



Ordinary Council Meeting

AGENDA

Council Chambers, 95-101 Alfred St, Charleville

17 November 2022

9.00am



Community Mural at Graham Andrews Park

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 17, November 2022 at 9.00am.

Order of Business

1	Opening Prayer	3
2	Apologies and Leave of Absence	3
3	Confirmation of Minutes	3
4	Business Arising from Minutes	13
5	Mayoral Minute	13
	Nil	
6	Notice of Motion	13
	Nil	
7	Correspondence for Members' Information	13
	Nil	
8	Declaration of Conflicts of Interest	13
9	Update/Change to Councillor Register of Interest	13
10	Corporate & Regulatory	14
	10.1 Environmental Health, Local Laws and Stock Routes.....	14
	10.2 Human Resources Report.....	16
	10.3 Human Resources Policies for Review	18
	10.4 WORKPLACE HEALTH & SAFETY REPORT.....	49
	10.5 Animal Exclusion Fencing Required at Murweh Landfills.....	51
	10.6 Periodic Policy Review and Amendment.....	60
	10.7 Approved Inspection Program.....	101
	10.8 Financial Report - October 2022	106
	10.9 First Budget Review 2022-2023.....	125
	10.10 Annual Report 2021-2022 Signed Financial Statements 2021-2022	137
11	Economic Development & Tourism	138
	11.1 Charleville Visitor Information Centre Report.....	138
	11.2 WWII Secret Base & Tour October 2022	142
	11.3 Cosmos Centre Report	151
12	Community & Health Services	156
	12.1 Community & Health Services Report.....	156
	12.2 Charleville & District Historical Society - Discount on Rates	162
13	Engineering Services	165
	13.1 Engineering Report	165
14	Correspondence for Consideration	176
	Nil	
15	Confidential Matters	176
	Nil	
16	Closure	176

1 OPENING PRAYER

2 APOLOGIES AND LEAVE OF ABSENCE

Apologies

Nil

Leave of Absence

The following Councillors are on leave of absence:

Cr M McKellar from 15 July to 30 November

Applications for Leave of Absence

3 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 21 October 2022



Ordinary Council Meeting

MINUTES

Council Chambers, 95-101 Alfred St, Charleville

Friday, 21 October 2022

9:00AM



Winner of the OMOA Design Competition – March Studios



**MINUTES OF MURWEH SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 95-101 ALFRED ST, CHARLEVILLE
ON FRIDAY, 21 OCTOBER 2022 AT 9:00AM**

PRESENT: Cr S Radnedge (Mayor), Cr R Eckel, Cr P Alexander (Deputy Mayor), Cr P Taylor,

IN ATTENDANCE: N Polglase (CEO), J Gorry (Director Corporate & Regulatory Services), R Hood (Contract Engineer) J Nicholson (Director Economic Development & Tourism), C Alexander (Contract Accountant)

1 OPENING PRAYER

Fr Padilla delivered the prayer for the guidance of Council.

2 APOLOGIES AND LEAVE OF ABSENCE

Apologies

Nil

Leave of Absence

Cr McKellar has a leave of absence and sent an apology.

Applications for Leave of Absence

3 CONFIRMATION OF MINUTES

RESOLUTION 047/22

Moved: Cr P Alexander

Seconded: Cr R Eckel

That the minutes of the Ordinary Council Meeting held 22 September 2022 be taken as read, confirmed and signed as a correct record of proceedings.

CARRIED

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

Nil

9 UPDATE/CHANGE TO COUNCILLOR REGISTER OF INTEREST

N/A

10 CORPORATE & REGULATORY

10.1 WORKPLACE HEALTH & SAFETY REPORT
<p>RESOLUTION 048/22</p> <p>Moved: Cr P Taylor Seconded: Cr R Eckel</p> <p>That Council receives the report from the Workplace Health & Safety Section</p> <p style="text-align: right;">.CARRIED</p>

10.2 HUMAN RESOURCES REPORT
<p>RESOLUTION 049/22</p> <p>Moved: Cr P Alexander Seconded: Cr P Taylor</p> <p>That Council receives the Human Resources Report.</p> <p style="text-align: right;">CARRIED</p>

10.3 2022/23 OPERATIONAL PLAN REVIEW – QUARTER 1 (JUNE - SEPT)
<p>RESOLUTION 050/22</p> <p>Moved: Cr R Eckel Seconded: Cr P Alexander</p> <p>That Council as per section 104(7) of the Local Government Act 2009 receives the Operations Plan 1st Quarter Status report and update.</p> <p style="text-align: right;">CARRIED</p>

10.4 APPLICATION FOR CONVERSION OF LEASE TO FREEHOLD – LOTS 2 ON UL25 (GHPL 10/2951)
<p>RESOLUTION 051/22</p> <p>Moved: Cr P Alexander Seconded: Cr R Eckel</p> <p>That Council advises the Land Administration and Acquisitions Branch - Department of Resources (Bundaberg) that it has no objections to GHPL 10/2951 over Lots 2 on UL25 being converted to Freehold.</p> <p style="text-align: right;">CARRIED</p>

10.5 APPLICATION FOR CONVERSION OF LEASE TO FREEHOLD – LOTS 2 & 3 ON LO27 (GHPL 10/2893)**RESOLUTION 052/22**

Moved: Cr P Taylor
Seconded: Cr P Alexander

That Council advises the Land Administration and Acquisitions Branch - Department of Resources (Bundaberg) that it has no objections to GHPL 10/2893 over Lots 2 & 3 on LO27 being converted to Freehold.

CARRIED**10.6 FINANCIAL REPORT SEPTEMBER 2022-2023****RESOLUTION 053/22**

Moved: Cr R Eckel
Seconded: Cr P Alexander

That Council Receives the financial report for the period ending 30 September 2022

CARRIED**10.7 SUBDIVISION LOT1 ON SP24253 RACECOURSE DRIVE CHARLEVILLE****RESOLUTION 054/22**

Moved: Cr P Alexander
Seconded: Cr P Taylor

That Council support the application from Queensland Government Accommodation Office Government Employee Housing, Public Works Division, Department of Energy and Public Works to develop a subdivision on Lot 1 on SP242353 off Racecourse Drive, Charleville for the provision of government employee housing.

CARRIED**10.8 ENVIRONMENTAL HEALTH, LOCAL LAWS AND STOCK ROUTES****RESOLUTION 055/22**

Moved: Cr P Alexander
Seconded: Cr P Taylor

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

CARRIED

10.9 OMOA - APPOINTMENT OF ARCHITECT**RESOLUTION 056/22**

Moved: Cr P Taylor
Seconded: Cr R Eckel

That following a rigorous selection process and recommendation from the Tourism Precinct Steering Committee Council approve the appointment of March Studios to undertake final design and detailed construction design drawings for the Outback Museum of Australia (OMOA) for a total cost of \$320,000.

CARRIED

The meeting adjourned for a morning tea break at 10:24 AM.

The meeting resumed normal proceedings at 10:48 AM.

10.10 CEO - LEAVE OF ABSENCE**RESOLUTION 057/22**

Moved: Cr P Taylor
Seconded: Cr P Alexander

That Council pursuant to section 195 (b) of the Qld Local Government Act 2009 appoints the Director Corporate & Regulatory Services, Mr Jamie Gorry as the Acting CEO during the period of absence of the CEO from 25th October 2022 whilst the CEO is taking sick leave.

CARRIED**11 ECONOMIC DEVELOPMENT & TOURISM****11.1 CHARLEVILLE VISITOR INFORMATION CENTRE****RESOLUTION 058/22**

Moved: Cr R Eckel
Seconded: Cr P Taylor

That Council receives the report from the Visitor Information Centre.

CARRIED**11.2 COSMOS CENTRE REPORT SEPTEMBER 2022****RESOLUTION 059/22**

Moved: Cr R Eckel
Seconded: Cr P Taylor

That Council receive the report from the Cosmos Centre

CARRIED

11.3 WWII SECRET BASE & TOUR - SEPTEMBER 2022 REPORT
<p>RESOLUTION 060/22</p> <p>Moved: Cr R Eckel Seconded: Cr P Taylor</p> <p>That Council receive the report for September from WWII Secret Base and Tour</p> <p style="text-align: right;">CARRIED</p>

11.4 PROCUREMENT: WORLD WAR II STAGE 2, BUILDING BETTER REGIONS FUNDING
<p>RESOLUTION 061/22</p> <p>Moved: Cr P Alexander Seconded: Cr R Eckel</p> <p>That Council resolves to: -</p> <ul style="list-style-type: none"> a) Enter into contractual arrangement with C.G. Thompson Pty. Ltd to undertake the internal construct of RSL display room at the World War II facility as a component of the Building Better Region’s funded project b) Pursuant to section 235(b) of the Local government Regulation 2012 (“Regulation”), that because of the specialist nature of the construction and urgency of the works it would be impractical or disadvantageous for Council to invite quotes beyond the contractual arrangement above c) Further to the exception in section 235(b) of the regulation, that. Pursuant to section 235 (a) of the Regulation, Council is satisfied that C.G. Thompson is the only supplier available to undertake the work due to previous involvement with the overall design of the building d) To delegate to the Chief Executive Officer power to negotiate, finalise and enter into, on Council’s behalf, all necessary contract documentation for the procurement of this contract. <p style="text-align: right;">CARRIED</p>

12 COMMUNITY & HEALTH SERVICES

12.1 LIBRARY REPORT SEPTEMBER 2022
<p>RESOLUTION 062/22</p> <p>Moved: Cr P Alexander Seconded: Cr P Taylor</p> <p>That Council receives the Library Report for September 2022</p> <p style="text-align: right;">CARRIED</p>

13 ENGINEERING SERVICES**13.1 ENGINEERING REPORT****RESOLUTION 063/22**

Moved: Cr P Taylor
Seconded: Cr P Alexander

That Council receives the Engineering Report

.CARRIED

13.2 LRCIP3 ADDITIONAL PROJECTS**RESOLUTION 064/22**

Moved: Cr P Alexander
Seconded: Cr R Eckel

That Council endorse the addition of the following projects to be nominated for funding under the Local Roads and Community Infrastructure Program Phase 3:

- 1) Khyber Road Final Seal - \$280,000
- 2) Old Charleville Road Final Seal - \$42,000

CARRIED

13.3 DRFA BETTERMENT FUNDING**RESOLUTION 065/22**

Moved: Cr R Eckel
Seconded: Cr P Taylor

That Council apply for betterment funding through the Queensland Reconstruction Authority (QRA) under the declared November / December 2021 heavy rainfall event for the construction of concrete floodways in areas approved for REPA damage restoration on Barnago Road and Mt Tabor Road.

Further, that Council agrees in-principle to allocate a 10% contribution towards the works up to the total value of \$90,000 from Council's General Fund, to be reallocated from the 2022-23 roadworks budget should the application be successful

.CARRIED

13.4 MRD CONTRACT CN-18506, 23B MITCHELL HIGHWAY - DRAINAGE, RETAINING STRUCTURES AND PROTECTIVE TREATMENTS**RESOLUTION 066/22**

Moved: Cr P Alexander
Seconded: Cr R Eckel

That Council, pursuant to the section 234(2) of the Local Government Regulation 2012, that council approves the contract from Suffcon Pty Ltd. for \$351,084 (excl. GST) as per local buy contract BUS270, for the delivery of Drainage, Retaining Structures and Protective Treatments

under local buy contract BUS270 being the contract most advantageous to council based on value for money, prior experience in the region and local content

.CARRIED

13.5 MRD CONTRACT CN-18506, 23B MITCHELL HIGHWAY - SPRAYED BITUMINOUS TREATMENTS

RESOLUTION 067/22

Moved: Cr P Alexander

Seconded: Cr P Taylor

That Council Pursuant to the section 234(2) of the Local Government Regulation 2012, that council approves the contract from Boral Resources (QLD) Pty Ltd for the delivery of Sprayed Bituminous Treatments for \$479,089.37 (excl. GST) under local buy contract BUS270 being the contract most advantageous to council based on prior experience in the region and local content.

CARRIED

13.6 LANGLO MT MORRIS RD

RESOLUTION 068/22

Moved: Cr R Eckel

Seconded: Cr P Taylor

That Council Pursuant to the section 234(2) of the Local Government Regulation 2012, approves the quotation from Boral Resources (QLD) Pty Ltd for \$206,080.00 (excl. GST), for the delivery of Sealing services under local buy contract BUS270 being the contract most advantageous to council based on prior experience in the region and local content.

CARRIED

13.7 RESEAL WORKS

RESOLUTION 069/22

Moved: Cr R Eckel

Seconded: Cr P Alexander

That Council Pursuant to the section 234(2) of the Local Government Regulation 2012, that council approves the quotation from RPQ Spray Seal Pty Ltd at the rates tendered and authorise the CEO to negotiate the contract, for the delivery of reseal works under local buy contract BUS270 being the contract most advantageous to council based on prior experience in the region and value for money.

CARRIED

13.8 DECEMBER 2021 FLOOD DAMAGE RESTORATION HIRE OF PLANT AND EQUIPMENT**RESOLUTION 070/22**

Moved: Cr P Taylor

Seconded: Cr P Alexander

That Council under section 233 of the Local Government Regulation 2012, Council includes the following contractors as Preferred Suppliers for the hire of plant and equipment for the December 2021 Flood Damage Restoration work at the rates tendered under this arrangement:

- AR & SM Russell
- Charleville Haulage
- CJ & JA Tickell
- Comac Earthmoving
- Corbets Group
- David Russell Rural Contracting
- Ezyquip Hire
- Hamil Contracting
- JD & TJ Bell
- Rollers Queensland
- Russell's Grader Hire
- Schmidt Plant Hire
- Sherrin Rentals
- Suffcon

CARRIED

14 CORRESPONDENCE FOR CONSIDERATION

Nil

15 CONFIDENTIAL MATTERS

Nil

16 CLOSURE

There being no further business the Mayor declared the meeting closed at 12:08PM.

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 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 October/November 2022:

Animal Control (Town Dogs):

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

Environmental Health:

- Continue to issue overgrown allotment letters.
- Continue to use contractor to mow overgrown allotment.
- Continue to monitor the dump.

Stock Routes Activities:

- Capital Works at Auga-Clara: concrete trough, pad, frame and solar pump given approve by Dept of Resources (Stock routes)
- Contractors constructing fire breaks around Charleville, Morven and Augathella Stock-routes ready for summer season
- Baiting program currently being undertaken; 5.7 tonne total for shire. 3 extra council staff utilised for baiting program
- Spraying Mimosa infestations at Augathella
- Supplying and installing exclusion fence plots for Yakka Skink research on Charleville Common.

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

10.2 HUMAN RESOURCES REPORT

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

RECOMMENDATION
 That Council receives the Human Resources Report

BACKGROUND

Recruitment

- WWII Coordinator closes 13.11.22
- Labourer closes 13.11.22
- Final Trim Grader Operator closes 17.11.22
- MC Truck Driver closes 47.11.22
- Finance Officer closes 20.11.22
- VIC officer closes 14.11.22
- Cosmos Sale & Souvenirs Officer closes 14.11.22
- Senior Guide & Trainer closes 14.11.22

Appointments

Raju Ranjit Director Engineering Services commences **Tuesday 3 January 2023**

Traineeships / Apprenticeships

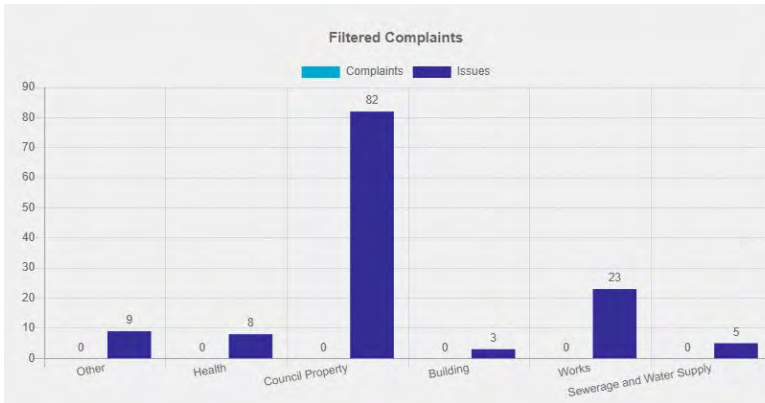
- Business Admin Trainee
- Apprentice plumber

Overtime

Pay Period	Dates	Hours	Amount	Hours	Amount
9-10	10/09/22 to 04/11/22	328	17,423.00	600	31,084

Guardian Customer Request Report

Work Requests/



Complaints,Issues/Job Type

Job Type	Complaints	Issues
Other	0	9
Health	0	8
Council Property	0	82
Building	0	3
Works	0	23
Sewerage and Water Supply	0	5

Resolved Work Request



Complaints,Issues/Job Type

Job Type	Complaints	Issues
Other	0	7
Health	0	6
Council Property	0	75
Building	0	1
Works	0	20
Sewerage and Water Supply	0	5

LINK TO CORPORATE PLAN

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

ATTACHMENTS

Nil

10.3 HUMAN RESOURCES POLICIES FOR REVIEW

Author: Human Resource Manager

Authoriser: Director Corporate & Regulatory Services

RECOMMENDATION

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

- *HR-017 Relocation Assistance Policy*
- *HR-019 Social Media Policy*
- *HR- 022 Recruitment & Selection Policy*
- *HR-024 Employee Code of Conduct*
- *HR-033 Training & Development 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 four (4) policies address specific and critical components of Human Resource Management.

- **HR-017 Relocation Assistance Policy** - MCS employees whose employment has been identified as eligible for a relocation package and includes terms and conditions for reimbursement of expenses
- **HR-019 Social Media Policy** - All employees of MSC
- **HR-022 Recruitment & Selection Policy** – Recruiting and selecting suitable employees so that the best person is chosen for the job
- **HR-024 Employee Code of Conduct** – Standards and behaviours related to the way we do our work
- **HR-033 Training & Development Policy** – Staff development is an important part of the working life of each staff member

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*
- *WH&S officer*
- *Human Resource Manager*

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.

Legal Risk

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

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-017 Relocation Assistance**
2. **HR-019 Social Media Policy**
3. **HR-022 Recruitment & Selection Policy**
4. **HR-024 Employee Code of Conduct**
5. **HR-033 Staff Training and Development Policy**



Relocation Assistance Policy

Policy No:	HR-017
Council Resolution Ref:	
Date Adopted:	
Review Date:	1 August 2022
Version No:	2.0
Responsible Officer:	HR Manager

Purpose

The purpose of this Policy is to facilitate the appointment of employees by providing financial assistance to meet relocation expenses.

Council recognises employees are the most valuable resource and accordingly endeavours to attract highly skilled and trained people to work within the organisation. Sometimes this involves appointment of staff from outside of the Local Government Authority and their consequent relocation.

Commencement of Policy

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

Application

This policy applies to all Murweh Shire Council employees whose employment has been identified as eligible for a relocation package and includes terms and conditions for reimbursement of expenses.

Policy

Eligibility for Relocation Assistance

A person will be eligible for relocation assistance where:

1. Upon acceptance of a contract, permanent or fixed term position with no less than 2 years appointment, where the employment with Council is to be on a full-time basis.
2. They are permanently residing outside of Murweh Shire – or a minimum of two hundred (200) kilometres from what will be their normal work area with Council at the time of being offered employment with Council.
3. A member of their immediate family is not simultaneously receiving similar assistance from his/her employer.

Payment of relocation assistance will be at the CEO’s discretion depending on level of applicant’s experience, qualifications and position within the organisation.

Human Resources will include a copy of this Policy with the candidate’s Letter of Offer.

Payment of Relocation Assistance

Payment of relocation expenses will only occur after Council has approved a recognised removalist service provider following the provision of 3 quotes by the new employee. Generally the lowest quote will be accepted, and the new employee is responsible for making all removalist arrangements. Council will not accept liability for services that the new employee secures by deposit but fails to utilise.



Relocation Assistance Policy

Council will reimburse up to the value of \$5,000.00 (Incl-GST) for incurred expenses. Authorisation for any payment under this policy must be given by the Chief Executive Officer or delegate.

All costs are initially directly paid by the employee.

Reimbursement is made on the basis of actual expenses paid. Claims must be supported by appropriate statements/receipts/invoices and a completed Relocation Expenses Claim Form which is to be forwarded to Human Resources. Human Resources will then co-ordinate the claim for reimbursement.

Reimbursement to Employee

Relocation expenses will be reimbursed in the following manner:

- 50% is payable once the employee has completed 6 months of satisfactory service.
- Remaining 50% will be reimbursed upon completion of twelve (12) months satisfactory service.
- No reimbursement for claims submitted more than 6 months after the commencing of employment will be approved.

Reimbursable Items

- Removal of household furniture and effects.
- Accommodation on route depending on the distance involved.
- Motor vehicle fuel expenses subject to the production of receipts for such expenses. Mileage will not be paid.
- Accommodation, food/meals.

Employee Reimbursement to Council

Where an employee ceases their employment voluntarily prior to one year of service being completed, the employee is required to pay back to Council a percentage of the relocation expenses paid by Council based on the following scale:

Period	Description
0 – 6 months	100% of relocation expenses claimed by the employee
6 – 12 months	75% of relocation expenses claimed by the employee

Audit and Review

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

Definitions

Nil

References

- *Local Government Act 2009*



Relocation Assistance Policy

Version Control

Version No.	Date	Approved	Amendment
1.0	9 August 2019	CEO	Council Resolution
2.0		CEO	

Approval

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



Social Media Policy

Policy No:	HR-019
Council Resolution Ref:	
Date Adopted:	
Review Date:	1 July 2022
Version No:	2.0
Responsible Officer:	HR Manager

Purpose

The purpose of this policy is to set the standards of behaviour expected when referring to Murweh Shire Council "Council" on social media platforms, including social networking sites when the person is using a computer or hand-held device not owned or controlled by Council.

Commencement of Policy

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

Application

This policy applies to all employees of Council.

This policy also applies to all other people (Users) who contribute to external blogs and sites including social networking sites who identify themselves as being associated with Council or can be identified as an employee or representative of Council.

This policy does not generally apply to personal use of social media platforms where the user makes no reference to Council or any Council employees, contractors or other Council officials, related entities or any other person or organisation providing services to or on behalf of Council, unless they adversely impact Council.

This policy does not form part of any employee's contract of employment. The policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

Policy

Use of Social Networking Sites and Social Media Platforms

Murweh Shire Council users of Social Networking Sites and Social Media Platforms must comply with the following standards:

- Users must not disparage or make any adverse comment about Council, any policy or decision of Council or any of Murweh Shire Council's related entities, employees, contractors and other Council officials or any other person or organisation providing services to or on behalf of Council.
- Users must not harass, bully, intimidate or threaten another employee, contractor or other Council official (or a person the user knows to be a relative or associate of a Council official) when contributing on a social media site or platform.
- Users, who can be identified as a representative of Council, must not use social media networking sites and social media platforms to send, post or otherwise publish inappropriate content, including:
 - obscene messages/material;



Social Media Policy

- racially and/or sexually harassing messages/material; and
- sexually explicit messages/material.
- Must only disclose publicly available information and must not disclose confidential information.
- Ensure that any information they post online about Council, or a related entity of Council is informed and factually accurate and will not adversely impact Council.
- Unless expressly authorised to do so by Council, a user must not transmit or send Council documents, emails, or text messages to any external parties or organisations.
- If the user subsequently discovers a mistake on their blog or social networking entry, they are required to immediately inform Council and then take steps authorised by the Chief Executive Officer or delegate to correct the mistake. Any alterations should indicate the date on which the alteration was made.

Use of Social Networking Sites and Social Media Platforms during Ordinary Working Hours

The following standards are expected when using Council IT to access personal social networking sites and social media platforms at work:

- All users are permitted to have access to social networking sites and social media platforms during ordinary work hours for limited and reasonable personal use. It is expected that such access would be limited to lunch and rest breaks.
- Using social networking sites and social media platforms for personal use must not impact upon the user's work performance or Council resources or violate this policy or any other Council policy.

Representation

When contributing to a social networking site or accessing a social media platform, Users must not represent or indicate that they represent Council or any of its related entities, unless specifically authorised to do so in writing by Council.

If authorised to represent the Council or any of its related entities, the user must disclose that they are an employee, contractor or other official of the Council or a related entity and what their role and accountabilities are.

If the user is authorised by Council, they must ensure:

- Any content they publish is factually accurate and complies with relevant policies of Council;
- They only comment on topics that fall within their area of responsibility or authority;
- They do not post inappropriate material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity or which causes (or could cause) insult, offence, intimidation or humiliation;
- They do not disclose another person's personal information;
- Compliance with copyright, privacy, financial disclosure, occupational health and safety, employment and any other applicable laws;
- They do not create any legal or contractual obligations on behalf of Council unless expressly authorised to do so;
- They do not send or cause chain or SPAM emails or text messages in any format.

Further to the potentially damaging effects a blog or social networking entry may have on Council, inappropriate blogs on internal or external sites can also have adverse consequences for a user in terms of future career prospects, as the material remains widely and permanently accessible to other site users.



Social Media Policy

Further, making inappropriate comments or references to Council employees, contractors or other officials (or a person the user knows to be a relative or associate of a Council official) on social media platforms, can cause risks to their health and safety and could constitute bullying, harassment and/or discrimination.

Audit and Review

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

Definitions

"Blogging" means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.

"Confidential Information" includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; contractual arrangements with third parties; tender policies and arrangements; financial information and data; training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

"Computer" includes all laptop computers and desk top computers.

"Council Official" includes employees, agents and contractors (including temporary contractors), administrators appointed under section 256 of the *Local Government Act 2009 (QLD)*, members of council committees, conduct reviewers, delegates of council, work experience employees and volunteers of the Council.

"Hand-held device" includes all such devices which are used by users, inside and outside working hours, in the workplace of the Council (or a related corporation of the Council) or at any other place. Such devices include, but are not limited to, BlackBerrys, Palm Pilots, PDAs, iPhones, tablets, iPads, other handheld electronic devices, smart phones and similar products, and any other means of accessing social networking sites or a social media platform.

"Intellectual Property" means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all Confidential Information and including know-how and trade secrets.

"Person" includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a Person's legal personal representative(s), successors, assigns or substitutes.

"Social Networking Site" and "Social Media Platform" including but not limited to, Facebook, Instagram, Bebo, Friendster, Flickr, You Tube, Twitter, Yahoo Groups, Google Groups, Whirlpool and other similar sites.

References

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Industrial Relations Act 1999*
- *Information Privacy Act 2009*



Social Media Policy

Version Control

Version No.	Date	Approved	Amendment
1.0	1 January 2015	CEO	
2.0	1 September 2022		

Approval

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



Recruitment & Selection Policy

Policy No:	HR-022
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	2
Responsible Officer:	HR Manager

Purpose

The purpose of this policy is to...

Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of Murweh Shire Council (MSC).

- Provides guidance and assistance to all employees who are involved in the recruitment and selection of employees.
- Outlines the principles and procedures that are to be followed in the recruitment and selection process.
- Ensures that recruitment standards are consistent, appropriate and free from discrimination or bias.

Commencement of Policy

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

Application

This policy applies to all employees of MSC

Policy

Recruitment & Selection Principles

Merit

When recruiting and promoting staff, Council aims to ensure that the best person for the job is chosen in each case. Council is committed to ensuring that recruitment and selection decisions are based on the principle of merit. This means that persons will be selected on the basis of whether they have the right skills, qualifications and other talents that are required to do the job. Appointment decisions based on irrelevant factors, such as a person’s sex, race, disability, age, homosexuality etc., or personal biases, favouritism or nepotism do not result in the best person for the job being chosen and should not occur. Each workplace-decision-maker who has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principle is applied in every case.



Recruitment & Selection Policy

Equal Employment Opportunity

Council is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and consistent with the organisation's Anti-Discrimination & EEO Policy. This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.

Confidentiality

Selection panel members must ensure all information gathered throughout the recruitment and selection process remains private and confidential. Council respects and complies with its obligations under Council's Privacy Policy, the Code of Conduct, and relevant legislation.

Selection panel members are not to share details regarding applicants, their assessments/scoring or any interview notes taken during the interview process.

The selection panel may disclose applicant details to the Director/Supervisor of the vacant position to aid in the decision making and approval process. The Director/Supervisor is also required to keep applicant and recruitment details confidential.

Advertising

A vacancy arises when an employee leaves Council, a new position is established within Council's Organisational Structure, or an emergent situation occurs which requires immediate recruitment of employee/s with a particular skill set.

Once a vacancy has been identified, the Director of the relevant Department is responsible for initiating the recruitment and selection process. This includes:

1. Review of the position to determine:
 - Ongoing relevance of the position to Council
 - Appropriateness of duties
 - Appropriateness of classification
 - Possibility of the duties of the role being split into other existing positions and redesigned as appropriate.
2. Review Position Description.
3. Complete a Request to Fill Vacancy form.
4. New positions will require a business case which includes:
 - Background information
 - Job analysis
 - Budgetary implications
 - Position Description



Recruitment & Selection Policy

Note: All new positions require the approval of Council.

Advertising

Council recognises the importance of providing career development opportunities for existing employees. For all vacancies, Council is committed to advertising internally to promote career development for employees and build sustainability for the future workforce. It is also recognised that providing career development opportunities and secondments for existing employees contributes to Council's retention strategy.

Where it is assessed that the skill level or suitable candidates may not be available in Council's workforce, the position may be advertised both internally and externally simultaneously with approval of the CEO.

Occasionally, circumstances arise whereby a vacancy occurs for the same or very similar position called within the last twelve (12) months. In such circumstances, the selection panel in liaison with Human Resources may choose to review those applications rather than advertise the position externally again.

Vacancies may be advertised through a variety of recruitment sources depending on the level of the position.

Recruitment & Selection Process

Selection Panel

The membership of the panel will be agreed to by the Chief Executive Officer. The following should be considered when nominating panel members:

- The panel should consist of three members.
- The Chair of the Panel will be the Director/Supervisor.
- A content expert who should have a detailed knowledge of the requirements of the job.
- All panel members should hold positions with classification levels equal to or higher than the vacant position, with exceptions authorised by the CEO.
- The composition of the panel should reflect the diversity of the candidate pool and ensure gender equity.

The Selection Panel must be able to follow the process entirely from start to finish, otherwise an alternative Selection Panel member shall be sourced ie. where possible, panel members should not be changed throughout the process

No Council employee is to be on a Selection Panel which involves the possible appointment of a relative or close friend. Any conflict of interest which may exist on the Selection Panel needs to be referred to the relevant Director or Human Resources so an alternative Selection Panel member can be sourced.

Prior knowledge of the applicant

When one or more panel members have prior knowledge of applicants regarding their ability to meet the key attributes, panel members are to declare this to other panel members with due consideration of any real or perceived bias as a result of that person being part of the panel. The information is to



Recruitment & Selection Policy

be factual and able to be verified so that its influence in the selection recommendation is transparent. Natural justice must be afforded to the applicant, with any adverse information disclosed to the applicant for comment. Prior or current professional knowledge does not prevent a supervisor from participating on a panel and assessing a position within their control, or staff who work for them, when their knowledge of the applicant is gained through normal on-the-job activities.

Panel Members Responsibilities

- Maintaining confidentiality throughout the recruitment and selection process. If confidentiality is broken at any stage, either during or after the recruitment and selection process, disciplinary action will be taken.
- Assessing each application based on the selection criteria and completing the *Shortlisting Assessment Form*.
- Ensuring that all confidential information is secured at all times.

Role of a Chair

The Panel Chair is responsible for leading the selection process in an open and transparent way in accordance with this policy.

Shortlisting

The Selection Panel should review the job applications and make a shortlist of the best applicants who meet the essential criteria for the position. Arrangements should be made for interviewing those applicants who are shortlisted. Should there be an outstanding applicant then no interview process shall be required other than that of the outstanding application.

After shortlisting, Human Resources will advise non-shortlisted candidates via e-mail that they were unsuccessful and that their application is no longer being considered.

Selection Strategy

The selection panel must implement a selection strategy that directly relates to competencies and cultural behaviours required so that the most meritorious applicant is selected through a transparent and defensible approach. The selection strategy must be applied equally, consistently and fairly. The panel may choose from the following techniques.

- Interview
- Resume
- Phone screen
- Eligibility screen – using questions that are mandatory requirements for the role
- Written application/task
- Practical work-based demonstration
- Role plays
- Presentations



Recruitment & Selection Policy

- Computer skills testing
- Work samples
- Interviews - behavioural and situational
- Psychometric testing (e.g. for senior roles)

Job Interview

The job interview questions are to be developed by the Chair of the Panel in consultation with Human Resources and must be restricted to questions that are relevant to the job and selection criteria. Questions which may indicate an intention to discriminate on any grounds should not be asked.

In the course of the interview the candidate should be notified of the following matters:

- That employment will be subject to a minimum probationary period of 6 months.
- All positions are subject to a pre-employment medical prior to an offer of employment.
- If employment is offered on a fixed term, fixed-project, part time or casual basis.

Panel members must ask the same questions of all applicants and each applicant's responses must be documented on the *Interview Questions Sheet*.

Preferred Applicant

The panel should agree on the preferred applicant. Unsuccessful internal applicants should be advised prior to advising the successful candidate. The Chair of the Panel may offer feedback to unsuccessful applicants.

Human Resources will notify via email all unsuccessful shortlisted applicants and will also prepare a letter of offer to the successful applicant outlining the terms and conditions of employment. A copy of the Position Description and other relevant Payroll documentation are to be included with the letter of offer. The documentation must be received prior to the commencement date.

An offer of employment is not binding until the preferred applicant has been notified in writing of Council's requirements and the preferred applicant has signed and accepted the terms and conditions of employment. Preferred applicants will have seven calendar days from the date of posting the offer to accept. As outlined in the Application Package, all preferred applicants will be subject to:

- Reference checking
- Pre-employment medical assessment
- Supply and verification of documents stated in the Application Package which will include as a minimum:
 - satisfactory proof of identity.
 - proof of residency status or right to work in Australia i.e., Visa
 - required qualifications e.g., Degree, Trade Certificate

Referee Checking

Any person that carries out a referee check in relation to a prospective employee should note the following:



Recruitment & Selection Policy

- A minimum of two work reference checks must be completed prior to offer of employment.
- The referee is to be (or have been) in a recent supervisory relationship with the applicant. When an applicant is moving back into the workforce following absences, e.g. for family reasons, they are not to be disadvantaged because they do not have a current or recent past supervisor.
- The panel is only to contact referees that have been nominated by the applicant. The panel is not to contact the current supervisor for a referee check unless the applicant has nominated the supervisor as a referee through the application process, or consent has been given by the applicant.
- A panel member can act as a referee for an applicant.

Pre-Employment Medical Assessment

Council is committed to establishing and maintaining a safe and fair work environment for all employees. Collecting medical information about employees has two purposes:

1. To assess an applicant's current ability to perform the inherent requirements of a job.
2. To minimise the business risk by ensuring the health, safety and welfare of all employees at the commencement of employment and during the course of employment.

Successful candidates will be required to undertake a pre-employment health assessment at Council's expense prior to commencement. No offer or employment will be made until a satisfactory medical assessment has been received.

Reasonable Adjustment

Where a job applicant has a medical condition but is in all other respects the best person for the job, Council will endeavor to make reasonable adjustments to the position to enable that person to do the job. This may require adjustments to the workstation or job, for example. Reasonable adjustment will be afforded to successful applicants unless this would cause unjustifiable hardship to Council.

Recommending Appointments

On completion of the recruitment and selection process, the Vacancy File with all completed documentation will be forwarded to the relevant Director for approval. Once completed, the file will be forwarded to the CEO for approval. Human Resources will notify the Chair of the Panel so that contact can be made with all candidates.

NO OFFERS OF EMPLOYMENT ARE TO BE MADE PRIOR TO RECEIPT OF THIS NOTIFICATION

Audit and Review

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

Definitions

Example

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



Recruitment & Selection Policy

References

- *Local Government Act 2009*
- *Industrial Relations Act 2016 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*

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:	



Employee Code of Conduct

Policy No:	HR-024
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	3.0
Responsible Officer:	HR Manager

Purpose

A Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

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

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

A guide for ethical decision making is included at Appendix A to help you in situations not covered by the Code.

Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Code of Conduct policies of Council (whether written or not).

Application

This policy applies to all permanent, temporary and casual employees.

How this Code Works

Council is required to adopt a Code of Conduct to meet the requirements of the *Public Sector Ethics Act 1994*. The Code seeks to fulfil Council's obligations under that Act. This Code of Conduct also seeks to set a standard of ethical behaviour which Council believes is appropriate for Council employees. In that regard, this Code of Conduct reflects the desire of Council to highlight the need for employees to act with honesty, integrity, diligence and to exercise a high degree of care in their actions.

This Code of Conduct seeks to set standards which the public has a right to expect as the minimum standards which should apply to all employees of Council. In meeting these standards, Council staff will act in a manner which should naturally lead to public confidence in the system of local government.

Under the *Public Sector Ethics Act 1994*, all employees of Council are bound by this Code of Conduct. This requirement is compulsory. This code may also be applicable to contractors and consultants if specified in their agreements with Council. In adopting the Code as policy, Council has recognised the importance of the Code in ensuring the successful operation of Council.



Employee Code of Conduct

The Public Sector Ethics Act 1994 defines four principles, each of which is strengthened by a set of values describing the behaviour that will demonstrate that principle. The principles and associated values are equally important.

The standards of conduct, contained in the Code under each set of principles and values, aim to assist Council employees understand how these principles and values can be put into practice. The standards are not intended to cover every possible scenario, therefore in adhering to the Code, Council is committed to upholding the intention and spirit of the principles and values.

Obligations of Employees

As an employee of Murweh Shire Council, you are obliged to ensure that you, and people under your supervision, are aware of, maintain knowledge of and comply with Acts, Regulations, local laws, policies, delegations and procedures applicable to your role. Further, you will comply with relevant awards, certified agreements, Council policies, procedures and organisational values.

Any lawful instruction given by your Supervisor, Manager or any other person who has the authority to direct you, must be obeyed. If you believe that a direction is improper or illegal you should tell the person giving the direction. If you are asked to do something illegal it may qualify as official misconduct and must be reported to the Chief Executive Officer.

You may have a personal objection to an instruction which you are given. If you believe you are unable to comply with a lawful instruction because of a belief, it is best to consult your Supervisor or Manager. A requirement that you act against your beliefs could be seen as discrimination. All employees have a duty of care to follow safe work practices, to avoid actions which may harm themselves or others and to report hazards in the work environment.

In addition, Managers and Supervisors are responsible, within the limits of their authority, for ensuring that activities within their area are undertaken with the exercise of proper diligence for the health and safety of all staff. Breaches of the Workplace Health and Safety legislation or Council policies and procedures may require disciplinary action pursuant to Local Government Act 2009. Disciplinary action against an employee of the Council may be in the form of a written reprimand, a deduction from salary or wages, a demotion or dismissal.

The four principles of the Public Ethics Act 1994 & Standards of Conduct

The Public Sector Ethics Act 1994 identifies four ethics principles fundamental to good public administration that guides our behaviour as Public officials and forms the basis for a local government Code of Conduct. The four (4) principles are:

1. Integrity and impartiality

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

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



Employee Code of Conduct

2. Promoting the public good

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

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

3. Commitment to the system of government

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

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

4. Accountability and transparency

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and Public official –

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

1. Integrity and Impartiality – ‘Doing the right thing’

(a) Commit to the highest ethical standards

As local government employees we are required to ensure that our conduct meets the highest ethical standards when fulfilling our responsibilities. This means that any advice we provide is objective and impartial and that our decision-making is ethical. We will engage with the community in a consultative, honest, fair and respectful manner. We will meet our obligations to report suspected wrongdoing, including conduct not consistent with this Code.

(b) Manage conflicts of interest

A conflict of interest involves a conflict between our duty as Council employees to serve the public interest and our personal interests. The conflict may arise from a range of factors including our personal relationships, employment outside Council, membership of special interest groups, or ownership of property. As local



Employee Code of Conduct

government employees we may also experience conflicts of interest between our local government ethics and our personal beliefs or opinions.

Having a conflict of interest is not unusual and it is not wrongdoing in itself. However failing to disclose and manage the conflict appropriately is likely to be wrongdoing. Council employees must demonstrate impartiality and integrity in fulfilling their responsibilities and as such will: “

- Always disclose a personal interest (to their supervisor) that could, now or in the future, be seen as influencing the performance of our duties;
- Not improperly use official powers or position, or allow them to be improperly used; and
- Ensure that any conflict of interest is resolved in the public interest.

(c) Influences on decision making

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

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

(d) Accepting Gifts and Benefits

Employees must not encourage, seek, ask for any gift or benefit other than remuneration paid by the Council, in connection with their position or the performance or non-performance of their duties. A gift or benefit could be seen as a bribe. You should immediately report any benefit you are offered or receive regardless of whether or not you accept it to your Manager or Supervisor, Director or Chief Executive Officer.

(e) Contribute to public discussion in an appropriate manner

Commenting on Council policy is a matter for the Mayor, management and authorised staff. Unless prior authorisation has been given, employees will not comment to the media on Council policy.

Like any other resident, we have the right to contribute to public discussions on community and social issues in a private capacity. In doing so, we will:

- Take reasonable steps to ensure that any comment we make will be understood as representing our personal views, not those of government;
- Maintain the confidentiality of information we have access to due to our roles, that is not publicly available; and
- Be aware that personal comments about a public issue may compromise our capacity to perform the duties of our role in an independent, unbiased manner.

(f) Manage participation in external organisations

Our work as a local government employee does not remove our right to be active privately in a political party, professional organisation or trade union.

In these instances we are aware that participating in activities in the public arena, where we may be identified as a local government employee, can give rise to a perception of conflict of interest. Where this situation arises, we will declare and manage our activities in accordance with relevant Council policies.

If elected as workplace representatives or officials of a trade union or professional association, we are not required to seek permission from our workplace before speaking publicly in that capacity and we will make it clear that our comments are made only on behalf of that organisation. In all instances, we will comply with the appropriate laws of privacy, confidentiality and information management.



Employee Code of Conduct

(g) Demonstrate a high standard of workplace behaviour and personal conduct

As Council employees we have a responsibility to always conduct and present ourselves in a professional manner and to demonstrate respect for all people. To this end we will:

- Treat fellow workers, customers, Councillors and members of the public in an honest, respectful and courteous manner, while recognising that they have the right to hold views which may differ from our own;
- Ensure our conduct reflects our commitment to a workplace that is inclusive and free from harassment or favouritism;
- Ensure our fitness for duty, and the safety, health and welfare of ourselves and others in the workplace, whether fellow workers or customers; and
- Ensure our private conduct maintains the integrity of the Council and our ability to perform our duties.

(h) After Employment with Council ceases

If and when you take up work in the private sector after leaving the employment of Council, you are obliged to respect the confidentiality of non-public Council information that has come into your possession on account of your Council position.

(i) Non-discriminatory workplace

Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:-

- race/ethnicity;
- gender;
- national origin;
- marital status;
- sexual preference;
- age;
- disability/impairment,
- industrial/employment activity;
- physical features;
- pregnancy;
- family responsibilities;
- religious beliefs;
- political conviction.

As an employee of Council you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally. If you witness discriminatory behaviour you have a positive obligation to report such actions to your Supervisor/Manager or if such action involves them, another senior officer.

(j) Sexual and other forms of Workplace Harassment

Council is also committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work related activities are performed, including at social functions.

As an employee of Council it is expected that you proactively contribute to building a workplace that is free from sexual harassment; victimisation and bullying. You have a joint responsibility to respect the rights of fellow



Employee Code of Conduct

employees; by not taking part in any action that may constitute harassment of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

(k) Employment outside Council

It is not Council's intention to stop people from holding secondary employment outside the organisation. Approval for secondary employment will normally be granted as long as the following conditions to minimise possible conflict of interest are met:

- The additional work has no effect on the employee's official duties and this includes effects from a safety/fatigue management perspective;
- Council is advised of the outside employment;
- The outside employer will be required to notify Council of their employment of an employee of Council in the event that they are tendering or contracted to provide services to Council; and
- Council's resources must not be used whilst engaging in alternative employment.

Employees wishing to hold secondary employment are required to apply for approval from the Chief Executive Officer.

2. Promoting the Public Good – 'Doing the best we can for our community'

(a) Commit to excellence in service delivery

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

Council's image can be impacted by the presentation of staff. Council requires its office based employees to appear neat and tidy and maintain a professional business standard of dress. If you are unsure about what constitutes appropriate dress please discuss this with your manager or refer to Council's Corporate Wardrobe Policy.

Council is entrusted with public funds to develop and deliver services to the community. We have a responsibility to:

- Deliver services fairly, courteously, effectively, ensuring we use resources efficiently and economically;
- Assist all members of the community, such as people with disabilities, those who speak languages other than English, and those who may find it difficult to access government services; and
- Treat complaints from clients and the community seriously and respond to constructive feedback as an opportunity for improvement.

(b) Ensure appropriate community engagement

Community participation is crucial to the development of quality government planning and decision making processes. We have a responsibility, where appropriate and in accordance with our official duties, to:

- Listen and respond to issues and concerns raised by individuals or communities;
- Consult with the public to assist in the development of public policy; and
- Assist in raising community awareness about public issues and policies.

(c) Work as an integrated service

In order to deliver excellence in customer service, we will work together to address complex issues and provide integrated services to the community. We have a responsibility to:

- Share information across Council departments to enhance the seamless delivery of services;
- Share assets, resources and infrastructure to generate economies and efficiencies within Council;



Employee Code of Conduct

- Work with the community to collectively plan and deliver relevant programs and services within the region; and
- Work cohesively with all tiers of government in order to provide integrated services.

(d) Intellectual property

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

You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council and which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it.

Any original work, invention or product you have contributed to in association with your official duties as a Council employee remains the property of Council.

(e) Concern for the environment

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution.

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm.

(f) Fairness to suppliers

Council's contracting activities are regulated pursuant to section 104 of the *Local Government Act 2009*. Further, Council has established procedures and delegations of authority for various stages of procurement of goods and services which reflect sound contracting principles. You must ensure you comply with sound contracting and follow all Council procedures when seeking suppliers for goods or services.

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

3. Commitment to the System of Government – 'Respecting the law'

(a) Commit to our roles in local government

As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

Our role is to undertake our duties, and to give effect to Council policies. We will:

- Accept that the elected Council has the right to determine policy and priorities;
- Be responsive to the government of the day and implement decisions and policies professionally and impartially; and
- Comply with the laws of State, Australian and local governments.

You have the right to comment on or raise concerns with your Supervisor or Manager about Council policies, or priorities where they impact on your employment.

(b) Acting within the law

Employees are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws

Council's local laws, policies, delegations procedures, and work health and safety standards apply to all employees and can be found on the intranet and website.



Employee Code of Conduct

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

If you are charged with having committed any criminal offence, you must immediately report the circumstances to your supervisor or manager.

(c) Fraud and corruption

Fraud and corruption pose a serious risk to Council. The potential damage extends well beyond any financial losses but threatens both Council's integrity and that of the individual.

It is the responsibility of all employees to prevent fraud. Employees have an obligation to prevent fraud and corruption and all employees have a duty to report suspected fraud or corruption.

Staff members are encouraged to contribute to the development of improved systems and procedures that will enhance Council's resistance to fraud and corruption. Refer to Council's policy relating to reporting corrupt conduct and the Fraud and Corruption Control Plan.

(d) Raising concerns

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

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

(e) Ensure proper communication with Mayor and Councillors

We have the right to communicate directly with the Mayor and/or Councillors outside of working hours, on any issues affecting us as a private citizen. In communicating with the Mayor or Councillors as private citizens, we will maintain the confidentiality of information we have access to in our roles with Council. We are not to approach the Mayor or Councillors on any Council operational matters.

Under the provisions of the *Local Government Act 2009*, the CEO has determined arrangements for Councillors contact with staff on work related matters. Ensure that you are aware of this policy and if necessary direct Councillors to your Supervisor if the request is outside of the policy provisions. These guidelines are available on Council's Intranet or may be requested from Human Resources.

At no time are the Mayor and/or Councillors to direct an employee as to how the employee should carry out his/her work duties.

(f) Privacy

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

Employees must ensure that the collection, storage and use of personal information are done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*.



Employee Code of Conduct

4. Accountability & Transparency – ‘Looking after what belongs to our community’

(a) Using Council Assets

Council’s assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables. All employees share the responsibility for looking after them.

If you are in charge of assets you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval has been granted by your Manager.

If you use Council vehicles or a Council issued mobile telephone for non-official purpose, you must ensure that your use is in accordance with Council policy.

Upon your employment terminating with Council, you must return all council property and work-related documents immediately.

(b) Diligence, care and attention

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

- Maintaining punctuality and not being absent from your work station/location during work time without reason;
- Giving priority to official duties over personal activities during work time;
- Helping Council achieve its mission and goals by acting to improve systems and practices;
- Conducting yourself in a way so others gain confidence and trust in the way Council does business;
- Not allowing your conduct to distract or prevent others from working; and
- Not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

(c) Attendance at and absence from duty

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

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicably possible upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

(d) Self development

All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

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



Employee Code of Conduct

(e) Workplace health and safety

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities.

Council will endeavour to ensure that persons are free from:-

- Death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- The risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have duty of care to both fellow employees and members of the public. As a worker you have the following obligation at the workplace:-

- To comply with the instructions given for workplace health and safety at the workplace by Council;
- To use personal protective equipment provided by Council for your use;
- Not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace; and
- Not to wilfully place at risk the workplace health and safety of any person at the workplace.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance and on the job safety.

You must not:-

- use, possess or be impaired by the effects of illegal drugs whilst on duty;
- come to work impaired by the effects of alcohol or drugs;
- consume alcohol while on duty or in the workplace other than strictly in accordance with Council Policy;
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
- undermine Council's service to customers by leaving your workstation/location in order to smoke. Smoking is only permissible during meal breaks; and
- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within 4 metres of any part of an entrance to an enclosed place.

Breaches of this Policy

Council expects all employees whilst engaged in official duties, to ensure they demonstrate the basic standards of acceptable conduct as enshrined in this Code. All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and or varies from time to time.

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee, and which may include dismissal. All suspected breaches will be dealt with on a case by case basis.

Suspected corrupt conduct must be referred to Council's Chief Executive Officer, and the Chief Executive Officer has a duty to notify the Crime and Corruption Commission of the suspected corrupt conduct.

In cases where a suspected breach of this Code is under investigation, and if the Chief Executive Officer deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.



Employee Code of Conduct

All disciplinary action taken by Council against an employee for found breaches of this Code will be in accordance with Council’s Disciplinary Procedures and in compliance with Council’s obligations pursuant to Chapter, Part 3 of the *Local Government Regulation 2012*.

Definitions

“**Advice**” includes access to, copies or, files, records, documents, data and other forms of information, and opinions or recommendations.

“**Benefit**” means something that is similar to a Gift in that it is of value.

“**Conflict of interest**” means a conflict between a Council employee’s work responsibilities and their personal or private interests. A conflict of interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of Interest can be real (actual) or perceived (apparent).

“**Fraud**” includes the broad range of deceitful acts that people may perform to benefit themselves or some other person at the expense of others. Fraud can be committed by employees (internal fraud) or by people outside Council (external fraud).

“**Gift**” means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay or given to create a feeling of obligation.

“**Impaired by the effects of alcohol or drugs**” means for an employee operating/driving heavy vehicles and buses, a blood alcohol content greater than 0.00% (consistent with Qld Transport Regulations). For employees driving light vehicles or operating mechanical tools or equipment, a blood alcohol content greater than 0.05% (consistent with Qld Transport Regulations). For all employees – a positive drug test result in excess of the cut off levels specified in Australian Standard AS4308; and/or physical or mental condition and/or behaviour which limits the employee’s ability to undertake work in a safe and effective manner.

“**Intellectual property**” means an invention, original work, the results of scientific research or a product development, which can be protected.

Version Control

Version No.	Date	Approved	Amendment
1.0	13 November 2014	CEO	Council Resolution
2.0	1 November 2019	CEO	Additional information added: <ul style="list-style-type: none"> • Employment outside Council • Acting within the law • Fraud and corruption • Fairness to suppliers

Approval

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



Employee Code of Conduct

Appendix A – A guide to ethical decision making

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

Step 1: Assess the Situation

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

Step 2: Look at the situation from Council's viewpoint

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

Step 3: How would others see your actions?

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

Step 4: Consider the Options

- Ask your Supervisor/Manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

Step 5: Choose your course of action

Make sure your actions are:

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



Training & Development Policy

Policy No:	HR-033
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	1.0
Responsible Officer:	HR Manager

Purpose

Murweh Shire Council recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and of teams in order to achieve Council's strategic objectives. This policy seeks to reconcile your needs and aspirations with those of Council.

A training register will be kept to monitor all staff training and professional development.

Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Staff Training and Development policies of Council (whether written or not).

Application

This Policy applies to all employees of Murweh Shire Council. This Policy does not form part of any employee's contract of employment.

Policy

Murweh Shire Council will endeavour to maximise opportunities for employees to improve their levels of skills and knowledge in order to improve workplace productivity and staff satisfaction.

In order for staff to meet the challenges of a rapidly changing business environment, it is important that employees be not only committed to Council's objectives but also equipped with the necessary skills to achieve them.

Mandatory Training

Mandatory training refers to specific training required as a condition of employment. Such training requirements may be identified in individual position descriptions as compulsory under legislation or deemed necessary by Council to fulfill the requirements of the role. Such training will be as follows:

In-house, external or on-line;

Organised and scheduled by relevant manager of supervisor;

Fully funded by Council including course fees and other related costs such as manuals or equipment.

Costs relating to mandatory training will be met by Council including travel time in work hours, accommodation, course fees and examination costs.

Examples of mandatory training include first aid certification, working at heights, water treatment operator etc.



Training & Development Policy

General Training

General training refers to training courses, workshops or mentoring that will enhance the effectiveness and efficiency of staff in their roles. General training will be identified for individual staff if skill gaps are recognised or when there is a need for staff to be updated in relation to certain systems, processes or Council requirements. General training will be as follows:

- In-house, external or on-line;
- Organised and scheduled by relevant manager or supervisor;
- Fully funded by Council including course fees and other related costs such as manuals or equipment.

Costs relating to general training will be met by Council including travel time in work hours, accommodation, course fees and examination costs.

Examples of general training include software applications, code of conduct, work health and safety etc.

Study Assistance

Study assistance refers to assistance provided by Council in order for a staff member to complete an external course of study. Study assistance may be requested and applied for as follows:

- The course relates to the position and responsibilities of the staff member and is appropriate to either the role or local government;
- The course is accredited and delivered by an approved or recognised organisation/institution;
- Completion of the course will not unreasonably interfere with the operational responsibilities of the staff member;
- The course is recommended by the supervisor and/or approved by the CEO.

Reimbursement of compulsory course fees or training costs for approved courses will be paid once the staff member passes examinations or receives certification, based on the following requirements:

- Claims are supported by official receipts and are submitted within a reasonable time after completed course requirements; and
- Evidence is provided to prove that the course has been completed, passed or certification achieved.

Supplementary examination fees or fees for late enrolment will not be paid.

Travel costs including accommodation will not be paid for external study course not approved by Council.

Examples of courses that may be approved to receive study assistance include certificate courses, diplomas or other academic qualifications deemed suitable for the staff member.

Audit and Review

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

Definitions

Nil

References

- *Local Government Act 2009*
- *Murweh Shire Council Operational Certified Agreement 2022*
- *Murweh Shire Council Officers Certified Agreement 2022*



Training & Development Policy

Version Control

Version No.	Date	Approved	Amendment
1.0	12/10/2022		

Approval

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

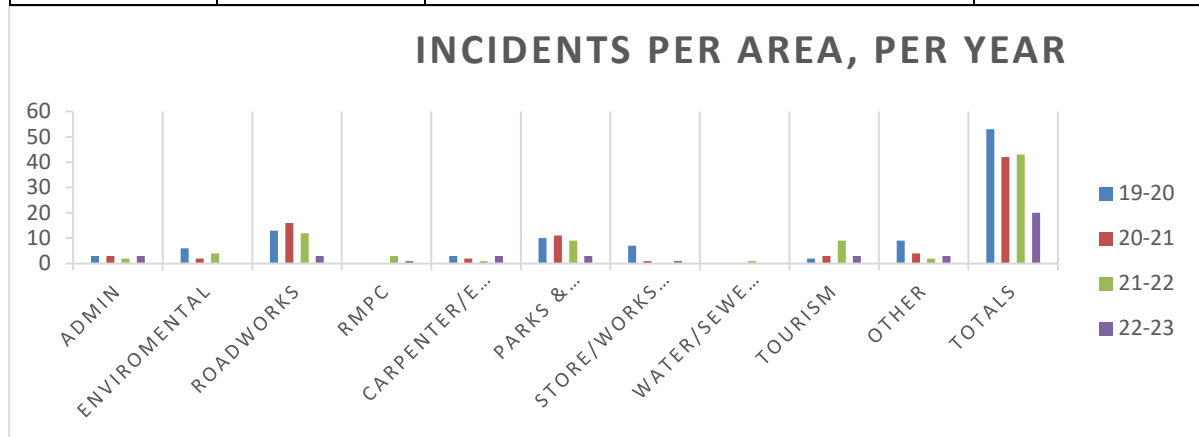
10.4 WORKPLACE HEALTH & SAFETY REPORT

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-378	14/9/2022	Tree flicked back over bucket	Construction
IR-379	14/10/22	WWII Break-in	Tourism
IR-380	15/10/22	Trip by visitor – no injuries	Tourism
IR-381	17/10/2022	Ring feeder on back of water truck damage	Construction
IR-382	28/9/2022	Backed into gate when reversing	Administration
IR-383	27/10/2022	Car Crash – Civil matter	Workshop
IR-384	8/9/2022	Put foot through ceiling	Electrical
IR-385	26/9/2022	Hit car	Town
IR-386	13/9/2022	Hurt finger	Carpenter



INDUCTIONS

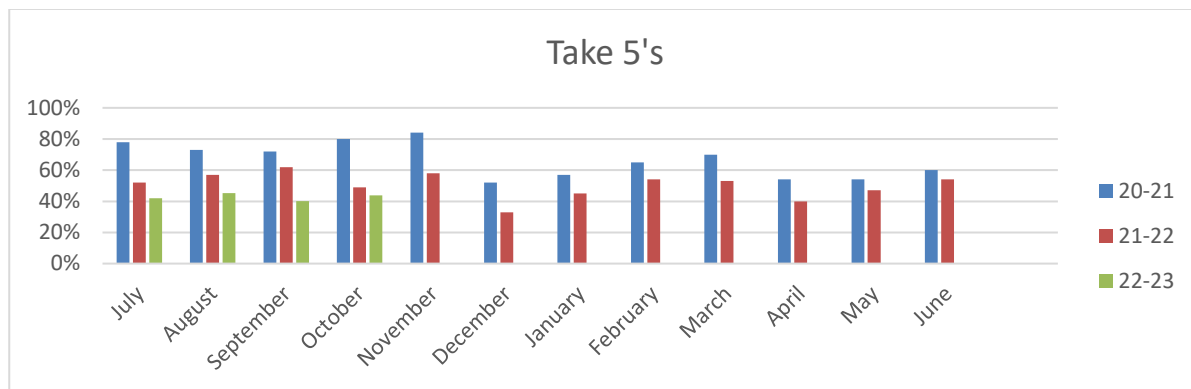
Most employees have completed the induction, just a few to catch up on in the Tourism sector.

SAFETY BREAKS

There was a hiccup with the Online Safety Breaks, but back on track again and more will be sent out as soon as they have been uploaded into the system.

TAKE 5'S

At the WHS Meeting held 9 November 2022, it was decided to do a 3-month trial after Christmas on employees completing Risk Assessments rather than Take 5's.



ALCOHOL TESTING

95 employees & Councillors were tested, with 0 returning a Non-Negative result.

FOOTPATHS

It was mentioned in the Meeting on the 9 November 2022 that all footpaths (mainly in the CBD area) need to be checked on a regular basis.

AUGATHELLA CAMP

The Augathella camp needs to be cleaned up and the Hygiene checked as it has been reported to WHS that it is not in a satisfactory condition for camping in.

Wednesday 7 December 2022

Think Safe

Work Safe

Home Safe

LINK TO CORPORATE PLAN

3.2.1 Safety and protection strategies meet community needs and expectations

ATTACHMENTS

Nil

10.5 ANIMAL EXCLUSION FENCING REQUIRED AT MURWEH LANDFILLS

Author: Director Corporate & Regulatory Services

Authoriser: CEO

RECOMMENDATION

That Council approves a budget provision of \$75,000 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.

BACKGROUND**Purpose**

In the last twelve months, there have been numerous reported (and confirmed) incidents of both domestic and feral animals frequenting Landfills owned and operated by Murweh Shire Council. Allowing animals uncontrolled access to such Landfills, to areas that contain food scraps, as well as carcass waste (swill) is a high-risk for disease transmission, and also presents the possibility of dangerous animal encounters with the general public.

Failure to address these issues is a breach of Council's General Biosecurity Obligation (GBO) under the Biosecurity Act 2014 (Qld). This report seeks financial resources to address these priority issues.

Discussion

As mentioned above, in the past year, there have been several documented occasions where significant numbers of domestic and feral animals have strayed into, and frequented Council's Landfills:

- In both July and September 2022, numerous cattle (8 - 10 head) have been found in the Augathella Landfill, the cattle were observed eating green-waste, and walking on rubbish in the general landfill. These animals have been removed, and fenced repaired, but the current fencing is not adequate to keep them out ([Refer to attachment 1](#)).
- As recently as this month, a large mob of feral goats numbering between 35 – 40 head has been frequenting the Charleville Landfill. Attempts by previous custodians of the Landfill were made to capture the goats, however, they quickly retreat to cover in the thick Mulga surrounding the Landfill site ([attachment 1](#))

Failure to address these issues is a potential failure of GBO on Council's behalf. The text below is an extract from the Biosecurity Queensland Website, which outlines the requirements for Registered Landfill Operators to prevent animal access.

Landfill transfer stations and dump sites

*Registered landfill owners must manage sites adequately to prevent ruminants (cattle, sheep, goats), pigs and poultry, including **feral** ruminants, pigs and poultry, from gaining access to dumped materials containing RAM and prohibited feed for pigs and poultry.*

Fencing may be used to exclude animals from landfill and dump site. The general principles of effective livestock fencing should be considered when deciding what fencing is required under the circumstances. Generally, where pigs may be present (either feral or free ranging domestic stock), more substantial fencing is required.

[Disposal of food waste | Department of Agriculture and Fisheries, Queensland \(daf.qld.gov.au\)](https://daf.qld.gov.au)

Disease Risk

The primary reason that 'Animal Proof' Fencing is required is for the prevention of diseases which are spread by stock such as Goats, Cattle and Pigs, when they are exposed to, or are given access to waste food, or dead animal matter (carcasses).

Some examples of these diseases include (but are not limited to):

- Anthrax
- Botulism
- Foot & Mouth Disease (currently not in Australia)
- Swine Fever (currently not in Australia)

[Refer to attachment 2 and 3.](#)

It is worth noting also, that there is a possibility of animals and humans possibly injuring one-another if they are in close proximity.

The solution which is being proposed is to fence all three existing Landfills in Charleville, Morven and Augathella with 'predator control' or 'cluster fencing' materials. Using cluster fencing will stop access to these sites by all large ungulates (goats, sheep), cattle, as well as dogs and pigs. This will significantly reduce both the disease risk, and the human safety risk associated with large animals accessing the Landfills.

Quotes for the works above have been sought, and staff are confident that all three (3) sites can be fenced completely for a maximum of **\$75,000 GST exclusive (including labour & materials)**.

Consultation

Biosecurity Queensland – Kent Morris, Rebecca Brayley

Department of Natural Resources (Stockroutes) – Jason Rieberger

Stock Routes Supervisor – Blair O'Connor

Local Laws & EHO – Dean Galleagos

Finance Officer – Claire Alexander

Director of Corporate & Regulatory Services

Financial Risks

Low – Accurate quotes have been sourced, and there is a high degree of confidence that all three (3) Landfill sites can be 'animal proof fenced' for a collective cost of **\$75,000**. There is scope to fund this project under the **LRCIP 3 program**.

Environmental Risks

Moderate – if able to access human refuse, in particular food and carcass material, animals can become vectors of significant diseases and pathogens (potentially Anthrax, Botulism, and Foot & Mouth Disease etc).

Social Risk

Moderate – increased interaction between humans and feral animals in such scenarios increases the risk of injury resulting from close contact from aggressive animals (i.e. dogs, pigs, cattle). There is also an elevated risk of transmission of exotic disease between humans and animals, as well as potential for negative media, resulting in a poor image of Murweh Shire with respect to animal welfare, disease risk and waste management.

Legal Risk

Moderate – if Council were to leave fences in an inadequate state, there is potential for future liability claims arising from stock loses to accidents and/or disease caused from exposure to human waste, as Council is currently in breach of the Biosecurity Act. There is also potential for human injury or infection, if coming into direct contact with feral animals.

LINK TO CORPORATE PLAN

- 2.1.1 No loss of life or property, critical infrastructure is protected, and economic impacts are minimised from natural disasters
- 2.3.1 Stakeholders are informed, knowledgeable and committed to implementing effective and strategic biosecurity management of existing infestations and prevent the introduction, establishment and spread of new weeds and pest animals.
- 2.5.1 Refuse removal and disposal services provide the highest standard of quality and efficiency and for human and environmental health

ATTACHMENTS

- 1. **Animals at Landfill**
- 2. **FACT-SHEET-Swill-feeding-its-illegal**
- 3. **fmd-factsheet-industry**

Animal Encroachment at Landfills:

Cattle at Augathella Landfills (September)



Cattle were observed eating green waste and walking in the general waste pit.

Goats in Charleville Landfill enclosure (November 2022)



This mob comprised about 40 goats, the current fence is totally ineffective



FACT SHEET

SWILL FEEDING – IT’S ILLEGAL

Do not feed meat, meat products or anything that has been in contact with meat to pigs

Last reviewed: September 2013

Key Points

- Swill is the traditional name for food scraps or food waste that contains or has come into contact with meat or meat products.
- Swill is a “Prohibited Pig Feed” which means it is illegal to feed it to pigs in all states and territories.
- Swill feeding is illegal because swill can carry exotic diseases that could devastate our livestock industries.
- Feeding food scraps, bakery waste, restaurant waste and untreated used cooking oils is not allowed.
- These rules apply to all pigs including pet pigs and pigs kept on your property for your own consumption.
- To be on the safe side look for quality assured feed and ask your feed supplier for a vendor declaration.
- If you are unsure what you can and can’t feed your pigs, ask your State Department of Primary Industries (DPI) for guidance.

What is Prohibited Pig Feed?

A national definition for Prohibited Pig Feed has now been developed that will apply across Australia.

Prohibited Pig Feed is defined as: *material of mammalian origin, or any substance that has come in contact with this material.*

Put simply, pigs must not be fed or be allowed to eat meat or meat products, or anything that has been in contact with meat or meat products.

This includes food scraps, bakery waste, waste from restaurants and untreated used cooking oils and fats.

These feeding restrictions apply to all pigs including pet pigs and pigs kept on your property for your own consumption.

Are there any exceptions?

Yes. The definition of Prohibited Pig Feed does not include:

- Milk or milk products that are of Australian origin or have been legally imported for stock-feed use in Australia.
- Rendered and commercially manufactured meat meals produced in accordance with the Australian Standard for the Hygienic Rendering of Animal Products.
- Other feed that has been approved in writing by the relevant authority within the State or Territory Government.

If you are unsure what you can and can’t feed your pigs, ask your State Department of Primary Industries for guidance.

If in doubt, don’t feed any food waste to your pigs.

Why is it illegal?

Meat and mammalian material can contain viruses that are not found in Australian livestock. Diseases like Foot-and-Mouth Disease, Classical and African Swine Fever and Transmissible Gastroenteritis can be carried and transmitted by feeding swill to pigs.

An outbreak of Foot-and-Mouth Disease would be disastrous and would likely result in slaughter of many pigs and immediate closure of markets for Australian livestock.

Feeding swill to pigs is believed to have caused the outbreak of Foot-and-Mouth disease in the UK in 2001. Think about how you would feel if you caused an outbreak of Foot-and-Mouth disease in Australia.



What are the penalties?

Strong penalties apply if you are caught doing any of the following:

1. Feeding Prohibited Pig Feed to pigs;
2. Allowing pigs to access Prohibited Pig Feed;
3. Storing Prohibited Pig Feed at a place where one or more pigs are kept;
4. Collecting and or supplying Prohibited Pig Feed to be fed to pigs.

Penalties may extend to anyone who is aware that pigs are being fed Prohibited Pig Feed.

These rules apply to all pigs including pet pigs and pigs for your own consumption.

If you suspect pigs are being fed Prohibited Pig Feed, call your State DPI or the Emergency Disease Watch Hotline on 1800 675 888.

What is safe to feed to pigs?

Look for quality assured feed

When purchasing feed, be on the safe side and look for feeds that have been prepared under a quality assurance program such as FeedSafe®. For a list of FeedSafe® accredited feed suppliers see the SFMCA website: www.sfmca.com.au, or ask your feed supplier if they are accredited.

Ask for a vendor declaration

Be sure to request a vendor declaration from your feed supplier and/or your feed ingredient supplier when you purchase feed so you have documentation to show that your pigs have not been fed anything contaminated with substances that may be of concern to markets for pigs.

If you notice any unusual symptoms in your pigs that you think could be an emergency animal disease, be on the safe side and report it immediately to: **Emergency Animal Disease Watch Hotline: 1800 675 888**

Further information

For more information on livestock disease control regulations in your state, contact your State's DPI. See also the State DPI information on swill feeding available at the following links:

- NSW DPI – Ph: 1800 808 095
http://www.dpi.nsw.gov.au/_data/assets/pdf_file/0019/163414/Swill-feeding-637.pdf
- VIC DPI – Ph: 136 186
<http://www.dpi.vic.gov.au/agriculture/animals-and-livestock/pigs/pig-health-and-welfare/swill-feeding-banned>
- DAFF QLD - Ph: 13 25 23
<http://www.daff.qld.gov.au/animal-industries/animal-health-and-diseases/protect-your-animals/swill-feeding>
- DPIPWE (TAS) - Ph: (03) 6336 5306
<http://www.dpiw.tas.gov.au/inter.nsf/~/WebPages/EGIL-SFDUNS?open>
- NT DPI - Ph: (08) 8999 5511
http://www.nt.gov.au/d/Content/File/p/Anim_Man/602.pdf
- DAFWA (WA) - Ph: (08) 9368 3333
http://www.agric.wa.gov.au/PC_92819.html
- PIRSA (SA) - Ph: (08) 8226 0995
http://www.pir.sa.gov.au/biosecuritysa/animalhealth/cattle/health_and_disease_management/controls_on_feeding_livestock
- See also the Farm Biosecurity website:
<http://www.farmbiosecurity.com.au/swill-feeding-is-banned-for-good-reason-time-to-check-your-compliance/>

Acknowledgements

This fact sheet has been developed by APL, based on information provided by Australian Pig Veterinarians (a Special Interest Group of the Australian Veterinary Association) for the Inter Government Working Group on Foot and Mouth Disease, April 2013;

Information on swill feeding published by each state's DPI was also considered in the development of this factsheet.

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warranty, or representation, with respect to the accuracy or currency of the publication, any future matter or as to the value of or demand for any good.



July 2022

Foot-and-mouth disease: a threat to Australian livestock

FMD at a glance

- Foot-and-mouth disease (FMD) is a potentially devastating disease that can affect cattle, sheep, pigs and other cloven hoof animals.
- Look out for symptoms in livestock such as fever, drooling, blisters and reluctance to move.
- Report any signs of illness immediately by calling **1800 675 888** or your local vet.
- Protect your farm now with good biosecurity practices. This includes looking for mud, manure and mucus on footwear, clothing and equipment of anyone who visits your farm.

For more information visit: agriculture.gov.au/footandmouthdisease

Foot-and-mouth disease (FMD) is a highly contagious disease affecting all cloven hoof animals – cattle, pigs, sheep, buffalo, deer, camels, alpacas, llamas and goats. Horses are not affected by FMD.

Since May 2022 we have been monitoring an outbreak of FMD in Indonesia, including the tourist destination Bali.

FMD could enter Australia through meat, dairy products, contaminated soil, untreated hides, and on vehicles and equipment that have been in contact with infected animals. This includes contaminated material on clothing and footwear.

While there is no human health threat from the disease, if FMD enters Australia there will be severe consequences for animal health and the trade of Australian meat and livestock.

Australia has detailed response plans and arrangements in place to deal with FMD. So far, we have reviewed import permits for animal products from Indonesia that may carry FMD and have suspended those of concern. We have heightened awareness at borders, including increased vigilance around traveller flights arriving from Indonesia.

We are strictly checking for contaminated equipment and clothing, as well as all animal products brought in by travellers. We are also assisting Indonesia to help control the disease, including by supplying vaccines to Indonesian livestock producers.

Good farm biosecurity is a critical layer of defence – if FMD does get across the border it can still be stopped from reaching our livestock. All Australian livestock owners should know how to protect their livestock and properties from the disease, and the signs and symptoms of FMD, how to report it.

Department of Agriculture, Fisheries and Forestry

1

Summary of amendments to the Draft Export Control (Meat and Meat Products) Rules 2020

Protection

To prepare and protect your animals:

- maintain strong biosecurity measures on your property, including keeping accurate records of visitors and livestock movements
- don't allow people who have visited FMD infected areas within the last 7 days to visit your farm or handle your livestock
- ensure all footwear, clothing and equipment of anyone visiting your property is free of mud, animal manure and mucus
- don't feed meat, animal products or imported dairy goods to livestock – this is actually an illegal practice throughout Australia as it can cause many illnesses in livestock animals.

For free farm biosecurity advice and resources visit **farmbiosecurity.com.au**

Reporting and symptoms

If your animals show signs of FMD, you must report it immediately.

Call the **Emergency Animal Disease Watch Hotline** on **1800 675 888**, or your local veterinarian.

Keep an eye out for:

- fever
- drooling and excessive salivation
- reluctance to move
- blisters on the mouth, snout, tongue, lips or between and above the hooves. Blisters may be intact or rupture – exposing raw tissue and causing pain.

Keep up to date

The situation is rapidly changing. Keep up to date by visiting:
agriculture.gov.au/footandmouthdisease

10.6 PERIODIC POLICY REVIEW AND AMENDMENT

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

RECOMMENDATION

That Council That pursuant to Chapter 5 Parts 4, 5 and 6 of the Local Government Regulation (Qld) 2012, Council adopt 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:

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

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.

In this instance, the majority of Finance Policies require minimal amendment as detailed in the recommendation, however, Council’s Revenue Policy should be extended to include the formal process for “Recovery of Overdue Rates and Charges”. Doing so will ensure a defined and documented process is followed in relation to the collection of outstanding accounts and the expectancy around that in relation to a reduced level of overdue Rates and Charges.

According to the data collected, Murweh Shire Council’s level of Rate Arrears has remained consistently high when compared to Councils with a similar rate base and/or operational level.

The following information is provided to assist Council to understand the reasoning behind the proposed amendment:

Council	2013_14	2014_15	2015_16	2016_17	2017_18	2018_19	2019_20	2020_21
Paroo Shire Council	9%	9%	11%	12%	12%	14%		18%
Murweh Shire Council	11%	13%	13%	14%	16%	18%	17%	15%
Quilpie Shire Council	9%	10%	2%	3%	3%	8%	11%	14%
Flinders Shire Council	6%	7%	10%	11%	12%	9%	11%	12%
Barcardine Regional Council	9%	10%	12%	10%	10%	12%	14%	9%
Longreach Regional Council	8%	9%	9%	11%	10%	12%	10%	8%
Maranoa Regional Council	5%	5%	10%	12%	10%	8%	9%	8%
Balonne Shire Council	6%	4%	3%	4%	3%	4%	4%	8%
Winton Shire Council	7%	8%	8%	7%	9%	5%	7%	7%
Barcoo Shire Council	4%	8%	9%	8%	9%	11%	9%	6%
Blackall-Tambo Regional Council	0%	1%	2%	2%	3%	3%	6%	4%
McKinlay Shire Council	5%	7%	9%	6%	8%	12%	6%	4%
Bulloo Shire Council	2%	2%	2%	2%	1%	1%	0%	1%

Financial information	
	Rates arrears ratio
Objective:	The rates arrears ratio shows the percentage of rates outstanding and consequently the effectiveness of a council's collection of rates and charges.
Formula:	$\frac{\text{Trade and other receivables (Rate Revenue \& Utility Charges + Water Charges not yet Levied)}}{\text{Total Net Rates}}$
Explanatory information:	Higher levels of rate arrears may be the result of many factors, including financial hardship in the area or policy towards ratepayers experiencing financial problems.

Data is from the Department's website, click on this link to see more: [Local Government Comparative Reports | Department of Local Government, Racing and Multicultural Affairs \(dlgrma.qld.gov.au\)](https://dlgrma.qld.gov.au)

Sum of Arrears Est. \$	Year					
Council	2015_16	2016_17	2017_18	2018_19	2019_20	2020_21
Murweh Shire Council	\$783,000	\$861,000	\$1,034,000	\$1,191,000	\$1,094,000	\$995,000
Longreach Regional Council	\$771,000	\$979,000	\$931,000	\$1,222,000	\$1,033,903	\$884,000
Balonne Shire Council	\$252,000	\$361,000	\$289,000	\$407,000	\$401,985	\$764,000
Quilpie Shire Council	\$92,000	\$125,000	\$158,000	\$411,000	\$545,000	\$752,000
Paroo Shire Council	\$400,000	\$444,000	\$452,000	\$543,000	\$0	\$724,000
Barcaldine Regional Council	\$741,000	\$624,000	\$642,000	\$796,000	\$893,000	\$589,000
Flinders Shire Council	\$364,000	\$389,000	\$451,000	\$376,000	\$501,000	\$524,000
Winton Shire Council	\$290,000	\$250,000	\$324,000	\$200,000	\$292,000	\$291,000
Blackall-Tambo Regional Council	\$101,000	\$97,000	\$122,000	\$135,000	\$304,000	\$210,000
McKinlay Shire Council	\$253,000	\$158,000	\$228,000	\$362,000	\$173,000	\$123,000
Barcoo Shire Council	\$102,000	\$93,000	\$101,000	\$139,000	\$120,000	\$81,000
Bulloo Shire Council	\$93,021	\$79,000	\$68,000	\$43,000	\$24,000	\$47,000

From Council's reports Rate Arrears as at 30/09/22 was \$ 1074268

It is important to compare like for like. Councils such as Bulloo have significant Resource Sector ratings and consequently the ability for the Ratepayer to pay is much higher.

Extracts from Murweh Shire Council's Revenue Policy:

Recovery of Rates and Charges

6.2 Recovery of rates and charges Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- *transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;*
- *making the processes used to recover outstanding rates and charges clear, simple to FIN-002 Ver.06 April 2022 Review Date: April 2023 Page 3 of 7 administer and cost effective;*
- *capacity to pay in determining appropriate arrangements for different sectors of the community;*
- *equity by having regard to providing the same treatment for ratepayers with similar circumstances; and*
- *flexibility by responding where necessary to changes in the local economy.*

Recovery Fees

6.4 Cost Recovery Fees Section 97 of the Local Government Act 2009 allows Council to set cost-recovery fees. The Council recognises the validity of fully imposing the user pays principle for its cost recovery fees unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals. This is considered to be the most equitable approach and is founded on the basis that the Council's rating base cannot subsidise the specific users or clients of Council's regulatory products and services. However, in setting its cost recovery fees, Council will be cognizant of the requirement that such a fee must be not more than the cost to Council of providing the service or taking the action to-which the fee applies.

6.5 Policy amendment to be included in this section -Overdue Rates and Charges Recovery Process***Extract from Murweh Shire Council's Revenue Statement:*****9. Administration**

9.1 Issue of Rates and Charges will be levied half yearly by a notice generally issued in August or September and February or March each financial year.

Info request forwarded to the Rates Officer Friday 21st October,2022-Responses below:

What is the frequency for sending out reminder and final notices?

1. **30 days** after due date of notice a reminder letter is sent out.
2. **60 days** after due date of notice a second letter is sent out advising if payment or an acceptable arrangement not received **within 30 days**, debt will be referred to Councils Collection Agent.
3. Rates that remain outstanding in excess of 3 years will be referred to Councils Solicitor to instigate Sales of Land proceedings.

Comment- The present (90-day strategy) being utilised has the potential to delay the recovery process for an additional 68 days. Not only is there no affirmative recovery action for a significant time it also becomes far more difficult for the current and overdue charges to be paid by instalment as the time left to pay before the next levy is considerably shortened making weekly/fortnightly/monthly repayments much higher and consequently increasing the risk of default.

Is there a formal debt recovery strategy or do you simply determine when follow up happens?

(If formal please attach a copy to your return email)

I had a copy a copy of the recovery policy when I was working in Charleville Office however I have been unable to locate it on the system. I have asked Jill to have a look for me.

Comment- Refer to recommendation for Policy amendment

Do you have any thoughts/opinions as to why Rate arrears remain higher comparatively (in % terms) than similar Councils?

During the period the area was impacted by the COVID requirements the process was paused and no referrals for collection or Sale of Land were made.

Sale of Land for Arrears is currently underway for this year.

Comment- The issue has been ongoing and needing attention pre and post Covid impacts

In your opinion, is Council's present debt recovery process effective, too formal, not formal enough, needs change?

The process of 30 and 60 day reminders and referral for collection is what I have seen at the Councils I have worked at.

The process for putting in place a payment arrangement however is far too formal, time consuming and ineffective.

The rate system we are using has a good arrangements facility however this has never been implemented. I would like to start using it this year however to do so the application for arrangement needs to be completed on an application form setting out the requirements for acceptance, the amount and the frequency of payments.

Comment- A formalised payment arrangement application should be utilised for a targeted and consistent approach to instalment arrangements

Extract from Qld Audit Office Report No.17-2017-18

Managing local government Rates and Charges

Recommendations to all Qld Councils

9. Train staff on all relevant requirements in the Local Government Regulation 2012*, and on **better practice debt collection techniques** (Chapter 4).

Extract-Barcoo Shire Council Rates Recovery Policy

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- Capacity to pay in determining appropriate arrangements for different sectors of the community;
- Equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- Flexibility by responding where necessary to changes in the local economy.

An overdue rate is an amount of a rate payable to a local government that remains unpaid at the end of the period specified in the rate notice as the period within which the amount of the rate is payable, (including any amount of interest on the rate). With due regard for financial hardship, Council shall actively pursue the collection of outstanding rates and charges. Standard Performance

- Where there has been no movement on an account or an instalment plan has defaulted Council may refer overdue rates to a mercantile agent or a solicitor for recovery.
- Generally an account will not be referred for external recovery action unless it is \$500.00 or greater in value.
- Council may negotiate payment plans for any debt that may be referred to an external recovery agent.

Extract- McKinlay Shire Council Revenue Policy

3.5 Cost Recovery Methods In accordance with the Local Government Act 2009 Section 97, Council may under a Local Law or by resolution fix a cost-recovery fee. Council will apply, as a minimum and as far as practicable, the principle of full cost recovery (including overheads) in setting charges for services and facilities. Council may give consideration to charging at less than the full cost of the service / facility when it considers it appropriate to do so in order to achieve social, economic, environmental or other corporate goals.

Extract-Balonne Shire Council-Recovery of Overdue Rates and Charges Policy

3.2 Recovery actions – overdue rates & charges

3.2.1 At 14 days after expiration of the discount period, a Reminder Letter is to be sent advising rates are overdue and offering the Rate Payer the option to set up an acceptable Payment Arrangement. The letter also advises the ratepayer that if they fail to pay outstanding rates or enter an acceptable Payment Arrangement with Council within 14 days from the date of this letter then Council will refer the unpaid rates for debt recovery.

3.2.2 At 14 days after the Reminder Letter has been sent, all outstanding rates \$900.00 and over are to be referred to Council's Debt Recovery Agency Recoveries & Reconstruction (Aust) Pty Ltd for the issuing of Letter of Demand. Document No. 568865 Version No.3 Date of Adoption: 21/10/2021 Authorised by Council resolution Page 2 of 5 Rate Recovery Council Policy

3.2.3 Council shall proceed with legal recovery action against any Property Owner who has not satisfactorily responded to any Notices previously sent, by issuing a Claim that will be served on the Property Owner. Further action will proceed as outlined in the Collection Process Flowchart.

3.2.4 Further action is suspended at any point in the process up to gaining of judgment if:

- payment is made in full;
- the ratepayer enters into and maintains an approved payment arrangement.

3.2.5

Reminder Letter will not be issued to: • Property Owners with an outstanding balance of less than \$50.00. • Property Owners who are maintaining an approved payment arrangement. • Property Owners against whom a form of legal action has commenced. • Property Owners who have lodged a formal Notice of Objection or have advised Council of a formal dispute regarding their most recent notice of Rates and Charges. 3.2.6 Council has determined to sell the land for recovery of outstanding rates and charges that are in arrears for at least: • 3 months in relation to mining claim rates and charges • 1 year in relation to vacant land or land used only for commercial purposes, and judgment has been obtained for overdue rates and charges • 3 years for all other land and overdue rates and charges on properties not listed above.

Extract-Blackall-Tambo Shire Council-Recovery of Overdue Rates and Charges

Policy principles used for the Recovery of Rates and Charges- Council will exercise its rate recovery powers to reduce the overall rate burden on ratepayers. It will be guided by the principles of: • Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations; • Making the processes used by Council to recover outstanding rates and charges clear, simple to administer and cost effective; • Capacity to pay in determining appropriate arrangements for different sectors of the community; • Equity by having regard to providing the same treatment for ratepayers with similar circumstances; and • Flexibility by responding where necessary to changes in the local economy.

Extract-Bulloo Shire Council-Recovery of Overdue Rates and Charges Policy

3.2.3 Recovery of Rates and Charges 3.2.3.1 Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of: 3.2.3.1.1 Transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations; 3.2.3.1.2 Making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective; 3.2.3.1.3 Equity having regard to capacity to pay in determining appropriate arrangements for different sectors of the community; 3.2.3.1.4 Providing the same treatment for ratepayers with similar circumstances; and 3.2.3.1.5 Flexibility by responding where necessary to changes in the local economy and environmental conditions (including recovery from drought).

Forming part of the proposed resolution of Council- Overdue Rates and Charges Recovery Process (including process flowchart) be added to the existing Revenue Policy (FIN-002) as Item 6.5:

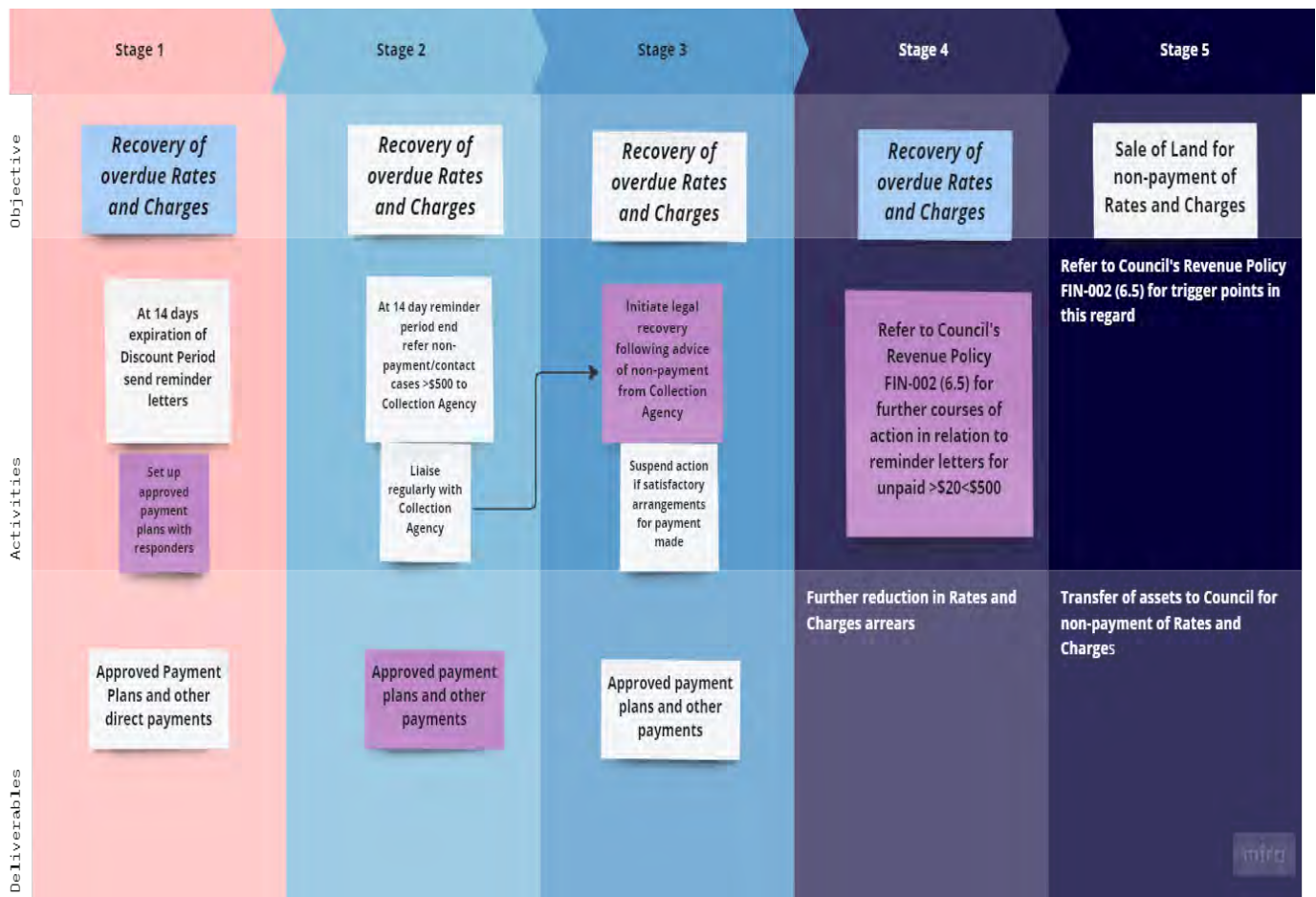
1. At 14 days after expiration of the Discount Period, a reminder letter is to be sent advising Rates and Charges are overdue and offering the Rate Payer the option to set up an acceptable payment arrangement. **The approved payment arrangement must ensure the current outstanding Rates and Charges are paid in full prior to issue of the next levy.**
2. The abovementioned letter shall also advise that failure to enter a satisfactory Payment Arrangement with Council within the given 14-day period will result in immediate referral of the outstanding amount for Debt Recovery action,
3. Following expiration of the 14-day period all outstanding Rates and Charges with a value of **\$500 or over** which are not party to an accepted repayment plan or have not had contact with Council in terms of setting one up shall be referred to Council's Debt Recovery Agency who shall issue a "Letter of Demand",
4. Council shall proceed with legal recovery action against any property owner **who has not satisfactorily communicated with Council in terms of responding to the notices sent,**
5. Further action be suspended up to the point of judgement in the event: (a) payment is made in full, or (b) the ratepayer enters and maintains an approved payment arrangement,
6. Reminder letters **will not be issued to:** (a) Property owners with an outstanding balance of **less than \$20**; (b) Property owners who are satisfactorily maintaining an approved

payment arrangement; (c) Property owners against whom a form of legal action has already commenced; (d) Property owners who have lodged a formal notice of objection or have advised Council of a formal dispute regarding their most recent notice of Rates and Charges,

7. Council has resolved to sell the land for the recovery of overdue Rates and Charges that are in arrears for at least (a) 3 months in relation to Mining Claims; (b) 1 year in relation to Vacant Land or land used for Commercial purposes, and judgement has been obtained for overdue Rates and Charges and (c) 3 years for all other land and overdue rates and charges on properties not listed above.

Example – Overdue Rates and Charges Recovery Process Flow Chart

The model utilised would be at the discretion of the CEO and Manager of Corporate Services and Regulatory



Financial Risks

Expected reduction of Overdue Rates and Charges

Social Risk

Formal process may cause an element of financial hardship and/or distress to those Property Owners unable to pay their outstanding Rates and Charges account.

Consultation

- Accountant,
- Rates Officer,
- Acting CEO

Recommendation- It is recommended Council approve the review and amendment of the Policies as scheduled hereunder and support the proposed resolution in relation to same:

<u>Policy Name</u>	<u>Policy No.</u>	<u>Amendment details</u>
Revenue	FIN-002	Addition of Item (6.5) as detailed within the report
Advertising	FIN-005	Review completed-no amendment required
Community Grants	FIN-012	Addition as Point 3 on page 2- "Declaration required that the person making the application has the relevant approval of the Applicant Organisation to do so on its behalf"
Financial Delegation	FIN-013	Updated Officer Title and Name Schedules (Page 2)
Related Party Disclosure	GOV-002	Amend Part 4 to include Accountant, Director of Economic Development and Tourism, HR Manager, Senior Works Supervisor, Asset Engineer
Public Interest Disclosure	GOV-006	Amend Page 3 – Relevant Legislation to read: Public Interest Disclosure Act 2010 (the Act) Local Government Act 2009 (Qld) Local Government Regulation 2012 (Qld) -Insert Crime and Corruption Act 2001-amend name Public Sector Ethics Act 1994 Amend Page 5 to "Crime and Corruption Act 2001" Amend Page 5 to read "Officer" not Office Amend Page 6 to "Crime and Corruption Commission"

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. **FIN-002 Revenue Policy**
- 2. **FIN-005 Advertising Policy**
- 3. **FIN-012 Community Grants Policy**
- 4. **FIN-013 Financial Delegation Nov 22**
- 5. **GOV-002 Related Party Disclosure Policy**
- 6. **GOV-006 Public Interest Disclosure Policy**

 <div style="text-align: center;"> <h2 style="margin: 0;">Murweh Shire Council</h2> <h1 style="margin: 0;">Revenue Policy</h1> </div>			
Policy No:	FIN-002	Date adopted:	May 2022
Council Resolution Ref:	Folio:	Review Date:	April 2023
Responsible Officer:	Director of Corporate Services	Version No:	6

1. Legislative Authority

Local Government Act 2009
 Local Government Regulation 2012

2. Commencement of Policy

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

3. Introduction

Under the *Local Government Regulation 2012*(section 193) Council is required to prepare Revenue Policy each year. The Revenue Policy is intended to be a strategic document. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue. This Revenue Policy will be of interest to ratepayers, federal and state departments, community groups and other interested parties seeking to understand the revenue policies and practices of Council.

4. Purpose

The purpose of the policy is to identify the planning framework within which Council operates and to set out the principles used by Council for:

- Making of rates and charges;
- Levying of rates;
- Recovery of overdue rates and charges; and
- Concessions for rates and charges and
- Cost recovery methods

5. Planning Framework

The *Local Government Act 2009* sets a general planning framework within which Council must operate. There are a number of elements to the planning framework including the preparation and adoption of a Corporate Plan and Operational Plan. Section 169 (2) of the Regulation also requires each local government to adopt a Revenue Statement as part of its annual budget.

Council considers that the best way of setting its revenue objectives, and to achieve them, is to effectively plan through each of the elements of the planning framework. The revenue policy effectively cascades down through the Corporate Plan. Council’s Corporate Plan sets

out its corporate objectives. This will be achieved by maintenance of Council's existing revenue sources through the following strategies:

- Maintaining an equitable system of rating and charging through annual review of the rating and charging structure; and
- Maximising other revenue sources, grants and subsidies.

6. Principles

In general Council will be guided by the principle of user pays in the making of rates and charges so as to minimise the impact of rating on the efficiency of the local economy. However, Council provides services that are not fully cost recoverable but are deemed to be provided as a Community Service Obligation and are cross subsidised, any subsidy will be in accordance with Council's Community Service Obligation Policy.

Council will also have regard to the principles of:

- transparency in the making of rates and charges;
- having in place a rating regime that is simple and inexpensive to administer;
- equity by taking account of the different levels of capacity to pay within the local community;
- responsibility in achieving the objectives, actions and strategies in Council's Corporate and Operational Plans;
- flexibility to take account of changes in the local economy, adverse seasonal conditions and extraordinary circumstances;
- maintaining valuation relativities within the shire;
- maintaining shire services to an appropriate standard;
- meeting the needs and expectations of the general community; and
- assessing availability of other revenue sources.

6.1 Levy of rates

In levying rates Council will apply the principles of:

- making clear what is the Councils and each ratepayers responsibility to the rating system;
- making the levying system simple and inexpensive to administer;
- timing the levy of rates to take into account the financial cycle of local economic activity, in order to assist smooth running of the local economy; and
- equity through flexible payment arrangements for ratepayers with a lower capacity to pay.

6.2 Recovery of rates and charges

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- making the processes used to recover outstanding rates and charges clear, simple to

administer and cost effective;

- capacity to pay in determining appropriate arrangements for different sectors of the community;
- equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- flexibility by responding where necessary to changes in the local economy.

6.3 Concessions for rates and charges

In considering the application of concessions, Council will be guided by the principles of:

- equity by having regard to the different levels of capacity to pay within the local community,
- the same treatment for ratepayers with similar circumstances;
- transparency by making clear the requirements necessary to receive concessions, and
- flexibility to allow Council to respond to local economic issues, adverse seasonal conditions and extraordinary circumstances; and
- fairness in considering the provision of community service concessions.

6.4 Cost Recovery Fees

Section 97 of the *Local Government Act 2009* allows Council to set cost-recovery fees. The Council recognises the validity of fully imposing the user pays principle for its cost recovery fees unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals. This is considered to be the most equitable approach and is founded on the basis that the Council's rating base cannot subsidise the specific users or clients of Council's regulatory products and services. However, in setting its cost recovery fees, Council will be cognizant of the requirement that such a fee must be not more than the cost to Council of providing the service or taking the action to which the fee applies.

6.5 Overdue Rates & Charges Recovery Process

1. At 14 days after expiration of the Discount Period, a reminder letter is to be sent advising Rates and Charges are overdue and offering the Rate Payer the option to set up an acceptable payment arrangement. The approved payment arrangement must ensure the current outstanding Rates and Charges are paid in full prior to issue of the next levy,
2. The abovementioned letter shall also advise that failure to enter a satisfactory Payment Arrangement with Council within the given 14-day period will result in immediate referral of the outstanding amount for Debt Recovery action,
3. Following expiration of the 14-day period all outstanding Rates and Charges with a value of \$500 or over which are not party to an accepted repayment plan or have not had contact with Council in terms of setting one up shall be referred to Council's Debt Recovery Agency who shall issue a "Letter of Demand",
4. Council shall proceed with legal recovery action against any property owner who has not satisfactorily communicated with Council in terms of responding to the notices sent,
5. Further action be suspended up to the point of judgement in the event: (a) payment is made in full, or (b) the ratepayer enters and maintains an approved payment arrangement,
6. Reminder letters will not be issued to: (a) Property owners with an outstanding balance of less than \$20; (b) Property owners who are satisfactorily maintaining an approved payment arrangement; (c) Property owners against whom a form of legal action has already commenced; (d) Property owners who have lodged a formal notice of objection or have advised Council of a formal dispute regarding their most recent notice of Rates and Charges,

7. Council has resolved to sell the land for the recovery of overdue Rates and Charges that are in arrears for at least (a) 3 months in relation to Mining Claims; (b) 1 year in relation to Vacant Land or land used for Commercial purposes, and judgement has been obtained for overdue Rates and Charges and (c) 3 years for all other land and overdue rates and charges on properties not listed above.

7. Community Service Obligations

7.1 Policy on Community Service Obligations

Council recognises the need to provide a range of services to their communities which are resourced from general revenues and which are in the nature of public services undertaken for valid social, equitable or environmental reasons. Accordingly, Council resolves to adopt the following policies in relation to its community service obligations.

7.2 Sport, Recreation and Community Facilities

Council believes that the provision of sporting and recreational facilities for use by organisations or the public in general is a community service reflecting community expectations of an appropriate use of general funding.

The costs of provision and maintenance of such facilities cannot be recovered on a full cost basis from users nor would that be in the community's best interests. The treatment in each case has been identified below. This policy decision encourages participation and a healthier community lifestyle and recognises the fact that many community members have an involvement in a number of sporting and recreation associations and contribute considerable time and effort.

7.3 Halls and Community Centres

The maintenance and depreciation on Council's halls and community centres ensures they are available for community functions such as memorial services, commemorative occasions, public meetings and meeting places for special non-profit interest groups, as well as being available for hire to schools, sporting, businesses, entertainment and social functions. To encourage greater use of all facilities and to foster junior sporting and recreational pursuits, Council has undertaken not to charge junior representatives for use of these facilities. An apportionment of costs will be made to ensure that the charges levied on senior (adult) and other interest groups reflects the apportionment of the common costs (above), as well as the direct costs of lighting, cleaning, staffing and the provision of consumables.

7.4 Stock Routes

Operation and maintenance of an extensive stock route network throughout the Shire is undertaken by Council on behalf of the Department of Environment and Resource Management. These stock routes were first established prior to Federation in the mid-1800s providing an essential route between watering holes for travelling stock. Over time they have not only provided a much needed facility for the rural landholders but now provide ready access for recreational pursuits for the fishing enthusiast.

Council believes that these facilities used by the general public are a community service which reflects community expectations of an appropriate use of general funding. This policy

decision encourages participation and a healthier community lifestyle and recognises the fact that many community members have an involvement in a number of sporting and recreational pursuits. The costs of operation and maintenance of such facilities cannot be recovered on a full cost basis from users nor would that be in the community's best interests and are identified as a CSO.

7.5 Cemeteries

The costs of burials at the cemetery will be recovered in full from the fee charged. This fee will also offset part of the costs of grounds maintenance and the tending of gravesites. The community as a whole has an ongoing obligation to care for cemeteries as a mark of respect for its previous generations. Those costs are identified as a CSO.

7.6 Television

Council provides relay facilities for the transmission of four channels to the Shire area to overcome a "blackspot" deficiency in reception quality. A user pays charge for the operation and use of this would be impractical. Access to quality television, whilst not a basic function of local government, is nonetheless a community expectation. These costs are therefore treated as a CSO.

7.7 Showgrounds

The showgrounds incorporate a sports oval and indoor sporting amenities. It also has an extensive canteen and kitchen. In addition to its annual use by the Show Society, the show grounds are used by sporting clubs regularly and for catering functions, with senior (adult) participants being charged for use. The charging of fees and bonds for sporting clubs ensures the facilities are properly maintained however to encourage greater use of all facilities and to foster junior sporting and recreational pursuits, Council has undertaken not to charge junior representatives for use of these facilities. The annual show represents an opportunity for the Shire to showcase its products, services and talents to the world in a way that fosters trade, commerce and entertainment. To ensure maximum community participation, the fee is set at a nominal amount. The balance of the attributable costs in maintaining and upgrading facilities at the show grounds are to be treated as a CSO.

7.8 Racecourse

The racecourse was built with special purpose grant funding and incorporates a community hall. Revenue comes from race meeting fees, stabling fees and various meetings and functions. The community hall has largely replaced the town hall in terms of utilisation and the costs for upkeep of the community hall and racecourse excluding hire service fees is treated as a CSO.

The racecourse complex was built through grant funding. Running expenses are met by the Council but it is envisaged that any substantial replacement works would also only be undertaken if grant funding were available.

7.9 Swimming Pool

No swimming pool is self-funding. Patrons, including schools, clubs and other participating organisations, are charged a nominal fee which encourages use of the facility and promotes water safety. This fee is established by the resident lessee and approved by Council. All fees and receipts from the operation of the canteen are retained by the lessee. Whilst the Charleville pool is leased for operating, training and promotional purposes, Council is responsible for all maintenance expenditure. Council treats as a CSO, costs which amount to 90% of the benchmark for the operation of a 50 metre pool in Western Queensland.

7.10 Aged Care

Council runs an accredited aged care facility, which raises funds for its operations through government grants, contributions and rentals charged to its guests. These rentals have been established based on similar facilities in Central Queensland offering a comparable level of service, as well as the reasonable capacity of individuals or families to pay.

A rigorous application of full cost allocations has not previously been undertaken for this facility and there are issues to be addressed in relation to the maintenance and sustainability of existing infrastructure. Council recognises that costs may rise but it also recognises a higher order of community benefit.

Council believes that its older citizens should have the right to choose to remain in their own community so that they may enjoy quality of life in later years from contact with family and friends and in familiar surroundings. It benefits both the individual and the community at large.

Therefore, Council will meet, out of general rate funding, a proportion of the costs of operating the aged care facility where this is not recovered from government grants, contributions or rentals. The proportion, or absolute amount, will be established each year during the budget process and will be recognised as a CSO.

7.11 Water Supply

Metering of all residential, commercial and industrial users is being undertaken by the Council to ensure that usage is correctly monitored. While the water supply system as a whole is intended to be self-funding, there is some cross subsidy between the operations of the separate town systems. This will be identified and quantified in the budget documents. In relation to Fire Brigade usage for firefighting purposes, Council regards the provision of the water as a CSO.

7.12 Aerodromes

Council maintains three airstrips within the Shire – Augathella, Morven and Charleville. Apart from irregular use by the Royal Flying Doctor Service (RFDS) and emergency services, Augathella and Morven strips are only used occasionally by local graziers and there are no hangers or lockdown areas. Consequently, no charges apply at these airstrips either for annual usage or for landing fees. Council does not intend to change this policy nor does it intend to levy those communities separately for the costs of maintaining the facilities. It is Council's view that a wider

community service is involved given the nature of its principal purpose, and that the costs should be borne by all ratepayers.

Charleville aerodrome is in a different category. It is the major air link for the Shire. A new terminal building was opened in April 2017. Whilst the present fee structure does not recover the full operating and maintenance costs of the aerodrome, it has been developed to reflect the relative uses by the different categories of user. For instance: Concessional rates apply to the RFDS and to flying schools which practice touchdowns on the strip. Local aircraft owning ratepayers pay an annual charge which includes an adjustment for landing fees. Helicopter musterers pay a reduced annual fee including landing fee adjustment because of the reduced use of the runway. In addition to fees for landing rights, passenger fees and a head tax are levied on Registered Passenger Transport (RPT). Rentals are levied for hangers and lockdown areas to cover use of space and facilities. Council believes that, with the exceptions outlined below, users should pay their full share of the aerodrome costs. In relation to the RFDS, Council will reduce the full costs in recognition of the special services offered to the people of the Shire. The costs of the upkeep of Morven and Augathella airstrips will be met from general funding. These will be recognised as community service obligations of Council.

7.13 Refuse Management

One of Council's strategic objectives is the promotion of a clean and healthy environment and it has instituted several initiatives to further this objective. Council is actively encouraging the use of greenways (reusing green waste) and recycling through publications and community promotions. All refuse tips are free to householders for the disposal of normal rubbish. Use of the services of an oil collection agency is encouraged. Substantial EPA fines apply for illegal dumping. Council levies charges for industrial waste and excessive volumes of disposal by individuals. Fees for these will reflect the appropriate portion of the real costs of disposal. Council will continue, in accordance with its corporate policy, to subsidise the operations of its refuse tips and will treat these as a community service obligation. It is noted that the operation of town garbage services will continue on a cost recovery basis.

7.14 Tourism Facilities

Charleville Cosmos Centre (ex Skywatch facility) is an important tourism facility for Charleville and the Shire becoming a significant tourist attraction in South West Queensland. The volume of visitors is not yet sufficient to recover costs and it is envisaged that this situation will prevail until the full effect of the major marketing initiatives are achieved. A major refurbishment in 2017 was completed in that year.

Cosmos Planetarium was completed in late 2019. This is an educational and tourist attraction which is now operational and open to visitors. It is planned that in the future it's operating and maintenance costs will be covered by entry fees collection.

World War II Precinct opened in 2021. This facility is expected to bring visitors to the Shire, both domestic and international visitors. As 2021 is the first year of operations of the precinct, proceeds from entry fees and other income may not fully cover operational costs.

5. Variations

Murweh Shire Council reserves the right to vary, replace or terminate this policy from time to time.

6. Audit and Review

This policy shall be reviewed every year or as required by changes to process of legislation, relevant Standards and industry best practice.

 <div style="text-align: center;"> <h2>Murweh Shire Council</h2> <h1>Advertising Policy</h1> </div>			
Policy No:	FIN-005	Date adopted:	
Council Resolution Ref:		Review Date:	Nov 2025
Responsible Officer:	Director of Corporate Services	Version No:	1

1. Purpose

This policy is made in accordance with the *Local Government Regulation 2012 S197*.

2. Commencement of Policy

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

3. Application

Council funds are to be expended on the following types of advertising:

- a) Advertising for staff to fill vacancies in the Council’s organisation.
- b) Tenders for the disposal of assets, or for the supply of goods and/ or services to Council.
- c) Statutory notices (i.e. public notices required by statute to be published).
- d) Promotional advertising to promote the Cosmos Centre and to promote tourism and business opportunities within the district and region.

Advertising to fill staff vacancies is to be placed as follows:

- a) Some vacancies may initially be advertised internally in accordance with Council’s policy on Employment.
- b) When staff vacancies are advertised externally, the minimum advertising shall be local advertising.
- c) The Chief Executive Officer shall determine if any additional advertising is to be placed in respect of each staff vacancy. Depending on the nature of the position, the Chief Executive Officer may determine that the vacancy shall be advertised via one or more of the following methods.
 - By advertising in various newspapers circulating in Regional South West Queensland.
 - By advertising in the Brisbane Courier Mail and/ or other major metropolitan newspaper.
 - By advertising in industry specific journals and professional journals appropriate to the position to be filled.
 - By advertising on various industry specific or professional websites.
 - By advertising on social media sites appropriate to the area.

Advertising for tenders shall be as follows:

- a) Local advertising is to be the minimum advertising for any tenders.
- b) Where there are not likely to be any local suppliers for the goods or services required or suppliers for the particular local service to establish a local competitive market for that good or service, the Chief Executive Officer or his delegate may determine to advertise in one or more regional newspapers circulating in South West Queensland, in the Brisbane Courier Mail, or in such trade or professional journals appropriate to the goods or service to which the tender relates.
- c) The Chief Executive Officer or his delegate may determine to advertise the tender on appropriate websites.

Statutory or Public Notices should be published in local newspaper, or in a regional newspaper available in or circulating within the district.

Marketing campaigns for Cosmos and/ or to promote tourism and visitation to the district generally may comprise any of the following:

- a) Design, printing and distribution of brochures.
- b) The use of websites.
- c) Placing of advertisements in holiday planners, holiday guides, tourism magazines etc.
- d) Television and radio advertising.
- e) As far as possible, decisions on placing of advertisements to promote the district will be taken in cooperation with other local governments within the region, so that the region as a whole is effectively marketed to get best advertising value for our advertising expenditure.

Where advertising is intended to provide information or education to the public and the information or education provided is in the public interest, funds may be expended on advertising. No expenditure is to be incurred that does not provide information or education to the public or is not in the public interest unless approved by Council executive management.

No funds are to be expended on advertising to promote Council projects, policies or performance in the three (3) month period before a local government election.

Authority is delegated to the Chief Executive Officer to approve expenditure on advertising, provided the advertising is within the parameters established by this policy.

4. Variations

Murweh Shire Council reserves the right to vary, replace or terminate this policy from time to time.

5. Audit and Review

This policy shall be reviewed every three years or as required by changes to process of legislation, relevant Standards and industry best practice.

7. References

Local Government Regulations 2012 S197

 <div style="text-align: center;"> <h2 style="margin: 0;">Murweh Shire Council</h2> <h1 style="margin: 0;">Community Grants Policy</h1> </div>			
Policy No:	FIN-012	Date adopted:	
Council Resolution Ref:	Folio 11013	Review Date:	Nov 2025
Responsible Officer:	Director of Corporate Services	Version No:	2

1. Legislative Authority

Local Government Regulation 2012 Sections 194 & 195

2. Commencement of Policy

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

3. Objectives

The purpose of this policy is to establish guidelines (criteria) by which the local government will provide grants / subsidies to community organisations.

4. Policy

(1) Twice yearly prior to the formulation of Councils' budget, and again prior to Council's half yearly budget review, Council shall advertise the calling for "Expressions of Interest for Organisations requiring Council Assistance" in the coming year, establishing a closing date for applications to be received for consideration in its' coming budget and half yearly review.

(2) The following local organisations will be eligible for assistance under this policy: -

- Charities
- Not for Profit or Religious Organisations
- Sporting or Hobby Groups / Bodies

(3) Generally only "in-kind" assistance / grants will be provided however in extreme circumstances monetary (cash) grants will be provided at the discretion of Council.

Council shall determine what assistance shall be provided to each applicant when framing its' budget for the coming year.

In determining the level of assistance required, Council shall: -

- Establish the level of funding available in terms of its' coming budget requirements
- Apportion such funding across each application eligible for funding

Council shall have sole discretion in determining the type and level of support to be provided to each applicant.

It shall not be the policy of the Council to prioritise the needs of one applicant against another in determining the level of support, except that the applicant must be an eligible applicant in terms of the above eligibility criteria.

Notification of the assistance to be provided by Council in the coming year shall be undertaken as soon as practicable after Councils' formal budget meeting (usually held first week of July in each year) and half-yearly review.

Applicants requiring assistance under this policy must furnish the following information to enable their application to be considered: -

- Name of Applicant
- Contact Details
- Declaration required that the person making the application has the relevant approval of the Applicant Organisation to do so on its behalf.
- Type of Assistance Requested
- Aims and Benefits of Assistance Requested
- Funding Sought / Budget
- Copy of Organisations Last Audited Financial Statement (A pro-forma is available from the Council office for this purpose)

1. Council may refuse to assist applications submitted outside of the advertised period unless the applicant can demonstrate strong mitigating circumstances that prevented an application being lodged.

2. Preference will be shown to small community groups or individuals undertaking activities within the Murweh Shire that will benefit the Murweh community.

3. Council may exercise discretion in the exercise of this policy with consideration of budget limitations and other relevant facts.

 <div style="text-align: center;"> <h2>Murweh Shire Council</h2> <h1>Financial Delegation</h1> </div>			
Policy No:	FIN-013	Date adopted:	23 March 2021
Council Resolution Ref:		Review Date:	As required
Responsible Officer:	Chief Executive Officer	Version No:	1
1. Purpose			

This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council and regulates the disposal of assets. It also provides information on the roles and responsibilities of key officers involved in the purchasing function to ensure compliance with the *Financial Management Systems* as laid down in Section 104 of the *Local Government Act 2009*.

2. Application

The Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions:

- a) Where expenditure has been provided for in Council’s budget; or
- b) In the opinion of the Chief Executive Officer such expenditure is required because of genuine emergency or hardship (Section 173 LGR 2012 refers).

Other officers may only incur expenditure on behalf of the Council if;

- a) The officer has been granted financial delegation by the Chief Executive Officer; and
- b) Expenditure is provided for in Council’s budget; or
- c) In the case of genuine emergency or hardship and the power to incur expenditure in these circumstances has also been delegated.

Any officer incurring expenditure may only do so in accordance with any constraints imposed by the Council or the Chief Executive Officer in respect to a financial delegation.

Procurement Delegation Limits*

Authorised Officer	Officer	Authority Limit
Chief Executive Officer or Acting CEO	N Polglase	Up to \$200,000 plus GST
Director of Corporate Services	J Gorry	Up to \$100,000 plus GST
Director of Engineering Services	Vacant	Up to \$100,000 plus GST
Director of Environment Health Services	R Ranson	Up to \$100,000 plus GST
Director of Economic Development & Tourism	J Nicholson	Up to \$100,000 plus GST
Asset Engineer	S Surapaneni	Up to \$50,000 plus GST
WH&S Advisor	J Wallace	Up to \$5,000 plus GST
Human Resource Manager	T Kerr	Up to \$5,000 plus GST
Workshop Foreman	R Carr	Up to \$5,000 plus GST
Store Person	S O'Connell B Reynolds	Up to \$5,000 plus GST
Tourism Marketing & Product Development Officer	A Evans	Up to \$2,000 plus GST
VIC Coordinator	M Grant	Up to \$2,000 plus GST
Cosmos/Planetarium Coordinator	A MacDonald	Up to \$2,000 plus GST
WWII Coordinator	S Cunningham	Up to \$2,000 plus GST
Administration Officer	Vacant	Up to \$1,000 plus GST
Chief Executive Officer's Assistant	J Usher	Up to \$1,000 plus GST

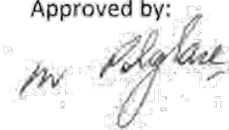
* These delegation limits are provided for purchases contained within each area of responsibility (e.g. Engineering – Works and Services/Roads), purchases requiring to be authorised in absence of the respected Authorised Officer are to be referred to the respective Supervisors (e.g. Stores to Director of Corporate Services, Director of Engineering Services to Chief Executive Officer)

All reimbursements for staff and Councillors expenses must be authorised by either the Chief Executive Officer or Directors.

3. References

- *Local Government Act 2009* Chapter 4, Part 3, Section 104 Financial Management Systems
- *Local Government Regulation 2012* Chapter 6, Part 3 Default contracting procedures
- *Local Government Regulation 2012* Chapter 5, Part 6 Spending

Approved by:



Neil Polglase

Chief Executive Officer

 <div style="text-align: center;"> <h2 style="margin: 0;">Murweh Shire Council</h2> <h1 style="margin: 0;">Related Party Policy</h1> </div>			
Policy No:	GOV-002	Date adopted:	
Council Resolution Ref:	Folio 11173	Review Date:	Nov 2023
Responsible Officer:	Director of Corporate Services	Version No:	2
1. Purpose			

Pursuant to section 177 of the *Local Government Regulation 2012*, a local government’s general purpose financial statements must be prepared in compliance with the following documents (each a prescribed accounting standard) published by the Australian Accounting Standards Board (**AASB**):

1. Australian Accounting Standards;
2. Statements of Accounting Concepts;
3. Interpretations; and
4. Framework for the preparation and presentation of financial statements.

The AASB has confirmed that the requirements of AASB 124 ‘Related Party Disclosures’ will apply to local government annual reporting periods beginning 1 July 2016.

The AASB provides that the objective of AASB 124 is to ensure that an entity’s financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

The purpose of this Policy is to provide guidance to Murweh Shire Councillors and Key Management Personnel (**KMP**) to ensure Council’s compliance with AASB 124 ‘Related Party Disclosures’. This Policy will provide a systematic approach to discern related parties, for approved related party transactions and for proper identification, recording and reporting of such transactions.

This Policy will be applied in:

- Identifying KMP;
- Identifying related party relationships and transactions;
- Identifying outstanding balances, including commitments, between Council and its related parties;
- Identifying the circumstances in which disclosure is required; and
- Determining the specific disclosures to be made.

2. Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Risk Management policies of Council (whether written or not).

3. Application

This Policy will apply to all Councillors, Key Management Personnel and their Related Parties.

4. Process

Identification of Key Management Personnel

KMP are defined in AASB 124 as those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

In the context of Murweh Shire Council, KMP are considered to include:

- (i) The Mayor and Councillors;
- (ii) Chief Executive Officer;
- (iii) Accountant;
- (iv) Director of Corporate Services;
- (v) Director of Engineering Services;
- (vi) Director of Environmental Health Services;
- (vii) Director of Economic Development & Tourism;
- (viii) HR Manager;
- (ix) Senior Works Supervisor;
- (x) Asset Engineer;
- (xi) Senior Foreman.

Identification of Related Parties

Having regard to the definitions contained in the AASB 124, a **related party** is a person or entity that is related to Murweh Shire Council as outlined below.

Persons considered to be related to Murweh Shire Council

A person or a close member of that person's family is related to Murweh Shire Council if that person:

- (i) Has control or joint control of Murweh Shire Council;
- (ii) Has significant influence over Murweh Shire Council; or
- (iii) Is a member of the **KMP** of Murweh Shire Council.

A close member of the family of a person, are those family members who may be expected to influence, or be influenced by, that relevant person in their dealings with Murweh Shire Council and include:

- (i) That person's children and spouse or domestic partner;
- (ii) Children of that person's spouse or domestic partner; and
- (iii) Dependants of that person or that person's spouse or domestic partner.

Practical Examples of Related Persons

Below are some practical examples of possible related persons to Murweh Shire Council:

- The children of a member of Murweh Shire Council's KMP.
- The spouse or domestic partner of a member of Murweh Shire Council's KMP.
- The children of a spouse or domestic partner of a member of Murweh Shire Council's KMP

Entities considered to be related to Murweh Shire Council

An entity is considered related to Murweh Shire Council if any of the following conditions applies:

- The entity and Murweh Shire Council are members of the same corporate group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- Both entities are joint ventures of the same third party.
- One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- The entity is a post-employment benefit plan for the benefit of employees of either Murweh Shire Council or an entity related to Murweh Shire Council.
- The entity is controlled or jointly controlled by a person related to Murweh Shire Council (outlined above).
- A person who has control or joint control of Murweh Shire Council has significant influence over the relevant entity or is a member of the KMP of the entity.
- The entity, or any member of the group of which it is a part, provides KMP services to Murweh Shire Council.

Practical Examples of Related Entities

Below are some practical examples of possible related entities to Murweh Shire Council:

- A company, which is controlled or jointly controlled by a member of Murweh Shire Council's KMP.
- A company, which is controlled or jointly controlled by a close family member of Murweh Shire Council's KMP.
- A subsidiary company of Murweh Shire Council.

REQUIRED DISCLOSURES

AASB 124 provides that Murweh Shire Council must disclose the following financial information in the financial statements for each financial year period.

Disclosure of relationship between Murweh Shire Council and its subsidiaries

Murweh Shire Council must disclose in the annual financial statements its relationship with any subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.

KMP Compensation Disclosures

Murweh Shire Council must disclose in the annual financial statements **KMP compensation** (as defined in definitions) in total and for each of the following categories:

- Short-term employee benefits;
- Post-employment benefits;
- Other long-term benefits; and
- Termination benefits.

Related Party Transactions Disclosures

A **related party transaction** is a transfer of resources, services or obligations between Council and a **related party**, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Commitments; and
- Settlements of liabilities on behalf of Murweh Shire Council or by Murweh Shire Council on behalf of the related party.

Murweh Shire Council must disclose all **material** and **significant** related party transactions in the annual financial statements and include the following detail:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
 - a) The amount of the transaction;
 - b) The amount of outstanding balances, including commitments, and:
 - (i) Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - (ii) Details of any guarantee given or received;
 - c) Provision for doubtful debts related to the amount of outstanding balances; and
 - d) The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- (i) Significance of transaction in terms of size;
- (ii) Whether the transaction was carried out on non-market terms;
- (iii) Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- (iv) Whether the transaction is disclosed to regulatory or supervisory authorities;
- (v) Whether the transaction has been reported to senior management; and
- (vi) Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that related party transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All non-exempt transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, and to determine the significance of such transactions.

Practical Examples of Transactions to be disclosed

Below are some practical examples of transactions, which may be considered to be disclosed:

- A KMP of Murweh Shire Council is the Director of a company, which provided services to Murweh Shire Council during the relevant period.
- A KMP of Murweh Shire Council is a Director of an entity, which Murweh Shire Council paid a membership fee to for the relevant period.

EXEMPT RELATED PARTY TRANSACTIONS DISCLOSURES

Related party transactions are not required to be disclosed in situations where a similar transaction would be applicable to the community generally and on similar terms. For example, the payment of rates by a **KMP** or the payment of the entry fee by a **KMP** to utilise the Murweh Shire Pool.

AUTHORITIES AND ACCOUNTABILITIES

KMP Responsibilities

KMP will disclose all related parties in accordance with this guideline and AASB124.

Manager Corporate Services

The Manager Corporate Services will identify transactions within Council's finance system for all advised **KMP** and **related parties**; and provide summary reports quarterly.

Annually, the Manager Corporate Services will review all related party transactions to determine materiality and significance for the purpose of drafting the required disclosures in Council’s annual financial statements.

The Manager Corporate Services will also provide guidance to Council’s KMP in terms of this Policy and required disclosures.

The Manager Corporate Services will provide KMP compensation details for inclusion in Council’s annual financial statements.

5. Variations

Murweh Shire Council reserves the right to vary, replace or terminate this policy from time to time.

6. Associated Documents

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Australian Accounting Standards and interpretations

7. Definitions

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Entity	Can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.
Key Management Personnel (KMP)	The <i>Local Government Regulation 2012</i> to include Councillors, the Chief Executive Officer and Senior Executive Employees. Further defined in AASB 124 – Related Party Disclosures as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”. For the purpose of this policy, key management personnel will be aligned with the definition within the <i>Local Government Regulation 2012</i> .
KMP Compensation	Includes all forms of consideration paid, payable or provided by Murweh Shire Council in exchange for services provided, and includes: <ul style="list-style-type: none"> • Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees; • Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care; • Other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation; • Termination benefits; and • Share-based payment.
Material (materiality)	The assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity’s financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.
Related party	An affiliate; an employee; members of the immediate family of an employee; and persons having a controlling influence on controlled entities.
Related party transaction	A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
Significant (significance)	Likely to influence the decisions that users of the Council’s financial statements make having regard to both the extent (value and frequency) of the transactions, and that the

	transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.



Murweh Shire Council

Declaration by Key Management Personnel

Version 1 Feb 2017

Private and Confidential

Name of Key Management Person	<i>insert name</i>
Position of Key Management Person	<i>insert position</i>

(List details of known close family members, entities that are controlled / jointly controlled by Key Management Personnel and entities that are controlled / jointly controlled by the close family members of Key Management Personnel)

Name of Person or Entity	Relationship

I (insert full name), (insert position) declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the "Murweh Shire Council – Related Party Disclosure Policy" supplied by Council which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

Declared at insert place on the insert date

Signature of KMP: _____

Name of KMP: _____

Date: _____

EXAMPLE DISCLOSURES

(c) Key management personnel compensation ¹⁹⁻²³

	2014 \$ ²¹
Short-term employee benefits	2,232,619
Post-employment benefits	179,953
Long-term benefits	39,530
Termination benefits	115,500
Share-based payments	704,942
	3,272,544

Detailed remuneration disclosures are provided in the remuneration report on pages 17 to 20. In addition to the above, the group is committed to pay the CEO up to \$250,000 in the event of a change in control of the group. ^{11,24}

(d) Transactions with other related parties ^{24-26,29}

The following transactions occurred with related parties:

	2014 \$ ²¹
Purchases of goods:	
Purchases of electronic equipment from other related parties	182,232
Purchases of various goods and services from entities controlled by key management personnel (i)	764,265
Dividend revenue:	
Other related parties	150,000
Superannuation contributions ^{18,19}:	
Contributions to superannuation funds on behalf of employees	3,719,333

¹⁹ ~~is determined from remuneration disclosures by key management personnel.~~

The group acquired the following goods and services from entities that are controlled by members of the group's key management personnel:

- construction of a warehouse building
- rental of an office building, and
- legal services.

(e) Outstanding balances arising from sales/purchases of goods and services ^{26,28}

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

	2014 \$ ²¹	2013 \$ ²¹
Current payables (purchases of goods)		
Entities controlled by key management personnel	196,375	91,294
Other related parties	265,327	94,300

(f) Loans to/from related parties ^{26-28,27}

	2014 \$ ²¹	2013 \$ ²¹
Loans to key management personnel ²⁴:		
Beginning of the year	606,300	502,700
Loans advanced	220,000	150,000
Loan repayments received	(108,850)	(40,400)
Interest charged	56,929	41,275
Interest received	(56,929)	(41,275)
End of year	717,450	600,300
Loans to other related parties:		
Beginning of the year	700,000	600,000
Loans advanced	1,000,400	600,400
Loan repayments received	(400,300)	(500,400)
Interest charged	81,450	62,130
Interest received	(81,450)	(62,130)
End of year	1,300,100	700,000

 <p style="text-align: center;">Murweh Shire Council</p> <h2 style="text-align: center;">Public Interest Disclosure Policy</h2>			
Policy No:	GOV-006	Date adopted:	
Council Resolution Ref:	Folio 11173	Review Date:	Nov 2023
Responsible Officer:	Director of Corporate Services	Version No:	2
1. Purpose			

It is Council’s belief that the reporting and investigation of suspected misconduct within Council is fundamental to its ongoing integrity and health.

It considers having the right organizational structure is of paramount importance in providing the effective protection for a person making a Public Interest Disclosure (PID). Murweh Shire Council is committed to creating and sustaining a positive ethical climate with accountable behaviour. This stems from leadership that openly recognises the significant contribution staff make to our success and strongly encourages disclosure of unethical and fraudulent behaviour.

This policy is intended to provide clear guidance on how Council will handle and deal with the complex issues associated with PID’s, and on a broader scale encourage all officers to be accountable for their actions and maintain high standards of professional conduct and service.

Relevant Legislation

- Public Interest Disclosure Act 2010 (the Act)
- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Information Privacy Act 2009 (Qld)
- Right to Information Act 2009
- Crime and Corruption Act 2001
- Public Sector Ethics Act 1994

2. Scope

Council, as a public sector entity, is subject to the requirements of the Public Interest Disclosure Act 2010 and all Council Employees and Elected Members are public officers for the purposes of the legislation.

Under this Act, Council has obligations with regard to the receiving of public interest disclosures, and for ensuring that persons making such disclosures are protected from reprisals.

This policy complies with the Public Interest Disclosure Act 2010 by providing a consistent and professional response to any PID made to Council in accordance with the Act. At Section 7 of the Act a "public officer" is defined "as an employee, member or officer of the entity". So there can be no confusion, in this policy the term public officer applies to Councillors and Officers of Council.

Additionally, it is the intent of this policy to ensure all elected members and Council employees are aware of their responsibilities for reporting serious misconduct and other important matters adversely affecting the public interest or Council operations.

3. Objectives

To assist Council, Management and staff by clearly outlining Council's approach to addressing a PID and provide direction to persons contemplating making a disclosure

To lend support to other Council reporting mechanisms in relation to any alleged occurrences of wrongdoing or fraud.

To afford protection for Councillors and Officers in accordance with the Public Interest Disclosure Act 2010, by protecting persons who disclose unlawful, negligent or improper Council conduct, or conduct which endangers public health or safety or threatens the environment.

4. Policy

Principles

The *Public Interest Disclosure Act 2010* promotes the public interest by protecting persons who disclose unlawful, negligent or improper public sector conduct; danger to public health; or safety of the environment.

All persons have an ethical responsibility to report

- a) suspected misconduct;
- b) maladministration;
- c) wasting of public funds;
- d) danger to public health and safety;
- e) danger to the environment;
- f) danger to health or safety of a person with a disability;
- g) a reprisal.

Any person who suspects or is aware of any fraudulent behaviour or wrongdoing, is encouraged to report the matter to the Mayor, the Chief Executive officer (CEO), a Director, Executive Manager, Manager or Team Leader.

The principle of natural justice (procedural fairness) will apply to all investigations of matters the subject of public interest disclosures (PID's). Council is committed to treating the PID appropriately and making the process fair for both the discloser and the person who is subject to the disclosure. Confidentiality is paramount.

The rights of any person who is subject to, or is in some way associated with a disclosure will be safeguarded.

Council will promote an environment that encourages the reporting of negligent or improper behaviour, where managers and supervisors endeavour to ensure employees are aware of their responsibilities in making a PID, and are able to advise other persons of the appropriate reporting process.

Authorities and Responsibilities

Council is responsible for ensuring that appropriate mechanisms exist to provide support for persons who disclose unlawful, negligent or improper public sector conduct; danger to public health; or safety of the environment.

The CEO, Directors and Managers are responsible for the implementation and support for this policy and associated procedures.

Employees are responsible for the detection and reporting of fraud or wrongdoing both within their areas of responsibility and where they witness or observe activity they reasonably consider would constitute reportable behaviour under this policy.

What constitutes a public interest disclosure (PID?)

What constitutes a PID depends on who is making the disclosure, with the *Public Interest Disclosure Act 2010* distinguishing between disclosures made by a public officer and those made by any other person.

PIDs made by public officers

- Official misconduct, as defined in the *Crime and Misconduct Act 2001*.
- Maladministration adversely affecting anyone's interest in a substantial and specific way.
- Negligent or improper management by a public office, Council or a council contractor resulting or likely to result in a substantial waste of public funds; or
- Conduct by another person causing a substantial and specific danger to public health or safety of the environment.

PIDs made by any person

- a) Substantial and specific danger to the health or safety of a person with a 'disability' as defined in the *Disability Services Act 1992*.
- b) Substantial and specific danger to the environment as mentioned in Schedule 2 of the Act.
- c) Reprisals taken against anybody as a result of a PID.

A person has information about the conduct of another person or another matter if the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter (subjective test) or the information tends to show the conduct or other matter regardless of whether the person honestly believes the information tends to show conduct or other matter (objective test). The disclosure is still a PID and covered by the *Public Interest Disclosure Act 2010* even if it proves not to contain this type of information. Some disclosures are not protected by the *Public Interest Disclosure Act 2010*, including disclosures that are:-

- a) Made to the media (except special circumstances outlined in Part 4 section 20);
- b) Frivolous or vexatious;
- c) Primarily question the relative merits of government or agency policy;
- d) Made substantially to avoid disciplinary action (disclosures that are wilfully false constitute an offence under the *Public Interest Disclosure Act 2010*).

Who to make the disclosure to

For persons wishing to make a PID, the Councils preferred approach is that you contact the CEO immediately. Alternately, you can make your disclosure to:-

- A Director;
- A manager or supervisor;
- The Crime and Misconduct Commission if it concerns misconduct;
- The Ombudsman if it concerns maladministration or a waste of public funds.

For public officers of council receiving a PID, the preferred approach is to contact your Manager or Director immediately. Councillors, should contact the Mayor or CEO.

Proof is not required for reporting a PID so long as reasonable grounds exist to suggest that it may have occurred.

How to make disclosure

Persons wishing to make a disclosure may do so

- In person
- In writing (letter, fax, or email)
- By telephone

Disclosure can be made anonymously. Where an employee receives an oral PID they should request the discloser to put the details in writing. If they are unable or unwilling to do so the employee receiving the PID should document it and ask the discloser to confirm the contents before signing it.

For anonymous disclosure made by telephone, the officer receiving the PID should record the date, time and circumstances of the PID. It should then be forwarded to the CEO.

Where possible, the following information should be recorded:-

- a) The name, job title and workplace address of the person who is the subject of the disclosure;
- b) Details of relevant events, dates and places;
- c) The names of people who may be able to support the disclosure;
- d) Any other evidence that supports the PID.

Keeping disclosers informed

It is Council practice to provide disclosers with the following information (in writing):-

- Confirmation that the disclosure has been received;
- The proposed course of action to be taken; or
- A description of the results of any action that has already been taken.

For disclosures have been deemed valid and scheduled for investigation, Council will provide the discloser with the following information:

- The likely timeframes for processing the PID;
- Their required involvement in the investigation process;
- The importance of maintaining confidentiality;
- The protections under the Act that will apply;
- Council's requirement to keep the information disclosed, including the discloser's identity confidential, except as allowed under the Act;
- How they will be advised of progress and outcomes;
- Who to contact if they want further information or are concerned about reprisals.

Protection of disclosers

As soon as possible after receiving a PID, Council must determine the level of protection and support appropriate for a discloser by conducting a risk assessment of a reprisal to the discloser and others associated with the discloser (including those who may wrongly be suspected of being a discloser).

Council will ensure protective measures are in place which will be proportionate to the risk of reprisal and the potential consequences of a reprisal. If the risk is assessed as sufficiently high, Council will prepare a protection plan to protect the discloser. Where feasible, this should be developed in consultation with the discloser and other relevant stakeholders.

Taking action on a PID

Following receipt of a PID, Council will make a decision on how the disclosure may be best dealt with. In some cases Council may decide not take any action (under s30 of the Act) or Council's action may be to refer the disclosure to another agency (under s31 of the Act).

Council may decide not to investigate or deal with a public interest disclosure if:-

- a) The substance of the disclosure has already been investigated or dealt with by another appropriate process; or
- b) Council reasonably considers that the disclosure should be dealt with by another appropriate process; or
- c) The age of the information the subject of the disclosure makes it impracticable to investigate; or
- d) Council reasonably considers that the disclosure is too trivial to warrant investigation and that dealing with the disclosure would substantially and unreasonably divert the use of Council's resources; or
- e) Another entity that has jurisdiction to investigate the disclosure has notified Council that investigation of the disclosure is not warranted.

Should Council decide not to investigate or deal with a public interest disclosure, Council state in writing the reasons for its decision to the person making the disclosure.

Responding to reprisals

Council is committed to ensuring that no adverse action, including reprisals, occurs as a result of a disclosure. Under s40 of the Act, "*A person must not cause, or attempt or*

conspire to cause, detriment to another person because, or in the belief that:-

(a) the other person or someone else has made, or intends to make, a public interest disclosure; or

(b) the other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.”

It is both the desire and intent of Council that disclosers should not suffer any form of detrimental action as a result of making a disclosure, including:

- Unfair treatment
- Harassment
- Intimidation
- Victimisation
- Unlawful discrimination.

Confidentiality and Privacy

Maintaining confidentiality is very important in the handling of a disclosure. Confidentiality not only protects the discloser against reprisals, but any other people affected by the disclosure. Confidential information includes:

- The fact a disclosure has been made;
- Any information that may identify the discloser or any person who may be the subject of a disclosure;
- The actual information that has been disclosed;
- Information relating to the disclosure that, if known, may cause detriment.

Whilst Council makes every attempt to protect confidentiality, there will be occasions when revealing the identity of the discloser is necessary. These include:

- Providing information to a referral or oversight agency;
- Responding to a court order or legal directive (eg subpoena, notice to produce, direction by a parliamentary committee);
- Court proceedings.

Protecting the Rights of Subject Officer(s)

It is the goal of Council and this policy that all PIDs are assessed and managed impartially, fairly and reasonably. The rules of natural justice apply to any subject officer under investigation in respect of an allegation raised against them. Accordingly, subject officers will be advised of the nature of allegations against them at the appropriate time and afforded an opportunity to respond.

Reporting and Record-Keeping

Council is required under the Act to keep full and accurate record of PIDs. Details of the discloser (when not anonymous), the nature of the disclosure, and action taken will be stored in the Council's electronic record-keeping system (Dataworks).

Disclosure of False or Misleading Information

It is an offence for a person to deliberately include false or misleading information in a statement intended to be processed as a PID, and significant penalties apply in instances where this is proven to be the case.

Where to make disclosure

If you wish to make a disclosure to Council please use the following details:

By email: mail@murweh.qld.gov.au

By letter: The Chief Executive Officer

Murweh Shire Council

PO Box 63

Charleville QLD 4470

By phone: (07) 4656 8355

If you wish to make a complaint in person, please phone first for an appointment.

If the PID concerns the CEO it should be made to the Mayor.

EXAMPLE DISCLOSURES

(c) Key management personnel compensation ¹⁹⁻²³

	2014 \$ ²¹
Short-term employee benefits	2,232,619
Post-employment benefits	179,953
Long-term benefits	39,530
Termination benefits	115,500
Share-based payments	704,942
	3,272,544

Detailed remuneration disclosures are provided in the remuneration report on pages 17 to 24. In addition to the above, the group is committed to pay the CEO up to \$250,000 in the event of a change in control of the group. ^{11,24}

(d) Transactions with other related parties ^{25-24, 25, 26}

The following transactions occurred with related parties:

	2014 \$ ²¹
Purchases of goods:	
Purchases of electronic equipment from other related parties	182,232
Purchases of various goods and services from entities controlled by key management personnel (i)	764,265
Dividend revenue:	
Other related parties	150,000
Superannuation contributions ^{18, 19}:	
Contributions to superannuation funds on behalf of employees	3,719,333

¹⁹ ~~is a summary of the remuneration arrangements for key management personnel.~~

The group acquired the following goods and services from entities that are controlled by members of the group's key management personnel:

- construction of a warehouse building
- rental of an office building, and
- legal services.

(e) Outstanding balances arising from sales/purchases of goods and services ^{26-25, 24}

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

	2014 \$ ²¹	2013 \$ ²¹
Current payables (purchases of goods)		
Entities controlled by key management personnel	196,375	91,294
Other related parties	265,327	94,300

(f) Loans to/from related parties ^{26-24, 27}

	2014 \$ ²¹	2013 \$ ²¹
Loans to key management personnel ²⁴:		
Beginning of the year	606,300	502,700
Loans advanced	220,000	150,000
Loan repayments received	(108,850)	(40,400)
Interest charged	56,929	41,275
Interest received	(56,929)	(41,275)
End of year	717,450	600,300
Loans to other related parties:		
Beginning of the year	700,000	600,000
Loans advanced	1,000,400	600,400
Loan repayments received	(400,300)	(500,400)
Interest charged	81,450	62,130
Interest received	(81,450)	(62,130)
End of year	1,300,100	700,000

10.7 APPROVED INSPECTION PROGRAM

Author: Director Corporate & Regulatory Services

Authoriser: Director Corporate & Regulatory Services

RECOMMENDATION

1. That Council 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, commencing on 3rd January 2023;
2. That pursuant to section 114 of the *Animal Management (Cats and Dogs) Act 2008*, a notice be published in the local newspaper circulating generally in the Murweh Shire and on Council's website of the "Approved Inspection Program" at least 14 days and no more than 28 days before the program commences; and
3. That pursuant to section 113(5) of the *Animal Management (Cats and Dogs) Act 2008*, the activities be undertaken as part of the Approved Inspection Program include monitoring compliance on outstanding registrations and microchipping under *Local Law No.2 (Animal Management) 2012* and *Subordinate Local Law No.2 (Animal Management) 2012*.

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.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. **Sample 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 7/7/2022 resolved** to undertake an Approved Inspection Program (specifically a systematic inspection program).

The program will cover the entire Local Government Area, commencing on 3rd 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

Commencing 3rd January, 2023 and concluding 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
<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
<i>Initial Inpections-10 consecutive days, Follow-up 5 consecutive days</i>	
<i>2 x Return Airfares-(Initial Inspections and follow-up)-2 Trips</i>	\$ 3400.00
<i>Vehicle (Provided by Council) -135 hrs @ 20.20 per hour</i>	\$ 2727.00
<i>Accommodation-(provided by Council)-Electricity and Cleaning</i>	\$ 400.00
<i>Total Estimated Expenses</i>	\$ 30962.00

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>	
<i>Total Estimated Revenue</i>	\$ 32680.00

10.8 FINANCIAL REPORT - OCTOBER 2022**Author: Accountant****Authoriser: Director Corporate & Regulatory Services****RECOMMENDATION**

That Council receives the financial report ending October 2022

BACKGROUND**Highlights of this month's Financial Report:****Report - Period Ending 31 October 2022****Revenue**

Total revenue of \$ 14.2M to 31 October represents 29 % of the total budget of \$49.0M.

These statements are for 4 months of the financial year and generally would represent 33% of the overall budget.

Actual revenue year to date is behind at 29%. This is mainly due to FAG advance payment is generally received during the month of June of each financial year.

Expenses

Total expenditure of \$ 11.9M to 31 October represents 41 % of the total budgeted expenditure of \$29.3M.

Actual expenses of 41% are over the year to date of budget of 33% mainly because of actual depreciation which was over budget by \$894K due to the impact of indexation valuation effective 30 June 2022.

Depreciation will be reviewed as part of the first budget review 22-23.

Outcome

There is currently a cash balance of \$ 10.0M, a decrease of \$114,703 compared with the September cash balance.

Restricted cash – grant not yet spent: \$ 5.4M (last month \$ 5.8M), a decrease of \$ 0.4M.

Actual unrestricted/surplus cash: \$ 4.7M (last month \$4.3M).

It is also noted that net cost to operate the tourism facilities at the end of October was \$ 336,661 compared with the YTD budget of \$ 326,821 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 31 October 2022

CASH AT BANK			
Operating Account			\$154,621
SHORT TERM INVESTMENTS			
National Bank of Australia			\$ -
QTC Cash Fund			\$9,858,812
		Total	\$ 10,013,433
The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors.			
Cash backed Current Liabilities (AL,LSL,SL,RDO)			\$2,431,271
Restricted cash - grants received not yet spent			\$5,342,771
			\$ 7,774,042
Balance of estimated rates/other debtors - estimated creditors :			
	(\$3,422,615 - \$1,098,012)	\$ 2,324,603
Plus cash surplus	\$	10,013,433 - \$ 7,774,042	\$ 2,239,391
Working Capital		Total	\$ 4,563,994

2. Monthly Cash Flow Estimate: - November 2022

Receipts		Expenditure	
Rates	\$100,000	Payroll	\$800,000
Fees & Charges	\$50,000	Creditor Payments	\$1,000,000
Debtors	\$300,000	Loan Payments	\$0
Grants/Claims/Loan QTC	\$500,000	Lease Payments	\$0
Total	\$950,000	Total	\$1,800,000
Therefore cash is expected to decrease by		\$850,000	in the period.

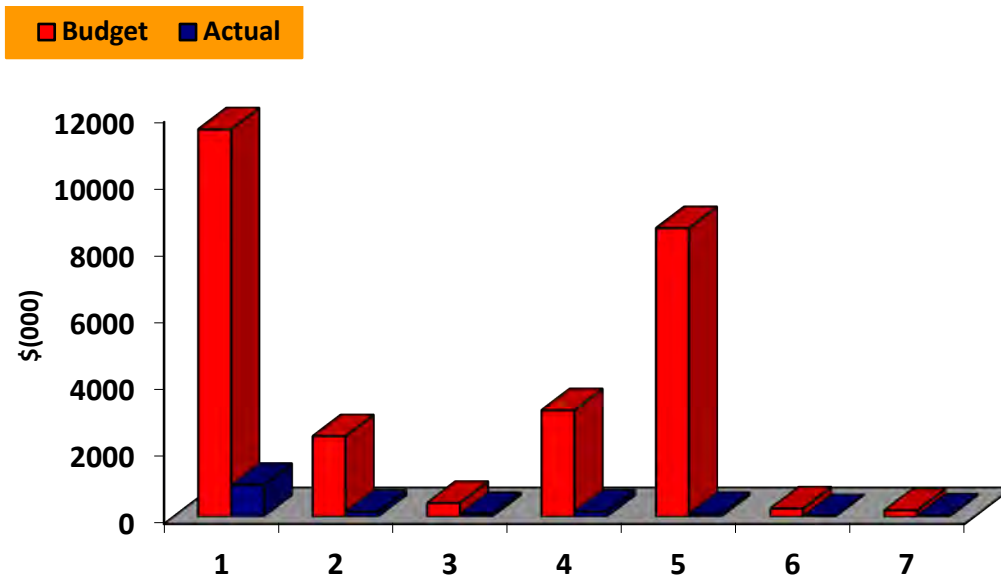
3. Comparative Data for the month of October 2022

Comparative Year	2022	2021	2020
	\$000	\$000	\$000
Cash position**	\$ 10,013	\$ 4,781	\$ 8,419
Working capital**	\$ 4,564	\$ 3,385	\$ 4,155
Rate arrears*	\$ 1,018	\$ 1,017	\$ 2,648
Outstanding debtors	\$ 84	\$ 314	\$ 379
Current creditors	\$ 528	\$ 212	\$ 309
Total loans	\$2,774	\$3,007	\$2,070

*Net of rates paid in advance of \$236,805. Variance GL and Report due to timing.

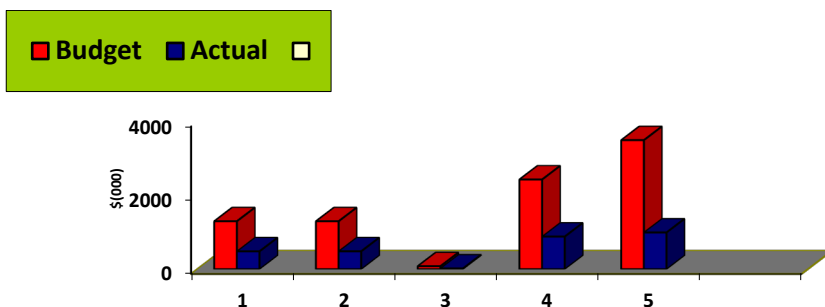
**Cash position high due to receipt of BBRF, LGSSP funding and LRCIP 3.

4. Capital Funding: Year to 31 October 2022



	Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
Total Capital Funding	\$26,608	\$1,506	5.66%
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 31 October 2022



	Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
Total Road Expenditure	\$8,613	\$2,866	33%
1 Rural Roads	\$1,300	\$483	37%
2 Town Streets	\$1,300	\$485	37%
3 Private Works	\$80	\$19	24%
4 RMPC Works	\$2,433	\$884	36%
5 Flood Damage	\$3,500	\$995	28%
6 Other (Diamantina Contract)	\$0	\$0	0%

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. Rates Arrears
2. Revenue and Expenditure
3. Balance Sheet
4. October Capital Expenditure

STATEMENT OF RATES AND CHARGES

31 OCTOBER 2022



	ARREARS 30 JUNE 2022	LEVIES	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	PENSIONER STATE	PENSIONER COUNCIL	BALANCE
<i>Charleville</i>	\$192,104.96	\$677,655.66	\$4,774.80	\$537,259.51	\$57,254.70	\$76.36	\$18,140.01	\$36,350.92	\$225,453.92
<i>Augathella</i>	\$33,819.92	\$76,389.80	\$803.39	\$58,575.19	\$6,150.08	\$0.00	\$3,465.00	\$8,170.00	\$34,652.84
<i>Morven</i>	\$12,269.26	\$37,497.16	\$321.57	\$25,199.95	\$2,936.31	\$4.66	\$1,817.10	\$4,370.00	\$15,759.97
Total Urban	\$238,194.14	\$791,542.62	\$5,899.76	\$621,034.65	\$66,341.09	\$81.02	\$23,422.11	\$48,890.92	\$275,866.73
<i>Rural</i>	\$198,238.28	\$1,324,058.42	\$4,882.24	\$1,154,866.61	\$118,144.49	\$9.67	\$3,133.00	\$4,812.70	\$246,212.47
TOTAL GENERAL	\$436,432.42	\$2,115,601.04	\$10,782.00	\$1,775,901.26	\$184,485.58	\$90.69	\$26,555.11	\$53,703.62	\$522,079.20
CLEANSING	\$112,658.82	\$321,013.00	\$2,774.48	\$273,774.97	\$26,655.58	\$192.76	\$7,475.70	\$0.00	\$128,347.29
SEWERAGE	\$145,883.43	\$469,203.00	\$3,367.33	\$423,639.83	\$42,153.48	\$533.78	\$125.15	\$0.00	\$152,001.52
WATER	\$337,675.05	\$907,949.60	\$7,648.30	\$822,829.41	\$79,516.13	\$875.39	\$647.00	\$0.00	\$349,405.02
EXCESS WATER	\$16,023.17	\$5,886.60	\$0.00	\$13,950.74	\$0.00	\$0.00	\$0.00	\$0.00	\$7,959.03
C.E.D.	\$14,828.23	\$45,960.50	\$318.94	\$41,478.54	\$3,804.20	\$0.00	\$0.00	\$0.00	\$15,824.93
LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LAND CHARGES	\$10,767.31	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,767.31
TOTALS	\$1,074,268.43	\$3,865,613.74	\$24,891.05	\$3,352,574.75	\$336,614.97	\$1,692.62	\$34,802.96	\$53,703.62	\$1,185,384.30

STATE EMERGENCY LEVY	\$69,393.38
TOTAL CURRENT & ARREARS	\$1,254,777.68
RATES PAID IN ADVANCE	\$236,805.30
TOTAL OUTSTANDING	\$1,017,972.38

ARREARS ANALYSIS

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	Total
\$489,886.84	\$355,717.60	\$165,423.74	\$79,240.69	\$30,431.67	\$25,578.06	\$108,499.08	\$1,254,777.68

General Ledger2022.7.5.1 Revenue and Expenditure Summary Page - 1
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 36% of year elapsed. To Level 4. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 08-11-2022 4:22:58 PM

	REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)				
	31 Oct 2022	Budget	31 Oct 2022	Budget	31 Oct 2022	Budget			
1000-0001 EXECUTIVE MANAGEMENT									
1100-0002 CORP GOVERNANCE SUB PROGRAM	0.00	0%	0	155,407.03	29%	532,646	(155,407.03)	29%	(532,646)
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	18,099.75	18%	102,372	(996.51)	1%	(84,872)
1500-0002 HUMAN RESOURCES SUB PROGRAM	0.00	0%	1,000	86,262.83	23%	371,400	(86,262.83)	23%	(370,400)
1000-0001 EXECUTIVE MANAGEMENT	17,103.24	92%	18,500	260,710.39	26%	1,009,081	(243,607.15)	25%	(990,581)
2000-0001 CORPORATE SERVICES									
2100-0002 REVENUE SUB PROGRAM	2,418,056.03	21%	11,286,898	0.00	0%	0	2,418,056.03	21%	11,286,898
2200-0002 STORES OPERATION SUB PROGRAM	0.00	0%	0	26,970.48	20%	138,082	(26,970.48)	20%	(138,082)
2300-0002 ADMINISTRATION SUB PROGRAM	12,776.35	12%	110,000	1,063,927.22	36%	2,938,634	(1,051,150.87)	37%	(2,828,634)
2400-0002 FINANCE SUB PROGRAM	0.00	0%	0	15,431.21	33%	46,660	(15,431.21)	33%	(46,660)
2500-0002 ONCOSTS SUB PROGRAM	0.00	0%	0	501,211.98	<999%	(40,000)	(501,211.98)	<999%	40,000
2600-0002 LIBRARY SUB PROGRAM	17,306.68	160%	10,800	98,147.23	34%	289,807	(80,840.55)	29%	(279,007)
2700-0002 AERODROMES SUB PROGRAM	156,690.56	51%	310,000	370,531.47	40%	918,322	(213,840.91)	35%	(608,322)
2800-0002 AREA PROMOTION/DEVT SUB PRO									
2800-0003 ECONOMIC DEVELOPMENT	6,018,417.05	30%	20,300,478	529,736.92	54%	987,050	5,488,680.13	28%	19,313,428
2805-0003 COUNCIL HOUSING	0.00	0%	0	47,024.45	41%	116,000	(47,024.45)	41%	(116,000)
2815-0003 CULTURAL DEVELOPMENT	0.00	0%	25,000	63,642.28	36%	178,000	(63,642.28)	42%	(153,000)
2820-0003 TOURISM & PROMOTION									
2855-0004 TOURISM AND PROMOTION	976,240.30	62%	1,577,000	1,371,764.37	52%	2,629,053	(395,524.07)	38%	(1,052,053)
2820-0003 TOURISM & PROMOTION	976,240.30	62%	1,577,000	1,371,764.37	52%	2,629,053	(395,524.07)	38%	(1,052,053)
2800-0002 AREA PROMOTION/DEVT SUB PRO	6,994,657.35	32%	21,902,478	2,012,168.02	51%	3,910,103	4,982,489.33	28%	17,992,375
2000-0001 CORPORATE SERVICES	9,599,486.97	29%	33,620,176	4,088,387.61	50%	8,201,608	5,511,099.36	22%	25,418,568
3200-0001 HEALTH/ENVIRONMENTAL SERVICES									
3200-0002 SPORT, REC & COMMUNITY FACILITIES									
3200-0003 SPORTS & RECREATION FACILITIES									
3200-0004 PARKS GARDENS & RESERVES	20,603.50	34%	60,000	594,033.06	39%	1,505,520	(573,429.56)	40%	(1,445,520)
3220-0004 RACECOURSE	8,115.26	35%	23,500	53,723.63	28%	193,600	(45,608.37)	27%	(170,100)
3240-0004 SWIMMING POOLS	0.00	0%	0	120,576.24	35%	346,720	(120,576.24)	35%	(346,720)
3200-0003 SPORTS & RECREATION FACILITIES	28,718.76	34%	83,500	768,332.93	38%	2,045,840	(739,614.17)	38%	(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. 36% of year elapsed. To Level 4. Excludes committed costs)		Financial Year Ending 2023						Printed(CLAIREA): 08-11-2022 4:22:58 PM	
MURWEH SHIRE COUNCIL (Budget for full year)		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)			
		31 Oct 2022	Budget	31 Oct 2022	Budget	31 Oct 2022	Budget		
3260-0003	COMMUNITY FACILITIES								
3260-0004	TELEVISION, CCTV and WIFI	0.00	0	9,549.48	72,984	(9,549.48)	13%	(72,984)	
3270-0004	HALLS & CENTRES	18,213.67	53,000	147,529.17	249,502	(129,315.50)	66%	(196,502)	
3280-0004	SHOWGROUNDS	9,262.43	15,000	99,704.41	256,000	(90,441.98)	38%	(241,000)	
3290-0004	CEMETERIES & MEMORIALS	24,580.71	40,000	109,000.83	140,380	(84,420.12)	84%	(100,380)	
3320-0004	PUBLIC CONVENIENCES	0.00	0	83,287.42	167,856	(83,287.42)	50%	(167,856)	
3330-0004	AGED CARE	33,841.20	90,000	60,060.89	177,384	(26,219.69)	30%	(87,384)	
3260-0003	COMMUNITY FACILITIES	85,898.01	198,000	509,132.20	1,064,106	(423,234.19)	49%	(866,106)	
3200-0002	SPORT, REC & COMMUNITY FACILITIES	114,616.77	281,500	1,277,465.13	3,109,946	(1,162,848.36)	41%	(2,828,446)	
3400-0002	ENVIRONMENTAL SUB PROGRAM								
3410-0003	COMMUNITY HEALTH	14,162.09	19,500	23,554.24	90,000	(9,392.15)	13%	(70,500)	
3435-0003	ANIMAL CONTROL	21,213.26	54,500	83,138.74	261,600	(61,925.48)	30%	(207,100)	
3460-0003	RESERVES	0.00	0	52,254.72	267,000	(52,254.72)	20%	(267,000)	
3475-0003	STOCK ROUTES	0.00	840,000	173,607.44	1,357,806	(173,607.44)	34%	(517,806)	
3400-0002	ENVIRONMENTAL SUB PROGRAM	35,375.35	914,000	332,555.14	1,976,406	(297,179.79)	28%	(1,062,406)	
3500-0002	REFUSE MANAGEMENT SUB PROGRAM								
3500-0004	CHARLEVILLE REFUSE MANAGEMENT	262,418.96	555,458	164,249.55	524,013	98,169.41	312%	31,445	
3540-0004	MORVEN REFUSE MANAGEMENT	10,869.71	23,998	8,758.76	46,114	2,110.95	-10%	(22,116)	
3570-0004	AUGATHELLA REFUSE MANAGEMENT	25,575.62	54,855	12,372.09	26,430	13,203.53	46%	28,425	
3500-0002	REFUSE MANAGEMENT SUB PROGRAM	298,864.29	634,311	185,380.40	596,557	113,483.89	301%	37,754	
3200-0001	HEALTH/ENVIRONMENTAL SERVICES	448,856.41	1,829,811	1,795,400.67	5,682,909	(1,346,544.26)	35%	(3,853,098)	
4000-0001	ENGINEERING SERVICES								
4100-0002	ENGINEERING OFFICE SUB PROGRAM	0.00	0	1,934,154.80	3,937,586	(1,934,154.80)	49%	(3,937,586)	
4200-0002	BUILDING & PLANNING SUB PROGRAM	23,672.00	45,000	59,870.58	141,000	(36,198.58)	38%	(96,000)	
4300-0002	PLANT OPERATIONS SUB PROGRAM	16,298.31	96,000	38,266.94	(552,896)	(21,968.63)	-3%	648,896	
4400-0002	PRIVATE WORKS ACTIVITIES	1,156,694.61	4,338,264	986,401.15	2,680,000	170,293.46	10%	1,658,264	
4500-0002	OTHER ROAD ACTIVITIES SUB PROGRAM	1,630,945.39	6,374,310	1,885,354.48	5,958,803	(254,409.09)	-61%	415,507	
4000-0001	ENGINEERING SERVICES	2,827,610.31	10,853,574	4,904,047.95	12,164,493	(2,076,437.64)	158%	(1,310,919)	
5100-0001	WATER & SEWERAGE SERVICES								
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM								
5100-0003	CHARLEVILLE WATER	704,977.00	1,453,371	160,165.27	598,899	544,811.73	64%	854,472	

General Ledger2022.7.5.1 Revenue and Expenditure Summary Page - 3
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 36% of year elapsed. To Level 4. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 08-11-2022 4:22:58 PM

	REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
	31 Oct 2022	Budget	31 Oct 2022	Budget	31 Oct 2022	Budget
5200-0003 MORVEN WATER	47,685.78	49% 98,220	29,985.16	27% 109,571	17,700.62	-156% (11,351)
5300-0003 AUGATHELLA WATER	88,539.58	49% 180,617	32,297.20	22% 144,000	56,242.38	154% 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	841,202.36	49% 1,732,208	467,948.63	33% 1,416,067	373,253.73	118% 316,141
5400-0002 SEWERAGE ACTIVITIES SUB PROGRAM						
5400-0003 CHARLEVILLE SEWERAGE	429,883.07	48% 897,338	117,520.38	27% 430,970	312,362.69	67% 466,368
5450-0003 AUGATHELLA SEWERAGE	42,475.24	50% 85,698	30,033.65	46% 66,000	12,441.59	63% 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	472,358.31	48% 983,036	380,679.28	45% 844,517	91,679.03	66% 138,519
5100-0001 WATER & SEWERAGE SERVICES	1,313,560.67	48% 2,715,244	848,627.91	38% 2,260,584	464,932.76	102% 454,660
TOTAL REVENUE AND EXPENDITURE	14,206,617.60	29% 49,037,305	11,897,174.53	41% 29,318,675	2,309,443.07	12% 19,718,630

General Ledger2022.7.5.1 Balance Sheet Page - 1
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 36% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 08-11-2022 4:25:55 PM

	OPENING BALANCE	----- YEAR TO DATE ----- 31 Oct 2022	----- BUDGET	----- CURRENT BALANCE ----- 31 Oct 2022	----- BUDGET			
CURRENT ASSETS								
=====								
0100-0001	CURRENT ASSETS							
0105-3000	Cash at Bank - General Account	(7,422.25)	160,473.53	---	0	153,051.28	17%	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	1,434,836.04	---	0	9,858,812.21	192%	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	183,707.91	---	0	1,018,254.56	166%	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	30,640.40	---	0	316,579.57	138%	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	0.00	0%	0	2,103,294.52	---	0
0150-3000	Workers Compensation Receivable	4,386.25	7,077.35	---	0	11,463.60	37%	31,131
0155-3000	Accounts Receivable - Debtors	168,623.28	(84,300.29)	---	0	84,322.99	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)	305,090.80	---	0	205,282.39	<999%	(13,934)
0170-3000	Residential Land for Resale	1,126,917.85	0.00	0%	0	1,126,917.85	---	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	1,488,686.17	---	0	14,217,449.11	151%	9,427,846
	TOTAL CURRENT ASSETS	12,728,762.94	1,488,686.17	---	0	14,217,449.11	151%	9,427,846

General Ledger2022.7.5.1 Balance Sheet Page - 2
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 36% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 08-11-2022 4:25:55 PM

	OPENING BALANCE	----- 31 Oct 2022	YEAR TO DATE ----- BUDGET	----- 31 Oct 2022	CURRENT BALANCE ----- BUDGET
NON-CURRENT ASSETS					
=====					
0200-0001	NON-CURRENT ASSETS				
0200-4000	Land at Cost	0.00	0.00	0%	0 0.00 0% 0
0205-4000	Land for Resale	0.00	0.00	0%	0 0.00 0% 0
0210-4000	Land at Valuation	3,220,500.00	0.00	0%	0 3,220,500.00 58% 5,544,000
0211-4000	Land Improvements at Valuation	0.00	0.00	0%	0 0.00 0% 50
0215-4000	Land Clearing Account	0.00	0.00	0%	0 0.00 0% 95,500
0217-4000	WIP - Land Improvements	3,536.27	0.00	0%	0 3,536.27 1% 503,240
0221-4000	Aerodrome Landing Strip at Cost	442,570.92	0.00	0%	0 442,570.92 ---% 0
0231-4000	Aerodrome Landing Strip at Valuation	15,454,597.74	0.00	0%	0 15,454,597.74 151% 10,205,033
0241-4000	Accum Depn - Aerodrome Landing Strip	(2,962,740.47)	(131,170.67)	---	0 (3,093,911.14) 91% (3,390,709)
0242-4000	WIP - Aerodrome Upgrade	0.00	42,759.60	10%	410,000 42,759.60 1% 6,618,184
0300-4000	Buildings at Cost	11,580,680.57	0.00	0%	0 11,580,680.57 >999% 893,860
0310-4000	Buildings at Valuation	54,693,066.61	(215.50)	---	0 54,692,851.11 106% 51,544,674
0320-4000	Accum Depn - Buildings	(22,291,612.44)	(348,888.14)	---	0 (22,640,500.58) 172% (13,185,859)
0330-4000	Other Structures at Cost	7,750,316.56	0.00	0%	0 7,750,316.56 >999% 15,937
0340-4000	Other Structures at Valuation	(169,880.29)	0.00	0%	0 (169,880.29) -2% 8,051,460
0350-4000	Accum Depn - Other Structures	(2,113,108.68)	(33,031.72)	---	0 (2,146,140.40) 73% (2,939,798)
0360-4000	WIP - Buildings	196,698.66	119,266.95	1%	8,760,000 315,965.61 1% 22,915,745
0370-4000	WIP - Other Structures	1,051,063.72	749,452.28	27%	2,773,178 1,800,516.00 8% 22,137,722
0380-4000	Parks at Cost	1,555,475.20	0.00	0%	0 1,555,475.20 ---% 0
0381-4000	Accum Depn - Parks	(5,306,344.10)	(135,033.48)	---	0 (5,441,377.58) 427% (1,274,689)
0382-4000	WIP - Parks	0.00	0.00	0%	0 0.00 0% 0
0383-4000	Parks at Valuation	12,237,279.26	0.00	0%	0 12,237,279.26 692% 1,768,771
0400-4000	Equipment and Furniture Fittings	5,501,971.48	0.00	0%	0 5,501,971.48 313% 1,759,800
0410-4000	Accum Depn - Equipment and FF	(3,910,007.74)	(53,851.61)	---	0 (3,963,859.35) 279% (1,418,214)
0411-4000	Plant	14,692,789.36	0.00	0%	0 14,692,789.36 104% 14,121,301
0415-4000	Accum Depreciation - Plant	(6,800,226.72)	(290,279.73)	---	0 (7,090,506.45) 71% (9,924,108)
0420-4000	Furniture and Fittings	0.00	0.00	0%	0 0.00 0% 2,112,888
0430-4000	Accum Depn - Furniture and Fittings	0.00	0.00	0%	0 0.00 0% (2,674,519)
0445-4000	Plant Clearing Account	0.00	101,025.22	4%	2,400,000 101,025.22 1% 10,383,628
0500-4000	Road Infrastructure at Cost	7,892,905.64	0.00	0%	0 7,892,905.64 185% 4,274,042
0510-4000	Road Infrastructure at Valuation	358,216,856.10	0.00	0%	0 358,216,856.10 157% 228,870,632
0520-4000	Accum Depn - Road Infrastructure	(56,690,859.82)	(1,729,299.50)	---	0 (58,420,159.32) 122% (47,979,176)
0525-4000	WIP - Road Infrastructure	1,806,618.03	158,251.50	5%	3,212,300 1,964,869.53 8% 26,050,453
0530-4000	Water Infrastructure at Cost	2,505,584.31	0.00	0%	0 2,505,584.31 921% 272,167
0540-4000	Water Infrastructure at Valuation	30,589,843.17	0.00	0%	0 30,589,843.17 159% 19,180,926
0550-4000	Accum Depn - Water Infrastructure	(15,381,422.69)	(245,501.00)	---	0 (15,626,923.69) 191% (8,183,872)
0555-4000	WIP - Water Infrastructure	0.04	30,480.42	10%	300,000 30,480.46 1% 4,152,997
0560-4000	Sewerage Infrastructure at Cost	756,869.28	0.00	0%	0 756,869.28 347% 218,421
0570-4000	Sewerage Infrastructure at Valuation	24,358,174.23	0.00	0%	0 24,358,174.23 115% 21,255,545
0580-4000	Accum Depn - Sewerage Infrastructure	(13,397,548.81)	(231,467.12)	---	0 (13,629,015.93) 192% (7,102,173)
0585-4000	WIP - Sewerage Infrastructure	0.00	37,357.68	0%	8,314,000 37,357.68 0% 9,453,287

General Ledger 2022.7.5.1 Balance Sheet Page - 3
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 36% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 08-11-2022 4:25:55 PM

	OPENING BALANCE	31 Oct 2022	YEAR TO DATE	BUDGET	31 Oct 2022	CURRENT BALANCE	BUDGET
0586-4000 WIP - Aurora Estate Stage 2	12,067.70	0.00	0%	0	12,067.70	100%	12,068
0587-4000 WIP - Aurora Estate Stage 3	18,650.00	0.00	0%	0	18,650.00	100%	18,650
0588-4000 WIP State Gov - Bradleys Gully Div	0.00	0.00	0%	0	0.00	0%	0
0589-4000 WIP - Industrial Estate	0.00	0.00	0%	0	0.00	0%	3,146,051
0595-4000 Residential Land Resale (NCA)	0.00	0.00	0%	0	0.00	0%	0
0596-4000 Right of Use Assets	221,275.59	0.00	0%	0	221,275.59	---	0
0596-4001 Accumulated Amortisation	(219,274.23)	0.00	0%	0	(219,274.23)	---	0
0597-4000 Equipment Clearing Account	244,229.59	23,771.69	10%	245,000	268,001.28	12%	2,221,576
0599-4000 Landfill Asset	0.00	0.00	0%	0	0.00	0%	0
0200-0001 NON-CURRENT ASSETS TOTAL	425,760,594.04	(1,936,373.13)	-7%	26,414,478	423,824,220.91	112%	379,725,491
TOTAL NON-CURRENT ASSETS	425,760,594.04	(1,936,373.13)	-7%	26,414,478	423,824,220.91	112%	379,725,491
TOTAL ASSETS	438,489,356.98	(447,686.96)	-2%	26,414,478	438,041,670.02	113%	389,153,337
CURRENT LIABILITIES							
=====							
0600-0001 CURRENT LIABILITIES							
0600-5000 Accounts Payable	0.00	528,817.31	---	0	528,817.31	---	0
0605-5000 Accrued Expenses - All	1,722,277.28	(1,722,277.28)	---	0	(0.00)	0%	459
0610-5000 Fire Services Levy Payable	12,048.70	153,264.24	---	0	165,312.94	>999%	16,515
0612-5000 Contract Liabilities	2,076,523.26	(1,503,190.42)	---	0	573,332.84	---	0
0613-5000 Prepaid Rates	297,907.04	(297,907.04)	---	0	0.00	0%	0
0614-5000 Unearned Revenue	6,151.00	(6,151.00)	---	0	0.00	0%	0
0615-5000 PAYG Payable	0.00	0.00	0%	0	0.00	0%	0
0625-5000 Payroll Suspense	0.00	(4,138.36)	---	0	(4,138.36)	---	0
0630-5000 Wages Advance	0.00	0.00	0%	0	0.00	0%	0
0632-5000 RDO & Toil Accumulated	14,318.68	6,818.46	---	0	21,137.14	104%	20,229
0635-5000 Stock Routes Fees Payable	0.00	0.00	0%	0	0.00	0%	34,435
0636-5000 Finance Lease - Current	2,032.41	0.00	0%	0	2,032.41	---	0
0640-5000 Office Extension Current Loan	0.00	0.00	0%	0	0.00	0%	(27,759)
0645-5000 Cosmos Centre Current Loan	0.00	0.00	0%	0	0.00	0%	(60,342)
0650-5000 Medical Centre Current Loan	39,579.43	(9,576.65)	---	0	30,002.78	-58%	(51,426)
0660-5000 Morven Rail Current Loan	60,215.42	(14,774.29)	---	0	45,441.13	-21%	(214,795)
0665-5000 Plant Replacement Current Loan	0.00	0.00	0%	0	0.00	0%	(228,366)
0666-5000 Plant Replacement No 2 Current Loan	0.00	0.00	0%	0	0.00	0%	(171,804)
0670-5000 Residential Develop Current Loan	0.00	0.00	0%	0	0.00	0%	(223,753)
0671-5000 Flood Mitigation Current Loan	46,416.27	(11,228.41)	---	0	35,187.86	>999%	452
0672-5000 Airport Upgrade Current Loan	44,863.09	(10,804.48)	---	0	34,058.61	-90%	(38,036)
0675-5000 Annual Leave payable	1,003,448.56	20,822.52	---	0	1,024,271.08	121%	846,327

General Ledger2022.7.5.1		Balance Sheet				Page - 4		
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 36% of year elapsed. To Details. Excludes committed costs)		Financial Year Ending 2023				Printed(CLAIREA): 08-11-2022 4:25:55 PM		
MURWEH SHIRE COUNCIL (Budget for full year)								
	OPENING	YEAR TO DATE			CURRENT BALANCE			
	BALANCE	31 Oct 2022	BUDGET		31 Oct 2022	BUDGET		
0680-5000	Long Service Leave Payable	1,142,264.04	7,945.16	---	0	1,150,209.20	93%	1,237,872
0685-5000	Sick Leave Payable	230,377.08	5,277.34	---	0	235,654.42	100%	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	30,802.44	---	0	195,317.86	---	0
0698-5000	Salary Sacrifice Deduct - After Tax	(168,321.44)	(25,238.09)	---	0	(193,559.53)	---	0
0699-5000	Suspense Account: General Account	15,725.18	96,057.61	---	0	111,782.79	646%	17,294
0600-0001	CURRENT LIABILITIES TOTAL	6,703,341.42	(2,755,480.94)	---	0	3,947,860.48	285%	1,385,266
	TOTAL CURRENT LIABILITIES	6,703,341.42	(2,755,480.94)	---	0	3,947,860.48	285%	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	(2,755,480.94)	---	0	8,764,342.76	185%	4,729,051
	NETT ASSETS/(LIABILITIES)	426,969,533.28	2,307,793.98	9%	26,414,478	429,277,327.26	112%	384,424,286

General Ledger2022.7.5.1 Balance Sheet Page - 5
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 36% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2023 Printed(CLAIREA): 08-11-2022 4:25:55 PM

	OPENING BALANCE	----- YEAR TO DATE 31 Oct 2022	----- BUDGET	----- CURRENT BALANCE 31 Oct 2022	----- BUDGET
COMMUNITY EQUITY =====					
0800-0001 EQUITY					
0800-0002 SHIRE CAPITAL					
0805-7000 Retained Surplus	47,026,755.59	0.00	0%	0	47,026,755.59 100%
0807-7000 Retained Surplus-Cosmos	(1,275,671.18)	0.00	0%	0	(1,275,671.18) <999%
0810-7000 Asset Revaluation Reserve - Roads	225,378,367.83	0.00	0%	0	225,378,367.83 189%
0811-7000 Asset Revaluation Reserve - W & S	23,936,942.08	0.00	0%	0	23,936,942.08 100%
0812-7000 Asset Reval Res - Bldgs & Structures	33,045,959.09	0.00	0%	0	33,045,959.09 86%
0813-7000 Asset Revaluation Reserve-Land	716,322.33	0.00	0%	0	716,322.33 22%
0815-7000 Asset Revaluation Reserve Aerodrome	13,348,816.79	0.00	0%	0	13,348,816.79 153%
0816-7000 Asset Revaluation Reserve - Plant	0.00	0.00	0%	0	0.00 0%
0820-7000 Current Surplus / Deficit	0.00	2,309,443.07	12%	19,718,630	2,309,443.07 12%
0825-7000 Year End Surplus/Deficit	84,792,040.75	0.00	0%	0	84,792,040.75 79%
0800-0002 SHIRE CAPITAL TOTAL	426,969,533.28	2,309,443.07	12%	19,718,630	429,278,976.35 117%
0830-0002 RESERVES					
0800-0001 EQUITY TOTAL	426,969,533.28	2,309,443.07	12%	19,718,630	429,278,976.35 117%
TOTAL COMMUNITY EQUITY	426,969,533.28	2,309,443.07	12%	19,718,630	429,278,976.35 117%

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS
2022-23

Capital Expenditure as at 31 July 2022

Projects										
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 (%)
Airport										
242-4000-0	8000-3607-0	Airport Reseals	LRCIP 3	\$70,147	28.06%	\$250,000	Jamie Gorry	30% - Under way, crack sealing and strengthening works are continuing on Runway and taxi-ways at present. Concrete strengthening of apron will commence in November		
	8000-3606-0	Augathella Aerodrome Upgrade Planning	LGSSP 22-24	\$17,672	11.05%	\$160,000	Jamie Gorry	25% - Aerodrome consultant has set scope of works. Surveyor has completed Augathella Mapping. Kamen Engineers will be to site in late November.		
	Sub total			\$87,819	21.42%	\$410,000				
Buildings										
360-4000-0	8000-2580-0	Landfill remediation works	LRCI Stage 3	\$0	0.00%	\$162,178	Jamie Gorry	20% - Proterra have taken possession of site 03/10/22 and have commenced with site make-good. Meeting onsite between JG, Suji and Proterra re hard stand for improved access. Onsite meeting during 3rd week in November		
	8000-2575-0	Refurbish existing racecourse complex building	LRCI Stage 3	\$0	0.00%	\$300,000	DES	Not started		
	8000-1760-0	Council housing renewals	W4Qld 21-24	\$0	0.00%	\$250,000	Jamie Gorry	15% - project plan scope finalised and tender docs have been drafted. Tenders have closed and are being evaluated		
	8000-2610-0	Parks and Equipment	W4Qld 21-24	\$298,061	198.71%	\$150,000	DES	Project well advanced. Budget review required		
	8000-2551-0	Glass Door - Charleville Town Hall	General	\$0	0.00%	\$15,000	Jamie Gorry	Not started		
	Sub total			\$298,061	33.98%	\$877,178				


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 (%)
Other Structures										
370-4000-0	8000-1892-0	Morven Rail (Freight) Hub	General fund	\$6,362	6.36%	\$100,000	Jamie Gorry	Continuation of prior year project - minor earthworks scheduled to occur in Nov/Dec		<input type="text"/>
	8000-1893-0	Morven Rail (Freight) Hub Bore	Main Roads	\$85,017	50.01%	\$170,000	Jamie Gorry	Materials for fit out have arrived at Depot. Slab for tank has been poured, awaiting loam spreading and tanks construction. Once completed electricity will be run to the bore.. And commissioning complete.		<input type="text"/>
	8000-2595-0	Upgrade existing Toddler Pool at Charleville Swimming pool - W4Qld	W4Qld 21-24	\$65,168	28.58%	\$228,000	Richard Ranson	Council has been able to engage a contractor to complete the pool design following a its EOI submission. The pool design has been approved by council and tender documents are out, closing date 21st October. A further update will be provided once the tender assessment is completed.		<input type="text"/>
	8000-2579-0	Charleville Weighbridge	LRCIP 3	\$0	0.00%	\$400,000	DES	Not started		<input type="text"/>
	8000-2950-0	Amenities at Botanical Gardens	W4Qld 21-24	\$0	0.00%	\$150,000	DES	Not started - Discussion at October Briefing Session to reallocate funding to replace Alfred Street Toilet Block. To confirm with Councilors. Budget review required		<input type="text"/>
	8000-2951-0	Amenities at Graham Andrews Park	W4Qld 21-24	\$206,759	82.70%	\$250,000	DES	Nearly finished, committed \$215K		<input type="text"/>
	8000-2598-0	Refurbish Shire Libraries -W4Qld	W4Qld 21-24	\$35,969	37.86%	\$95,000	Richard Ranson	Augathella Library - all upgrade and refurbishment works are now completed. Charleville Library - The refurbishment at the kids room is complete - new flooring and painting. All other works are underway		<input type="text"/>
	8000-2599-0	Upgrade Morven Camp - W4Qld	W4Qld 21-24	\$12,100	48.40%	\$25,000	WHSO	Camp is now in place, plumbing completed, awaiting water, sewerage and power connection and installation of decking/steps.		<input type="text"/>
	8000-2366-0	VAST at Augathella	General	\$68,975	74.17%	\$93,000	Richard Ranson	Installation underway, approx 75% complete		<input type="text"/>
	8000-2357-0	Installation of solar panels in council facilities	LRCIP 3	\$0	0.00%	\$400,000	John Nicholson	Not started		<input type="text"/>
	8000-2359-0	Upgrade existing Charleville Cemetery	LRCIP 3	\$0	0.00%	\$150,000	Jamie Gorry	Not started		<input type="text"/>
	8000-2360-0	Installation of shade facilities at Charleville Swimming Pool	LRCIP 3	\$0	0.00%	\$250,000	Richard Ranson	Not started		<input type="text"/>
	8000-3045-0	Ward river picnic tables, bins, signage, BBQ	Dept of Fishing	\$48,049	136.12%	\$35,300	DES	Project completed, overspent by \$13K. Budget review required		<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 2022-23	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
	8000-2591-0	Colambarium - three towns	LRCIP 3	\$0	0.00%	\$150,000	Des	Colambarium walls ordered, committed \$91K		
	Sub total			\$528,399	21.17%	\$2,496,300				

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 (%)
Plant Replacement										
445-4000-0	8000-1200-0	Plant Purchase	General	\$156,480	6.52%	\$2,400,000	DES/Suji	Tenders being prepared for balance of replacement items. Committed \$2.4m		
	Sub total			\$156,480	6.52%	\$2,400,000				
Roads										
525-4000-0	8000-2305-0	Kerb and Channel renewals	General	\$0	0.00%	\$100,000	DES	Not started		
	8000-4052-0	Langlo Mt Morris Road	R2R/TIDS	\$94,091	4.52%	\$2,080,000	DES	10km heavy formation complete, started carting and laying gravel.		
	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		
	8000-1085-0	Town St Reseals R2R - Jupp St	R2R	\$0	0.00%	\$177,000	DES	Not started		
	8001-3040-0	Footpath renewals	General	\$14,004	9.34%	\$150,000	DES	On going renewal project		
	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 RPQ, site inspections 9/11		
	8000-3017-0	Flood Levee Renewal	General	\$0	0.00%	\$100,000	DES	Not started		
	8000-3018-0	Flood Levee Remediation Works	Mitigation Infrastructure	\$0	0.00%	\$300,000	DES	Not started		
	8003-4049-0	Kyber road	General	\$40,046	0.00%	\$0	DES	Balance of upgrade expenses from 2021/22 FY - budget review required		
	Sub total			\$158,319	4.98%	\$3,177,000				
Water										
555-4000-0	8000-5254-0	Charleville water renewals	General	\$18,083	12.06%	\$150,000	DES	Committed \$11K		
	8000-5260-0	Morven water renewals	General	\$20,018	20.02%	\$100,000	DES	Main replacement commencing in October 2022		
	8000-5252-0	Augathella water renewals	General	\$12,222	24.44%	\$50,000	DES	Mains replacement in progress		
	Sub total			\$50,323	16.77%	\$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 (%)
Sewerage										
585-4000-0	8000-5350-0	Sewerage Augathella Annual Budget	General	\$0	0.00%	\$50,000	DES	Not started		
	8000-5360-0	Sewerage Charleville Annual Budget	General	\$37,358	24.91%	\$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	Not started		
	8000-5375-0	Charleville Sewerage Treatment Plant Upgrade	LGSSP 22-24	\$0	0.00%	\$6,240,000	DES	Not started		
	Sub total			\$37,358	0.45%	\$8,314,000				
Tourism										
	8000-2650-0	Augathella Heritage Museum	Building Better Regions	\$0	0.00%	\$300,000	John Nicholson	Continuation of prior year. Committed \$151K		<input type="text"/>
	8000-2660-0	Charleville Airport Museum	Building Better Regions	\$0	0.00%	\$400,000	John Nicholson	Committed \$56K, project management		
	8000-2670-0	Charleville WWII Base	Building Better Regions	\$50,009	5.03%	\$995,000	John Nicholson	Committed \$56K, project management		
	8000-2680-0	Outback Museum of Australia	Building Better Regions	\$72,814	1.12%	\$6,500,000	John Nicholson	Committed \$56K, project management		
	Sub total			\$122,824		\$8,195,000				
Office Equipment										
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		<input type="text"/>
	8000-1794	Pool Vacuum Cleaner	General	\$18,965	94.82%	\$20,000	Richard Ranson	Equipment purchased		<input type="text"/>
	8000-1795-0	Install CCTV cameras at selected Council facilities	LRCIP 3	\$0	0.00%	\$100,000	John Nicholson	Not started		
	Sub total			\$22,418	9.15%	\$245,000				
	Total Capital			\$1,461,999	6%	\$26,414,478				
Loan repayments										
640-672-5000		Current Loans Payments	General	\$46,382	23.92%	\$193,887	DCS	Due quarterly, first quarter paid		<input type="text"/>
	Sub total			\$46,382	23.92%	\$193,887				
GRAND TOTAL				\$1,508,381	6%	\$26,608,365				

10.9 FIRST BUDGET REVIEW 2022-2023

Author: Accountant
Authoriser: Director Corporate & Regulatory Services

RECOMMENDATION

- 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

1. That Council [Type here](#)

BACKGROUND

Purpose

Section 170 (C) of the *Local Government Financial Regulation 2012* states that the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

This report is based on the Budget Review 2022-23 recently conducted by the Executive Management. It incorporates new items and changes not previously identified in the original budget and changes to the budget due to events arising since the beginning of the financial year.

At a high level, the following table shows the changes between the Original Budget and this First Budget Review 2022-23.

Description	Original Budget 2022/23	Revised Budget 2022/23	Inc/Dec
Operating revenue	\$26,609,825	\$26,624,525	14,700.00
Operating expenditure	(\$22,336,767)	(\$22,331,767)	5,000.00
Interest (financing costs)	(\$68,494)	(\$68,494)	-
Depreciation	(\$6,913,413)	(\$6,913,413)	-
Operating result	(\$2,708,849)	(\$2,689,149)	19,700.00
Add: Unfunded Depreciation	\$2,708,849	\$2,689,149	- 19,700.00
Net appropriation result	\$0	\$0	-
Capital revenue	\$22,427,478	\$22,217,369	- 210,109
Proceeds from sale of Assets	\$500,000	\$500,000	-
Proceeds from loan	\$0	\$0	-
Capital expenditure	(\$26,414,478)	(\$26,490,251)	- 75,773
Funded Depreciation used	\$3,680,887	\$3,966,769	285,882
Principal loan repayments	(\$193,887)	(\$193,887)	-
Surplus/(Deficit)	\$0	\$0	-

Key budget changes at this budget review are listed below:

- Removal of solar panels \$400K and inclusion of new proposed projects namely Khyber Rd and Old Charleville Rd, LRCIP 3.
- Reallocation of W4Qld funding from Botanical to Alfred St \$150,000
- Additional budget allocation for Graham Andrews Park \$150K.
- Purchase and survey costs, etc – Augathella Industrial Land

Summary of budget review changes by line item and additional information are shown in the following table.

GL/Job No.	GL/Job Number Description	From	To	Inc/Dec	Comments
Operating Revenue:					
2165-1000-0	Lease Fees	-	7,500	\$7,500	Tower lease
2610-1100-0	Library Grant	10,000	17,200	\$7,200	Additional grant received
				\$0	
Total increase in operating revenue		10,000	24,700	\$14,700	
Less: Operating Expenses					
1180-2000-0	Promotions	-	20,000	\$20,000	Council newsletter
3480-2000-0	Stock Routes	332,806	307,806	(\$25,000)	Move to capital - equipment
				\$0	
Total increase in operating costs		\$332,806	\$327,806	(\$5,000)	
Net Result - Operating Level (deficit)				\$19,700	
Capital Revenue					
4549-1100-0	Morven Rail (Freight) Hub - Bore	170,000	144,000	(\$26,000)	Main Roads
2803-1111-1308	Upgrade existing Toddler Pool at Charleville Swimming pool	228,000	219,000	(\$9,000)	Work for Qld 21-24
2803-1111-1308	Upgrade Morven Camp - W4Qld	25,000	22,000	(\$3,000)	Work for Qld 21-24
2803-1111-1206	Installation of solar panels in council facilities - TBC	400,000	-	(\$400,000)	LRCIP 3
2803-1111-1309	Ward river picnic tables, bins, signage, BBQ	35,300	37,890	\$2,590	Fishing Infrastructure
2803-1111-1206	Second coat seal on Khyber Road to finalise the sealing works.	0	280,000	\$280,000	LRCIP 3
2803-1111-1206	Second coat seal on Old Charleville Road to finalise the sealing works	0	42,000	\$42,000	LRCIP 3
2803-1111-1207	Augathella Heritage Museum	300,000	203,301	(\$96,699)	BBRF
Total decrease in capital grants				(\$210,109)	
Capital Expenditure					
8000-2580-0	Initial landfill remediation works	162,178	250,000	\$87,822	Fencing - general fund
8000-2610-0	Parks and Equipment	150,000	300,000	\$150,000	Actual more than original budget
8000-1892-0	Morven Rail (Freight) Hub	100,000	63,000	(\$37,000)	Based on 30 June actual expenditure
8000-1893-0	Morven Rail (Freight) Hub - Bore	170,000	144,000	(\$26,000)	Based on 30 June actual expenditure
8000-2595-0	Upgrade existing Toddler Pool at Charleville Swimming pool	228,000	219,000	(\$9,000)	Based on 30 June actual expenditure
8000-2950-0	Botanical Ablution Block	150,000	-	(\$150,000)	Reallocate to Alfred St
TBA	Alfred St Toilet Block	-	150,000	\$150,000	As per council briefing
8000-2599-0	Upgrade Morven Camp - W4Qld	25,000	22,000	(\$3,000)	Based on 30 June actual expenditure
8000-2357-0	Installation of solar panels in council facilities - TBC	400,000	-	(\$400,000)	Not approved - LRCIP 3
8000-3045-0	Ward river picnic tables, bins, signage, BBQ	35,300	48,000	\$12,700	Based on actual expenditure
TBA	Second coat seal on Khyber Road to finalise the sealing works.	-	280,000	\$280,000	Reallocation - LRCIP 3
8003-4049-0	Second coat seal on Old Charleville Road to finalise the sealing works	-	42,000	\$42,000	Reallocation - LRCIP 3
8000-2650-0	Augathella Heritage Museum	300,000	203,301	(\$96,699)	Based on 30 June actual expenditure
TBA	Equipment	-	54,950	\$54,950	Based on actual quotes
TBA	Augathella Industrial Land	-	20,000	\$20,000	
				\$75,773	
Net capital result				(\$285,882)	
Net Total Operating and capital deficit				(\$266,182)	

Financial Risks

Expenditure in the financial year must have a budget allocation.

LINK TO CORPORATE PLAN

- 1.1.3 Council has in place operational systems and capacity to deliver strategic priorities and core operations.
- 1.1.1 Council has in place strategic decision-making frameworks to identify, prioritise, and meet current and future needs .

ATTACHMENTS

1. **Revised 3 year Budget 2022-2025**
2. **Revised 10 year Budget 2022-32**

**QTC Financial Forecast Template—Murweh Shire Council
Statement of Comprehensive Income**

	Jun-23B	Jun-24F	Jun-25F
Revenue			
Operating revenue			
Net rates, levies and charges	7,048	7,330	7,623
Fees and charges	841	867	893
Interest received	91	344	395
Sales revenue	4,371	4,502	4,638
Other income	89	91	94
Grants, subsidies, contributions and donations	14,185	14,610	15,048
Total operating revenue	26,625	27,744	28,690
Capital revenue			
Grants, subsidies, contributions and donations	22,217	4,200	3,900
Total revenue	48,842	31,944	32,590
Capital income			
Total Capital Income	500	-	-
Total income	49,342	31,944	32,590
Expenses			
Operating expenses			
Employee benefits	8,554	8,798	9,020
Materials and services	13,719	14,095	14,492
Finance costs	127	122	119
Depreciation and amortisation	6,913	7,737	7,960
Total operating expenses	29,313	30,752	31,590
Net result	20,029	1,191	1,000
Operating result			
Operating revenue	26,625	27,744	28,690
Operating expenses	29,313	30,752	31,590
Operating result	(2,688)	(3,009)	(2,900)

**QTC Financial Forecast Template—Murweh Shire Council
Statement of Financial Position**

	Jun-23B	Jun-24F	Jun-25F
Assets			
Current assets			
Cash and cash equivalents	5,797	7,282	8,797
Trade and other receivables	2,181	2,246	2,326
Inventories	877	877	867
Contract Assets	2,103	2,103	2,103
Other current assets	231	241	251
Total current assets	11,209	12,749	14,344
Non-current assets			
Property, plant & equipment	448,912	452,204	455,441
Other non-current assets	-	80	60
Total non-current assets	448,912	452,284	455,501
Total assets	460,101	465,032	469,845
Liabilities			
Current liabilities			
Trade and other payables	1,497	1,533	1,578
Contract Liabilities	2,077	2,077	2,077
Borrowings	163	159	163
Provisions	1,142	1,142	1,165
Total current liabilities	4,879	4,911	4,983
Non-current liabilities			
Borrowings	2,465	2,306	2,143
Provisions	2,186	2,215	2,221
Total non-current liabilities	4,651	4,521	4,364
Total liabilities	9,530	9,432	9,348
Net community assets	450,571	455,600	460,497
Community equity			
Asset revaluation surplus	300,000	303,838	307,736
Retained surplus	150,571	151,762	152,762
Total community equity	450,571	455,600	460,497

QTC Financial Forecast Template—Murweh Shire Council
Statement of Cash Flows

	Jun-23B	Jun-24F	Jun-25F
Cash flows from operating activities			
Receipts from customers	11,892	12,757	13,207
Payments to suppliers and employees	(24,225)	(22,886)	(23,485)
Interest received	91	344	395
Non-capital grants and contributions	13,659	14,578	15,009
Borrowing costs	(71)	(65)	(61)
Other cash flows from operating activities	-	(10)	(10)
Net cash inflow from operating activities	1,346	4,718	5,054
Cash flows from investing activities			
Payments for property, plant and equipment	(26,390)	(7,400)	(7,400)
Payments for intangible assets	(100)	-	-
Proceeds from sale of property, plant and equipment	500	110	120
Grants, subsidies, contributions and donations	22,217	4,200	3,900
Net cash inflow from investing activities	(3,773)	(3,090)	(3,380)
Cash flows from financing activities			
Proceeds from borrowings	-	-	-
Repayment of borrowings	(193)	(163)	(159)
Repayment of leases	(2)	-	-
Net cash inflow from financing activities	(195)	(163)	(159)
Total cash flows			
Net increase in cash and cash equivalent held	(2,624)	1,465	1,516
Opening cash and cash equivalents	8,419	5,817	7,282
Closing cash and cash equivalents	5,797	7,282	8,797

**QTC Financial Forecast Template—Murweh Shire Council
Statement of Changes in Equity**

	Jun-23B	Jun-24F	Jun-25F
Asset revaluation surplus			
Opening balance	296,426	300,000	303,838
Net result	na	na	na
Increase in asset revaluation surplus	3,574	3,838	3,897
Internal payments made	na	na	na
Adjustment for Initial Recognition of Accounting Standards	na	na	na
Closing balance	300,000	303,838	307,736
Retained surplus			
Opening balance	130,542	150,571	151,762
Net result	20,029	1,191	1,000
Increase in asset revaluation surplus	na	na	na
Internal payments made	-	-	-
Adjustment for Initial Recognition of Accounting Standards	-	na	na
Closing balance	150,571	151,762	152,762
Total			
Opening balance	426,968	450,571	455,600
Net result	20,029	1,191	1,000
Increase in asset revaluation surplus	3,574	3,838	3,897
Internal payments made	-	-	-
Adjustment for Initial Recognition of Accounting Standards	-	na	na
Closing balance	450,571	455,600	460,497

**QTC Financial Forecast Template—Murweh Shire Council
Statement of Comprehensive Income**

	Jun-23B	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
Revenue										
Operating revenue										
Net rates, levies and charges	7,048	7,330	7,623	7,928	8,245	8,575	8,918	9,275	9,646	10,031
Fees and charges	841	867	893	919	947	975	1,005	1,035	1,066	1,098
Interest received	91	344	395	447	501	536	566	626	702	792
Sales revenue	4,371	4,502	4,638	4,777	4,920	5,068	5,220	5,376	5,537	5,704
Other income	89	91	94	97	100	103	106	109	112	116
Grants, subsidies, contributions and donations	14,185	14,610	15,048	15,499	15,964	16,443	16,936	17,444	17,967	18,505
Total operating revenue	26,625	27,744	28,690	29,667	30,677	31,699	32,750	33,864	35,030	36,246
Capital revenue										
Grants, subsidies, contributions and donations	22,217	4,200	3,900	4,000	4,100	3,463	4,100	4,200	4,200	4,200
Total revenue	48,842	31,944	32,590	33,667	34,777	35,163	36,850	38,064	39,230	40,446
Capital income										
Total Capital Income	500	-	-	-	-	-	-	-	-	-
Total income	49,342	31,944	32,590	33,667	34,777	35,163	36,850	38,064	39,230	40,446
Expenses										
Operating expenses										
Employee benefits	8,554	8,798	9,020	9,247	9,480	9,719	9,964	10,216	10,473	10,737
Materials and services	13,719	14,095	14,492	14,879	15,297	15,705	16,146	16,578	17,043	17,499
Finance costs	127	122	119	116	113	110	107	104	101	98
Depreciation and amortisation	6,913	7,737	7,960	8,185	8,434	8,692	8,933	9,185	9,439	8,729
Total operating expenses	29,313	30,752	31,590	32,427	33,324	34,228	35,151	36,083	37,056	37,064
Net result	20,029	1,191	1,000	1,240	1,453	935	1,699	1,981	2,174	3,382
Operating result										
Operating revenue	26,625	27,744	28,690	29,667	30,677	31,699	32,750	33,864	35,030	36,246
Operating expenses	29,313	30,752	31,590	32,427	33,324	34,228	35,151	36,083	37,056	37,064
Operating result	(2,688)	(3,009)	(2,900)	(2,760)	(2,647)	(2,528)	(2,401)	(2,219)	(2,026)	(818)

**QTC Financial Forecast Template—Murweh Shire Council
Statement of Financial Position**

	Jun-23B	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
Assets										
Current assets										
Cash and cash equivalents	5,797	7,282	8,797	10,366	11,296	11,984	13,681	15,895	18,565	21,715
Trade and other receivables	2,181	2,246	2,326	2,402	2,480	2,554	2,645	2,732	2,821	2,906
Inventories	877	877	867	872	862	867	857	862	852	857
Contract Assets	2,103	2,103	2,103	2,103	2,103	2,103	2,103	2,103	2,103	2,103
Other current assets	231	241	251	261	272	282	293	304	315	327
Total current assets	11,209	12,749	14,344	16,004	17,012	17,790	19,580	21,896	24,657	27,908
Non-current assets										
Property, plant & equipment	448,912	452,204	455,441	458,908	463,295	467,459	471,433	475,223	478,830	483,209
Other non-current assets	-	80	60	40	20	-	-	-	-	-
Total non-current assets	448,892	452,284	455,501	458,948	463,315	467,459	471,433	475,223	478,830	483,209
Total assets	450,101	465,032	469,845	474,951	480,327	485,249	491,012	497,119	503,486	511,116
Liabilities										
Current liabilities										
Trade and other payables	1,497	1,533	1,578	1,621	1,665	1,705	1,755	1,803	1,851	1,896
Contract Liabilities	2,077	2,077	2,077	2,077	2,077	2,077	2,077	2,077	2,077	2,077
Borrowings	163	159	163	167	171	176	180	185	189	194
Provisions	1,142	1,142	1,165	1,188	1,212	1,236	1,261	1,286	1,312	1,338
Total current liabilities	4,879	4,911	4,983	5,053	5,125	5,194	5,273	5,350	5,429	5,505
Non-current liabilities										
Borrowings	2,465	2,306	2,143	1,976	1,805	1,629	1,449	1,264	1,074	880
Provisions	2,186	2,215	2,221	2,228	2,235	2,242	2,250	2,258	2,266	2,275
Total non-current liabilities	4,651	4,521	4,364	4,204	4,040	3,871	3,699	3,522	3,341	3,155
Total liabilities	9,530	9,432	9,348	9,257	9,164	9,065	8,972	8,872	8,770	8,660
Net community assets	450,571	455,600	460,497	465,694	471,163	476,185	482,040	488,247	494,716	502,457
Community equity										
Asset revaluation surplus	300,000	303,838	307,736	311,692	315,708	319,795	323,951	328,177	332,472	336,831
Retained surplus	150,571	151,762	152,762	154,002	155,455	156,390	158,089	160,070	162,244	165,626
Total community equity	450,571	455,600	460,497	465,694	471,163	476,185	482,040	488,247	494,716	502,457

**QTC Financial Forecast Template—Murweh Shire Council
Statement of Cash Flows**

	Jun-23B	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
Cash flows from operating activities										
Receipts from customers	11,892	12,757	13,207	13,682	14,171	14,662	15,201	15,750	16,315	16,904
Payments to suppliers and employees	(24,225)	(22,886)	(23,485)	(24,113)	(24,753)	(25,415)	(26,080)	(26,778)	(27,489)	(28,225)
Interest received	91	344	395	447	501	536	566	626	702	792
Non-capital grants and contributions	13,659	14,578	15,009	15,462	15,926	16,407	16,892	17,402	17,924	18,465
Borrowing costs	(71)	(65)	(61)	(57)	(53)	(49)	(44)	(40)	(35)	(31)
Other cash flows from operating activities	-	(10)	(10)	(15)	(10)	(16)	(11)	(16)	(11)	(16)
Net cash inflow from operating activities	1,346	4,718	5,054	5,407	5,782	6,146	6,524	6,944	7,405	7,889
Cash flows from investing activities										
Payments for property, plant and equipment	(26,390)	(7,400)	(7,400)	(7,800)	(8,900)	(8,850)	(8,850)	(8,850)	(8,850)	(8,850)
Payments for intangible assets	(100)	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	500	110	120	125	115	100	100	100	100	100
Grants, subsidies, contributions and donations	22,217	4,200	3,900	4,000	4,100	3,463	4,100	4,200	4,200	4,200
Net cash inflow from investing activities	(3,773)	(3,090)	(3,380)	(3,675)	(4,685)	(5,287)	(4,650)	(4,550)	(4,550)	(4,550)
Cash flows from financing activities										
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	(193)	(163)	(159)	(163)	(167)	(171)	(176)	(180)	(185)	(189)
Repayment of leases	(2)	-	-	-	-	-	-	-	-	-
Net cash inflow from financing activities	(195)	(163)	(159)	(163)	(167)	(171)	(176)	(180)	(185)	(189)
Total cash flows										
Net increase in cash and cash equivalent held	(2,622)	1,465	1,516	1,569	930	688	1,698	2,214	2,670	3,150
Opening cash and cash equivalents	8,419	5,817	7,282	8,797	10,366	11,296	11,984	13,681	15,895	18,565
Closing cash and cash equivalents	5,797	7,282	8,797	10,366	11,296	11,984	13,681	15,895	18,565	21,715

QTC Financial Forecast Template—Murweh Shire Council
Statement of Changes in Equity

	Jun-23B	Jun-24F	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F
Asset revaluation surplus										
Opening balance	296,426	300,000	303,838	307,736	311,692	315,708	319,795	323,951	328,177	332,472
Net result	na	na	na	na	na	na	na	na	na	na
Increase in asset revaluation surplus	3,574	3,838	3,897	3,956	4,016	4,087	4,156	4,226	4,295	4,359
Internal payments made	na	na	na	na	na	na	na	na	na	na
Adjustment for Initial Recognition of Accounting Standards	na	na	na	na	na	na	na	na	na	na
Closing balance	300,000	303,838	307,736	311,692	315,708	319,795	323,951	328,177	332,472	336,831
Retained surplus										
Opening balance	130,542	150,571	151,762	152,762	154,002	155,455	156,390	158,069	160,070	162,244
Net result	20,029	1,191	1,000	1,240	1,453	935	1,699	1,981	2,174	3,382
Increase in asset revaluation surplus	na	na	na	na	na	na	na	na	na	na
Internal payments made	-	-	-	-	-	-	-	-	-	-
Adjustment for Initial Recognition of Accounting Standards	-	na	na	na	na	na	na	na	na	na
Closing balance	150,571	151,762	152,762	154,002	155,455	156,390	158,069	160,070	162,244	165,626
Total										
Opening balance	426,968	450,571	455,600	460,497	465,694	471,163	476,185	482,040	488,247	494,716
Net result	20,029	1,191	1,000	1,240	1,453	935	1,699	1,981	2,174	3,382
Increase in asset revaluation surplus	3,574	3,838	3,897	3,956	4,016	4,087	4,156	4,226	4,295	4,359
Internal payments made	-	-	-	-	-	-	-	-	-	-
Adjustment for Initial Recognition of Accounting Standards	-	na	na	na	na	na	na	na	na	na
Closing balance	450,571	455,600	460,497	465,694	471,163	476,185	482,040	488,247	494,716	502,457

10.10 ANNUAL REPORT SIGNED FINANCIAL STATEMENTS 2021-2022	2021-2022
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Author: Accountant

Authoriser: Director Corporate & Regulatory Services

RECOMMENDATION

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

BACKGROUND

Purpose

The purpose of this report is for Council to adopt the Annual Report 2021-22 which includes the audited financial statements for the year ended 30 June 2022.

Discussion

As required by the Local Government Regulation 2012, Section 182:

- (1) A local government must prepare an annual report for each financial year.
- (2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.
- (3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.
- (4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.

ATTACHMENT TO BE SUPPLIED

LINK TO CORPORATE PLAN

- 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

11 ECONOMIC DEVELOPMENT & TOURISM

11.1 CHARLEVILLE VISITOR INFORMATION CENTRE REPORT

Author: Cisor Information Centre Officer

Authoriser: CEO

RECOMMENDATION
 That Council receives the October report from the Visitor Information Centre

BACKGROUND

Visitor Numbers for October 2022

Numbers were slightly down from October 2022 but this was to be expected with borders now open. However, visitor numbers remain higher than pre-covid visitor numbers. Our season has been well and truly extended into October and with correct marketing next year we hope to see this trend continue.

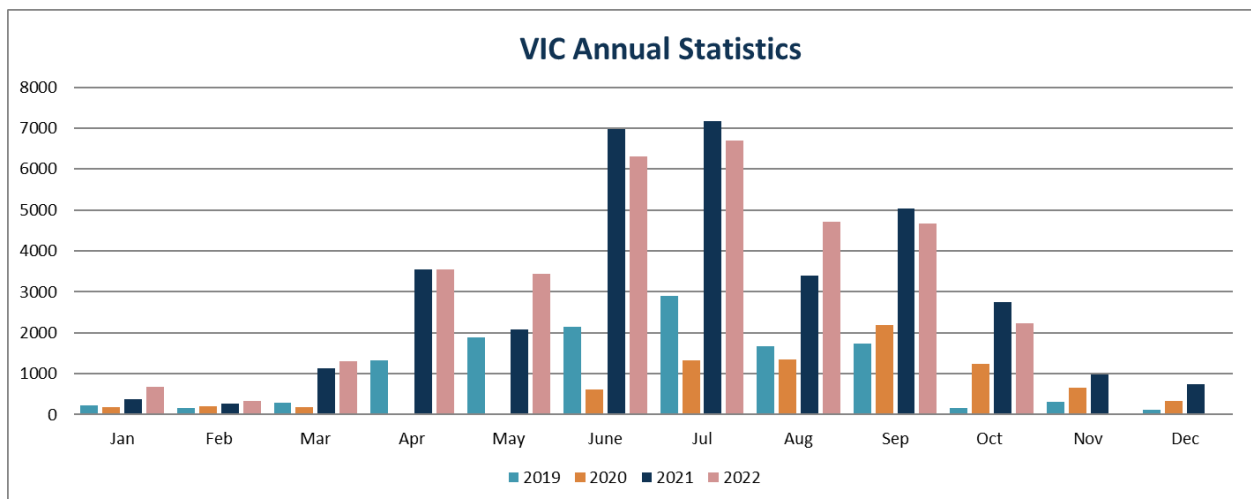
Walk-In Visitors to the Charleville VIC

October 2022 – 2234

October 2021 – 2758

October 2020 – 1236

October 2019 – 158



Charleville Visitor Information Centre Monthly Statistics

	Ticket Sales	Merchandise Sales	Phone Stats	Information Packs Sent out
October 2022	\$39527.35	\$6889.10	349	4
October 2021	\$42029.50	\$7981.86	366	1
October 2020 COVID	\$1165.00	\$3312.6	183	0

Bilby Report

Bilby shows have slowed down during October with only 47 shows going ahead. As we go into this quiet season we are looking at ways to revamp the 2023 shows and the overall experience for visitors. The Save the Bilby Fund is working closely with us to ensure we are delivering an excellent experience.

Bilby guests for October shows 2022: 876

Shows:

47

Merch: \$8474.25

Donations: \$318.00

Tickets: \$14818.00

Charleville Visitor Information Centre General Information

General Information

Morven visit

Amanda and I visited Morven, caught up with Paula from the Visitor Information Centre, and started organising a Morven Familiarisation date in November, which will see the tourism department travel down to Morven for the day. This is due to take place on the 8th of November.

Noosa Conference

The annual QICA conference was held in Noosa this year and saw nearly all the Outback region represented at the conference. The conference provided a great opportunity to hear about the Governments plans for the 2032 Olympics and the upcoming 2023 Year of Accessible Tourism in Queensland.



Charleville Visitor Information Centre Feedback

Great feedback has been received on our feedback forms in the month of October. Well done to all the staff at the Visitor Centre, without them this feedback wouldn't happen.

NOTE: THE TWO CUSTOMER SERVICE LADIES ON THURSDAY AFTERNOON WERE VERY PROFESSIONAL, INFORMATIVE, HELPFUL & A CREDIT TO THEMSELVES & CHARLEVILLE. THEIR ENTHUSIASM & INTEREST IN CHARLEVILLE WAS GREAT TO SEE FOR TWO NON LOCALS. THE GUIDE FOR THE WWII TAG ALONG TOUR & RACHEAL, 'RITZ OF THE OUTBACK' THE INFORMATION THEY IMPARTED WAS AMAZING.

Information center 10
Staff so helpful, bright, bubbly and really helped out were so friendly went out of their way, stayed open longer & sold us tours we had never thought of. Even great Dinner Recommendations. Thanks so

Loved the Driver receiver copper - long way from Mt Isa + Ilfracombe! Only place we have had a free copper in the last 3 weeks.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

Nil

11.2 WWII SECRET BASE & TOUR OCTOBER 2022

Author: WWII Secret Base Coordinator
Authoriser: CEO

RECOMMENDATION
 That Council receive the report from the WWII Secret Base and Tour for October.

BACKGROUND

WWII Secret Tour



WWII Tour Oct 22

Surplus	\$2,929
Expenditure	\$2,240
Total receipts	\$5,169
Total visitors	254
Number of tours	29

The WWII Secret tour in October 2022 has seen a slight decrease in numbers in comparison to 2021. In 2021 we had 286 guests conduct our tour in Oct, compared to a slightly lower 254 guests in 2022. This has been a regular occurrence during our quieter months. Which gives me more reason to believe a higher concentration of product development on the tour aspect of the experience is required, to stay in line with the interactive exhibition developments. With Amanda recently starting, we are putting together a WWII tourism plan for 2023 and beyond, which the tour development will be listed as a desirable priority.



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	-	-

WWII Secret Base



WWII Secret Base Oct 22

Surplus	\$1,220
total expenses	\$3,600
total receipts	\$4,820
Total visitors	677
Hours open	120

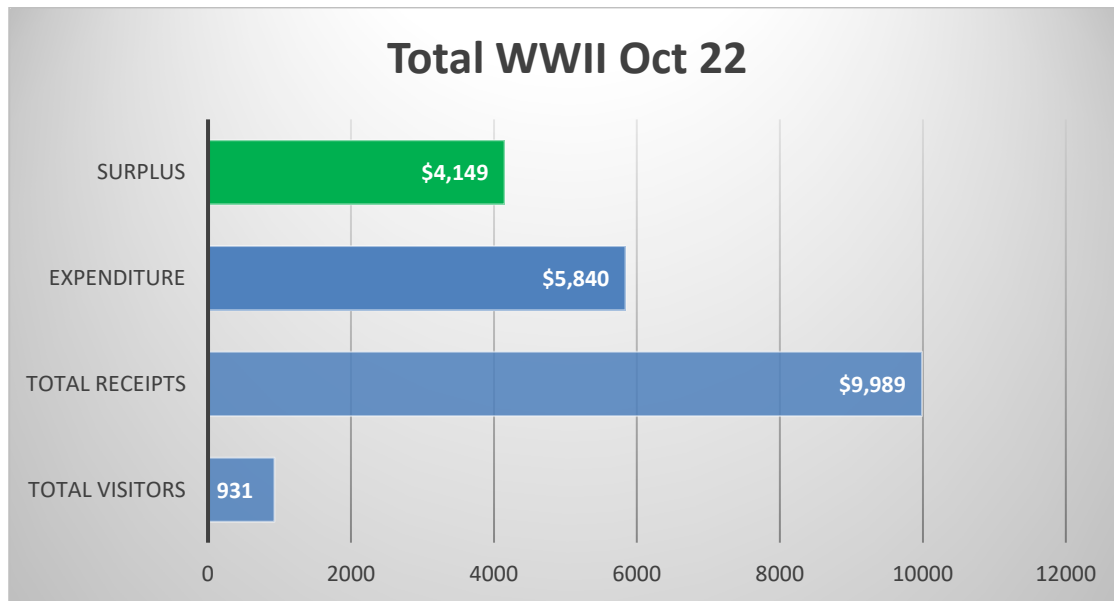
The WWII Secret Base in Oct 2022 in only the second time this year, we have dropped below last year’s numbers. This Oct we saw 677 guests enter the base, compared to 741 last year. Several reasons can justify this anomaly (rain/fuel price increase again etc). However, in total, we are still well above average for visitor numbers so far compared to last year. 2500 more guests have visited our facility this year that last year so far, which is an annual increase to date of 16.5%.

Stage 2 BBRF funding is well on the way and has been pencilled in for installation in February 2023. RSL section construction is also taking shape nicely with Cliff Jones making good progress with the framework to all the exhibition to be housed.



WWII 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		
December	139		

Total



Total WWII Oct 22

Total visitors	931
Total receipts	\$9,989
expenditure	\$5,840
surplus	\$4,149

Retail

Amount	Cost	Net income
129	\$1,246.75	\$611.71



General WWII business

As you all know, the WWII Secret Base got broken into and cash stolen, luckily there was no damage to the facility as apart from the point of entry. There have been steps put in place to hopefully prevent this again (safe bolted the floor etc). I would like to recommend the installation of an alarm system and security cameras at exterior entry points.

Another recommendation to council I would like to suggest is the repair/relaying of the WWII Secret Base car park. This car park has been the subject of controversy for a few years now. From initially not being sealed, to be patched up 3 times and now still unsafe and unfit for purpose. I hope you can understand and appreciate my concerns when raising this, however I feel it is the only thing holding us back from being that premium tourism experience we desire to be. I have gained a quote from engineering, and I am waiting for that to be taken up on.

Additionally, Tourism Australia chose 19 tourist attractions from all over the country to take part in a campaign called National Experience Content Initiative. Astonishingly, the WWII Secret Base & Tour was one of these lucky 19 attractions. From this (as you may recall in previous reports) we were treated with a full day of filming by a group of professionals from Sydney. I am pleased to say we have now received 95GB worth of content for media, marketing, and promotional use. Our regional tourism operations OQTA and TEQ also got copies of this content and will be using it in their campaigns also, I look forward to sharing it with you all as it is fantastic. A big thank you to OQTA who selected us as the Outback regions choice participate in this campaign.

Finally, on a more personal note, as you may or may not know, I will be moving on from my position at WWII and MSC to take on a new challenge at Ergon Energy. I would like to thank you all, dearly, for the support and investment shown into this fantastic product. WWII has the potential to become one of Outback Queensland's premier tourism facilities, I sincerely hope its journey continues and thank you all for welcoming me to the Murweh Shire and trusting me with our brilliant facility.

LINK TO CORPORATE PLAN

5.3.1 Encourage adoption of circular economy principles and practices

ATTACHMENTS

1. **WWII Car park**
2. **WWII Car park 2**
3. **WWII Car park 3**







11.3 COSMOS CENTRE REPORT

Author: Cosmos Centre Coordinator
Authoriser: Director Economic Development & Tourism

RECOMMENDATION
 That Council receives the October Report from the Cosmos Centre & Planetarium.

BACKGROUND

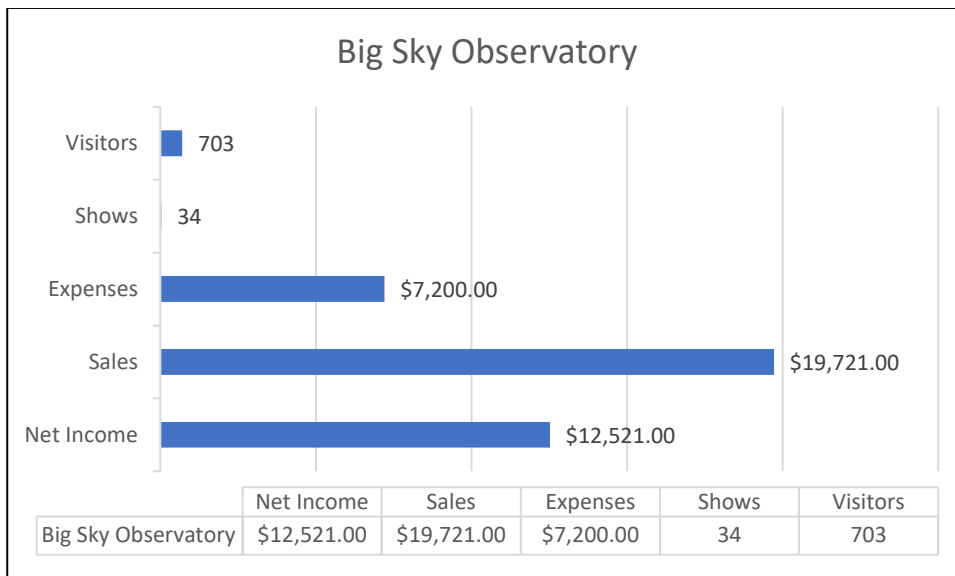
October has seen the number of visitors beginning to decline as we approach our low season.

All aspects of the Cosmos Centre are currently being analysed to discover areas that can be improved including but not limited to value-adding to current tours, improving guest experience, social media marketing efforts, and ways to cut financial loss and to utilize wages more efficiently.

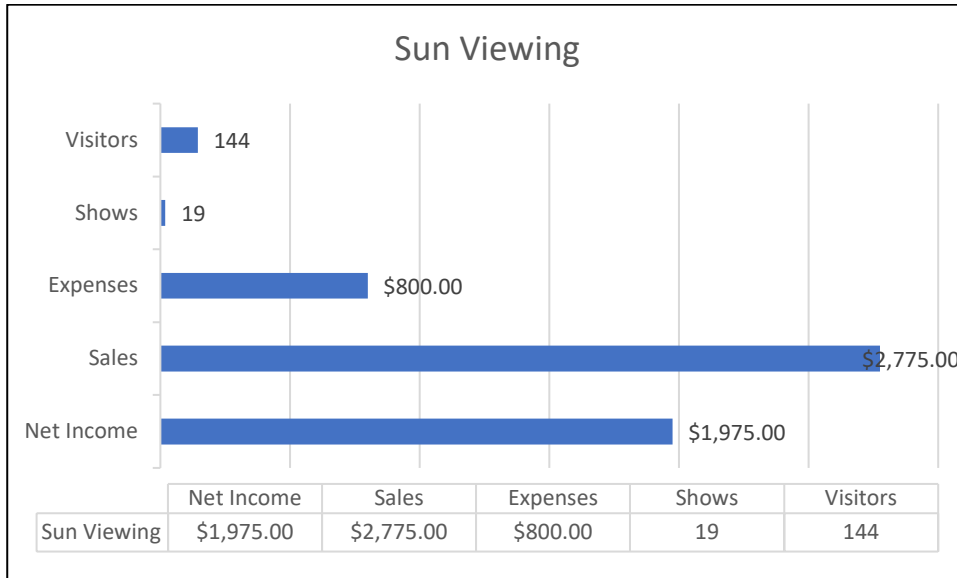
Monthly Statistics 2022

Expenses are calculated using only staff wages at wage + 25%, accounting for penalty rates when applicable.

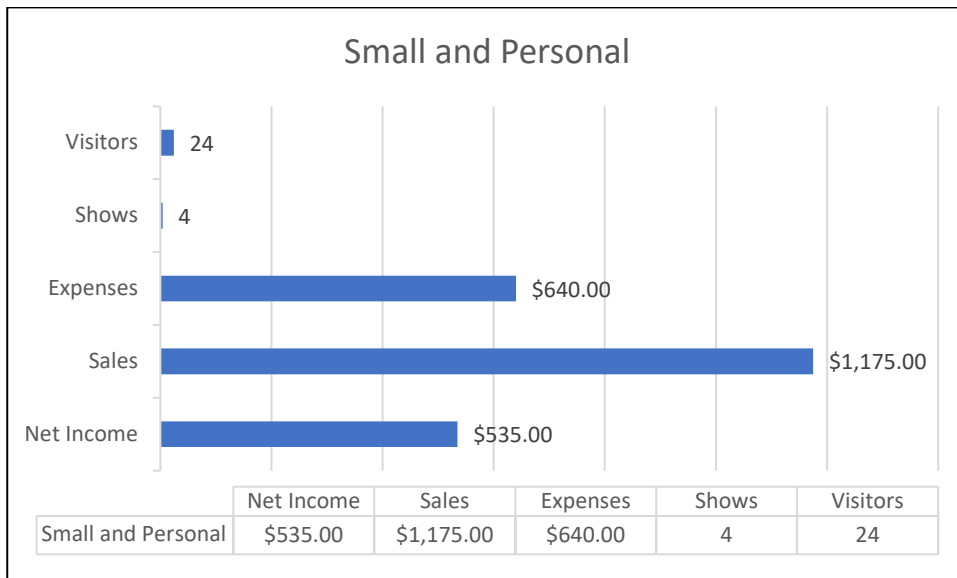
Big Sky Observatory – Income and Expenditure



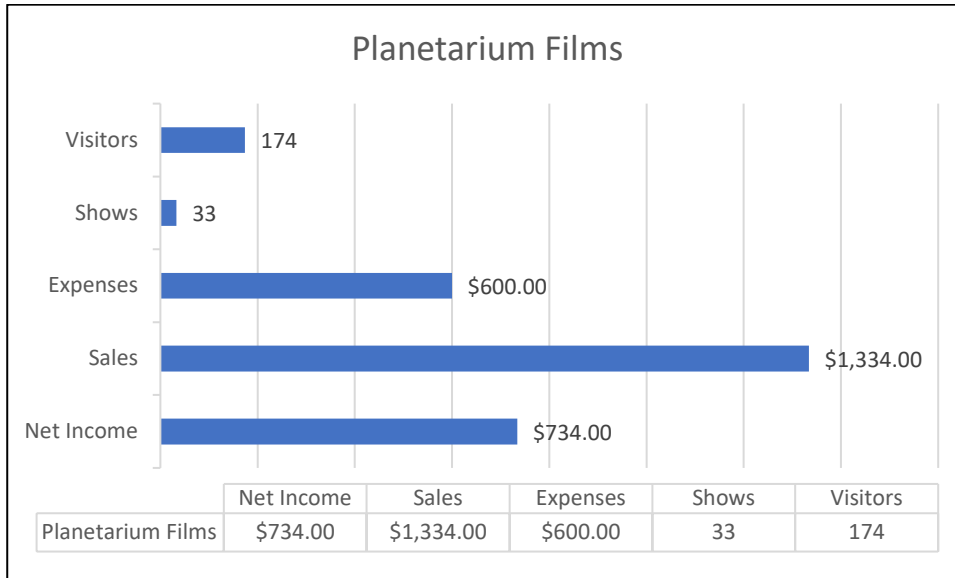
Sun Viewing – Income and Expenditure



Small and Personal - Income and Expenditure



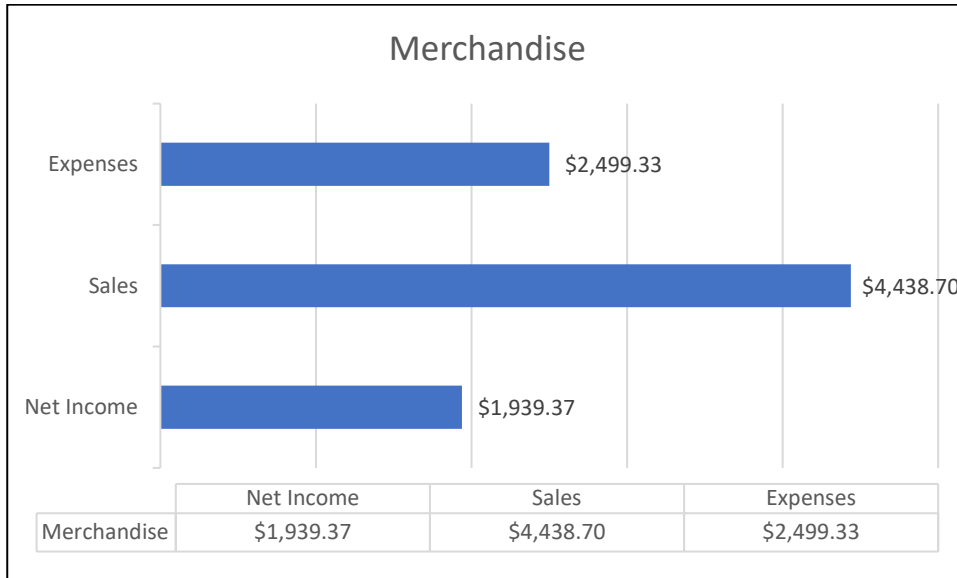
Planetarium (Films) – Income and Expenditure



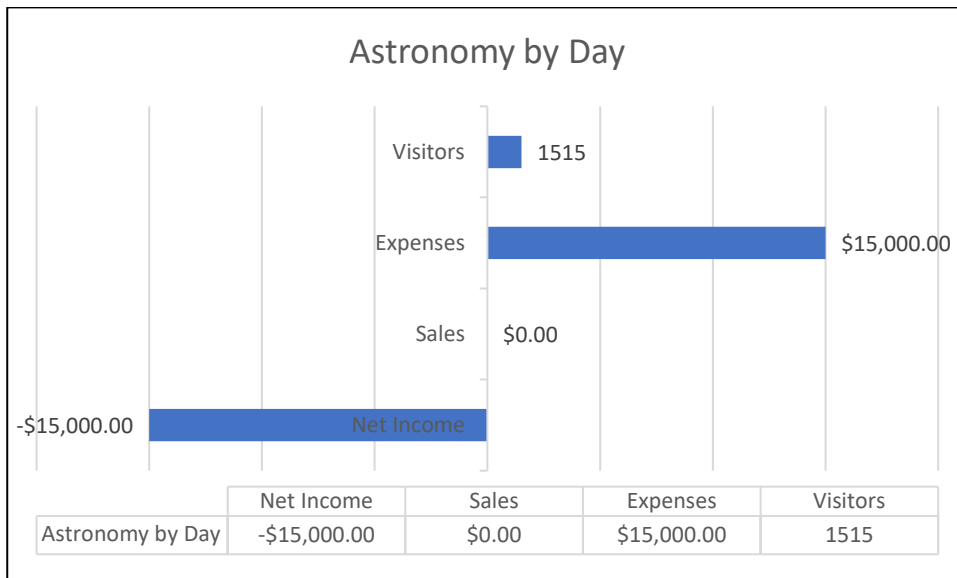
Custom Group Shows – Income and Expenditure



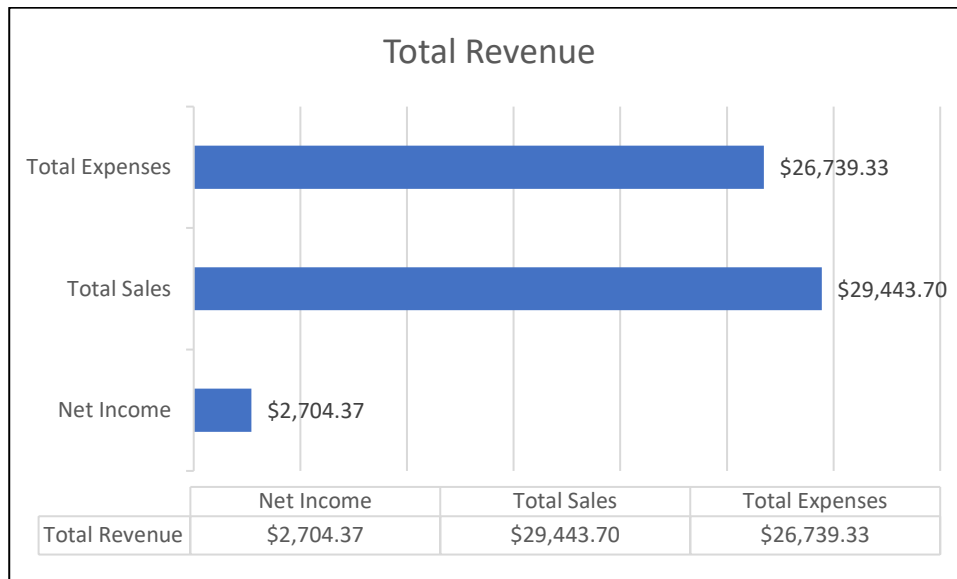
Merchandise Sales - Income and Expenditure



Astronomy by Day (Interactive Exhibit) – Income and Expenditure



Net Income



LINK TO CORPORATE PLAN

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

Charleville water supply remains clear of *E. coli*. Testing is being conducted in accordance with the requirements of the regulator. A final super-dose of chlorine will be administered to the bladder/reservoir week commencing 13th November and it is expected that the chlorine testing to be conducted as part of the exercise will provide readings that satisfy the regulator who will subsequently agree to the bladder/reservoir being placed back online. Merit Lining Systems have scheduled the bladder cover for a full inspection early 2023.

Morven and Augathella water supplies tested free from contamination.

Sewerage / Wastewater

The final round of sampling from the monitoring bores installed at the Augathella CED scheme is scheduled for the 11th November. Council engineering staff will take height readings of the monitoring bores. SMEC staff will then be able exactly what has been leeching from the existing CED scheme and what direction it has flowed.

Initial meeting held with SMEC who will be managing the project for council (minutes attached).

Swimming Pool

The water park has been well received by the community. There have been some enquiries about shade, but the pool manager is aware that this work will take place in the off season.

The other noticeable deficit is seating for parents to sit and watch their children using the water park. A small amount of seating is being ordered to address this.

A request for quotation for design of children's pool was submitted to 107 suppliers on vendor-panel and only 1 expression of interest was received.

The swimming club shed has been assembled. Power is being connected. There are also some extra lights being installed at the shallow end of the pool where visibility is poor in the evenings.

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	
December	1276	1495	
January	1325	1625	
February	1609	1590	
March	1004	1305	
April	380	510	
TOTAL	9467	11005	2285

The Month of October was an up and down kind of month for attendances, due to the ridiculous unseasonable weather patterns, occurring at the moment.

Pool temperatures however had remained constant at 27 degrees despite the rain and wind chill factors we have been experiencing.

Monthly attendance figures were down on last year's, due mainly in part to the above explained. When the days did become hot people turned up to swim, more families than ever coming to the pool to take advantage of the pool facilities and for the kids in particular the Water Park.

In other news St Mary's school are into the 3rd week of their swimming block, Distance Education Charleville also completed 3 days of swimming as part of their mini school program.

Charleville Chiefs swimming club have also started their club nights and again good swimmer numbers have greeted the club at the club nights already held. The Swimming Club will hold its annual swim carnival this month and it is anticipated good numbers of swimmers will be in attendance due to the meet being a State Qualifying event and a couple of novelty events such as the dash for cash. We have been very fortunate that a number of local business houses have come on board, to ensure the carnival is a success, which we are very appreciative of.

We also wish to advise we have been granted permission by Southwest school sport to hold the Southwest Regional Swimming trials here in Charleville next February. This will mean our local swimmers trialling to make the Southwest schools swim team will not have to travel like in previous years.

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.

Art Gallery

The current exhibition will run until the end of November. With December through to January being the quietest time of year for the gallery, it will host a display/exhibition of the plans for the new Outback Museum of Australia.

Libraries

Charleville Library is waiting for local builder to complete concrete works/outdoor area at rear of building. It is also still waiting for the contractor from Roma to instal the new front door. The WWII museum and the swimming pool are also waiting on works from this contractor.

Community Meetings attended

Morven business basics and Community Resilience workshop

This workshop focussed on the marketing of community projects, events and businesses. A local project to emerge from the day was the 'made it to Morven' event, which would lead into the 'half-way shindig' and the 'big red bash'.

The presenter made the interesting observation that highway that carries large amounts of traffic through the centre of town is in fact a fantastic asset.

There were several government agencies in attendance, in particular the mental health team of the RFDS who are based in Longreach and provide training that may be of interest to the community and Council.

TRACC Meeting with HOPE project staff

Looking at options to replace the mural component of the TRACC funding project as quotes have been expensive, and it will be difficult to include all three towns and produce something of note. Possible projects are spray mural at Morven and Augathella Skate Parks as was done in Charleville Skate Park, and women's rugby league development camp addressing mental health issues. Funding must be used by 30th June 2023.

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

1. Minutes from meeting with SMEC



Project Start-Up Meeting Agenda and Minutes

Meeting Number	Meeting-001	Issue Date	4/11/2022
Meeting Date	4/11/2022	Location	Teams
Start time	02:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm	Finish time	03:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm

Attendance

Attendees	Richard Ranson Evan O'Brien Alice Connell	Dan Fitzpatrick David Taylor
Invitees		
Apologies		

Record of Discussion

Item	Details	Action	Date
1.0	<p>Introductions</p> <p>Richard Ranson - Director of Community & Health Services</p> <p>Dan Fitzpatrick – Water and Sewage Services Lead</p> <p>Alice Connell – Process/Chemical Engineer, Project Manager</p> <p>David Taylor – SMEC Project Director</p>		
2.0	<p>Establish Communication Protocols (including ongoing meetings and reporting)</p> <p>Council to act as steering committee through process scoping/selection/specification.</p> <p>Best contact method email to Richard, cc in Dan as required.</p> <p>Alice to touch base with Richard for progress updates on Thursdays.</p>		
3.0	<p>Confirm Key Project Objectives</p> <p>Key Council objectives – compliant, robust, reliable treatment process.</p> <p>Augathella timing more critical to meet licence compliance, Charleville ticking over manageably and less time critical.</p> <p>Preference for packaged solution – particularly at Augathella, plug and play. Looking for simple, low maintenance technology. Learnings from Paroo Council regarding recent Cunnamulla WWTP upgrade highlight need for well documented operating parameters and operator understanding of plant performance and control. Operations support from manufacturer desirable.</p> <p>Reed bed and other lagoon/wetland treatment plants not preferable as these systems have failed previously.</p>		

Meeting-001

Item	Details	Action	Date
	<p>Expecting that EPA will move away from absorption trench for discharge from Augathella as this has been primary source of ground water contamination – move to irrigation system .</p> <p>Council preference to provide commonality in process/equipment across two sites as operators/maintainers will work across both locations.</p>		
4.0	<p>Project Background</p> <p>Augathella WWTP Background – urgent renewals required. Reed bed process failing to meet licence and Dept Env letter issued.</p> <p>Interim recommendations from SMEC being undertaken – cut flow to damage cell, early results of ground water monitoring suggest absorption trench key contamination source. Potential that discharge to land will need to be irrigation/spray field. Assess opportunity to irrigate adjacent “town common land”, opportunity as council to specify use (application process) – sewage treatment vs irrigation.</p> <p>450 EP peaking to 650 during tourist season.</p> <p>Charleville WWTP Background -ticking over manageably, less urgent renewals</p> <p>Built 1940s – Imhoff tanks, Trickling Filter and lagoon process. TF offline for many years (20+), plant providing primary treatment only. Large capacity of lagoon and natural UV saving grace. Plant failing licence on SS and faecal coliforms, periodically high pH. Treated effluent to local date farm (sub surface irrigation) Class C – takes all water, all year round.</p> <p>New WWTP to incorporate inlet works (removal of screen/rag, grit/sand and FOG as currently causing issues in DS process).</p> <p>3500 EP , tourist peak to be determined, Caravan Park operator may be able to provide estimates. John Nicolson Council tourism contact.</p> <p>Site flooded in 1990, new infrastructure to be installed above flood level of site</p>		
5.0	<p>Confirm Scope of Work (including any changes or potential upcoming changes)</p> <p>SCOPE – SMEC to prepare technical specification for Council to let to tender.</p> <p>SMEC to undertake preliminary market scoping to identify suitable technologies available and preliminary sizing/civil requirements, power demands, waste streams. This information will be used to direct future investigations into land availability and ground conditions.</p> <p>No power to either site, estimates on loads required for Council consultation with Ergon</p>		
6.0	<p>Confirm Program (including key delivery dates)</p> <p>Augathella – let to market early 2023, assuming long lead times on mech and elec equipment based on current market (>20 weeks) installation Q3. Budget 1.8mil – not due to expire for a couple years, time critical but important to spend time now selecting suitable solution rather than rushing through.</p> <p>Charleville to follow Augathella, budget ~6mil,. Potential to increase to 8mil.</p>		
7.0	<p>Other Additional Items</p> <p>Desire for high level of redundancy, inclusion of cold spares where duty/standby not available. Ability to oversize process units to mitigate against failures.</p> <p>Consideration of wet weather/high inflow events and bypassing, check licence requirements for screening/treatment etc.</p>		Date

| SMEC meeting

Meeting-001

Item	Details	Action	Date
	Paroo Cunnamulla WWTP has furnace to dispose of inlet screenings rather than cart offsite – potential for Charleville.		

| SMEC meeting

12.2 CHARLEVILLE & DISTRICT HISTORICAL SOCIETY - DISCOUNT ON RATES

Author: Director Community & Health Services

Authoriser: Director Community & Health Services

RECOMMENDATION

That Council advise Charleville & 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.

BACKGROUND

The Charleville & District Historical Society (“the Society”) have written to Council seeking a discount on the rates for their building in Alfred Street. The Society is a non-for-profit organisation run by volunteers, and any money it can save on outgoings will assist with the ongoing care and maintenance of the Museum’s building and collections.

Discussion

Like the Morven Museum, Girl Guides, and numerous other not-for-profit organisations within the Murweh Shire, the Society is classed as ‘community exempt’ and therefore does not pay general rates. Any further discount would have to relate to services (water, sewerage, and garbage). This would set a precedent, and it would not be unreasonable for other similar organisations to request similar assistance.

Financial Risks

Nil

Environmental Risks

Nil

Social Risk

Nil

Legal Risk

Nil

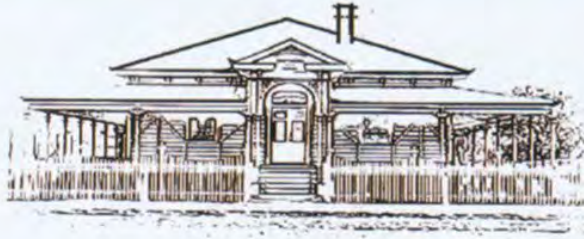
LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. Letter of Request
2. Rates Notice

Charleville & District Historical Society



Historic House Museum
PO Box 128
Charleville 4470 Queensland
Australia
Ph +61 + 07 4654 3349
historichousemuseum@bigpond.com
ABN 76 986 632 509

Mayor Radnedge, CEO and Councillors
Murweh Shire Council
Alfred Street
Charleville Qld 4470

October 27, 2022

Dear Sirs

As a volunteer-run, self-supporting, not-for-profit organisation which receives no ongoing funding from any source, the Society appreciates any assistance it receives from Murweh Shire.

Historic House Museum continues to attract a substantial number of visitors during the tourist season, many of whom make return visits looking for family connections. Their and other entry fees, and some souvenir sales, fund the ongoing care and maintenance of the 133-year-old building and the collections it houses.

In the last financial year there were more than 5700 adults, some 100 accompanying children plus a number of school groups.

In view of its role in contributing to the town's economy, the committee respectfully requests that Council consider a discount on the annual rates the Society pays. Such assistance will not only be appreciated but will assist in the ongoing care and upgrades of the Museum's building and collections.

Thank you for your interest in these matters and we look forward to hearing from you,

Yours sincerely



Gabrielle Wheeler
Treasurer
For The Committee
Charleville & District Historical Society Inc

REPRINT

RATE NOTICE / TAX INVOICE

FOR THE PERIOD
01-01-2022 TO 30-06-2022

THE CHARLEVILLE & DISTRICT
HISTORICAL SOCIETY INCORPORATED
PO BOX 128
CHARLEVILLE QLD 4470

ASSESSMENT NO.: 00324-00000-000
DATE OF ISSUE: 21-02-2022
DUE DATE: 23-03-2022
VALUATION: \$132000
VALUATION DATE: 30-06-2021
AREA: 3288.000000m²
RATE GROUP: 1
FIRE CATEGORY: 4

Property Location and Description
87 ALFRED STREET, CHARLEVILLE QLD 4470
L3 C1401

DESCRIPTION	UNITS	RATE/CHARGE	AMOUNT
Water Rates	10	33.50	335.00
Sewerage - First Pedestal	1	200.60	200.60
Garbage	1	162.30	162.30
State Govt Emergency Svce Levy 4 D	1	279.20	279.20
TOTAL RATES and CHARGES			977.10
Discount from this notice if paid by 23-03-2022			-69.79
NET payable if paid by 23-03-2022			907.31
This Invoice contains GST of \$0.00			
	DUE DATE	DISCOUNT	NET PAYABLE
DISCOUNT WILL BE ALLOWED IF PAID BY	23-03-2022	69.79	907.31

Rate notices can now be paid at your local POST OFFICE. Please ensure that you present your notice at the POST OFFICE to enable payment to be scanned to the correct assessment.

WELCOME TO AUSTRALIA POST- BILLPAY.

MR NEIL POLGLASE
CHIEF EXECUTIVE OFFICER

(ATTACH THIS PORTION TO YOUR REMITTANCE) IF RECEIPT REQUIRED Please note hereunder any change of address
PLEASE TICK BOX NAME.....
ASSESSMENT NO. 00324-00000-000 THE CHARLEVILLE & DISTRICT NEW ADDRESS.....
NAME THE CHARLEVILLE & DISTRICT
NET AMOUNT DUE 907.31
DUE DATE 23-03-2022
PAYMENT REFERENCE 10003226

13 ENGINEERING SERVICES

13.1 ENGINEERING REPORT

Author: Payroll Officer

Authoriser: Director Corporate & Regulatory Services

RECOMMENDATION
That Council receives the Engineering Report.

BACKGROUND

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	2,770.00	Good some minor flood damage	Allambie Road
Inspections	0.00	15.50	Good after all repairs and flood damage	Balmacarra Road
Clearing	19,760.00	19,760.00	Remove tree from road	Bollon Road
Inspections	34.00	150.20	Fair to good, some small potholing minor wash in inverts	Bollon Road
Clearing	22,610.00	22,610.00	Remove tree from road	Bollon Road
Inspections	0.00	33.70	Fair flood damage across road wash, one bad area ch 34000 to ch 34750 truck damage as per photos	Burrandulla Road
Gravel Resheeting	6.73	6.93	Laid gravel over new RCP's.	Caroline Crossing Road
Inspections	0.00	36,600.00	Fair flood damage to all inverts no emergent work	Doobiblah Road
Maintenance Grading with w/cart	23,030.00	30,330.00	Medium formation with multi and water cart preparation for stabiliser	Langlo Mt Morris Road
Maintenance Grading with w/cart	21,960.00	23,030.00	Heavy formation with stabiliser water cart, pad foot and multi	Langlo Mt Morris Road
Inspections	0.00	11.80	Fair some minor wash one bad as per photo	Maryvale Road

Inspections	0.00	51.90	Requires emergent work	Middle Creek Road
Inspections	0.00	115.60	Bad, traffic damage and flood damage emergent work required on some inverts	Nebine Road
Inspections	0.00	25.40	Fair corrugated potholing in low spots water in Creek crossing no emergent work	Old Charleville Road
Inspections	0.00	50.20	Fair to good flood damage one emergent job	Old Quilpie Road
Inspections	0.00	4.60	Deep wheel tracks due to wash	Perola Park Road
Inspections	0.00	66.90	Fair after emergent work	Red Ward Road
Inspections	0.00	66.50	Good some deep truck tracked ch 0 to 5. Some wash ch 60 to end	Wheatleigh Road
Inspections	0.00	20,000.00	Good all inverts washed flood damage	Yarronvale Road

RMPC

Location	Chainage From	Chainage To	Activity Name	Quantity
Morven - Augathella	87.11	87.12	Pavement Repairs Gravel	20.50
Morven - Augathella	88.61	88.88	Fill Cracks	169.00
Morven - Augathella	21.61	21.61	Pothole Patching	0.60
Morven - Augathella	83.00	86.10	Fill Cracks	1,271.00
Augathella - Tambo	13.55	14.50	Fill Cracks	562.50
Augathella - Tambo	31.42	31.44	Pavement Repairs Gravel	27.00
Augathella - Tambo	36.60	43.00	Fill Cracks	2,070.00
Augathella - Tambo	0.01	1.00	Fill Cracks	1,102.50
Augathella - Tambo	15.25	25.00	Fill Cracks	2,306.25
Augathella - Tambo	25.01	30.00	Fill Cracks	1,743.75
Augathella - Tambo	43.50	44.50	Fill Cracks	562.50
Augathella - Tambo	47.00	54.26	Fill Cracks	1,575.00

Augathella - Tambo	32.00	35.00	Fill Cracks	1,012.50
Mitchell to Morven	67.44	92.60	Inspections	4,746.00
Mitchell to Morven	67.44	92.60	Rest Area Servicing	8,099.00
Mitchell to Morven	67.90	67.90	Repair Guide Signs	423.00
Morven - Charleville	47.98	47.987	Pothole Patching	1.40
Morven - Charleville	24.31	24.34	Other Unsealed Shoulder Work	2,593.00
Morven - Charleville	77.81	77.81	Repair Signs (excluding Guide Signs)	1.00
Morven - Charleville	67.14	67.14	Repair Guide Signs	474.00
Cunnamulla - Charleville	150.38	150.38	Pothole Patching with Emulsion/Aggregate	1.60
Cunnamulla - Charleville	126.54	196.52	Hand Mowing	1,650.00
Cunnamulla - Charleville	126.54	196.52	Traffic control/Jet patcher	2,887.00
Cunnamulla - Charleville	194.33	194.33	Repair Signs (excluding Guide Signs)	1.00
Cunnamulla - Charleville	127.74	127.74	Pothole Patching with Emulsion/Aggregate	0.50
Cunnamulla - Charleville	145.07	145.07	Pothole Patching with Emulsion/Aggregate	0.50
Cunnamulla - Charleville	150.00	150.002	Pavement Repairs (Mechanical)	21.00
Cunnamulla - Charleville	146.71	146.714	Edge Repair with Emulsion/Aggregate	2.50
Cunnamulla - Charleville	126.54	196.52	Tractor Slashing, Rural	62.00
Cunnamulla - Charleville	126.54	196.52	Clearing	9,805.00
Cunnamulla - Charleville	126.54	196.52	Other roadside work	7,903.00
Charleville - Augathella	0.01	78.40	Inspections	6,291.00
Charleville - Augathella	50.52	50.54	Pavement Repairs (Mechanical)	18.00
Charleville - Augathella	0.01	78.40	Rest Area Servicing	8,063.00

Charleville - Augathella	76.63	76.637	Pavement Repairs (Mechanical)	20.00
Charleville - Augathella	5.02	5.02	Repair Signs (excluding Guide Signs)	1.00
Charleville - Augathella	41.67	41.68	Fill Cracks	225.00
Charleville - Augathella	0.01	78.40	Other roadside work	9,912.00
Charleville - Augathella	0.01	1.00	Other roadside work	842.00
Charleville - Quilpie	0.85	0.85	Repair Signs (excluding Guide Signs)	1.00
Charleville - Quilpie	93.13	93.17	Pavement Repairs (Mechanical)	63.00
Charleville - Quilpie	91.30	91.305	Pavement Repairs (Mechanical)	10.80
Charleville - Quilpie	93.05	93.053	Pavement Repairs (Mechanical)	30.00
Charleville - Quilpie	93.21	93.22	Pavement Repairs (Mechanical)	51.00
Charleville - Quilpie	0.01	46.00	Hand Mowing	1,500.00
Charleville - Quilpie	0.01	46.00	Tractor Slashing, Rural	46.00
Charleville - Quilpie	0.01	46.00	Other roadside work	5,090.00
Charleville - Quilpie	91.27	91.276	Pavement Repairs (Mechanical)	11.70
Charleville - Quilpie	49.99	49.996	Pavement Repairs (Mechanical)	51.20
Charleville - Quilpie	93.19	93.20	Pavement Repairs (Mechanical)	60.00
Charleville - Quilpie	0.50	0.50	Repair Signs (excluding Guide Signs)	1.00

Water & Sewerage

WATER							
Town	Service Line Breaks	Repair Water Mains	Meters Replaced/Checked	Pump Station Faults	Water Bore Maintenance	Disconnections	New Connections
Charleville	6			1	2		
Other Comments:							
Morven	2	120m new main installed					
Other Comments: Telemetry issue town out of water – Pump #1 run in manual control. Replaced 120m water main, 2 new valves & 4 hydrants.							
Augathella	3	3					
Other Comments:							
SEWERAGE							
Town	Main Line Chokes	Service Line Chokes	Pump Station Faults	Toilet Faults	New Connections	Unblock Sewer House / Main Connections	
Charleville				2	2	2	
Morven			1	4	1		
Augathella		1		1			
Other Comments: Wet weather event has pushed solids into Lagoon #1, monitor effluent.							

Electrical

Activity	Charleville	Augathella	Morven
Bore 5 electric valve & inhibit circuit	✓		
New GPO circuit for sump pump Bore #5	✓		
Racecourse lighting	✓		
Cultural centre maintenance	✓		
Power to Graham Andrews Park bridge	✓		
Bore #5 bladder pump	✓		

Racecourse outdoor lights	✓		
Install aircon at camp	✓		
Bore #5 bladder check	✓		
Showgrounds 3 phase main switch replacement	✓		

Building

Activity	Charleville	Augathella	Morven
Install new 6 desk layout in Council office	✓		
Install fence around Graham Andrews new toilet block and new footpath	✓		
Racecourse edge on steps	✓		
Put park seats together	✓		
Ratwall at Cosmos Centre	✓		
New roof cover at Graham Andrews Park	✓		
Locks at Racecourse	✓		
Fix airport door	✓		
Locks AT WWII Building	✓		
Fix broken gates at Racecourse	✓		
Stumps and landing for new Morven Camp building			✓
Morven Hall roof			✓
Fix doors, leaking roof and locks at Delta Court units	✓		
Pull up floor at sheep yards and replace	✓		

Town Maintenance

Activity	Charleville	Augathella	Morven
Grave Digging	4	0	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			
Other			
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 OCTOBER 2022

SAFETY	Zero Incidents or accidents
WORK CARRIED OUT ON TRACTORS	
Unit 183	Calibrate rear hitch
Unit 181	Carry out service
Unit 175	Replaced window tint
Unit 190	Replaced washer bottle
WORK CARRIED OUT ON TRUCKS	
Unit 34	Replaced rear tailgate solenoid
Unit 50	Replaced left hand front headlight
Unit 44	Replaced PTO switch
Unit 45	Carried out service and replaced fuel filter housing
Unit 39	Replaced spare tyre tools
Unit 57	Carried out top motor service, replaced fan, repaired electrical issues and repaired skids
Unit 52	Cleaned and greased front and rear wheel bearings
Unit 55	Repaired oil leak and replaced fuel pump hose
WORK CARRIED OUT ON GRADERS	
Unit 115	Carried out service and repaired turbo actuator arm
Unit 116	Carried out service
Unit 114	Carried out service, adjusted circle and repaired steering sensor wiring
Unit 118	Carried out service
WORK CARRIED OUT ON TRAILERS	
Unit 332	Repaired piston in DCV for tipper circuit
Unit 152	Replaced all bearings and rocker box bushes and pins
Unit 204	Carried out annual service
WORK CARRIED OUT ON NAVMAN	
Unit 657	Replaced sat aerial and hard mounted screen
Unit 172	Replaced sat aerial
Unit 118	Replaced failed Navman system
Unit 170	Replaced failed Navman system
Unit 56	Hard mounted screen
WORK CARRIED OUT LIGHT VEHICLES	
Unit 657	Carried out service
Unit 664	Carried out service
Unit 656	Carried out service

WORK CARRIED OUT ON MISCELLANEOUS	
Unit 176 Excavator	Removed and cleaned evaporator, replaced broken e-stop, adjusted tracks, and replace cutting edge
Unit 177 Backhoe	Carried out service
Unit 153 Skid Steer	Repaired oil leaks and replaced front pins and bushes
Unit 996 Bus	Replaced springs, shocks, and bushes
Unit 202 Multi Roller	Rebuilt air compressor
Unit 203 Multi Roller	Rebuilt air compressor
Unit 172 Loader	Replaced bucket teeth and wear plates
WORK CARRIED OUT ON MOWERS	
Unit 584	Replaced PTO bearing and radiator
Unit 577	Replaced wheel bearings, bushes and carried out service
Unit 583	Replaced drive coupling

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.
- Lodged annual report for LRCIP phase 1 and 2 and supported with audit.
 - Updated roads asset register and capitalised roads assets.
 - Revised plant replacement program.
 - Submitted nomination of projects for LRCIP phase 3.
 - Tender assessment for reseal works and other sealing projects in Shire.

Development Approvals

BA Number	Lot_Plan	Applicant Name	Service Address	Type of Works	Approval Date
7620	L43 SP249974	GATTERA Melissa	65 Caviar Drive, Charleville QLD 4470	House Removal	13 October 2022
7627	L10 SP125480	WRIGHT Brock	Lot 10 Banjarra Drive, Charleville QLD 4470	Construction of new shed	13 October 2022
7607	L10 RP108386	CLIFTON Barry & Lauri	65 Watson Street, Charleville QLD 4470	Renovations to dwelling	18 October 2022
7638	L18 SP203538	EDWARDS Robert	65 Murweh Drive, Charleville QLD 4470	Construction of new shed	21 October 2022
7639	L1-2 RP52808	WALTON R & A	154-156 Parry Street, Charleville QLD 4470	Construction of new shed	24 October 2022
7640	L6 C140114	KERR Jarrod	13 Walter Street, Charleville QLD 4470	Construction of skillion roof	25 October 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

ROAD MAINTENANCE AND FLOOD DAMAGE			Council Meeting: 17 November 2022	
Road No.	Road Name	2021-2022 Expenditure	2022-2023 Expenditure	2022-2023 Expenditure
4001	Ashgate Road	\$ 12,213.86	\$ 3,089.78	
4002	Alice Downs Road		\$ 364.19	
4003	Alibon Road		\$ 800.00	
4004	Alibon - Weyman Road	\$ 1,147.99	\$ 3,311.83	
4005	Armadilla Road			
4006	Bakers Bend Road			
4007	Balmuccia Road	\$ 62,945.01	\$ 117,111.52	
4008	Barrabool Road			
4009	Barrup Road	\$ 0.01	\$ 16,153.28	
4010	Bidenham Road	\$ 37,413.55	\$ 2,815.21	
4011	Bible Park Road			
4012	Blood Road		\$ 583.94	
4013	Blackburn Road			
4014	Lockton Road Beach Tark			
4015	Black Ward Road	\$ 1,034.05	\$ 722.41	
4016	Bogganella Road	\$ 12,781.36		
4017	Bulross Road		\$ 718.53	
4018	Burnside Road	\$ 315.96		
4019	Alton Road			
4020	Calabrese - Khyber Road			
4021	Autaric Road	\$ 1,895.86		
4022	Calowrie Road			
4023	Canigra Road			
4024	Caroline King Road	\$ 12,286.05	\$ 1,004.08	
4025	Clara Creek Road			
4026	Coolfield Access Road			
4027	Coolfield-Largo Crossing		\$ 5,287.94	
4028	Coolfield-Yarraville Road			
4029	Coolham Road			
4030	Crowdale Road	\$ 1,243.48	\$ 8,140.13	
4031	Cunno Road			
4032	Dee Valley Road			
4033	De Wares Road			
4034	Diallah Ridge Road			
4035	Doolblich Road			
4036	Dundas Road		\$ 137.80	
4037	Dumrie Road			
4038	Fordland Road	\$ 813.02		
4039	Glenallen Road			
4040	Glenbrook Road			
4041	Glenmeade Road			
4042	Groveling Road	\$ 1,179.52		
4043	Gundara Road	\$ 352.63	\$ 439.41	
4044	Gunsborough Road			
4045	Hilgrove Road			
4046	Hoganzilla Road			
4047	Hythe Road			
4048	Indragh Road			
4049	Khyber Road	\$ 55,629.50	\$ 234,844.82	
4050	Kilarney Road	\$ 5,383.31		
4051	Laguna Road	\$ 25,851.58	\$ 71,285.74	
4052	Largo River Road	\$ 570.06	\$ 2,489.48	
4053	Maitland Road			
4054	Marawa Road	\$ 428.79	\$ 1,619.88	
4055	Marrang Road			
4056	Marrang Road		\$ 2,927.27	
4057	Middle Creek Road	\$ 6,714.19	\$ 28,509.01	
4058	Mora Road			
4059	Mt Meier Road			
4060	Mangunya Access Road	\$ 1,177.36		
4061	Mt Tebot Road	\$ 75,152.89	\$ 548,089.16	
4062	Murweh Road			
4063	Najana (Rhoscoulli) Road			
4064	Najana Road	\$ 4,721.16	\$ 3,173.44	
4065	Najana Bolton Shortcut			
4066	Nalhin Carron, Car Road			
4067	New Farm Road			
4068	Nearby Road	\$ 115.40	\$ 8,430.84	
4069	Newstead Road			
4070	Nimbov Road			
4071	Nooraloo Road	\$ 3,644.93	\$ 665.79	
4072	Norrie Park Road			
4073	No 2 Back Road		\$ 91.80	
4074	Old Charleville Road	\$ 790.31	\$ 1,048.00	
4075	Old Quilon Road	\$ 843.71	\$ 885.98	
4076	Old Tamba Road	\$ 108,447.25		
4077	Orange Trip King Road			
4078	Oxide Road			
4079	Oxide Downs Road			
4080	Oxford Downs Road	\$ 397.42		
4081	Parole Park Road	\$ 280.90		
4082	Preside Road			
4083	Red West Road	\$ 37,519.55	\$ 10,421.48	
4084	Rhyllons Road			
4085	Rocky Road		\$ 151.22	
4086	Rosebank Road			
4087	Roslin Road			
4088	Rose Park Road			
4089	Rosewood Road			
4090	Shelburne Road			
4091	Shorewood Road			
4092	Loxton Road West			
4093	Tandah Road			
4094	Treoule Road			
4095	Uabba Road		\$ 420.77	
4096	Urina Road			
4097	Valley Road	\$ 7,867.90		
4098	Walker-Riversleigh Road			
4099	Wantedale Road	\$ 2,784.54	\$ 456.19	
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	Wongah South Rd			
4106	Wongah North Rd			
4107	Woozemans Road			
4108	Woodbra			
4109	Woozemans Road		\$ 602.61	
4110	Woolman W. v. v. v. Road			
4111	Red Lane Road	\$ 0.04	\$ 122.00	
4112	Rosa Access Road			
4113	Clara Access Road		\$ 1,181.82	
4114	Caechurna Road			
4115	Wentura Road			
4117	Rosbarrow Road		\$ 473.40	
4118	Yanna Bridge Road		\$ 401.28	
4119	27 Mile Gardens Road			
4120	Robon Road	\$ 30,800.33	\$ 6,233.03	
4121	Robb Road			
4122	Clara Park Road	\$ 1,296.91	\$ 9,045.69	
4123	Colombo Road			
4124	Coolfield Fumes Road			
4125	Cresswell Access Road			
4129	Laloo, Corrie Road			
4130	Rosewood Road			
4131	Archie Road			
4132	Monashby Park Road			
4133	Northview Road			
4134	Raines Road	\$ 0.03		
4135	Lynes Road	\$ 0.01		
4136	Parceal Road			
4137	Rainmore Road		\$ 6,883.35	
4138	Wesley Road			
	Total	\$ 533,879.13	\$ 1,100,432.25	
	Budget	\$ 1,360,000.00		
	Percentage Expended		40%	
	Percentage through Year		38%	

PLANT MAINTENANCE

Item	2021-2022 Expenditure	2022-2023 Expenditure
Wages	\$ 303,388.64	\$ 88,910.27
Parts	\$ 806,919.72	\$ 236,490.24
Fuels & Oils	\$ 157,473.43	\$ 28,055.31
Tools & Cts	\$ 739,429.84	\$ 363,657.30
Recondition	\$ 84,277.18	\$ 4,270.68
Wages (supervision)	\$ 234,809.00	\$ 85,760.85
Consumables	\$ 44,960.85	\$ 11,273.39
Workshop Appliances	\$ 5,837.58	\$ -
Insurance	\$ 6,570.00	\$ -
Total Expenditure	\$ 2,453,670	\$ 824,418.04
Budget Expenditure	\$ 2,589,586.00	
Percentage Expenditure		\$ 824,418.04
Revenue to Date		\$ 1,174,154.50
Budget Revenue		\$ 4,134,000.00
Percentage Revenue		33%
Percentage through Year		38%

URBAN STREET MAINTENANCE

Item	2021-2022 Expenditure	2022-2023 Expenditure
Augustella Street Lighting	\$ 17,145.13	\$ 5,202.98
Morven Street Lighting	\$ 7,563.80	\$ -
Charleville Street Lighting	\$ 50,526.01	\$ 15,413.69
Augustella Street Maintenance	\$ 213,492.64	\$ 85,145.02
Morven Street Maintenance	\$ 111,125.60	\$ 41,486.07
Charleville Street Maintenance	\$ 706,280.74	\$ 278,587.29
Augustella Street Clearing	\$ 34,532.68	\$ 9,717.58
Morven Street Clearing	\$ 38,893.04	\$ 12,458.54
Charleville Street Clearing	\$ 320,927.36	\$ 89,791.34
Charleville Mowing/Stacking/Weeds	\$ 54,103.43	\$ 13,068.22
Morven Mowing/Stacking/Weeds	\$ 49,292.11	\$ 23,280.19
Augustella Mowing/Stacking/Weeds	\$ 128,072.76	\$ 36,510.06
Total Expenditure	\$ 1,725,634	\$ 612,779.93
Budget		\$ 1,300,000.00
Percentage Spent		47%
Percentage through Year		36%

PUBLIC FACILITIES MAINTENANCE

Item	2021-2022 Expenditure	2022-2023 Expenditure
Augustella Public Facilities Maintenance	\$ 34,698.66	\$ 24,629.89
Morven Public Facilities Maintenance	\$ 40,767.34	\$ 12,383.37
Charleville Public Facilities Maintenance	\$ 75,330.26	\$ 28,960.62
Augustella Vandalism Expenses	\$ 180.11	\$ 185.47
Charleville Vandalism Expenses	\$ 3,985.51	\$ 4,243.98
Morven Vandalism Expenses	\$ -	\$ -
Total Expenditure	\$ 149,844.88	\$ 75,733.00
Budget		\$ 142,800.00
Percentage Spent		53%
Percentage through Year		38%

PARKS AND GARDENS MAINTENANCE

Item	2021-2022 Expenditure	2022-2023 Expenditure
Augustella Parks & Gardens	\$ 88,820.77	\$ 31,918.72
Morven Parks & Gardens	\$ 79,891.69	\$ 25,260.94
Charleville Parks & Gardens	\$ 708,681.15	\$ 336,740.83
Total Expenditure	\$ 877,393.61	\$ 393,920.49
Budget		\$ 815,000.00
Percentage Spent		47%
Percentage through Year		36%

14 CORRESPONDENCE FOR CONSIDERATION

Nil

15 CONFIDENTIAL MATTERS

Nil

16 CLOSURE