



GOVERNANCE COMMITTEE

AGENDA

Meeting to be held on Wednesday 21 January 2026
at Longreach Council Chambers,
96 Eagle St, Longreach



**Longreach
Regional Council**
Ilfracombe Isisford Longreach Yaraka

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

Dear Councillors

Re: Meeting Notice for Council Meeting to be held on Wednesday 21 January 2026

Notice is hereby given that the Governance Committee Meeting of the Longreach Regional Council will be held in the Longreach Council Chambers, 96 Eagle Street, Longreach, Qld 4730 on Wednesday 21 January 2026 commencing at 9:30am.

Your attendance at this meeting is requested.

Yours faithfully



Brett Walsh
Chief Executive Officer
Enc

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1 Opening of Meeting and Acknowledgment of Country

2 Leave of Absence

3 Declaration of any Prescribed / Declarable Conflicts of Interest by Councillors

4 Confirmation of Minutes

4.1 Confirmation of Minutes

Recommendation

That the Committee confirms the Minutes dated 10 December 2025 as a true and accurate record of the meeting.

Appendices

1. Governance Committee Minutes 10 December 2025 [**4.1.1** - 7 pages]



GOVERNANCE COMMITTEE

MINUTES

Meeting held on Wednesday 10 December 2025 at
96 Eagle St, Longreach



**Longreach
Regional Council**
Ilfracombe Isisford Longreach Yaraka

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1 Opening of Meeting and Acknowledgment of Country

The Mayor declared the meeting open at **9:03 am**.

"We acknowledge the Traditional Custodians of the land on which we meet today, and we pay our respects to their elders past and present."

Present

Councillors

Mayor	Cr AC Rayner
Deputy Mayor	Cr LJ Nunn
	Cr DJ Bignell
	Cr AJ Emslie
	Cr NA Gay
	Cr TM Hatch
	Cr AR Watts

Officers

Chief Executive Officer	Brett Walsh
Chief Financial Officer	David Wilson
Director of Communities	Tanya Johnson
Director of Works	André Pretorius
Director of Organisational Services	Grace Cronin-Jones
Manager of Economics, Planning, and Legal	Simon Kuttner
Executive Officer of Governance	Sharon Calligaro

Apologies

Nil

2 Leave of Absence

Nil

3 Declaration of any Prescribed / Declarable Conflicts of Interest by Councillors

No declarations were made during this point of the meeting.

4 Confirmation of Minutes

4.1 Confirmation of Minutes

Recommendation:

That the Committee confirms the Minutes dated 19 November 2025 as a true and accurate record of the meeting.

ENDORSED

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5 Notices of Motion

Nil

6 Deputations

Nil

7 General Business

7.1 Outback Queensland Tourism Association - presentation

Consideration of information received from Outback Queensland Tourism Association.

Denise Brown, Steve Jones and Kelly Hensley (online) of Outback Queensland Tourism Association, Laura Hansford and Simone Doczkal of Opera Queensland and Michelle Ballard, Tourism Coordinator joined the meeting at **9:04 am**.

Recommendation:

That the Committee receives the presentations by OQTA and Opera Queensland.

ENDORSED

Denise Brown, Steve Jones and Kelly Hensley (online) of Outback Queensland Tourism Association, Laura Hansford and Simone Doczkal of Opera Queensland and Michelle Ballard, Tourism Coordinator left the meeting at **10:24 am**.

The meeting adjourned for Morning Tea at **10:25 am** and resumed at **10:47 am** with all those present prior to the adjournment in attendance with the exception of Tanya Johnson, Director of Communities.

7.2 Qantas - Wings & Wheels

Consideration of presentation by Tony Cullen, CEO of Qantas Founders Museum.

Presenter withdrew prior to meeting.

7.3 2026-2027 Vision

Consideration of Council's vision for 2026 and 2027

Recommendation:

That the Committee notes the comments.

ENDORSED

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Nicole Moulds, Financial Controller and Brendon Harvey, Grants and Projects Officer joined the meeting at **11:51 am**.

7.4 Initial Review of Project Pipeline

Consideration of draft project pipeline.

Recommendation:

That the Committee receives the project pipeline.

ENDORSED

Nicole Moulds, Financial Controller and Brendon Harvey, Grants and Projects Officer left the meeting at **12:33 pm**.

The meeting adjourned for Lunch at **12:34 pm** and resumed at **12:57 pm** with all those present prior to adjournment in attendance.

Oriana Wyrozewska and Lowana Moxam of Outback Music Trail and Michelle Ballard, Tourism Coordinator joined the meeting at **12:58 pm**.

7.5 QMF - Outback Music Trails

Consideration of Queensland Music Festivals – Outback Music Trail major event April 2026.

Recommendation:

That the Committee receives the presentation by Queensland Music Festival.

ENDORSED

Oriana Wyrozewska and Lowana Moxam of Outback Music Trail and Michelle Ballard, Tourism Coordinator left the meeting at **1:30pm**.

Morgan Gronold and Kate Birse, RAPAD and Nathan Malin and Nathan Toovey, UrbanEP joined the meeting at **1:31 pm**

7.6 RAPAD - Tyre Recovery Feasibility Study

Consideration of presentation by Nathan Malin (Director of Urban EP) and Kate Birse of RAPAD.

Recommendation:

That the Committee receives the presentation by Nathan Malin and Nathan Toovey (UrbanEP) and Kate Birse and Morgan Gronold (RAPAD).

ENDORSED

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Morgan Gronold and Kate Birse, RAPAD and Nathan Malin and Nathan Toovey, UrbanEP left the meeting at **2:17 pm**.

The meeting adjourned for a short recess at **2:19pm** and resumed at **2:23pm** with all those present prior to adjournment in attendance, with the exception of Andre Pretorius, Director of Works.

7.7 Community Forum Dates - 2026

Consideration of proposed dates to hold Community Forums in 2026.

Recommendation:

That the Committee:

1. Endorses the dates proposed in Proposal 2 to hold the Community Forums in 2026;
2. Recommends that Council has its Ordinary Council Meeting in Isisford in May and October 2026.

ENDORSED

7.8 Customer Service Requests

Consideration of outstanding Customer Service Requests received.

Recommendation:

That the Committee receives the Customer Service Request report, as presented.

ENDORSED

7.9 Meetings Action Register

Consideration of actions arising from previous meetings.

Recommendation:

That the Committee receives the Meetings Actions Register report, as presented.

ENDORSED

7.10 IILY and Electronic Sign

Discussion on the availability of IILY and the Electronic Boards for external usage.

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Recommendation:

That the Committee recommends Council develop a policy on this matter.

ENDORSED

8 Late Items

Nil for this meeting

9 Closed Matters

Nil for this meeting

10 Closure of Meeting

There being no further business, the meeting was closed at **3:55 pm.**

Minutes Certificate

These minutes are unconfirmed

Cr AC Rayner
Mayor

Brett Walsh
Chief Executive Officer

5 Notices of Motion

None received at time of agenda preparation.

6 Deputations

None received at time of agenda preparation.

7 General Business

7.1 Rifle Range discussion

Consideration of leasing part of land described as Lot 2 SP152772, to the Longreach Sporting Shooters Association.

Corporate Plan Alignment

Strategy
OUR COMMUNITY 1.1.4 Enhance the health, safety, and wellbeing of our communities
OUR LEADERSHIP 5.2.2 Increase opportunities for meaningful community engagement to improve transparency and to strengthen community trust 5.3.1 Deliver quality, timely, and efficient service to prioritise customer needs and outcomes

Consultation:

Internal	External
Manager Regulatory Services ELT Councillors	Local QPS Firearms Instructors Longreach Sporting Shooters Association Department of Natural Resources and Mines

Officer Report

Responsible Officer:

Grace Cronin-Jones (Director of Organisational Services)

Background

Paul Jackson, the Officer in Charge at the Ilfracombe Police Station for the Queensland Police Service, approached Longreach Regional Council to discuss the possibility of accessing land for the establishment of an 800-metre rifle range. The initial proposed location was situated on the south side of the Ilfracombe common and included several parcels of land with varying land tenures. While this site was deemed suitable, it presented several challenges, notably the presence of a primary stock route and the need to address multiple tenure classifications.

Discussion

An alternative site has since been identified on the north side of the highway, within part of the Ilfracombe Town Common, specifically described as Lot 2 SP152772. This location is considered more appropriate, as it involves only a single land tenure, thereby simplifying the approval process. Furthermore, as Trustee, the Council has the authority to make decisions and undertake actions on trust land without requiring prior approval from the State, provided that such actions are consistent with, or do not diminish, the intended purpose of the reserve.

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It is important for Council to ensure that the remaining area of the town common associated with Lot 2 SP152772 continues to be accessible for agistment and is utilised according to current practices. Please refer to map, which highlights the land parcel. Despite the suitability of the identified site, Council must still address native title requirements as part of this process. Upon review, only the Reserve for Strategic Land Management purposes—currently described as Lot 1 and 9 on SP152772, Lot 16 on SP157685, Lot 5 on SP289764, and Lot 8 on SP340155 (Title Reference 49103595)—has had native title extinguished. It is worth highlighting the community benefit that the proposed rifle range would provide.

Range Information and Considerations

As per the Range User Guide provided by Mr Jackson, below is a high-level summary of key information for range requirements.

Site Location

- Terrain: Preferable level or slightly concave, dry sites above flood lines. Avoid rocky, marshy or uneven terrain due to ricochet and construction risks.
- Orientation: North to South axis is recommended to avoid sun glare for shooters.

Range Danger Area (RDA):

- This will be dependent on each firearm and the ammunition type to be used. The required template for the ammunition type will need to be overlaid on the map to determine the RDA.
- Each firearm/ammunition combination has specific maximum range ricochet angles, danger height, and other parameters.
- Each template must specify firearm type, ammunition, scale, firing point, quadrant elevation, target nature (hard/soft) and contact
- The RDA must account for the firing point, impact area, dispersion/human error angle and ricochet.

Physical Construction

- Firing Points: prepared firing points at multiples of 100m, with accurate distance markers. (Likely to be required)
- Stop Butts: Substantial earth mounds or natural hills behind targets to stop bullets. Minimum height and thickness depend on range length and firearm type (e.g., for 800m, refer to full bore classification range standards). (Likely to be required)
- Mantlets and Marker Galleries: Earthen mantlets in front of the gallery to reduce ricochets and protect markers. Marker galleries must be protected and allow clear observation of bullet strikes. (Potential)
- Sidewalls and Baffles: For limited/no danger area ranges, construct sidewalls and overhead/ground baffles to contain projectiles if land is insufficient for a full RDA (Unlikely)

Safety and Signage

- Fencing: Erect fences around the range boundary, especially if livestock are present.
- Signage: Place clear warning signs (“Shooting Range – Danger, Keep Out”) at all access points and intervals along the boundary.

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- Flags: Red flags must be flown at the entrance and on the stop butt when firing is in progress. Red lights are required for night shooting

Approval and Documentation

- Consultation: Engage with Weapons Licensing Branch, Brisbane, throughout planning and construction.
- Documentation: Submit topographical maps, plans, lease agreements, firearm/ammunition lists, prior approvals, and club approval.
- Final Inspection: Arrange for a final inspection only when the range is ready for use. Submit application forms, payment, updated plans, and evidence of control over the RDA

Operating the Range

- Range Standing Orders: Develop and display concise standing orders covering safety, permitted firearms/ammunition, firing arcs, target types, and emergency procedures.
- Register: Maintain a range register for all shooting activities.
- Maintenance: Regularly inspect and maintain firing points, mantlets, stop butts, and signage to ensure ongoing safety

Special Considerations for All Firearms

- Shotguns: Design layouts to ensure all pellets fall within the property. Follow ACTA guidelines for DTL and skeet.
- Black Powder: Provide cordoned loading areas, no smoking zones, and ensure safe distances between firing points.
- Mobile Galleries/Air Rifles: Ensure total enclosure and fixed firearms to prevent projectile escape

Key Physical and Safety Requirements (Indicative)

Firearm Type	Max Range (m)	Ricochet Angle	Danger Height	Stop Butt Height (m)	Special Notes
.22 Rimfire Rifle	1300	31°	150m	See template	Soft/hard target differences
Centrefire Rifle	2750	31°	315m	See template	Ballistics table applies
Shotgun (No.6 shot)	205	N/A	N/A	N/A	All pellets within property
Black Powder	Varies	Varies	Varies	See template	Loading area controls

Next Steps

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1. Work with Lands Officer from Department Natural Resources and Mines, Manufacturing and Regional and Rural Development, to work through Council ability to lease part of Lot 2 SP152772, satisfying the requirements of section 28 of the *Land Act 1994*,
2. Have the area of interest surveyed by a surveyor.
3. Return a report to Council recommending that Council approve a Term Lease for the surveyed area of land with Lot 2 on SP152772, to the Longreach Sporting Shooters Association for the purpose of establishing a shooting range.
4. Draft and execute Term Lease, with appropriate legal advice.

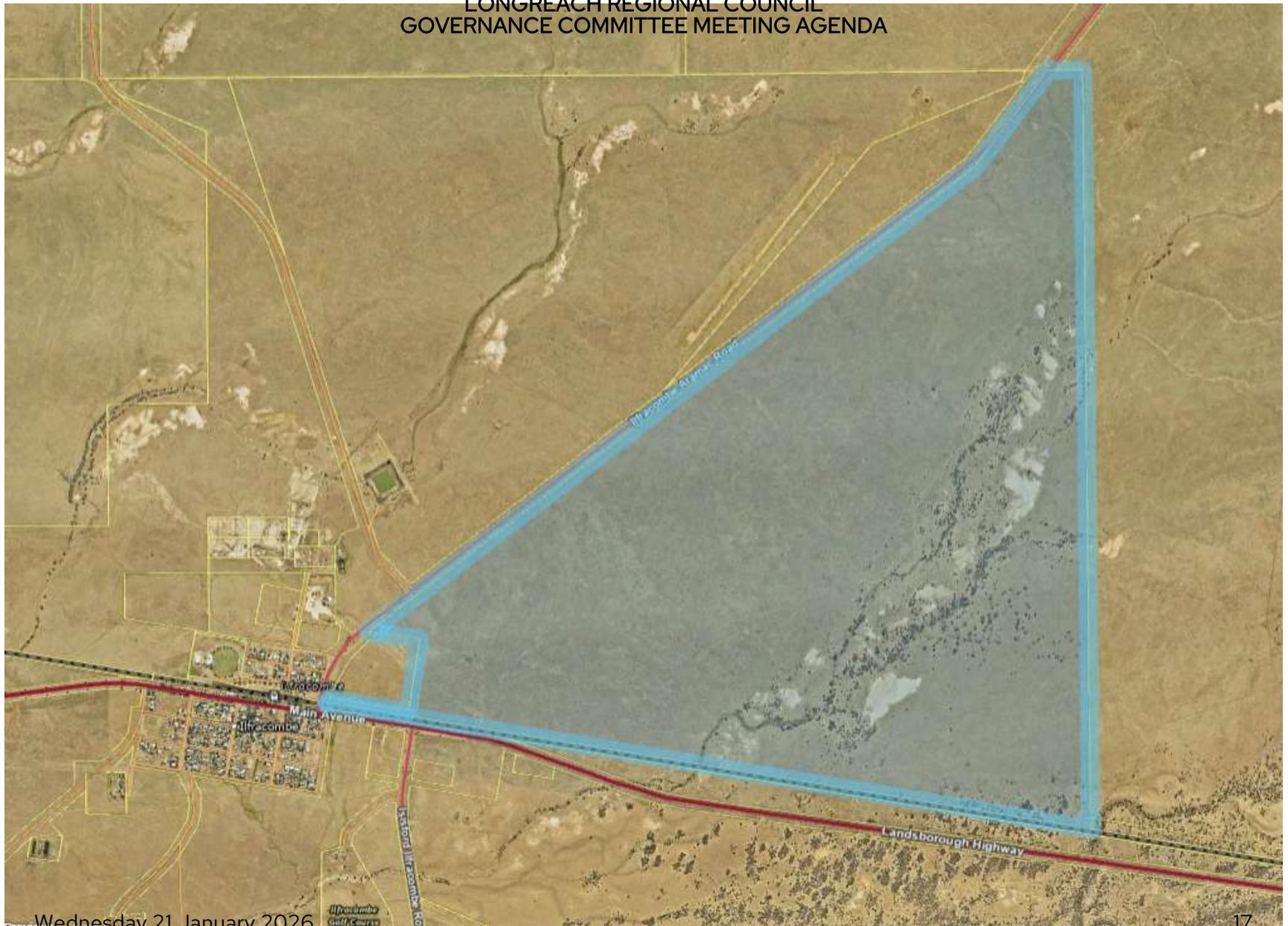
Appendices

1. Land for Proposed Range Location [**7.1.1** - 1 page]
2. Sample Range Template from Original Location [**7.1.2** - 1 page]
3. Range Template for Proposed Site [**7.1.3** - 1 page]

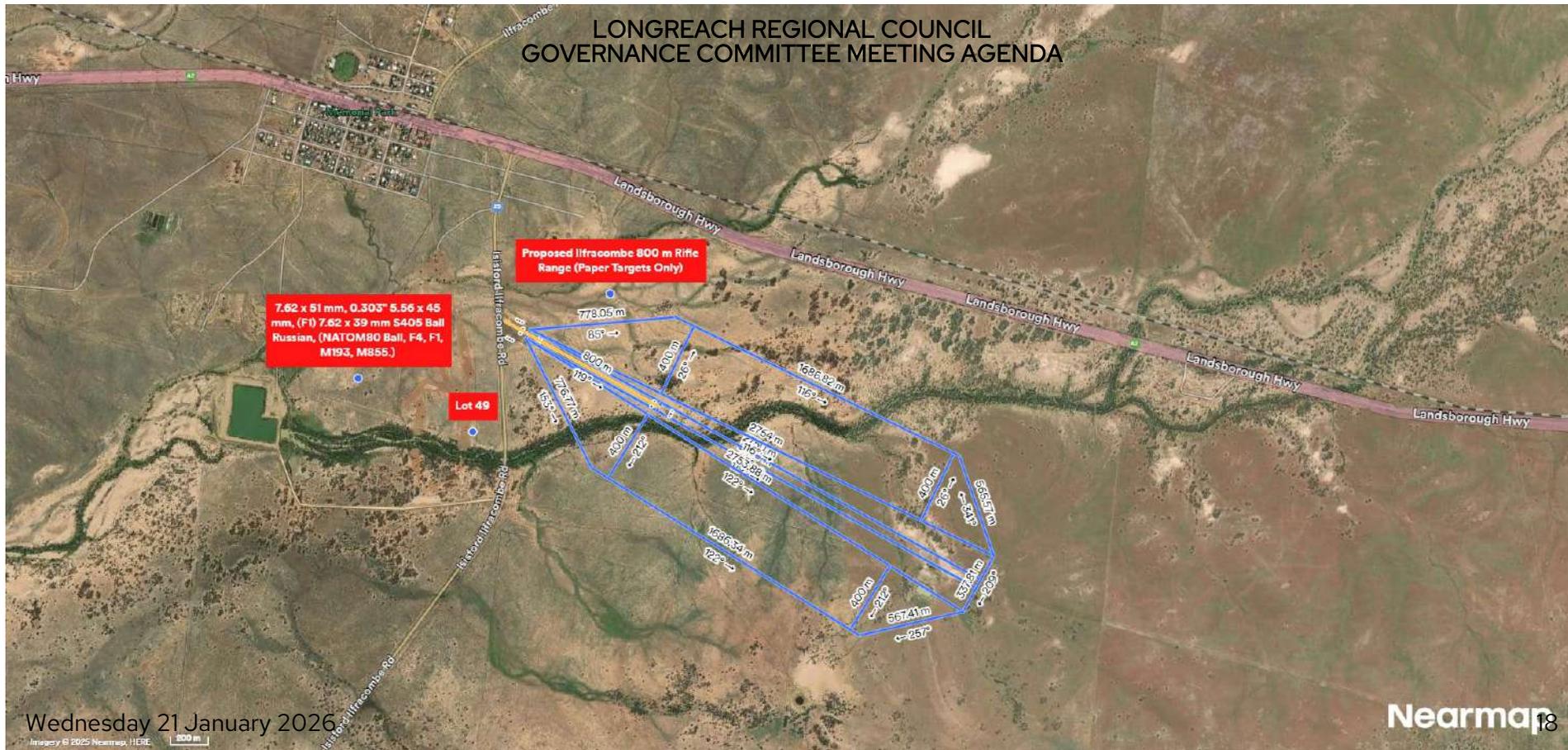
Recommendation:

That the Committee receives the report.

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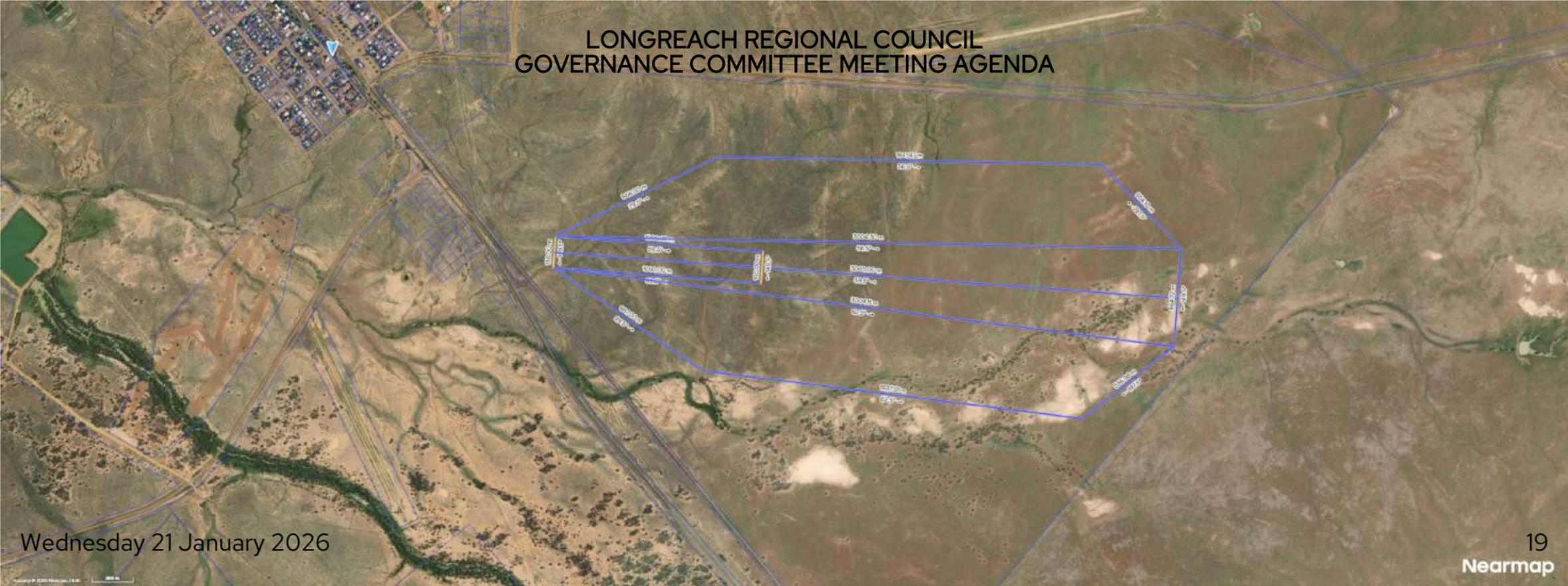


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GOVERNANCE COMMITTEE MEETING AGENDA



Wednesday 21 January 2026

7.2 Reviewed Employee Code of Conduct

Consideration of Council’s Employee Code of Conduct Policy.

Corporate Plan Alignment

Strategy
<p>OUR LEADERSHIP</p> <p>5.1.1 Prioritise the safety, wellbeing, and inclusiveness of employees across all Council operations</p> <p>5.1.2 Foster a high-performance team culture through holistic workforce development initiatives</p> <p>5.2.1 Maintain a robust strategic and policy framework that meets statutory requirements, mitigates risks, and drives effective governance practices</p>

Consultation:

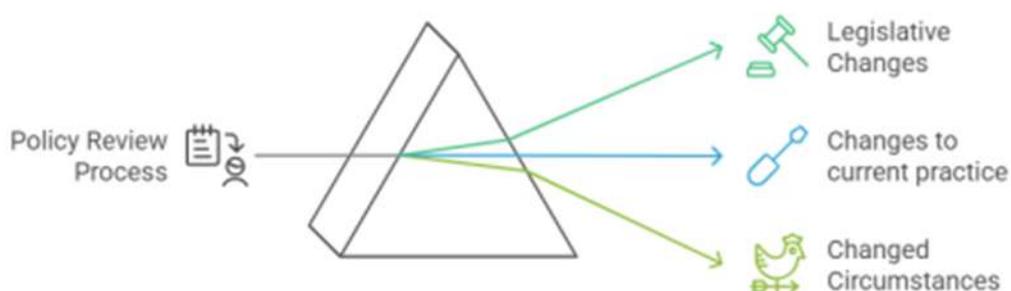
Internal	External
ELT Managers and Supervisors Workforce Human Resources	Unions

Officer Report

Responsible Officer:

Grace Cronin-Jones (Director of Organisational Services)

The employee code of conduct is generally reviewed every four years, or may require amendment due to changes in legislation, workplace practices, or because of otherwise changed circumstances. Alternatively, policies may not require amendment at review.



Since the previous review of the Employee Code of Conduct, there has been substantive changes in Industrial Relations legislation. The Human Resources Team conducted a systematic review of the code of conduct, and employee policy and procedures that support and underpin the policy, while undertaking internal consultation with different levels of employee stakeholders from the ELT, to middle management, to the wider workforce. The consultation was achieved through holding several face-to-face information sessions about

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the review, proposed amendments and allowing for further feedback including inclusions and changes.

The Code of Conduct is designed to set out the standards of behaviour expected of all Council employees, however, cannot capture all circumstances and situations. Therefore, there are several other Council employee policies and procedure to support the code of conduct that apply to employees during their employment with Council.

Once adopted, all staff will be re-inducted into the updated code of conduct, which is more in line with modernised workforce environments and current with IR laws and regulations.

The highlighted sections of the document indicate the following for the reader:

- Green highlight – unchanged context, review for minor non-material changes, administrative changes such as title updates or minor grammatical, spelling and legislative reference changes.
- Yellow highlight – new addition to code, potentially still a minor change such as separating out context for clarity, splitting sexual harassment out from bullying and harassment or adding in information where there was an existing employee policy but no reference in the code of conduct.
- Blue highlight – suggestions made through consultation sessions with workforce, where there were important missing factors with new legislation or could be worded with more clarity.

Appendices

1. DRAFT Code of Conduct for Employees Policy Council Report [7.2.1 - 25 pages]

Recommendation:

That the Committee receives the Employee Code of Conduct Policy, to be tabled at the February 2026 Council meeting for adoption.



Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

Employee Code of Conduct

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Code of Conduct

1. Scope

This Code of Conduct applies to Council employees, contractors, consultants, labour hire, agency casuals, work experience students and volunteers, for the purpose of this policy, these people are referred to as 'employees'.

The Code of Conduct applies to the conduct of all employees in the course of their employment with Council:

- In the workplace
- During work activities, and
- At work related functions (on and off Council premises and outside normal business hours)

The code may also apply to certain activities or behaviors undertaken by employees outside of the workplace where it may impact upon the image, reputation and activities of Council; for example, the use of social media or wearing identified clothing in public.

2. Purpose

This code sets the standards and behaviors related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work, or undertaking activities that may reflect on our employment.

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

The Code does not cover every situation. However, the values, ethics, standards and behaviors outlined are a reference point to help you make decisions in situations not specified. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your accountable supervisor and Council.

3. Policy Statement

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

All employees must follow the highest standards of behaviour when dealing with customers and each other. Each person should encourage an inclusive where ethical conduct is recognised, valued, and followed at all levels.

Council actively supports, encourages, and develops its employees to work safely, be customer focused, respect diversity of thought and background, use technology and Council assets effectively, adapt to changes and improve their own capabilities and contribute to Council's Corporate and Operational Plans.

4. Legislation, Principles and Values

The *Public Sector Ethics Act 1994* identifies four ethics principles, fundamental to good public administration, which guides our behaviour as public officials and form the basis for a local government Code of Conduct. The four ethical principles are:

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

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The *Local Government Act 2009* requires ethical and legal behaviour of Councillors and local government employees. The legislated principles together with Council's values form the basis of this code.

Application of this Code is supported by council policies, directives, procedures, and specific protocols.

5. Council's Vision, Mission and Values

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Service

Our Values

1. A Safe and Health Work Environment

Longreach Regional Council is committed to providing a safe and healthy workplace for employees, contractors, sub-contractors, visitors, and volunteers.

2. Inclusiveness and Respect

We will show respect for all and continually engage with and listen to the people of our communities. We value the diversity of our region, and we embrace and respect our rich outback and Indigenous heritage.

3. Consistency and Fairness

As a Council, we are balanced, fair, honest, transparent, and accountable for our decisions and our actions.

4. Teamwork and Staff Development

We encourage initiative and collaboration by staff who are committed to teamwork, and we value continual professional development and learning across the organisation.

5. Performance and Value for Money

We are focused on results that are consistent with our mission and which realise our vision. We will achieve value for our communities through innovation, informed decision-making, and efficient work practices.

6. Leadership and Collaboration

We will always demonstrate high standards of leadership in collaborating with the communities of our region, to achieve our vision. In serving our communities, we will build and maintain collaborative partnerships and relationships with the region's key government, non-government, industry, and community stakeholders.

7. Sustainability

As an organisation, we uphold a quadruple-bottom-line approach, taking a social, cultural, economic and environmentally-sustainable approach to everything we do.

8. Forward-looking

We are aspirational with a clear vision for future prosperity while meeting community needs and respecting and building on our outback heritage.

The First Principle – Integrity And Impartiality

Public Sector Ethics Act 1994 section 6 states:

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

- Are committed to the highest ethical standards; and
- Accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and
- Show respect towards all persons, including employees clients and the general public; and
- Acknowledge the primacy of the public interest and undertake that any conflict-of-interest issue will be resolved or appropriately managed in favour of the public interest; and
- Are committed to honest, fair and respectful engagement with the community.”

Standards of Conduct:

Conflicts of Interest

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

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

If you believe you have a conflict of interest, whether real, potential, or perceived, you must inform your accountable supervisor immediately. Your accountable supervisor will then provide further direction on how to resolve the matter and may be required to seek additional advice if necessary.

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

Where required by the *Local Government Regulation 2012* various senior officer must supply details of interests to the CEO to be included in the applicable Register of Interest and ensure particulars contained in a Register of Interests remain correct.

Influences on Decision-Making

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

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

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

A guide to ethical decision-making' in Appendix A has more information to assist employees.

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Accepting Gifts and Benefits

Occasionally you may be offered gifts, benefits or hospitality from people or organisations you do business with as an employee of Council.

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

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

The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties, or whether people are likely to believe that you could be influenced. For example, ask yourself if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment. You must politely refuse gifts, benefits or hospitality which may bring your, or the Council's integrity or impartiality into question.

You are required to declare all offers of gifts, benefits, or hospitality.

Where required by the *Local Government Regulation 2012* senior staff (including the CEO) must ensure that gifts are recorded in council's Register of Interest.

Refer to the Gifts, Benefits, Hospitality and Entertainment Policy for further information.

Employment Outside Council

Before engaging in other employment, work or service provision (including voluntary services) employees of Council are required to seek the written approval from the CEO or their delegate.

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

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

Disclosure of this information will ensure that an evaluation can be done of any actual or perceived conflicts of interest that may arise and, if required, all measures to be put in place to ensure the employees and council are protected from allegations of inappropriate conduct.

Approval will be granted based on the above requirements after the disclosure has been reviewed and recommended by your accountable supervisor.

If you undertake voluntary work or a hobby, such as coaching a sports team or working in a community canteen, although you do not need written approval, you must ensure that these activities meet the above requirements. If you are unsure, you should discuss this with your accountable supervisor.

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Public Comments on Council Business

Generally, Councillors comment publicly on Council business. Council business can be topical, sensitive and controversial and there is a process to be followed when making public comments. The CEO is the only employee authorized to make comment to the media. Other employees may comment to the media but only if first approved by the CEO.

You must also ensure that to the extent you collect, handle or give access to personal information you comply with the Privacy Principles outlined under the *Information Privacy Act 2009*. Clause V does not apply to a Public Interest Disclosure to a proper authority. Where you honestly believe on reasonable grounds that you possess information about another Council Officer's conduct that relates to:

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

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

Social Media

A high standard of conduct and behaviour is expected of all employees when using online social media personal and public platforms. Council has delegated a number of employees who are responsible for all Council public social media platforms who are the only employees approved to post and respond to comments on Council's behalf.

As an employee you are not to identify yourself as representing Council on any public social media platforms, unless specifically approved to do so by the CEO or their delegate when contributing or addressing public social networking sites. Refer to Council's *Social Media Policy*.

Advice Given to Elected Officials

Communication between Councillors and employees must be in accordance with the Acceptable Requests Guidelines. Where approved, Council employees must give elected members (Councillors) advice that is thorough, responsive, objective, independent, apolitical and impartial so that Councillors can make decisions and carry out their community responsibilities.

If you believe there is conflict between a request from an elected official and Council policies, directives, procedures, or specific protocols you must discuss this with your accountable supervisor.

External Activities

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

You must not allow your involvement in any external organisation to intrude upon your duty, as a Council employee, to give sound advice to Council that is objective, independent, apolitical and impartial.

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

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

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

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

Behaviour Towards Each Other

Employees are expected to treat others with trust, respect, honesty, fairness, sensitivity and dignity. Council values diversity, and expects all its employees, to accommodate and respect different opinions and perspectives, insight and knowledge and to manage interpersonal disagreements by rational debate.

You must not behave towards any other person, including members of the public, in a way that could be perceived as intimidating, overbearing, antagonistic or bullying, or that may constitute unwelcome conduct of a sexual nature.

As an employee you are required to use appropriate and courteous language in your communications to all and promote respect between individuals and avoid any discomfort. Effective teamwork is an essential part of a productive workplace culture. Each team member needs to work co-operatively with fellow employees and actively and willingly take part in team activities.

Behaviour of Leaders

Employees who supervise or manage other employees are expected to behave in an exemplary manner and set a good standard for employees to follow and have a responsibility to ensure that the people they supervise understand the standard of performance and behaviour that is expected of them at work and when dealing with ratepayers and the general public.

Behaviour toward Children

Council employees who work with children and young people in particular in regulated areas of employment as defined under the *Working with Children (Risk Management and Screening) Act 2000* and for those who may be required to work directly with children and young people during the course of their employment with Council, must follow the standards of behaviour of respect, language, relationships and physical contact towards children and young people.

Non-Discriminatory Workplace

Council aims to create and maintain an inclusive workplace free from discrimination. Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:

1. age
2. breastfeeding
3. family responsibilities
4. gender identity
5. impairment
6. lawful sexual activity
7. parental status
8. political belief or activity
9. pregnancy
10. race/ethnicity
11. relationship status
12. religious belief or activity
13. sex
14. sexuality
15. trade union activity

As an employee of Council, you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally.

If you witness discriminatory behaviour, you have a positive obligation to report such actions to your accountable supervisor, or if such action involves your accountable supervisor, another senior officer. Found cases of unlawful discrimination may lead to disciplinary action taken against offending staff.

Workplace Sexual Harassment

Council is committed to the prevention of any form of sexual harassment in the workplace, or at a place where work related activities are performed, including at social functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to person who have dealings with Council.

As an employee of Council, it is expected that you proactively contribute to building a workplace that is free from sexual harassment. You have a joint responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

Sexual harassment is unwelcome behaviour of a **sexual** nature, which could be expected to make a person feel offended, humiliated or intimidated. Some examples of behaviour which may constitute sexual harassment include:

- lewd comments about appearance.
- sexually suggestive behaviour.
- displays of sexually offensive material.
- sexually explicit emails, texts messages or posts.
- requests for sexual favours.
- repeated request to go out.
- speculation about a person life and sexual activities.

Refer to the Prevention of Sexual Harassment Policy for further information.

Workplace Bullying, Harassment and Victimisation

Council is committed to the prevention of any form of bullying, harassment, or victimisation in the workplace, or at any place where work related activities are performed, including at social functions. This commitment applies to all employees in their relationships with each other, to applicants for employment at Council and to persons who have dealings with Council.

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As an employee of Council, it is expected that you proactively contribute to building a workplace that is free from bullying, harassment and victimisation. You have a responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

Harassment is any unwelcome behaviour directed towards a person based on a personal characteristic, which could be expected to make the person feel offended, humiliated, or intimidated. Some examples of behaviour which may constitute harassment includes:

- Insulting jokes, suggestive comments or offensive gestures related to a person's race, appearance, colour, ethnic origin, disability, gender, sexual characteristics, or a personal appearance.

Bullying is repeated, unreasonable behaviour towards a worker or a group of workers that creates a risk to health and safety. Some examples of bullying include:

- Abusive, insulting, or offensive language.
- Spreading misinformation and rumors.
- Language and behaviour that frightens, humiliates, belittles, or degrades including yelling or screaming.
- Teasing or regularly making someone the brunt of pranks or practical jokes.
- Unreasonably overloading a person with work or not providing enough work.
- Withholding information that is vital for effective work performance.
- Unfair treatment in relation to accessing workplace entitlements such as leave.

Refer to the Prevention of Discrimination, Bullying and Harassment Policy.

The Second Principle – Promoting the Public Good

Public Sector Ethics Act 1994 section 7 states:

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

- Accept and value their duty to be responsive to both the requirements of government and to the public interest; and
- Accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and
- Accept and value their duty to manage public resources effectively, efficiently and economically; and
- Value and seek to achieve excellence in service delivery; and
- Value and seek to achieve enhanced integration of services to better service clients.”

Standards of Conduct:

Customer Service

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

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

Council recognises from time-to-time difficult situations may occur where customers become abusive and threatening. Council does not expect employees to be treated in this inappropriate manner and does not expect employees to resort to such actions themselves. Customers have a right to complain or criticise Council. Council encourages employees to withdraw from the situation and seek assistance or advice from their account supervisor.

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

Council Image

Council is striving for excellence in serving the community and seeks to have a professional image of council reflected at all times.

Employees presentation in workplace or while on official duty must be clean, tidy, respectful, and inoffensive to customers. Clothing worn should have regard to the type of work being performed, work health and safety factors, cultural diversity and consistency across council with respect to a professional image and working conditions.

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

Fairness to Suppliers

Council's contracting activities are regulated pursuant to the *Local Government Act 2009* and *Local Government Regulations 2012*. Further, Council has established policies, procedures and delegations of authority for various stages of procurement of goods and services which reflect sound contracting principles. You must ensure you comply with these principles and follow Council's policies and procedures when seeking suppliers for goods or services.

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If you have been approved to be involved in offering contracts or buying goods and services, you must be sure you have taken reasonable, fair and consistent steps to allow all potential suppliers to bid for work.

In dealing with suppliers, you must ensure that they do not incur any liability or enter into any contract, written or verbal, on behalf of Council, or alter the terms or conditions of any contract which Council has already entered, unless you are authorised to do so.

Refer to the Procurement Policy and Procedures for further information.

Public Money

You must maintain high standards of accountability if you collect and use public money. If you have a reason to occur an expense in the workplace, you should:

- Ensure the expense is for legitimate activities of Council
- Seek prior approval
- Follow correct documentation procedures

If you have the authority to approve expenditure or activity, you are not entitled to:

- Bypass or manipulate existing rules and guidelines for personal benefit
- Commit fraud
- Approve expenditure relating to yourself
- Exceed your financial delegation limit.

Council policies, procedures and guidelines exist to cover the use of specific resources such as council credit cards, mobile phones and procuring goods and services. The must be complied with at all time and can be found on MagiQ.

You are not to borrow or use Council money for private purposes.

Keeping Complete and Reliable Records

All workers are responsible and accountable for making and keeping complete, accurate and reliable corporate records.

The *Public Records Act 2002* requires complete and accurate records be kept providing evidence of Council's activities and decisions and to allow the business to operate effectively. All workers who create or receive records as part of any business activity must register these records into either the corporate records and information management system or other approved business systems.

You must take all reasonable steps to ensure information and records captured are relevant, complete, meaningful and accurate in line with **Council's Information and Records Management Policy**.

All information and records must be disposed of/destroyed in a planned and authorised way. This must be done in line with approved disposal authorities and schedules issued by the Queensland State Archivist and **Council's Information and Records Management Policy**.

You cannot use private email accounts or systems (such as Gmail, Hotmail or similar) and private messaging applications such as Facebook Messenger, SnapChat, and WhatsApp, for Council-related business.

Intellectual Property

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

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

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

Concern for the Environment

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

Council is committed to demonstrating climate change leadership within the community, by considering mitigation and adaptation actions. In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm under the *Environmental Protection Act 1994*.

The Third Principle – Commitment to the system of government

Public Sector Ethics Act 1994 section 8 states:

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

- Accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and
- Are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and
- Accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.

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

Standards of Conduct:

Acting within the Law

Employees are expected to comply with applicable legislation, awards, certified agreements, Council policies, directives, procedures, specific protocols, local laws delegations and work health and safety standards.

You have the right and responsibility to respectfully question how you do your work, particularly if you think there is an imminent risk to the safety of yourself or others, or there is a better way of doing something, or if you think that a direction may be in breach of the law.

When you have recorded your suggestion or concern you are required to work as directed by your accountable supervisor, except where there is an imminent risk to safety. If the matter cannot be resolved within the workgroup, it should be immediately referred to your manager.

You are required at all times to be appropriately licensed, qualified or certified to fulfill the requirements of your position. If any of these are revoked for any reason you are required to immediately inform your supervisors. If the revoked licence, qualification or certificate is a requirement of your job, Council will need to consider your ongoing employment.

Notification of Criminal Charges and Convictions

You must notify your supervisor of any current charges for indictable offences and findings of guilt for all offences. (Indictable offences include those tried before a judge and/or jury, such as murder, sexual assault, robbery, assault, and break and enter).

The outcome of the notification will depend on the individual circumstances of the case, and on the nature of the charge or conviction and its relevance to the inherent requirements of your position.

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Acting in Accordance with Delegations and Signing Documents on Behalf of Council

If you are requested to undertake an action on behalf of the CEO or Council, prior to exercising any power on behalf of the CEO you must ensure there exists an appropriate delegation pursuant to State or Federal legislation and Council's administrative delegations register.

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

- The Mayor or Mayor's delegate.
- A delegate of Council, or
- A Council employee who is authorised, in writing, by the CEO to sign documents.

Fraud and Corruption

Fraud and corruption pose a serious risk to Council. The potential damage extends well beyond any financial losses but threatens both council's integrity and that of the individual, it is the responsibility of all employees to prevent fraud.

Employees have an obligation to prevent fraud and corruption and all employees have a duty to report suspected fraud and corruption. Staff members are encouraged to contribute to the development of improved systems and procedures that will enhance Council's resistance to fraud and corruptions.

Refer to the *Fraud and Corruption Prevention Policy*.

Raising Concerns

All employees have the right to comment on or raise concerns about Council policies, directives, procedures, or specific protocols where they impact on your employment. However, you must do this in a reasonable and constructive way and take responsibility for your comments and views.

Further, you must accept that council has the right to determine its policy, practices and priorities and that you must comply with all reasonable and lawful instructions given, whether or not you personally agree with the given policy direction.

When raising complaints or grievances, employees are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed. Council's disciplinary process may be applied if an employee knowingly raises vexatious or frivolous complaints.

Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive, and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

As a general rule you can maintain privacy by:

- Not discussing work matters with people not entitled to know such information; and
- Taking responsibility to safeguard confidential files and information; and
- Ensuring collected information is only used in a manner consistent with the purpose for which it was originally collected; and
- Ensuring that you are complying with council policy in relation to maintaining privacy of personal information.

It may be appropriate to share information based on your personal and professional experience (e.g. in seminars or training programs). However, in sharing your experiences, you must ensure that where personal information is involved, you don't breach Council's privacy obligations or Code of Conduct. You may breach this obligation even if comments are made, or personal information other than your own, is shared in your personal life, including via social media platforms. It is

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important that you understand that such contents posted on social media platforms constitutes a breach of this code and/or other council policies.

In addition to the *Information Privacy Act 2009*, section 200 of the *Local Government Act 2009* makes it an offence for a person who is, or has been, a Council employee to release information that the person knows, or should reasonably know, is information that is confidential to Council and that Council wishes to keep confidential.

Personal and other information may on occasion be sought from Council by an employee or other members of the public pursuant to the *Right to Information Act 2009*. If such a request is made of you, you must ensure that you refer to such requests to the **Governance Team** to be properly considered.

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The Fourth Principle – Accountability and transparency

Public Sector Ethics Act 1994 section 9 states:

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

- Are committed to exercising proper diligence, care and attention; and
- Are committed to using public resources in an effective and accountable way; and
- Are committed to managing information as openly as practicable within the legal framework; and
- Value and seek to achieve high standards of public administration; and
- Value and seek to innovate and continuously improve performance; and
- Value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and public officials.

Standards of Conduct:

Using Council Assets

If you are in possession of or use Council assets, you must take good care of them and ensure they are used safely, legally and economically

Council's assets include property, plant and vehicles, equipment, information data and records, business systems, goods, products and valuables (this includes surplus material, waste material and off-cuts, and items marked for disposal).

It is an offence to misuse or allow anyone else to misuse Council assets. You must take all reasonable actions to ensure assets are secured against theft and are properly stored, maintained, and repaired. If an asset is stolen or misplaced, it must be reported to your accountable supervisor.

If you use a Council vehicle, you must not use it for private use or non-work purposes, unless in circumstances specifically allowed by Council. Refer to Council's Vehicle Policy.

You cannot take surplus or obsolete Council assets or materials for private purposes. When you leave Council, you must return all Council property (including all items with identifiable logos, access readers and badges) and remove any work-related documents, information, software, apps or services from any personal devices or storage, as per the Exit Checklist.

Diligence, Care and Attention

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

- Behaving and acting in accordance with this code.
- Maintaining punctuality and not being absent from your work station/location during work time without reason.
- Giving priority to official duties over personal activities during work time.
- Ensuring you do not undertake personal work during work time.
- Monitoring your own behaviour and if you become aware that your actions are negatively impacting upon others, you must take necessary steps to modify such behaviour.
- Productively and positively contributing to the culture of Council.
- Helping council achieve its mission and goals by acting to improve systems and practices.
- Conducting yourself in a way so others gain confidence and trust in the way council does business.
- Not allowing your conduct to distract or prevent others from working.

- Not exposing council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

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

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

Attendance at and Absence from Duty

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

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

Council's operational efficiency depends on your punctuality and attendance at your workstation/location. All employees must take care to ensure they are fit for work.

All employees have an obligation to ensure that they promptly notify Council as soon as reasonably possible upon becoming aware that they are going to be absent from work.

Self-Development

All local government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance. You should aim to maintain and improve your work performance and that of your work unit in the delivery of customer service. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

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

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Workplace Health and Safety

Council is committed to a safety-first culture and providing a work environment that prioritises the health, safety, and wellbeing of all employees.

You must take all reasonable care regarding your physical and psychological health, safety and wellbeing in the workplace. You must do the same for your colleagues, our community and our customers. Taking reasonable care includes taking proactive steps to maintain and improve health, safety and wellbeing. Documentation in Council's Safety Management System details the minimum health, safety and wellbeing standards acceptable for our workplace.

'Taking reasonable care' to ensure your health, safety and wellbeing includes but is not limited to:

- identifying hazards and managing risks to physical and psychological health, safety, and wellbeing
- familiarising yourself with, and complying with Council's Health and Safety Policy and any other Council policy and/or operational policy relevant to workplace health and safety.
- performing all work safely and following safe work practices as an inherent requirement of your position
- not tampering with or altering any fitted safety devices
- notifying a supervisor of health issues that are impacting (or are likely to impact) your capacity to perform the inherent requirements of your role in a safe manner.
- ensuring that you are fit for duty when attending work.
- correctly using personal protective equipment, tools and equipment as required
- reporting any incidents, hazards or near misses immediately and supporting investigations
- taking corrective action to 'make safe' and implement improvements.

At all times you have the right to temporarily stop or delay any task which, in your professional opinion, is unsafe, and must promptly notify your supervisor of your opinion and the reasons for it.

Refer also to Council's Workplace Health and Safety Policy.

Alcohol and Other Drugs

Employees must keep the workplace drug and alcohol free. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety. As such you must not:

- Report to work or undertake council work or your duties with drugs and/or alcohol in your system in excess of the tolerance levels set out in the Alcohol and Other Drugs Policy. (All Council workers may be subject to testing in relation to drug and/or alcohol levels as prescribed by the Alcohol and Other Drugs Policy)
- Use, possess or traffic illegal drugs whilst on duty.
- Consume alcohol while on duty or in the workplace (unless specifically authorised)

Refer to Council Alcohol and Other Drugs Policy.

Breaches of the Code

Council is committed to:

- building an ethical workplace environment
- maintaining and enhancing public confidence in the integrity of Council and its workers
- seeking to ensure that anyone who behaves contrary to the principles, values and standards contained in this code is subject to appropriate and consistent organisational justice.

While reasonable efforts to behave ethically and 'actions in good faith' will be supported, failure to comply with the code, or unethical or corrupt conduct may result in Council taking a range of actions. These could include:

- informal counselling, plus a letter of expectations or cautionary notice
- initiating procedures to manage diminished (poor) performance
- disciplinary action in line with the *Local Government Regulation 2012*, which may be one or more of the following:
 - dismissal
 - demotion, including a reduction in remuneration.
 - a written reprimand or warning.

You may also be suspended from duty in certain circumstances including, but not limited to:

- where there is a risk or potential risk to health and safety
- where concerns about your conduct are being investigated or otherwise addressed
- if there is a suspicion of fraud or other corrupt conduct
- where your actions lead to a loss or suspension of requirements mandatory for your position, such as driver licence, Blue Card or similar.

The principles of natural justice will be observed. This means that before a decision is made about you, you have the right to:

- be informed about the nature and content of the allegations against you.
- provide a response to the allegations.
- have any decision made by an objective decision-maker.

Additionally, serious breaches of the code that could amount to a criminal offence may be referred to the Queensland Police Service and/or the Crime and Corruption Commission (CCC). Allegations of corrupt conduct or suspected corrupt conduct may be referred to the CCC for investigation, in accordance with the requirements of the Crime and Corruption Act 2001.

Council reserves the right to implement any civil action or claim to recover losses or compensation for damage resulting from fraud or corruption activities.

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If You Have a Concern

The *Public Interest Disclosure Act 2010* and the *Public Sector Ethics Act 1994* provides for the protection of council staff and other public officers and, where applicable, other persons making public interest disclosures about suspected unlawful, negligent or improper conduct at council, or about danger to public health and safety or the environment.

Council encourages the reporting of wrongdoing.

Council is committed to ensuring that public interest disclosures are appropriately managed to address wrongdoing, and that those who make disclosures are supported and protected from reprisal.

Where an employee honestly believes on reasonable grounds that they possess information about another Council Officer's conduct that relates to:

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

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

Should you wish to make such a disclosure please contact:

- Internal channels (e.g. accountable supervisor, manager, Director, Human Resources, Chief Executive Officer)
- External channels (e.g. Crime and Misconduct Commission, the Ombudsman, Anti-Discrimination Commission etc.).

Publication

In accordance with the requirements of Section 20 of the *Public Sector Ethics Act 1994*, the Chief Executive Officer will keep a printed copy of the Code available for inspection in the Executive Office and Council will publish the Code and make available for all employees to access.

Training

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

Authority

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

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- Consultation has been carried out with employees and management.
- Consultation has been carried out with the Joint Consultative Committee.

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

Further Assistance

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

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

Alternatively you might wish to contact one of the Human Resources Team.

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Definition of Terms

The terms below have the following meanings for the purposes of this policy. Where appropriate, meanings have been adopted from relevant legislation.

- ▶ **“benefit”** means something that is similar to a gift in that it is of value to the recipient, but it is less tangible in nature. (e.g. New job or promotion, preferential treatment, or access to confidential information)
- ▶ **“bribe”** includes a benefit (including property) given to, conferred upon or procured for a councillor or employee (or promises to do so) with a view to influencing the councillor or employee in the discharge of his or her duty, to neglect his or her duty, or using or taking advantage of his or her office to facilitate the commission of an offence.
- ▶ **“Chief Executive Officer”** includes a person acting in that position at the time.
- ▶ **“Conflict of interest”** means a conflict between a Council employees work responsibilities and their personal or private interests. A conflict of interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent)
 - A real conflict of interest is a conflict between an employee’s duties and their private interests. For example, John is on a recruitment and selection panel and his sister is applying for a position to be decided by that panel.
 - A perceived conflict of interest arises where a person is likely to believe an employee’s private interest could improperly influence the at work. Such a perception is judged having regard to what a fair and reasonable member of the public could be expected to believe. For example, Sarah works for Council as a Community Grants Funding Program Manager. On the weekend she plays tennis with the Director of a community organisation applying for funding through the funding program Sarah is managing. A reasonable person is likely to believe that Sarah could b improperly influenced by the relations she has developed with the director at tennis.
- ▶ **“Director”** includes a person acting in that position at the time.
- ▶ **“gift”** means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay or given to create a feeling of obligation.
- ▶ **“indictable offence”** – means a crime or misdemeanor for which an offender cannot, unless otherwise expressly allowed, be prosecuted or convicted except upon indictment.
- ▶ **“indictable offence conviction”** – means a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded, in relation to an Indictable offence.
- ▶ **“manager”** includes a person acting in that position at the time.
- ▶ **“officer”** refers to an employee of Council.

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- ▶ **“official misconduct”** means wrongdoing by a public sector official (including police) in carrying out their official duties or exercising their powers. It must involve one of the following:
 - dishonesty or lack of impartiality;
 - a breach of the trust put in a person by virtue of their position; or
 - a misuse of officially obtained information.

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

- ▶ **“public official”** means an employee of Council.
- ▶ **“staff”** refers to an employee of Council.
- ▶ **“summary conviction”** means a summary conviction of an Indictable offence by a Magistrates Court.
- ▶ **“types of interests”** – interests can be financial, non-financial, personal, private, family or business. A financial interest is when the employee could gain a personal financial benefit including having shares, receiving gifts, benefits or bribes or receiving hospitality or travel.

Appendix A – Guide to Ethical Decision-Making

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

Step 1: assess the situation.

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

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

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

Step 3: how would others see your actions?

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

Step 4: consider the options.

- ▶ Ask your accountable supervisor, or any person who is able to give sound, relevant advice.

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- ▶ What options and consequences are consistent with Council's values, the five local government principles, the four ethics principles fundamental to good public administration and your obligations?
- ▶ What are the costs and long-term consequences of each option?
- ▶ How would the public view each option?
- ▶ What will be the outcome for Council, your colleagues, others and you?

Step 5: choose your course of action.

- ▶ Make sure your actions are:
- ▶ Within your power to take, legal and in line with policy and this Code;
- ▶ Fair and able to be justified to your manager and the public;
- ▶ Documented so a statement of reasons can be supplied;
- ▶ Consistent with Council's mission, goals and values; and
- ▶ Backed by advice from Council specialists, if this is appropriate.

DRAFT

7.3 Tallundilly Crossing

Consideration of review of the Tallundilly Crossing project costs and outcomes.

Corporate Plan Alignment

Strategy

OUR SERVICES

3.3.1 Maintain a safe and reliable road and airport network through the efficient and effective use of resources

OUR FINANCES

4.1.1 Achieve efficiency and reduce risks through contemporary technology, and innovative work processes

Consultation:

Internal	External
Director of Works Chief Financial Officer	Nil

Officer Report

Responsible Officer:

Brett Walsh (Chief Executive Officer)

The replacement of the crossing of Tallundilly Creek on Isisford Yaraka River Road was completed over the 2024 and 2025 financial years. This project was approved and funded by the Qld Reconstruction Authority as a flood damage project. The realignment of the approaches to the crossing were not eligible for QRA funding and were funded by Council.

There were some delays during construction including:

- Waiting on QRA approval for the project
- The need to design and obtain approval for the installation of fish passages
- Rain events
- Contractor availability

Council's Internal Audit process has used this project as one of three key projects to review Council's project management processes. The learnings from these three projects have been reported to Council's Audit and Risk Committee.

Appendices

1. CONFIDENTIAL REDACTED - T costs [7.3.1 - 1 page]

Recommendation:

That the Committee receives the report.

7.4 Customer Service Requests

Consideration of outstanding Customer Service Requests received.

Corporate Plan Alignment

Strategy

OUR LEADERSHIP

5.3.1 Deliver quality, timely, and efficient service to prioritise customer needs and outcomes
--

Consultation:

Internal	External
Relevant officers	Relevant customers

Officer Report

Responsible Officer:

Council officers as assigned by the Customer Service team.

Presented for the information of the committee is a confidential summary of outstanding Customer Service Requests.

Recommendation:

<i>That the Committee receives the Customer Service Request report, as presented.</i>

7.5 Pony Club discussion

Council will discuss land options with members of the Longreach Pony Club.

Corporate Plan Alignment

Strategy

OUR COMMUNITY

1.1.1 Maintain and enhance public open spaces, parks, gardens, and pathways for community enjoyment, to create a cooling environment, and to improve accessibility

1.1.2 Maintain and enhance community facilities and services to meet the needs and interests of residents

1.2.1 Actively engage with the community to foster inclusiveness, identity, heritage, and participation

1.3.1 Effectively manage stock routes and reserves for public use while improving natural environmental health

Consultation:

Internal	External
Councillors, ELT, Planning	Longreach Pony Club, Department of Natural Resources

Officer Report

Responsible Officer:

Brett Walsh (Chief Executive Officer)

Council is currently discharging sewerage wastewater across the Pony Club land (Lot 144 on PD180) and neighbouring land (Lot 11 SP322812) and into the Thomson River.

Council is investigating solutions to cease this practice. This may include building more evaporation ponds or irrigating fodder crops. Solutions may require more land.

Council is therefore requesting to acquire some land from the Pony Club, with a number of options being considered.

1. Council acquires all of the Pony Club land and offers the Club an alternative site for their activities. This may be to the north-west of the showground or another suitable parcel of land.
2. Council acquires the western portion of Pony Club land including the current water discharge drain. The Club would retain the eastern portion of land including the buildings and yards and therefore operate over a smaller area of land.
3. Council acquires the western portion of Pony Club land including the current water discharge drain and then offers the Club a lease on a neighbouring portion of town common land to use exclusively.

Council will consider compensation to the Club for any land acquired, either in cash or in alternative land.

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Potential alternative land could be Lot 3 SP340143 which is located northwest of the showground and is a portion of the soon to be established recreational reserve. This option would allow the club to make use of facilities at the Showgrounds, adjoining the land, and offers other benefits associated with Recreational Reserve tenure such as the ability to install permanent infrastructure such as fences and shelters.

Another option is for the Club to retain a portion of their land adjoining with existing infrastructure and facilities and access the town common. Under this option, the Club would retain 87.92Ha of its existing parcel, and Council would acquire the area highlighted in red. The nearest adjoining Town Common parcels is in green (Lot 4 SP232181).

Council met with the Pony Club on 12 December at the Pony Club grounds. At that meeting it was agreed to hold a follow up meeting in January at the Council Chambers.

Questions asked by the Pony Club following the December meeting:

Are there provisos on erecting fences and shelters on any areas on the Town Common?

Yes. This is why we are changing the title to Recreation Reserve.

Will the new Recreational Reserve be divided up between already existing groups?

No. Only upon request to and approval by Council.

Will Water and Power be connected to proposed Recreational Reserve to assist in establishment?

This would be negotiated with the Club.

Do you have existing By-Laws that we can peruse that may assist our members?

Council has Local Laws which are available to read on Council's website.

Pony Club Queensland, has stringent regulations for all of its Clubs to follow regarding the use of "areas". They must be completely enclosed and fenced safely.

Noted.

Appendices

1. Pony Club land current [7.5.1 - 1 page]
2. Recreation Reserves overview [7.5.2 - 1 page]
3. Rec Reserve [7.5.3 - 1 page]
4. Town Common [7.5.4 - 1 page]

Recommendation:

That Council receives the feedback from the Longreach Pony Club.

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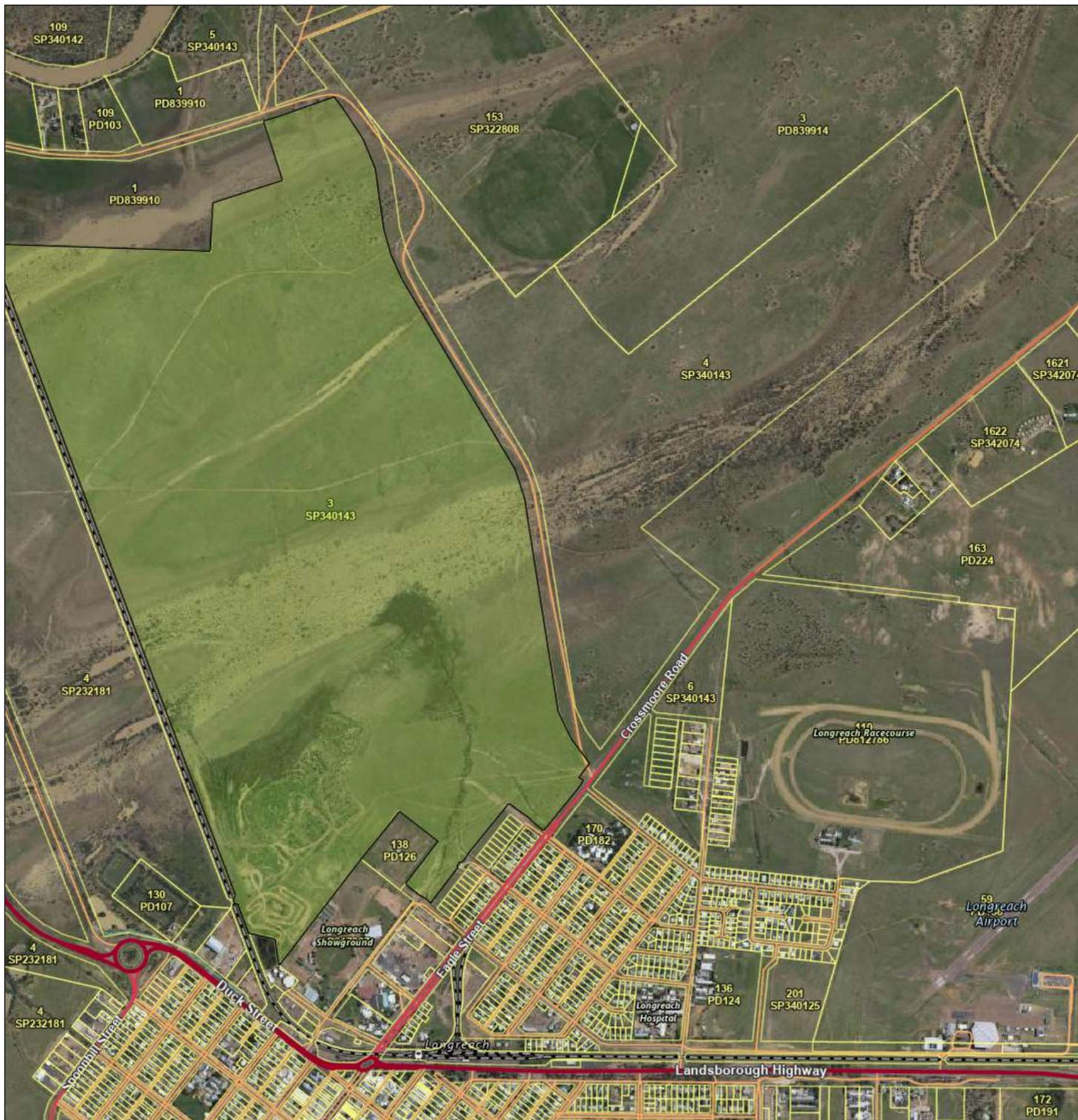
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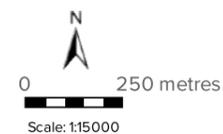
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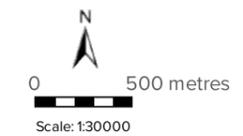
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7.6 Meetings Action Register

Consideration of actions arising from previous meetings.

Corporate Plan Alignment

Strategy

OUR LEADERSHIP

5.2.1 Maintain a robust strategic and policy framework that meets statutory requirements, mitigates risks, and drives effective governance practices

Consultation:

Internal	External
Relevant Managers ELT	Councillors

Officer Report

Responsible Officer:

Senior staff as assigned in the Action Register

Presentation of a confidential summary of the actions arising from previous meetings.

Appendices

1. CONFIDENTIAL REDACTED - Actions Register Jan 2026 Gov Meeting [7.6.1 - 10 pages]

Recommendation:

That the Committee receives the Meetings Actions Register report, as presented.

8 Late Items

Nil for this meeting

9 Closed Matters

9.1 Childcare Update

Reasons for Confidentiality

This item is considered confidential pursuant to the *Local Government Regulation 2012*, Section This report is considered confidential in accordance with section 245J (3) (c) of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

10 Closure of Meeting