



# Ordinary Council Meeting

## AGENDA

Council Chambers, 95-101 Alfred St, Charleville

15 December 2022

9am



Getting into the Christmas Spirit in Cooladdi

**Notice is hereby given that an Ordinary Council Meeting of the Shire of Murweh will be held in the Council Chambers, 95-101 Alfred St, Charleville on 15, December 2022 at 9am.**

**Order of Business**

|           |   |            |
|-----------|---|------------|
| <b>1</b>  | <b>Opening Prayer</b> .....   | <b>4</b>   |
| <b>2</b>  | <b>Apologies and Leave of Absence</b> .....                             | <b>4</b>   |
| <b>3</b>  | <b>Confirmation of Minutes</b> .....                                    | <b>4</b>   |
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| <b>5</b>  | <b>Mayoral Minute</b> .....   | <b>13</b>  |
|           | Nil   |            |
| <b>6</b>  | <b>Notice of Motion</b> .....   | <b>13</b>  |
|           | Nil   |            |
| <b>7</b>  | <b>Correspondence for Members’ Information</b> .....                    | <b>13</b>  |
|           | Nil   |            |
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|           |  |            |
|-----------|--|------------|
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| <b>14</b> | <b>Correspondence for Consideration.....</b> | <b>162</b> |
|           | Nil  |            |
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|           | Nil  |            |
| <b>16</b> | <b>Closure .....</b>                         | <b>162</b> |



**10:30AM**

**MARCH STUDIO PRESENTATION**

**1 OPENING PRAYER**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Apologies**

Nil

**Leave of Absence**

Nil

**Applications for Leave of Absence**

**3 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 17 November 2022



# Ordinary Council Meeting

## MINUTES

Council Chambers, 95-101 Alfred St, Charleville

Thursday, 17 November 2022

9.00AM



**MINUTES OF MURWEH SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 95-101 ALFRED ST, CHARLEVILLE  
ON THURSDAY, 17 NOVEMBER 2022 AT 9.00AM**

**PRESENT:** Cr S Radnedge (Mayor), Cr R Eckel, Cr P Alexander, Cr P Taylor. Cr M McKellar

**IN ATTENDANCE:** J Gorry (A/CEO), R Ranson (Director Community & Health Services), J Nicholson (Director Economic Development & Tourism), C Alexander (Contract Accountant), S Surapanini (Asset Engineer)

**1 OPENING PRAYER**

Fr Doohan delivered a prayer for the guidance of Council.

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Apologies**

Nil

**Leave of Absence**

Nil

**Applications for Leave of Absence**

Nil

**3 CONFIRMATION OF MINUTES**

**MOTION**

Moved: Cr P Taylor

Seconded: Cr P Alexander

That the minutes of the Ordinary Council Meeting held 21 October 2022 be taken as read, confirmed, amended and signed as a correct record of proceedings.

Cr M McKellar leave of absence is for October Meeting Only.

Cr Alexander is listed as Deputy Mayor – change to Cr Eckel Deputy Mayor

**4 BUSINESS ARISING FROM MINUTES**

13.3 – there have been amendments lodged.

**5 MAYORAL MINUTE**

Nil

**6 NOTICE OF MOTION**

Nil

**7 CORRESPONDENCE FOR MEMBERS' INFORMATION**

Nil

**8 DECLARATION OF CONFLICTS OF INTEREST**

Cr Eckel and Cr Taylor acknowledged a prescribed conflict of interest for item 12.2, being on the Historical House Committee. Whilst acknowledging the conflict, Council do not believe a reasonable person could have a perception of bias because there is no monetary gain and it is a voluntary organisation, Therefore, Crs Taylor and Eckel remained in the meeting for the discussion but refrained from voting.

**9 UPDATE/CHANGE TO COUNCILLOR REGISTER OF INTEREST**

Cr Alexander advised he will need to make an update to his register.

**10 CORPORATE & REGULATORY**

|  |
|--|
| <b>10.1 ENVIRONMENTAL HEALTH, LOCAL LAWS AND STOCK ROUTES</b>  |
| <p><b>RESOLUTION 071/22</b><br/>                 Moved: Cr R Eckel<br/>                 Seconded: Cr P Alexander<br/>                 That Council accepts the Environmental Health, Local Laws and Stock Routes Report</p> <p style="text-align: right;"><b>CARRIED</b></p> |

|   |
|---|
| <b>10.2 HUMAN RESOURCES REPORT</b>  |
| <p><b>RESOLUTION 072/22</b><br/>                 Moved: Cr P Taylor<br/>                 Seconded: Cr M McKellar<br/>                 That Council receives the Human Resources Report</p> <p style="text-align: right;"><b>CARRIED</b></p> |

The meeting adjourned for a morning tea break at 10:40 AM.

The meeting resumed normal proceedings at 11:05 AM.

|   |
|---|
| <b>10.3 HUMAN RESOURCES POLICIES FOR REVIEW</b>   |
| <p><b>RESOLUTION 073/22</b><br/>                 Moved: Cr R Eckel<br/>                 Seconded: Cr P Taylor<br/>                 That Council accepts and adopts the revised versions of the following Human Resources Policies:</p> <ul style="list-style-type: none"> <li>• HR-017 Relocation Assistance Policy</li> <li>• HR-019 Social Media Policy</li> <li>• HR- 022 Recruitment &amp; Selection Policy (with inclusion of a section relating to Police and other checks as required for the position and senior positions)</li> <li>• HR-024 Employee Code of Conduct</li> </ul> |

- HR-033 Training & Development Policy (Including that trainees and apprentices are able to gain experience with other tradesmen if the need arises to fulfill the requirements of the industry)

**CARRIED**

**10.4 WORKPLACE HEALTH & SAFETY REPORT**

**RESOLUTION 074/22**

Moved: Cr P Alexander  
 Seconded: Cr M McKellar

That Council receives the report from the Workplace Health & Safety Section

**CARRIED**

**10.5 ANIMAL EXCLUSION FENCING REQUIRED AT MURWEH LANDFILLS**

**RESOLUTION 075/22**

Moved: Cr P Alexander  
 Seconded: Cr R Eckel

That Council approves a budget provision of \$75,000 under LRCIP3 funding for the ‘animal proof’ fencing of its three licenced Landfills within Charleville, Morven and Augathella, as part of its General Biosecurity Obligation (GBO) as Registered Landfill Owners.

**CARRIED**

**10.6 PERIODIC POLICY REVIEW AND AMENDMENT**

**RESOLUTION 076/22**

Moved: Cr M McKellar  
 Seconded: Cr P Taylor

That Council pursuant to Chapter 5 Parts 4, 5 and 6 of the Local Government Regulation (Qld) 2012, Council adopts the reviewed and amended Policies as scheduled hereunder, and further, the proposed Overdue Rates and Charges Recovery Process Policy amendment, as recommended be added as Item (6.5) to Councils existing Revenue Policy FIN-002 (with a change from \$500 to \$900 6.5.3)

| Policy Name                | Policy No. |
|----------------------------|------------|
| Revenue                    | FIN-002    |
| Advertising                | FIN-005    |
| Community Grants           | FIN-012    |
| Financial Delegation       | FIN-013    |
| Related Party disclosure   | GOV-002    |
| Public Interest Disclosure | GOV-006    |

**CARRIED**



**10.7 APPROVED INSPECTION PROGRAM**

That the matter lay on the table until the December meeting.

**10.8 FINANCIAL REPORT - OCTOBER 2022****RESOLUTION 077/22**

Moved: Cr P Alexander

Seconded: Cr M McKellar

That Council receives the financial report ending October 2022

**CARRIED**

**10.9 FIRST BUDGET REVIEW 2022-2023****RESOLUTION 078/22**

Moved: Cr R Eckel

Seconded: Cr P Taylor

- That Council That Council adopt the First Budget Review 2022-23 as presented
- That Council adopt the revised Financial Statements 2022-23 and following two years
- That Council adopt the 10-year revised Financial Statements 2022-2032

**CARRIED**

**10.10 ANNUAL REPORT 2021-2022  
SIGNED FINANCIAL STATEMENTS 2021-2022****RESOLUTION 079/22**

Moved: Cr M McKellar

Seconded: Cr P Alexander

That Council adopts the Annual Report 2021-22 including the signed Financial Statements 2021-22.

**CARRIED**

**11 ECONOMIC DEVELOPMENT & TOURISM****11.1 CHARLEVILLE VISITOR INFORMATION CENTRE REPORT****RESOLUTION 080/22**

Moved: Cr M McKellar

Seconded: Cr R Eckel

That Council receives the October report from the Visitor Information Centre

**CARRIED**

|   |
|---|
| <b>11.2 WWII SECRET BASE &amp; TOUR OCTOBER 2022</b>  |
| <p><b>RESOLUTION 081/22</b></p> <p>Moved: Cr P Alexander<br/>                 Seconded: Cr P Taylor</p> <p>That Council receive the report from the WWII Secret Base and Tour for October.</p> <p style="text-align: right;"><b>CARRIED</b></p> |

|   |
|---|
| <b>11.3 COSMOS CENTRE REPORT</b>  |
| <p><b>RESOLUTION 082/22</b></p> <p>Moved: Cr P Taylor<br/>                 Seconded: Cr M McKellar</p> <p>That Council receives the October Report from the Cosmos Centre &amp; Planetarium.</p> <p style="text-align: right;"><b>CARRIED</b></p> |

**12 COMMUNITY & HEALTH SERVICES**

|  |
|--|
| <b>12.1 COMMUNITY &amp; HEALTH SERVICES REPORT</b>   |
| <p><b>RESOLUTION 083/22</b></p> <p>Moved: Cr R Eckel<br/>                 Seconded: Cr P Taylor</p> <p>That Council receives the Community &amp; Health Services Report</p> <p style="text-align: right;"><b>CARRIED</b></p> |

|  |
|--|
| <b>12.2 CHARLEVILLE &amp; DISTRICT HISTORICAL SOCIETY - DISCOUNT ON RATES</b>  |
| <p><b>RESOLUTION 084/22</b></p> <p>Moved: Cr P Alexander<br/>                 Seconded: Cr M McKellar</p> <p>That Council advise Charleville &amp; District Historical Society that it already receives a community exemption from paying general rates, and there is no further discount that Council can offer at this time. The society is encouraged to apply for in-kind support under the next round of the Council assistance program.</p> <p style="text-align: right;"><b>CARRIED</b></p> |

**13 ENGINEERING SERVICES**

|                                 |
|---------------------------------|
| <b>13.1 ENGINEERING REPORT</b>  |
| <p><b>RESOLUTION 085/22</b></p> |

Moved: Cr P Taylor  
 Seconded: Cr M McKellar  
 That Council receives the Engineering Report

**.CARRIED**

**14 CORRESPONDENCE FOR CONSIDERATION**

Nil

**15 CONFIDENTIAL MATTERS**

**RESOLUTION 086/22**  
 Moved: Cr P Alexander  
 Seconded: Cr P Taylor

*The matter regarding a “Partnership Approach” which Rex is proposing will increase Charleville passenger numbers to the local benefit of the Charleville community and will provide certainty of revenue for Council’s airport, and consistency of cost for Rex. Rex claims this will in turn will create a favourable environment for passenger growth, and an ability to offer a targeted fare specifically for Murweh Shire residents.*

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

**15.1 Mayoral Minute - REX Airlines Partnership Proposal**

This matter is considered to be confidential under Section 275 - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government’s budget.

**CARRIED**

**RESUMPTION OF STANDING ORDERS**

**RESOLUTION 087/22**  
 Moved: Cr P Alexander  
 Seconded: Cr R Eckel

A motion was moved that Council resume standing orders.

**CARRIED**

**15.1 MAYORAL MINUTE - REX AIRLINES PARTNERSHIP PROPOSAL**

**RESOLUTION 088/22**  
 Moved: Cr P Alexander  
 Seconded: Cr P Taylor

That Council agrees in principle to the proposed Partnership Agreement outlined by Rex Airlines, and delegates authority to the Mayor and CEO to finalise negotiations.

**CARRIED**

| <b>MOTION</b>  |
|--|
| <p><b>RESOLUTION 089/22</b></p> <p>Moved: Cr S Radnedge<br/>                     Seconded: Cr R Eckel</p> <p>That Council initiate the process to borrow funds for the construction and/or purchase of two houses suitable for Executive Accommodation.</p> <p style="text-align: right;"><b>CARRIED</b></p> |

**16 CLOSURE**

There being no further business the Mayor declared the meeting closed at 1:45PM.

**4 BUSINESS ARISING FROM MINUTES**

**5 MAYORAL MINUTE**

Nil

**6 NOTICE OF MOTION**

Nil

**7 CORRESPONDENCE FOR MEMBERS' INFORMATION**

Nil

**8 DECLARATION OF CONFLICTS OF INTEREST**

**9 UPDATE/CHANGE TO COUNCILLOR REGISTER OF INTEREST**

**10 CORPORATE & REGULATORY**

**10.1 HUMAN RESOURCES REPORT**

**Author:** Human Resource Manager  
**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**  
 That Council receives the Human Resources Report

**BACKGROUND**

**Recruitment**

Loader Operator 9.12.22  
 Grader Operator re advertised 9.12.22  
 Multiskilled Plant Operator 15.12.22  
 2 x Temp Labouring Positions 15.12.22  
 Corporate Marketing, Media & Events Officer 16.12.22  
 Senior Guide & Trainer readvertise Jan 23

**Appointments**

Brad Treadwell – Labourer commences 3 Jan 23  
 Chelsea Smith – Cosmos Sales & Souvenirs Officer commences 9 Jan 23  
 Fern Reynolds – VIC Officer commences 30 Jan 23  
 Abigail Farrawell – WWII Coordinator commences 13 Feb 23

**Traineeships / Apprenticeships**

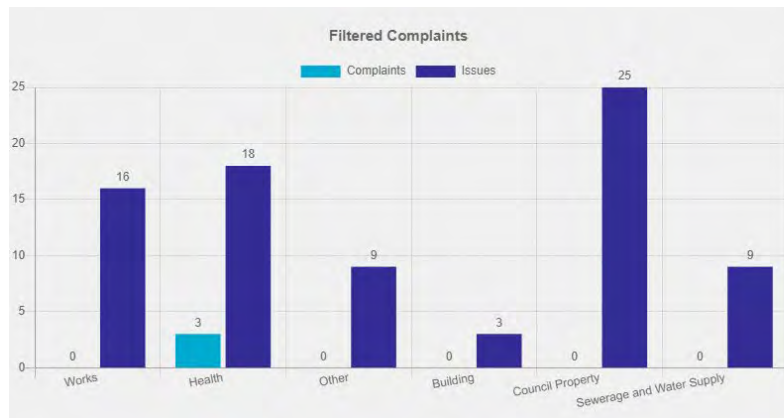
Business Admin Trainee commence Jan 23  
 Apprentice plumber commence Jan 23

**Overtime**

| Pay Period | Dates                | Hours | Amount | Hours | Amount |
|------------|----------------------|-------|--------|-------|--------|
| 9-10       | 10/09/22 to 04/11/22 | 328   | 17,423 | 600   | 31,084 |
| 11-12      | 05/11/22 to 02/12/22 | 575   | 28,481 | 566   | 27,982 |
|            |                      |       |        |       |        |
|            |                      |       |        |       |        |

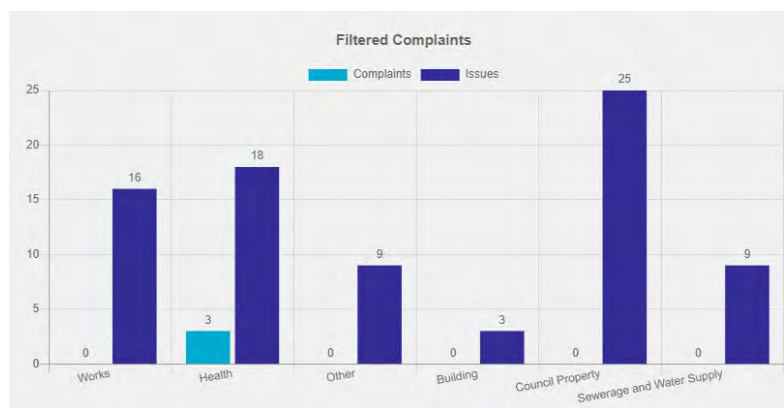
**Guardian Customer Request Report**

**Work Request/Issues**



| Job Type                  | Complaints | Issues |
|---------------------------|------------|--------|
| Works                     | 0          | 16     |
| Health                    | 3          | 18     |
| Other                     | 0          | 9      |
| Building                  | 0          | 3      |
| Council Property          | 0          | 25     |
| Sewerage and Water Supply | 0          | 9      |

**Resolved Work Request**



| Job Type                  | Complaints | Issues |
|---------------------------|------------|--------|
| Works                     | 0          | 16     |
| Health                    | 3          | 18     |
| Other                     | 0          | 9      |
| Building                  | 0          | 3      |
| Council Property          | 0          | 25     |
| Sewerage and Water Supply | 0          | 9      |

**LINK TO CORPORATE PLAN**

1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

**ATTACHMENTS**

Nil

**10.2 HUMAN RESOURCE POLICIES FOR REVIEW**

**Author:** Human Resource Manager

**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**

That Council accepts and adopts the revised versions of the following Human Resources Policies:

- HR-008 Smoking Policy
- HR-012 Disclosure of Personal Information Policy
- HR- 023 Parental Leave Policy
- HR-025 Staff Travel Expenses Policy
- HR-026 Working from Home Policy
- HR-030 Sharing Images Policy

**BACKGROUND****Purpose**

The purpose of the policies which are attached for review is to provide clarity and direction to Council and senior staff, regarding several aspects of Human Resource Management, as it pertains to the Murweh Shire Council workplace, and to ensure legislative and community standards are met.

Each of the Five (5) policies address specific and critical components of Human Resource Management.

- **HR-008 Smoking Policy** - The purpose of this policy is to ensure Murweh Shire Council meets its obligation to protect the health of employees under the Work Health and Safety Act 2011(Qld).
- **HR-012 Disclosure of Personal Information Policy** - Personal information concerning employees is confidential and will only be used for purposes for which the information is relevant.
- **HR-023 Parental Leave Policy** – outlines entitlements, conditions and arrangements with respect to Parental Leave
- **HR-025 Staff Travel Expenses Policy** – The purpose of this policy is to outline the entitlements for staff when travelling on behalf of the Council for training or another activity approved by the CEO or Directors
- **HR-026 Working from Home Policy** – Council acknowledges that working from home arrangements may be appropriate for certain positions and in certain circumstances for a temporary period.
- **HR-030 Sharing Images Policy** – outline the conditions under which Media release is used by Murweh Shire between MSC and yourself and the obligations of employees.

There are various pieces of Legislation that underpin the need to have these polices, they include:

- Industrial Relations Act 2016
- Anti-Discrimination Act 1991 (Qld)
- Work Health and Safety Act 2011 (Qld)
- Local Government Act 2009
- Sex Discrimination Act 1984 Cth



- Age Discrimination Act 2004 Cth
- Racial Discrimination Act 1975 Cth
- Disability Discrimination Act 1992 Cth
- Australian Human Rights Commission Act 1986 Cth
- Local Government Regulations 2012
- Public Sector Ethics Act 1994

There are also numerous external organisations which monitor Council's compliance around these matters- these include:

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

### **Consultation**

The following staff were consulted in relation to the revision of these policies.

- Directors
- Human Resource Manager

### **Financial – Legal Risks**

failure to implement and maintain the standards in these policies could expose Council to litigation or compensation claims

### **Environmental Risks**

Nil

### **Social Risk**

Workplaces which do not implement the above policies effectively can gain a reputation as having a poor culture and being undesirable places to work.

### **LINK TO CORPORATE PLAN**

- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

### **ATTACHMENTS**

1. **HR-008 Smoking Policy**
2. **HR-012 Disclosure of Personal Information Policy**
3. **HR-023 Parental Policy**
4. **HR-025 Staff Travel Expenses Policy**
5. **HR-026 Working from Home Policy**
6. **HR-030 Sharing Images Policy**



## Smoking Policy

|                                |            |
|--------------------------------|------------|
| <b>Policy No:</b>              | HR-008     |
| <b>Council Resolution Ref:</b> |            |
| <b>Date Adopted:</b>           |            |
| <b>Review Date:</b>            |            |
| <b>Version No:</b>             |            |
| <b>Responsible Officer:</b>    | HR Manager |

### Purpose

The purpose of this policy is to ensure Murweh Shire Council meets its obligation to protect the health of employees under the Work Health and Safety Act 2011(Qld). It is an offence under the Tobacco and Other Smoking Products Act 1998 (Qld) to smoke in most enclosed public places, including workplaces. Smoking is also prohibited within five metres of entrances to non-residential buildings. The smoking ban includes the use of all smoking products, including electronic cigarettes.

Smoking is the single greatest cause of preventable disease and death in Australia. Murweh Shire Council recognises the harmful health effects of tobacco smoke. Smoking can cause many diseases including cancer, cardiovascular disease, bronchitis, pneumonia, emphysema and asthma. Non-smokers are also at risk of immediate and long-term health effects from exposure to second-hand smoke (passive smoking). Research has found that smoking is also responsible for reduced workplace productivity and increased absenteeism.

To help combat the damaging effects of tobacco smoke and to protect our employees, Murweh Shire Council is a smoke-free workplace. Our smoke-free policy protects the health of all our staff and visitors and creates a healthy and pleasant environment for all.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Smoking policies (whether written or not).

### Application

### Policy

This policy applies to all Murweh Shire Council management, employees, contractors, clients and visitors while on our premises and aims to:

- Create a healthy workplace culture.
- Foster a supportive environment that encourages staff to be smoke-free and
- Protect the overall health and wellbeing of all staff and visitors.

This policy applies at all times to:

- All indoor areas including:
  - offices
  - lunch rooms
  - meeting rooms



## Smoking Policy

- stairwells
- restrooms
- vehicles
- Machinery (enclosed) eg.grader
- All outdoor areas including (except for designated smoking areas):
- the grounds and surroundings
- loading docks
- shed and garages

### Where is smoking prohibited?

Smoking is prohibited in all areas of Murweh Shire Council's premises with the exception of designated outdoor smoking areas, located at:

- Charleville Depot – under tree to right of entrance
- Charleville Council Building – anywhere past the end of the building
- Augathella Camp – at front fence
- Morven Camp – 20 metres from camp

### Our commitment

To support the smoking policy and to minimise non-compliance, Murweh Shire Council will:

- Enforce a smoke-free environment at all Murweh Shire Council internal and external events.
- Provide a copy of the smoking policy to all existing employees and to new employees upon commencement with the organisation.
- Advise visitors of the smoking policy.
- Add a smoke-free clause to contracts and inform contractors of the organisation's smoking policy.
- Allow a phasing in period of no more than three months to make it easier for employees needing to amend their smoking behaviours.
- Display adequate smoke-free signage.
- Provide information regarding the health effects of smoking and the importance of being smoke-free via printed materials, the website and/or staff intranet.
- Provide information to assist smokers who wish to quit through the promotion of Quitline (13 7848) services.

Murweh Shire Council will provide ongoing support to prevent exposure to tobacco smoke, prevent smoking uptake and encourage smoking cessation.

### Our expectations

All employees will:

- Be aware of Murweh Shire Council's smoking policy.
- Be respectful of work colleagues if you are smoking around them.
- Ensure that the smoking policy is followed at all Murweh Shire Council events, meetings and functions and is taken into consideration for any gifts or prizes provided to or by the organisation.



## Smoking Policy

- Take personal responsibility for communicating the smoking policy to others with whom they work or supervise.
- Ask any person who is smoking to cease smoking and/or move off the premises.

[Insert content of policy]

### Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

### Definitions

[insert definitions]

*Example*

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

### References

[insert legislation, guideline or statutory instrument]

*Example*

- *Local Government Act 2009*

Cancer Council Australia supports the following recommendations regarding quitting smoking.

- Call Quitline 13 QUIT (13 7848) for free information, practical assistance and support. Quitline's trained counsellors are available seven days a week to help people get through the process of quitting.
- Talk to a health professional. Discuss quitting smoking with a general practitioner, pharmacist or community health worker and create a plan for quitting smoking.
- Consider using pharmacotherapy. Different products are available to help people quit smoking including Nicotine Replacement Therapy and other medications.
- Visit the following websites for information:
  - [www.cancerqld.org.au](http://www.cancerqld.org.au)
  - [www.quitnow.gov.au](http://www.quitnow.gov.au)
  - <http://www.health.qld.gov.au/tobaccolaws/>
- HR-024 Code of Conduct
- *Work Health & Safety Act 2011*
- *Work Health & Safety Regulation 2011*
- *Tobacco and Other Smoking Products Act 1998 (Qld)*
-



## Disclosure of Personnel Information Policy

|                                |               |
|--------------------------------|---------------|
| <b>Policy No:</b>              | HR-012        |
| <b>Council Resolution Ref:</b> |               |
| <b>Date Adopted:</b>           | February 2022 |
| <b>Review Date:</b>            | February 2025 |
| <b>Version No:</b>             | 2             |
| <b>Responsible Officer:</b>    | CEO           |

### Purpose

Murweh Shire Council (MSC) understands that personal information can be used to identify a person and should only be used by MSC in limited circumstances. Personal information concerning employees is confidential and will only be used for purposes for which the information is relevant. This Policy outlines the circumstances surrounding the disclosure of personal information.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Disclosure of Personal Information policies (whether written or not).

### Application

This Policy applies to employees and prospective employees of MSC. This Policy does not form part of any employee’s contract of employment.

### Policy

Personal information is any information that can be used to identify a person (where that person’s identity is apparent from or can be reasonably ascertained from the information). This includes any personal information or opinions about the person, whether true or not, no matter how the information or opinions are recorded.

Relevant legislation in Queensland governs the collection, use and access to personal information.

#### *Information Collected*

MSC collects personal information from job applicants and candidates in the recruitment process. A failure by an applicant to provide any lawfully requested information may result in the processing of the application being delayed or may result in the application being unsuccessful. Any information that is provided by a job applicant which is later found to be false, may result in the person’s application being unsuccessful. If the person is employed, it may result in the termination of that person’s employment.

#### *Unsuccessful applications*

If a job applicant applies for a job and their application is unsuccessful but they would like MSC to hold on to their application to consider them for other positions which may arise from time to time, the applicant should provide their written consent to MSC to do so.

#### *Access to and correction of personal information*

Subject to any agreed or lawful exceptions, a job applicant has a right to:

- access and copy their personal information which is held by MSC; and



## Disclosure of Personnel Information Policy

- request that any incorrect information held by MSC about the applicant be corrected.

### *Security of Personal Information*

MSC will take reasonable steps to keep a job applicant's personal information secure.

### *Complaints*

If a job applicant has a complaint about MSC's privacy practices it should contact the Human Resources Manager.

### *Access of certain records by employees*

An employee may access certain statutory employment records of MSC including:

- the name of the industrial instrument or instrument under which the employment is regulated e.g., the name of the relevant award or agreement;
- the employee's time and wages records;
- records of the employee's leave;
- records of superannuation contributions made on behalf of the employee; and
- workers' compensation records relevant to the employee.

MSC will provide an employee with a copy of these records within 5 days of the request being made. These records will be made available to the employee at either the premises where the employee works or at other mutually agreed premises.

An employee will not be provided with access to the records of any other employee.

### *Maintenance of records*

MSC is required to keep employee records for seven years from the date on which an entry is made or from termination of an employee's employment, depending on which happens first.

In the case of other records such as tax records, MSC must maintain those records for a continuous period of seven years from the date the entry is made.

### *Non-disclosure*

Employees of MSC are not permitted to disclose confidential or personal information which is collected by MSC about its suppliers, customers, agents or contractors. If an employee is not sure whether information is confidential or personal, they must check with MSC's Privacy Officer or their immediate manager.

Confidential and personal information is information that is not in the public domain. It includes, but is not limited to, the following types of information:

- any personal information about an individual which has been collected by MSC;
- any information about a supplier, customer, agent or contractor of MSC;
- any personal information about an employee or colleague (including a prospective or former employee); and
- any information about MSC's business affairs or business systems.

### *Murweh Shire Council Privacy Policy for Statistical Information*

Privacy of external persons-Protection of personal information. Council will not provide personal details of visitors, tourists or any other external party to entities outside the Murweh Shire Council Organisation without the written permission of such external parties to do so on their behalf.



## Disclosure of Personnel Information Policy

### Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

### Definitions

[insert definitions]

*Example*

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

### References

[insert legislation, guideline or statutory instrument]

*Example*

- *Local Government Act 2009*
- *Information Privacy Act 2009*
- MSC Code of Conduct

### Version Control

| Version No. | Date       | Approved       | Amendment           |
|-------------|------------|----------------|---------------------|
| 1.0         | dd/mm/yyyy | [officer name] | [brief description] |
|             |            |                |                     |
|             |            |                |                     |

### Approval

|                         |            |               |  |
|-------------------------|------------|---------------|--|
| Chief Executive Officer |            | Neil Polglase |  |
| Date:                   | dd/mm/yyyy | Signature:    |  |



## Parental Policy

|                                |            |
|--------------------------------|------------|
| <b>Policy No:</b>              | HR-023     |
| <b>Council Resolution Ref:</b> |            |
| <b>Date Adopted:</b>           |            |
| <b>Review Date:</b>            |            |
| <b>Version No:</b>             | 2          |
| <b>Responsible Officer:</b>    | HR Manager |

### Purpose

The purpose of this policy is to....

This policy outlines entitlements, conditions and arrangements with respect to Parental Leave which include; parental, adoption and surrogacy leave, the purpose of which is to enable an eligible employee to take time off work to provide care and support to a child.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Parental Policy policies (whether written or not).

### Application

[insert who this policy applies to such as relevant persons, organisations etc]

### Policy

#### TYPES OF PARENTAL LEAVE

There are three types of parental leave available to employees:

- Birth related leave for,
  - ✓ An employee who is pregnant; or
  - ✓ An employee whose spouse gives birth;
- Adoption Leave, for an employee with whom an adopted child is placed;
- Surrogacy leave, for an employee who is an intended parent under a surrogacy arrangement.

The period of leave can be accessed in two ways:

- Long parental leave - which is leave taken by an employee in connect with:
  - ✓ the birth of a child (maternity leave); or
  - ✓ placement of a child through adoption; or
  - ✓ as a result of a birth of a child through a surrogacy arrangement;
 to enable the employee to be responsible for the care of the child for an unbroken period of up to 52 weeks.
- Short parental leave - which is leave taken by an employee in connection with:
  - ✓ the birth of a child of the employee's spouse at the time of the birth of the child; or
  - ✓ in connection with the child's placement; or
  - ✓ the birth of the child as a result of a surrogacy arrangement;
 and is for a period up to 8 weeks, which may be taken in a single unbroken period or in broken periods.





## Parental Policy

If the employee accesses short parental leave, other than immediately after the birth or placement of the child, each period of leave must be taken in a block of minimum of 2 weeks.

### ELIGIBILITY FOR PARENTAL LEAVE

An employee will be eligible to take unpaid parental leave if the employee has (or will have) completed at least 12 months' continuous service with Murweh Shire Council immediately before:

- the date of birth of the child, or expected date of birth; or
- the day of placement of the child, or expected day of placement; or
- the surrogacy leave.

With respect to periods of parental leave which exceed 8 weeks, the employee must satisfy the requirement of accessing 'long parental leave' being that they are identified as being responsible for the care of the child.

For employees accessing adoption leave, the placed child must, at the day of placement or expected day of placement:

- be under 5 years of age; and
- not have lived continuously with the employee for less than 6 months; and
- not be a child of the employee's spouse or de facto partner.

### PARENTAL LEAVE ENTITLEMENT

Eligible employees are entitled to access unpaid parental leave as follows:

- A pregnant employee is entitled to an unbroken period of up to 52 weeks unpaid maternity leave;
- For the birth of a child of an employee's spouse, adoption of a child or where an employee is an intended parent under a surrogacy arrangement, the employee is entitled to:
  - ✓ a total of 8 weeks unpaid short birth-related leave; or
  - ✓ an unbroken period of up to 52 weeks unpaid long birth-related leave.
- The employee's short birth-related, adoption or surrogacy leave may be taken concurrently with the employee's spouse's maternity leave or long adoption or surrogacy leave;

Parental leave must not extend beyond 52 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement. If an extension of parental leave is agreed to by Murweh Shire Council, then the period of parental leave must not extend past 104 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement.

Where an employee takes long parental leave and the employee's spouse takes short parental leave at the same time, the maximum period of parental leave (i.e. 52 weeks or 104 weeks) will be reduced by the amount of leave concurrently taken by the employee's spouse.

### Special Adoption Leave

An employee who is seeking to adopt a child is entitled to up to 2 days unpaid leave to attend compulsory interviews or examinations as part of the procedure for adoption.

### Special Surrogacy Leave

An employee who is an intended parent under a surrogacy arrangement is entitled to up to 2 days unpaid leave to attend compulsory interviews or court hearings associated with the surrogacy arrangement.

### Special Maternity Leave and Sick Leave

Special maternity leave may be taken by an employee before she starts maternity leave because she is suffering from a pregnancy related illness or where the pregnancy ended (other than by the birth of a living child) before the expected date of birth of the child.



## Parental Policy

### PAID PARENTAL LEAVE

Eligible employees, other than casuals, are entitled to access six (6) weeks paid parental leave in accordance with the Certified Agreements.

Employees are reminded that an entitlement to paid parental leave under the Certified Agreements is separate from any other entitlements that may be paid by the Commonwealth Government. Employees are encouraged to seek their own independent advice in relation to any other types of payments.

To be eligible to access the paid parental leave under the Certified Agreements, an employee must be the primary care-giver of the child and must have completed two (2) years of continuous service with Council at the time of the birth of the child. The six (6) weeks of paid parental leave must commence from the date of the birth of the child.

The primary care-giver is defined as the parent who has the greatest responsibility for the daily care and rearing of the child.

The period of paid parental leave taken by an employee will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access under the act.

### PARENTAL LEAVE AND OTHER PAID LEAVE

An employee may take any accrued paid annual or long service leave instead of or together with parental leave; however, the combined periods of leave cannot extend beyond the total period of unpaid parental leave that the employee would have been otherwise entitled to access (i.e. 52 weeks).

Any paid annual or long service leave taken by an employee together with parental leave, will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access.

While the employee is on unpaid parental leave the employee is not eligible to paid or unpaid personal leave, unless otherwise agreed by Murweh Shire Council.

### NOTICE AND EVIDENCE

An employee who wishes to take parental leave must submit a Leave Form to Murweh Shire Council to provide notice of the intention to take parental leave at least 10 weeks before starting the leave.

The employee, other than an employee taking adoption leave, must advise Murweh Shire Council of the intended start and end dates of the leave at least 4 weeks before the commencement of the leave.

An employee accessing parental leave as a result of an adoption must advise Murweh Shire Council of the intended start and end dates of the leave at least 14 days before the intended start date, along with any changes to the dates.

At the time an employee submits a request for parental leave, they must give Murweh Shire Council, evidence appropriate to the type of leave being accessed, as follows:

- a doctor's certificate confirming the employee is pregnant or the employee's spouse is pregnant and the expected date of birth – if applying for maternity leave or parental (spouse) leave;
- a statutory declaration that the employee is an intended parent under surrogacy arrangements and the expected residency date – if applying for surrogacy leave;
- a statement from an adoption agency of the expected placement date – if applying for adoption leave;
- a statutory declaration stating the period of any parental leave sought by the employee's spouse;
- a statutory declaration stating that the employee will be responsible for the child – if applying for long



## Parental Policy

parental leave.

An employee will not be considered to have failed to comply with the above requirements if the failure was caused due to:

- the child being born, or the pregnancy otherwise terminating, before the expected date of birth; or
- the child being placed for adoption before the expected placement date; or
- the child starting to reside with the employee before the expected residence date; or
- another reason that was reasonable in the circumstances;

and the employee gives Murweh Shire Council notice of the period of leave within 2 weeks after the birth/placement of the child and, in the case of the birth of a living child, a doctor's certificate stating the date on which the child was born.

An employee, who wishes to apply for unpaid special maternity leave or paid/unpaid sick leave, should submit a Leave Form attaching a doctor's certificate outlining the period the employee will be unfit for duty.

If any of the information provided by an employee who applies for parental leave changes, the employee must notify Murweh Shire Council of the change within 2 weeks.

### **EXTENDING PARENTAL LEAVE**

#### **Extension Up to 52 Weeks Leave**

An employee, who initially applied for a period of less than 52 weeks of leave, may extend the period of parental leave up to a period of 52 weeks, by giving 14 days written notice. The notice is to be provided either before the start of the parental leave, or if the parental leave has started before the parental leave ends and must specify when the period of extended leave ends.

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An application for an extension of parental leave, within the initial 52 week parental leave period, may only be done once.

#### **Extension Up to 104 Weeks Leave**

An eligible employee may apply to Council to extend their period of unpaid parental leave up to a maximum period of 104 weeks.

An application for an extension of an employee's parental leave, exceeding the initial 52 weeks, must be made in writing 4 weeks prior to the end date of the employee's current period of leave. The request must detail the proposed new leave end date, the reasons for the extension/impact of refusal and the amount of leave the employee and the employee's spouse have already accessed. A statutory declaration should also be submitted providing that the employee will continue to be responsible for the care of the child.

Murweh Shire Council will not unreasonably refuse a request for an extension of parental leave up to 104 weeks. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate an extension request, it will write to the employee detailing the reasons for the refusal.



## Parental Policy

### REDUCING UNPAID PARENTAL LEAVE

If Murweh Shire Council agrees, an employee whose period of unpaid parental leave has started may reduce the period of unpaid parental leave by providing 14 days written notice before the employee wants to return to work.

### PART-TIME WORK

An employee on parental leave may apply to Murweh Shire Council to return to work on a part-time basis at least 7 weeks prior to their leave ending. The application must be in writing and provide:

- the nature of the part-time work requested i.e. hours of work, days to be worked etc;
- the period of time they will be seeking to work part-time i.e. start and end date;
- the impact refusal will have on the employee and their dependants; and
- a statutory declaration providing that they are seeking to work part-time so they can continue to be responsible for the care of the child when not at work.

Murweh Shire Council will not unreasonably refuse a request a request to return to work on a part-time basis. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate request to return to work on a part-time basis, it will write to the employee detailing the reasons for the refusal.

An application may not be made on more than 1 occasion, within a 12 month period, unless Council agrees.

### TRANSFER TO A SAFE JOB

Where appropriate and in order to ensure compliance with safety obligations, Murweh Shire Council may request that a pregnant or breastfeeding employee provide a doctor's certificate confirming that the employee is safely able to undertake her ordinary duties. Circumstances where such a request may be made include where:

- the employee is seeking to continue working within 6 weeks of the expected birth date of the child;
- the employee's duties are labour intensive or have medium to high risk exposure;
- the employer has a reasonable suspicion that the employee has been suffering from illness or health concerns related to the pregnancy or the birth of the child.

Where a pregnant or breastfeeding employee is deemed by a doctor to be unable to safely undertake her normal work activities without a risk to health and safety of her or her unborn or new born child, Council will in the first instance try to adjust the employee's work conditions or arrangements to avoid exposure to the risk.

If an adjustment is not feasible or cannot reasonably be required to be made, Council will transfer the employee to other appropriate work that:

- will not expose her or her unborn or new born child to the risk; and
- is, as nearly as possible, comparable in status and remuneration to that of her present work.

If a transfer is unable to be offered, the employee will be granted maternity leave, or any available paid sick leave, for as long as stipulated in the doctor's certificate.

### UNPAID PARENTAL LEAVE AND CONTINUITY OF SERVICE

Any period of parental leave does not break an employee's continuity of service. However, unpaid parental leave is not to be taken into account in working out the employee's period of service, other than to decide the employee's entitlement to a later period of parental leave or as otherwise expressed.



## Parental Policy

### RETURN TO WORK FROM PARENTAL LEAVE

Upon return to work from parental leave, the employee is entitled to:

- return to the position that they held immediately before going on parental leave; or
- if the employee was promoted or voluntarily transferred to a new position during the period of parental leave, be employed in the new position; or
- if, before commencing parental leave, the employee began working part-time because of her pregnancy (or because of their spouses or de facto partner's pregnancy) or was transferred to a safe job because of her pregnancy, to the position the employee held immediately before working part-time or being transferred to a safe job; or
- if that position no longer exists, an available position for which the employee is qualified and suited nearest in status and pay to the pre-parental leave position.

### REPLACEMENT EMPLOYEES

Where appropriate, Murweh Shire Council may engage a temporary replacement for an employee who is on a period of parental leave. The replacement employee will be advised that the engagement to do that work is temporary and advised of the incumbent's right to return to their former position.

### CONTACT DURING LEAVE

Murweh Shire Council may be required to consult with employees, whilst they are on parental leave, about organisational changes that may result in a significant impact on them. It is therefore important that an employee provides Murweh Shire Council their contact details before they commence leave. Where an employee's contact details change during their period of leave, the employee is obliged to update their contact arrangements with Council as soon as possible.

### OBLIGATIONS DURING LEAVE

The employee must not engage in any conduct during the period of parental leave which is inconsistent with the employee's contract of employment or their general employee obligations to Murweh Shire Council. This includes but is not limited to engaging in other employment and using or disclosing confidential information. Employees can also obtain further guidance regarding their entitlements to parental leave and obligations to Murweh Shire Council during any period of parental leave from Human Resources.

### DEFINITIONS

"Spouse" includes a former spouse, a de facto partner or a former de facto partner.

### TYPES OF PARENTAL LEAVE

There are three types of parental leave available to employees:

- Birth related leave for,
  - ✓ An employee who is pregnant; or
  - ✓ An employee whose spouse gives birth;
- Adoption Leave, for an employee with whom an adopted child is placed;
- Surrogacy leave, for an employee who is an intended parent under a surrogacy arrangement.

The period of leave can be accessed in two ways:

- Long parental leave - which is leave taken by an employee in connect with:
  - ✓ the birth of a child (maternity leave); or
  - ✓ placement of a child through adoption; or
  - ✓ as a result of a birth of a child through a surrogacy arrangement;
 to enable the employee to be responsible for the care of the child for an unbroken period of up to 52 weeks.
- Short parental leave - which is leave taken by an employee in connection with:



## Parental Policy

- ✓ the birth of a child of the employee's spouse at the time of the birth of the child; or
  - ✓ in connection with the child's placement; or
  - ✓ the birth of the child as a result of a surrogacy arrangement;
- and is for a period up to 8 weeks, which may be taken in a single unbroken period or in broken periods.

If the employee accesses short parental leave, other than immediately after the birth or placement of the child, each period of leave must be taken in a block of minimum of 2 weeks.

### ELIGIBILITY FOR PARENTAL LEAVE

An employee will be eligible to take unpaid parental leave if the employee has (or will have) completed at least 12 months' continuous service with Murweh Shire Council immediately before:

- the date of birth of the child, or expected date of birth; or
- the day of placement of the child, or expected day of placement; or
- the surrogacy leave.

With respect to periods of parental leave which exceed 8 weeks, the employee must satisfy the requirement of accessing 'long parental leave' being that they are identified as being responsible for the care of the child.

For employees accessing adoption leave, the placed child must, at the day of placement or expected day of placement:

- be under 5 years of age; and
- not have lived continuously with the employee for less than 6 months; and
- not be a child of the employee's spouse or de facto partner.

### PARENTAL LEAVE ENTITLEMENT

Eligible employees are entitled to access unpaid parental leave as follows:

- A pregnant employee is entitled to an unbroken period of up to 52 weeks unpaid maternity leave;
- For the birth of a child of an employee's spouse, adoption of a child or where an employee is an intended parent under a surrogacy arrangement, the employee is entitled to:
  - ✓ a total of 8 weeks unpaid short birth-related leave; or
  - ✓ an unbroken period of up to 52 weeks unpaid long birth-related leave.
- The employee's short birth-related, adoption or surrogacy leave may be taken concurrently with the employee's spouse's maternity leave or long adoption or surrogacy leave;

Parental leave must not extend beyond 52 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement. If an extension of parental leave is agreed to by Murweh Shire Council, then the period of parental leave must not extend past 104 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement.

Where an employee takes long parental leave and the employee's spouse takes short parental leave at the same time, the maximum period of parental leave (i.e. 52 weeks or 104 weeks) will be reduced by the amount of leave concurrently taken by the employee's spouse.

### Special Adoption Leave

An employee who is seeking to adopt a child is entitled to up to 2 days unpaid leave to attend compulsory interviews or examinations as part of the procedure for adoption.

### Special Surrogacy Leave

An employee who is an intended parent under a surrogacy arrangement is entitled to up to 2 days unpaid leave to attend compulsory interviews or court hearings associated with the surrogacy arrangement.



## Parental Policy

### Special Maternity Leave and Sick Leave

Special maternity leave may be taken by an employee before she starts maternity leave because she is suffering from a pregnancy related illness or where the pregnancy ended (other than by the birth of a living child) before the expected date of birth of the child.

### PAID PARENTAL LEAVE

Eligible employees, other than casuals, are entitled to access six (6) weeks paid parental leave in accordance with the Certified Agreements.

Employees are reminded that an entitlement to paid parental leave under the Certified Agreements is separate from any other entitlements that may be paid by the Commonwealth Government. Employees are encouraged to seek their own independent advice in relation to any other types of payments.

To be eligible to access the paid parental leave under the Certified Agreements, an employee must be the primary care-giver of the child and must have completed two (2) years of continuous service with Council at the time of the birth of the child. The six (6) weeks of paid parental leave must commence from the date of the birth of the child.

The primary care-giver is defined as the parent who has the greatest responsibility for the daily care and rearing of the child.

The period of paid parental leave taken by an employee will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access under the act.

### PARENTAL LEAVE AND OTHER PAID LEAVE

An employee may take any accrued paid annual or long service leave instead of or together with parental leave; however, the combined periods of leave cannot extend beyond the total period of unpaid parental leave that the employee would have been otherwise entitled to access (i.e. 52 weeks).

Any paid annual or long service leave taken by an employee together with parental leave, will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access.

While the employee is on unpaid parental leave the employee is not eligible to paid or unpaid personal leave, unless otherwise agreed by Murweh Shire Council.

### NOTICE AND EVIDENCE

An employee who wishes to take parental leave must submit a Leave Form to Murweh Shire Council to provide notice of the intention to take parental leave at least 10 weeks before starting the leave.

The employee, other than an employee taking adoption leave, must advise Murweh Shire Council of the intended start and end dates of the leave at least 4 weeks before the commencement of the leave.

An employee accessing parental leave as a result of an adoption must advise Murweh Shire Council of the intended start and end dates of the leave at least 14 days before the intended start date, along with any changes to the dates.

At the time an employee submits a request for parental leave, they must give Murweh Shire Council, evidence appropriate to the type of leave being accessed, as follows:

- a doctor's certificate confirming the employee is pregnant or the employee's spouse is pregnant and the expected date of birth – if applying for maternity leave or parental (spouse) leave;
- a statutory declaration that the employee is an intended parent under surrogacy arrangements and the



## Parental Policy

- expected residency date – if applying for surrogacy leave;
- a statement from an adoption agency of the expected placement date – if applying for adoption leave;
- a statutory declaration stating the period of any parental leave sought by the employee's spouse;
- a statutory declaration stating that the employee will be responsible for the child – if applying for long parental leave.

An employee will not be considered to have failed to comply with the above requirements if the failure was caused due to:

- the child being born, or the pregnancy otherwise terminating, before the expected date of birth; or
- the child being placed for adoption before the expected placement date; or
- the child starting to reside with the employee before the expected residence date; or
- another reason that was reasonable in the circumstances;

and the employee gives Murweh Shire Council notice of the period of leave within 2 weeks after the birth/placement of the child and, in the case of the birth of a living child, a doctor's certificate stating the date on which the child was born.

An employee, who wishes to apply for unpaid special maternity leave or paid/unpaid sick leave, should submit a Leave Form attaching a doctor's certificate outlining the period the employee will be unfit for duty.

If any of the information provided by an employee who applies for parental leave changes, the employee must notify Murweh Shire Council of the change within 2 weeks.

### **EXTENDING PARENTAL LEAVE**

#### **Extension Up to 52 Weeks Leave**

An employee, who initially applied for a period of less than 52 weeks of leave, may extend the period of parental leave up to a period of 52 weeks, by giving 14 days written notice. The notice is to be provided either before the start of the parental leave, or if the parental leave has started before the parental leave ends and must specify when the period of extended leave ends.

An application for an extension of parental leave, within the initial 52 week parental leave period, may only be done once.

#### **Extension Up to 104 Weeks Leave**

An eligible employee may apply to Council to extend their period of unpaid parental leave up to a maximum period of 104 weeks.

An application for an extension of an employee's parental leave, exceeding the initial 52 weeks, must be made in writing 4 weeks prior to the end date of the employee's current period of leave. The request must detail the proposed new leave end date, the reasons for the extension/impact of refusal and the amount of leave the employee and the employee's spouse have already accessed. A statutory declaration should also be submitted providing that the employee will continue to be responsible for the care of the child.

Murweh Shire Council will not unreasonably refuse a request for an extension of parental leave up to 104 weeks. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate an extension request, it will write to the employee detailing the reasons for the refusal.





## Parental Policy

### REDUCING UNPAID PARENTAL LEAVE

If Murweh Shire Council agrees, an employee whose period of unpaid parental leave has started may reduce the period of unpaid parental leave by providing 14 days written notice before the employee wants to return to work.

### PART-TIME WORK

An employee on parental leave may apply to Murweh Shire Council to return to work on a part-time basis at least 7 weeks prior to their leave ending. The application must be in writing and provide:

- the nature of the part-time work requested i.e. hours of work, days to be worked etc;
- the period of time they will be seeking to work part-time i.e. start and end date;
- the impact refusal will have on the employee and their dependants; and
- a statutory declaration providing that they are seeking to work part-time so they can continue to be responsible for the care of the child when not at work.

Murweh Shire Council will not unreasonably refuse a request a request to return to work on a part-time basis. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate request to return to work on a part-time basis, it will write to the employee detailing the reasons for the refusal.

An application may not be made on more than 1 occasion, within a 12 month period, unless Council agrees.

### TRANSFER TO A SAFE JOB

Where appropriate and in order to ensure compliance with safety obligations, Murweh Shire Council may request that a pregnant or breastfeeding employee provide a doctor's certificate confirming that the employee is safely able to undertake her ordinary duties. Circumstances where such a request may be made include where:

- the employee is seeking to continue working within 6 weeks of the expected birth date of the child;
- the employee's duties are labour intensive or have medium to high risk exposure;
- the employer has a reasonable suspicion that the employee has been suffering from illness or health concerns related to the pregnancy or the birth of the child.

Where a pregnant or breastfeeding employee is deemed by a doctor to be unable to safely undertake her normal work activities without a risk to health and safety of her or her unborn or new born child, Council will in the first instance try to adjust the employee's work conditions or arrangements to avoid exposure to the risk.

If an adjustment is not feasible or cannot reasonably be required to be made, Council will transfer the employee to other appropriate work that:

- will not expose her or her unborn or new born child to the risk; and
- is, as nearly as possible, comparable in status and remuneration to that of her present work.

If a transfer is unable to be offered, the employee will be granted maternity leave, or any available paid sick leave, for as long as stipulated in the doctor's certificate.

### UNPAID PARENTAL LEAVE AND CONTINUITY OF SERVICE

Any period of parental leave does not break an employee's continuity of service. However, unpaid parental leave is not to be taken into account in working out the employee's period of service, other than to decide the employee's entitlement to a later period of parental leave or as otherwise expressed.



## Parental Policy

### RETURN TO WORK FROM PARENTAL LEAVE

Upon return to work from parental leave, the employee is entitled to:

- return to the position that they held immediately before going on parental leave; or
- if the employee was promoted or voluntarily transferred to a new position during the period of parental leave, be employed in the new position; or
- if, before commencing parental leave, the employee began working part-time because of her pregnancy (or because of their spouses or de facto partner’s pregnancy) or was transferred to a safe job because of her pregnancy, to the position the employee held immediately before working part-time or being transferred to a safe job; or
- if that position no longer exists, an available position for which the employee is qualified and suited nearest in status and pay to the pre-parental leave position.

### REPLACEMENT EMPLOYEES

Where appropriate, Murweh Shire Council may engage a temporary replacement for an employee who is on a period of parental leave. The replacement employee will be advised that the engagement to do that work is temporary and advised of the incumbent’s right to return to their former position.

### CONTACT DURING LEAVE

Murweh Shire Council may be required to consult with employees, whilst they are on parental leave, about organisational changes that may result in a significant impact on them. It is therefore important that an employee provides Murweh Shire Council their contact details before they commence leave. Where an employee’s contact details change during their period of leave, the employee is obliged to update their contact arrangements with Council as soon as possible.

### OBLIGATIONS DURING LEAVE

The employee must not engage in any conduct during the period of parental leave which is inconsistent with the employee’s contract of employment or their general employee obligations to Murweh Shire Council. This includes but is not limited to engaging in other employment and using or disclosing confidential information. Employees can also obtain further guidance regarding their entitlements to parental leave and obligations to Murweh Shire Council during any period of parental leave from Human Resources.

### DEFINITIONS

“Spouse” includes a former spouse, a de facto partner or a former de facto partner.

[Insert content of policy]

### Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

### Definitions

[insert definitions]

*Example*

“Public Sector Ethics” means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

### References

[insert legislation, guideline or statutory instrument]



## Parental Policy

*Example*

- *Local Government Act 2009*

*Industrial Relations Act 2016 (Qld)*

*Local Government Act 2009*

- *Paid Parental Leave Act 2010 (Cth)*

ersion Control

| Version No. | Date       | Approved       | Amendment           |
|-------------|------------|----------------|---------------------|
| 1.0         | dd/mm/yyyy | [officer name] | [brief description] |
|             |            |                |                     |
|             |            |                |                     |

### Approval

|                         |            |               |  |
|-------------------------|------------|---------------|--|
| Chief Executive Officer |            | Neil Polglase |  |
| Date:                   | dd/mm/yyyy | Signature:    |  |



## Staff Travel & Related Expenses Policy

|                                |            |
|--------------------------------|------------|
| <b>Policy No:</b>              | HR-025     |
| <b>Council Resolution Ref:</b> |            |
| <b>Date Adopted:</b>           |            |
| <b>Review Date:</b>            |            |
| <b>Version No:</b>             |            |
| <b>Responsible Officer:</b>    | HR Manager |

### Purpose

The purpose of this policy is to....

The purpose of this policy is to outline the entitlements for staff when travelling on behalf of the Council for training or another activity approved by the CEO or Directors. The policy seeks to ensure consistency, accountability and transparency in the payment of travel and related expenses.

This policy does not apply to situations where staff are directed to stay in a Council provided camp as this is addressed under the relevant Award

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Staff Travel expenses policies (whether written or not).

### Application

This policy applies to all permanent, temporary and casual employees

### Policy

#### Approval

Prior to booking or embarking on travel outside the Murweh Shire, where travel or related expenses are likely to be incurred, officers must gain written approval from their Director. Where travel is required to attend training or a conference, a *Staff Training Approval* form must be completed.

#### Booking

All travel bookings are to be made through the relevant administration officer (purchasing procedures must still be followed). A copy of the approved *Staff Training Approval* form must be supplied.

All registration, travel and accommodation will be pre-booked and pre-paid by Council Purchase Order/Corporate Credit Card.

#### Travel

Employees are to travel via the most practical and direct route, using the most economical and efficient mode of transport.

Where possible Council owned vehicles should be used for car travel. Personal vehicles may be used with the prior authority of the Chief Executive Officer where a Council owned vehicle is unavailable. Officers are encouraged to car pool where practical. In the case of the use of a private vehicle, fuel costs will be reimbursed upon the provision of receipts. A Council fuel card may be available for use.



## Staff Travel & Related Expenses Policy

Travel outside of standard working hours will be in the employee's time unless specifically approved otherwise by the Chief Executive Officer. This includes travel on a weekend, early morning or evening for a conference / meeting / training during working hours.

Any travel transfer expenses associated with employees' travel will be reimbursed on production of receipts e.g. public transport fees, parking fees.

Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the employee incurring the fine.

### Interstate Travel

Interstate travel is to be approved by the Chief Executive Officer.

### Accommodation

Council will pay for reasonable expenses incurred for overnight accommodation. Where possible the maximum standard for accommodation should be four star rating however where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical.

### Private Accommodation

Should an officer choose to stay in private accommodation (e.g. with friends or family) the officer is not entitled to claim costs for accommodation.

### Meals

If meals (breakfast, lunch or dinner) are not supplied to employees attending training and approved functions or as part of the accommodation package, employees are entitled to reimbursement of actual meal expenses. If an officer is staying at accommodation where meals, for example breakfast, can be included in the accommodation package it is acceptable to book and prepay for meals at the same time as booking accommodation. Meal costs will be reimbursed upon provision of receipts.

### Exclusions

Should a meal/s be provided to the officer as part of their duties, for example a meal at a conference the officer is not entitled to claim for meal expenses.

Reimbursement will only be provided for beverages/snacks between meals in extreme cases on approval from relevant Director or CEO.

Tipping expenses will not be reimbursed.

### Payment of Travel Expenses

Reimbursement of meal expenses will occur upon completion of the travel and the submission of an approved *Staff Travel Expense Reimbursement* form including receipts to Accounts Payable. The funds will be paid directly into the officer's account.

### Overtime/TOIL

Payment of any overtime for attendance or travelling will not be eligible. Accrual of TOIL for travelling will not be eligible. Accrual of TOIL for attendance will not be eligible unless the training or event is outside normal working hours e.g. on a Saturday or Sunday. In that instance TOIL may be accrued for the actual duration of the event up to a maximum of standard daily hours.



## Staff Travel & Related Expenses Policy

### Audit and Review

This policy shall be reviewed every ***three years*** or as required due to changes to in legislation.

### Definitions

[insert definitions]

*Example*

"***Public Sector Ethics***" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

### References

[insert legislation, guideline or statutory instrument]

*Example*

- *Local Government Act 2009*



## Working from Home Policy

|                                |            |
|--------------------------------|------------|
| <b>Policy No:</b>              | HR-026     |
| <b>Council Resolution Ref:</b> |            |
| <b>Date Adopted:</b>           |            |
| <b>Review Date:</b>            |            |
| <b>Version No:</b>             |            |
| <b>Responsible Officer:</b>    | HR Manager |

### Purpose

The purpose of this policy is to....

Murweh Shire Council (“Council”) acknowledges that working from home arrangements may be appropriate for certain positions and in certain circumstances for a temporary period.

It is important that working from home arrangements are consistent with the needs of Council and do not adversely affect other employees.

Working from home at Council involves working for part of the time away from the normal workplace. Only in exceptional circumstances may Council permit an employee to permanently work from home.

During the time any employee is working from home, contact is to be maintained with Council via electronic means, such as email, handheld communication device, fax, and telephone.

Employees can apply to work from home, but Council reserves the right to refuse an application where it is inappropriate in the circumstances.

Each working from home arrangement is a cooperative arrangement between Council and the employee. Council has the discretion to offer working from home to an employee where it is appropriate in the circumstances.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Working from Home policies (whether written or not).

### Application

This Policy applies to employees, agents and contractors (including temporary contractors) of Council, collectively referred to in this Policy as ‘Employees’.

This Policy does not form part of any employee’s contract of employment, nor does it form part of any other employee’s contract for service.

### Policy

#### All employees

All employees have an obligation to:

- Provide thorough information regarding their suitability for a "Working from Home Agreement".
- Complete the WH&S Agreement and Checklist for an Off-Site Location.
- Provide evidence of work completed and hours worked as required.



## Working from Home Policy

- Allow a member or delegated person of council to conduct WH&S checks as required.

### Manager and Supervisors

Managers and Supervisors have additional responsibilities, and are expected to:

- Review the WH&S Agreement and Checklist for an Off-Site Location.

### Working from home

Where a *temporary* working from home arrangement is approved the arrangement will involve an employee and the relevant manager agreeing on the number of hours or days that the employee can spend away from the office.

### Unplanned working from home arrangements

Where an employee has an unplanned need to work from home for a partial day, or a full day, they must obtain written approval from their manager (clause **Error! Reference source not found.**).

No formal WH&S agreement or Checklist is required in this scenario. However, the employee must ensure that they conduct their work in a safe manner and adhere to all relevant components of this policy.

### Working from home is not an entitlement

Employees should be aware that working from home is not a formal employee benefit or entitlement and that Council always maintains the right to terminate a working from home arrangement.

### Conditions of working from home

The following conditions apply to employees who work from home:

- The employee must provide work reports and attendance records as proof of work completed.
- The employee is to be contactable during their agreed hours of work.
- Council retains the right of accompanied access to the employee's home office during their agreed hours of work.
- Employee must comply with council policies and ensure that appropriate clothing and footwear is worn.

Subject to prior agreement between the employee and Council, on-site visits or inspections by officers of Council may be made for work-related matters, such as supervision, collection and delivery of work, equipment maintenance, security or workplace health and safety assessment, and retrieval of equipment.

### Particular Requirements for Working from Home

#### Home office

Employees must designate a space for working while they are at home. This space could be a particular room (for example, a study) or a particular area of a room. The "**Home Office**" should have a desk and sufficient space to perform work. Employees should not participate in council related work in any area of their home, other than the designated "**Home Office**".

#### Employees' responsibilities in relation to workplace health and safety

Employees are responsible for ensuring a safe working environment. They must maintain the Home Office and other relevant areas (including the entrance, bathroom and kitchen) in a safe condition at all times. Employees





## Working from Home Policy

must allow a person, appointed by Council, to have access to their Home Office and related areas from time to time to allow them to conduct safety inspections.

Employees must take reasonable care for their own health and safety and the health and safety of other persons who enter their home office during work hours. Employees must notify Council immediately if they become aware of any change in their working conditions or arrangement, or any risk to health and safety. Notification should be made in accordance with Council's [Workplace Health and Safety Policy](#).

### Workplace health and safety inspection

A workplace health and safety inspection will be conducted for all formal working from home arrangements. Prior to the inspection HR will provide the employee adequate notice of the inspection by agreement. As a condition of granting an employee permission to work from home, they must allow a person, appointed by Council, to conduct a safety inspection of the Home Office, plus any other areas that may be used while working, for example, the home entrance, bathroom and kitchen. The purpose of the safety inspection is to determine whether the employee will be exposed to risk of injury or illness while performing work at home. Unless the risk can be minimised or eradicated to the satisfaction of Council, the arrangement will not be approved or will be discontinued.

### Frequency of occupational health and safety inspections/checks

As set out above, a workplace health and safety inspection or check must be conducted before an employee commences working from home. They will be provided with reasonable notice of the initial inspection.

Subsequent inspections or checks may be required from time to time. The frequency of inspections will depend upon how often an employee works from home and their particular working from home arrangement. This may include random audits. Random audits will only be conducted during working hours.

### Workplace health and safety check

Where it is not practical to conduct a workplace health and safety inspection for an occasional working from home arrangement, a workplace health and safety check must be conducted by the employee. They will be provided with a workplace health and safety checklist which must be completed, signed and returned to the employer prior to commencing work from home.

### Adjustments required to make a Home Office safe

Where the safety inspection or check reveals that adjustments are required to an employee's home for safety reasons, they must cooperate with Council in making the adjustments. If adjustments are required, an employee will not be permitted to work from home, until the required adjustments have been made.

An employee will be responsible for making adjustments to their Home Office and related areas. Council will not finance any structural changes to an employee's home.

### Accident or injury while working from home

If there is an accident or an employee is injured while working from home, the accident or injury must be immediately reported to management and an Incident Form must be filled out. The employee must comply with post incident testing as outlined in council's [Drug and Alcohol Policy](#).

Council may investigate the accident or injury. The employee must allow a person, appointed by Council, access to their home for the purpose of conducting such investigation.

Injuries that occur at home outside working hours are not covered by this or any other Council Policy or workers' compensation legislation.



## Working from Home Policy

### Equipment provided by Council

Council will provide the necessary equipment to allow the employee to perform work from home. The equipment required will depend on the particular needs of the employee, the equipment they currently have and their particular working from home arrangement.

Information Services may be required to give approval that the computing and internet equipment is at an acceptable standard for work use and connection to council systems, as per the Acceptable Usage of Council Information, Communications and Technology (ICT) Systems.

Generally, for regular working from home arrangements, Council may provide the following equipment:

- safety equipment, including a fire extinguisher and first aid kit.
- office furniture, including a desk, chair and lockable filing cabinet.
- PC (either desktop or laptop, depending on the job requirements) loaded with appropriate software.
- all-in-one fax machine, printer, copier and scanner; and
- office supplies such as paper, pens etc.

If the employee believes additional equipment is required in order to effectively perform their work duties or for safety reasons, they must notify their manager in writing, who will consider the request.

Any equipment provided by Council always remains the property of Council. The employee must use the equipment for legitimate work purposes only. They must not use Council property for private use and must not misuse or damage Council property.

### Responsibility for Council property

If any repairs are necessary to Council furniture or equipment, the employee must let their manager know as soon as possible. Council is responsible for general 'wear and tear' of Council property, however, if the employee or another person at their home misuses or recklessly damages Council property, they agree to reimburse Council for the reasonable cost of repair or replacement of the property.

In relation to any PC provided by Council, the employee must comply with any applicable Council policies or procedures relating to internet, email and computer usage. They must also comply with the terms of any licence or software as well as computer virus and protection requirements.

Council is not responsible for any damage caused to the employee's personal or real property during the course of performing work at home.

### Costs of telephone calls

In relation to telephone expenses for working from home arrangements Council will reimburse the employee for any work-related telephone calls or faxes on their private telephone line. In order to claim reimbursement, the employee must complete a reimbursement form and attach an itemised telephone bill with work-related transactions highlighted.

### Cost of postage and fax transmissions

Council will reimburse the employee for any postage and facsimile costs incurred for work-related purposes. In order to claim reimbursement, the employee must keep a record of all work-related postage and facsimile transactions and complete a reimbursement form attaching itemised details of postage/faxes and tax invoices.

### Cost of utilities



## Working from Home Policy

Employees are required to pay their own home utilities such as electricity, water, gas, heating, air-conditioning, home maintenance, insurance etc.

### Insurance Implications

Employees have the responsibility to ensure they are aware of the implications working from home may have on their home insurance policies as working from home may be viewed differently by their insurer.

### Terms and conditions of engagement when working from home

Employees terms and conditions of engagement remain the same when working from home. This includes hours of work, remuneration and, in the case of an employee, leave entitlements/accruals. An employee is required to perform their work duties effectively and efficiently, as if they were working in the office. Contracting out or delegating work duties to others without the express written permission of the relevant manager is strictly prohibited.

### The impact of working from home arrangement on training and development

Employees working from home will be provided with the same formal training, development, promotion and career development opportunities as other employees. However, as a practical matter, working remotely may limit an employee's access to colleagues and resources which may assist with their development. Employees are responsible for their own career advancement. Accordingly, it is an employee's responsibility to liaise with their manager about training, development, promotion and career development opportunities while working from home.

### Children or other family members at home

If an employee has children at home or other family members who require care or support while the employee works from home, appropriate care for them must be arranged during working hours. Working from home is not a replacement for childcare or other care. If a family member requires an employee's care or support due to their illness or injury, then an appropriate form of leave, for example carers' leave should be taken, rather than working from home.

In some circumstances it may be acceptable to work from home while a family member or a household member is present. For example, if a child is old enough to require minimal supervision. However, this should not be the reason why working from home is approved. In these circumstances, an employee must obtain prior written approval from the relevant manager.

### Reporting to manager

Reporting is a critical part of any working relationship including from home arrangement. The relevant manager will, as far as possible, provide advice concerning the required reporting arrangements prior to commencement of the working from home arrangement. An employee must report to the relevant manager what work has been completed while working from home and comply with any reporting requirements, for example providing written reports, compiling work sheets etc. If an employee does not comply with reporting requirements, the working from home arrangement may be terminated.

### Communication with staff

Employees must inform other team members and manager of the hours/days the working from home arrangement applies and appropriate contact details. If an employee is working from home regularly, they must maintain regular communication with their manager and work team while working from home. It is an



## Working from Home Policy

employee's responsibility to ensure their work team can effectively communicate with them while working from home and that the employee is available to discuss work matters if required.

If an employee is unfit for duty on a particular day, they must notify their manager and arrange for appropriate leave.

### **Requirement to attend the office on the days you work from home**

All employees working from home may be required to attend work from time to time. Even when an employee regularly works from home on designated days, they may be required to attend work on those days. In particular, employees may be required to attend staff meetings, announcements, client functions, employee training, in case of emergencies or where other work commitments arise.

In these scenarios a reimbursement for car travel will not be paid.

### **When working from home arrangement is terminated or ends**

If an employee is not happy with the working from home arrangement for whatever reason, management should be informed as soon as possible.

The arrangement may be reviewed to address concerns or terminated where appropriate.

Working from home arrangements will be reviewed on a regular basis to ensure that they operate effectively, meet the requirements of the Organisation and do not adversely affect other employees.

If Council does not want to continue the working from home arrangement for whatever reason, it may review or terminate the arrangement at any time. Council does not require an employee's agreement to terminate a working from home arrangement. If Council terminates a working from home arrangement, the employee will generally be given one weeks' notice.

If an employee's working from home arrangement is terminated or ends for any reason (including at the end of a trial period), they must return all Council equipment within 14 days.

### **Security of Information and Property**

As a remote user, an employee will be provided with access to and use of Council property, equipment and information, including the Council network. By accepting and using remote access privileges, an employee has a shared responsibility with Council to protect Council property, equipment and information against theft, unauthorised access and destruction.

Employees must take all reasonable precautions to secure Council property, equipment and information (both paper and electronic) within their home. This includes employees taking all reasonable precautions to prevent unauthorised access and use of such property, equipment and information.

An employee's obligation to maintain confidentiality in relation to Council information continues while working from home and is the same as if working in the office. However, given the potential security issues, an employee must take extra care to ensure confidential information is properly protected.

### **Steps to secure Council property, equipment and information**

Firstly, employees must ensure they properly secure their home. Depending on the amount and nature of Council information, equipment and property stored in their home, it may be necessary to install a security system in the home. Accordingly, if requested by Council, an employee must allow a person, appointed by Council, to access their home and conduct a security assessment. If possible, the Home Office should also be lockable. For example, an employee may be required to install a separate lock on the Home Office door.



## Working from Home Policy

Secondly, an employee must secure all Council documents and portable equipment in a lockable filing cabinet and secure the key. An employee must not provide the key to unauthorised persons, including family or household members.

Finally, an employee must ensure appropriate security systems are in place on their PC (such as passwords) in accordance with Council's requirements. Employees must not disclose their password to any person, including family or household members.

### Breach of Working from Home Policy

When working from home, an employee must comply with the terms and conditions contained in this Policy. Employees will be required to enter into a formal working from home agreement with Council, recording the specifics of the working from home arrangement.

In the case of employees of Council who are found to have breached this Policy, they may be subjected to disciplinary action in accordance with relevant Council policies. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Contractors or agents of Council who are found to have breached this Policy may have their contracts with Council terminated or not renewed

### Procedures

Not all employees or all positions are suited to working from home arrangements. For this reason, employees will be offered working from home on the basis of their suitability.

Employees who apply to work from home should be prepared to show their suitability.

The essential criteria for working from home include (but are not limited to) the following:

- a high level of computer literacy;
- the work can be performed off-site, for example:
  - data entry (without the need for removal of Council's paper based records);
  - engineering and design;
  - research and development;
  - drafting;
  - computer design and programming;
  - sales.
- the presence of the skills, ability and knowledge to work autonomously; and
- an appropriate and safe workspace at home.

Working from home will generally not be considered suitable for:

- work that requires a supervision or monitoring.
- projects that involve a large amount of teamwork and daily face-to-face contact with other employees or the public.
- positions that carry responsibilities for training or supervising others; or
- positions where the employee has little control over the flow of work.

### Other factors relevant to eligibility

An employee must be able to demonstrate that

- efficiency will be maintained or increased as a result of the arrangement.
- the productivity of an employee's team or work group must not be adversely affected.



## Working from Home Policy

- the level of customer/client service will be maintained or increased; and
- home commitments will not detract from the performance of the work.

### Working from home approval

*(a) Unplanned working from home arrangements*

Written approval must be obtained from the Program Manager prior to an employee commencing work from home. Verbal approval can be given initially for emergency situations; however, this must be followed up with written approval.

In accepting a working from home arrangement, the employee must ensure that they conduct their work in a safe manner and adhere to all relevant components of this policy.

*(b) Formal working from home arrangements*

Once approval is gained from the relevant Director and Manager Human Resources the employee will be required to complete the Work Health & Safety Agreement and Checklist for an Off-Site Location and return the completed forms and associated documents to Human Resources

### Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

### Definitions

[insert definitions]

*Example*

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

### References

[insert legislation, guideline or statutory instrument]

*Example*

- *Local Government Act 2009*
- **WH&S Agreement and Checklist for an Off-Site Location**
- Prior to working from an off-site location, the staff member must use the following checklist to assess their office in order to minimise the risk of illness or injury whilst performing work.
- ***This checklist must be used in conjunction with the SafePlan 4.14. Office Safety and Ergonomics documents***

Tick ✓ as appropriate

| Employee details  |  |
|-------------------|--|
| Name of Employee: |  |
| Program:          |  |



## Working from Home Policy

|   |     |                          |                             |
|---|-----|--------------------------|-----------------------------|
| Department:   |     |                          |                             |
| Off-site street address:  |     |                          |                             |
| <b>Off-site work arrangement details</b>  |     |                          |                             |
| Approximate number of hours of work per week at off-site location:  |     |                          |                             |
| <b>Checklist</b>  |     |                          |                             |
| <b>1. Take 5's</b>  |     |                          |                             |
| Completed Take 5 – Office Safety (SafePlan Element - 4.14. Office Safety and Ergonomics)                            | Yes | <input type="checkbox"/> |                             |
| Completed Take 5 – Workstation Layout and Design - (SafePlan Element - 4.14. Office Safety and Ergonomics)          | Yes | <input type="checkbox"/> |                             |
| <b>2. Workstation</b>   |     |                          |                             |
| Do you have a separate, designated office space to undertake computer work  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the workstation adequate for the tasks to be performed?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the work surface a single continuous surface?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Are a footrest, mouse wrist rest and keyboard wrist rest available if required?                                     | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>3. Chair</b>   |     |                          |                             |
| Do you have a fully adjustable ergonomic chair with a suitable backrest?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>4. Computer, Screen, Keyboard</b>  |     |                          |                             |
| Where a laptop or notebook is used, is a separate mouse and keyboard or docking station provided and used?          | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Are the screen, keyboard and mouse appropriately adjusted to reduce discomfort?                                     | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there adequate space to use the keyboard in front of the screen?   | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>5. Mouse</b>   |     |                          |                             |
| Is the mouse on the same height surface as the keyboard?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>6. Other Equipment</b>   |     |                          |                             |
| If a printer is required, is one available?   | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is an appropriate document holder available?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there adequate storage space?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>7. Environment</b>   |     |                          |                             |
| Does the designated office space have appropriate light to give even illumination and reduce glare?                 | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Can glare be controlled by window coverings?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the room temperature comfortable – heating and cooling as required?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Are all exit routes from your designated office space to a safe outdoors location free of obstruction?              | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you attached a plan of the off-site office including desk, power outlets, telephone and lighting?              | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>8. Other considerations</b>  |     |                          |                             |
| Is the floor space free from tripping hazards?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the work area free of other hazards? E.g. – floor surface, sharp corners or protruding fittings, clean work area | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Are there distracting noises in the area  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the computer and printer protected by an earth leakage circuit breaker?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Are there sufficient power outlets to run the computer and other equipment?   | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Have all electrical leads, power boards etc been inspected by you and found to be in good condition?                | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there a functioning and maintained smoke detector in the house?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there an appropriate first aid kit available?  | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |



## Working from Home Policy

|   |  |                             |
|---|--|-----------------------------|
| Are you aware of your responsibility to report any accidents or serious incidents to your supervisor?   | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |
| Does any other member of your household have access to your designated 'home office'?<br>If YES, please detail who and frequency.   | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |
| <b>9. OHS Issues or Hazards</b>   |  |                             |
| Are there any OHS issues or hazards that you are aware of that may affect your ability to work safely from home? If YES, please list below  | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |
| <b>10. Declaration &amp; Authorisations</b>   |  |                             |
| I have completed this checklist using the SafePlan documents 4.14 Office Safety and Ergonomics as a guide. This completed checklist is true and correct, with the understanding that an independent ergonomic assessment may occur.<br>I have read and understood the conditions set out in the Working From Home Policy<br>I indicate my acceptance of the terms of the Working From Home Policy by signing below. |  |                             |
| Employee's signature:   |  | Date: / /                   |
| Manager review:   | Reviewed checklist and addressed any issues. If there are any critical 'no' responses, please consult WHS. | Date: / /                   |
|   | Received and reviewed Take 5's   | Date: / /                   |
| Manager's name:   |  | Date: / /                   |
| Manager's signature:  |  | Date: / /                   |





## Media Release Policy

|                                |            |
|--------------------------------|------------|
| <b>Policy No:</b>              | HR-030     |
| <b>Council Resolution Ref:</b> |            |
| <b>Date Adopted:</b>           |            |
| <b>Review Date:</b>            |            |
| <b>Version No:</b>             |            |
| <b>Responsible Officer:</b>    | HR Manager |

### Purpose

The purpose of this policy is to....

The purpose of this policy is to outline the conditions under which Media release is used by Murweh Shire between MSC and yourself and the obligations of employees.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Media Release policies (whether written or not).

### Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee’s contract of employment

### Policy

This agreement is between Murweh Shire Council (MSC) and yourself and is for MSC to use and print any form of media materials of you in the promotion of MSC through various sources including but not limited to functions, websites, newsletters, articles, advertising material, employee profiles, newsletters and client updates or articles.

By signing this form, you allow MSC the right to use and incorporate (alone or together with other materials), in whole or in part, various modes of media of you that we collect and other mediums now and in the future.

Out of courtesy, where possible we will make every attempt to contact you prior to distribution of media materials, and we will not exploit media of you.

This form also waives your ability to bring or consent to others bringing claim or action against MSC on the grounds that anything contained in publicity use, reflects adversely on you, including without limitation, rights of privacy and publicity. You hereby release MSC, and its employees from and against any and all claims, demands, actions, costs, expenses, liabilities and damages whatsoever that you may hereafter have against MSC in connection with the media.

This Media Release Form will be kept on your employee file by MSC as reference for your individual approval.

After reading the above information, I give permission for MSC to take, use and retain any media of myself for their usage in a positive manner.

After reading the above information, I do not give permission for MSC to take, use and retain any media of myself for their usage in a positive manner.



## Media Release Policy

|                 |           |
|-----------------|-----------|
| Your full name: |           |
| Signature:      | Date: / / |

|   |           |
|---|-----------|
| If under 18, approval from a parent /guardian is required |           |
| Full name:  |           |
| Relationship to above person:                             |           |
| Signature:  | Date: / / |

Upon completion, this form should be forwarded to HR and placed on the appropriate personnel file.

### Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

### Definitions

[insert definitions]

*Example*

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

### References

[insert legislation, guideline or statutory instrument]

*Example*

- *Local Government Act 2009*

### Version Control

| Version No. | Date       | Approved       | Amendment           |
|-------------|------------|----------------|---------------------|
| 1.0         | dd/mm/yyyy | [officer name] | [brief description] |
|             |            |                |                     |
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### Approval

|                         |               |
|-------------------------|---------------|
| Chief Executive Officer | Neil Polglase |
| Date: dd/mm/yyyy        | Signature:    |

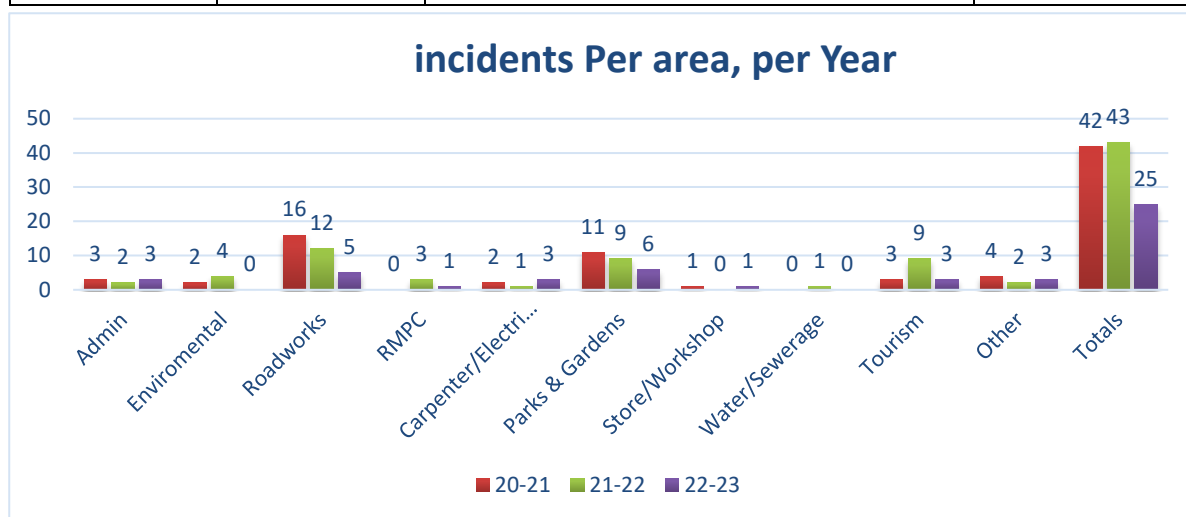
**10.3 WORKPLACE HEALTH & SAFETY REPORT**

**Author:** W,H&S Administration  
**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**  
 That Council receives the report from the Workplace Health & Safety Section.

**BACKGROUND**

| INCIDENT REPORTS (since last report) |          |                                       |                 |
|--------------------------------------|----------|---------------------------------------|-----------------|
| IR #                                 | Date     | Details                               | Department      |
| IR-387                               | 16/11/22 | Mowing too close to the Kerb          | Parks & Gardens |
| IR-388                               | 17/11/22 | Caught fence with side of mower deck  | Parks & Gardens |
| IR-389                               | 8/11/22  | Glass broke in grader door            | Construction    |
| IR-390                               | 21/11/22 | Stick caught on exhaust causing smoke | Construction    |
| IR-391                               | 21/9/22  | Sore elbow                            | Parks & Gardens |



**INDUCTIONS**

Inductions are being completed by staff and contractors.

**SAFETY BREAKS**

These will begin again in January 2023.

**TAKE 5'S**

The paperwork for the New Risk Assessments to start at the beginning of January 2023 (on a trial basis) is underway, A/WHSA will be working with the Work Groups in the filling out of the forms correctly.

**FIRST AID KITS**

All first aid kits that were accessible have been updated by Alpha First Aid.

**CHARLEVILLE SWIMMING POOL AUDIT**

On the 30/11/2022 Senior Inspector of Workplace Health and Safety Queensland Office of Industrial Relations (Steven Platzer) performed a Charleville Swimming Pool Audit.

Murweh Shire Council were issued with two Improvement Notices stating that Murweh Shire Council are required to order and erect signage for the new Water Play Area and further signage for the swimming pool area.

These contraventions must be remedied before the 27<sup>th</sup> of January 2023, which organisational consultation between WH&S Staff and Director of Communities and Health Services is currently in progress.

**ACTING WHSA**

Welcome to Mia Keyes who is standing in for John W, while he is on 6 months leave.

**MERRY CHRISTMAS AND A HAPPY NEW YEAR**



Next WHS Meeting - TBA 2023

**Think Safe**

**Work Safe**

**Home Safe**

**LINK TO CORPORATE PLAN**

3.2.1 Safety and protection strategies meet community needs and expectations

**ATTACHMENTS**

Nil

**10.4 ENVIRONMENTAL HEALTH, LOCAL LAWS AND STOCK ROUTES**

**Author:** Director Corporate & Regulatory Services

**Authoriser:** CEO

**RECOMMENDATION**

That Council accepts the Environmental Health, Local Laws and Stock Routes Report

**BACKGROUND**

The following are the Key Outputs for November/December 2022:

**Animal Control (Town Dogs & Cats):**

- 2 dogs Destroyed
- 8 re-homed
- 0 reclaimed
- 0 Dog attack reported
- 3 new Registrations
- 0 Infringement notices
- 5 Feral cats destroyed

**Environmental Health:**

- Continue to issue overgrown allotment letters.
- Continue to use contractor to mow overgrown allotment.
- Continue to monitor the dump.
- Investigating complaints regarding backyard feeding of wild birds.

**Stock Routes Activities:**

- Capital Works at Auga-Clara – solar pump and trough ordered, steel ordered, pipework material ordered.
- Contractors commencing fire breaks in January (2 Mile to 27 Mile – Mitchell Hwy),
- Baiting program completed – over 6.3 ton of meat baits distributed, were some rain delays
- Spraying Mother-of-Millions on Langlo River, Augathella and Biddenham Road.
- Completed exclusion fence plots for Yakka Skink research on Charleville Common.
- Augathella Loam Pit fenced out to prevent cattle hanging there. Square Trap Installed to assist with mustering and removal of stock from water hole.

**LINK TO CORPORATE PLAN**

- 2.2.1 Stock routes are well maintained for stock movement and regulated use
- 2.2.2 Town reserves and public lands are well maintained for community access and recreational use.
- 3.2.1 Safety and protection strategies meet community needs and expectations

**ATTACHMENTS**

**Nil**

**10.5 COUNCIL MEETING SCHEDULE 2023****Author: CEO Assistant/RADF Liaison****Authoriser: Director Corporate & Regulatory Services****RECOMMENDATION**

That Council Adopts the 2023 Council Meeting schedule as presented

**BACKGROUND**

As per the Local Government Regulation 2012 Section 277, I would like to recommend that the following meeting dates be set for 2023, each to commence at 9.00am.

Additional special meetings will be scheduled as required with the special budget meeting to be held on Thursday, 20 July, 2023 commencing at 8.30am.

Thursday 19 January 2023

Thursday 16 February 2023

Thursday 16 March 2023

Thursday 20 April 2023

Thursday 18 May 2023

Thursday 15 June 2023

Thursday 20 July 2023

Thursday 17 August 2023

Thursday 21 September 2023

Thursday 19 October 2023

Thursday 16 November 2023

Thursday 21 December 2023

**LINK TO CORPORATE PLAN**

1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

**ATTACHMENTS****Nil**

**10.6 PERIODIC POLICY REVIEW AND AMENDMENT**

**Author:** CEO Assistant/RADF Liaison  
**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**

That Council adopt the revised policies as listed below;

| Policy Name  | Policy No. |
|--|------------|
| Administrative Action Complaints Process Policy & Procedures | GOV-011    |
| Arts & Cultural  | GOV-010    |
| Fraud Control Policy   | FIN-014    |
| Fraud & Corruption Control Plan                              | FIN-014A   |

**From Neil Crotty, A/Director of Corporate & Regulatory Services**

**BACKGROUND**

**Purpose**

Council’s adopted Policies require regular review and, if necessary, amendment to ensure they meet current needs in terms of their relevancy and effectiveness for Council’s Operations.

**Consultation**

Acting CEO  
 Director of Community & Health  
 RADF Liaison

**LINK TO CORPORATE PLAN**

- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.
- 5.3.1 Encourage adoption of circular economy principles and practices
- 5.2.1 Supply chain infrastructure and service meet current and future industry needs and community expectations.

**ATTACHMENTS**

- 1. GOV-010 Arts & Cultural Policy
- 2. GOV-011 Administrative Action Complaints Process Policy and Procedures Combined
- 3. FIN-014 Fraud Control Policy
- 4. FIN-014A Fraud Control Plan December 2022





## Arts, Cultural and Heritage Policy

|                                |              |
|--------------------------------|--------------|
| <b>Policy No:</b>              | GOV-010      |
| <b>Council Resolution Ref:</b> | [insert ref] |
| <b>Date Adopted:</b>           | 15.12.2022   |
| <b>Review Date:</b>            | 01.12.2025   |
| <b>Version No:</b>             | 1.0          |

### Purpose

The purpose of this policy is to define the intent of Council’s support of the arts, culture and heritage. Engaging with and enriching the lives of our residents and visitors whilst creating a community focus on arts, culture and heritage.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

### Application

This policy applies to staff and residents and those persons who choose to participate in arts, culture and heritage activities.

### Policy

#### Background

Council recognises the diversity of its cultural practitioners and practices. It commits to being an active partner in supporting and enhancing cultural development within the Shire. Council will integrate cultural practices in Council planning processes and encourage development of partnerships which enhance our cultural makeup. The Council will also support and recognize the opportunities of new and emerging ideas and practices by maximising arts, culture and heritage outcomes.

#### Access

Widespread, equitable access and participation in cultural activity to enhance quality of life. Engagement of minority groups, access to outside practitioners and opportunities, enrichment of lives through creative and cultural experiences.

#### Environment

Council will encourage and support the preservation, conservation and use of manmade and natural spaces that overflow with artistic and cultural beauty. Council, in developing public & private spaces, will consider the cultural needs of the community & design elements which are appropriate for western Queensland.

#### Engagement and Community Growth

Council will support and respond to the needs of professional cultural practitioners within the Shire and facilitate and support opportunities for communities to engage in community cultural development & arts practice. It aims to promote and encourage best practice and include community engagement in Council planning. It will respond to identified training and education needs.



## Arts, Cultural and Heritage Policy

### Partnerships, Networking, Cultural Development Officer

Development of strategic partnerships and initiatives that link sectors, build capacity and encourage a cross-fertilization of ideas that lead to cultural opportunities and outcomes, build regional synergy, social entrepreneurship and create a hospitable community. This may be facilitated by the employment of a Community Development Officer.

Council will maintain and develop funding partnerships with State and Federal Governments including but not limited to the Regional Arts Development Fund, through Arts Queensland.

Connection with arts, cultural and heritage organisations and individuals will be established from within and outside the region.

### Cultural Facilities

Continue to provide and support the development of appropriate and adequate cultural facilities across the Shire.

The Mulga Lands Gallery exists as a contemporary art space with curated exhibitions changing regularly involving an array of artistic genres. This purpose built space aims to promote local works or enable other artists where available.

### Evaluation, Cyclical Planning, Success and Promotion

Council will monitor, evaluate, share and review with the community, outcomes of cultural activity. Council will commit to ongoing promotion of cultural activity and use of its evaluation in cyclical planning in relation to developing and supporting cultural activities (through financial, in kind, and other measures) that reflect the changing needs of the community.

## Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

## Definitions

"**Arts**" means the expression or application of human skill and imagination in all art forms such as visual arts, crafts, music, theatre, entertainment, community festivals and events, cultural traditions and designs for public spaces. Art includes hand-made or natural objects that have aesthetic value or express symbolic meaning.

"**Culture**" means all the customs and activities which constitute lifestyle; sense of identity and heritage of a particular group of people. It includes history and heritage, design and ownership of public buildings and spaces, aspects of sporting and recreational activity, community events, visual and performing arts and all other forms of creative activity. A "cultural practitioner" refers to a person who works in a paid or voluntary capacity within the field of culture as described above.

"**Heritage**" means what we inherit, including but not limited to customs, language, values and buildings.

## References

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*



## Arts, Cultural and Heritage Policy

### Related Documents

Murweh Shire Council Corporate Plan

Queensland Government (Arts Queensland) Regional Arts Development Fund Guidelines and Procedures

### Version Control

| Version No. | Date       | Approved       | Amendment           |
|-------------|------------|----------------|---------------------|
| 1.0         | dd/mm/yyyy | [officer name] | [brief description] |
|             |            |                |                     |
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## Administrative Action Complaints Process Policy and Procedures (Combined)

|                                |            |
|--------------------------------|------------|
| <b>Policy No:</b>              | GOV-011    |
| <b>Council Resolution Ref:</b> |            |
| <b>Date Adopted:</b>           | 15.12.2022 |
| <b>Review Date:</b>            | 01.12.2025 |
| <b>Version No:</b>             |            |
| <b>Responsible Officer:</b>    | CEO        |

### Title and Authorisation

This is the Administrative Action Complaints Process (the complaints process) of the Murweh Shire Council (the Council).

The complaints process is made under section 268 of the *Local Government Act 2009* (the Act)

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

### Amendment of the Complaints Process

Any Amendment of the complaints process must be approved by resolution of the Council.

### Scope

The complaints process has been established for resolving complaints by affected persons about administrative action of the Council. However, the complaints process does not apply to a complaint –

- That could be made under Chapter 3 of the Act about competitive neutrality issues;
- About official misconduct that should be directed to the Crime and Misconduct Commission;
- Made under the *Whistleblowers Protection Act 1994*; or
- About an alleged minor breach, meeting breach, a repeat breach or a statutory breach under the *Code of Conduct for Councillors*.

### Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

### Definitions

Terms used in the complaints process have the following meanings:

- *Administrative action* – an administrative action of the Council, being an action about a matter of administration, including each of the following –
  - (a) a decision and an act;
  - (b) a failure to make a decision or do an act, including a failure to provide written reasons for a decision;
  - (c) the formulation of a proposal or intention;



## Administrative Action Complaints Process Policy and Procedures (Combined)

(d) the making of a recommendation.

- *Affected person* – a person who is apparently directly affected by an administrative action.
- *CEO* – the Chief Executive Officer of the Council.
- *Complainant* – the affected person or organisation making a complaint.
- *Complaint* – an expression of dissatisfaction by a person regarding a decision or other action of the Council.
- *Council* – Murweh Shire Council.
- *Council Officer* – includes a permanent, temporary, casual or contract member on the Council's staff.
- *Director* – a Council director who is generally responsible for various functions of the Council and who reports directly to the CEO.
- *Complaints Policy* – the statutory complaints process described in Chapter 6, Part 5 of the Act (the complaints policy)
- *Request for service* – a request for the Council to take action to satisfy the needs of a customer or ratepayer. This may be of a physical nature, such as a request to fill a pothole or to collect a stray dog, or a request for information.
- The act – *Local Government Act 2009*.

### Objectives

The complaints process is established with the following objectives:

- The Fair, efficient and consistent treatment of complaints about decisions and other administrative actions of the Council.
- A complaints process that is easy to understand and is readily available to all.
- Detection and rectification, where appropriate, of administrative errors.
- Identification of areas for improvement in the Council's administrative practices.
- Increase in awareness of the complaints process for the Council's staff and the community.
- Enhancement of the community's confidence in the complaints process and of the reputation of the Council as being accountable and transparent.
- Building the capacity of staff to effectively manage complaints in an environment of continuous improvement.

### Policy Commitment

It is the Council's intent to provide a level of customer service that does not attract complaints, but acknowledges the right of persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint about a decision or other action it takes.

The complaints process has been instituted to ensure that, to the greatest practical extent, any complaint is dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant.



## Administrative Action Complaints Process Policy and Procedures (Combined)

The Council commits to providing adequate resources and trained Officers to deal with complaints and to record and analyse complaints data.

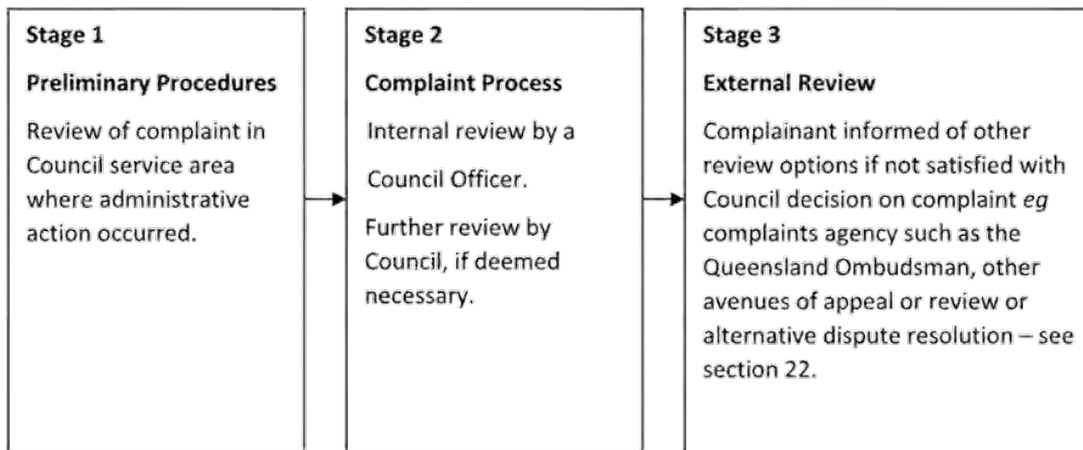
To this end, the Council will endeavour to ensure that:

- Anyone who is dissatisfied about a decision or other action of the Council, a Council Officer or a Councillor can easily and simply lodge a complaint.
- Complainants are provided with information on the complaints process and, if necessary, assistance to make their complaint.
- Each complaint is initially assessed in terms of its seriousness, safety implications, complexity and degree of urgency.
- Council Officers will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of the Council’s administrative practices.
- Complaints are responded to as quickly as possible and in accordance with the timeframes set out in the complaints process.
- Complainants will not suffer any reprisal from Council or its Officers for making a complaint.
- Complaints are properly monitored with a view to continuous improvement of the Council’s business processes.

If a complainant is not satisfied that a complaint has been satisfactorily resolved, he/she will be informed of any statutory right of review and, if they request, be provided with details of any further review mechanism that is available.

### Complaint Handling Framework

The following framework describes the model adopted by the Council handling complaints:





## Administrative Action Complaints Process Policy and Procedures (Combined)

### STAGE 1 – PRELIMINARY PROCEDURES

#### **Preliminary procedures before a complainant may make a complaint**

This section is applicable if a person is making a complaint about an administrative action of the Council.

When a person makes a complaint without first having contacted the relevant service area of the Council to try to resolve the complaint, that person may be required to take this initial step before the complaint will be registered and dealt with under the complaints process.

If the complaint cannot be resolved by the relevant service area or with the relevant Councillor, the complaint will be dealt with in accordance with the complaints process.

Compliance with this section is not a pre-requisite to the submission of a formal written complaint under the complaints process where it is clear on the face of the document that a complaint has been made. In those circumstances the complaint will be dealt with under the complaints process, unless it is earlier resolved to the complainant's satisfaction or is withdrawn by the complainant.

#### **How a complaint may be made**

A complainant may make a complaint –

- (a) In writing (by letter, or by completing the Council's complaint form)

All written and electronic complaints should be addressed to the CEO. The complainant's contact details should be identified to enable Council to contact the complainant as required by the Act.

If an oral complaint is received the CEO, or delegate, will request that the complaint be put in writing if it is of a complex nature or contains complex material.

All written complaints will be referred to the CEO, or delegate, who will arrange for the complaint details to be recorded in the complaint recording system.

If necessary, assistance may be provided by a Council Officer to a complainant on how to make a complaint, including how it should be documented. The aim is to clarify the matter of concern to the complainant and the outcome/s sought.

If a complainant requires interpreter services, or has special needs, the complainant will be referred to the appropriate Council Officer who will provide advice or arrange for the giving of assistance, to the extent practicable.

#### **Information to include in your complaint**

Complaints do not need to be made on a complaint form. However, to help us attend to your complaint quickly please provide the following information:

- Your contact details – Your name & at least one method of contact
- As much detail as you can regarding the matter. As a guide, please provide: -
- Date and time of the event
- Place the event occurred
- Who was involved
- What occurred (in as much detail as possible)
- Witnesses who may assist in investigating the matter.



## Administrative Action Complaints Process Policy and Procedures (Combined)

- Include details of any loss or detriment that you have or believe will be suffered;
- List any other authorities or agencies you have already reported this incident to if applicable (for example,
- Queensland Police, your insurance provider;
- A brief description of your desired outcome;
- Any other supporting information such as photos, contact details for other people who can assist in investigating the matter.

### **Anonymous complaints**

Council will accept anonymous complaints. However, Council will be unable to contact you with details of the progress of your complaint or its outcome. In addition, Council may be unable to investigate or resolve the complaint if sufficient information isn't provided.

### **Complaints by agents**

If a complaint is lodged on behalf of a person by a professional advisor *eg* a solicitor or accountant, the Council will respond direct to that advisor.

A complaint lodged by a person as agent for an affected person will be responded to direct to the affected person and not to the agent, unless a letter of authority is provided indicating the agent is acting on behalf of the affected person and the Council considers that the appointment as agent has been validly made.

## STAGE 2 – COMPLAINT PROCESS

### **Process for selecting and appointing a complaints Officer to investigate complaints**

Subject to the Act, the Council, by resolution, may –

- (a) Select and appoint the CEO as a complaints Officer for the internal review of any complaint;
- (b) Delegate to the CEO the power to select and appoint a person or persons to be a complaints Officer to investigate complaints.

The CEO may delegate his/her powers under (b) to another employee of the Council under s.259 of the Act.

The investigation is to be undertaken by way of internal review. Relevant criteria to be applied in making the decision about the method of review are:

#### ***Internal review***

An internal review of a complaint will be conducted where the administrative action in question was undertaken by a Council Officer. The review will be conducted by the CEO, or an Officer appointed by the CEO or the CEO's delegate, as the complaints Officer for the complaint. The complaints Officer must not be less senior than the Officer who took administrative action that is being reviewed.

#### ***Appointment of reviewer***

The CEO, or delegate, will –

- (a) Assess the nature of the complaint and determine whether the complaint is to be investigated by means of internal review;
- (b) Based on the review criteria, appoint a suitable person as the complaints Officer for the complaint from a panel established by the CEO for that purpose; and





## Administrative Action Complaints Process Policy and Procedures (Combined)

- (c) Give the person appointed as the complaints Officer an instrument of appointment that also stipulates the date by which the complaints Officer must complete the report on the investigation if the complaint is not earlier resolved to the complainant's satisfaction or is withdrawn by the complainant.

The person appointed as a complaints Officer for a complaint must have the appropriate knowledge, qualifications, skill and experience, including the relevant investigative, analytical and report-writing skills, to conduct an investigation into the complaint, make findings, formulate recommendations (where appropriate) and prepare a report on the outcome of the investigation for consideration by the Council or its delegate.

The complaints Officer appointed to investigate a complaint by way of internal review must not have been involved with the administrative action in question.

### **Sending complaints to, and their investigation by, the complaints Officer**

The CEO, or an Officer authorised by the CEO ("authorised Officer"), after the oral or written complaint has been recorded, will arrange for the complaint and other materials, including relevant documents from the Council's records, to be forwarded to the complaints Officer for assessment of the complaint as soon as practicable after the Officer's appointment.

The instrument of appointment of a complaints Officer must indicate the timeframe for dealing with the complaint.

The timeframe for dealing with a complaint will depend on an assessment of the following factors by the CEO or authorised Officer –

- The urgency of the situation in terms of loss or damage likely to be suffered if the complaint is not quickly resolved;
- The likelihood that the complaint can be quickly resolved;
- The complexity of the complaint issue/s;
- Whether the complaint requires internal review in accordance with the criteria for the selection of a complaints Officer for the complaint as set out in the complaints process.

In general terms, the Council will endeavour to meet to the following timeframes for dealing with a complaint –

- For urgent matters – within 14 days;
- For non-urgent complaints that are not considered to be complex or where the complaint is to be investigated under the internal review mechanism – within 30 days;

If the nominated timeframe for dealing with a complaint cannot be met for any reason, the CEO or delegate may, once only, extend the time for dealing with the complaint and notify the complainant in writing of the extension before the expiry of the initial timeframe. In determining any extension of time, the CEO, or delegate, must consult with the complaints Officer for the complaint and fix a date that is reasonable in all the circumstances, but in no case more than 3 months from the date the complaint was received by the Council.

The complaints Officer will acknowledge receipt of the complaint and any other material, indicating date of receipt.

If a complaint is resolved to the complainant's satisfaction before it is sent to a complaints Officer for investigation, notice that the complaint has been resolved may be given to the complainant in the same medium by which the complaint was initially made *eg* an oral response may be given to a complaint that was made orally.



## Administrative Action Complaints Process Policy and Procedures (Combined)

However, the Council may give a formal written response to a complaint irrespective of the medium by which the complaint was made. The Council will make a record of any oral advice given to a complainant that the complaint has been resolved.

The timeframe for dealing with a complaint is measured from the date of receipt of a complaint to the date the complainant is informed of the outcome of the complaint.

### **Opportunity for complainant to provide further information about the complaint**

The complaints Officer will invite the complainant to provide further information after the initial assessment of the complaint material to assist in fully understanding the complainant's concerns, the issue/s to be investigated (if an investigation is to be undertaken) and the outcome or remedy sought by the complainant.

Seeking further information from the complainant at this stage of the complaints process may be undertaken by informal means such as telephone, email or face-to-face discussion. The complaints Officer will record a fair summary of any oral information received and will confirm with the complainant in an appropriate manner that the summary accurately reflects the information provided by the complainant.

The complaints Officer will attempt to resolve the complaint informally, for example, by providing an explanation for the Council's or the Councillor's action in the particular case. A complaint may be resolved or withdrawn by the complainant at any time during the complaints process. A complaint is taken to be resolved to the complainant's satisfaction, or is taken to be withdrawn, if the complainant gives a clear indication to that effect to the complaints Officer. Written notice that the complaint has been resolved, and the general manner in which it was resolved, will be given to both the Council and the complainant.

If in the opinion of the complaints Officer, resolution of a complaint about an administrative action merely involves rectification of an obvious error or a remedy of a similar nature, the complaints Officer will discuss the issue with the relevant Council Officer with a view to resolving the complaint.

### **Grounds for refusal to investigate complaint**

In assessing a complaint (including any further information provided by the complainant) the complaints Officer will consider whether there is a statutory ground on which the complaint may be refused. The complaints Officer may refuse to investigate a complaint or, having started to investigate a complaint, refuse to continue the investigation if the Officer reasonably considers that –

- (a) The complaint is trivial; or
- (b) The complaint concerns frivolous matter or was made vexatiously; or
- (c) The complainant does not have sufficient direct interest in the administrative action that is the subject of the complaint; or
- (d) Both of the following apply –



## Administrative Action Complaints Process Policy and Procedures (Combined)

- i. The complainant has a right of appeal, reference or review, or another remedy, that the person has not exhausted;
  - ii. It would be reasonable in the circumstances to require the complainant to exhaust the right or remedy before the Officer investigates, or continues to investigate, the complaint;
- (e) In the circumstances, investigating the complaint is unnecessary or unjustifiable.

A right or remedy mentioned in paragraph (d) does not include a right to make an application to the Supreme Court under the *Judicial Review Act 1991*.

The complaints Officer will give both the CEO and the complainant written notice of a decision made by the Officer to refuse to investigate the complaint, or to continue the investigation, and the reasons for the decision.

### Investigating a complaint

The investigation of a complaint will be undertaken by the complaints Officer in an independent, impartial and objective manner. A complaints Officer may, if the Officer considers appropriate in the circumstances, undertake mediation between the parties with a view to resolving a complaint, but will not act as an advocate for either the complainant or the Council or for any Council Officer or Councillor the subject of the complaint.

The complaints Officer will adhere to the following principles when conducting an investigation of a complaint:

- Procedural fairness/natural justice;
- Establishment and maintenance of a complete document trail (to facilitate any subsequent review that may be undertaken of the investigation conducted by the complaints Officer);
- Council and other policies are designed for administrative guidance only, and should not be rigidly applied irrespective of the merits of a particular case. An administrative policy may be departed from if the merits of a particular case warrant that course of action.
- Lawfulness of a particular action is not necessarily decisive of the issue in dispute. The complaints Officer will also assess whether the action was unfair, unreasonable or wrong.
- The civil standard of proof applies for administrative investigations. This means that allegations have to be established on the balance of probabilities – that is, it must be more probable than not that the allegation is made out.
- Confidentiality about the investigation must be maintained to the extent that it can reasonably be achieved, subject to other legal requirements about the disclosure of information.

### Obligation of complaints Officer on completion of investigation

If a complaint is not resolved during the investigation process to the satisfaction of the complainant or is not withdrawn by the complainant, the complaints Officer will give the CEO and the complainant a written report on the results of the investigation and any recommendations. The complaints Officer must give the report to



## Administrative Action Complaints Process Policy and Procedures (Combined)

both the CEO and the complainant within the time stipulated in the instrument of appointment, subject to any approved extension of time.

The report will typically address the following matters to the extent each matter is relevant in the particular case

- The complaint issue/s;
- A concise summary of the material facts and circumstances of the matter;
- Any relevant legislation;
- Any relevant Council or other policy;
- Persons interviewed and/or consulted and relevant information obtained during any interviews and consultations;
- Results of any relevant research;
- Analysis of complaint issues to the extent necessary;
- Findings on material questions of fact and law;
- Whether the complaint is sustained and reasons for that finding;
  
- If the complaint is sustained, any recommendation/s to the Council to redress the complainant's grievance, whether by way of benefit to the complainant and other affected persons (if any) and/or systemic improvements to the Council's administrative practice with a view to preventing a recurrence of similar complaints.

The report will contain any recommendations that the complaints Officer considers to be appropriate in the circumstances. In some cases, it will be appropriate to make a recommendation for procedural improvement even where the complaint has not been sustained. A recommendation may relate to –

- A specific remedy or remedies that is/are available under section 17 to redress the complainant's grievance; and/or
- The proposed amendment of a relevant Council policy, procedure or practice to address any systemic issue raised by the complaint with a view to preventing similar complaints in the future.

### Remedies

The Council has adopted a range of remedies for addressing administrative actions that it considers to be unfair or wrong. Remedies include, but are not limited to –

- An explanation for the action in question
- An admission of fault
- An apology



## Administrative Action Complaints Process Policy and Procedures (Combined)

- Revocation or amendment of the decision
- Rectification, including repairing or replacing the matter in dispute
- Revision of relevant policy, procedure or practice
- Provision of technical assistance
- Reimbursement of costs incurred as a result of the action in question
- Financial compensation, including an *ex-gratia* payment
- Waiver of debt.

More than one remedy may be applied in the particular case if the circumstances justify that course of action.

### Consideration of report by Council

#### ***Report about an administrative action***

A complaints Officer's report prepared under section 16 of the complaints process, including any recommendation(s), on a complaint about an administrative action will be considered –

- (a) By the Council by resolution if the administrative action in question was taken by –
  - i. The Council, or a committee of the Council, at a meeting;
  - ii. The mayor or the chairman of a standing committee acting under statutory or delegated authority; or
  - iii. The CEO;
- (b) By the CEO under delegated authority if the administrative action in question was taken by a senior Officer who reports directly to the CEO;
- (c) By another Council Officer under delegated authority if the administrative action in question was taken by a Council Officer who is not more senior than the delegate.

A Council Officer exercising delegated authority to deal with the complaint, by accepting or rejecting the findings of the complaints Officer, has authority to provide any lawful remedy for the complainant that is available under section 17 of the complaints process, irrespective of whether the remedy has been recommended by the complaints Officer.

Where the complaints Officer's report includes a recommendation that a suitable policy be made to address the complaint issue, or an existing policy be appropriately amended, the recommendation will be referred to the Council for consideration by resolution.



## Administrative Action Complaints Process Policy and Procedures (Combined)

### Notice to complainant about outcome of complaint

Written notice of the outcome of a complaint will be given to the complainant following the Council's consideration of, and decision on, the complaints Officer's report and recommendations (if any).

The notice to the complainant will generally include the following advice –

- Whether the complaint is sustained;
- If the complaint is not sustained, the reasons for the decision;
  
- If the complaint is sustained –
  - Any remedy to be made available to the complainant;
  - If applicable, the circumstances and timeframe in which the remedy will be made available; and/or
  - Whether the investigation identified the need to revise Council policy, procedure or practice to prevent similar complaints arising, details of the proposed revision and the timeframe for implementation.

### Implementation of remedy, etc

The Council, through the CEO or delegate, will take action in a timely manner to implement any remedy to be made available to a complainant and/or any revision of its policy, practice or procedure.

### Council review if complainant dissatisfied with outcome of complaint

If a complainant is dissatisfied with the outcome of the consideration of the complaints Officer's report and any recommendation, the complainant may request a review of the decision on the complaint. The complainant may submit new information with the request for review and seek reconsideration of the complaint on the basis of the new information or on any other basis.

The Council will –

- Undertake the review as requested and advise the complainant accordingly; or
- Decline the review on the basis that the complainant has not provided any reasonable basis for the review.

Any review undertaken will generally be in accordance with the complaints process. The reviewer will be independent of the original decision maker and the complaints Officer.



## Administrative Action Complaints Process Policy and Procedures (Combined)

### STAGE 3 – REVIEW BY OMBUDSMAN OR OTHER COMPLAINTS ENTITIES

#### Review by other complaints entities

If the Council decides not to undertake a review, it will inform the complainant that a complaint may be lodged with the Queensland Ombudsman or other relevant complaint entity (giving contact details).

#### COMPLAINTS MANAGEMENT SYSTEM

##### Reporting on complaint trends

Every 6 months, commencing from the date the complaints process commenced, the CEO, or delegate, will complete a report on all complaints (oral and written) received through the complaints process.

The report will include details for the particular 6 months and the financial year to date and, to the extent details are available, draw comparisons with corresponding periods for the 2 immediately preceding financial years.

Each report will set out –

- Details of complaints received and resolved during the period;
- Whether timeframes were met;
- How each complaint was dealt with (pre-complaint stage, by complaints Officer, Council decision on complaints Officers report, or still not resolved to complainants satisfaction);
- A brief description of the outcome, including any remedy given to a complainant; and
- Details of any service delivery or business improvements that have been effected as an outcome of the Council's consideration of complaints.

The report will also –

- Contain details of any systemic issues that have been identified and/or whether there is any trend in the complaints received; and
- Suggest whether any other action should be taken to change service delivery and/or improve business activities, services, systems and staff skills, etc.

The CEO will discuss the report with the complaints Officer and will thereafter submit it to the Council for consideration, together with any comments.

#### Responsibility of Officers

##### CEO

The CEO will –

- (a) Encourage excellence in customer service by Council Officers;



## Administrative Action Complaints Process Policy and Procedures (Combined)

- (b) Ensure that all Council Officers are aware of and implement the complaints process in the manner intended by the Council;
- (c) Foster an environment where complaints management is the responsibility of all Council Officers; and
- (d) Ensure any necessary staff training is provided *eg* on the complaints process, conducting an investigation of a complaint, conflict management, customer service skills.

### **Directors**

Each director will ensure that –

- (a) All Council Officers under the directors management and control are aware of their role in customer service and responsibility for complaint management; and
- (b) Service standards are met

### **Council Officers**

All Council Officers –

Are required to observe the complaints process; and

Wherever appropriate, attempt to resolve a complaint before it is referred for attention under the complaints process.

### **Related policies or procedures**

All Council policies and procedures must be taken into consideration when considering or investigating a complaint under the complaints process.

### **Evaluation and review of the complaints process**

Every 4 years the Council will conduct a review audit of the complaints process.

The review audit will evaluate the performance of the complaints process and will consider the following aspects, where necessary:

- Accessibility – whether the complaint process is readily available to members of the community and is user friendly.
- Timeliness – whether timelines for responding to complaints have been met and, if not, remedial action proposed.
- Satisfaction – as evidenced by any complaint about the complaints process.
- Compliance – by considering reports on the operation of the complaints process.

The complaints process will be amended in terms of any adopted recommendation arising from the review.

### **Communication**





## **Administrative Action Complaints Process Policy and Procedures (Combined)**

The Council will take appropriate steps to publicise the complaints process. For example, the Council will place this document on its website and include training on the complaints process in the induction process for new employees and in other appropriate staff training forums.



## Fraud Control Policy

|                                |            |
|--------------------------------|------------|
| <b>Policy No:</b>              | FIN-014    |
| <b>Council Resolution Ref:</b> |            |
| <b>Date Adopted:</b>           | 15.12.2022 |
| <b>Review Date:</b>            | 1.12.2025  |
| <b>Version No:</b>             |            |
| <b>Responsible Officer:</b>    | CEO        |

### Purpose

The Fraud Control policy reflects the commitment of the Council to effective fraud risk management. It also requires the commitment, cooperation and involvement of all personnel in preventing, detecting and responding to all allegations of fraud.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

### Application

This policy applies to the entire range of the Council’s activities and for the purpose of this policy the term “personnel” refers to all employees, councillors, consultants and contractors.

The Council has adopted the following definition of fraud:

“Dishonestly obtaining or attempting to obtain a benefit or advantage for any person or dishonestly causing or attempting to cause a detriment to the Council”

Fraud against the Council is an offence under various provisions of State legislation.

### Policy

#### The Council’s attitude to fraud

- (a) The Council has a zero tolerance to fraud
- (b) The Council is committed to minimising the incidence of fraud through the development, implementation and regular review of fraud prevention, detection and control strategies.

#### The Council’s approach to fraud

- (a) The Council will ensure that all personnel are aware of the fraud reporting procedures and actively encouraged to report suspected fraud through appropriate channels.
- (b) The Council has adopted a clear framework and approach to fraud detection and prevention, the full details of which are in its Fraud Control Plan. This approach is based on the Australian Standard for Fraud and Corruption Control AS 8001:2008.
- (c) All information about suspected fraudulent conduct will be collected, classified and handled appropriately having regard to privacy, confidentiality, legal professional privilege and the requirements of procedural fairness and natural justice.
- (d) If fraud against the Council is detected the Chief Executive Officer will make all decisions and communicate them as appropriate.



## Fraud Control Policy

### Expectations of council personnel

- (a) Council personnel are expected to act in a professional and ethical manner, follow legal requirements, care for property, maintain and enhance the reputation of Council.
- (b) Council personnel are expected to remain vigilant to any suspected fraud behaviour that maybe occurring around them and are expected to fully cooperate with any investigations and the implementation of fraud control strategies.
- (c) Council personnel who become aware of suspected fraudulent conduct must report the matter in accordance with this policy.
- (d) Council personnel must retain strict confidentiality on any Council fraud incidents of which they have knowledge.
- (e) Managers must uphold and monitor fraud control strategies within their area of responsibility.
- (f) Any failure by Council personnel to comply with this policy may result in disciplinary action or the termination of consulting or other contracts.

### Examples of what constitutes fraud

The following list, while not exhaustive, provides examples of the types of conduct that would be included within the Council's definition of fraud.

- (a) Theft of property e.g. inventory, cash and equipment
- (b) Dishonestly obtaining or using property that belongs to Council
- (c) Causing a loss to the Council that is dishonest, or avoiding or creating a liability for the Council by deception
- (d) Knowingly making or using forged or falsified documents
- (e) Dishonestly falsifying invoices for goods and services
- (f) Dishonestly using purchase or order forms to gain a personal benefit
- (g) Receiving or giving kickbacks or secret commissions to or from third parties

### Procedures

#### If you suspect fraud – reporting procedure

##### *Responsibility: All Staff*

- (a) In the first instance, report any suspected fraud incident to your supervisor.
- (b) If, for any reason, you feel that reporting the incident through your supervisor would be inappropriate, report the matter to the Director in charge of your department.
- (c) All Council personnel are required to act in good faith and reasonably in reporting alleged fraudulent activity.
- (d) The Chief Executive Officer must communicate non-trivial instances of suspected fraud or actual fraud to the Chairperson of the Audit Committee.
- (e) The Chief Executive Officer is to report all incidents of fraud no matter how small to the Queensland Audit Office in writing.



## Fraud Control Plan

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|--------------------------------|---|
| <b>Policy No:</b>              | FIN-014A                                    |
| <b>Council Resolution Ref:</b> |   |
| <b>Date Adopted:</b>           | 15.12.2022                                  |
| <b>Review Date:</b>            | 01.312.2025                                 |
| <b>Version No:</b>             |   |
| <b>Responsible Officer:</b>    | Director of Corporate & Regulatory Services |

### Purpose

This management plan applies to all Councillors, Council employees, contractors, consultants, vendors, community members and any other party engaged in undertaking business with Council. The internal reporting processes relate to Council employees and elected members. Members of the public wishing to make a formal report of alleged fraud or corruption should follow Council’s Complaint Management processes.

This plan is informed by Council’s Fraud and Corruption Control Policy.

### Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).

### Background

#### THE NEED FOR EFFECTIVE FRAUD AND CORRUPTION CONTROL STRATEGIES

The Australian Institute of Criminology estimates that fraud costs the Australian economy \$8.5 billion each year<sup>3</sup>. Councils may be exposed to high risks of fraud and corruption due to the large volume of goods and services they purchase and because of the high degree of devolved decision making vested in councils. In small communities, such as Murweh Shire Council, the likelihood that elected members or council employees could be linked through their personal or professional relationships to developers, suppliers and other sectors of the public can also lead to an increased risk of fraud and corruption due to conflicts between the public interest and their private interests.

#### WHAT ARE FRAUD AND CORRUPTION?

Fraud and corruption can take many forms. Fraudulent and corrupt conduct by elected members or employees may fall within the category of ‘corrupt conduct’ under the *Crime and Corruption Act 2001*. In addition, many forms of fraud and corruption are offences under the *Criminal Code Act 1899*. These include false claims, stealing, misappropriation of property, false pretence, forgery and receipt or solicitation of secret commissions.

Refer to the ‘definitions’ section of this plan for further information.

#### COMMON EXAMPLES OF FRAUD AND CORRUPTION

| Type of fraud or corrupt activity   | Examples of related risks   |
|---|---|
| <b>Rate revenue</b><br>The manipulation of rates to receive a self benefit. | <ul style="list-style-type: none"> <li>Incorrectly claiming discounts (e.g. pensioner discount or allowing prompt payment discount after close of rates period) to benefit employees, friends, family and colleagues</li> </ul> |



## Fraud Control Plan

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| <p><b>Development applications</b><br/>Relating to development applications under the planning scheme.</p> | <ul style="list-style-type: none"> <li>• Misuse of commercially sensitive information</li> <li>• Providing kickbacks to Councillors or staff for favourable decisions</li> <li>• Undeclared conflicts of interest involving Councillors and / or staff</li> </ul> |
| <p><b>Service delivery</b></p>   | <ul style="list-style-type: none"> <li>• Oversupplying goods or services to benefit third parties</li> </ul>  |

<sup>1</sup> Queensland Audit Office, Report 19: 2014-15, Fraud Management in Local Government June 2015

|   |  |
|---|--|
| <p>Relating to the use of council-provided services to which the citizen would not normally be entitled.</p>  | <ul style="list-style-type: none"> <li>- Undersupplying to 'skim' goods or services</li> <li>- Undercharging to benefit third parties (in actual or time)</li> </ul>   |
| <p><b>Compensation</b><br/>Relating to falsely claiming council responsibility for incidents and accidents and attempting to falsely claim compensation</p> | <ul style="list-style-type: none"> <li>- Falsely claiming work related injuries</li> <li>- Falsely claiming pedestrian accidents on footpaths or council premises</li> </ul>   |
| <p><b>Grants</b><br/>Relating to grant funds not being used for the intended service delivery objective</p>   | <ul style="list-style-type: none"> <li>- Redirecting grant funds to personal accounts</li> <li>- Using grant funds for purposes other than that intended</li> <li>- Poor record keeping, resulting in misstatement</li> </ul>  |
| <p><b>Procurement</b><br/>Relating to the process of acquisition of goods, services and project delivery from third parties</p>                             | <ul style="list-style-type: none"> <li>- Unauthorised use of corporate credit or fuel cards</li> <li>- Paying invoices for goods or services that were not delivered</li> <li>- Tender collusion</li> <li>- Receiving kickbacks or being involved in bribery, corruption or coercion related to manipulation of the procurement process</li> </ul> |
| <p><b>Travel and allowances</b><br/>Relating to falsely claiming reimbursement of costs or allowances for which there is no entitlement</p>                 | <ul style="list-style-type: none"> <li>- Making claims for journeys not made or overstating the distance</li> <li>- Reimbursing expenses not related to council business</li> </ul>  |
| <p><b>Payroll and salary</b><br/>Relating to claiming pay that doesn't match work performed or conditions of employment</p>                                 | <ul style="list-style-type: none"> <li>- Falsely claiming overtime payments</li> </ul>   |
| <p><b>Employment / Recruitment</b><br/>Relating to applicants falsely claiming qualifications and skills above their ability</p>                            | <ul style="list-style-type: none"> <li>- Misrepresenting skills, capabilities or qualifications to obtain employment or promotion</li> <li>- Forgery of reference documentation</li> </ul>   |
| <p><b>Assets and Supplies</b><br/>Using council assets for other than official purposes or gaining other personal benefits</p>                              | <ul style="list-style-type: none"> <li>- Stealing assets or supplies</li> <li>- Using council assets or supplies without authorisation</li> </ul>  |



## Fraud Control Plan

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| <p><b>Exploiting council information</b></p> <p>Using confidential or commercially sensitive information for personal gain</p> | <ul style="list-style-type: none"> <li>- Falsifying official records</li> <li>- Providing confidential and sensitive information to others for personal gain</li> <li>- Using confidential and sensitive information for personal benefit</li> </ul> |
|--|--|

### Framework

The Murweh Shire Council *Fraud and Corruption Control Management Plan* is based on the Australian National Audit Office (ANAO) conditions that are essential for a sound fraud control environment, and the Crime and Corruption Commission’s (CCC) recommended 10-element model.<sup>2,3</sup> Our approach also aligns with *Australian Standards 8001-2008 Fraud and Corruption Control*.

#### CONDITIONS FOR A SOUND CONTROL ENVIRONMENT

The ANAO’s three (3) conditions for a sound control environment are:

<sup>2</sup> Australian National Audit Office, *Fraud Control in Australian Government Entities – Better Practice Guide* March 2011

<sup>3</sup> Crime and Misconduct Commission (now Crime and Corruption Commission), *Fraud and Corruption control – Guidelines for Best Practice* 2005

- *Ethical leadership and culture* – strong ethical values and high standards of ethical behaviour;
- *Legislation and governance* – legislation and policies that promote accountability, are transparent, and incorporate robust governance structures; and
- *Control strategies* – actions to prevent, detect and respond to fraud and corruption, which are reviewed and improved continuously.

#### CRIME AND CORRUPTION COMMISSION INTEGRATED CONTROL MODEL

The CCC’s recommended integrated control model comprises 10 key elements and is consistent with Australian and overseas best practices. The elements are interrelated, with each one playing an important role.

The elements are as follows:

- *Council-wide integrated policy* – demonstrates Council’s resolve to combat fraud and corruption wherever it is found<sup>4</sup>;
- *Risk assessment* – fraud and corruption risk analysis must consider not only current threats from internal and external sources but also potential and emerging threats;
- *Internal controls* – considered by many to be the first line of defence in the fight against fraud<sup>5</sup>;
- *Internal reporting* – staff members play a crucial role in reporting and controlling fraud and corruption;
- *External reporting* – the Crime and Corruption Act 2001 requires that the CEO report any suspected official misconduct;
- *Public Interest disclosures* – the reporting of suspected misconduct and maladministration is fundamental to the ongoing integrity and health of Council<sup>6</sup>;
- *Investigations* – allegations of fraud and corruption must be handled and investigated competently;
- *Codes of Conduct* – help develop the expectations and standards of ethical behaviour within Council. The Codes’ provisions underpin many of the operational practices designed to minimise integrity risks;



## Fraud Control Plan

- *Staff training and awareness* – creating an environment that resists fraud and corruption and rewards integrity requires a range of educational and awareness strategies; and
- *Client and community awareness* – to maintain public trust, the community must be confident that Council and its officers are behaving ethically.

### Roles and Responsibilities

#### GENERAL

All Council employees are responsible for fraud and corruption prevention and detection, as they are most likely to witness fraudulent activity.

#### POSITION SPECIFIC DUTIES

While all elected members and employees are responsible for preventing, detecting and reporting fraud and corruption, there are some specific roles and responsibilities dependent on an individual’s position within the organisation:

| Position                | Responsibilities  |
|-------------------------|---|
| Chief Executive Officer | <ul style="list-style-type: none"> <li>- Overall accountability for prevention, detection and reporting of fraud and corruption within QSC</li> <li>- Legislated responsibility to exercise authority, on behalf of QSC</li> <li>- Manage Council’s operations ensuring service delivery is effective and economical, and in the process avoids waste and extravagance</li> <li>- Manage public resources of Council efficiently, responsibly and in a fully accountable manner</li> <li>- Define goals and objectives in accordance with Council’s governance framework</li> <li>- Implement policies and priorities responsibly</li> <li>- Ensure impartiality and integrity in the performance of Council’s functions</li> <li>- Ensure accountability and transparency in Council’s operational performance</li> <li>- Maintain accurate records and accounts, and report on these as required</li> <li>- Promote continual evaluation and improvement of Council’s management practices</li> <li>- Ensure all employees are made aware of and attend appropriate education, training and awareness sessions to allow for a skilled and knowledgeable workforce, including ethics awareness, internal controls and financial or procurement training</li> </ul> |



## Fraud Control Plan

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|   | <ul style="list-style-type: none"> <li>- Ensure effective employee communication about the process for identifying and reporting on potential fraudulent and corrupt activities</li> </ul>   |
| Elected members   | <ul style="list-style-type: none"> <li>- Carry out responsibilities in accordance with the requirements of Section 4 (2) of the Local Government Act 2009</li> <li>- Approve, support and endorse policy or process that helps prevent fraud and corruption within Council</li> </ul>  |
| Internal Audit Committee  | <ul style="list-style-type: none"> <li>- Provide independent appraisals, examination and evaluation of Council's activities and assist management with the detection of suspected fraud and corrupt activities</li> </ul>  |
| Chief Executive Officer<br>Director Corporate & Regulatory Services<br>Director Engineering<br>Director Community & Environment<br>Director Economic Development & Tourism<br>Finance Manager | <ul style="list-style-type: none"> <li>- Display ethical leadership and high personal standards of behaviour consistent with the Code of Conduct</li> <li>- Visibly adhere to Council's ethical framework and promote adherence by all employees</li> <li>- Contribute to effective risk management strategies in accordance with Council's enterprise risk management framework and ensure risk management practices are adhered to throughout area of control</li> <li>- Develop strong internal controls to assist with fraud and corruption prevention in area of responsibility</li> <li>- Ensure where a public interest disclosure is made, the internal procedure for making and managing a public interest disclosure is adhered to</li> <li>- Actively monitor and evaluate performance, timesheets, use of materials to minimise risk of fraud</li> </ul> |





## Fraud Control Plan

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| <p>Director of Corporate and Regulatory Services</p> | <ul style="list-style-type: none"> <li>- Responsible for coordination of fraud and corruption control management across organisation</li> <li>- Oversee implementation and management of the fraud and corruption control framework</li> <li>- Provide advice to the CEO and senior management team as necessary on fraud and corruption matters</li> <li>- Undertake and report on fraud and corruption auditing activities</li> <li>- Promote Council’s position on fraud and corruption control through various communication channels</li> <li>- Actively increase awareness of policies, plans and procedures and employee’s obligations in relation to fraud and corruption control</li> <li>- Actively assist Departments in undertaking risk assessments of fraud and corruption in accordance with the enterprise risk management framework</li> <li>- Ensure where a public interest disclosure is made, the internal procedure for making and managing a public interest disclosure is adhered to</li> <li>- Review and evaluate the effectiveness of compliance with relevant legislation and best practice requirements for fraud and corruption control</li> </ul> |
| <p>Supervisors</p>                                   | <ul style="list-style-type: none"> <li>- Display ethical leadership and high personal standards of behaviour consistent with the Code of Conduct</li> <li>- Visibly adhere to Council’s ethical framework and promote adherence by all employees</li> <li>- Follow the mandatory internal reporting requirements for reporting suspected corrupt conduct, including fraud or corruption</li> <li>- Actively monitor and evaluate performance, timesheets, use of materials to minimise risk of fraud</li> </ul>  |
| <p>Storepersons, Creditors Officers</p>              | <ul style="list-style-type: none"> <li>- Actively monitor stores and purchasing requests to reduce likelihood of fraud</li> <li>- Actively monitor invoices to reduce likelihood of fraud</li> <li>- Actively check delivery items</li> <li>- Report suspect behaviour through the procurement process to Supervisor</li> </ul>  |
| <p>Employees with procurement delegations</p>        | <ul style="list-style-type: none"> <li>- Actively monitor invoices to reduce likelihood of fraud</li> <li>- Actively check delivery items</li> </ul>   |
| <p>Staff receiving mail and / or handling cash</p>   | <ul style="list-style-type: none"> <li>- Follow correct procedures for mail opening and cash handling</li> </ul>   |



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| Credit Card holders     | <ul style="list-style-type: none"> <li>- Monitor use of credit card by other employees</li> <li>- Carefully check statement against purchases and report any discrepancies</li> </ul>  |
| Payroll Officers        | <ul style="list-style-type: none"> <li>- Monitor timesheets for hours worked and allowances claimed and report any suspected false claims to Supervisor</li> </ul>   |
| Human Resources Manager | <ul style="list-style-type: none"> <li>- Ensure where a public interest disclosure is made, the internal procedure for making and managing a public interest disclosure is adhered to and the Director of Corporate and Regulatory Services – Governance and Communications is notified.</li> <li>- Provide induction training for new employees covering Code of Conduct and Fraud Prevention and Management</li> <li>- Ensure due process is followed during the pre-employment screening process</li> <li>- Liaise with SAO and senior management to assist in actively increasing awareness of policies, plans and procedures and employees obligations in relation to fraud and corruption control</li> </ul>   |
| All Employees           | <ul style="list-style-type: none"> <li>- Contribute to the development of improved systems, policies and procedures to enhance Council’s resistance to fraud and corruption include:                             <ul style="list-style-type: none"> <li>o Safeguarding assets and other resources under their control</li> <li>o Having a clear understanding of their obligations regarding any losses, deficiencies and shortages that may be identified while at work; and</li> <li>o Ensuring all personal claims are accurate with no deliberate omissions (recording accurate hours of work on timesheet or legitimate claims for reimbursement).</li> </ul> </li> <li>- Fulfil their obligation to report wrongdoing, or suspected wrongdoing in accordance with Council’s Code of Conduct and other legislation;</li> <li>- Fulfil their obligation to report and manage their own conflicts of interest as per Council policies and procedures;</li> <li>- Gain an understanding of the policies, procedures and guidelines that pertain to their role and work within the requirements of these; and</li> <li>- Follow the requirements for internal reporting of suspected fraud and corruption.</li> </ul> |

### Fraud and Corruption Risk Assessment

#### ENTERPRISE RISK MANAGEMENT



## Fraud Control Plan

Murweh Shire Council has established an Enterprise Risk Management (ERM) Framework which sets out the effective risk management strategies and practices across Council. The aims associated with embracing ERM in Council are as follows:

- To assist Council in identifying its highest risk exposures and take appropriate steps to properly manage these risks;
- To ensure that Council's corporate planning processes include a focus on areas where ERM is needed; and
- To maintain a process across Council which formally identifies risk and provides a platform for monitoring and managing risk.

### FRAUD AND CORRUPTION RISK MANAGEMENT

Council will implement a program to systematically identify and assess fraud and corruption risks in line with its Risk Management Policy and Framework. These risks will be assessed at least once every two years and reported to the Risk Management Committee to ensure a treatment plan that specifically addresses the risks faced is implemented.

The Queensland Audit Office has identified a number of functions and processes considered to be areas of high vulnerability to fraudulent and corrupt activity. As a minimum, fraud and corruption risks are to be initially identified and assessed for the following areas:

- Payroll and timesheets
- Rate revenue
- Segregation of duties
- Compensation
- Recruitment
- Travel and allowances
- Accounts payable / receivable
- Use of Council assets and supplies
- Service delivery
- Procurement
- Contract management
- Exploiting Council information

### Internal Controls

#### EXISTING CONTROLS

Controls are used to manage risks identified through the risk assessment process. The existing internal control system consists of policies, structure, procedures, processes, tasks and other formal and informal activities that record and manage risks.

To assist in creating a suitable internal control environment Council will:

- Place an emphasis on accountability – effective leadership and high standards of ethical and professional conduct by all staff;



## Fraud Control Plan

- Regularly review and assess organisational structure and design to ensure staff have a clear understanding of the activities, processes and outputs for which they are responsible and accountable, and to whom they must report;
- Support and assist with, and consider any recommendations arising from, the internal audit, audit committee and external audit functions;
- Ensure goals, objectives, expectations and internal controls are reasonable and not unduly restrictive to avoid the risk of lower productivity and increased bureaucracy, thereby inviting noncompliance and shortcuts that increase risk; and
- Regularly assess current and emerging issues which are likely to affect Council;

In conjunction with the assessment of fraud and corruption risks, existing internal controls will be reviewed for effectiveness and, where appropriate, additional cost-effective controls will be implemented.

### FRAUD CONTROL OFFICER

In addition to the review and monitoring of existing internal controls in place, the Director of Corporate and Regulatory Services will assume responsibility for coordinating fraud and corruption control activities.

Responsibilities include:

- Oversee implementation and management of the fraud and corruption control framework;
- Actively assist Departments in undertaking risk assessments of fraud and corruption in accordance with the enterprise risk management framework.
- Provide advice to the CEO and senior management team as necessary on fraud and corruption matters;
- Undertake and report on fraud and corruption auditing activities;
- Assist in ensuring Council maintains written records of alleged and proven losses arising from fraud.
- Promote Council's position on fraud and corruption control through various communication channels; and
- Actively increase awareness of policies, plans, procedures and employees obligations in relation to fraud and corruption control.

### DATA ANALYTICS

Council has considered the use of data analytic tools in fraud and corruption prevention and detection. As a small rural local government entity, Council has limited resources for investing in sophisticated software. As a small Council, the executive management team and senior officers have a significant hands on involvement in the operations of the organisation and are well placed to detect and investigate potential discrepancies. With current controls and proposed initiatives outlined in this management plan, Council does not believe the employment of data analytic software tools would provide a significant benefit at this point in time.

## Reporting

### INTERNAL REPORTING

Council encourages the reporting of any concerns or suspicions about fraudulent or corrupt activity. Elected members and members of the public may make a report to:

- The Chief Executive Officer; or
- The Mayor;

Where an employee is making a report, in addition to the above, a report may also be made to:

- An employee's Manager; or



## Fraud Control Plan

- An employee's Supervisor; or
- The Human Resources Manager; or
- The Director of Corporate and Regulatory Services

The Chief Executive Officer has a specific role in determining how the alleged conduct is to be investigated and ultimately addressed, particularly if further investigation is required through an external agency. If the alleged conduct is in relation to the Chief Executive Officer, the Mayor will assume responsibility for the process.

Council acknowledges the difficulties faced by some persons in reporting suspected fraud or corruption. As such, reports of fraud or corruption may be made anonymously.

Reports of alleged fraud or corruption should be made on the relevant form (*attachment A*). Council will further investigate options for online or other methods of making a report to ensure anonymity.

### **PUBLIC INTEREST DISCLOSURES**

Murweh Shire Council will provide protection from reprisal for a person making a public interest disclosure in accordance with the principles embodied in the *Public Interest Disclosure Act 2010*. Arrangements to ensure compliance with these principles shall be enforced at all times.

Complaints against Council officers under the Public Interest Disclosure Act 2010 will be pursued in accordance with Council's Public Interest Disclosure policy, procedure and management plan.

### **EXTERNAL REPORTING**

Murweh Shire Council is committed to transparency in meeting its statutory obligations and in discharging its accountability to all stakeholders. All incidents of suspected fraud and corruption will be subject to appropriate external reporting in a timely fashion.

Depending upon the nature of an allegation, the persons involved and the progress or outcome of the investigation, external reporting or referral may be made to the following agencies:

- Queensland Police Service;
- Crime and Corruption Commission for cases suspected to involve corrupt conduct; or
- Queensland Audit Office for fraud involving any asset losses;

Under the *Local Government Regulation 2012*, Council is required to report any loss as a result of fraud to the Auditor-General and to the Minister responsible for local government.

Section 38 of the *Crime and Corruption Act 2001* requires that if the Chief Executive Officer reasonably suspects that a complaint, or information or matter involves, or may involve, corrupt conduct he must notify the commission.

### **Investigations**

When the Chief Executive Officer becomes aware of a matter that he reasonably suspects may involve corrupt conduct he must notify the Crime and Corruption Commission (CCC) at the earliest opportunity. Before notifying the CCC the Chief Executive Officer may consider any relevant information in his direct knowledge or the direct knowledge of a relevant officer, or contained in Council's records management system, in deciding whether an allegation raises a reasonable suspicion of corrupt conduct. No other action or investigation in relation to suspected corrupt conduct will take place prior to the notification.

Before receiving formal advice on action to be undertaken, the Chief Executive Officer will make the decision as to whether the allegation is serious enough to warrant the suspension of the employee whilst an investigation takes place. The CEO has the right to suspend an employee based on the evidence before them, should they believe that disciplinary action is likely to be taken against the employee concerned. During any



## Fraud Control Plan

period of suspension the employee in question is still entitled to receive their full remuneration, including any allowances and penalties.

### Staff Training and Awareness

Murweh Shire Council will use a variety of education and awareness strategies to foster an ethical organisational culture and strengthen the Council’s resistance to fraud and corruption. Education and awareness will be increased by:

- Specifically highlighting in position descriptions and during the employee induction phase;
- Including in general training and awareness sessions e.g. staff meetings, take 5 meetings, professional development courses;
- Embedding fraud and control management in the enterprise risk management framework;
- Publications promoting awareness e.g. wall posters, fact sheets, inclusion in staff newsletters; and
- Continual promotion of organisational values across the organisation including incorporation into performance reviews.

### Client and Community Awareness

Murweh Shire Council will publish the Fraud and Corruption Control Management Plan and other relevant policies and procedures on its website to make them accessible for all community members.

Council’s external communications will emphasise the integrity of the organisation and its commitment to the highest standard of ethics in all its dealings. This will instill community confidence and ensure that external providers such as contractors, suppliers and funding recipients are aware of our zero tolerance policy.

### Related Policies | Legislation | Other Documents

*Local Government Act 2009*

*Local Government Regulation 2012 Crime and Corruption Act 2001 Public Interest Disclosure Act 2010 Public Sector Ethics Act 1994 Criminal Code Act 1899*

| Details                                     |
|---|
| FIN-014 Fraud and Corruption Control Policy |
| GOV-006 Public Interest Disclosure Policy   |
| HR-024 Employee Code of Conduct             |

### Appendix A attached



## Fraud Control Plan

### Appendix A

#### 13.1 APPENDIX A – FORM FOR REPORTING AN ALLEGATION OF FRAUD OR CORRUPTION

|   |  |
|---|--|
| <b>Name of person reporting the allegation (optional):</b>  |  |
| <b>Address (optional):</b>  |  |
| <b>Phone Number (optional):</b>   |  |
| <b>Mobile Number (optional):</b>  |  |
| <b>Email address (optional):</b>  |  |
| <b>Person/s that are alleged to have committed the fraud or corruption:</b>                                   |  |
| <b>Their role within Council:</b>   |  |
| <b>Date/s of the alleged fraud:</b>   |  |
| <b>Details of the alleged fraud:</b>  |  |
| <b>Any witnesses to this allegation?</b>  |  |
| <b>If so, provide their details:</b>  |  |
| <b>Any other details you wish to provide?</b>   |  |
| <b>Date reported:</b>   |  |
| <b>Signature of person filling the form out: (not required if anonymous submitter is completing own form)</b> |  |
| <b>Signature of officer receiving this report:</b>  |  |

**10.7 APPROVED INSPECTION PROGRAM**

**Author:** Director Corporate & Regulatory Services

**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**

That pursuant to section 113 of the *Animal Management (Cats and Dogs) Act 2008*, Council authorise the attached "Approved Inspection Program" (systematic inspection program) for the entire local government area **excepting any residence or premises situated on total land area greater than 8000m<sup>2</sup>**, commencing on 3<sup>rd</sup> January 2023 and concluding on 31<sup>st</sup> May;

**From: –Neil J. Crotty- Acting Director of Corporate & Regulatory Services**

**BACKGROUND****Purpose**

The purpose of the approved inspection program is to monitor compliance of outstanding registrations and microchipping. Council has received numerous complaints regarding barking dogs within town areas and there are a significant number of dogs that remain un-registered.

The approved inspection program provides Council's authorised persons powers of entry to places to establish if dogs reside at a premises and to determine if animals therein are registered. Where an animal is registered on land, there will be no further action. Where a dog resides at a property with no current registration, the owner is required to register the animal. Infringement notices may be issued if an owner fails to register an animal.

Registration is compulsory for dogs over the age of 12 weeks with penalties applying if registration is not obtained. The registration period runs from 1 July to 30 June each year. Microchipping is also compulsory for cats and dogs over the age of 12 weeks.

The fee to register a microchipped and desexed dog is \$25.00, which is a lifetime fee. An entire first dog incurs an annual registration fee of \$88.00 and an entire second dog is \$115.00.

**Financial Risks**

All aspects of the program will be undertaken by authorised Inspectors from Logo Appointments with assistance from Council's Animal Control Officer. It's proposed, costs associated with the program will be met from Council's Operational Budget following completion of the Budget review.

**Environmental Risks**

*Local Law No. 2 (Animal Management) 2012* regulates the keeping and control of animals with the intent of minimising the likelihood of environmental damage.

**Social Risk**

An important element of the proposed Inspection Program is compliance with the requirements of animal registration within the shire, particularly dog registration and monitoring and control of barking and other reported nuisances.

Unregistered dogs are difficult for Council to regulate and keep track of. Residences with more dogs than permitted, or unregistered dogs are more prone to be the source of "barking dog, wandering dog, or dangerous dog" complaints.



**LINK TO CORPORATE PLAN**

- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

**ATTACHMENTS**

- 1. **Approved Inspection Program Notice and Program Plan**

Insert Letterhead

### Murweh Shire Council-Approved Inspection Program

Notice is given in accordance with Section 113 of the *Animal Management (Cats and Dogs) Act 2008* that Murweh Shire Council on 15<sup>th</sup> December 2022 resolved to undertake an Approved Inspection Program (specifically a systematic inspection program).

The program will cover the entire Local Government Area excepting any residence or premises situated on total land area greater than 8000m<sup>2</sup>, commencing on 3<sup>rd</sup> January 2023 and concluding on 31st May 2023.

The purpose of the Program relates to assessing and monitoring compliance on outstanding registrations and microchipping under Local Law No. 2 (Animal Management) 2012 and Subordinate Local Law No. 2 (Animal Management) 2012.

A copy of the Program is available for inspection and in hard copy at no cost at Council's Administration Office located at 95-101 Alfred Street, Charleville, Queensland.

For further information about the Approved Inspection Program including making an appointment with a Council Officer, please contact Council on 07 4656 8355

Neil Polglase

Chief Executive Officer

(Insert Letterhead)

## Systematic Approved Inspection Program

*The program will cover the entire Local Government Area excepting any residence or premises situated on total land area greater than 8000m<sup>2</sup>, commencing on 3<sup>rd</sup> January 2023 and concluding on 31st May 2023.*

### **Objective:**

*Assess and monitor compliance in relation to registrations and microchipping under the provisions of Local Law No. 2 (Animal Management) 2012 and Subordinate Local Law No. 2 (Animal Management) 2012.*

### **Program Timeframes:**

*The Inspection Team intends to co-ordinate and carry out its activities during 2 separate activity periods.*

*An initial block of 10 (Ten) consecutive days and a period of 5 (Five) consecutive days for follow-up during the months as scheduled below.*

#### **Initial Inspections and assessment-January-February 2023**

#### **Follow-up Inspections and assessment-April-May 2023**

*The timeframes are indicative only and may change according to Inspection requirements.*

### **Summary description of the duties to be carried out:**

*The Inspection process will be carried out by authorised persons on behalf of Murweh Shire Council.*

*The Inspection Team shall, where necessary, require entry onto private property to carry out the requirements of the program.*

*A systematic and co-ordinated sweep of all Residential and applicable Commercial properties in Charleville, Augathella and Morven will be performed within the timeframes scheduled above.*

*Council will require immediate registration of any unregistered dogs found on premises and such registrations shall not exceed the maximum permitted number of registered Dogs per household/premises.*

*For details in respect of the intended street inspection schedule please contact Council's Animal Control Officer-Dean Gallegos on 07 4656 8355.*

**Approved Inspection Program Budget Estimate**

**Estimated Expenses**

|  |                    |
|--|--------------------|
| <i>Wages-Council Animal Control Officer- provision of assistance</i>               |                    |
| <i>3 hours per day x 15 days @ 60.80 per hour (including on-costs @70.32%)</i>     | \$ 2736.00         |
| <i>Animal Control Vehicle- 45 hours @ 20.20 per hour</i>                           | \$ 909.00          |
| <br>   |                    |
| <i>Wages-2 x Contract Inspectors @ \$70 per hour each (LoGo Rate)</i>              |                    |
| <i>working 9 hours per day for 15 days (entire program-incl. GST)</i>              | \$ 20790.00        |
| <b><i>Initial Inpections-10 consecutive days, Follow-up 5 consecutive days</i></b> |                    |
| <br>   |                    |
| <i>2 x Return Airfares-(Initial Inspections and follow-up)-2 Trips</i>             | \$ 3400.00         |
| <br>   |                    |
| <i>Vehicle (Provided by Council) -135 hrs @ 20.20 per hour</i>                     | \$ 2727.00         |
| <br>   |                    |
| <i>Accommodation-(provided by Council)-Electricity and Cleaning</i>                | \$ 400.00          |
| <br>   |                    |
| <b><i>Total Estimated Expenses</i></b>   | <b>\$ 30962.00</b> |

**Estimated Revenue**

|  |                    |
|--|--------------------|
| <i>Additional Dog/Animal Registrations- 400 (estimated)</i>                  |                    |
| <i>10% Registered as "Lifetime desexed" @ \$25 per dog</i>                   | \$ 1000.00         |
| <i>90% Registered as "Entire Dog" with Annual renewal@ \$88 per dog</i>      | \$ 31680.00        |
| <i>(Future annual renewal revenue is not included in the Program Budget)</i> |                    |
| <br>   |                    |
| <b><i>Total Estimated Revenue</i></b>  | <b>\$ 32680.00</b> |

**10.8 FINANCIAL REPORT****Author: Accountant****Authoriser: Director Corporate & Regulatory Services****RECOMMENDATION**

That Council receives the Financial Report for the period ending 30 November 2022

**BACKGROUND****Report - Period Ending 30 November 2022****Revenue**Total revenue of **\$ 15.8M** to 30 November represents **32 %** of the total budget of **\$49.0M**.These statements are for 5 months of the financial year and generally would represent **42%** of the overall budget.Actual revenue year to date is behind at **32%**. This is mainly due to FAG advance payment is generally received during the month of June of each financial year.**Expenses**Total expenditure of **\$ 13.9M** to 30 November represents **47 %** of the total budgeted expenditure of **\$29.3M**.Actual expenses of **47%** are over the year to date of budget of **42%** mainly because of actual depreciation issue currently being investigated.**Outcome**There is currently a cash balance of **\$ 9.7M**, a decrease of **\$ 272,168** compared with the October cash balance.Restricted cash – grant not yet spent: **\$ 4.9 M** (last month \$ 5.4M), a decrease of **\$ 425,393**.Actual unrestricted/surplus cash: **\$ 4.8 M** (last month \$4.7M).It is also noted that net cost to operate the tourism facilities at the end of November was **\$ 415,355** compared with the YTD budget of**\$ 408,526** and an annual budget of **\$ 980K**.**Capital Works**

See the Capital Funding Report 2022 – 23 for details of all projects.

1. Cash Position
2. Monthly Cash Flow Estimate
3. Comparative Data
4. Capital Funding – budget V's actual
5. Road Works – budget V's actual

**1. Cash Position as at 30 November 2022**

|  |    |              |   |                     |              |
|--|----|--------------|---|---------------------|--------------|
| <b>CASH AT BANK</b>  |    |              |   |                     |              |
| Operating Account  |    |              |   | \$291,995           |              |
| <b>SHORT TERM INVESTMENTS</b>  |    |              |   |                     |              |
| National Bank of Australia   |    |              |   | \$ -                |              |
| QTC Cash Fund  |    |              |   | \$9,449,270         |              |
|  |    | <b>Total</b> |   | <b>\$ 9,741,265</b> |              |
| The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors. |    |              |   |                     |              |
| Cash backed <b>Current Liabilities</b> (AL,LSL,SL,RDO)   |    |              |   | \$2,420,883         |              |
| Restricted cash - grants received not yet spent  |    |              |   | \$4,917,378         |              |
|  |    |              |   | <b>\$ 7,338,261</b> |              |
| Balance of estimated rates/other <b>debtors</b> - estimated <b>creditors</b> :   |    |              |   |                     |              |
|  | (  | \$2,999,693  | - | \$1,424,969 )       | \$ 1,574,724 |
| Plus cash surplus  | \$ | 9,741,265    | - | \$ 7,338,261        | \$ 2,403,004 |
| <b>Working Capital</b>   |    |              |   |                     |              |
|  |    | <b>Total</b> |   | <b>\$ 3,977,728</b> |              |

**2. Monthly Cash Flow Estimate: - December 2022**

| Receipts                                  |                  | Expenditure        |                    |
|---|------------------|--------------------|--------------------|
| Rates                                     | \$50,000         | Payroll            | \$800,000          |
| Fees & Charges                            | \$50,000         | Creditor Payments  | \$1,000,000        |
| Debtors                                   | \$300,000        | Loan Payments      | \$47,000           |
| Grants/Claims/Loan QTC                    | \$400,000        | Lease Payments     | \$0                |
| <b>Total</b>                              | <b>\$800,000</b> | <b>Total</b>       | <b>\$1,847,000</b> |
| Therefore cash is expected to decrease by |                  | <b>\$1,047,000</b> | in the period.     |

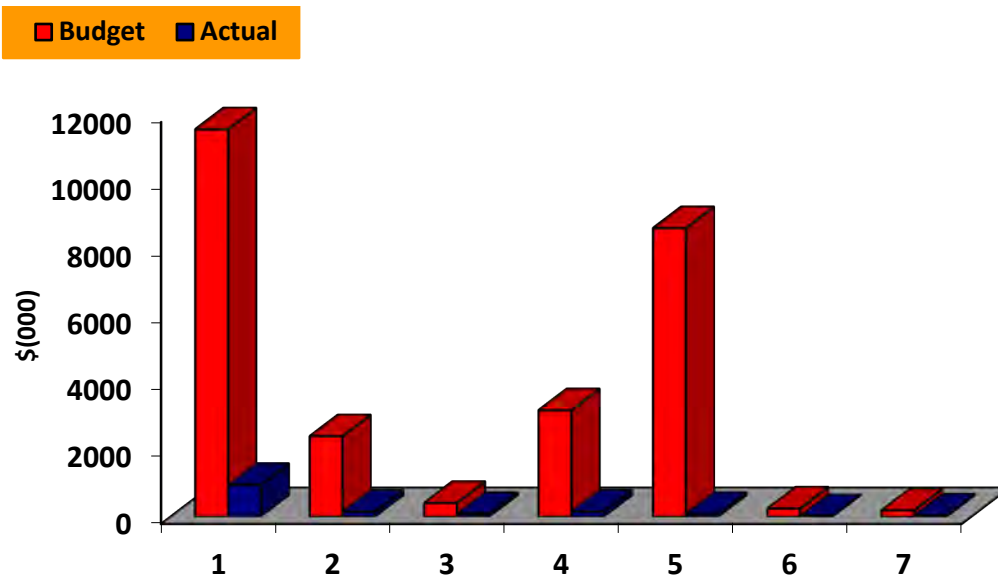
**3. Comparative Data for the month of November 2022**

| Comparative Year           | 2022     | 2021     | 2020     |
|----------------------------|----------|----------|----------|
|                            | \$000    | \$000    | \$000    |
| <b>Cash position**</b>     | \$ 9,741 | \$ 5,173 | \$ 9,417 |
| <b>Working capital**</b>   | \$ 3,978 | \$ 3,160 | \$ 4,074 |
| <b>Rate arrears*</b>       | \$ 826   | \$ 884   | \$ 2,256 |
| <b>Outstanding debtors</b> | \$ 82    | \$ 288   | \$ 1,199 |
| <b>Current creditors</b>   | \$ 863   | \$ 562   | \$ 230   |
| <b>Total loans</b>         | \$2,774  | \$3,007  | \$2,070  |

\*Net of rates paid in advance of \$277,062. Variance GL and Report due to timing.

\*\*Cash position high due to receipt of BBRF, LGSSP funding and LRCIP 3.

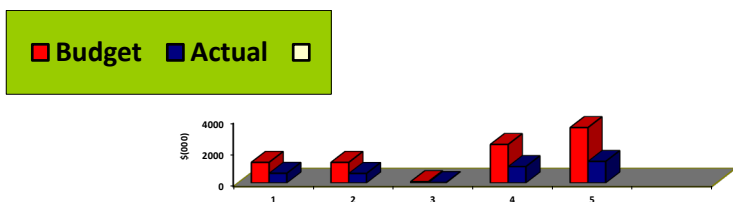
**4. Capital Funding: Year to 30 November 2022**



|  | Budget \$(000)  | Expended YTD Actual \$(000) | % of Budget Expended |
|--|-----------------|-----------------------------|----------------------|
| <b>Total Capital Funding</b>               | <b>\$26,608</b> | <b>\$1,506</b>              | <b>5.66%</b>         |
| 1 Buildings / Other Structures             | \$11,568        | \$948                       | 8.20%                |
| 2 Plant & Equipment / Furniture & Fittings | \$2,400         | \$156                       | 6.50%                |
| 3 Airport Upgrade                          | \$410           | \$88                        | 21.46%               |
| 4 Roads & Drainage Infrastructure          | \$3,177         | \$158                       | 4.97%                |
| 5 Water & Sewerage Infrastructure          | \$8,614         | \$88                        | 1.02%                |
| 6 Office/Other Equip                       | \$245           | \$22                        | 8.98%                |
| 7 QTC - Loan Redemption                    | \$194           | \$46                        | 23.71%               |



**5. Road Works Expenditure: Year to 30 November 2022**



|   |                               | Budget<br>\$(000) | Expended<br>YTD Actual<br>\$(000) | % of Budget<br>Expended |
|---|-------------------------------|-------------------|-----------------------------------|-------------------------|
|   | <b>Total Road Expenditure</b> | <b>\$8,613</b>    | <b>\$3,628</b>                    | <b>42%</b>              |
| 1 | Rural Roads                   | \$1,300           | \$610                             | 47%                     |
| 2 | Town Streets                  | \$1,300           | \$600                             | 46%                     |
| 3 | Private Works                 | \$80              | \$20                              | 25%                     |
| 4 | RMPC Works                    | \$2,433           | \$1,036                           | 43%                     |
| 5 | Flood Damage                  | \$3,500           | \$1,362                           | 39%                     |
| 6 | Other (Diamantina Contract)   | \$0               | \$0                               | 0%                      |

**LINK TO CORPORATE PLAN**

1.1.1 Council has in place strategic decision-making frameworks to identify, prioritise, and meet current and future needs .

**ATTACHMENTS**

1. Capital Funding Detail
2. Rates Arrears
3. Revenue & Expenditure
4. Balance Sheet

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS  
2022-23

Capital Expenditure as at 31 July 2022

| Projects               |                  |  |                |                  |               |                              |                     |   |                                 |                      |
|------------------------|------------------|--|----------------|------------------|---------------|------------------------------|---------------------|---|---------------------------------|----------------------|
| Asset Class/Gt. Number | Job Number       | Project Description                            | Funding source | Actual to date   | % of budget   | Budget Project Costs 2022-23 | Responsible Officer | Officers update, ie % of completion, what's been done, commitments, etc   | Project Status (traffic lights) | Progress (%)         |
| <b>Airport</b>         |                  |  |                |                  |               |                              |                     |   |                                 |                      |
| 242-4000-0             | 8000-3607-0      | Airport Reseals                                | LRCIP 3        | \$112,643        | 45.06%        | \$250,000                    | Jamie Gorry         | 40% - Under way, crack sealing and strengthening works are continuing on Runway and taxi-ways at present. Concrete strengthening of apron has been completed. Next phase is jet-patching and rolling of main runway which will commence in January 2023   |                                 | <input type="text"/> |
|                        | 8000-3606-0      | Augathella Aerodrome Upgrade Planning          | LGSSP 22-24    | \$17,685         | 11.05%        | \$160,000                    | Jamie Gorry         | 30% - Aerodrome consultant has set scope of works. Surveyor has completed Augathella Mapping. Kamen Engineers attended site on 28/11-02/12, currently drafting report recommendations.  |                                 | <input type="text"/> |
|                        | <b>Sub total</b> |  |                | <b>\$130,328</b> | <b>31.79%</b> | <b>\$410,000</b>             |                     |   |                                 |                      |
| <b>Buildings/Land</b>  |                  |  |                |                  |               |                              |                     |   |                                 |                      |
| 360-4000-0             | 8000-2580-0      | Landfill remediation works                     | LRCI Stage 3   | \$14,883         | 5.95%         | \$250,000                    | Jamie Gorry         | 25% - Proterra have taken possession of site 03/10/22 and have commenced with site make-good. Detention basin has been constructed to keep run-off onsite, as per licence conditions. Excess scrap metal has been removed from site -all new scrap metal is property of Council. Site Audit Plan is currently being developed by Troy Uren. |                                 | <input type="text"/> |
|                        | TBA              | Augathella Industrial Land                     | General        | \$0              | 0.00%         | \$20,000                     | Jamie Gorry         | 15% - Survey to commence in January 2023  |                                 | <input type="text"/> |
|                        | 8000-2575-0      | Refurbish existing racecourse complex building | LRCI Stage 3   | \$0              | 0.00%         | \$300,000                    | DES                 | Not started - new DES will be briefed on project in January 2023  |                                 | <input type="text"/> |
|                        | 8000-1760-0      | Council housing renewals                       | W4Qld 21-24    | \$0              | 0.00%         | \$250,000                    | Jamie Gorry         | 15% - Tender has been evaluated and awarded.  |                                 | <input type="text"/> |
|                        | 8000-2610-0      | Parks and Equipment                            | W4Qld 21-24    | \$298,061        | 99.35%        | \$300,000                    | DES                 | Project well advanced. Increase in funding approved by Council  |                                 | <input type="text"/> |
|                        | 8000-2551-0      | Glass Door - Charleville Town Hall             | General        | \$0              | 0.00%         | \$15,000                     | Jamie Gorry         | Not started   |                                 | <input type="text"/> |
|                        | <b>Sub total</b> |  |                | <b>\$312,944</b> | <b>27.57%</b> | <b>\$1,135,000</b>           |                     |   |                                 |                      |

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS  
2022-23

| Asset Class/GI Number | Job Number       | Project Description  | Funding source  | Actual to date   | % of budget   | Budget Project Costs 2022-23 | Responsible Officer | Officers update, ie % of completion, what's been done, commitments, etc  | Project Status (traffic lights) | Progress (%) |
|-----------------------|------------------|--|-----------------|------------------|---------------|------------------------------|---------------------|--|---------------------------------|--------------|
| Other Structures      |                  |  |                 |                  |               |                              |                     |  |                                 |              |
| 370-4000-0            | 8000-1892-0      | Morven Rail (Freight) Hub  | General fund    | \$7,674          | 12.18%        | \$63,000                     | Jamie Gorry         | Continuation of prior year project - minor earthworks scheduled to occur in Nov/Dec  |                                 |              |
|                       | 8000-1893-0      | Morven Rail (Freight) Hub Bore                                     | Main Roads      | \$85,017         | 59.04%        | \$144,000                    | Jamie Gorry         | Materials for fit out have arrived at Depot. Slab for tank has been poured, tank is currently being installed, electricity pump package is ready to be delivered by CRE  |                                 |              |
|                       | 8000-2595-0      | Upgrade existing Toddler Pool at Charleville Swimming pool - W4Qjd | W4Qjd 21-24     | \$11,665         | 5.33%         | \$219,000                    | Richard Ranson      | Council has engaged contractor to provide full structural & hydraulic design & plans.  |                                 |              |
|                       | 8000-2579-0      | Charleville Weighbridge  | LRCIP 3         | \$0              | 0.00%         | \$400,000                    | DES                 | DCS has commenced formalisation of agreement with property owner to acquire land at rear of United   |                                 |              |
|                       | 8000-2950-0      | Amenities at Alfred St   | W4Qjd 21-24     | \$0              | 0.00%         | \$150,000                    | DES                 | Not started - Discussion at October Briefing Session to reallocate funding to replace Alfred Street Toilet Block. Budget approved by Council, transferred from Botanical Gardens   |                                 |              |
|                       | 8000-2951-0      | Amenities at Graham Andrews Park                                   | W4Qjd 21-24     | \$209,224        | 83.69%        | \$250,000                    | DES                 | Nearly finished, committed \$215K  |                                 |              |
|                       | 8000-2598-0      | Refurbish Shire Libraries -W4Qjd                                   | W4Qjd 21-24     | \$35,969         | 37.86%        | \$95,000                     | Richard Ranson      | Augathella Library – all upgrade and refurbishment works are now completed.<br>Charleville Library – The refurbishment at the kids room is complete - new flooring and painting. All other works are underway. Still waiting for concreting works to be completed outside rear of library. |                                 |              |
|                       | 8000-2599-0      | Upgrade Morven Camp - W4Qjd  | W4Qjd 21-24     | \$14,131         | 64.23%        | \$22,000                     | WHSO                | Camp is now in place, plumbing completed, awaiting water, sewerage and power connection and installation of decking/steps.   |                                 |              |
|                       | 8000-2366-0      | VAST at Augathella   | General         | \$68,975         | 74.17%        | \$93,000                     | Richard Ranson      | Installation underway, approx 90% complete   |                                 |              |
|                       | 8000-2359-0      | Upgrade existing Charleville Cemetery                              | LRCIP 3         | \$0              | 0.00%         | \$150,000                    | Jamie Gorry         | scope of work has been set - RFQ has been sent out.  |                                 |              |
|                       | 8000-2360-0      | Installation of shade facilities at Charleville Swimming Pool      | LRCIP 3         | \$0              | 0.00%         | \$250,000                    | Richard Ranson      | Not started  |                                 |              |
|                       | 8000-3045-0      | Ward river picnic tables, bins, signage, BBQ                       | Dept of Fishing | \$48,048         | 100.10%       | \$48,000                     | DES                 | Project completed, overspent by \$13K - approved by Council  |                                 |              |
|                       | 8000-2591-0      | Colambarium - three towns  | LRCIP 3         | \$7,025          | 4.68%         | \$150,000                    | DES                 | Columbarium walls ordered, committed \$91K   |                                 |              |
|                       | <b>Sub total</b> |  |                 | <b>\$487,728</b> | <b>23.98%</b> | <b>\$2,034,000</b>           |                     |  |                                 |              |

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS  
2022-23

| Asset Class/GI Number    | Job Number  | Project Description  | Funding source                           | Actual to date     | % of budget   | Budget Project Costs 2022-23 | Responsible Officer | Officers update, ie % of completion, what's been done, commitments, etc  | Project Status (traffic lights) | Progress (%)         |
|--------------------------|-------------|--|--|--------------------|---------------|------------------------------|---------------------|--|---------------------------------|----------------------|
| <b>Plant Replacement</b> |             |  |  |                    |               |                              |                     |  |                                 |                      |
| 445-4000-0               | 8000-1200-0 | Plant Purchase   | General                                  | \$1,691,628        | 70.48%        | \$2,400,000                  | DES/Suji            | Tenders being prepared for balance of replacement items. Committed \$2.4m  |                                 | <input type="text"/> |
|                          |             |  |  |                    |               |                              |                     |  |                                 |                      |
|                          |             | <b>Sub total</b>   |  | <b>\$1,691,628</b> | <b>70.48%</b> | <b>\$2,400,000</b>           |                     |  |                                 |                      |
| <b>Roads</b>             |             |  |  |                    |               |                              |                     |  |                                 |                      |
| 525-4000-0               | 8000-2305-0 | Kerb and Channel renewals  | General                                  | \$6,359            | 6.36%         | \$100,000                    | DES                 | Not started - delivery in 3rd and 4th qtr  |                                 | <input type="text"/> |
|                          | 8000-4052-0 | Langlo Mt Morris Road  | R2R/TIDS                                 | \$306,256          | 14.72%        | \$2,080,000                  | DES                 | 10km heavy formation complete and 4km of gravel pavement in progress and bitumen sealing booked for first 4km mid-Dec 2022   |                                 | <input type="text"/> |
|                          | 8000-1084-0 | Road works - Graham Andrews  |  | \$10,178           | 0.00%         | \$0                          | DES                 | No specific budget, potentially should form part of 8000-2610-0. Budget review   |                                 | <input type="text"/> |
|                          | 8000-1085-0 | Town St Reseals R2R - Jupp St  | R2R                                      | \$0                | 0.00%         | \$177,000                    | DES                 | Not started - delivery in conjunction with rural road reseals  |                                 | <input type="text"/> |
|                          | 8001-3040-0 | Footpath renewals  | General                                  | \$14,004           | 9.34%         | \$150,000                    | DES                 | On going renewal project   |                                 | <input type="text"/> |
|                          | 8000-4083-0 | Reseal up to 10km of Red Ward Road and 1 km of Biddenham Roads         | LRCIP 3                                  | \$0                | 0.00%         | \$270,000                    | DES                 | Tender awarded to RPO, site inspections 9/11. Waiting for approval of additional LRCIP 3 project nominations prior to issuing purchase order. Will be 3rd qtr delivery |                                 | <input type="text"/> |
|                          | 8000-3017-0 | Flood Levee Renewal  | General                                  | \$0                | 0.00%         | \$100,000                    | DES                 | Not started - new DES will be briefed on project in January 2023   |                                 | <input type="text"/> |
|                          | 8000-3018-0 | Flood Levee Remediation Works  | National Flood Mitigation Infrastructure | \$0                | 0.00%         | \$300,000                    | DES                 | Not started - new DES will be briefed on project in January 2023   |                                 | <input type="text"/> |
|                          | TBA         | Second coat seal on Old Charleville Road to finalise the sealing works | LRCIP 3                                  | \$0                | 0.00%         | \$42,000                     | DES                 | Included in RPO reseal tender, will be 3rd qtr delivery  |                                 | <input type="text"/> |
|                          | 8003-4049-0 | Second coat seal on Khyber Road to finalise the sealing works.         | LRCIP 3                                  | \$40,046           | 14.30%        | \$280,000                    | DES                 | Included in RPO reseal tender, will be 3rd qtr delivery  |                                 | <input type="text"/> |
|                          |             | <b>Sub total</b>   |  | <b>\$376,843</b>   | <b>10.77%</b> | <b>\$3,499,000</b>           |                     |  |                                 |                      |
| <b>Water</b>             |             |  |  |                    |               |                              |                     |  |                                 |                      |
| 555-4000-0               | 8000-5254-0 | Charleville water renewals   | General                                  | \$18,083           | 12.06%        | \$150,000                    | DES                 | Committed \$11K  |                                 | <input type="text"/> |
|                          | 8000-5260-0 | Morven water renewals  | General                                  | \$51,646           | 51.65%        | \$100,000                    | DES                 | Mains replacement in progress  |                                 | <input type="text"/> |
|                          | 8000-5252-0 | Augathella water renewals  | General                                  | \$12,222           | 24.44%        | \$50,000                     | DES                 | Mains replacement in progress  |                                 | <input type="text"/> |

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS  
2022-23

| Asset Class/GL Number | Job Number | Project Description | Funding source | Actual to date | % of budget | Budget Project Costs<br>2022-23 | Responsible<br>Officer | Officers update, ie % of completion,<br>what's been done, commitments, etc | Project Status<br>(traffic lights) | Progress (%) |
|-----------------------|------------|---------------------|----------------|----------------|-------------|---------------------------------|------------------------|--|------------------------------------|--------------|
|                       | Sub total  |                     |                | \$81,951       | 27.32%      | \$300,000                       |                        |  |                                    |              |

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS  
2022-23

| Asset Class/GL Number                   | Job Number           | Project Description                                 | Funding source          | Actual to date     | % of budget  | Budget Project Costs- 2022-23 | Responsible Officer | Officers update, ie % of completion, what's been done, commitments, etc  | Project Status (traffic lights) | Progress (%)         |
|---|----------------------|---|-------------------------|--------------------|--------------|-------------------------------|---------------------|--|---------------------------------|----------------------|
| <b>Sewerage</b>                         |                      |   |                         |                    |              |                               |                     |  |                                 |                      |
| 585-4000-0                              | 8000-5350-0          | Sewerage Augathella Annual Budget                   | General                 | \$0                | 0.00%        | \$50,000                      | DES                 | On going renewal project   |                                 |                      |
|   | 8000-5360-0          | Sewerage Charleville Annual Budget                  | General                 | \$39,038           | 26.03%       | \$150,000                     | DES                 | On going renewal project   |                                 | <input type="text"/> |
|   | 8000-5370-0          | Augathella CED Scheme                               | LGSSP 22-24             | \$0                | 0.00%        | \$1,874,000                   | DES                 | SMEC commenced preliminary design phase  |                                 |                      |
|   | 8000-5375-0          | Charleville Sewerage Treatment Plant Upgrade        | LGSSP 22-24             | \$0                | 0.00%        | \$6,240,000                   | DES                 | SMEC commenced preliminary design phase  |                                 |                      |
|   | <b>Sub total</b>     |   |                         | <b>\$39,038</b>    | <b>0.47%</b> | <b>\$8,314,000</b>            |                     |  |                                 |                      |
| <b>Tourism</b>                          |                      |   |                         |                    |              |                               |                     |  |                                 |                      |
|   | 8000-2650-0          | Augathella Heritage Museum                          | Building Better Regions | \$60,545           | 29.78%       | \$203,301                     | John Nicholson      | Continuation of prior year. Committed \$151K   |                                 | <input type="text"/> |
|   | 8000-2660-0          | Charleville Airport Museum                          | Building Better Regions | \$26,956           | 6.74%        | \$400,000                     | John Nicholson      | Committed \$56K, project management  |                                 | <input type="text"/> |
|   | 8000-2670-0          | Charleville WWII Base                               | Building Better Regions | \$101,501          | 10.20%       | \$995,000                     | John Nicholson      | Committed \$56K, project management  |                                 | <input type="text"/> |
|   | 8000-2680-0          | Outback Museum of Australia                         | Building Better Regions | \$72,814           | 1.12%        | \$6,500,000                   | John Nicholson      | Committed \$56K, project management. March Studios(Architects) selected. Finl detailed drawings now being formalised |                                 | <input type="text"/> |
|   | <b>Sub total</b>     |   |                         | <b>\$261,816</b>   |              | <b>\$8,098,301</b>            |                     |  |                                 |                      |
| <b>Office Equipment/Other Equipment</b> |                      |   |                         |                    |              |                               |                     |  |                                 |                      |
| 597-4000-0                              | 8000-1782-0          | Computers Renewals                                  | General                 | \$0                | 0.00%        | \$25,000                      | Richard Ranson      | Purchased desktops. On going   |                                 |                      |
| 597-4000-0                              | 8000-1790-0          | IT/Finance and Records System                       | General                 | \$3,453            | 3.45%        | \$100,000                     | Richard Ranson      | Continuation of prior year. Committed \$151K. New finance system on hold pending CEO.                                |                                 | <input type="text"/> |
|   | 8000-1794            | Pool Vacuum Cleaner                                 | General                 | \$18,965           | 94.82%       | \$20,000                      | Richard Ranson      | Equipment purchased. COMPLETE  |                                 | <input type="text"/> |
|   | TBA                  | Equipment - Stock Routes                            | General                 | \$0                | 0.00%        | \$54,950                      | Jamie Gorry         | Quotes obtained - ATV and Trailer have been ordered, expected deliver in Feb 2023                                    |                                 |                      |
|   | 8000-1795-0          | Install CCTV cameras at selected Council facilities | LRCIP 3                 | \$0                | 0.00%        | \$100,000                     | John Nicholson      | Consultation completed. Site visit by Pinnacle to determine best solution. Awaiting confirmed pricing                |                                 | <input type="text"/> |
|   | <b>Sub total</b>     |   |                         | <b>\$22,418</b>    | <b>7.47%</b> | <b>\$299,950</b>              |                     |  |                                 |                      |
|   | <b>Total Capital</b> |   |                         | <b>\$3,404,694</b> | <b>13%</b>   | <b>\$26,490,251</b>           |                     |  |                                 |                      |
| <b>Loan repayments</b>                  |                      |   |                         |                    |              |                               |                     |  |                                 |                      |
| 640-672-5000                            |                      | Current Loans Payments                              | General                 | \$46,382           | 23.92%       | \$193,887                     | DCS                 | Due quarterly, first quarter paid  |                                 | <input type="text"/> |

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS  
2022-23

| Asset Class/GL Number | Job Number       | Project Description | Funding source | Actual to date | % of budget | Budget Project Costs<br>2022-23 | Responsible<br>Officer | Officers update, ie % of completion,<br>what's been done, commitments, etc | Project Status<br>(traffic lights) | Progress (%) |
|-----------------------|------------------|---------------------|----------------|----------------|-------------|---------------------------------|------------------------|--|------------------------------------|--------------|
|                       | <b>Sub total</b> |                     |                | \$46,382       | 23.92%      | \$193,887                       |                        |  |                                    |              |
|                       |                  |                     |                |                |             |                                 |                        |  |                                    |              |
| <b>GRAND TOTAL</b>    |                  |                     |                | \$3,451,076    | 13%         | \$26,684,138                    |                        |  |                                    |              |

STATEMENT OF RATES AND CHARGES

30 NOVEMBER 2022



|                      | ARREARS<br>30 JUNE 2022 | LEVIES         | INTEREST    | RECEIPTS       | DISCOUNT     | WRITE OFFS | PENSIONER<br>STATE                 | PENSIONER<br>COUNCIL | BALANCE        |
|----------------------|-------------------------|----------------|-------------|----------------|--------------|------------|------------------------------------|----------------------|----------------|
| <i>Charleville</i>   | \$192,104.96            | \$677,655.66   | \$5,706.28  | \$559,353.91   | \$57,640.37  | \$76.36    | \$18,140.01                        | \$36,350.92          | \$203,905.33   |
| <i>Augathella</i>    | \$33,819.92             | \$76,389.80    | \$948.82    | \$64,305.41    | \$6,150.08   | \$0.00     | \$3,465.00                         | \$8,170.00           | \$29,068.05    |
| <i>Morven</i>        | \$12,269.26             | \$37,497.16    | \$386.24    | \$26,251.70    | \$3,018.32   | \$4.66     | \$1,817.10                         | \$4,370.00           | \$14,690.88    |
| <b>Total Urban</b>   | \$238,194.14            | \$791,542.62   | \$7,041.34  | \$649,911.02   | \$66,808.77  | \$81.02    | \$23,422.11                        | \$48,890.92          | \$247,664.26   |
| <i>Rural</i>         | \$198,238.28            | \$1,324,058.42 | \$5,700.88  | \$1,192,927.85 | \$118,657.82 | \$14.87    | \$3,133.00                         | \$4,812.70           | \$208,451.34   |
| <b>TOTAL GENERAL</b> | \$436,432.42            | \$2,115,601.04 | \$12,742.22 | \$1,842,838.87 | \$185,466.59 | \$95.89    | \$26,555.11                        | \$53,703.62          | \$456,115.60   |
| <b>CLEANSING</b>     | \$112,658.82            | \$321,013.00   | \$3,306.02  | \$288,002.99   | \$26,786.43  | \$192.76   | \$7,475.70                         | \$0.00               | \$114,519.96   |
| <b>SEWERAGE</b>      | \$145,883.43            | \$469,203.00   | \$4,000.66  | \$441,038.63   | \$42,268.98  | \$533.78   | \$125.15                           | \$0.00               | \$135,120.55   |
| <b>WATER</b>         | \$337,675.05            | \$907,949.60   | \$9,071.14  | \$863,959.86   | \$79,869.82  | \$876.62   | \$647.00                           | \$0.00               | \$309,342.49   |
| <b>EXCESS WATER</b>  | \$16,023.17             | \$5,886.60     | \$0.00      | \$17,802.34    | \$0.00       | \$0.00     | \$0.00                             | \$0.00               | \$4,107.43     |
| <b>C.E.D.</b>        | \$14,828.23             | \$45,960.50    | \$369.56    | \$44,481.08    | \$3,804.20   | \$0.00     | \$0.00                             | \$0.00               | \$12,873.01    |
| <b>LEGAL FEES</b>    | \$0.00                  | \$0.00         | \$0.00      | \$0.00         | \$0.00       | \$0.00     | \$0.00                             | \$0.00               | \$0.00         |
| <b>LAND CHARGES</b>  | \$10,767.31             | \$0.00         | \$0.00      | \$2,609.63     | \$0.00       | \$0.00     | \$0.00                             | \$0.00               | \$8,157.68     |
| <b>TOTALS</b>        | \$1,074,268.43          | \$3,865,613.74 | \$29,489.60 | \$3,500,733.40 | \$338,196.02 | \$1,699.05 | \$34,802.96                        | \$53,703.62          | \$1,040,236.72 |
|                      |                         |                |             |                |              |            | STATE EMERGENCY LEVY               |                      | \$61,330.82    |
|                      |                         |                |             |                |              |            | <b>TOTAL CURRENT &amp; ARREARS</b> |                      | \$1,101,567.54 |
|                      |                         |                |             |                |              |            | RATES PAID IN ADVANCE              |                      | \$277,062.92   |
|                      |                         |                |             |                |              |            | <b>TOTAL OUTSTANDING</b>           |                      | \$824,504.62   |

ARREARS ANALYSIS

| Current Year | 1 Year       | 2 Years      | 3 Years     | 4 Years     | 5 Years +   | Interest     | Total          |
|--------------|--------------|--------------|-------------|-------------|-------------|--------------|----------------|
| \$417,151.68 | \$319,424.08 | \$145,776.80 | \$67,942.27 | \$25,546.72 | \$25,578.06 | \$100,147.93 | \$1,101,567.54 |



General Ledger2022.7.5.1 Revenue and Expenditure Summary Page - 1  
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Level 4. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 01-12-2022 6:05:56 AM

|   | REVENUE       |        | EXPENDITURE |              | SURPLUS/(DEFICIENCY) |           |                |       |             |
|---|---------------|--------|-------------|--------------|----------------------|-----------|----------------|-------|-------------|
|   | 30 Nov 2022   | Budget | 30 Nov 2022 | Budget       | 30 Nov 2022          | Budget    |                |       |             |
| 1000-0001 EXECUTIVE MANAGEMENT              |               |        |             |              |                      |           |                |       |             |
| 1100-0002 CORP GOVERNANCE SUB PROGRAM       | 0.00          | 0%     | 0           | 198,619.53   | 36%                  | 552,646   | (198,619.53)   | 36%   | (552,646)   |
| 1200-0002 SPECIAL OPERATIONS SUB PROGRAM    | 0.00          | 0%     | 0           | 940.78       | 35%                  | 2,663     | (940.78)       | 35%   | (2,663)     |
| 1300-0002 DISASTER MANAGEMENT SUB PROGRAM   | 17,103.24     | 98%    | 17,500      | 17,977.29    | 18%                  | 102,372   | (874.05)       | 1%    | (84,872)    |
| 1500-0002 HUMAN RESOURCES SUB PROGRAM       | 0.00          | 0%     | 1,000       | 122,607.38   | 33%                  | 371,400   | (122,607.38)   | 33%   | (370,400)   |
| 1000-0001 EXECUTIVE MANAGEMENT              | 17,103.24     | 92%    | 18,500      | 340,144.98   | 33%                  | 1,029,081 | (323,041.74)   | 32%   | (1,010,581) |
| 2000-0001 CORPORATE SERVICES                |               |        |             |              |                      |           |                |       |             |
| 2100-0002 REVENUE SUB PROGRAM               | 2,956,269.57  | 26%    | 11,294,398  | 0.00         | 0%                   | 0         | 2,956,269.57   | 26%   | 11,294,398  |
| 2200-0002 STORES OPERATION SUB PROGRAM      | 0.00          | 0%     | 0           | 29,433.00    | 21%                  | 138,082   | (29,433.00)    | 21%   | (138,082)   |
| 2300-0002 ADMINISTRATION SUB PROGRAM        | 96,190.24     | 87%    | 110,000     | 1,274,563.60 | 43%                  | 2,938,634 | (1,178,373.36) | 42%   | (2,828,634) |
| 2400-0002 FINANCE SUB PROGRAM               | 0.00          | 0%     | 0           | 19,957.97    | 43%                  | 46,660    | (19,957.97)    | 43%   | (46,660)    |
| 2500-0002 ONCOSTS SUB PROGRAM               | 0.00          | 0%     | 0           | 491,251.02   | <999%                | (40,000)  | (491,251.02)   | <999% | 40,000      |
| 2600-0002 LIBRARY SUB PROGRAM               | 17,306.68     | 96%    | 18,000      | 118,774.33   | 41%                  | 289,807   | (101,467.65)   | 37%   | (271,807)   |
| 2700-0002 AERODROMES SUB PROGRAM            | 175,122.43    | 56%    | 310,000     | 414,082.82   | 45%                  | 918,322   | (238,960.39)   | 39%   | (608,322)   |
| 2800-0002 AREA PROMOTION/DEVT SUB PRO       |               |        |             |              |                      |           |                |       |             |
| 2800-0003 ECONOMIC DEVELOPMENT              | 6,025,210.57  | 30%    | 20,300,478  | 589,743.34   | 60%                  | 987,050   | 5,435,467.23   | 28%   | 19,313,428  |
| 2805-0003 COUNCIL HOUSING                   | 0.00          | 0%     | 0           | 55,885.79    | 48%                  | 116,000   | (55,885.79)    | 48%   | (116,000)   |
| 2815-0003 CULTURAL DEVELOPMENT              | 0.00          | 0%     | 25,000      | 67,301.53    | 38%                  | 178,000   | (67,301.53)    | 44%   | (153,000)   |
| 2820-0003 TOURISM & PROMOTION               |               |        |             |              |                      |           |                |       |             |
| 2855-0004 TOURISM AND PROMOTION             | 1,058,619.68  | 67%    | 1,577,000   | 1,572,797.79 | 60%                  | 2,629,053 | (514,178.11)   | 49%   | (1,052,053) |
| 2820-0003 TOURISM & PROMOTION               | 1,058,619.68  | 67%    | 1,577,000   | 1,572,797.79 | 60%                  | 2,629,053 | (514,178.11)   | 49%   | (1,052,053) |
| 2800-0002 AREA PROMOTION/DEVT SUB PRO       | 7,083,830.25  | 32%    | 21,902,478  | 2,285,728.45 | 58%                  | 3,910,103 | 4,798,101.80   | 27%   | 17,992,375  |
| 2000-0001 CORPORATE SERVICES                | 10,328,719.17 | 31%    | 33,634,876  | 4,633,791.19 | 56%                  | 8,201,608 | 5,694,927.98   | 22%   | 25,433,268  |
| 3200-0001 HEALTH/ENVIRONMENTAL SERVICES     |               |        |             |              |                      |           |                |       |             |
| 3200-0002 SPORT, REC & COMMUNITY FACILITIES |               |        |             |              |                      |           |                |       |             |
| 3200-0003 SPORTS & RECREATION FACILITIES    |               |        |             |              |                      |           |                |       |             |
| 3200-0004 PARKS GARDENS & RESERVES          | 18,624.31     | 31%    | 60,000      | 724,728.99   | 48%                  | 1,505,520 | (706,104.68)   | 49%   | (1,445,520) |
| 3220-0004 RACECOURSE                        | 10,885.25     | 46%    | 23,500      | 63,466.04    | 33%                  | 193,600   | (52,580.79)    | 31%   | (170,100)   |
| 3240-0004 SWIMMING POOLS                    | 0.00          | 0%     | 0           | 173,817.65   | 50%                  | 346,720   | (173,817.65)   | 50%   | (346,720)   |
| 3200-0003 SPORTS & RECREATION FACILITIES    | 29,509.56     | 35%    | 83,500      | 962,012.68   | 47%                  | 2,045,840 | (932,503.12)   | 48%   | (1,962,340) |

| General Ledger2022.7.5.1   |                                     | Revenue and Expenditure Summary |            |                            |            |                      |        |   |             | Page - 2 |
|--|-------------------------------------|---------------------------------|------------|----------------------------|------------|----------------------|--------|---|-------------|----------|
| (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Level 4. Excludes committed costs) |                                     |                                 |            |                            |            |                      |        |   |             |          |
| MURWEH SHIRE COUNCIL (Budget for full year)  |                                     |                                 |            | Financial Year Ending 2023 |            |                      |        | Printed(CLAIREA): 01-12-2022 6:05:56 AM |             |          |
|  |                                     | REVENUE                         |            | EXPENDITURE                |            | SURPLUS/(DEFICIENCY) |        |   |             |          |
|  |                                     | 30 Nov 2022                     | Budget     | 30 Nov 2022                | Budget     | 30 Nov 2022          | Budget |   |             |          |
| 3260-0003  | COMMUNITY FACILITIES                |                                 |            |                            |            |                      |        |   |             |          |
| 3260-0004  | TELEVISION, CCTV and WIFI           | 0.00                            | 0          | 11,382.18                  | 72,984     | (11,382.18)          |        | 16%                                     | (72,984)    |          |
| 3270-0004  | HALLS & CENTRES                     | 19,580.92                       | 53,000     | 160,195.53                 | 249,502    | (140,614.61)         |        | 72%                                     | (196,502)   |          |
| 3280-0004  | SHOWGROUNDS                         | 9,262.43                        | 15,000     | 123,722.77                 | 256,000    | (114,460.34)         |        | 47%                                     | (241,000)   |          |
| 3290-0004  | CEMETERIES & MEMORIALS              | 28,106.17                       | 40,000     | 129,747.76                 | 140,380    | (101,641.59)         |        | 101%                                    | (100,380)   |          |
| 3320-0004  | PUBLIC CONVENIENCES                 | 0.00                            | 0          | 94,764.41                  | 167,856    | (94,764.41)          |        | 56%                                     | (167,856)   |          |
| 3330-0004  | AGED CARE                           | 40,896.40                       | 90,000     | 64,063.37                  | 177,384    | (23,166.97)          |        | 27%                                     | (87,384)    |          |
| 3260-0003  | COMMUNITY FACILITIES                | 97,845.92                       | 198,000    | 583,876.02                 | 1,064,106  | (486,030.10)         |        | 56%                                     | (866,106)   |          |
| 3200-0002  | SPORT, REC & COMMUNITY FACILITIES   | 127,355.48                      | 281,500    | 1,545,888.70               | 3,109,946  | (1,418,533.22)       |        | 50%                                     | (2,828,446) |          |
| 3400-0002  | ENVIRONMENTAL SUB PROGRAM           |                                 |            |                            |            |                      |        |   |             |          |
| 3410-0003  | COMMUNITY HEALTH                    | 14,238.09                       | 19,500     | 28,445.69                  | 90,000     | (14,207.60)          |        | 20%                                     | (70,500)    |          |
| 3435-0003  | ANIMAL CONTROL                      | 23,681.75                       | 54,500     | 143,176.57                 | 261,600    | (119,494.82)         |        | 58%                                     | (207,100)   |          |
| 3460-0003  | RESERVES                            | 0.00                            | 0          | 72,923.95                  | 267,000    | (72,923.95)          |        | 27%                                     | (267,000)   |          |
| 3475-0003  | STOCK ROUTES                        | 0.00                            | 840,000    | 258,551.10                 | 1,332,806  | (258,551.10)         |        | 52%                                     | (492,806)   |          |
| 3400-0002  | ENVIRONMENTAL SUB PROGRAM           | 37,919.84                       | 914,000    | 503,097.31                 | 1,951,406  | (465,177.47)         |        | 45%                                     | (1,037,406) |          |
| 3500-0002  | REFUSE MANAGEMENT SUB PROGRAM       |                                 |            |                            |            |                      |        |   |             |          |
| 3500-0004  | CHARLEVILLE REFUSE MANAGEMENT       | 263,128.64                      | 555,458    | 236,395.93                 | 524,013    | 26,732.71            |        | 85%                                     | 31,445      |          |
| 3540-0004  | MORVEN REFUSE MANAGEMENT            | 10,816.78                       | 23,998     | 10,985.94                  | 46,114     | (169.16)             |        | 1%                                      | (22,116)    |          |
| 3570-0004  | AUGATHELLA REFUSE MANAGEMENT        | 25,615.41                       | 54,855     | 14,822.52                  | 26,430     | 10,792.89            |        | 38%                                     | 28,425      |          |
| 3500-0002  | REFUSE MANAGEMENT SUB PROGRAM       | 299,560.83                      | 634,311    | 262,204.39                 | 596,557    | 37,356.44            |        | 99%                                     | 37,754      |          |
| 3200-0001  | HEALTH/ENVIRONMENTAL SERVICES       | 464,836.15                      | 1,829,811  | 2,311,190.40               | 5,657,909  | (1,846,354.25)       |        | 48%                                     | (3,828,098) |          |
| 4000-0001  | ENGINEERING SERVICES                |                                 |            |                            |            |                      |        |   |             |          |
| 4100-0002  | ENGINEERING OFFICE SUB PROGRAM      | 0.00                            | 0          | 1,962,960.15               | 3,937,586  | (1,962,960.15)       |        | 50%                                     | (3,937,586) |          |
| 4200-0002  | BUILDING & PLANNING SUB PROGRAM     | 25,400.00                       | 45,000     | 91,804.88                  | 141,000    | (66,404.88)          |        | 69%                                     | (96,000)    |          |
| 4300-0002  | PLANT OPERATIONS SUB PROGRAM        | 21,670.41                       | 96,000     | (35,703.55)                | (552,896)  | 57,373.96            |        | 9%                                      | 648,896     |          |
| 4400-0002  | PRIVATE WORKS ACTIVITIES            | 1,422,513.83                    | 4,338,264  | 1,231,711.30               | 2,680,000  | 190,802.53           |        | 12%                                     | 1,658,264   |          |
| 4500-0002  | OTHER ROAD ACTIVITIES SUB PROGRAM   | 2,154,597.82                    | 6,374,310  | 2,405,929.42               | 5,958,803  | (251,331.60)         |        | -60%                                    | 415,507     |          |
| 4000-0001  | ENGINEERING SERVICES                | 3,624,182.06                    | 10,853,574 | 5,656,702.20               | 12,164,493 | (2,032,520.14)       |        | 155%                                    | (1,310,919) |          |
| 5100-0001  | WATER & SEWERAGE SERVICES           |                                 |            |                            |            |                      |        |   |             |          |
| 5100-0002  | WATER SUPPLY ACTIVITIES SUB PROGRAM |                                 |            |                            |            |                      |        |   |             |          |
| 5100-0003  | CHARLEVILLE WATER                   | 705,870.88                      | 1,453,371  | 191,854.24                 | 598,899    | 514,016.64           |        | 60%                                     | 854,472     |          |

General Ledger2022.7.5.1 Revenue and Expenditure Summary Page - 3  
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Level 4. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 01-12-2022 6:05:56 AM

|   | REVENUE       |        | EXPENDITURE |               | SURPLUS/(DEFICIENCY) |            |              |       |            |
|---|---------------|--------|-------------|---------------|----------------------|------------|--------------|-------|------------|
|   | 30 Nov 2022   | Budget | 30 Nov 2022 | Budget        | 30 Nov 2022          | Budget     |              |       |            |
| 5200-0003 MORVEN WATER                        | 47,616.51     | 48%    | 98,220      | 44,365.17     | 40%                  | 109,571    | 3,251.34     | -29%  | (11,351)   |
| 5300-0003 AUGATHELLA WATER                    | 88,673.51     | 49%    | 180,617     | 38,795.60     | 27%                  | 144,000    | 49,877.91    | 136%  | 36,617     |
| 5390-0003 WATER DEPRECIATION                  | 0.00          | 0%     | 0           | 245,501.00    | 44%                  | 563,597    | (245,501.00) | 44%   | (563,597)  |
| 5100-0002 WATER SUPPLY ACTIVITIES SUB PROGRAM | 842,160.90    | 49%    | 1,732,208   | 520,516.01    | 37%                  | 1,416,067  | 321,644.89   | 102%  | 316,141    |
| 5400-0002 SEWERAGE ACTIVITIES SUB PROGRAM     |               |        |             |               |                      |            |              |       |            |
| 5400-0003 CHARLEVILLE SEWERAGE                | 430,400.90    | 48%    | 897,338     | 139,997.37    | 32%                  | 430,970    | 290,403.53   | 62%   | 466,368    |
| 5450-0003 AUGATHELLA SEWERAGE                 | 42,525.86     | 50%    | 85,698      | 78,035.98     | 118%                 | 66,000     | (35,510.12)  | -180% | 19,698     |
| 5490-0003 SEWERAGE DEPRECIATION               | 0.00          | 0%     | 0           | 233,125.25    | 67%                  | 347,547    | (233,125.25) | 67%   | (347,547)  |
| 5400-0002 SEWERAGE ACTIVITIES SUB PROGRAM     | 472,926.76    | 48%    | 983,036     | 451,158.60    | 53%                  | 844,517    | 21,768.16    | 16%   | 138,519    |
| 5100-0001 WATER & SEWERAGE SERVICES           | 1,315,087.66  | 48%    | 2,715,244   | 971,674.61    | 43%                  | 2,260,584  | 343,413.05   | 76%   | 454,660    |
| TOTAL REVENUE AND EXPENDITURE                 | 15,749,928.28 | 32%    | 49,052,005  | 13,913,503.38 | 47%                  | 29,313,675 | 1,836,424.90 | 9%    | 19,738,330 |

General Ledger2022.7.5.1 Balance Sheet Page - 1  
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Details. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 01-12-2022 6:06:50 AM

|                | OPENING<br>BALANCE               | YEAR TO DATE<br>30 Nov 2022 | BUDGET       | CURRENT BALANCE<br>30 Nov 2022 | BUDGET |               |       |           |
|----------------|----------------------------------|-----------------------------|--------------|--------------------------------|--------|---------------|-------|-----------|
| CURRENT ASSETS |                                  |                             |              |                                |        |               |       |           |
| =====          |                                  |                             |              |                                |        |               |       |           |
| 0100-0001      | CURRENT ASSETS                   |                             |              |                                |        |               |       |           |
| 0105-3000      | Cash at Bank - General Account   | (7,422.25)                  | 297,846.98   | ---                            | 0      | 290,424.73    | 32%   | 897,573   |
| 0110-3000      | Cash on Hand                     | 1,570.00                    | 0.00         | 0%                             | 0      | 1,570.00      | 109%  | 1,438     |
| 0115-3000      | QTC - Cash Investments           | 8,423,976.17                | 1,025,293.47 | ---                            | 0      | 9,449,269.64  | 184%  | 5,147,732 |
| 0116-3000      | NAB - Term Deposits              | 0.00                        | 0.00         | 0%                             | 0      | 0.00          | 0%    | 0         |
| 0117-3000      | Cash: Cosmos Centre Float        | 800.00                      | 0.00         | 0%                             | 0      | 800.00        | 200%  | 400       |
| 0118-3000      | Cash: Visitor Info Centre        | 300.00                      | 0.00         | 0%                             | 0      | 300.00        | ---   | 0         |
| 0120-3000      | Accounts Receivable - Rates      | 834,546.65                  | (7,837.03)   | ---                            | 0      | 826,709.62    | 135%  | 613,788   |
| 0121-3000      | Acct Rec - Rates EOY Receipts    | 0.00                        | 0.00         | 0%                             | 0      | 0.00          | 0%    | 0         |
| 0127-3000      | Provision for Doubtful Rates     | 0.00                        | 0.00         | 0%                             | 0      | 0.00          | 0%    | 0         |
| 0130-3000      | Stores and Materials             | 285,939.17                  | 33,036.01    | ---                            | 0      | 318,975.18    | 139%  | 230,151   |
| 0132-3000      | Inventory - Cosmos Centre        | 114,279.35                  | 0.00         | 0%                             | 0      | 114,279.35    | 313%  | 36,515    |
| 0140-3000      | Prepaid Expenses                 | 231,226.35                  | (231,226.35) | ---                            | 0      | 0.00          | 0%    | 170,792   |
| 0147-3000      | Accrued Revenue - General        | 19,706.18                   | (19,706.18)  | ---                            | 0      | 0.00          | 0%    | 0         |
| 0148-3000      | Contract Assets                  | 2,103,294.52                | (100,000.00) | ---                            | 0      | 2,003,294.52  | ---   | 0         |
| 0150-3000      | Workers Compensation Receivable  | 4,386.25                    | 4,738.07     | ---                            | 0      | 9,124.32      | 29%   | 31,131    |
| 0155-3000      | Accounts Receivable - Debtors    | 168,623.28                  | (86,553.54)  | ---                            | 0      | 82,069.74     | 4%    | 2,327,260 |
| 0156-3000      | Accts Rec - Debtors EOY Receipts | 297,907.04                  | (297,907.04) | ---                            | 0      | 0.00          | 0%    | 0         |
| 0160-3000      | Provision for Doubtful Debts     | (127,561.21)                | 0.00         | 0%                             | 0      | (127,561.21)  | 850%  | (15,000)  |
| 0165-3000      | GST Receivable/Suspense          | (99,808.41)                 | 178,306.04   | ---                            | 0      | 78,497.63     | -563% | (13,934)  |
| 0170-3000      | Residential Land for Resale      | 1,126,917.85                | (81,763.78)  | ---                            | 0      | 1,045,154.07  | ---   | 0         |
| 0171-3000      | Provision for Obsolescence       | (649,918.00)                | 0.00         | 0%                             | 0      | (649,918.00)  | ---   | 0         |
| 0100-0001      | CURRENT ASSETS TOTAL             | 12,728,762.94               | 714,226.65   | ---                            | 0      | 13,442,989.59 | 143%  | 9,427,846 |
|                | TOTAL CURRENT ASSETS             | 12,728,762.94               | 714,226.65   | ---                            | 0      | 13,442,989.59 | 143%  | 9,427,846 |

General Ledger2022.7.5.1 Balance Sheet Page - 2  
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Details. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 01-12-2022 6:06:50 AM

|                    | OPENING<br>BALANCE                   | -----<br>30 Nov 2022 | YEAR TO DATE<br>-----<br>BUDGET | -----<br>30 Nov 2022 | CURRENT BALANCE<br>-----<br>BUDGET |
|--------------------|--------------------------------------|----------------------|---------------------------------|----------------------|------------------------------------|
| NON-CURRENT ASSETS |                                      |                      |                                 |                      |                                    |
| =====              |                                      |                      |                                 |                      |                                    |
| 0200-0001          | NON-CURRENT ASSETS                   |                      |                                 |                      |                                    |
| 0200-4000          | Land at Cost                         | 0.00                 | 0.00                            | 0%                   | 0                                  |
| 0205-4000          | Land for Resale                      | 0.00                 | 0.00                            | 0%                   | 0                                  |
| 0210-4000          | Land at Valuation                    | 3,220,500.00         | 0.00                            | 0%                   | 0                                  |
| 0211-4000          | Land Improvements at Valuation       | 0.00                 | 0.00                            | 0%                   | 0                                  |
| 0215-4000          | Land Clearing Account                | 0.00                 | 10,804.99                       | ---                  | 0                                  |
| 0217-4000          | WIP - Land Improvements              | 3,536.27             | 0.00                            | 0%                   | 0                                  |
| 0221-4000          | Aerodrome Landing Strip at Cost      | 442,570.92           | 0.00                            | 0%                   | 0                                  |
| 0231-4000          | Aerodrome Landing Strip at Valuation | 15,454,597.74        | 0.00                            | 0%                   | 0                                  |
| 0241-4000          | Accum Depn - Aerodrome Landing Strip | (2,962,740.47)       | (131,170.67)                    | ---                  | 0                                  |
| 0242-4000          | WIP - Aerodrome Upgrade              | 0.00                 | 87,832.76                       | 21%                  | 410,000                            |
| 0300-4000          | Buildings at Cost                    | 11,580,680.57        | (880.00)                        | ---                  | 0                                  |
| 0310-4000          | Buildings at Valuation               | 54,693,066.61        | (215.50)                        | ---                  | 0                                  |
| 0320-4000          | Accum Depn - Buildings               | (22,291,612.44)      | (348,888.14)                    | ---                  | 0                                  |
| 0330-4000          | Other Structures at Cost             | 7,750,316.56         | 0.00                            | 0%                   | 0                                  |
| 0340-4000          | Other Structures at Valuation        | (169,880.29)         | 0.00                            | 0%                   | 0                                  |
| 0350-4000          | Accum Depn - Other Structures        | (2,113,108.68)       | (33,031.72)                     | ---                  | 0                                  |
| 0360-4000          | WIP - Buildings                      | 196,698.66           | 261,817.40                      | 3%                   | 8,760,000                          |
| 0370-4000          | WIP - Other Structures               | 1,051,063.72         | 805,316.72                      | 29%                  | 2,773,178                          |
| 0380-4000          | Parks at Cost                        | 1,555,475.20         | 0.00                            | 0%                   | 0                                  |
| 0381-4000          | Accum Depn - Parks                   | (5,306,344.10)       | (135,033.48)                    | ---                  | 0                                  |
| 0382-4000          | WIP - Parks                          | 0.00                 | 0.00                            | 0%                   | 0                                  |
| 0383-4000          | Parks at Valuation                   | 12,237,279.26        | 0.00                            | 0%                   | 0                                  |
| 0400-4000          | Equipment and Furniture Fittings     | 5,501,971.48         | 0.00                            | 0%                   | 0                                  |
| 0410-4000          | Accum Depn - Equipment and FF        | (3,910,007.74)       | (53,851.61)                     | ---                  | 0                                  |
| 0411-4000          | Plant                                | 14,692,789.36        | 0.00                            | 0%                   | 0                                  |
| 0415-4000          | Accum Depreciation - Plant           | (6,800,226.72)       | (290,279.73)                    | ---                  | 0                                  |
| 0420-4000          | Furniture and Fittings               | 0.00                 | 0.00                            | 0%                   | 0                                  |
| 0430-4000          | Accum Depn - Furniture and Fittings  | 0.00                 | 0.00                            | 0%                   | 0                                  |
| 0445-4000          | Plant Clearing Account               | 0.00                 | 106,173.63                      | 4%                   | 2,400,000                          |
| 0500-4000          | Road Infrastructure at Cost          | 7,892,905.64         | 0.00                            | 0%                   | 0                                  |
| 0510-4000          | Road Infrastructure at Valuation     | 358,216,856.10       | 0.00                            | 0%                   | 0                                  |
| 0520-4000          | Accum Depn - Road Infrastructure     | (56,690,859.82)      | (1,729,299.50)                  | ---                  | 0                                  |
| 0525-4000          | WIP - Road Infrastructure            | 1,806,618.03         | 359,982.49                      | 11%                  | 3,212,300                          |
| 0530-4000          | Water Infrastructure at Cost         | 2,505,584.31         | 0.00                            | 0%                   | 0                                  |
| 0540-4000          | Water Infrastructure at Valuation    | 30,589,843.17        | 0.00                            | 0%                   | 0                                  |
| 0550-4000          | Accum Depn - Water Infrastructure    | (15,381,422.69)      | (245,501.00)                    | ---                  | 0                                  |
| 0555-4000          | WIP - Water Infrastructure           | 0.04                 | 67,950.52                       | 23%                  | 300,000                            |
| 0560-4000          | Sewerage Infrastructure at Cost      | 756,869.28           | 0.00                            | 0%                   | 0                                  |
| 0570-4000          | Sewerage Infrastructure at Valuation | 24,358,174.23        | 0.00                            | 0%                   | 0                                  |
| 0580-4000          | Accum Depn - Sewerage Infrastructure | (13,397,548.81)      | (231,467.12)                    | ---                  | 0                                  |
| 0585-4000          | WIP - Sewerage Infrastructure        | 0.00                 | 37,357.68                       | 0%                   | 8,314,000                          |

General Ledger2022.7.5.1 Balance Sheet Page - 3  
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Details. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 01-12-2022 6:06:50 AM

|   | OPENING<br>BALANCE | YEAR TO DATE<br>30 Nov 2022 | BUDGET     | CURRENT BALANCE<br>30 Nov 2022 | BUDGET |
|---|--------------------|-----------------------------|------------|--------------------------------|--------|
| 0586-4000 WIP - Aurora Estate Stage 2         | 12,067.70          | 0.00                        | 0          | 12,067.70                      | 100%   |
| 0587-4000 WIP - Aurora Estate Stage 3         | 18,650.00          | 0.00                        | 0          | 18,650.00                      | 100%   |
| 0588-4000 WIP State Gov - Bradleys Gully Div  | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0589-4000 WIP - Industrial Estate             | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0595-4000 Residential Land Resale (NCA)       | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0596-4000 Right of Use Assets                 | 221,275.59         | 0.00                        | 0          | 221,275.59                     | ---    |
| 0596-4001 Accumulated Amortisation            | (219,274.23)       | 0.00                        | 0          | (219,274.23)                   | ---    |
| 0597-4000 Equipment Clearing Account          | 244,229.59         | 23,771.69                   | 245,000    | 268,001.28                     | 12%    |
| 0599-4000 Landfill Asset                      | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0200-0001 NON-CURRENT ASSETS TOTAL            | 425,760,594.04     | (1,438,610.59)              | 26,414,478 | 424,321,983.45                 | 112%   |
| TOTAL NON-CURRENT ASSETS                      | 425,760,594.04     | (1,438,610.59)              | 26,414,478 | 424,321,983.45                 | 112%   |
| TOTAL ASSETS                                  | 438,489,356.98     | (724,383.94)                | 26,414,478 | 437,764,973.04                 | 112%   |
| CURRENT LIABILITIES                           |                    |                             |            |                                |        |
| =====   |                    |                             |            |                                |        |
| 0600-0001 CURRENT LIABILITIES                 |                    |                             |            |                                |        |
| 0600-5000 Accounts Payable                    | 0.00               | 863,620.40                  | 0          | 863,620.40                     | ---    |
| 0605-5000 Accrued Expenses - All              | 1,722,277.28       | (1,722,277.28)              | 0          | 0.00                           | 0%     |
| 0610-5000 Fire Services Levy Payable          | 12,048.70          | 144,077.46                  | 0          | 156,126.16                     | 945%   |
| 0612-5000 Contract Liabilities                | 2,076,523.26       | (1,503,190.42)              | 0          | 573,332.84                     | ---    |
| 0613-5000 Prepaid Rates                       | 297,907.04         | (297,907.04)                | 0          | 0.00                           | 0%     |
| 0614-5000 Unearned Revenue                    | 6,151.00           | (6,151.00)                  | 0          | 0.00                           | 0%     |
| 0615-5000 PAYG Payable                        | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0625-5000 Payroll Suspense                    | 0.00               | (11,984.41)                 | 0          | (11,984.41)                    | ---    |
| 0630-5000 Wages Advance                       | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0632-5000 RDO & Toil Accumulated              | 14,318.68          | 10,544.57                   | 0          | 24,863.25                      | 123%   |
| 0635-5000 Stock Routes Fees Payable           | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0636-5000 Finance Lease - Current             | 2,032.41           | 0.00                        | 0          | 2,032.41                       | ---    |
| 0640-5000 Office Extension Current Loan       | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0645-5000 Cosmos Centre Current Loan          | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0650-5000 Medical Centre Current Loan         | 39,579.43          | (9,576.65)                  | 0          | 30,002.78                      | -58%   |
| 0660-5000 Morven Rail Current Loan            | 60,215.42          | (14,774.29)                 | 0          | 45,441.13                      | -21%   |
| 0665-5000 Plant Replacement Current Loan      | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0666-5000 Plant Replacement No 2 Current Loan | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0670-5000 Residential Develop Current Loan    | 0.00               | 0.00                        | 0          | 0.00                           | 0%     |
| 0671-5000 Flood Mitigation Current Loan       | 46,416.27          | (11,228.41)                 | 0          | 35,187.86                      | >999%  |
| 0672-5000 Airport Upgrade Current Loan        | 44,863.09          | (10,804.48)                 | 0          | 34,058.61                      | -90%   |
| 0675-5000 Annual Leave payable                | 1,003,448.56       | 15,976.11                   | 0          | 1,019,424.67                   | 120%   |

| General Ledger2022.7.5.1   |                                      | Balance Sheet              |                |     |                 | Page - 4                                |      |             |
|--|--------------------------------------|----------------------------|----------------|-----|-----------------|---|------|-------------|
| (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Details. Excludes committed costs) |                                      |                            |                |     |                 |   |      |             |
| MURWEH SHIRE COUNCIL (Budget for full year)  |                                      | Financial Year Ending 2023 |                |     |                 | Printed(CLAIREA): 01-12-2022 6:06:50 AM |      |             |
|  | OPENING                              | YEAR TO DATE               |                |     | CURRENT BALANCE |   |      |             |
|  | BALANCE                              | 30 Nov 2022                | BUDGET         |     | 30 Nov 2022     | BUDGET                                  |      |             |
| 0680-5000  | Long Service Leave Payable           | 1,142,264.04               | 5,265.48       | --- | 0               | 1,147,529.52                            | 93%  | 1,237,872   |
| 0685-5000  | Sick Leave Payable                   | 230,377.08                 | (1,309.86)     | --- | 0               | 229,067.22                              | 97%  | 234,964     |
| 0690-5000  | Land Rebate Holding Account          | (7,000.00)                 | 0.00           | 0%  | 0               | (7,000.00)                              | 100% | (7,000)     |
| 0697-5000  | Salary Sacrifice Deduct - Before Tax | 164,515.42                 | 38,143.15      | --- | 0               | 202,658.57                              | ---  | 0           |
| 0698-5000  | Salary Sacrifice Deduct - After Tax  | (168,321.44)               | (32,563.22)    | --- | 0               | (200,884.66)                            | ---  | 0           |
| 0699-5000  | Suspense Account: General Account    | 15,725.18                  | (17,818.95)    | --- | 0               | (2,093.77)                              | -12% | 17,294      |
| 0600-0001  | CURRENT LIABILITIES TOTAL            | 6,703,341.42               | (2,561,958.84) | --- | 0               | 4,141,382.58                            | 299% | 1,385,266   |
|  | TOTAL CURRENT LIABILITIES            | 6,703,341.42               | (2,561,958.84) | --- | 0               | 4,141,382.58                            | 299% | 1,385,266   |
| NON-CURRENT LIABILITIES  |                                      |                            |                |     |                 |   |      |             |
| =====  |                                      |                            |                |     |                 |   |      |             |
| 0700-0001  | NON-CURRENT LIABILITIES              |                            |                |     |                 |   |      |             |
| 0700-6000  | Non-Current Long Service Leave       | 167,788.97                 | 0.00           | 0%  | 0               | 167,788.97                              | 111% | 150,781     |
| 0701-6000  | Finance Lease - Non current          | 0.00                       | 0.00           | 0%  | 0               | 0.00                                    | 0%   | 0           |
| 0740-6000  | Office Extension Non-Current Loan    | 0.00                       | 0.00           | 0%  | 0               | 0.00                                    | 0%   | 24,929      |
| 0745-6000  | Cosmos Centre Non-Current Loan       | 0.00                       | 0.00           | 0%  | 0               | 0.00                                    | 0%   | 54,219      |
| 0750-6000  | Medical Centre Non-Current Loan      | 10,333.25                  | 0.00           | 0%  | 0               | 10,333.25                               | 12%  | 89,250      |
| 0760-6000  | Morven Rail Non-Current Loan         | 882,070.75                 | 0.00           | 0%  | 0               | 882,070.75                              | 94%  | 942,449     |
| 0765-6000  | Plant Replacement Non-Current Loan   | 0.00                       | 0.00           | 0%  | 0               | 0.00                                    | 0%   | 0           |
| 0766-6000  | Plant Replacement No 2 Non-Current   | 0.00                       | 0.00           | 0%  | 0               | 0.00                                    | 0%   | 0           |
| 0770-6000  | Residential Develop Non-Current Loan | 0.00                       | 0.00           | 0%  | 0               | 0.00                                    | 0%   | 249,501     |
| 0771-6000  | Flood Mitigation Non-Current Loan    | 1,023,217.29               | 0.00           | 0%  | 0               | 1,023,217.29                            | 103% | 990,296     |
| 0772-6000  | Airport Upgrade Non-Current Loan     | 714,435.79                 | 0.00           | 0%  | 0               | 714,435.79                              | 85%  | 842,360     |
| 0780-6000  | Landfill Restoration Provision       | 2,018,636.23               | 0.00           | 0%  | 0               | 2,018,636.23                            | ---  | 0           |
| 0700-0001  | NON-CURRENT LIABILITIES TOTAL        | 4,816,482.28               | 0.00           | 0%  | 0               | 4,816,482.28                            | 144% | 3,343,785   |
|  | TOTAL NON-CURRENT LIABILITIES        | 4,816,482.28               | 0.00           | 0%  | 0               | 4,816,482.28                            | 144% | 3,343,785   |
|  | TOTAL LIABILITIES                    | 11,519,823.70              | (2,561,958.84) | --- | 0               | 8,957,864.86                            | 189% | 4,729,051   |
|  | NETT ASSETS/(LIABILITIES)            | 426,969,533.28             | 1,837,574.90   | 7%  | 26,414,478      | 428,807,108.18                          | 112% | 384,424,286 |

General Ledger2022.7.5.1 Balance Sheet Page - 5  
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 42% of year elapsed. To Details. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 01-12-2022 6:06:50 AM

|  | OPENING<br>BALANCE | -----<br>YEAR TO DATE<br>30 Nov 2022 | -----<br>BUDGET | -----<br>CURRENT BALANCE<br>30 Nov 2022 | -----<br>BUDGET  |
|--|--------------------|--------------------------------------|-----------------|---|------------------|
| COMMUNITY EQUITY<br>=====                      |                    |                                      |                 |   |                  |
| 0800-0001 EQUITY                               |                    |                                      |                 |   |                  |
| 0800-0002 SHIRE CAPITAL                        |                    |                                      |                 |   |                  |
| 0805-7000 Retained Surplus                     | 47,026,755.59      | 0.00                                 | 0%              | 47,026,755.59                           | 100% 47,026,756  |
| 0807-7000 Retained Surplus-Cosmos              | (1,275,671.18)     | 0.00                                 | 0%              | (1,275,671.18)                          | <999% 42,875     |
| 0810-7000 Asset Revaluation Reserve - Roads    | 225,378,367.83     | 0.00                                 | 0%              | 225,378,367.83                          | 189% 119,269,628 |
| 0811-7000 Asset Revaluation Reserve - W & S    | 23,936,942.08      | 0.00                                 | 0%              | 23,936,942.08                           | 100% 23,900,593  |
| 0812-7000 Asset Reval Res - Bldgs & Structures | 33,045,959.09      | 0.00                                 | 0%              | 33,045,959.09                           | 86% 38,355,807   |
| 0813-7000 Asset Revaluation Reserve-Land       | 716,322.33         | 0.00                                 | 0%              | 716,322.33                              | 22% 3,203,461    |
| 0815-7000 Asset Revaluation Reserve Aerodrome  | 13,348,816.79      | 0.00                                 | 0%              | 13,348,816.79                           | 153% 8,723,400   |
| 0816-7000 Asset Revaluation Reserve - Plant    | 0.00               | 0.00                                 | 0%              | 0.00                                    | 0% 0             |
| 0820-7000 Current Surplus / Deficit            | 0.00               | 1,836,424.90                         | 9%              | 1,836,424.90                            | 9% 19,738,330    |
| 0825-7000 Year End Surplus/Deficit             | 84,792,040.75      | 0.00                                 | 0%              | 84,792,040.75                           | 79% 107,720,262  |
| 0800-0002 SHIRE CAPITAL TOTAL                  | 426,969,533.28     | 1,836,424.90                         | 9%              | 428,805,958.18                          | 117% 367,981,112 |
| 0830-0002 RESERVES                             |                    |                                      |                 |   |                  |
| 0800-0001 EQUITY TOTAL                         | 426,969,533.28     | 1,836,424.90                         | 9%              | 428,805,958.18                          | 117% 367,981,112 |
| TOTAL COMMUNITY EQUITY                         | 426,969,533.28     | 1,836,424.90                         | 9%              | 428,805,958.18                          | 117% 367,981,112 |



**11 ECONOMIC DEVELOPMENT & TOURISM****11.1 ECONOMIC DEVELOPMENT & TOURISM REPORT**

**Author:** Director Economic Development & Tourism

**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**

That Council receives the Economic Development & Tourism Report

**BACKGROUND**

Economic

Cluster Fencing: - \$1.22 Million subsidy

Fencing being rolled out at the moment, well in advance of other regions. Five Cluster Groups have been established : - Nive River; Myendetta; Loddon; Reynella; Yanna. Subsidy payments to the clusters already total \$134,865 which is a good indicator of the speed in which the rollout has taken place in such a short time.(July 2022)

Cameras (\$100,000)

Have been going round the sites this week with Pinnacle who will now organise works to be done and confirm final cost. Areas of interest include: - Alfred Street, Town Hall Park; Swimming Pool area; Graham Andrews Park; Visitor Information Centre; Tourism Precinct and Crossroads to Wills Street.

Eco-certified Tourism Destination Program (\$149,000)

Council has been successful with accessing funding from the Department of Tourism, Innovation & Sport for Council to gain Eco Tourism Destination certification. Funding will be used to contract specialist consultants (such as Griffith University) to collate and progress the in-depth information required for Certification. Certification will open up more marketing opportunities for the Shire's tourism facilities.

Tourism

Marketing

We are progressing quickly with a complete revamp of the Experience Charleville Web Site, making it more user friendly, welcoming and engaging. A photographer has also been commissioned to

update all our photo stock, currently about 5 – 6 years old, and these will be used to enhance our current marketing sites.

A marketing plan for the Shire's Tourism facilities is being produced at the moment and will be accompanied by a Tourism Action Plan and individual Operational plans for each of the facilities. Hopefully to be all ready by mid-February.

We will be working through the content of the traditional tourism brochure, looking carefully at print costs and distribution as we gradually transition to putting more resources into the shire's online presence.

#### Events

In the absence of an Events officer, we are currently working with Augathella Progress Association on an event over the Easter weekend.

At the moment we are brainstorming ideas for events that will be unique to the Shire.

#### Product Development

Liaising with Nancye Shrapnel and Jane Wilson at the moment on the research done on Langlo history and cemetery with a view of incorporation into the shire cemetery tours.

#### BBRF – Tourism Precinct

Augathella Cultural History (Smiley) Museum should be completed by February. World War II and Airfield Museum ready for installation and completion by March if Xzibit given approval to commence straight away (see Recommendations)

#### Outback Museum

Winning architects, March Studio, will present proposed changes at today's Council meeting. There has been community consultation around content of the museum, but a more directed consultation with First Nation representatives is proposed for January 2023 as directed by Council.

#### General

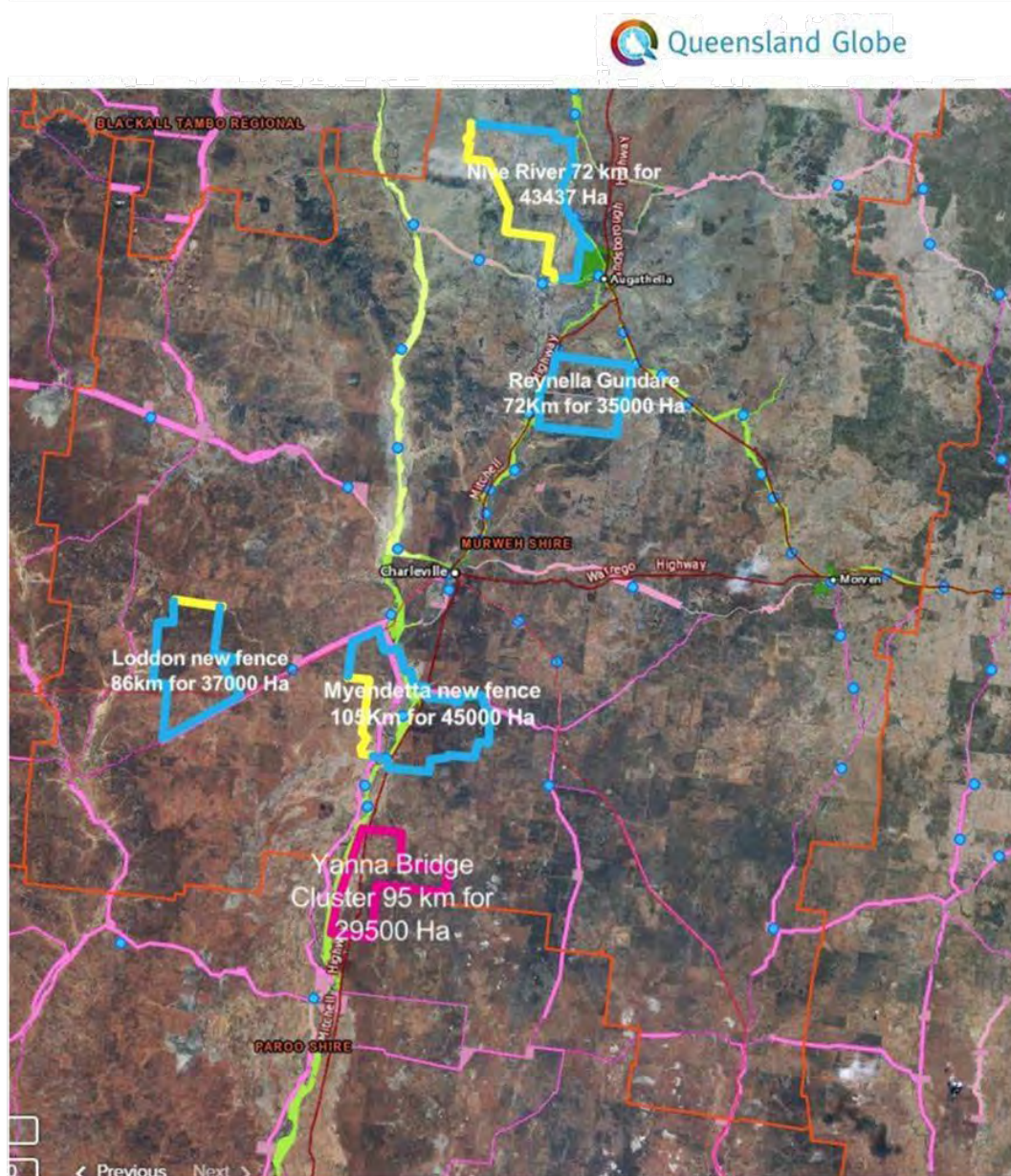
Visitor numbers have dropped considerably as is to be expected. The trial opening on Saturday's has not been successful for the Cosmos Centre, with only 2 visitors and 2 staff for 4 hours each last Saturday. It is therefore better to close the facility over weekends until March to lessen the overall cost of unnecessary wages. We are still monitoring the World War II and Visitor Information Centre as these cater for slightly different markets

### **LINK TO CORPORATE PLAN**

- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

### **ATTACHMENTS**

#### **1. Cluster Map**



**11.2 PROCUREMENT AIRFIELD MUSEUM, WWII FACILITY**

**Author:** Director Economic Development & Tourism

**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**

Pursuant to section 234 (1A) of the Local Government Regulation 2012 ('Regulation') that local government may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement (Local Buy) and,

Pursuant to section 235 (a & b) of the Regulation where the local government resolves it is satisfied that there is only 1 supplier who is reasonably available or, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders

That Council resolves to: -

- a) Enter into a contractual arrangement with Xzibit for the installation and internal fitout of the Charleville Airfield Museum as a component of the Building Better Region's funded 'Tourism Precinct' project
- b) Enter into a contractual arrangement with Xzibit for the installation and internal fitout of the Charleville WWII secret base facility as a component of the Building Better Region's funded 'Tourism Precinct' project

**BACKGROUND****Purpose**

To ensure projects are completed on time and in line with funding obligations

**Discussion**

The Charleville Airfield Museum and the World War II facility fitout and designs (both funded under the recent Building Better Regions funding) are at the final stages of completion. Griffith and Xzibit have completed all the designs, specifications and community consultations. They have defined the content to be presented in each facility and it is now a question of contracting a company to install the displays, panelling, interactives and furnishings.

Xzibit have now submitted quotations for the installation work as they would like to ensure the finished product reflects the work they have already put in to the designs and concepts.

Xzibit quotations are within allocated budgets and the company is able to commence work quickly to enable completion by the beginning of March 2023, should they be given the go ahead early in December.

The alternative to appointing Xzibit would be to offer the works out to an open tender process where the successful company would, in any case, be following Xzibit's specifications. It will also delay the project by a minimum of two months even if a company were able to commence work straight away, which is not always the case.

**Financial Risks**

Provided funding milestones are met with due diligence and within timelines, Government funding is already secured.

**Environmental Risks**

Nil. Works are limited to internal works

**Social Risk**

No risk, only an economic benefit for the whole region

**Legal Risk**

Only where breaches of contract may occur.

**LINK TO CORPORATE PLAN**

- 1.1.1 Council has in place strategic decision-making frameworks to identify, prioritise, and meet current and future needs .

**ATTACHMENTS**

Nil

**11.3 VIC REPORT**

**Author:** Visitor Information Centre Officer  
**Authoriser:** CEO

**RECOMMENDATION**  
 That Council receives the report from the Visitor Information Centre.

**BACKGROUND**

**Visitor Numbers for November 2022**

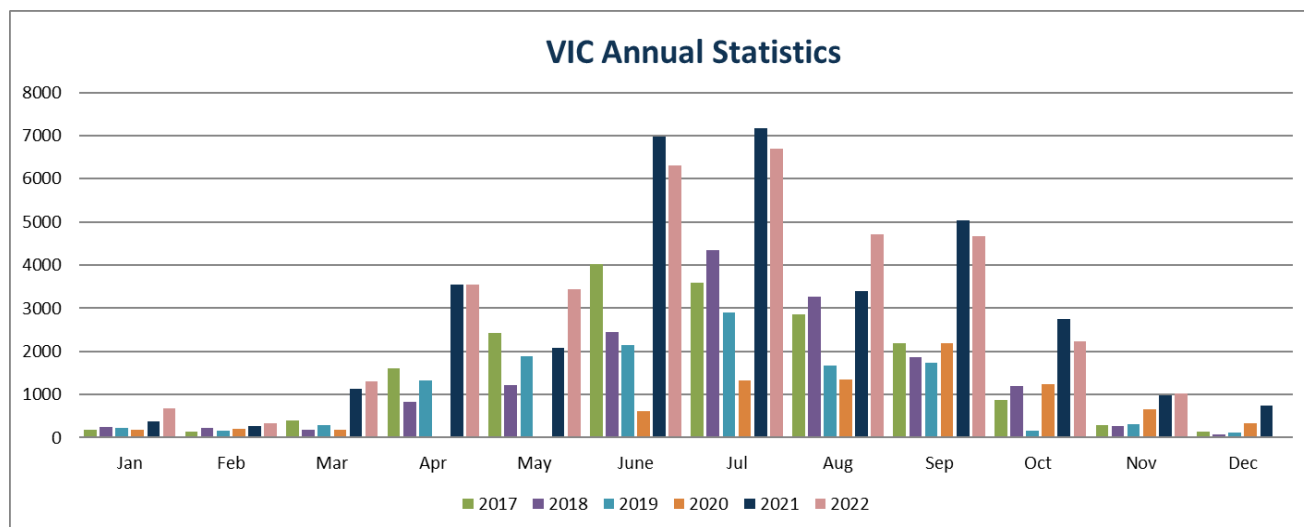
For the first time, the Visitor Centre has seen over 1000 visitors through the doors in November. Visitors are predominantly from Queensland but we have seen an increase in New South Wales visitors from previous years during this time.

Whilst we have slowed down from October visitor's staff are remaining busy, tidying the centre, gathering information for product development and ensuring the centre is set up for another successful year in 2023.

The VIC will operate over Christmas except on public holidays.

**Walk-In Visitors to the Charleville VIC**

- November 2022 – 1022
- November 2021– 982
- November 2020 – 657
- November 2019 – 303



**Charleville Visitor Information Centre Monthly Statistics**

|                            | <b>Ticket Sales</b> | <b>Merchandise Sales</b> | <b>Phone Stats</b> | <b>Information Packs Sent out</b> |
|----------------------------|---------------------|--------------------------|--------------------|-----------------------------------|
| <b>November 2022</b>       | \$12926.50          | \$2427.35                | 255                | 1                                 |
| <b>November 2021</b>       | \$10453.00          | \$2432.05                | 188                | 1                                 |
| <b>November 2020 COVID</b> | \$150.00            | \$920.45                 | 149                | 2                                 |

**Bilby Report**

The Bilby shows have continued throughout November but at a limited capacity due to staffing. A second option has been added for visitors over the quiet season. Visitors are now able to go into the centre through the back access and spend as long as they would like looking at the displays and inside to nocturnal house. Pricing remains the same for both experiences.

Our bilbies will be taking a Christmas break from the 16<sup>th</sup> of December to the 17<sup>th</sup> of January 2023.

**Bilby guests for November shows 2022:** 270

**Shows:** 13

**Merch:** \$5023.30

**Donations:** \$1200.00

**Tickets:** \$5101.00

**Charleville Visitor Information Centre General Information**

**General Information**

**Tourism End of Season debrief**

The VIC hosted an end of season debrief with tourism and accommodation operators. The night was successful with 6 operators attending. Operators provided a rundown of their season and what 2023 will look like for them. Information was shared and suggestions have been taken in from operators. John was quick to follow up on matters that had been raised at the debriefing and operators have been thankful for the swift course of action.

**Morven Famil**

The Tourism department visited Morven on the 8<sup>th</sup> of November for our Morven famil. Paula from the Morven VIC had helped organise a lot of the famil and made sure business owners knew our staff would be stopping in to visit their businesses.

A big thank you has to go out to the Morven VIC, Historical Museum, Post Office, Morven Rural, Pick A Box Motel, Sadleir’s Waterhole, Morven News & Friendly Grocer, Gidgee’s Bush Camp and the Department of Environment and Science for showcasing what Morven has to offer.



### **Charleville Visitor Information Centre Feedback**

Amanda and I have gone around to accommodation operators during November and received very positive feedback from Cobb and Co. Margaret the manager at Cobb and Co couldn't talk highly enough of the Visitor Centre and how much the staff have helped not only them but guests staying at the park and staff going out of their way to help visitors in Charleville. The Lunar Eclipse open night at the Cosmos Centre got great feedback not only from Margaret but visitors staying at the park. Well done to all the staff involved.

### **LINK TO CORPORATE PLAN**

- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

### **ATTACHMENTS**

Nil



**11.4 WWII SECRET BASE & TOUR NOV 22 REPORT**

**Author:** WWII Secret Base Coordinator  
**Authoriser:** CEO

**RECOMMENDATION**  
 That Council receives the report from the WWII Secret Base and Tour



**WWII Tour Nov 22**

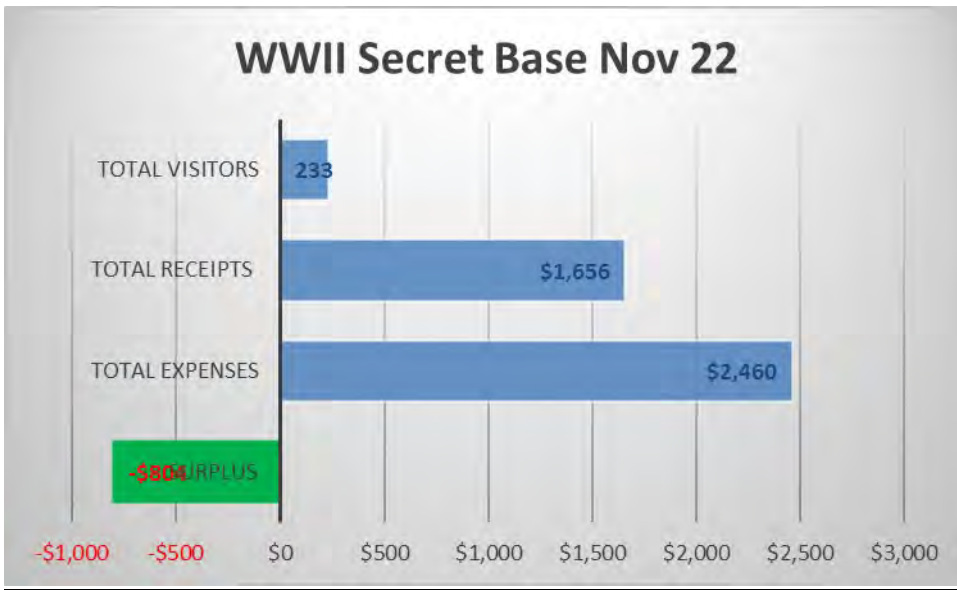
|                 |         |
|-----------------|---------|
| Surplus         | \$308   |
| Expenditure     | \$800   |
| Total receipts  | \$1,108 |
| Total visitors  | 53      |
| Number of tours | 10      |



| WWII Tour monthly | 2021         | 2022        | % growth    |
|-------------------|--------------|-------------|-------------|
| Jan               | 47           | 46          | -2%         |
| Feb               | 23           | 15          | -53%        |
| March             | 153          | 133         | -15%        |
| April             | 647          | 543         | -19%        |
| May               | 777          | 801         | 3%          |
| June              | 1129         | 1018        | -11%        |
| July              | 1119         | 1281        | 13%         |
| August            | 532          | 991         | 46%         |
| September         | 794          | 899         | 12%         |
| October           | 286          | 254         | -13%        |
| November          | 81           | 53          | -53%        |
| <b>Total</b>      | <b>5,588</b> | <b>6034</b> | <b>+ 8%</b> |

The WWII Secret Tour has seen it's largest Monthly decline in numbers in the last 12 months. In Nov 22 we were 53% down on tour numbers in comparison to Nov 21..This is an interesting statistic and I will be analysing the next few months to see if this is the trend for the off season. Nevertheless, we have registered an 8% increase in figures on the year before.

**WWII Secret Base**



**WWII Secret Base Nov 22**

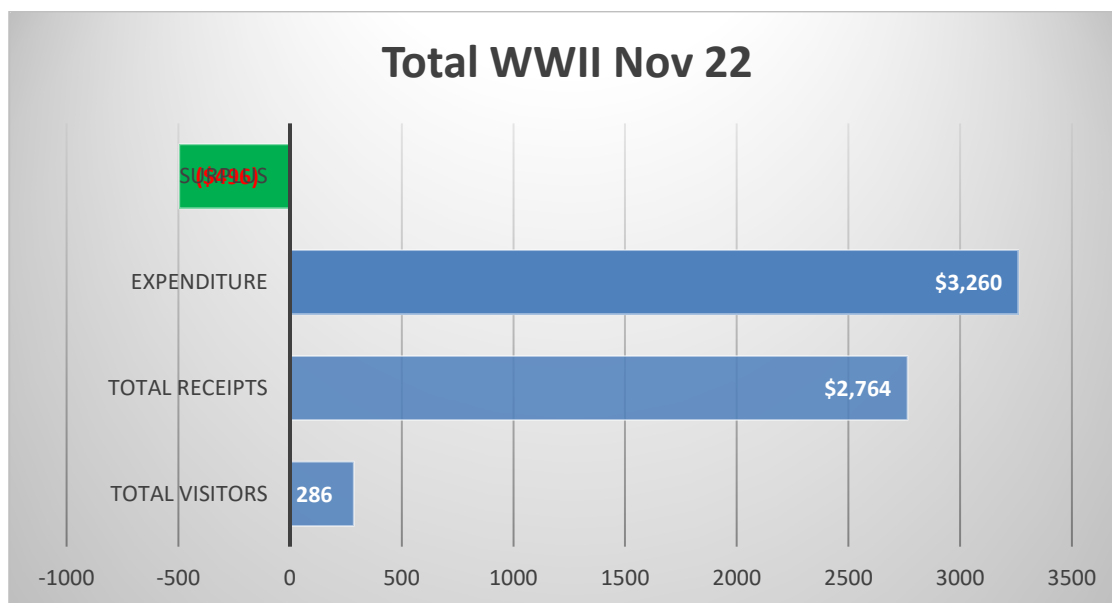
|                |         |
|----------------|---------|
| Surplus        | -\$804  |
| total expenses | \$2,460 |
| total receipts | \$1,656 |
| Total visitors | 233     |
| Hours open     | 82      |



| WWII monthly  | Secret | Base | 2021          | 2022          | % growth     |
|---------------|--------|------|---------------|---------------|--------------|
| January       |        |      | 186           | 262           | 29.01%       |
| February      |        |      | 145           | 124           | -16.94%      |
| March         |        |      | 290           | 379           | 23.48%       |
| April         |        |      | 1154          | 1268          | 8.99%        |
| May           |        |      | 1350          | 1461          | 7.60%        |
| June          |        |      | 2262          | 2329          | 2.88%        |
| July          |        |      | 2206          | 2931          | 24.74%       |
| August        |        |      | 852           | 1984          | 57.06%       |
| September     |        |      | 1705          | 2053          | 16.95%       |
| October       |        |      | 741           | 677           | -9.45%       |
| November      |        |      | 255           | 286           | 10.84%       |
| <b>Totals</b> |        |      | <b>11,146</b> | <b>13,754</b> | <b>+ 23%</b> |

In comparison to the decline of the tour in Nov 22 the WWII Secret Base figures for the same month, have increases by over 10%. Not a huge increase, however it is sticking with that trend of the Base becoming the primary product.

**Total**



**Total WWII Nov 22**

|                |         |
|----------------|---------|
| Total visitors | 286     |
| Total receipts | \$2,764 |
| expenditure    | \$3,260 |
| surplus        | -\$496  |

**Retail**

| Amount | Cost   | Net income |
|--------|--------|------------|
| 75     | 374.01 | 355.84     |



**General WWII business**

As we put together our plan for 2023 there are a few recommendations I would like to suggest to council, as I have already to the Director. These suggestions are:

- Increase the admission price of the WWII Base once stage 2 and RSL exhibition are complete by March 23 (hopefully) Adult \$12.00 Senior \$10
- Reduce the WWII Secret Tour to a 1 hour experience, lowering the price slightly to encourage more customers to visit both products. Adult \$20 Senior \$18
- More detailed potential price listing to follow, which will be discussed with John and wait for your feedback.
- Revamp the way in which the tour is delivered, rather than a historical past tense tour, to a present tense roleplaying tour as if the guests are being inducted onto the WWII base in 1942. (adds more value to the tour and is more of an engaging/rememberable experience).
- We have some potential prices floating around which I have conferred with the other facility coordinators on, it was a joint decision, and I am more than happy to go through the reasons behind these prices in more detail if needed.
- I recommend closing the facility during the time which Xzibit will be doing their renovations, I feel it will be too dangerous to allow customers into a work site. However, the new staff will be able to train elsewhere at other attractions until safe to return. Still conducting the tour of course.
- I have also recommended to John and HR that we look at increasing our work team here at WWII. I recommend there being 2 full time positions (coordinator and senior guide) and the rest of the labour deficit being filled by casual roles. With myself going and Abigail taking my

place, that then leaves another full-time role which I feel would be essential after the expansion of our facility.

- My final recommendation is that after Christmas break, WWII goes to a Monday -Friday only operation. We are currently losing on average \$400 being open on Saturdays and being closed during this quiet period could really save on lost expenditure. I think it should be revisited next year with a better marketing campaign behind it, if we are to open Saturday s during the off season.

The next report will be completed by Abigail.

Thank you, Sam Cunningham



## **LINK TO CORPORATE PLAN**

- 4.2.1 Facilitate certainty and security, underpinned by industry diversity, resilience, and capability.

## **ATTACHMENTS**

**Nil**

**11.5 COSMOS CENTRE NOVEMBER 2022 REPORT**

**Author:** Cosmos Centre Coordinator  
**Authoriser:** CEO

**RECOMMENDATION**  
 That Council receives this report.

**BACKGROUND**

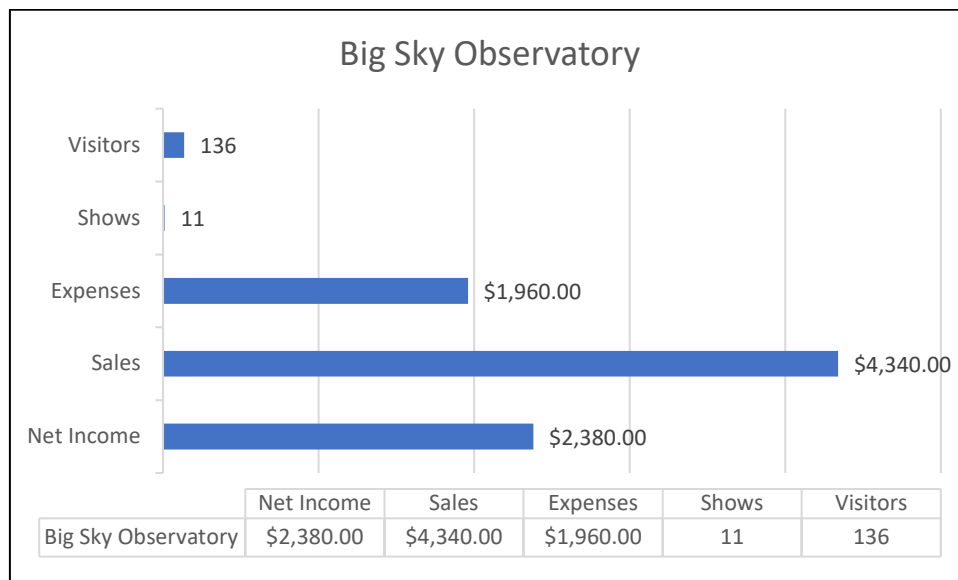
**Purpose**

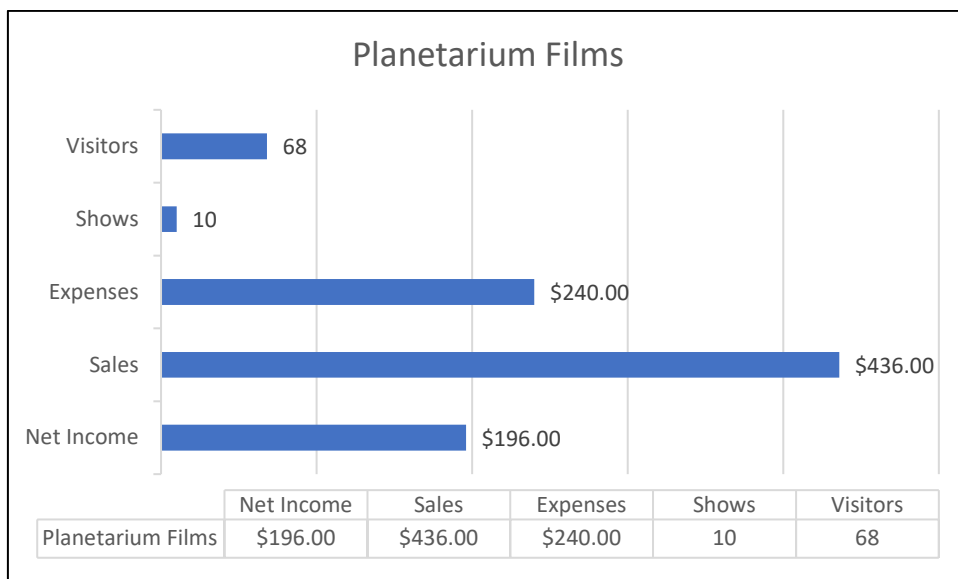
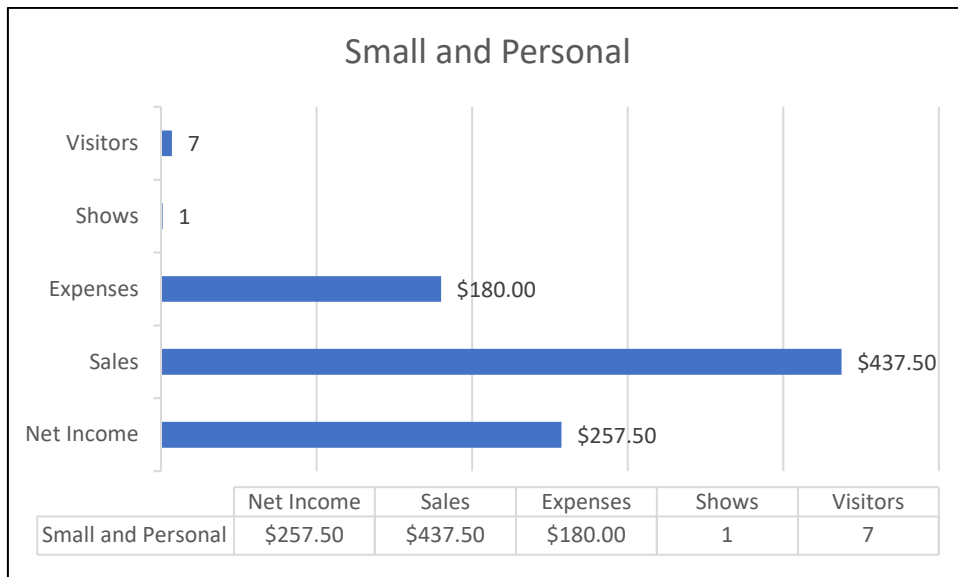
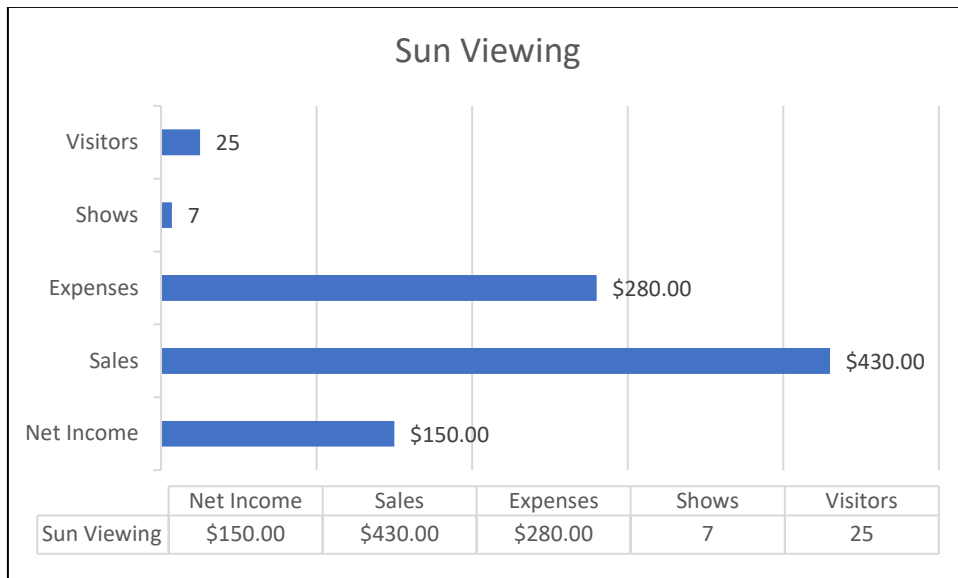
This report outlines the sales and partial expenses associated with operating the Cosmos Centre and its tours. The only cost considered in this report is staff wages at wage + 25%, accounting for penalty rates when applicable. There are other operational costs related to the Cosmos Centre that are not included in this report, therefore the net sales are not a complete summary of the performance of the Centre.

**Discussion**

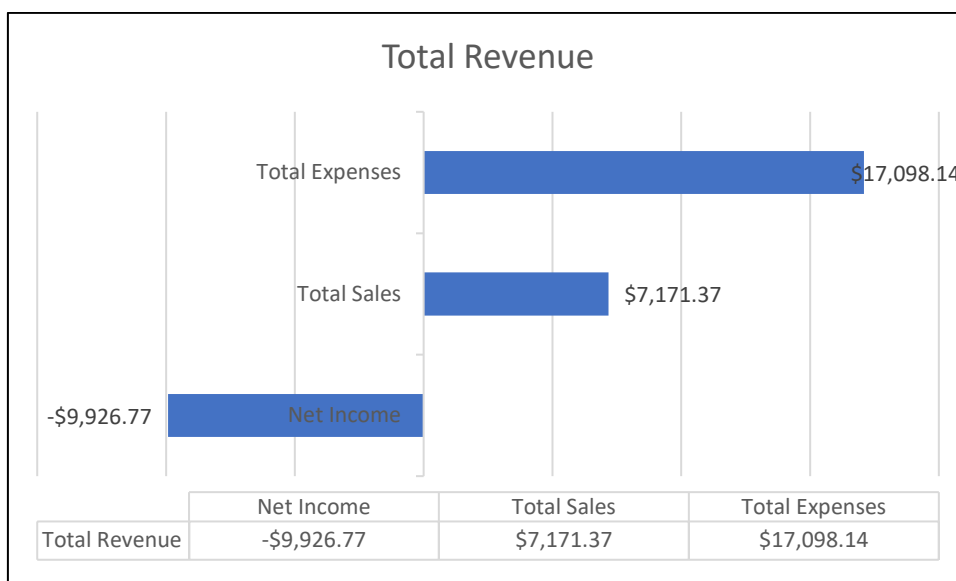
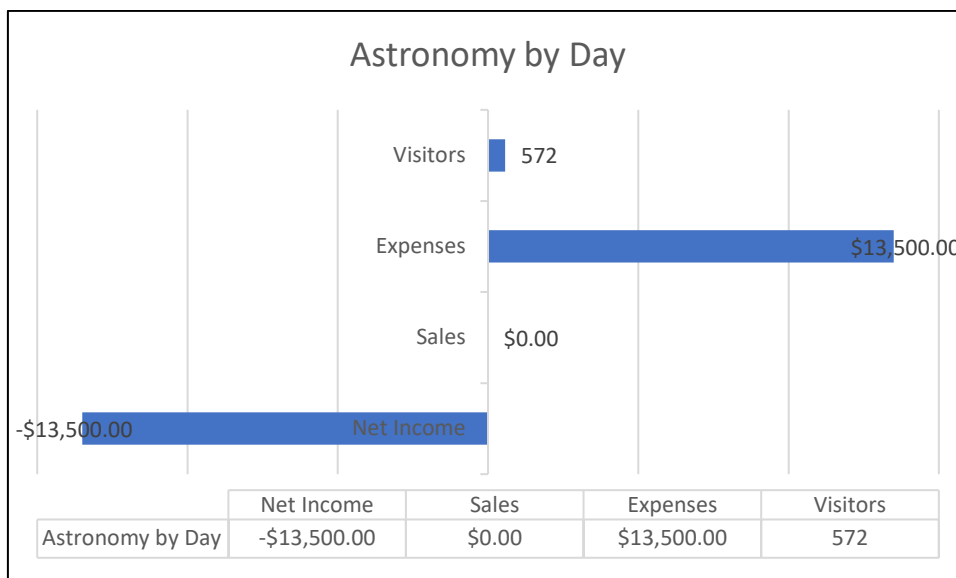
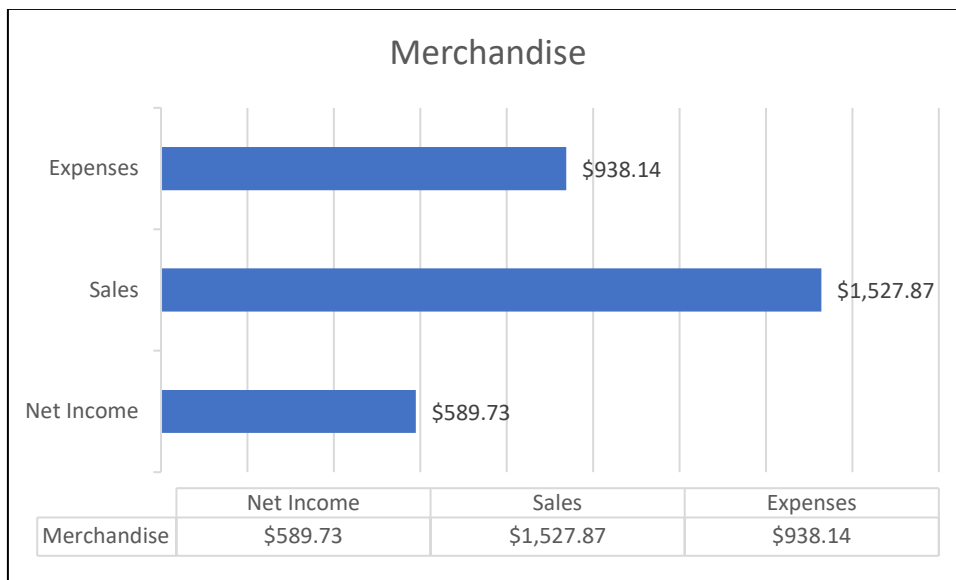
We trialled being open on Saturdays which proved to be unsuccessful. There was a loss of approximately \$600 in wages each Saturday. With a proper planning and preparation in 2023, we will explore the possibility of opening on weekends next year. In the meantime, it is recommended that we remain closed on weekends, except on special requests.

Below is the performance of the Centre and each product.









**LINK TO CORPORATE PLAN**

- 1.1.2 Council has in place effective whole of community communication and engagement strategies
- 1.1.1 Council has in place strategic decision-making frameworks to identify, prioritise, and meet current and future needs .
- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

**ATTACHMENTS**

**Nil**

## 12 COMMUNITY & HEALTH SERVICES

### 12.1 COMMUNITY & HEALTH SERVICES REPORT

**Author:** Director Community & Health Services

**Authoriser:** Director Community & Health Services

#### RECOMMENDATION

That Council receives the Community & Health Services Report

#### BACKGROUND

##### Water Quality

The Charleville water still has problems with the bladder. In spite of 400L of Chlorine being added to the bladder, low readings of *E. coli* are showing again in the bladder. Testing is still being conducted in accordance with the requirements of the regulator with twice weekly sampling of Charleville and fortnightly samples being sent to laboratory. The presence of *E. Coli* means the regulator is unlikely to agree to the bladder/reservoir being placed back online. Merit Lining Systems have scheduled the bladder cover for a full inspection early 2023. Bore 5 has also been operating at below optimum pressure due a gasket that needs replacing. This is a simple task but as the gasket is 6 metres below ground there are many work-place health and safety considerations, and new winching equipment has had to be ordered.

Morven and Augathella water supplies tested free from contamination.

##### Sewerage / Wastewater

SMEC still to report on levels of contamination at Augathella CED site. SMEC staff visiting from 5<sup>th</sup> to 7<sup>th</sup> December to gather information from Augathella and Charleville STP's to assist with proposal for type of treatment plants to be implemented. Weekly meetings continuing with SMEC and Department of Environment and Science attends these at Council's invitation. Council will be receiving another Environmental Protection Order in the new year, with the main purpose being to assign some agreed project deadlines.

##### Swimming Pool

Leisure Engineering, has been engaged by Council for full technical design.

##### Monthly Report (provided by Pool Manager)

Charleville Swimming Pool attendance figures:

| Month     | 2020/2021 | 2021/2022 | 2022/2023 |
|-----------|-----------|-----------|-----------|
| September | 687       | 840       | 875       |
| October   | 1450      | 1602      | 1410      |
| November  | 1736      | 1957      | 2218      |
| December  | 1276      | 1495      |           |
| January   | 1325      | 1625      |           |
| February  | 1609      | 1590      |           |

|              |             |              |             |
|--------------|-------------|--------------|-------------|
| March        | <b>1004</b> | <b>1305</b>  |             |
| April        | <b>380</b>  | <b>510</b>   |             |
| <b>TOTAL</b> | <b>9467</b> | <b>11005</b> | <b>4503</b> |

The month of November will be a busy one with the Charleville State School doing their week long intensive swim program followed shortly after with their school swimming carnival. St Mary’s school will also hold their swim carnival in late November along with Distance Education Charleville.

It is hoped the weather becomes warmer for these events, and for the local kids to be able to utilize the popular Water Park.

The Month of November was a bit like the previous month unseasonal weather patterns. Attendance figures were up on previous years figures despite the cold/coolish weather which was pleasing to see.

The month was busy with school swimming programs, St Mary’s finished their 5-week program and held a very successful swimming carnival. The State school conducted a 6-day intensive swim block which culminated in a successful swimming carnival at the end of the block. Not to be out done distance education held their mini carnival which was enjoyed by all the kids and parents alike.

The Charleville Chiefs swimming club held its annual swimming carnival, over 80 nominations were received for the event from as far away as Blackall, Barcardine, Cunnamulla, Augathella which ensured some close fast racing. The referee for the event was the President of the Darling Downs Region swimming and he was very impressed with the organizational set up of our swimming club and how independent the club was. Currently the swimming club has 7 qualified swimmers for the Qld State Sprint Championships in February should they choose to swim with another 4-5 swimmers close to qualifying times.

It is hoped the month of December will be a good one, weather predictions indicate more unseasonal weather up till the end of January if you believe the Bureau of Meteorology.

**Art Gallery**

Currently hosting a display/exhibition of the plans for the new Outback Museum of Australia. This is soon to be followed with another opportunity for people to see Council’s exhibition of photos by local photographers “Through my eyes, A Murweh Story”.

**Libraries**

First 5 Forever session have been advertised and will be held in Augathella (14<sup>th</sup>) and Morven (19<sup>th</sup>) this month.

**Community Meetings attended**

**LGAQ DFV Prevention**

Second meeting with LGAQ and other Councils. At this stage these are more about information sharing. Looking forward to a strategy arising from these meetings. Lifeline Charleville attended some of the meeting.

**Charleville & Mitchell Community Advisory Board**

Focussed on opportunities for employment for younger people, particularly who had been in prison or been in trouble with the police.

**Charleville Neighbourhood Centre**

Attended the AGM. Now representing Council on the committee and have taken on the Family Support Service Program Portfolio.

### **LINK TO CORPORATE PLAN**

- 1.1.2 Council has in place effective whole of community communication and engagement strategies
- 2.6.1 Water supply and storages are managed to achieve the highest standard of quality, efficiency, delivery, and sustainability
- 2.6.2 Sewerage treatment and water re-use supply are managed to achieve the highest standard of quality, efficiency, and delivery for human and environmental health.
- 2.6.3 Public access to potable water and sanitation.
- 3.1.1 Health and wellbeing services meet community needs and expectations

### **ATTACHMENTS**

**Nil**

**12.2 LEITH BRENNAN & BETTSY MURPHY - FUNDRAISER FOR CANCER RESEARCH**

**Author:** Director Community & Health Services

**Authoriser:** Director Community & Health Services

**RECOMMENDATION**

That Council agree to the waiver of all hire fees for the use of the Charleville racecourse complex and the portable stage, for a community event to raise funds for cancer research.

**BACKGROUND**

Leith Brennan and Bettsy Murphy are organising a 'Glitz and Glam dinner party' to raise funds for cancer research. The event will raise funds for cancer research and make it possible for Leith and Bettsy to participate in the "Mystery Shit Box Rally" in August 2023.

**Discussion**

To maximise the funds raised for this event Council is being asked to waive the fees for hire of the racecourse complex, outside area, kitchen area, tables and chairs, and stage hire. The event will be capped at 208 people and will be held on the 18<sup>th</sup> of February 2023

**Financial Risks**

Nil

**Environmental Risks**

Nil

**Social Risk**

Nil

**Legal Risk**

Nil

**LINK TO CORPORATE PLAN**

1.1.2 Council has in place effective whole of community communication and engagement strategies

**ATTACHMENTS**

1. The Cause



## THE CAUSE

### BOX RALLIES (SHITBOX RALLY & MYSTERY BOX RALLY) FUND OUTSTANDING CANCER RESEARCH PROJECTS NATIONALLY.

The National Health and Medical Research Council (NHMRC) is the pinnacle for vital funding for groundbreaking cancer research projects, but their budget only goes so far. The cancer researchers who miss out get another chance at funding via Cancer Council grants. The impact of these projects has been felt right across Australia with many of the grants made possible by Box Rallies funding.

For the first time, Box Rallies funds the next highest ranked grants after the NHMRC. This means that Box Rallies will fund some of the most exciting cancer research projects across the country – with the highest potential to significantly impact those affected by cancer.

2020/2021 net Box Rallies funds were allocated to 2022 research grants. This has meant Cancer Council could allocate funds to the 5 highest ranked grants with \$2.22m net revenue.

Here are some examples of multi-state research funded by Box Rallies:

#### 2022 RESEARCH GRANTS FY 2020/2021

**University of Melbourne** (Associate Professor Michael Griffin) – \$443,055: **Pancreatic and colorectal** – A new therapeutic opportunity for gastrointestinal cancers



**The University of Adelaide** (Professor Lisa Butler) – \$433,228: **Prostate cancer** – A patient-derived discovery platform for companion biomarker development in prostate cancer

**University of Western Australia** (Associate Professor Pilar Blancafort) – \$449,356: **Breast cancer** – Identification and targeting of a new subtype of oestrogen receptor breast positive breast cancer

**University of Sydney** (Dr Jenny Yingzi Wang) – \$450,000: **Acute myeloid leukaemia** – Developing a novel targeted therapy for treating chemotherapy-resistant leukaemia

#### **2021 RESEARCH GRANTS**

**FY 2019/2020**

**Garvan Institute of Medical Research NSW** (Dr Robert Weatheritt) – \$448,283: **Breast** – switching off the spread of triple-negative breast cancer

**University of Technology Sydney NSW** (Dr Doan Trang Nguyen) – \$449,316: Using artificial intelligence to enhance **radiotherapy** effectiveness

**Harry Perkins Institute of Medical Research & University of Western Australia WA** (Prof Peter Leedman) – \$450,00: **Liver** – finding new ways to treat liver cancer

**University of Queensland QLD** (Prof Gabrielle Belz) – \$382,148: **Melanoma** – finding new treatment targets for advanced melanoma

**University of Melbourne VIC** (Dr Michelle Peate) – \$434,639: Improving the health and well-being of women cancer **survivors**

**Centenary Institute NSW** (Dr Jessamy Tiffen) – \$447,725: **Melanoma** – reversing treatment resistance in melanoma

#### **2020 RESEARCH GRANTS**

**FY 2018/2019**





**Telethon Kids Institute WA** (Dr Nicholas Gottardo) – \$197,432: **Brain** – developing less toxic treatment approaches for childhood brain cancer

**Centenary Institute NSW** (Prof Geoffrey McCaughan) – \$450,00: **Liver** – using combination therapies to treat liver cancer

**Garvan Institute of Medical Research NSW** (Dr Joanna Achinger-Kawecka) – \$434,310: **Breast** – reversing treatment resistance in ER+ breast cancer

**Walter & Eliza Hall Institute of Medical Research VIC** (Dr Lorraine O’Reilly) – \$450,000: **Stomach** – identifying the drivers of stomach cancer to find more effective treatments

**Garvan Institute of Medical Research NSW** (Dr Michelle McDonald) – \$447,548: **Myeloma** – preventing the outgrowth of cancers that spread to the bone

**Centenary Institute NSW** (Prof John Rasko AO) – \$448,850: **Mesothelioma** – monitoring a patient’s real-time response to a new immunotherapy

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**SHITBOX RALLY IS A TRI-ANNUAL EVENT DEDICATED TO RAISING MUCH NEEDED FUNDS TO SUPPORT CANCER RESEARCH. BY GETTING OUT AND DOING SOMETHING UNIQUE, POSITIVE AND PROACTIVE, IT BRINGS AN ELEMENT OF FUN AND EXCITEMENT TO THE TASK OF RAISING MONEY TO CURE THIS HEARTBREAKING DISEASE.**

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**OUR IMPACT**

**12.3 CONTINUED SUPPORT OF NAIDOC WEEK 2023 SCHOOL INITIATIVES**

**Author:** Director Community & Health Services

**Authoriser:** Director Community & Health Services

**RECOMMENDATION**

That Council continue its support of NAIDOC Week School Initiatives 2023 by contributing \$450 towards printing and distribution costs for students within Murweh Shire.

**BACKGROUND**

In response to a request from the Department of Education, the NAIDOC Week 2023 School Initiatives provide materials to enable student participation in number of events leading up to NAIDOC Week. The 2023 event will invite students to compete in colouring-in/short story and Creative/Essay writing Competitions.

**Discussion**

In the past Council has supported these initiatives on an annual basis and has now been invited to contribute towards the 2023 program. The request is for \$450 which will go towards the cost of printing information packs and entry forms and distributing them to the students.

**Financial Risks**

Nil

**Environmental Risks**

Nil

**Social Risk**

Nil

**Legal Risk**

Nil

**LINK TO CORPORATE PLAN**

1.1.2 Council has in place effective whole of community communication and engagement strategies

**ATTACHMENTS**

1. NAIDOC School Initiatives 2023



**NAIDOC WEEK 2023**  
**School Initiatives**  
**PROPOSAL DOCUMENT**

**Dylan Williams**  
 Executive Director



**Thank you for your continued support**



## NAIDOC WEEK 2023 – 2<sup>ND</sup> – 9<sup>TH</sup> July

Firstly, we would like to convey our appreciation for the support that has been provided the initiatives in previous years. It is only through the dedicated partnerships that we can receive such a vast and creative response to the initiatives from students across the LGA.

The 2022 NAIDOC Week School initiatives have again proven to be an overwhelming success. The positive feedback received from many principals and teachers was overwhelming; *“Thank you for providing the opportunity for the students to engage in the 2022 NAIDOC School Initiatives”, “It is enlightening for our students to participate and gain further knowledge through the NAIDOC School Initiatives”*.

The initiatives annually bring out the best creativity of school students. We are taking the opportunity through our *secondary creative initiative this year to ask students to design a poster for a local newspaper advertising a NAIDOC event in their own community, that could involve either their local council, Aboriginal Land Council, or other Indigenous organisation.*

The NAIDOC Week School Initiative Competitions bring a coordinated educational component to the week-long celebrations. The competitions have been overwhelmingly successful and last year was no exception which produced over 118,988 entries from schools who participated in a variety of competitions, and we are delighted to announce the “2023 NAIDOC Week” Colouring-in/short story and Creative/Essay writing Competitions. Entry is open to all primary and secondary school students in communities.



The aim of these initiatives is to provide our kids with a greater understanding on the importance of friendship and cultural diversity. The competitions reflect Aboriginal ancestry and promote the growth of positive attitudes in all students towards Aboriginal people. They are broadly based around each year’s national NAIDOC theme. The colouring-in/ Short-Story competitions are open to all primary school students and the creative Art/ Essay Writing competitions are open to all secondary students. **The winning students are each year awarded prizes from our major sponsors.**

As part of National NAIDOC Week celebrations Murri Kids coordinates, with the support of various government departments and local councils an educational component to provide a link of cultural diversity to our kids with the NAIDOC Week School Initiative Competitions. These competitions have been a successful part of NAIDOC Week and to date we have received over 1,000,000 entries which include colouring-in, short story, creative Art, and essay writing. As a result, we have awarded over 585 major prizes including Computers,



Televisions, Mountain Bikes, PlayStation consoles, DVD Players, MP3 Players, Mini Stereos, and Encyclopedias. We have presented encouragement awards including CDS, DVDS, Movie Tickets and certificates to all participants

This year our highlighted Indigenous role models include a broader spectre recognising Indigenous talent in entertainment and sport and their contribution to the national identity **Jessica Mauboy (Indigenous Singer) and Josh Ado Carr (Indigenous sportsman)**. Our message this year is that education is knowledge and knowledge is **GOLD**

The logistics of the initiatives involve packages being sent to all school principals inviting students to participate in the competitions. Prizes will be awarded to the winning students along with the "NAIDOC Medal of Excellence" The Prime Minister has annually provided a message of support for the initiatives encouraging students to participate. "The wonderful work of student winners – and indeed all entrants – gives me great confidence for the future and our ability to forge a more united, harmonious and respectful future together in the spirit of reconciliation. We can draw inspiration from their idealism and creativity, and their instinctive sense of possibility and openness to change. That is why I am so delighted to be associated with the successful NAIDOC Week School Initiatives"

The judging of entries last year was adjudicated by a panel including our patron, Aboriginal Elders and Sponsoring agency delegates. The judging this year will take a similar precedent. At an awards presentation held during NAIDOC Week the Minister praised the competitions and their purpose *"The initiative we are here to celebrate today provides a perfect illustration of how public awareness has been raised around these issues in recent times. The NAIDOC School Initiative competitions are a perfect opportunity to bring Australians together. They have clearly done so"*.

We acknowledge and appreciate the support of the council last year and seek your involvement again to maintain this year's competitions. **We are asking that you assist this year by preparing a report to council and continuing your support to the initiative with a \$450.00 contribution towards printing and distribution for students within councils LGA.** Support last year was recognised by the Prime Minister and Minister – Indigenous Affairs at the NAIDOC Awards presentation held during NAIDOC Week. Logo was displayed on all materials sent to both principals and students across council's LGA and a proof of the 2023 competition entry forms for your information is attached. Support was also recognised in all media has included the Advertiser, National Indigenous Times, ABC Radio, Local media and ABC TV's Message Sticks.



Presentation of NAIDOC Medals of Excellence were presented to the winning students were held at special school assemblies and were where possible by Elders, Executive Director, NAIDOC Week School Initiatives, Director, Social Wellbeing & Community – Koori Kids, local Mayor or representatives, Regional Director of Schools, Delegates from the Department of Education, QLD and Australia Post. I would particularly like to acknowledge; **Hon. Grace Grace M.P – Minister for Education, Local Mayors and Mayoral Representatives; Lockyer Valley Regional Council, Burdekin Shire Council, Douglas Shire Council, Brisbane City Council, Southern Downs Regional Council, Fraser Coast Regional Council, Mount Isa City Council, Livingstone Shire Council, Townsville City Council, Moreton Bay Regional Council, Gympie Regional Council and Toowoomba Regional Council** for taking time out of their schedules to attend the school presentations.

Without support these initiatives would not have been an overwhelming success and we hope that you will be able to assist us with this small community contribution. For further please contact the co-ordinator on (07) 3036-5247 or send an Email to [murrikids@koorikids.com](mailto:murrikids@koorikids.com)

Warm Regards

Dylan Williams  
Executive Director,  
NAIDOC Week Initiatives



## ANNEXURE

### NAIDOC Week 2023 School Initiatives Murri Kids – Request for financial partnership

Mayor,  
Chief Executive Officer  
CC: Director: Community Services

#### REPORT IN BRIEF

Murri Kids is a community organisation that engages young people in a range of school initiatives to promote education and awareness of Aboriginal & Torres Strait Islander culture. Each year Murri Kids conducts the NAIDOC Week School Initiative Competitions for school aged children. This is broken up into primary and secondary school categories being colouring-in, short story writing and creative and essay writing. Murri Kids is seeking continued support from council and request consideration of council to be an associate partner with a **\$450** towards the program

#### Purpose

The purpose of this annexure to the proposal is to inform council of the Murri Kids 2023 School Initiatives program. The initiatives are coordinated in partnership with the Department of Education, Skills & Employment, and the QLD Department of Education.

Murri Kids has provided a proposal and draft entry forms for the 2023 initiatives. The contribution sought (**\$450**) will be utilised towards the costs for printing and distribution of information packs, posters, and entry forms to schools across councils LGA. These initiatives are designed to educate all students on cultural diversity and involve a whole of community approach in the spirit of reconciliation and bringing us ‘all together as one community’.

| Costing      | Description                 | Cost          |
|--------------|-----------------------------|---------------|
| Printing     | Entry forms – (LGA Schools) | <b>325.00</b> |
| Distribution | Postage and Delivery        | <b>125.00</b> |

#### Summary

This worthwhile established cross-cultural initiative has been operating very successfully and is aligned with NAIDOC Week, celebrated in July each year. Hundreds of entries are received each year from schools within councils LGA, and the success of the program is due to the support of councils and partner organisations.



### Strategic

#### Strategic Plan – People and Culture

- A harmonious community based on respect and responsibility, where everyone is valued
- Recognition of Aboriginal & Torres Strait Islander heritage
- Cultural and community activity encouraging harmony and reconciliation

### Environmental

The initiatives will enable participants to explore concepts linking environmental; and social/ cultural issues and foster harmony in the community.

### Social

The initiatives enable a diverse range of children to benefit from discussion and curriculum topics focused on the development of NAIDOC Week and the broader history of Indigenous culture.

### Recreation

Each year at some of the winning schools Murri Kids host some 'Healthy Lifestyle Clinics' with visiting celebrity sports persons the aim of these clinics is to encourage an active lifestyle, including nutrition, sportsmanship and skill development. All Students participating are provided a T-Shirt, Water Bottle and Ball.

### Council Acknowledgement

Council is acknowledged through logo inclusion as an associate partner on information packs sent to schools throughout councils LGA. If there is a winner from a school within council LGA, an invitation for the Mayor and or a representative is invited to attend the school, along with Executive Director, NAIDOC Week Initiatives, Director, Social Wellbeing and other dignitaries to make special presentation of the NAIDOC Medal of Excellence and the student's prize. (30+ NAIDOC Medals of Excellence are issued across the state). Media release for the winning school is prepared in consultation with council's media officer. Council is also forwarded a final report.

### Conclusion

The NAIDOC Week School Initiatives are the only activity throughout NAIDOC Week that provides students with an educational component to NAIDOC Week and Indigenous culture and heritage. Our research and statistics confirm that schools within councils LGA are participating in the initiatives with increased participation from both state and catholic-independent schools.









# NAIDOC WEEK 2023



**Thank you for your continued support**



## 13 ENGINEERING SERVICES

### 13.1 ENGINEERING REPORT

**Author:** Payroll Officer

**Authoriser:** Director Corporate & Regulatory Services

#### RECOMMENDATION

That Council receives the Engineering Report.

#### BACKGROUND

##### Flood Damage Works

##### December 2021 Event Delivery

1 x contract crew on Mt Tabor Road, currently up to chainage 120km, progress being impacted by intermittent wet weather.

1 x contract crew in Morven area completed full length of Old Charleville and Maryvale Roads. Currently working on Rocky then Alice Downs, New Farm, Winneba, Mt Maria.

1 x Council crew resuming Khyber Road at Mount Lindsay to complete this road then Cunno and Caldervale.

Overall program delivery is 21% complete and monthly progress reporting to QRA is continuing.

##### May 2022 Event

1 x submission has been lodged with QRA currently being assessed.

##### September 2022 Event Emergent Works

1 x Council crew completed emergency repairs on Adavale, Balmacarra, Biddenham, Burrandilla, Cooladdi Langlo, Langlo Mt Morris, Laguna and Wardsdale. Currently working on Barngo Road.

1 x contract crew completed emergency repairs on Noorooloo, Nebine, No.7 Block, Dundee, Bollon, Wyandra Boatman, Wellwater, Belrose, Greenstead, Old Quilpie, Doobiblah and Wooyenong.

Deadline for completion of emergent works is 15 December 2022. Lodgement of a claim for emergent works will be done in early 2023 when complete. Damage assessment for restoration work is then required to development submissions.

##### Local Shire Roads

A summary of the capital works and maintenance activities on Local Shire Roads is listed below.

| Activity Name | Chainage From | Chainage To | Comments | Location     |
|---------------|---------------|-------------|----------|--------------|
| Inspections   | 0.00          | 86,268.00   | Good     | Adavale Road |

|                                |           |           |   |                               |
|--------------------------------|-----------|-----------|---|-------------------------------|
| Inspections                    | 0.00      | 46,630.00 | Poor - emergent work required all inverts washed                        | <b>Allendale Warrah Road</b>  |
| Inspections                    | 0.00      | 19,000.00 | Fair - needs degassing very wet at the moment                           | <b>Bilbie Park Road</b>       |
| Inspections                    | 0.00      | 43,530.00 | Bad - flood work and some emergent work                                 | <b>Black Ward Road</b>        |
| Inspections                    | 0.00      | 8,450.00  | Road is in safe condition   | <b>Blackburn Road</b>         |
| Guide Post maintenance         | 6,730.00  | 6,930.00  | New posts on RCP  | <b>Caroline Crossing Road</b> |
| Inspections                    | 0.00      | 23,100.00 | Fair some rough spots no emergent work                                  | <b>Clara Creek Road</b>       |
| Inspections                    | 0.00      | 17,000.00 | Road is in safe condition   | <b>Dooblibah Road</b>         |
| Inspections                    | 0.00      | 5,560.00  | Fair some emergent work   | <b>Greenstead Road</b>        |
| Inspections                    | 0.00      | 20,720.00 | Road needs a maintenance grade and flood damage work                    | <b>Guestling Road</b>         |
| Inspections                    | 0.00      | 19,400.00 | Good some wash through creeks and minor wash across Rd on emergent work | <b>Gundare Road</b>           |
| Maintenance Grading with w/car | 25,100.00 | 31,970.00 | Heavy formation with stabiliser water truck and padfoot                 | <b>Langlo Mt Morris Road</b>  |
| Inspections                    | 0.00      | 11,867.00 | Good after heavy formation  | <b>Maryvale Road</b>          |
| Inspections                    | 0.00      | 4,800.00  | Good  | <b>Meigunya Access Road</b>   |
| Install Signs                  | 20.00     | 20.00     |   | <b>Merrigol Road</b>          |
| Maintenance Grading            | 0.00      | 6.50      |   | <b>Middle Creek Road</b>      |
| Inspections                    | 0.00      | 51.90     |   | <b>Middle Creek Road</b>      |
| Inspections                    | 0.00      | 9,620.00  | Road needs maintenance grading and flood damage work                    | <b>Murweh Road</b>            |
| Inspections                    | 0.00      | 18,700.00 | Fair with flood damage and emergent work                                | <b>Newholme Road</b>          |
| Clearing                       | 43,220.00 | 43,225.00 | Remove tree   | <b>Noorooloo Road</b>         |
| Clearing                       | 39,840.00 | 39,850.00 | Remove tree   | <b>Noorooloo Road</b>         |

|                   |           |           |   |                          |
|-------------------|-----------|-----------|---|--------------------------|
| Clearing          | 50,480.00 | 50,490.00 | Remove tree   | <b>Noorooloo Road</b>    |
| Clearing          | 49,840.00 | 49,850.00 | Remove tree   | <b>Noorooloo Road</b>    |
| Clearing          | 45,850.00 | 45,860.00 | Remove tree   | <b>Noorooloo Road</b>    |
| Clearing          | 22,260.00 | 22,270.00 | Remove tree   | <b>Noorooloo Road</b>    |
| Inspections       | 0.00      | 47,900.00 | Road is in safe condition                                       | <b>Old Quilpie Road</b>  |
| Gravel Resheeting | 53,900.00 | 53,750.00 | Requires Seal. Existing bitumen 4m                              | <b>Old Tambo Road</b>    |
| Install Signs     | 52,760.00 | 61,640.00 | Remove all roadwork signs                                       | <b>Old Tambo Road</b>    |
| Gravel Resheeting | 57,100.00 | 57,880.00 | Requires Seal. Existing bitumen 4m                              | <b>Old Tambo Road</b>    |
| Gravel Resheeting | 56,050.00 | 55,850.00 | Requires Seal. Existing bitumen 4m                              | <b>Old Tambo Road</b>    |
| Inspections       | 0.00      | 3,643.00  | Good  | <b>Tregole Road</b>      |
| Inspections       | 0.00      | 18,500.00 | Road is in safe condition                                       | <b>Yanna Bridge Road</b> |
| Inspections       | 0.00      | 4,000.00  | Road needs flood damage work                                    | <b>Yanna Bridge Road</b> |
| Inspections       | 0.00      | 20,050.00 | Road has flood damage in inverts put bollards in place tomorrow | <b>Yarronvale Road</b>   |

## **RMPC**

| <b>Location</b>     | <b>Chainage From</b> | <b>Chainage To</b> | <b>Activity Name</b>    | <b>Quantity</b> |
|---------------------|----------------------|--------------------|-------------------------|-----------------|
| Morven - Augathella | 0.01                 | 88.88              | Herbicide Spraying      | 1,600.00        |
| Morven - Augathella | 87.65                | 87.65              | Pavement Repairs Gravel | 38.70           |
| Morven - Augathella | 85.87                | 85.87              | Pavement Repairs Gravel | 12.00           |
| Morven - Augathella | 87.62                | 87.62              | Pavement Repairs Gravel | 8.10            |
| Morven - Augathella | 0.01                 | 88.88              | Tractor Slashing, Rural | 52.00           |
| Morven - Augathella | 0.01                 | 88.88              | Hand Mowing             | 1,381.00        |
| Morven - Augathella | 85.50                | 85.507             | Pavement Repairs Gravel | 7.00            |
| Morven - Augathella | 85.83                | 85.83              | Pavement Repairs Gravel | 12.00           |

|                          |        |        |                                       |          |
|--------------------------|--------|--------|---------------------------------------|----------|
| Morven - Augathella      | 0.01   | 88.88  | Inspections for Forward List of Works | 4,636.00 |
| Morven - Augathella      | 85.83  | 85.83  | Pavement Repairs Gravel               | 9.00     |
| Morven - Augathella      | 85.49  | 85.49  | Other Roadside Work                   | 379.00   |
| Morven - Augathella      | 0.01   | 88.88  | Rest Area Servicing                   | 3,000.00 |
| Morven - Augathella      | 88.31  | 88.31  | Pavement Repairs Gravel               | 21.15    |
| Morven - Augathella      | 85.51  | 85.50  | Pavement Repairs Gravel               | 16.80    |
| Augathella - Tambo       | 47.25  | 50.00  | Pothole Patching                      | 1.60     |
| Augathella - Tambo       | 31.30  | 31.48  | Other Unsealed Shoulder Work          | 9,903.00 |
| Augathella - Tambo       | 56.76  | 56.76  | Edge Repair with Emulsion/Aggregate   | 1.00     |
| Mitchell to Morven       | 75.64  | 75.644 | Pavement Repairs Gravel               | 7.20     |
| Mitchell to Morven       | 75.71  | 75.71  | Pavement Repairs Gravel               | 7.20     |
| Mitchell to Morven       | 75.67  | 75.67  | Pavement Repairs Gravel               | 7.20     |
| Mitchell to Morven       | 89.53  | 89.54  | Pavement Repairs Gravel               | 24.00    |
| Mitchell to Morven       | 68.98  | 69.00  | Pavement Repairs Gravel               | 31.50    |
| Mitchell to Morven       | 89.56  | 89.57  | Pavement Repairs Gravel               | 12.60    |
| Mitchell to Morven       | 89.56  | 89.57  | Pavement Repairs Gravel               | 48.60    |
| Morven - Charleville     | 46.66  | 46.67  | Pavement Repairs                      | 18.00    |
| Morven - Charleville     | 49.25  | 49.26  | Pavement Repairs                      | 12.60    |
| Morven - Charleville     | 49.18  | 49.19  | Pavement Repairs                      | 18.00    |
| Morven - Charleville     | 47.28  | 47.30  | Pavement Repairs                      | 28.80    |
| Morven - Charleville     | 49.25  | 49.26  | Pavement Repairs                      | 2.16     |
| Cunnamulla Charleville - | 196.50 | 196.50 | Repair Signs (excluding Guide Signs)  | 1.00     |
| Cunnamulla Charleville - | 131.15 | 131.19 | Pavement Repairs                      | 47.70    |
| Cunnamulla Charleville - | 5.00   | 5.00   | Call Outs Required As Normal Defects  | 166.00   |
| Cunnamulla Charleville - | 150.36 | 150.37 | Pavement Repairs                      | 16.50    |
| Cunnamulla Charleville - | 145.85 | 145.87 | Pavement Repairs                      | 18.00    |
| Cunnamulla Charleville - | 131.04 | 131.08 | Edge Repair with Emulsion/Aggregate   | 1.50     |

|                           |   |        |        |                                       |          |
|---------------------------|---|--------|--------|---------------------------------------|----------|
| Cunnamulla<br>Charleville | - | 195.50 | 195.50 | Repair Signs (excluding Guide Signs)  | 1.00     |
| Charleville - Quilpie     |   | 0.01   | 106.15 | Rest Area Servicing                   | 4,276.00 |
| Charleville - Quilpie     |   | 10.00  | 10.00  | Call Outs Required As Normal Defects  | 166.00   |
| Charleville - Quilpie     |   | 0.01   | 40.00  | Clearing                              | 852.00   |
| Charleville - Quilpie     |   | 0.01   | 106.15 | Inspections for Forward List of Works | 6,480.00 |
| Charleville - Quilpie     |   | 93.21  | 93.21  | Traffic control/Jetpatcher            | 2,123.00 |
| Charleville - Quilpie     |   | 63.00  | 63.00  | Other roadside work                   | 221.00   |
| Charleville - Quilpie     |   | 93.00  | 93.00  | Other roadside work                   | 1,599.00 |
| Charleville - Quilpie     |   | 87.96  | 87.98  | Other Bituminous Surface Work         | 1,344.00 |

## Water & Sewerage

| WATER   |                     |                    |                          |                                    |                        |                |                 |
|---|---------------------|--------------------|--------------------------|------------------------------------|------------------------|----------------|-----------------|
| Town  | Service Line Breaks | Repair Water Mains | Meters Replaced/ Checked | Pump Station Faults                | Water Bore Maintenance | Disconnections | New Connections |
| Charleville   | 8                   | 4                  | 10                       |                                    | 6                      | 1              | 2               |
| <b>Other Comments:</b>  |                     |                    |                          |                                    |                        |                |                 |
| Morven  | 4                   | 2                  | 8                        | 2 Water Tank electric valve faults | 3                      |                | 8               |
| <b>Other Comments:</b> New 4" water main and services laid – Cemetery Road, Newton Street, North Street |                     |                    |                          |                                    |                        |                |                 |
| Augathella  | 2                   | 2                  | 1                        | 2                                  | 2                      |                |                 |
| <b>Other Comments:</b>  |                     |                    |                          |                                    |                        |                |                 |

| SEWERAGE    |                  |                     |                     |               |                        |  |
|-------------|------------------|---------------------|---------------------|---------------|------------------------|--|
| Town        | Main Line Chokes | Service Line Chokes | Pump Station Faults | Toilet Faults | Pressure System Faults | Unblock Sewer House / Main Connections |
| Charleville | 4                | 6                   | 4                   | 6             |                        | 2                                      |
| Morven      |                  |                     |                     | 4             | 1 Albert Street        |  |
| Augathella  |                  | 2                   | 6                   | 1             |                        |  |

**Other Comments:** Sewerage pump stations serviced by re-pump – wet wells vacuumed out sand removed, condition report to follow.

**Electrical**

| Activity  | Charleville | Augathella | Morven |
|---|-------------|------------|--------|
| Transition of SCADA / telemetry system from 'CITEC' to 'GEO'SCADA   | ✓           | ✓          | ✓      |
| Supervise replacement & testing of 20+ RTV's at Council pumping sites, bores & reservoirs. Commissioning & final testing post installation. | ✓           | ✓          | ✓      |
| U.V maintenance at Augathella & Morven  |             | ✓          | ✓      |
| Remove Charleville washdown pump, breakdown & rebuild. Re-install, test & re-commission.  | ✓           |            |        |
| Fault finding 'auto changeover switch' at Augathella generator  |             | ✓          |        |
| Night lighting at GA Park basketball court  | ✓           |            |        |
| Erection of Christmas trees at all 3 towns  | ✓           | ✓          | ✓      |
| Turning on & lamp replacement of festoon lighting at all towns (including Cooladdi)   | ✓           | ✓          | ✓      |
| Installation of new underground power circuit to donga at Morven camp. Fit off cable to new board & MSB, test & energise.                   |             |            | ✓      |
| Replace stove at Unit 3 Delta Court   | ✓           |            |        |
| Manufacture pit cover for U.G pit at Bore #5  | ✓           |            |        |
| General maintenance at Bore #5 due to defective bladder & reflux valve.   | ✓           |            |        |

**Town Maintenance**

| Activity                           | Charleville | Augathella | Morven |
|------------------------------------|-------------|------------|--------|
| Grave Digging                      | 2           | 1          | 1      |
| Edge Break                         |             |            |        |
| Pothole Patching                   |             |            |        |
| Repair Seal Defects                |             |            |        |
| Bitumen Sealing (Reseal)           |             |            |        |
| Heavy Patching/Pavement Repair     |             |            |        |
| Gravel Resheeting                  |             |            |        |
| Shoulder Grading                   |             |            |        |
| Table Drain & Floodway Maintenance |             |            |        |
| Clear Culverts                     |             |            |        |



|                              |   |   |   |
|------------------------------|---|---|---|
| Subsurface Drains            |   |   |   |
| Slashing                     | ✓ | ✓ | ✓ |
| Hand Mowing                  | ✓ | ✓ | ✓ |
| Clearing                     |   |   |   |
| Weed Spraying                | ✓ |   |   |
| Maintain Signs               |   |   |   |
| Guidepost Maintenance        |   |   |   |
| Footpath Works               |   |   |   |
| Line Marking                 |   |   |   |
| Kerb & Channel               |   |   |   |
| Street Furniture Maintenance |   |   |   |
| Riverwalk Maintenance        | ✓ |   |   |
| Litter Collection            | ✓ | ✓ | ✓ |
| Pit Maintenance              | ✓ | ✓ | ✓ |
| Dead Animals                 |   |   |   |
| <b>Other</b>                 |   |   |   |
| Works Requests               | ✓ | ✓ | ✓ |
| Playground Inspections       | ✓ | ✓ | ✓ |
| Clean BBQs                   | ✓ | ✓ | ✓ |
| Slash Gully                  | ✓ |   |   |
| Plant Flowers                | ✓ |   |   |
| Fix Sprays in Park           | ✓ | ✓ | ✓ |
| Water pots in Main Street    | ✓ |   |   |
| Mow Ovals & Parks            | ✓ | ✓ | ✓ |
| Service Plant                | ✓ | ✓ | ✓ |
| New Signs                    |   |   |   |

**Workshop**

**MSC WORKSHOP MONTHLY REPORT NOVEMBER 2022**

**SAFETY** Zero Incidents or accidents

**WORK CARRIED OUT ON UTES**

|          |   |          |                     |
|----------|---|----------|---------------------|
| Unit 610 | Carried out service                             | Unit 655 | Carried out service |
| Unit 665 | Carried out service                             | Unit 661 | Carried out service |
| Unit 663 | Carried out service                             | Unit 660 | Carried out service |
| Unit 667 | Carried out service                             | Unit 668 | Carried out service |
| Unit 615 | Carried out service and replaced coolant bottle |          |                     |

**WORK CARRIED OUT ON TRUCKS**

|         |  |         |                            |
|---------|--|---------|----------------------------|
| Unit 56 | Adjust brakes  | Unit 44 | Service                    |
| Unit 33 | Replaced hydraulic hose  | Unit 34 | Replaced tailgate solenoid |
| Unit 49 | Replaced rear water pump   |         |                            |
| Unit 47 | Replaced RHF king pin, carried out major service, replaced rear brake pads                   |         |                            |
| Unit 43 | Carried out service, repaired cage, replaced windscreen, replaced uhf and replaced PTO shaft |         |                            |
| Unit 48 | Repaired blocked pressure washer, replaced taillights  |         |                            |
| Unit 55 | Removed stripped and repaired crane  |         |                            |
| Unit 57 | Repaired electrical issues   |         |                            |
| Unit 58 | Carried out service  |         |                            |
| Unit 52 | Replaced transmission pan and gasket   |         |                            |
| Unit 45 | Replaced joystick controller   |         |                            |

**WORK CARRIED OUT ON GRADERS**

|          |                        |
|----------|------------------------|
| Unit 118 | Replaced LH door glass |
|----------|------------------------|

**WORK CARRIED OUT ON TRAILERS**

|          |   |          |                   |
|----------|---|----------|-------------------|
| Unit 371 | Replaced batteries  | Unit 274 | Replaced bearings |
| Unit 274 | Replaced bearings and springs                             | Unit 250 | Replaced bearings |
| Unit 252 | Replaced tyres, lights, bearings, and support leg         |          |                   |
| Unit 206 | Replaced tow hitch and repaired ramp                      |          |                   |
| Unit 412 | Replaced gate valve and installed voltage reducer         |          |                   |
| Unit 413 | Replaced burnt out solenoid and installed voltage reducer |          |                   |
| Unit 436 | Replaced tow hitch  |          |                   |

**WORK CARRIED OUT ON NAVMAN**

|          |                     |
|----------|---------------------|
| Unit 48  | Hard mounted screen |
| Unit 615 | Hard mounted screen |

**WORK CARRIED OUT MOWERS**

|          |  |
|----------|--|
| Unit 583 | Carried out service, replaced axle seal and trans axle |
|----------|--|

|  |   |
|--|---|
| Unit 584   | Replaced PTO shaft seals and bearings         |
| Unit 588   | Carried out service                           |
| <b>WORK CARRIED OUT ON MISCELLANEOUS</b>   |   |
| Unit 202 - Roller  | Replaced engine drain hose and hydraulic hose |
| Unit 996 - Bus   | Replaced transmission cooler                  |
| Unit 351 - Dingo   | Repaired muffler                              |
| Unit 170 Loader  | Replaced wiper arm                            |
| Unit 194 - Tractor   | Carried out service                           |
| Unit 228 - Slasher   | Rebuilt gearbox                               |
| Unit 545, 386, 387, 388, 400, 401, 402 - Generator   | Carried out service                           |
| <b>PLAN FOR DECEMBER</b>   |   |
| Carry out maintenance and repairs on high use equipment to maximise availability for the first quarter of next year. |   |

## **Assets Department**

### **QRA Works**

- Submitted progress report for QRRRF 21 program.
  - Delivery of REPA works – Mt. Tabor Road, Khyber Road and Balmacarra Road.
  - Planning delivery of emergency and maintenance works caused by rainfall event.
- 
- Updated gravel pits register, submitted EOI for registering new pit.
  - Meeting(s) with TMR and submission of project plans for project, CN-18506.
  - Procurement of suppliers for project CN-18506.
  - Workshop for Principal Cycle network planning.
  - Survey of monitoring wells at Augathella sewerage facility.

## **Development Approvals**

| <b>BA Number</b> | <b>Lot_Plan</b> | <b>Applicant Name</b> | <b>Service Address</b>                  | <b>Type of Works</b>                              | <b>Approval Date</b> |
|------------------|-----------------|-----------------------|---|---|----------------------|
| <b>7641</b>      | L610 M2321      | POWER John & Tracy    | 100 Albert Street, Morven QLD 4468      | Installation of in-ground swimming pool and fence | 8 November 2022      |
| <b>7645</b>      | L2 SP114866     | STONE Jennifer        | 124 King Street, Charleville QLD 4470   | Construction of patio                             | 30 November 2022     |
| <b>7646</b>      | L4 RP200750     | PHILLOT Greg          | 121 Edward Street, Charleville QLD 4470 | Construction of timber framed deck                | 30 November 2022     |

### **LINK TO CORPORATE PLAN**

- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

### **ATTACHMENTS**

- 1. Engineering Services Costing Summary**

**MURWEH SHIRE COUNCIL ENGINEERING SERVICES COSTING SUMMARY**  
 Council Meeting: 15 December 2022

| Road No. | Road Name                   | 2021-2022 Expenditure | 2022-2023 Expenditure  |
|----------|-----------------------------|-----------------------|------------------------|
| 4001     | Ashgate Road                | \$ 12,213.86          | \$ 3,089.78            |
| 4002     | Alice Downs Road            |                       | \$ 364.09              |
| 4003     | Alibon Road                 |                       | \$ 800.00              |
| 4004     | Alibon - Warran Road        | \$ 1,147.99           | \$ 3,717.83            |
| 4005     | Armadale Road               |                       |                        |
| 4006     | Bakers Bend Road            |                       |                        |
| 4007     | Balticamp Road              | \$ 65,570.16          | \$ 117,111.52          |
| 4008     | Barrumbidgee Road           |                       |                        |
| 4009     | Barrump Road                | \$ 2,163.35           | \$ 19,883.33           |
| 4010     | Bidenham Road               | \$ 40,517.75          | \$ 2,815.21            |
| 4011     | Bible Park Road             | \$ 192.40             |                        |
| 4012     | Bicula Road                 |                       | \$ 583.84              |
| 4013     | Blackburn Road              |                       |                        |
| 4014     | Lockton Road Beach Tank     |                       |                        |
| 4015     | Black Ward Road             | \$ 1,034.05           | \$ 722.41              |
| 4016     | Bogganella Road             | \$ 12,781.36          | \$ 680.87              |
| 4017     | Bokros Road                 |                       | \$ 718.52              |
| 4018     | Burnside Road               | \$ 315.96             |                        |
| 4019     | Alton Road                  |                       |                        |
| 4020     | Calabrese - Khyber Road     |                       |                        |
| 4021     | Autaric Road                | \$ 1,895.86           |                        |
| 4022     | Calover Road                |                       |                        |
| 4023     | Canigra Road                |                       |                        |
| 4024     | Caroline King Road          | \$ 12,286.05          | \$ 1,004.08            |
| 4025     | Clara Creek Road            |                       |                        |
| 4026     | Coolfield Access Road       |                       |                        |
| 4027     | Coolfield-Langlo Crossing   |                       | \$ 5,287.84            |
| 4028     | Coolfield-Yarrumbidgee Road |                       |                        |
| 4029     | Coolaham Road               |                       |                        |
| 4030     | Crowdale Road               | \$ 1,243.48           | \$ 8,140.73            |
| 4031     | Cunno Road                  |                       |                        |
| 4032     | Dee Valley Road             |                       |                        |
| 4033     | De Wares Road               |                       |                        |
| 4034     | Diallah Ridge Road          |                       |                        |
| 4035     | Doobibah Road               |                       |                        |
| 4036     | Dundas Road                 |                       | \$ 137.80              |
| 4037     | Dumville Road               |                       |                        |
| 4038     | Edmond Road                 | \$ 813.02             |                        |
| 4039     | Glenallen Road              |                       |                        |
| 4040     | Glenbrook Road              |                       |                        |
| 4041     | Glenmeade Road              |                       |                        |
| 4042     | Groveling Road              | \$ 1,179.52           |                        |
| 4043     | Gundara Road                | \$ 352.63             | \$ 499.41              |
| 4044     | Gunsborough Road            |                       |                        |
| 4045     | Hillgrove Road              |                       |                        |
| 4046     | Hoganzilla Road             |                       |                        |
| 4047     | Hythe Road                  |                       | \$ 2,751.01            |
| 4048     | Indragh Road                |                       |                        |
| 4049     | Khyber Road                 | \$ 63,463.61          | \$ 241,154.98          |
| 4050     | Kilarney Road               | \$ 5,383.31           |                        |
| 4051     | Laguna Road                 | \$ 26,396.62          | \$ 71,285.74           |
| 4052     | Langlo River Road           | \$ 570.06             | \$ 2,488.48            |
| 4053     | Marula Road                 |                       |                        |
| 4054     | Marwala Road                | \$ 20,346.77          | \$ 79,419.88           |
| 4055     | Memgang Road                |                       |                        |
| 4056     | Merigold Road               |                       | \$ 2,927.27            |
| 4057     | Middle Creek Road           | \$ 1,542.87           | \$ 28,509.01           |
| 4058     | Mora Road                   |                       |                        |
| 4059     | Mt Meier Road               |                       |                        |
| 4060     | Mangunya Access Road        | \$ 1,177.36           |                        |
| 4061     | Mt Tebot Road               | \$ 88,175.69          | \$ 638,076.89          |
| 4062     | Murweh Road                 |                       |                        |
| 4063     | Najana (Rhossett) Road      |                       |                        |
| 4064     | Najana Road                 | \$ 4,721.16           | \$ 3,773.44            |
| 4065     | Najana Bolton Shortcut      |                       |                        |
| 4066     | Nalhin Carron, Car Road     |                       |                        |
| 4067     | New Farm Road               |                       |                        |
| 4068     | Nearby Road                 | \$ 480.25             | \$ 8,430.84            |
| 4069     | Newstead Road               |                       |                        |
| 4070     | Nimbov Road                 |                       |                        |
| 4071     | Nooralba Road               | \$ 4,508.54           | \$ 665.79              |
| 4072     | Norona Park Road            |                       |                        |
| 4073     | No 2 Back Road              |                       | \$ 91.80               |
| 4074     | Old Charleville Road        | \$ 29,631.60          | \$ 48,833.00           |
| 4075     | Old Quilon Road             | \$ 843.71             | \$ 885.98              |
| 4076     | Old Tamba Road              | \$ 119,071.54         |                        |
| 4077     | Orange Trip King Road       |                       |                        |
| 4078     | Oxide Road                  |                       |                        |
| 4079     | Oxide Downs Road            |                       |                        |
| 4080     | Oxford Downs Road           | \$ 397.42             |                        |
| 4081     | Parole Park Road            | \$ 700.82             |                        |
| 4082     | Perside Road                |                       | \$ 372.97              |
| 4083     | Road West Road              | \$ 36,640.98          | \$ 10,421.48           |
| 4084     | Rhyllons Road               |                       |                        |
| 4085     | Rocky Road                  |                       | \$ 151.28              |
| 4086     | Rosebank Road               |                       |                        |
| 4087     | Roslin Road                 |                       |                        |
| 4088     | Rose Park Road              |                       |                        |
| 4089     | Rosewood Road               |                       |                        |
| 4090     | Shelbourne Road             |                       |                        |
| 4091     | Shorewood Road              |                       |                        |
| 4092     | Loxton Road West            |                       |                        |
| 4093     | Tandaban Road               |                       |                        |
| 4094     | Treoule Road                | \$ 428.78             |                        |
| 4095     | Uabba Road                  |                       | \$ 420.77              |
| 4096     | Urring Road                 |                       |                        |
| 4097     | Valley Road                 | \$ 7,867.90           |                        |
| 4098     | Walker Riversleigh Road     |                       |                        |
| 4099     | Wantedale Road              | \$ 2,784.54           | \$ 456.18              |
| 4100     | Waterford Road              |                       |                        |
| 4101     | Walker Road                 | \$ 993.71             | \$ 5,983.62            |
| 4102     | Wheatbush Road              | \$ 991.72             | \$ 1,516.39            |
| 4103     | Winnosa Road                |                       |                        |
| 4104     | Watnig Road                 |                       |                        |
| 4105     | Wongakee South Rd           |                       |                        |
| 4106     | Wongakee North Rd           |                       |                        |
| 4107     | Woozemans Road              |                       |                        |
| 4108     | Woodbra                     |                       |                        |
| 4109     | Woozemans Road              |                       | \$ 602.81              |
| 4110     | Woolman W. W. Road          |                       |                        |
| 4111     | Red Lane Road               | \$ 0.04               | \$ 122.00              |
| 4112     | Boxa Access Road            |                       |                        |
| 4113     | Clara Access Road           |                       | \$ 1,181.82            |
| 4114     | Caechurna Road              |                       |                        |
| 4115     | Wenters Road                |                       |                        |
| 4117     | Roscarban Road              | \$ 165.48             | \$ 473.40              |
| 4118     | Yanna Bridge Road           |                       | \$ 401.28              |
| 4119     | 27 Mile Gardens Road        |                       |                        |
| 4120     | Robon Road                  | \$ 30,800.33          | \$ 6,233.03            |
| 4121     | Brooklands Road             |                       |                        |
| 4122     | Clara Park Road             | \$ 1,296.91           | \$ 8,045.69            |
| 4123     | Colombo Road                |                       |                        |
| 4124     | Coolfield Fumes Road        |                       |                        |
| 4125     | Cresswell Access Road       |                       |                        |
| 4129     | Laloo, Gowrie Road          |                       |                        |
| 4130     | Rosewood Road               |                       |                        |
| 4131     | Archie Road                 |                       |                        |
| 4132     | Monashby Park Road          |                       |                        |
| 4133     | Northview Road              |                       |                        |
| 4134     | Rainers Road                | \$ 0.03               |                        |
| 4135     | Lyons Road                  | \$ 0.01               |                        |
| 4136     | Parcel Road                 |                       |                        |
| 4137     | Rainmore Road               |                       | \$ 6,883.30            |
| 4138     | Wesley Road                 |                       |                        |
|          | <b>Total</b>                | <b>\$ 628,364.68</b>  | <b>\$ 1,328,211.08</b> |
|          | Budget                      | \$ 1,360,000.00       |                        |
|          | Percentage Expended         | 46%                   |                        |
|          | Percentage through Year     | 44%                   |                        |

**PLANT MAINTENANCE**

| Item                     | 2021-2022 Expenditure | 2022-2023 Expenditure  |
|--------------------------|-----------------------|------------------------|
| Wages                    | \$ 303,388.64         | \$ 108,089.48          |
| Parts                    | \$ 806,919.72         | \$ 267,196.86          |
| Fuels & Oils             | \$ 152,473.43         | \$ 38,017.47           |
| Tools & Cts              | \$ 739,629.84         | \$ 450,981.52          |
| Recondition              | \$ 84,277.18          | \$ 104,216.23          |
| Waxes (lubrication)      | \$ 234,809.00         | \$ 116,826.80          |
| Consumables              | \$ 44,960.85          | \$ 13,074.19           |
| Workshop Appliances      | \$ 5,837.58           | \$ -                   |
| Insurance                | \$ 6,570.00           | \$ -                   |
| <b>Total Expenditure</b> | <b>\$ 2,453,870</b>   | <b>\$ 1,099,642.65</b> |
| Budget Expenditure       | \$ 2,500,586.00       |                        |
| Percentage Expenditure   |                       | 1,099,642.65           |
| Revenue to Date          |                       | \$ 1,634,091.00        |
| Budget Revenue           |                       | \$ 4,134,000.00        |
| Percentage Revenue       |                       | 40%                    |
| Percentage through Year  |                       | 44%                    |

**URBAN STREET MAINTENANCE**

| Item                              | 2021-2022 Expenditure | 2022-2023 Expenditure |
|-----------------------------------|-----------------------|-----------------------|
| Augustahla Street Lighting        | \$ 17,145.33          | \$ 7,112.18           |
| Morven Street Lighting            | \$ 7,563.80           | \$ 408.11             |
| Charleville Street Lighting       | \$ 50,526.03          | \$ 20,462.00          |
| Augustahla Street Maintenance     | \$ 213,492.64         | \$ 107,858.95         |
| Morven Street Maintenance         | \$ 111,125.60         | \$ 56,536.03          |
| Charleville Street Maintenance    | \$ 706,280.74         | \$ 328,389.85         |
| Augustahla Street Clearing        | \$ 34,532.88          | \$ 10,552.90          |
| Morven Street Clearing            | \$ 38,893.04          | \$ 14,687.89          |
| Charleville Street Clearing       | \$ 320,927.36         | \$ 108,805.33         |
| Charleville Mowing/Stacking/Weeds | \$ 54,103.43          | \$ 78,411.84          |
| Morven Mowing/Stacking/Weeds      | \$ 49,282.21          | \$ 34,243.01          |
| Augustahla Mowing/Stacking/Weeds  | \$ 128,072.76         | \$ 50,881.07          |
| <b>Total Expenditure</b>          | <b>\$ 1,725,634</b>   | <b>\$ 760,220.30</b>  |
| Budget                            |                       | \$ 1,300,000.00       |
| Percentage Spent                  |                       | 58%                   |
| Percentage through Year           |                       | 44%                   |

**PUBLIC FACILITIES MAINTENANCE**

| Item                                      | 2021-2022 Expenditure | 2022-2023 Expenditure |
|---|-----------------------|-----------------------|
| Augustahla Public Facilities Maintenance  | \$ 34,698.66          | \$ 28,224.36          |
| Morven Public Facilities Maintenance      | \$ 40,787.34          | \$ 20,587.10          |
| Charleville Public Facilities Maintenance | \$ 75,330.26          | \$ 38,825.06          |
| Augustahla Vandalism Expenses             | \$ 180.11             | \$ 185.40             |
| Charleville Vandalism Expenses            | \$ 3,985.53           | \$ 4,249.58           |
| Morven Vandalism Expenses                 | \$ -                  | \$ -                  |
| <b>Total Expenditure</b>                  | <b>\$ 149,844.88</b>  | <b>\$ 68,165.60</b>   |
| Budget                                    |                       | \$ 142,800.00         |
| Percentage Spent                          |                       | 62%                   |
| Percentage through Year                   |                       | 44%                   |

**PARKS AND GARDENS MAINTENANCE**

| Item                        | 2021-2022 Expenditure | 2022-2023 Expenditure |
|-----------------------------|-----------------------|-----------------------|
| Augustahla Parks & Gardens  | \$ 88,820.77          | \$ 48,556.75          |
| Morven Parks & Gardens      | \$ 79,891.69          | \$ 42,824.34          |
| Charleville Parks & Gardens | \$ 708,681.15         | \$ 401,884.30         |
| <b>Total Expenditure</b>    | <b>\$ 877,393.61</b>  | <b>\$ 493,265.39</b>  |
| Budget                      |                       | \$ 815,000.00         |
| Percentage Spent            |                       | 61%                   |
| Percentage through Year     |                       | 44%                   |

**13.2 NAMING OF STREETS - INDUSTRIAL AREA**

**Author:** Director Engineering Services

**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**

That Council That Council consider assigning names to streets at Industrial estate, Charleville.

**BACKGROUND**

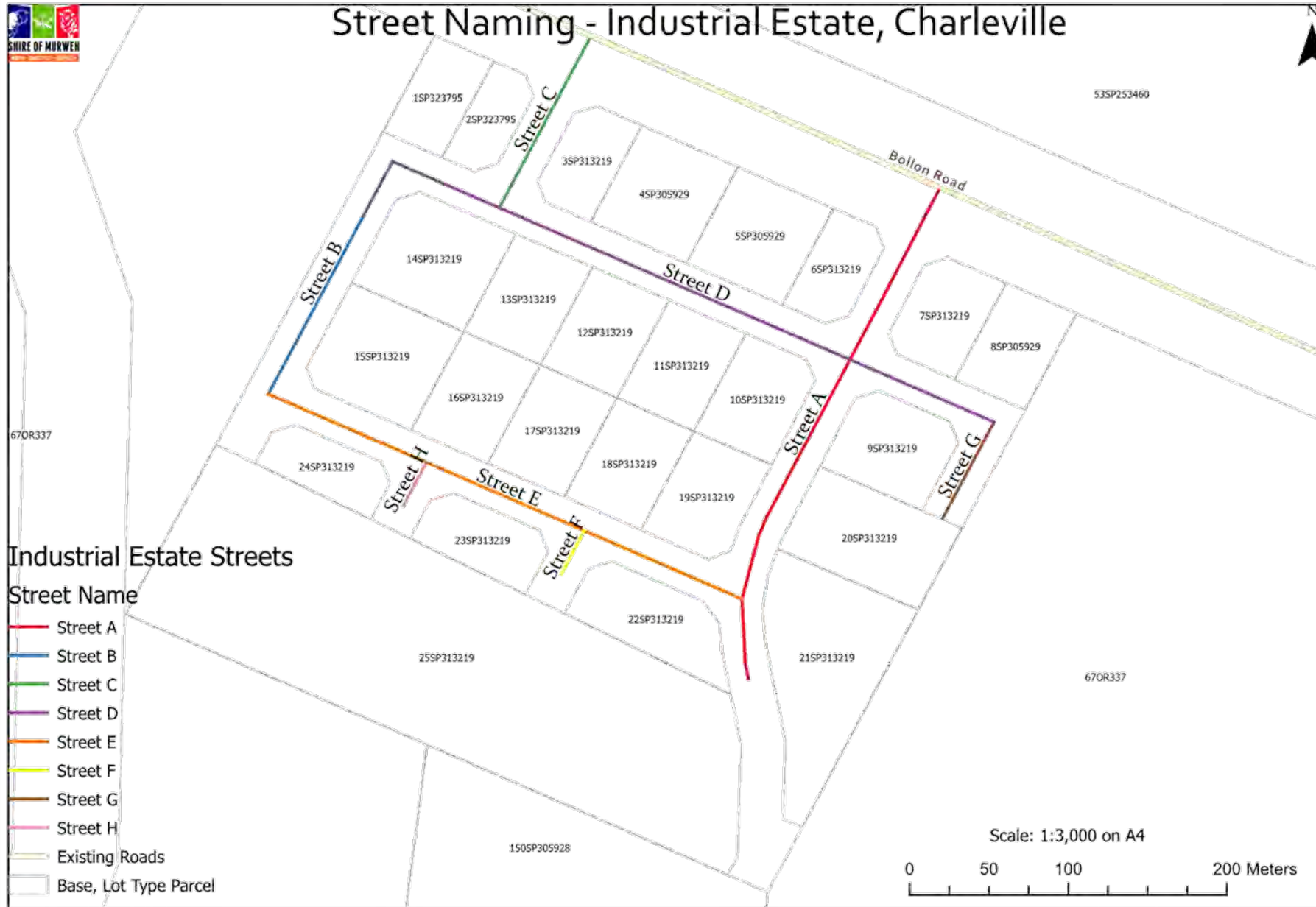
Council has received request to assign address to properties on lot sp313219 from address Queensland. Street names are required to assign addresses to all lots recorded on sp313219.

**LINK TO CORPORATE PLAN**

1.1.2 Council has in place effective whole of community communication and engagement strategies

**ATTACHMENTS**

1. Map Industrial Estate



**13.3 TENDER LV4.22-23 UTE REPLACEMENT**

**Author:** Director Engineering Services  
**Authoriser:** Director Corporate & Regulatory Services

**RECOMMENDATION**  
 That Council That Council approve the MSC to purchase of 2 x Toyota Hilux from Black Toyota and 2 x Ford Rangers from South West Ford.  
 3 x Dual Cab Utes and 1 x King Cab Ute for the total value of **\$252,924.68 (EX GST)**. A contributing factor in the decision to split the purchase over 2 supplies is to reduce the risk of delayed deliveries due to the current shortage of vehicle supply and manufacturing.

**From Workshop Supervisor**

**BACKGROUND**

**Purpose**

To replace 4 x Four Ranger Utes as per the Plant Replacement Schedule

**Discussion**

Two Businesses replied to the tender with the MSC being supplied quotes for 2 different vehicles.

The assessment panel had to score on the following questions:

- Whole of life Cost (60%)
- Operational Features (5%)
- Compliance and specifications (20%)
- Warranty (5%)
- Local Business and Industry (10%)

Below are the scores for each vehicle as assessed by our assessors,

| <b>ASSESSMENT PANEL SCORES</b>      |                               |
|-------------------------------------|-------------------------------|
| <b>VEHICLE MODELS</b>               | <b>TOTAL SCORE OUT OF 300</b> |
| <b>Ford Ranger 4x4 Dual Cab</b>     | 263                           |
| <b>Toyota Hilux SR 4x4 dual cab</b> | 272                           |

The main points that influenced our decision were whole of life cost, proven performance from previous purchases, aftersales service, and operator useability.

**WHOLE OF LIFE COST** – The **Toyota Hilux** has the cheapest whole of life cost at **\$43010.39**, The **Ford Ranger** whole of life cycle cost is **\$45,500**. The factors used to create the whole of life cycle cost are Purchase price, resale value, fuel consumption cost and logbook servicing cost.



**PROVEN PERFORMANCE** – We currently have Toyota Hilux's and Ford Rangers in our utility fleet which have both meet the requirements of our council. The Hilux and Ranger are both proven options.

**AFTER SALES SERVICE** – Both vehicles tendered have aftersales support available through locally owned and operated businesses

**OPERATOR USEABILITY** - Both the Hilux and Ranger meet or exceed our requirements for operators' useability.

**LINK TO CORPORATE PLAN**

1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.

**ATTACHMENTS**

**Nil**

**14 CORRESPONDENCE FOR CONSIDERATION**

Nil

**15 CONFIDENTIAL MATTERS**

Nil

**16 CLOSURE**