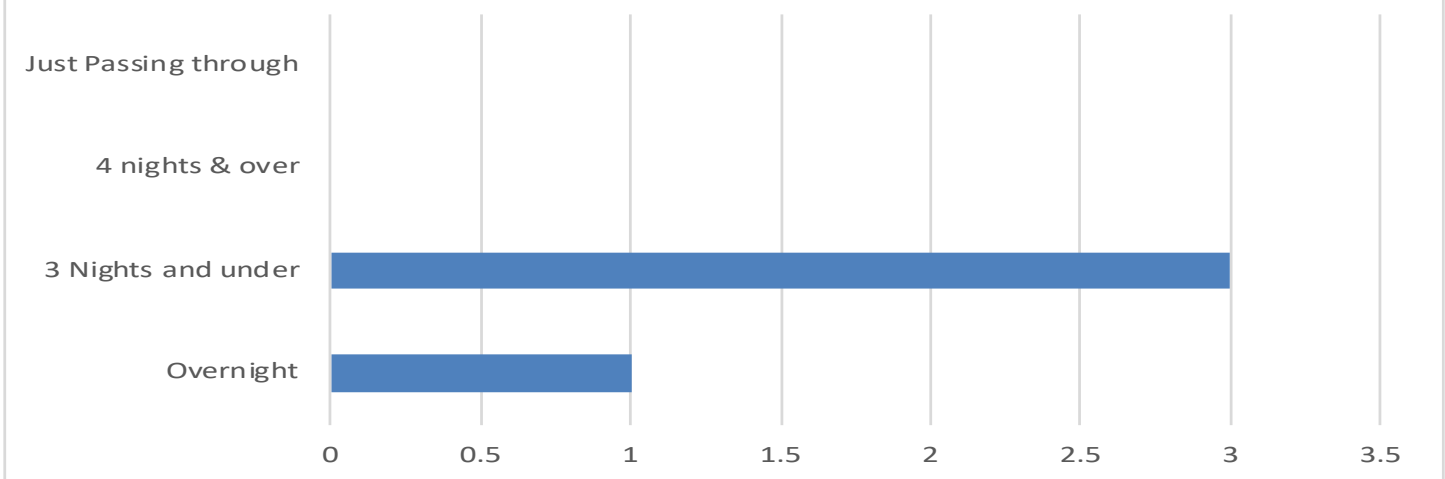
### How'd you hear about Flinders Shire?



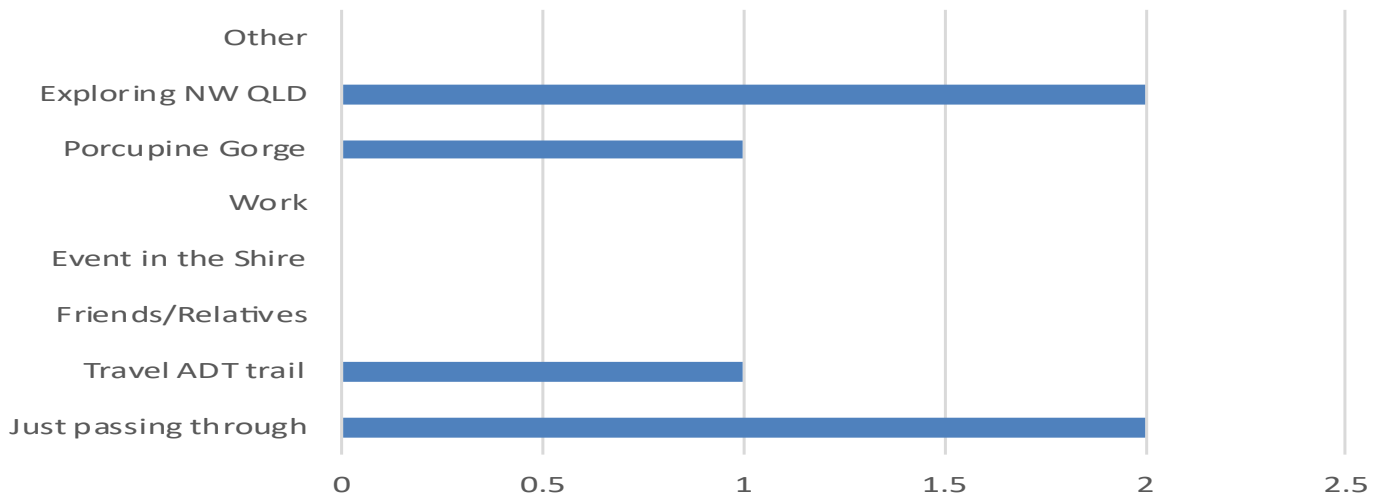
### What is the length of your current trip?



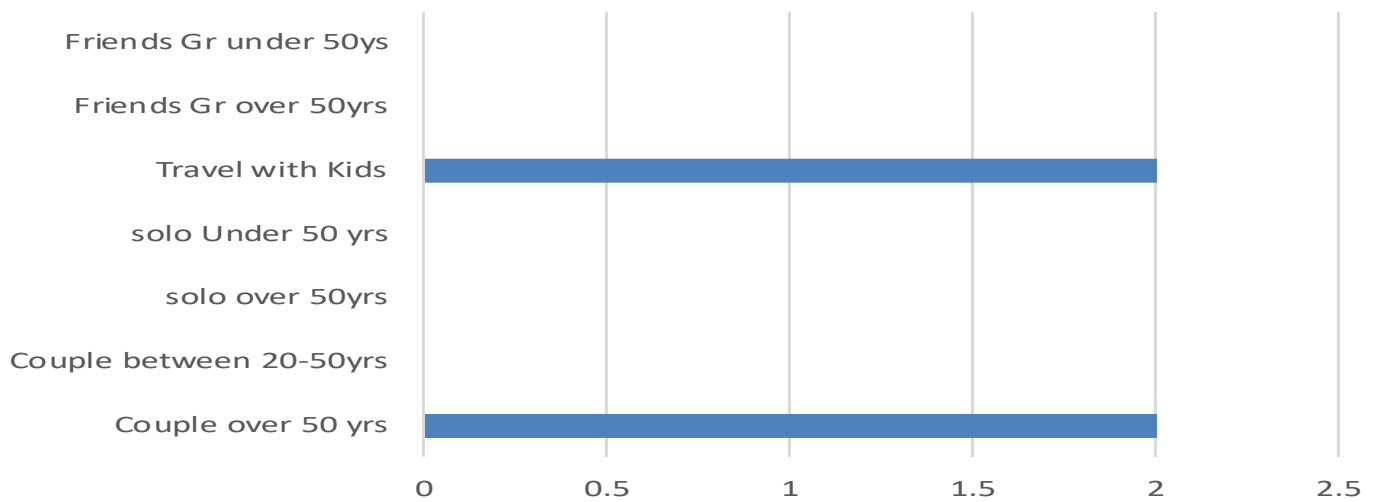
### How long are you intending to stay in the area?



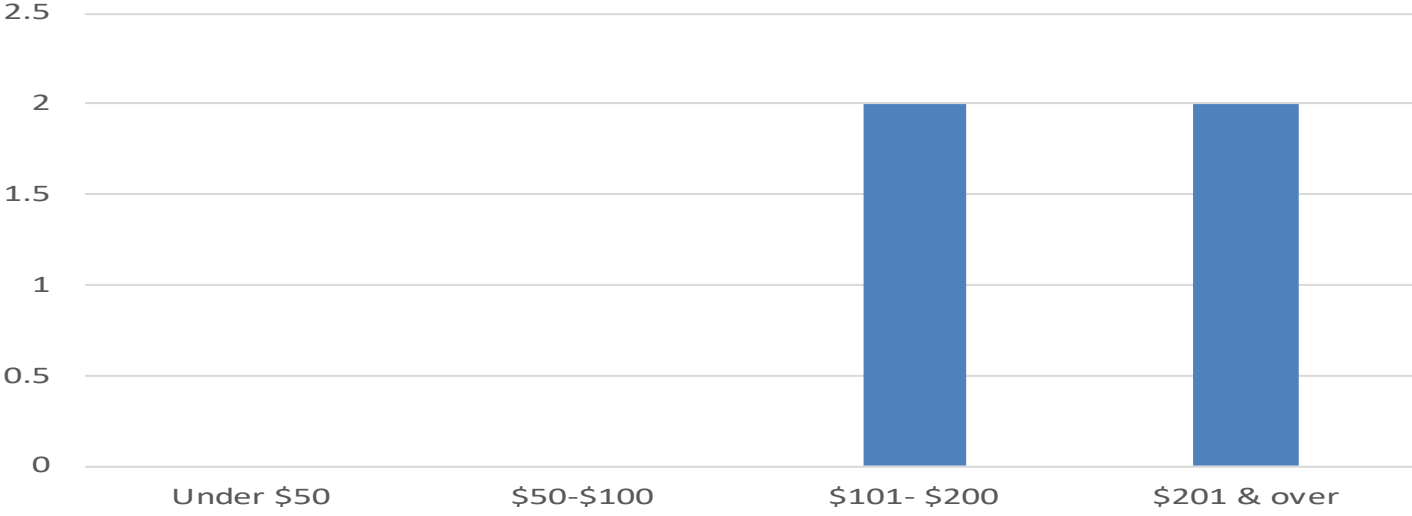
## What is the purpose of your visit to the shire?



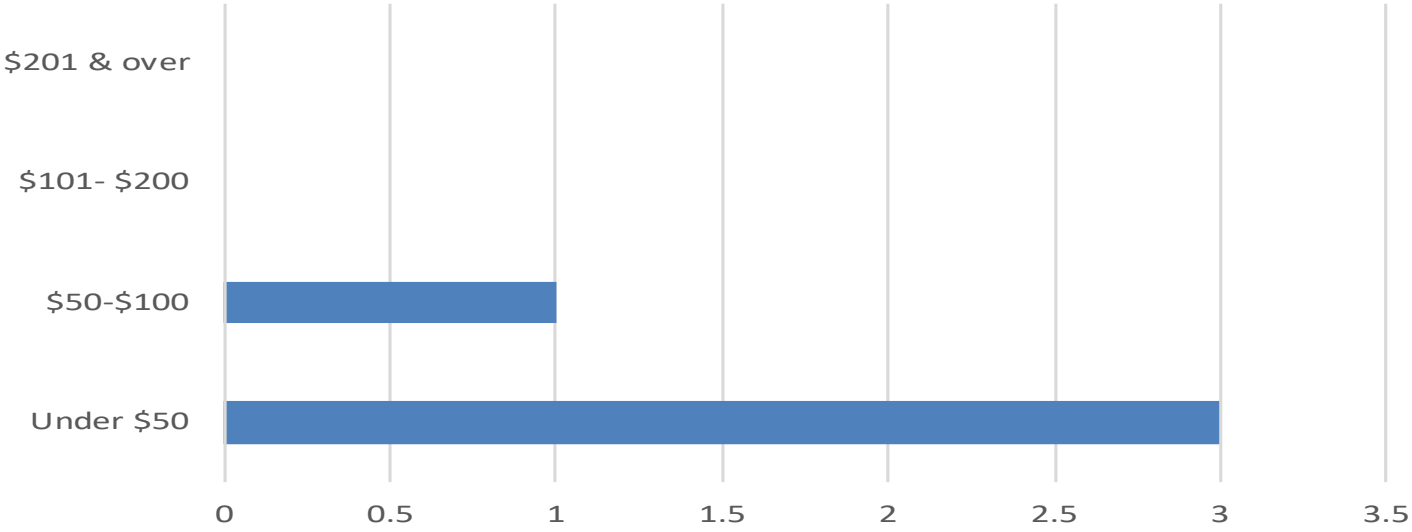
## Travelling Party



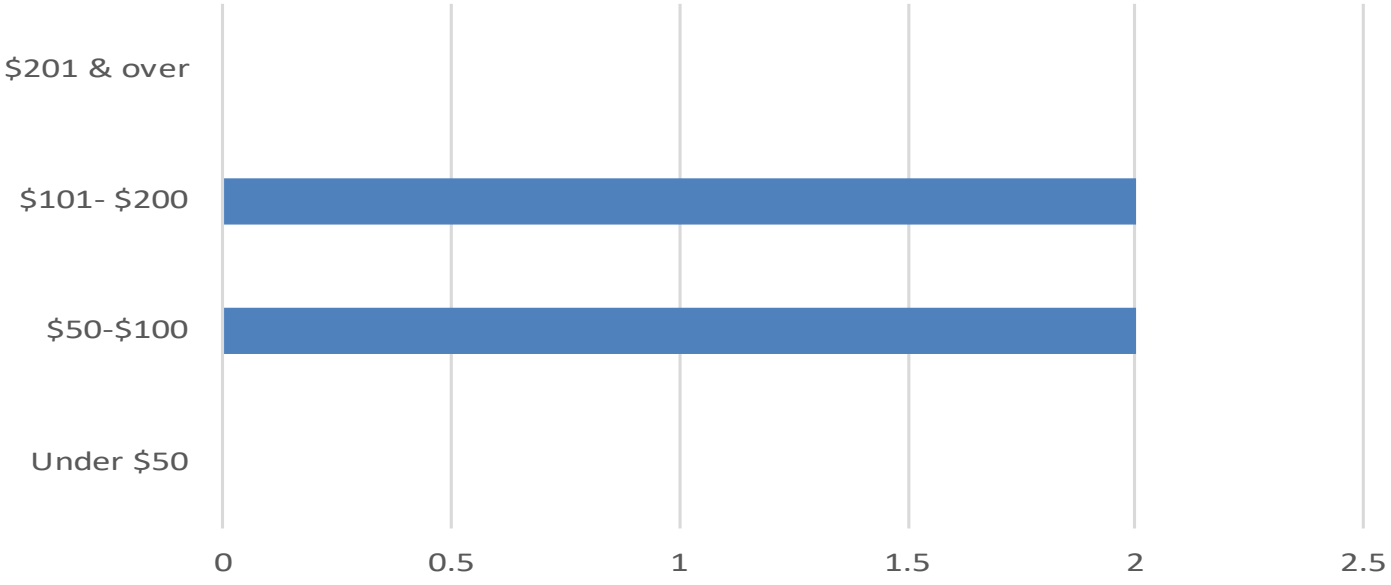
### Spend on cafes, pubs and takeaway food



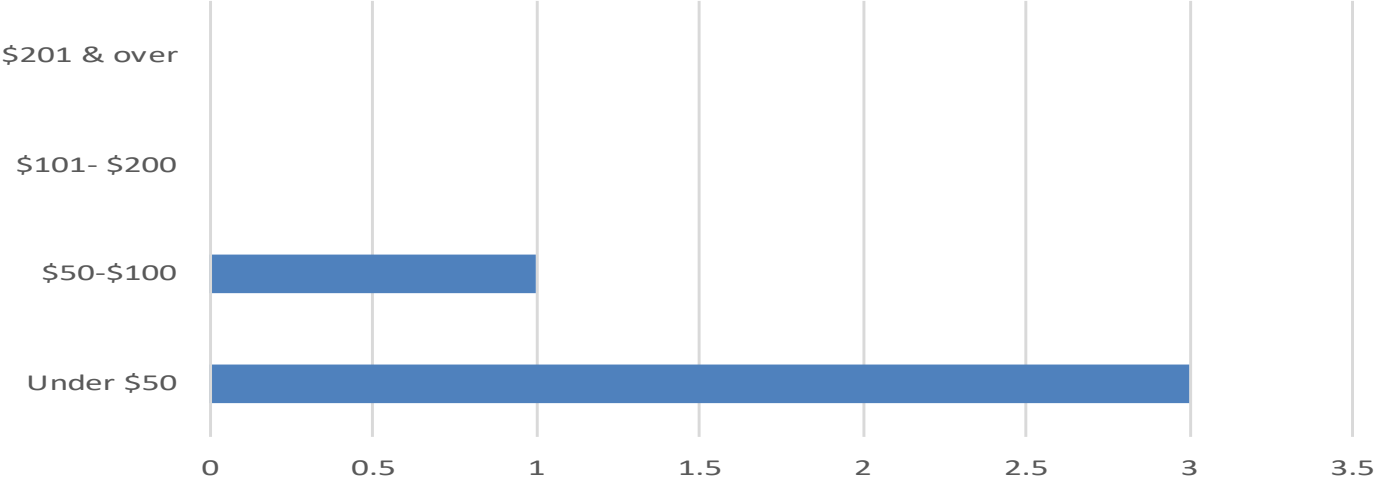
### Spend on Groceries



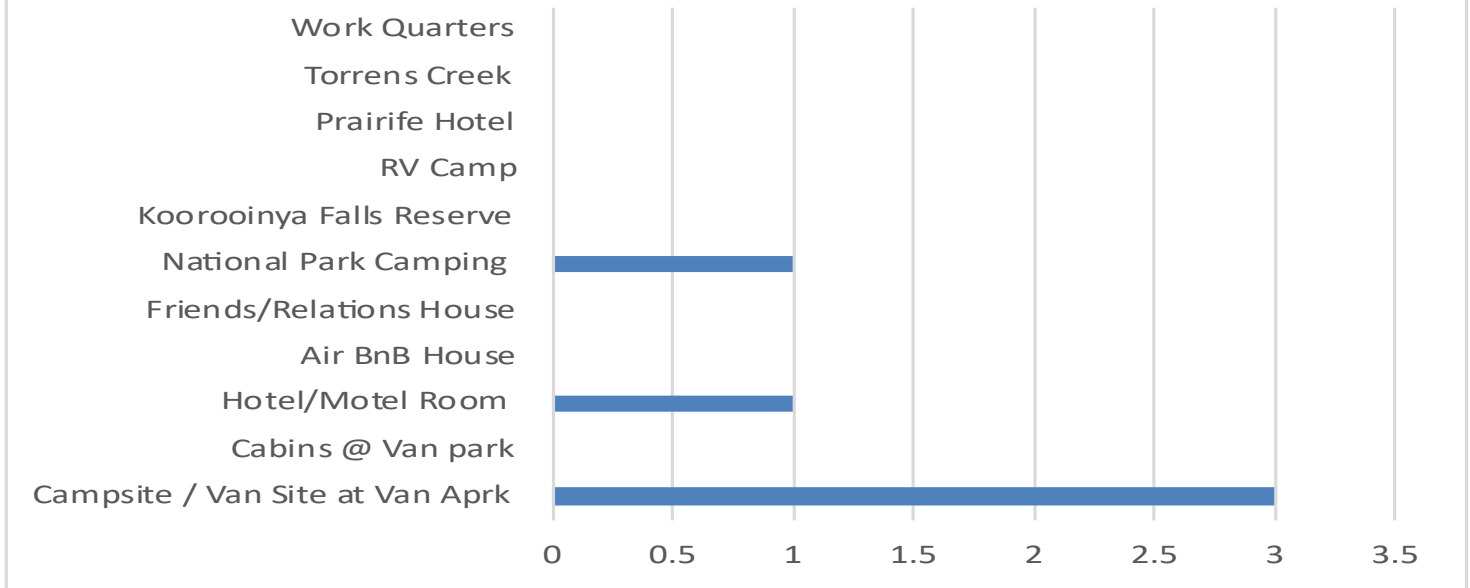
### Spend on fuel



### Spent on Retail/Souvenirs



## What type of Accommodation



## Tourist Feedback

1/4/26

- Loved seeing the Muttaburrasaurus bones!

4/4/26

- Absolutely amazing! Great interactions for the kids (young and old)
- Lovely and well done, professional
- Awesome centre for families – Kids Loved it as much as the grown ups

5/4/26

- Loved it !

6/5/26

- Very good, lots of fun but the fossicking site was gone, the one behind the showgrounds. But the friendly staff here told us about another one, were we found lots of belemnites and had a great time. 😊

## Free RV Site

- RV Free Camp Permits - 14 permits issued in March
- RV Free Camp Nights – 23 nights stayed in March

**FLINDERS SHIRE COUNCIL**

**April 2026 COUNCIL**

**COMMUNITY CARE**

**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)
- Support at Home (incl. Transitioned Home Care Packages, Levels 1, 2, 3 &4)
- Veterans Home Care (VHC)
- National Disability Insurance Scheme (NDIS)
- Meals on Wheels (MOW)

**Service Delivery:**

**Table 1: Number of Clients by Program type (as 28/2/2026)**

Commonwealth Home Support Program (CHSP)	Total number of clients	73
Support at Home S@H (incl. Transitioned HCP's)	Level 1 (Low care)	0
	Level 2	5
	Level 3	7
	Level 4 (high care)	8
	Clients exited in the past 3 months	1
	Level 7	1
	Total current clients (S@H)	22
Veterans Home Care (VHC)		1
National Disability Insurance Scheme (NDIS)		4
Queensland Community Support Scheme (QCSS)		2
Community Transport		12
Private Clients		14
Care Finder		16
MOW # of clients using service		156 meals / 11 clients
Total number of clients*		143

\*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 31/3/2026**

	<b>Monthly Contracted Outputs (25-26)</b>	<b>Actual Monthly Outputs (March 2026)</b>	<b>Output target % (Month)</b>	<b>Output target % (YTD)</b>
<b>Domestic Assistance</b>	192.5	150	77.9%	<b>58.0%</b>
<b>Home Maintenance</b>	67.5	54.75	81%	<b>52.9%</b>
<b>Meals</b>	59.58333	106.5	179%	<b>80.2%</b>
<b>Personal Care</b>	41.66667	49	118%	<b>61.6%</b>
<b>Social Support Group</b>	62.5	34.5	55%	<b>83.6%</b>
<b>Transport</b>	62.5	179.35	287%	<b>150.0%</b>
<b>Social Support Individual</b>	17.5	4	23%	<b>12.6%</b>

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**

**April 2026 COUNCIL**

Care Planning & Service Delivery

**Table 3: Number of care plans due for review March 2026**

Number of Care Plans due for review in March 2026	12
Number of Health Assessments completed in March 26 (S@H)	0

**Table 4: Unfilled shifts in March 2026**

Total unfilled shifts (hrs)	43.25 hrs / 43 services
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**Comment:** Unfilled shifts have increased on previous month. Currently in process of recruiting additional staff to assist with increased service availability.

**Governance:**

	Report type	Number/KPI	Status (# resolved; # ongoing) / Comments
Complaints/Feedback/Incidents	Reported Incidents (March 26)	11	0 Reported to SIRS 10 Closed 1 investigation/actions in progress
	Total Incidents (Skytrust) (2025-26)	Open: 5 Closed: 96 Total: 101	Total (2025-26): 96
	Reported Complaints & Feedback (2025-26)	0 client visits 0 ACQSC	0 Closed 0 action in progress
	Total Complaints & Feedback – client surveys (25/26)	Open:0 Closed: 32 Total: 32	Consumer engagement feedback is gathered via client visits monthly
Continuous Improvement	Number of continuous improvements (2025)	0	
	Total CQI (2025-26)	Open: 1 In progress: 7 Closed: 10 Total: 20	

**FLINDERS SHIRE COUNCIL**

**April 2026 COUNCIL**

**Total Incident Reports By Category (March 2026)**

- 1 workplace hazard - environmental (snake)
- 7 unwitnessed falls
- 2 near miss
- 1 - staff injury

**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**

	<b>Low Risk (0-2 Factors)</b>	<b>Medium Risk (3-4 Factors)</b>	<b>High Risk (5-8 Factors)</b>
<b>Number of Clients</b>	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.

**Severe weather events-** CC staff review register and if LDMG action requires, contact clients to do welfare checks to ensure they can manage with essentials (food and medicine) if weather prohibits services or access.

**FLINDERS SHIRE COUNCIL**

**April 2026 COUNCIL**

**Human resources:**

Staff and training:

<p>Total Staff</p>	<ul style="list-style-type: none"> <li>• Office Admin / Management – 4 FTE</li> <li>• Support Workers – 6 – estimated FTE for SW is 8 – recruitment in progress</li> <li>• Transport officers – 1</li> <li>• Volunteers – 1 in progress</li> </ul>
<p>Completed (July 25- March 26)</p>	<ul style="list-style-type: none"> <li>• 2 July – Professional Boundaries &amp; Aged Care Code of Conduct</li> <li>• 9 July – Infection Control</li> <li>• 16 July – Personal Safety in Home Care</li> <li>• 23 July - Looking after back &amp; transporting safely (Bodyfix)</li> <li>• 30 July – How to Document in Home Care</li> <li>• 14 Aug - Recognising Elder Abuse &amp; Privacy &amp; Confidentiality</li> <li>• 2 Sep – 4 Sept Medication Assist</li> <li>• 3 Sept - Manual Handling (new staff only)</li> <li>• 17-18 Sept – CPR &amp; First Aid completed</li> <li>• 14 October – Medication Assist Extension Training (new staff)</li> <li>• 15 Oct – Falls Prevention</li> <li>• 29 Oct - Dangers of working in the heat</li> <li>• 12 Nov– Aged Care Code of Conduct Refresher Training</li> <li>• 12 Nov – Fire Drill at HCA</li> <li>• 14 Jan – Spotex device use (IT)</li> <li>• 4 Feb – Supporting people living with Dementia</li> <li>• 11 Feb – Cross Cultural Awareness</li> <li>• 19 Feb – Looking after your back (Bodyfix)</li> <li>• 25 Feb – Personal safety in home</li> <li>• 5 March - Manual handling, assisting clients safely (Bodyfix)</li> <li>• 22 April – Rural Minds Mental Health training (Sean)</li> <li>• 27 &amp; 28 May– Mental Health First Aid training – Dianne (Sean)</li> <li>• 26 June - Preventing burn out &amp; identifying early signs of deterioration with mental health concerns (Sean &amp; Mandy)</li> <li>• 9/7 Transporting clients safely (Bodyfix)</li> <li>• 4/9 CPR and First Aid</li> <li>• 30/9 to 5/10 Ageing Australia National Conference (Dianne)</li> <li>• 20/10 CPR training (Dianne &amp; Kate)</li> <li>• 27/10 Councillor Training – Governance and New Aged Care Act</li> <li>• 4/11 &amp; 5/11 Microsoft teams training</li> <li>• 11/11 Managing Difficult &amp; Demanding Customers (Tanka &amp; Tennile)</li> <li>• 28/11 Vicarious Trauma &amp; wellbeing training for CC staff (Sean TRACC)</li> <li>• 17/2/26 CPR and First aid training completed</li> </ul>
<p>FSC Compulsory Training</p>	<ul style="list-style-type: none"> <li>• From Nov 25 FSC new training platform Kineo portal. CC staff are rostered to do training – work in progress</li> </ul>
<p>Other Training for new staff &amp; existing CC staff</p>	<ul style="list-style-type: none"> <li>• Altura online training - Showering &amp; Medication Assist (new staff only)</li> <li>• <b>Medication competencies</b> x 3 to do, (plan for April) by local medical centre RN</li> <li>• <b>Cert 3</b> x 2 SW's currently in progress</li> </ul>



**FLINDERS SHIRE COUNCIL**

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Training overdue - planned	<ul style="list-style-type: none"> <li>• Fire Safety in the Home – Annual Competency – booked 1/7/27</li> <li>• Sharps handling – Annual Competency – booked 21/4</li> </ul>
Compliance checks	<ul style="list-style-type: none"> <li>• Maree updating Skytrust to record all compliance information</li> <li>• Dianne updating an existing excel sheet that is checked weekly to ensure compliance is maintained</li> </ul>

**General Information:**

- All CHSP clients to transition to S@H from 1/7/27
- S@H program AH-TM (Assistive Technology and Home Modification Scheme) has some changes for purchasing of items for clients – will be setting up a process for managing this
- S@H program – updated our registration category – no longer doing nursing – some unintended consequences of this have been identified – lobbying DoH for consideration
- Community Care team planning a Health Expo during Seniors Month in October. EOI has been distributed to service providers. More information to come over time.
- Community Care activities have been attracting very strong attendance including monthly dinners at the Hughenden Centre for the Aged, Water Aerobics, armchair travel and exercise program, and much more. These additional programs are support by Queensland Government, Seniors Social Isolation program.
- Community Transport service utilisation has increased with the fee waiver for users that meet the eligibility criteria (under 65 years).

## RURAL LANDS

BEST PRACTICE GOVERNANCE

### WILD DOG CONTROL

#### Trapper - Wild Dog Scalps March 2026

Trappers	Number of scalps	Location where dogs trapped. (Property Name)
Trapper 1	1	Abbotsford
Trapper 2	n/a	n/a
Public	47	Monavale, Kentle Downs, Pretty Plains, Ballater, Rokeby, Denbeigh, Beryl Station

Oct 2025

Number of scalps for current month (Public and Trappers)	Cost for Current month	Running Total - Number of Scalps for Current year
48	\$2550.	350

### SALEYARDS

#### Numbers: January – March 2026

Description	Jan 2026	Feb 2026	Mar 2026
Dip Totals (Head of Cattle)	0	10	735
Weigh Totals (Hd of Cattle)	0	0	577
Yard Totals (Head of Cattle)	0	10	1644
Train loading	0	0	693

## GENERAL MATTERS

Rural Lands Officer investigated Hughenden resident's concern about fast spreading grass species.

Capital works reimbursement to Council from Queensland Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development, for capital works carried out at Woodsberry stock route water facility is pending completion of works on site by contractor. Aging solar panel replacement completed, fencing installation to meet minimum standards has been delayed due to wet weather impacting site access.

Consultant engaged by Council in 2025 has issued a survey in April 2026 to residents of the Flinders Shire, (both landowners, and persons living & working on rural properties in the Shire), to obtain feedback around rural services provided by Council, amongst other topics. Survey has been issued via email, and is available in paper format at the Council office and the Library, and has been promoted via social media.

Billy Paine  
Rural Lands Coordinator

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



**5. MEETING CALENDAR**

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

**AGENDA**  
**22 APRIL 2026 – 9:00 AM**  
**McNAMARA BOARDROOM**



The meeting closed at

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**Kate Peddle**  
**Mayor**  
**Flinders Shire Council**