



# Council Meeting

## 18 AUGUST 2022



Water Park at Charleville Pool, getting ready for Spring opening

# MURWEH SHIRE COUNCIL MEETING

To be held Thursday 18 August 2022

- 1) Opening Prayer
- 2) Apologies
- 3) Confirmation of minutes           Special Budget Meeting 21 July 2022 and  
Ordinary Meeting 21 July 2022
- 4) Business arising from minutes
- 5) Correspondence for members' information
- 6) **Councillors to advise on any declaration of personal interest relating to agenda items.**
- 7) **Councillors to advise of any update or changes to their Register of Interests**
- 8) Reports
  - a. Corporate & Regulatory
    - i. Finance
    - ii. H.R
    - iii. W.H & S
    - iv. Local Laws & Stock Routes
  - b. Economic Development & Tourism
  - c. Community & Health Services
    - i. Library
    - ii. Swimming Pool
  - d. Engineering Services
- 9) Correspondence for consideration
- 10) Closure



**10:30AM**  
Michelle Blair  
Regional Manager RASN  
(Regional Arts Services Network)

**11:00AM**  
Sherry Morgan  
Community Garden

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 21 JULY 2022 AT 8:30AM

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**Present** Mayor Shaun Radnedge, Cr Peter Alexander, Cr Paul Taylor, Cr Michael McKellar, Cr Robert Eckel, Chief Executive Officer, Mr. Neil Polglase, Director of Corporate & Regulatory Services, Mr. Jamie Gorry, Finance Consultant, Claire Alexander.

**Revenue Policy** **Moved: Cr McKellar** **Seconded: Cr Alexander**  
LG Reg. 2012  
S169

“That the Revenue Policy 2022-23 as presented be adopted.”

Carried

**Revenue** **Moved: Cr Alexander** **Seconded: Cr Eckel**  
**Statement 2019-**  
**2020**  
LG Reg 2012 S169

“That the Revenue Statement 2022-23 as presented be adopted.”

Carried

**Rates & Charges** **Moved: Cr Eckel** **Seconded: Cr Taylor**

“That the general differential rate be set for the financial year 2022-23 as follows: -

Differential Rate Categories	Description	Cent \$
1	Charleville Residential	7.4343
2	Augathella Residential	7.4343
3	Augathella Non-residential	7.4343
4	Morven Residential	2.0500
5	Morven Non-residential	2.0500
6	Rural <700 Hectares	0.9636
7	Rural 700 - 5,000 Hectares	0.4235
8	Rural 5,001 - 10,000 Hectares	0.4235
9	Rural over 10,000 Hectares	0.4235
11	Charleville Multi Dwellings	7.4343
12	Charleville Commercial	6.1500
13	Charleville Tourist Parks, Short Accommodation and Clubs	6.1500
14	Charleville Industry	6.1500
15	Transformer	1.7857
16	Outside Urban - Other Land <700 Hectares	1.0250
17	Outside Urban - Large Industry	8.8889
20	Carbon Farms	0.4235
21	Work Camps >15 persons	1.6400
22	Renewable Energy 1-10 MW	1.6400
23	Renewable Energy >10 MW	1.6400

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"That the minimum general rate be set for the financial year 2022-23 as follows: -

Differenti al Rate Categories	Description	Minimum per annum
1	Charleville Residential	\$ 673
2	Augathella Residential	\$ 673
3	Augathella Non residential	\$ 673
4	Morven Residential	\$ 673
5	Morven Non residential	\$ 673
6	Rural <700 Hectares	\$ 1,110
7	Rural 700 - 5,000 Hectares	\$ 1,686
8	Rural 5,001 - 10,000 Hectares	\$ 4,530
9	Rural over 10,000 Hectares	\$ 4,530
11	Charleville Multi Dwellings	\$ 769
12	Charleville Commercial	\$ 673
13	Charleville Tourist Parks, Short Accommodation and Clubs	\$ 673
14	Charleville Industry	\$ 673
15	Transformer	\$ 1,164
16	Outside Urban - Other Land <700 Hectares	\$ 1,136
17	Outside Urban - Large Industry	\$ 4,530
20	Carbon Farms	\$ 7,000
21	Work Camps >15 persons	\$ 11,224
22	Renewable Energy 1-10 MW	\$ 3,742
23	Renewable Energy >10 MW	\$ 7,483

**Carried**

**Charleville  
Sewerage/  
Cleansing  
Charges**

**Moved: Cr Taylor**

**Seconded: Cr Radnedge**

"That the following sewerage and cleansing/garbage charges be set for the 2022-23 financial year:

**Sewerage**

Sewerage Base Charge (First Pedestal)	\$420.00
Sewerage Reduced Rate (60%) (Sewerage– Short Stay – Additional Pedestal)	\$252.00
Sewerage Concession Rate (50%) (Sewerage – Additional Pedestal) Charge per annum	\$210.00

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**Cleansing/Garbage**

Charleville – Garbage (1st Bin)	\$315.00
Charleville – Garbage (Additional Bins)	\$340.00
Charge per service per annum	

**Carried****Augathella  
Cleansing  
Charges****Moved: Cr Radnedge****Seconded: Cr McKellar**

“That the cleansing/garbage charge per service per annum be set for the 2022-23 financial year.”

Augathella – Garbage (1st Bin)	\$248.00
Augathella – Garbage (Additional Bins)	\$273.00

**Carried****Augathella CED  
Charges/Morven  
Septic****Moved: Cr McKellar****Seconded: Cr Alexander**

“That the following charges be set for the 2022-23 financial year: -

C.E.D - Building not specified	\$196.00
C.E.D. - Aged Persons Complex	\$1,956.00
C.E.D. - Business Premises	\$477.00
C.E.D. - Church	\$167.00
C.E.D. - Dwelling	\$414.00
C.E.D. - Hall	\$167.00
C.E.D. - Hospital	\$1,369.00
C.E.D. - Hotel/Motel	\$2,344.00
C.E.D. - Lodge	\$167.00
C.E.D. - Public Park	\$414.00
C.E.D. - School	\$1,956.00
Septic	\$420.00

**Carried****Morven Cleansing  
Charges****Moved: Cr Alexander****Seconded: Cr Eckel**

“That a cleansing/garbage charge per service per annum be set for the 2022-23 financial year.”

Morven – Garbage	\$248.00
Morven – Garbage (Additional Bins)	\$273.00

**Carried**

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11308

**Charleville /  
Augathella &  
Morven Water  
Supply Charges**

**Moved: Cr Eckel**

**Seconded: Cr Taylor**

"That the charge for the supply of water to properties within the Charleville/Augathella/Morven Water Supply area, and surrounding properties approved by Council, be set for the 2022-23 financial year, based on the following: -

<b>Water Charges</b>	<b>CHARLEVILLE</b>	<b>AUGATHELLA</b>	<b>MORVEN</b>
Base Unit Charge 2022/23	\$68.68	\$68.68	\$68.68

Base unit charge x No. of units 10 (domestic dwelling.).

\$686.80 per annum"

"That the charge per kilolitre of consumption over and above the annual allocation be charged at \$ 0.65 cents per kilolitre".

**Carried**

**Discount on Rates  
LG Reg. 2012  
S130**

**Moved: Cr Taylor**

**Seconded: Cr Radnedge**

"That Council allows ten percent (10%) by way of a discount on rates and charges levied by Council, (excluding interest, fire levy and excess water charges) for the 2022-23 financial year when all rates and charges are paid by the due date."

**Carried**

**Interest on  
Arrears  
LG Reg. 2012  
S133**

**Moved: Cr Radnedge**

**Seconded: Cr McKellar**

"That interest at the percentage rate of 8.17% per annum be charged by the Council for the 2022-23 financial year for rates and charges not paid at the 30<sup>th</sup> June of the previous financial year until payment is fully made on all rate arrears."

**Carried**

**Pensioner  
Remission  
LG Reg. 2012  
S122**

**Moved: Cr McKellar**

**Seconded: Cr Alexander**

"That qualifying Age Pensioners, having a Commonwealth Government Concession Card, be granted a remission of up to \$380 per annum of general rates levied for the 2022-23 financial year, under the same criteria as the State Government Pensioner Remission Scheme."

**Carried**



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11310

**Passenger Fees  
And Landing  
Charges 2022-23**

“That the Charleville Airport Passenger Fees and Landing Charges 2022-23 as presented be adopted.”

**Carried**

**Estimated  
Position for 30  
June 2020  
LG Reg. 2012  
S205**

**Moved: Cr Radnedge**

**Seconded: Cr McKellar**

“That the estimated financial position and operations for 30 June 2022 as presented be adopted.”

**Carried**

**Statement of  
Comprehensive  
Income  
LG Reg. 2012  
S169**

**Moved: Cr McKellar**

**Seconded: Cr Alexander**

“That the Budget Statement of Comprehensive Income 2022-23 to 2024-25 as presented be adopted”.

**Carried**

**Statement of  
Financial Position  
LG Reg. 2012  
S169**

**Moved: Cr Alexander**

**Seconded: Cr Eckel**

“That the Budget Statement of Financial Position 2022-23 to 2024-25 as presented be adopted”.

**Carried**

**Statement of  
Changes In Equity  
LG Reg. 2012  
S169**

**Moved: Cr Eckel**

**Seconded: Cr Taylor**

“That the Budget Statement for Changes in Equity 2022-23 to 2024-25 as presented by adopted.”

**Carried**

**Statement of Cash  
Flows  
LG Reg. 2012  
S169**

**Moved: Cr Taylor**

**Seconded: Cr Radnedge**

“That the Statement of Cash Flows 2022-23 to 2024-25 as presented be adopted.”

**Carried**

**10 Financial  
Forecast  
LG Reg. 2012  
S169**

**Moved: Cr Radnedge**

**Seconded: Cr McKellar**

“That the Long-Term Financial Statements 2022 - 2032 as presented be adopted.”

**Carried**



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11311

**Financial  
Sustainability  
Ratios  
LG Reg. 2012  
S169**

**Moved: Cr McKellar**

**Seconded: Cr Alexander**

“That the Financial Sustainability Ratios 2022-2032 as presented be adopted.”

**Carried**

**Code of  
Competitive  
Conduct  
LG Reg. 2012 S39  
LG Act 2009 S 47**

**Moved: Cr Alexander**

**Seconded: Cr Eckel**

“That Council not apply the code of competitive conduct to the following business activities:

Building Certification – operating expenses of \$ 105,500 is below the threshold of \$340,000.

Roads activity – operating expenses of \$ 2,700,000 is above the threshold of \$340,000. However, as the Contract is awarded to Council based on quotation, Council will not apply the code of competitive conduct at this time.”:

**Carried**

**Meeting Closed**

There being no further business to discuss the Mayor declared the meeting closed at 8:49AM

Cr Shaun Radnedge  
Mayor

MINUTES OF AN ORDINARY MEETING  
OF THE MURWEH SHIRE COUNCIL  
HELD ON THURSDAY 22 JULY 2022 AT 9:00AM

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<b>Present</b>	Mayor Shaun Radnedge, Cr Robert Eckel, Cr Peter Alexander, Cr Michael McKellar, Cr Paul Taylor, Neil Polglase Chief Executive Officer	
<b>Opening Prayer</b>	Cr Eckel delivered a prayer for the guidance of Council.	
<b>Declaration of Interests</b>	Cr Radnedge declared an interest in the matter regarding Garbage Collection Fees	
<b>Minutes of Previous Council Meeting</b>	<b>Moved: Cr McKellar</b>	<b>Seconded: Cr Taylor</b>
	"That the minutes of the Ordinary Council Meeting held 16 June 2022 be taken as read, confirmed and signed as a correct record of proceedings."	
	<b><u>Carried</u></b>	
<b>Business Arising</b>	Morven Race Club – Mayor and CEO met with the Morven Race Club Committee, and they have issued an invoice for \$12,500 and that is the only contribution from Council.	
	NBN, Council has contributed \$300,000.00.	
<b>Close Meeting to the Public</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Alexander</b>
	"That the meeting be closed to the public, as per Local Government Regulation 2012 254J 3(c), to discuss the termination of the contract of the Chief Executive officer."	
	<b><u>Carried</u></b>	
<b>Resume Normal Proceedings</b>	<b>Moved: Cr McKellar</b>	<b>Seconded: Cr Alexander</b>
	"That the meeting move out of closed committee and resume normal proceedings."	
	<b><u>Carried</u></b>	
<b>CEO Termination of Contract</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Taylor</b>
	"A. That pursuant to section 194 of the Local Government Act 2009, Council re-appoints Neil Polglase as its chief executive officer: -	
	1. For a period of 6 months commencing on 13 July 2022 (and expiring on 12 January 2023); and	
	2. On the same terms and conditions as the CEO's Employment Agreement signed in April 2021, subject to the following amendments: -	
	a. In clause 2.1(1), delete "2-year" and replace with "6 months".	

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- b. In clause 3.1(1), delete “13 July 2021” and replace with “13 July 2022”.
  - c. In clause 3.1(2), delete “12 July 2022” and replace with “12 January 2023”; and
  - d. Clause 3.2: delete.
- B. That the chief executive officer, or his delegate, prepare a report for Council’s consideration by not later than Council’s December 2022 meeting, identifying the options available to Council to retain the services of Neil Polglase for a period of up to 12 months (after 12 January 2023), on either a part-time employed basis, or consultancy basis, to provide ongoing assistance to Council in relation to completion of existing significant projects of Council, including the Murweh Shire Tourism Precinct Developments – Stage 2.”

**Carried**

**Attendance** The Finance Consultant and Director of Corporate Service were present when the meeting opened.

**Financial Report** **Moved: Cr Alexander** **Seconded: Cr Eckel**

“That the Financial Report be received.”

**Carried**

**Audit Report** **Moved: Cr Taylor** **Seconded: Cr Eckel**

“That Council receives the 2022 Interim Report from auditors Pitcher Partners and the Qld Audit Office.”

**Carried**

**Attendance** The Finance Consultant exited the meeting at 9:49AM.

**Human Resources Report** **Moved: Cr Eckel** **Seconded: Cr Alexander**

“That the Human Resources report be received.”

**Carried**

**WH & S Report** **Moved: Cr Alexander** **Seconded: Cr McKellar**

“That the Workplace Health and Safety Report be received.”

**Carried**

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<b>Environmental Health, Local Laws and Stock Routes</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Eckel</b>
	"That the report from Environmental Health, Local Laws and Stock Routes be received."	
	<b><u>Carried</u></b>	
<b>Meeting Adjourn</b>	The meeting adjourned for a morning tea break at 10:15AM.	
	The Director of Corporate and Regulatory Services exited the meeting.	
<b>Meeting Resumed</b>	The meeting resumed from morning tea at 10:40AM	
	The Director of Engineering Services entered the meeting at 10:40AM.	
<b>Suspend Standing Orders</b>	<b>Moved: Cr McKellar</b>	<b>Seconded: Cr Eckel</b>
	"That the meeting suspends standing orders to receive QPS Charleville Road Policing Unit Bill Mitchell regarding Wills Street parking and Mr Greg Field R.S.L Sub Branch and Mr Colin Maher regarding the Charleville Town Hall Park."	
	<b><u>Carried</u></b>	
<b>Resume Normal Proceedings</b>	<b>Moved: Cr McKellar</b>	<b>Seconded: Cr Alexander</b>
	"That the meeting resume normal proceedings."	
	<b><u>Carried</u></b>	
<b>Engineering Report</b>	<b>Moved: Cr McKellar</b>	<b>Seconded: Cr Alexander</b>
	"That the Engineering Services Report be received."	
	<b><u>Carried</u></b>	
<b>Attendance</b>	The Workshop Supervisor entered the meeting at 11:58AM.	
<b>Tender PM1.21-22 - 1 x Prime Mover and 1 x Quick Hitch Tipper Body Replacement</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr McKellar</b>
	"That the matter lay on the table until next meeting for more information regarding specifications."	
	<b><u>Carried</u></b>	
<b>Tender ST2. 21-22 - 1 x Side Tipper Trailer and Tandem Axle Dolly</b>	<b>Moved: Cr McKellar</b>	<b>Seconded: Cr Taylor</b>
	"That Council approves the purchase of the Trailer Combination from Moore Trailers for the total value of \$324,405.00 (excl. GST). The purchase	

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**Combination Purchase** includes hydraulic tarps, 2-year warranty on unsealed roads, best value for money and meets all the requirements for the Murweh Shire Council.”

**Carried**

**Tender PM1.22-23 Project** **Moved: Cr Eckel**

**Seconded: Cr Taylor**

**Management Services for December 2021 and May 2022 Heavy Rainfall and Flooding Events**

“That Council approve quotation from Enginfra Consulting for project management services for delivering restoration and inspection works for December 2021 and May 2022 flood events for a total sum of \$200,150.00 (excl. GST) as per Local Buy Contract BUS279.”

**Carried**

**Attendance**

The Workshop Supervisor and Director of Engineering exited the meeting at 12:10PM.

The Director of Economic Development and Tourism entered the meeting at 12:14PM.

**Attendance**

Cr Taylor exited the meeting at 12:28PM.  
Cr Taylor entered the meeting at 12:31PM.  
The CEO exited the meeting at 12:34PM.  
The CEO entered the meeting at 12:36PM.

**Tourism Reports**

**Moved: Cr McKellar**

**Seconded: Cr Taylor**

“That the reports from the Tourism section (Visitor Information, WWII and Cosmos Centre) be received.”

**Carried**

**Attendance**

The Director of Economic Development and Tourism exited the meeting at 12:52PM.

The Director of Corporate and Regulatory Services entered the meeting at 12:55PM.

**Community & Health Services Report**

**Moved: Cr Alexander**

**Seconded: Cr Eckel**

“That the report from Community and Health Services be received.”

**Carried**

**Declaration of Interest**

Cr Radnedge informed the meeting he had a declarable interest as a result of the contractor being a relative, as a result of this interest the Mayor exited the meeting.

Cr Eckel assumed the chair in the Mayor's absence.

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<b>Request for Increase in Garbage Collection Rate</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr McKellar</b>
	“That council approves the increase of the wheelie bin collection rate from \$1.88 to \$1.91 per bin.”	
	<b><u>Carried</u></b>	
<b>Attendance</b>	The Mayor reentered the meeting and resumed the Chair.	
<b>Public Holidays Murweh Shire</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Alexander</b>
	“That Council make application for gazettal of two public holidays in 2023.	
	1. Charleville & District Show Society Holiday Friday 19 <sup>th</sup> May 2023 2. Warrego Race Club Melbourne Cup – Tuesday 7 <sup>th</sup> November 2023.”	
	<b><u>Carried</u></b>	
<b>IOT Bradley’s Gully Flood Mitigation Pilot</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Eckel</b>
	“(1) That Council enters into a contractual arrangement with IOT to undertake a Flood Mitigation Pilot Program for Bradley’s Gully for a cost of \$43,904.41	
	(2) That pursuant to section 235(b) of the Local Government Regulation 2012, because of the specialised and confidential nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for the contractual arrangement referred to in paragraph (a);	
	(3) further or alternatively to the exception in section 235(b) of the Regulation, that pursuant to section 235(a) of the Regulation, Council is satisfied that IOT is the only supplier reasonably available to undertake Bradley’s Gully Flood Mitigation Pilot Program.”	
	<b><u>Carried</u></b>	
<b>LGAQ Annual Conference – Cairns Convention Centre</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr McKellar</b>
	“That Council appoints Mayor Cr Shaun Radnedge and Cr Paul Taylor as council delegates with the CEO as observer to attend the LGAQ annual conference at the Cairns Convention Centre from 16th -19th October 2022.”	
	<b><u>Carried</u></b>	
<b>Hotel Coronas – Charleville Application for Detached Bottle</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr McKellar</b>
	“That Council offer no objection to the granting of a liquor licence for a detached bottle shop with extended trading hours on Lot 17 on SP222240	

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**Shop with extended trading hours on Lot 17 on SP 222240 (IGA Supermarket King St.)**

providing all town planning requirements for the subject site are undertaken.”

**Carried**

**Close Meeting to the Public**

**Moved: Cr Eckel**

**Seconded: Cr Taylor**

“That the meeting be closed to the public, as per Local Government Regulation 2012 254J, to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.”

**Carried**

**Resume Normal Proceedings**

**Moved: Cr Eckel**

**Seconded: Cr Taylor**

“That the meeting resumes normal proceedings.”

**Carried**

**Tender – Provision of Landfill Operations Services**

**Moved: Cr Taylor**

**Seconded: Cr Alexander**

“The Council awards the provision of Landfill operations services contract to Proterra Group Pty Ltd, subject to:

- The operating price schedule provided by Proterra as per table below
- The key principles in the table below
- A construction management approach as defined in the key principles in the A below;

Part	Price component	Submission
A – Landfill Upgrade	<ul style="list-style-type: none"> <li>• Approvals and plans</li> <li>• Test Pit Program</li> <li>• Waste Transfer Facility*</li> <li>• Landfill Upgrade</li> </ul>	<ul style="list-style-type: none"> <li>• <b>\$125K</b></li> <li>• <b>\$218K</b></li> <li>• Preliminary Bill of Quantities and Schedule of Rates provided. Circa <b>\$750K to \$1M</b> for Stage one.</li> <li>To be completed as part of Waste Transfer Facility</li> </ul>
B – Waste Facility Supervision	<ul style="list-style-type: none"> <li>• Management fee</li> <li>• Supervision hourly rates</li> <li>• Site maintenance rate</li> </ul>	<ul style="list-style-type: none"> <li>• Tenderer provided own cost structure with forecast pricing – Circa <b>\$541K to \$576K</b> per annum. subject to Council</li> </ul>

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		consideration of reduction in hours.
C – Landfill Operations	<ul style="list-style-type: none"> <li>• Management fee</li> <li>• Core equipment</li> <li>• Back up equipment</li> <li>• Additional and on-call equipment</li> </ul>	• Included in Part B
D – Waste Haulage	<ul style="list-style-type: none"> <li>• Waste haulage operations</li> <li>• Bulk waste container supply and maintenance</li> </ul>	• Included in Part B

Council delegates authority to the CEO to allow final contract documents to be prepared in alignment with the key principles to be executed by Council and Proterra Group Ltd.”

**Carried**

**Declaration of Interest**

Cr Taylor informed the meeting he had a declarable interest as a result of a family member owning property in the area to be discussed, as a result of this interest the Mayor exited the meeting.

**Attendance**

The Director of Engineering entered the meeting at 1:24PM.

**Wills Street Parking**

**Moved: Cr Radnedge**

**Seconded: Cr Eckel**

“That parking in Wills Street on the Charleville Pharmacy side of the street be changed to angle parking bays (from the Shane Charles Legal to Blended Hair Dressers) for a trial period of 3 months, with an option of a further 3 months trial. Council to consult with QPS after the initial 3 month period. Council apply for Wills and Alfred Streets in the CBD area to be a maximum speed limit of 40kms for the period of the trial.”

**Carried**

Cr Alexander recorded his vote against the motion.  
The motion was carried 3-1

**Attendance**

Cr Taylor reentered the meeting at 1:41PM.

**Council Visit to Morven**

The Council visit to Morven be postponed to immediately following the September meeting instead of the August meeting.

**September Meeting**

**Moved: Cr McKellar**

**Seconded: Cr Alexander**

“That the scheduled General Meeting of Council 15 September be rescheduled to the 22 September due to commitments of the elected members.”

**Carried**



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**Meeting Close**      There being no further business the Deputy Mayor declared the meeting closed at 1.45pm.

Cr Shaun Radnedge  
Mayor



**FINANCIAL REPORT**  
**July 2022**  
**COUNCIL MEETING**  
**18 August 2022**



**Mayor and Councillors  
Murweh Shire Council  
CHARLEVILLE QLD 4470**

## **Highlights of this month's Financial Report:**

### **Report - Period Ending 31 July 2022**

#### **Revenue**

Total revenue of \$ 2.2M to 31 July represents 5 % of the total budget of \$49.0M.

These statements are for 1 month of the financial year and generally would represent 8% of the overall budget.

Actual revenue year to date is behind at 5%.

BBRF funding received for the month is \$1.36M.

#### **Expenses**

Total expenditure of \$ 1.5M to 31 July represents 5 % of the total budgeted expenditure of \$29.3M.

Actual expenses of 5% are under the year to date of budget of 8% mainly because of depreciation is still due to be processed after closing of assets at 2021-22.

#### **Outcome**

There is currently a cash balance of \$ 8.0M, a decrease of \$0.4M compared with the June cash balance.

Restricted cash – grant not yet spent: \$ 2.3M (last month \$ 0.9M), an increase of \$ 1.4M due to the receipt of BBRF funding.

Actual unrestricted/surplus cash: \$ 5.6M (last month \$7.4M).

It is also noted that net cost to operate the tourism facilities at the end of July was \$ 61,157 compared with the YTD budget of \$81,705 and 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 July 2022**

<b>CASH AT BANK</b>			
Operating Account			\$192,230
<b>SHORT TERM INVESTMENTS</b>			
National Bank of Australia		\$	-
QTC Cash Fund			\$7,823,976
	<b>Total</b>		<b>\$ 8,016,206</b>
The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors.			
Cash backed <b>Current Liabilities</b> (AL,LSL,SL,RDO)			\$2,264,537
Restricted cash - grants received not yet spent			\$2,348,124
			<b>\$ 4,612,661</b>
Balance of estimated rates/other <b>debtors</b> - estimated <b>creditors</b> :			
	(	\$2,502,421	-
			\$709,093 )
			\$ 1,793,328
Plus cash surplus	\$	8,016,206	-
			\$ 4,612,661
			\$ 3,403,545
<b>Working Capital</b>		<b>Total</b>	<b>\$ 5,196,873</b>

## 2. Monthly Cash Flow Estimate: - August 2022

Rates	\$50,000	Payroll	\$800,000
Fees & Charges	\$50,000	Creditor Payments	\$1,000,000
Debtors	\$500,000	Loan Payments	\$0
Grants/Claims/Loan QTC	\$500,000	Lease Payments	\$0
<b>Total</b>	<b>\$1,100,000</b>	<b>Total</b>	<b>\$1,800,000</b>
Therefore cash is expected to decrease by		<b>\$700,000</b>	in the period.

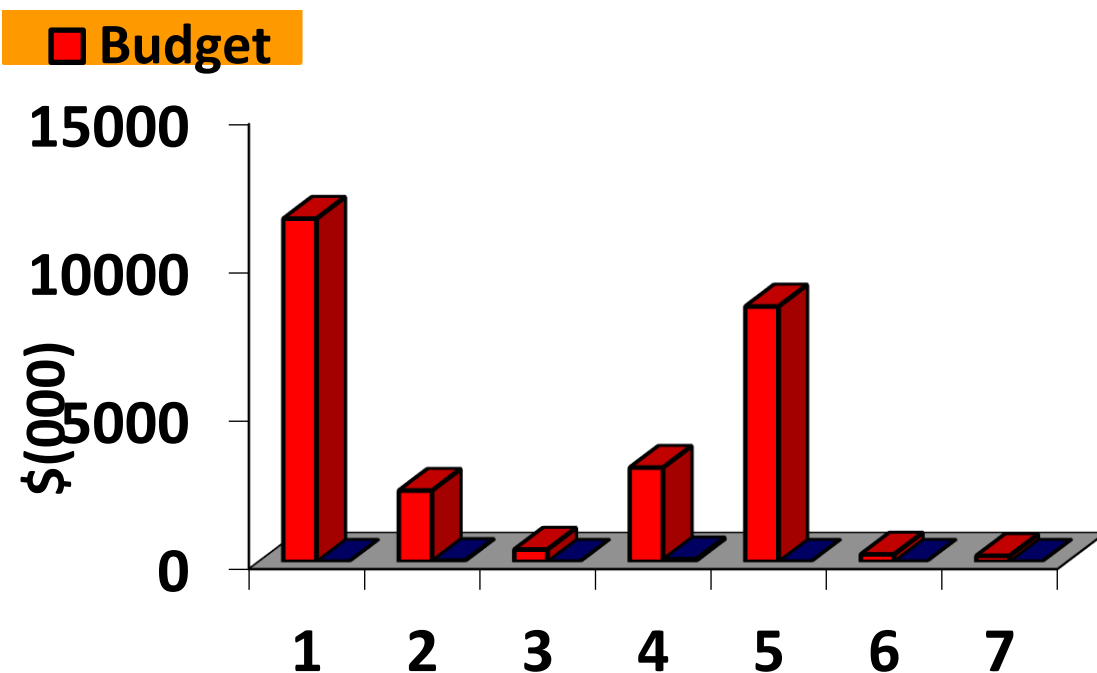
## 3. Comparative Data for the month of July 2022

<u>Comparative Year</u>	2022	2021	2020
	\$000	\$000	\$000
Cash position**	\$8,016	\$5,529	\$4,086
Working capital**	\$5,197	\$3,336	\$1,929
Rate arrears*	\$731	\$615	\$627
Outstanding debtors	\$ 169	\$307	\$349
Current creditors	\$ 274	\$584	\$216
Total loans	\$2,821	\$3,050	\$2,239

\*Net of rates paid in advance of \$351,065

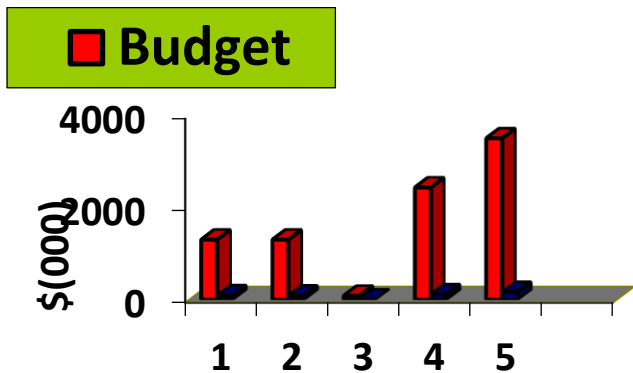
\*\*Cash position high due to receipt of BBRF funding.

#### 4. Capital Funding: Year to 31 July 2022



	Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
<b>Total Capital Funding</b>	<b>\$26,608</b>	<b>\$248</b>	<b>0.93%</b>
1 Buildings / Other Structures	\$11,568	\$124	1.07%
2 Plant & Equipment / Furniture & Fittings	\$2,400	\$31	1.29%
3 Airport Upgrade	\$410	\$0	0.00%
4 Roads & Drainage Infrastructure	\$3,177	\$81	2.55%
5 Water & Sewerage Infrastructure	\$8,614	\$12	0.14%
6 Office/Other Equip	\$245	\$0	0.00%
7 QTC - Loan Redemption	\$194	\$0	0.00%

## 5. Road Works Expenditure: Year to 31 July 2022



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	<b>Total Road Expenditure</b>	<b>\$8,613</b>	<b>\$458</b>	<b>5%</b>
1	Rural Roads	\$1,300	\$92	7%
2	Town Streets	\$1,300	\$86	7%
3	Private Works	\$80	\$2	3%
4	RMPC Works	\$2,433	\$114	5%
5	Flood Damage	\$3,500	\$164	5%
6	Other (Diamantina Contract)	\$0	\$0	0%

## 6. ATTACHMENTS

- Capital Funding Detail
- Rate Arrears Summary
- Revenue & Expenditure Summary
- Balance Sheet

**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 (%)
<b>Airport</b>										
242-4000-0	8000-3607-0	Airport Reseals	LRCIP 3	\$0	0.00%	\$250,000	Jamie Gorry	Not started		
	8000-3606-0	Augathella Aerodrome Upgrade Planning	LGSSP 22-24	\$0	0.00%	\$160,000	Jamie Gorry	Aerodrome consultant working with MSC to set project KPIs and scope		
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$410,000</b>				
<b>Buildings</b>										
360-4000-0	8000-2580-0	Landfill remediation works	LRCI Stage 3	\$0	0.00%	\$162,178	Jamie Gorry	Project commenced - inception meeting		
	8000-2575-0	Refurbish existing racecourse complex building	LRCI Stage 3	\$0	0.00%	\$300,000	Paul O'Connor	Not started		
	8000-1760-0	Council housing renewals	W4Qld 21-24	\$0	0.00%	\$250,000	Jamie Gorry	Not started		
	8000-2610-0	Parks and Equipment	W4Qld 21-24	\$12,260	8.17%	\$150,000	Paul O'Connor	Project commenced, committed \$133K		
	8000-2551-0	Glass Door - Charleville Town Hall	General	\$0	0.00%	\$15,000	Jamie Gorry	Not started		
	<b>Sub total</b>			<b>\$12,260</b>	<b>1.40%</b>	<b>\$877,178</b>				
<b>Other Structures</b>										
370-4000-0	8000-1892-0	Morven Rail (Freight) Hub	General fund	\$587	0.59%	\$100,000	Jamie Gorry	Continuation of prior year project		
	8000-1893-0	Morven Rail (Freight) Hub Bore	Main Roads	\$38,468	22.63%	\$170,000	Jamie Gorry	Materials for fit out have been ordered		
	8000-2595-0	Upgrade existing Toddler Pool at Charleville Swimming pool - W4Qld	W4Qld 21-24	\$0	0.00%	\$228,000	Richard Ranson	Continuation of prior year project		
	8000-2579-0	Charleville Weighbridge	LRCIP 3	\$0	0.00%	\$400,000	Paul O'Connor	Not started		
	8000-2950-0	Amenities at Botanical Gardens	W4Qld 21-24	\$0	0.00%	\$150,000	Paul O'Connor	Not started		
	8000-2951-0	Amenities at Graham Andrews Park	W4Qld 21-24	\$0	0.00%	\$250,000	Paul O'Connor	Nearly finished, committed \$184K		
	8000-2598-0	Refurbish Shire Libraries -W4Qld	W4Qld 21-24	\$5,068	5.33%	\$95,000	Richard Ranson	Continuation of prior year project		




**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 (%)
	8000-2599-0	Upgrade Morven Camp - W4Qld	W4Qld 21-24	\$1,666	6.66%	\$25,000	WHSO	Continuation of prior year project		<div style="width: 5%;"></div>
	8000-2366-0	VAST at Augathella	General	\$0	0.00%	\$93,000	Richard Ranson	Continuation of prior year project		
	8000-2357-0	Installation of solar panels in council facilities	LRCIP 3	\$0	0.00%	\$400,000	John Nicholson	Not started		
	8000-2359-0	Upgrade existing Charleville Cemetery	LRCIP 3	\$0	0.00%	\$150,000	Paul O'Connor	Not started		
	8000-2360-0	Installation of shade facilities at Charleville Swimming Pool	LRCIP 3	\$0	0.00%	\$250,000	Richard Ranson	Not started		
	8000-3045-0	Ward river picnic tables, bins, signage, BBQ	Dept of Fishing	\$9,364	26.53%	\$35,300	Paul O'Connor	Continuation of prior year project		<div style="width: 25%;"></div>
	8000-2591-0	Colambarium - three towns	LRCIP 3	\$0	0.00%	\$150,000	Paul O'Connor	They have been ordered, committed \$91K		<div style="width: 25%;"></div>
	<b>Sub total</b>			<b>\$55,152</b>	<b>2.21%</b>	<b>\$2,496,300</b>				
<b>Plant Replacement</b>										
445-4000-0	8000-1200-0	Plant Purchase	General	\$31,098	1.30%	\$2,400,000	Paul/Suji	Carry over funding tendered in 21/22		<div style="width: 5%;"></div>
	<b>Sub total</b>			<b>\$31,098</b>	<b>1.30%</b>	<b>\$2,400,000</b>				
<b>Roads</b>										
525-4000-0	8000-2305-0	Kerb and Channel renewals	General	\$0	0.00%	\$100,000	Paul O'Connor	Not started		
	8000-4052-0	Langlo Mt Morris Road	R2R/TIDS	\$0	0.00%	\$2,080,000	Paul O'Connor	Not started		
	8000-1084-0	Town St Reseals R2R - Jupp St	R2R	\$4,363	2.46%	\$177,000	Paul O'Connor	Minor amount spent		<div style="width: 5%;"></div>
	8001-3040-0	Footpath renewals	General	\$0	0.00%	\$150,000	Paul O'Connor	Not started		
	8000-4083-0	Reseal up to 10km of Red Ward Road and 1 km of Biddenham Roads	LRCIP 3	\$0	0.00%	\$270,000	Paul O'Connor	Not started		
	8000-3017-0	Flood Levee Renewal	General	\$0	0.00%	\$100,000	Paul O'Connor	Not started		
	8000-3018-0	Flood Levee Remediation Works	National Flood Mitigation Infrastructure Program 21-22	\$0	0.00%	\$300,000	Paul O'Connor	Not started		
	8003-4049-0	Kyber road	R2R	\$66,177	0.00%	\$0	Paul O'Connor	No Budget		
	<b>Sub total</b>			<b>\$70,540</b>	<b>2.22%</b>	<b>\$3,177,000</b>				

CAPITAL WORKS PROJECTS  
2022-23

Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Budget Project Costs 2022-23	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
<b>Water</b>										
555-4000-0	8000-5254-0	Charleville water renewals	General	\$0	0.00%	\$150,000	Paul O'Connor	Committed \$11K		
	8000-5260-0	Morven water renewals	General	\$0	0.00%	\$100,000	Paul O'Connor	Committed \$11K		
	8000-5252-0	Augathella water renewals	General	\$8,270	16.54%	\$50,000	Paul O'Connor	Minor amount spent		
	<b>Sub total</b>			<b>\$8,270</b>	<b>2.76%</b>	<b>\$300,000</b>				
<b>Sewerage</b>										
585-4000-0	8000-5350-0	Sewerage Augathella Annual Budget	General	\$0	0.00%	\$50,000	Paul O'Connor	Not started		
	8000-5360-0	Sewerage Charleville Annual Budget	General	\$0	0.00%	\$150,000	Paul O'Connor	Committed \$5K		
	8000-5370-0	Augathella CED Scheme	LGSSP 22-24	\$0	0.00%	\$1,874,000	Paul O'Connor	Not started		
	8000-5375-0	Charleville Sewerage Treatment Plant Upgrade	LGSSP 22-24	\$0	0.00%	\$6,240,000	Paul O'Connor	Not started		
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$8,314,000</b>				
<b>Tourism</b>										
	8000-2650-0	Augathella Heritage Museum	Building Better Regions	\$0	0.00%	\$300,000	John Nicholson	Continuation of prior year. Committed \$151K		
	8000-2660-0	Charleville Airport Museum	Building Better Regions	\$0	0.00%	\$400,000	John Nicholson	Committed \$56K		
	8000-2670-0	Charleville WWII Base	Building Better Regions	\$0	0.00%	\$995,000	John Nicholson	Committed \$56K		
	8000-2680-0	Outback Museum of Australia	Building Better Regions	\$0	0.00%	\$6,500,000	John Nicholson	Committed \$56K		
	<b>Sub total</b>			<b>\$0</b>		<b>\$8,195,000</b>				
<b>Office Equipment</b>										
597-4000-0	8000-1782-0	Computers Renewals	General	\$0	0.00%	\$25,000	Richard Ranson	Purchased desktops. On going		
597-4000-0	8000-1790-0	IT/Finance and Records System	General	\$0	0.00%	\$100,000	Richard Ranson	Continuation of prior year		
	8000-1794	Pool Vacuum Cleaner	General	\$0	0.00%	\$20,000	Richard Ranson	Not started		
	8000-1795-0	Install CCTV cameras at elected Council facilities	LRCIP 3	\$0	0.00%	\$100,000	John Nicholson	Not started		
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$245,000</b>				
	<b>Total Capital</b>			<b>\$177,320</b>	<b>\$0</b>	<b>\$26,414,478</b>				

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 (%)
Loan repayments		Current Loans Payments	General	\$0	0.00%	\$193,887	DCS	Due quarterly		
640-672-5000										
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$193,887</b>				
<b>GRAND TOTAL</b>				<b>\$177,320</b>	<b>1%</b>	<b>\$26,608,365</b>				

STATEMENT OF RATES AND CHARGES

31 JULY 2022



	ARREARS 30 JUNE 2022	LEVIES	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	PENSIONER STATE	PENSIONER COUNCIL	BALANCE
<i>Charleville</i>	\$192,104.96	\$0.00	\$1,285.86	\$6,181.50	\$0.00	\$0.00	\$0.00	\$0.00	\$187,209.32
<i>Augathella</i>	\$33,819.92	\$0.00	\$224.17	\$4,169.98	\$0.00	\$0.00	\$0.00	\$0.00	\$29,874.11
<i>Morven</i>	\$12,269.26	\$0.00	\$83.33	\$324.84	\$0.00	\$0.00	\$0.00	\$0.00	\$12,027.75
<b>Total Urban</b>	\$238,194.14	\$0.00	\$1,593.36	\$10,676.32	\$0.00	\$0.00	\$0.00	\$0.00	\$229,111.18
<i>Rural</i>	\$198,238.28	\$0.00	\$1,327.85	\$6,774.87	\$0.00	\$0.00	\$0.00	\$0.00	\$192,791.26
<b>TOTAL GENERAL</b>	\$436,432.42	\$0.00	\$2,921.21	\$17,451.19	\$0.00	\$0.00	\$0.00	\$0.00	\$421,902.44
<b>CLEANSING</b>	\$112,658.82	\$0.00	\$756.34	\$4,906.68	\$0.00	\$0.00	\$0.00	\$0.00	\$108,508.48
<b>SEWERAGE</b>	\$145,883.43	\$0.00	\$978.26	\$4,194.55	\$0.00	\$0.00	\$0.00	\$0.00	\$142,667.14
<b>WATER</b>	\$337,675.05	\$0.00	\$2,229.58	\$21,319.25	\$0.00	\$2.18	\$0.00	\$0.00	\$318,583.20
<b>EXCESS WATER</b>	\$16,023.17	\$0.00	\$0.00	\$1,223.24	\$0.00	\$0.00	\$0.00	\$0.00	\$14,799.93
<b>C.E.D.</b>	\$14,828.23	\$0.00	\$93.34	\$3,535.65	\$0.00	\$0.00	\$0.00	\$0.00	\$11,385.92
<b>LEGAL FEES</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>LAND CHARGES</b>	\$10,767.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,767.31
<b>TOTALS</b>	\$1,074,268.43	\$0.00	\$6,978.73	\$52,630.56	\$0.00	\$2.18	\$0.00	\$0.00	\$1,028,614.42

STATE EMERGENCY LEVY	\$55,450.62
<b>TOTAL CURRENT &amp; ARREARS</b>	\$1,084,065.04
RATES PAID IN ADVANCE	\$351,065.21
<b>TOTAL OUTSTANDING</b>	\$732,999.83

ARREARS ANALYSIS

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	Total
\$0.00	\$565,759.44	\$209,559.92	\$116,092.32	\$48,675.28	\$30,393.46	\$113,584.62	\$1,084,065.04

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2023

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
		31 Jul 2022	Budget	31 Jul 2022	Budget	31 Jul 2022	Budget
1000-0001	EXECUTIVE MANAGEMENT						
1100-0002	CORP GOVERNANCE SUB PROGRAM	0.00	0%	0			
1200-0002	SPECIAL OPERATIONS SUB PROGRAM	0.00	0%	0			
1300-0002	DISASTER MANAGEMENT SUB PROGRAM	0.00	0%	17,500			
1500-0002	HUMAN RESOURCES SUB PROGRAM	0.00	0%	1,000			
1000-0001	EXECUTIVE MANAGEMENT	0.00	0%	18,500			
2000-0001	CORPORATE SERVICES						
2100-0002	REVENUE SUB PROGRAM	22,393.05	0%	11,416,513			
2200-0002	STORES OPERATION SUB PROGRAM	0.00	0%	0			
2300-0002	ADMINISTRATION SUB PROGRAM	0.00	0%	110,000			
2400-0002	FINANCE SUB PROGRAM	0.00	0%	0			
2500-0002	ONCOSTS SUB PROGRAM	0.00	0%	0			
2600-0002	LIBRARY SUB PROGRAM	0.00	0%	10,800			
2700-0002	AERODROMES SUB PROGRAM	31,339.94	10%	310,000			
2800-0002	AREA PROMOTION/DEVT SUB PRO						
2800-0003	ECONOMIC DEVELOPMENT	1,817,163.38	9%	20,300,478			
2805-0003	COUNCIL HOUSING	0.00	0%	0			
2815-0003	CULTURAL DEVELOPMENT	0.00	0%	25,000			
2820-0003	TOURISM & PROMOTION						
2855-0004	TOURISM AND PROMOTION	338,462.82	21%	1,577,000			
2820-0003	TOURISM & PROMOTION	338,462.82	21%	1,577,000			
2800-0002	AREA PROMOTION/DEVT SUB PRO	2,155,626.20	10%	21,902,478			
2000-0001	CORPORATE SERVICES	2,209,359.19	7%	33,749,791			
3200-0001	HEALTH/ENVIRONMENTAL SERVICES						
3200-0002	SPORT, REC & COMMUNITY FACILITIES						
3200-0003	SPORTS & RECREATION FACILITIES						
3200-0004	PARKS GARDENS & RESERVES	9,615.19	16%	60,000			
3220-0004	RACECOURSE	1,680.00	7%	23,500			
3240-0004	SWIMMING POOLS	0.00	0%	0			
3200-0003	SPORTS & RECREATION FACILITIES	11,295.19	14%	83,500			

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2023

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
		31 Jul 2022	Budget	31 Jul 2022	Budget	31 Jul 2022	Budget
3260-0003	COMMUNITY FACILITIES						
3260-0004	TELEVISION, CCTV and WIFI	0.00	0	943.82	72,984	(943.82)	(72,984)
3270-0004	HALLS & CENTRES	1,173.64	53,000	4,492.67	249,502	(3,319.03)	(196,502)
3280-0004	SHOWGROUNDS	7,182.42	15,000	21,661.34	256,000	(14,478.92)	(241,000)
3290-0004	CEMETERIES & MEMORIALS	2,816.92	40,000	53,963.73	140,380	(51,146.81)	(100,380)
3320-0004	PUBLIC CONVENIENCES	0.00	0	12,893.18	167,856	(12,893.18)	(167,856)
3330-0004	AGED CARE	6,767.60	90,000	3,198.61	177,384	3,568.99	(87,384)
3260-0003	COMMUNITY FACILITIES	17,940.58	198,000	97,153.35	1,064,106	(79,212.77)	(866,106)
3200-0002	SPORT, REC & COMMUNITY FACILITIES	29,235.77	281,500	195,700.86	3,109,946	(166,465.09)	(2,828,446)
3400-0002	ENVIRONMENTAL SUB PROGRAM						
3410-0003	COMMUNITY HEALTH	145.09	19,500	2,267.59	90,000	(2,122.50)	(70,500)
3435-0003	ANIMAL CONTROL	4,289.18	54,500	20,641.19	261,600	(16,352.01)	(207,100)
3460-0003	RESERVES	0.00	0	14,200.59	267,000	(14,200.59)	(267,000)
3475-0003	STOCK ROUTES	0.00	840,000	12,115.34	1,357,806	(12,115.34)	(517,806)
3400-0002	ENVIRONMENTAL SUB PROGRAM	4,434.27	914,000	49,224.71	1,976,406	(44,790.44)	(1,062,406)
3500-0002	REFUSE MANAGEMENT SUB PROGRAM						
3500-0004	CHARLEVILLE REFUSE MANAGEMENT	988.45	555,458	44,907.21	524,013	(43,918.76)	31,445
3540-0004	MORVEN REFUSE MANAGEMENT	13.81	23,998	2,473.83	46,114	(2,460.02)	(22,116)
3570-0004	AUGATHELLA REFUSE MANAGEMENT	72.08	54,855	2,561.82	26,430	(2,489.74)	28,425
3500-0002	REFUSE MANAGEMENT SUB PROGRAM	1,074.34	634,311	49,942.86	596,557	(48,868.52)	37,754
3200-0001	HEALTH/ENVIRONMENTAL SERVICES	34,744.38	1,829,811	294,868.43	5,682,909	(260,124.05)	(3,853,098)
4000-0001	ENGINEERING SERVICES						
4100-0002	ENGINEERING OFFICE SUB PROGRAM	0.00	0	56,369.44	3,937,586	(56,369.44)	(3,937,586)
4200-0002	BUILDING & PLANNING SUB PROGRAM	3,088.00	45,000	6,518.67	141,000	(3,430.67)	(96,000)
4300-0002	PLANT OPERATIONS SUB PROGRAM	(3,686.96)	96,000	(293,539.45)	(552,896)	289,852.49	648,896
4400-0002	PRIVATE WORKS ACTIVITIES	563.64	4,208,649	180,878.95	2,680,000	(180,315.31)	1,528,649
4500-0002	OTHER ROAD ACTIVITIES SUB PROGRAM	0.00	6,374,310	277,312.66	5,958,803	(277,312.66)	415,507
4000-0001	ENGINEERING SERVICES	(35.32)	10,723,959	227,540.27	12,164,493	(227,575.59)	(1,440,534)
5100-0001	WATER & SEWERAGE SERVICES						
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM						
5100-0003	CHARLEVILLE WATER	1,928.36	1,453,371	25,777.67	598,899	(23,849.31)	854,472

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2023

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		REVENUE		EXPENDITURE		SURPLUS/ (DEFICIENCY)			
		31 Jul 2022	Budget	31 Jul 2022	Budget	31 Jul 2022	Budget		
5200-0003	MORVEN WATER	64.34	0% 98,220	1,931.07	2% 109,571	(1,866.73)	16%	(11,351)	
5300-0003	AUGATHELLA WATER	234.70	0% 180,617	6,304.39	4% 144,000	(6,069.69)	-17%	36,617	
5390-0003	WATER DEPRECIATION	0.00	0% 0	0.00	0% 563,597	0.00	0%	(563,597)	
-----		-----		-----		-----		-----	
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM	2,227.40	0% 1,732,208	34,013.13	2% 1,416,067	(31,785.73)	-10%	316,141	
-----		-----		-----		-----		-----	
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM								
5400-0003	CHARLEVILLE SEWERAGE	978.26	0% 897,338	22,170.94	5% 430,970	(21,192.68)	-5%	466,368	
5450-0003	AUGATHELLA SEWERAGE	93.34	0% 85,698	4,646.03	7% 66,000	(4,552.69)	-23%	19,698	
5490-0003	SEWERAGE DEPRECIATION	0.00	0% 0	0.00	0% 347,547	0.00	0%	(347,547)	
-----		-----		-----		-----		-----	
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM	1,071.60	0% 983,036	26,816.97	3% 844,517	(25,745.37)	-19%	138,519	
-----		-----		-----		-----		-----	
5100-0001	WATER & SEWERAGE SERVICES	3,299.00	0% 2,715,244	60,830.10	3% 2,260,584	(57,531.10)	-13%	454,660	
-----		-----		-----		-----		-----	
	TOTAL REVENUE AND EXPENDITURE	2,247,367.25	5% 49,037,305	1,543,265.77	5% 29,318,675	704,101.48	4%	19,718,630	

	OPENING BALANCE	YEAR TO DATE 31 Jul 2022		BUDGET	CURRENT BALANCE 31 Jul 2022		BUDGET	
CURRENT ASSETS								
=====								
0100-0001	CURRENT ASSETS							
0105-3000	Cash at Bank - General Account	(7,422.25)	196,982.83	---%	0	189,560.58	21%	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	(600,000.00)	---%	0	7,823,976.17	152%	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	(102,903.37)	---%	0	731,643.28	119%	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	(43,594.30)	---%	0	242,344.87	105%	230,151
0132-3000	Inventory - Cosmos Centre	64,626.31	0.00	0%	0	64,626.31	177%	36,515
0140-3000	Prepaid Expenses	231,226.35	0.00	0%	0	231,226.35	135%	170,792
0147-3000	Accrued Revenue - General	10,771.14	(7,300.93)	---%	0	3,470.21	---	0
0148-3000	Contract Assets	1,446,186.06	0.00	0%	0	1,446,186.06	---	0
0150-3000	Workers Compensation Receivable	4,386.25	3,454.00	---	0	7,840.25	25%	31,131
0155-3000	Accounts Receivable - Debtors	168,623.28	(35,724.96)	---	0	132,898.32	6%	2,327,260
0156-3000	Accts Rec - Debtors EOY Receipts	0.00	0.00	0%	0	0.00	0%	0
0160-3000	Provision for Doubtful Debts	(1,109.21)	0.00	0%	0	(1,109.21)	7%	(15,000)
0165-3000	GST Receivable/Suspense	(99,808.41)	244,467.46	---	0	144,659.05	<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	11,841,611.36	(344,619.27)	---	0	11,496,992.09	122%	9,427,846
	TOTAL CURRENT ASSETS	11,841,611.36	(344,619.27)	---	0	11,496,992.09	122%	9,427,846



(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2023

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		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Jul 2022	BUDGET	31 Jul 2022	BUDGET
<b>NON-CURRENT ASSETS</b>						
=====						
0200-0001	NON-CURRENT ASSETS					
0200-4000	Land at Cost	0.00	0.00	0%	0.00	0%
0205-4000	Land for Resale	0.00	0.00	0%	0.00	0%
0210-4000	Land at Valuation	3,438,638.30	0.00	0%	3,438,638.30	62%
0211-4000	Land Improvements at Valuation	0.00	0.00	0%	0.00	0%
0215-4000	Land Clearing Account	(2,272.73)	0.00	0%	(2,272.73)	-2%
0217-4000	WIP - Land Improvements	3,536.27	0.00	0%	3,536.27	1%
0221-4000	Aerodrome Landing Strip at Cost	20,425.00	0.00	0%	20,425.00	---
0231-4000	Aerodrome Landing Strip at Valuation	15,454,597.74	0.00	0%	15,454,597.74	151%
0241-4000	Accum Depn - Aerodrome Landing Strip	(2,956,165.75)	0.00	0%	(2,956,165.75)	87%
0242-4000	WIP - Aerodrome Upgrade	559,741.90	0.00	0%	559,741.90	8%
0300-4000	Buildings at Cost	10,303,031.36	0.00	0%	10,303,031.36	>999%
0310-4000	Buildings at Valuation	57,207,640.81	0.00	0%	57,207,640.81	111%
0320-4000	Accum Depn - Buildings	(24,614,024.42)	0.00	0%	(24,614,024.42)	187%
0330-4000	Other Structures at Cost	6,676,234.29	0.00	0%	6,676,234.29	>999%
0340-4000	Other Structures at Valuation	8,143,176.85	0.00	0%	8,143,176.85	101%
0350-4000	Accum Depn - Other Structures	(3,683,610.97)	0.00	0%	(3,683,610.97)	125%
0360-4000	WIP - Buildings	1,067,946.51	60,225.00	1%	1,128,171.51	5%
0370-4000	WIP - Other Structures	2,738,492.97	63,667.02	2%	2,802,159.99	13%
0380-4000	Parks at Cost	1,462,614.15	0.00	0%	1,462,614.15	---
0381-4000	Accum Depn - Parks	(525,321.25)	0.00	0%	(525,321.25)	41%
0382-4000	WIP - Parks	0.00	0.00	0%	0.00	0%
0383-4000	Parks at Valuation	688,320.00	0.00	0%	688,320.00	39%
0400-4000	Equipment and Furniture Fittings	5,370,780.94	0.00	0%	5,370,780.94	305%
0410-4000	Accum Depn - Equipment and FF	(3,905,094.59)	0.00	0%	(3,905,094.59)	275%
0411-4000	Plant	14,572,238.71	0.00	0%	14,572,238.71	103%
0415-4000	Accum Depreciation - Plant	(6,806,338.55)	0.00	0%	(6,806,338.55)	69%
0420-4000	Furniture and Fittings	0.00	0.00	0%	0.00	0%
0430-4000	Accum Depn - Furniture and Fittings	0.00	0.00	0%	0.00	0%
0445-4000	Plant Clearing Account	19,998.18	31,098.41	1%	51,096.59	0%
0500-4000	Road Infrastructure at Cost	5,371,305.70	0.00	0%	5,371,305.70	126%
0510-4000	Road Infrastructure at Valuation	358,216,856.10	0.00	0%	358,216,856.10	157%
0520-4000	Accum Depn - Road Infrastructure	(56,663,950.82)	0.00	0%	(56,663,950.82)	118%
0525-4000	WIP - Road Infrastructure	4,190,621.99	80,654.20	3%	4,271,276.19	16%
0530-4000	Water Infrastructure at Cost	1,948,786.76	0.00	0%	1,948,786.76	716%
0540-4000	Water Infrastructure at Valuation	30,589,843.17	0.00	0%	30,589,843.17	159%
0550-4000	Accum Depn - Water Infrastructure	(15,378,979.29)	0.00	0%	(15,378,979.29)	188%
0555-4000	WIP - Water Infrastructure	556,797.59	11,756.20	4%	568,553.79	14%
0560-4000	Sewerage Infrastructure at Cost	555,830.68	0.00	0%	555,830.68	254%
0570-4000	Sewerage Infrastructure at Valuation	24,358,174.23	0.00	0%	24,358,174.23	115%
0580-4000	Accum Depn - Sewerage Infrastructure	(13,397,548.81)	0.00	0%	(13,397,548.81)	189%
0585-4000	WIP - Sewerage Infrastructure	201,038.60	0.00	0%	201,038.60	2%

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2023

Printed(CLAIREA): 03-08-2022 11:27:36 AM

		OPENING	YEAR TO DATE			CURRENT BALANCE		
		BALANCE	31 Jul 2022	BUDGET	31 Jul 2022	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	3,134.95	0.00	0%	0	3,134.95	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	(196,571.90)	0.00	0%	0	(196,571.90)	---	0
0597-4000	Equipment Clearing Account	340,515.97	0.00	0%	245,000	340,515.97	15%	2,221,576
0599-4000	Landfill Asset	0.00	0.00	0%	0	0.00	0%	0
-----		-----	-----	-----	-----	-----	-----	-----
0200-0001	NON-CURRENT ASSETS TOTAL	426,182,433.93	247,400.83	1%	26,414,478	426,429,834.76	112%	379,725,491
-----		-----	-----	-----	-----	-----	-----	-----
	TOTAL NON-CURRENT ASSETS	426,182,433.93	247,400.83	1%	26,414,478	426,429,834.76	112%	379,725,491
=====		=====	=====	=====	=====	=====	=====	=====
	TOTAL ASSETS	438,024,045.29	(97,218.44)	0%	26,414,478	437,926,826.85	113%	389,153,337
CURRENT LIABILITIES								
=====								
0600-0001 CURRENT LIABILITIES								
0600-5000	Accounts Payable	0.00	274,435.42	---	0	274,435.42	---	0
0605-5000	Accrued Expenses - All	1,662,287.28	(1,581,808.34)	---	0	80,478.94	>999%	459
0610-5000	Fire Services Levy Payable	12,048.70	386.52	---	0	12,435.22	75%	16,515
0612-5000	Contract Liabilities	0.34	0.00	0%	0	0.34	---	0
0613-5000	Prepaid Rates	0.00	0.00	0%	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	354,180.27	---	0	354,180.27	---	0
0630-5000	Wages Advance	0.00	0.00	0%	0	0.00	0%	0
0632-5000	RDO & Toil Accumulated	16,721.89	(427.51)	---	0	16,294.38	81%	20,229
0635-5000	Stock Routes Fees Payable	0.00	0.00	0%	0	0.00	0%	34,435
0636-5000	Finance Lease - Current	22,941.88	0.00	0%	0	22,941.88	---	0
0640-5000	Office Extension Current Loan	66.66	0.00	0%	0	66.66	0%	(27,759)
0645-5000	Cosmos Centre Current Loan	144.91	0.00	0%	0	144.91	0%	(60,342)
0650-5000	Medical Centre Current Loan	841.02	0.00	0%	0	841.02	-2%	(51,426)
0660-5000	Morven Rail Current Loan	453.86	0.00	0%	0	453.86	0%	(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	1,017.99	0.00	0%	0	1,017.99	225%	452
0672-5000	Airport Upgrade Current Loan	973.52	0.00	0%	0	973.52	-3%	(38,036)
0675-5000	Annual Leave payable	947,388.26	32,305.06	---	0	979,693.32	116%	846,327
0680-5000	Long Service Leave Payable	1,065,311.81	8,548.74	---	0	1,073,860.55	87%	1,237,872

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2023

Printed(CLAIREA): 03-08-2022 11:27:36 AM

		OPENING	YEAR TO DATE			CURRENT BALANCE		
		BALANCE	31 Jul 2022	BUDGET	31 Jul 2022	BUDGET		
0685-5000	Sick Leave Payable	171,205.36	23,485.52	---	0	194,690.88	83%	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	6,658.32	---	0	171,173.74	---	0
0698-5000	Salary Sacrifice Deduct - After Tax	(168,321.44)	(6,642.74)	---	0	(174,964.18)	---	0
0699-5000	Suspense Account: General Account	15,725.18	87,558.82	---	0	103,284.00	597%	17,294
0600-0001	CURRENT LIABILITIES TOTAL	3,906,322.64	(801,319.92)	---	0	3,105,002.72	224%	1,385,266
	TOTAL CURRENT LIABILITIES	3,906,322.64	(801,319.92)	---	0	3,105,002.72	224%	1,385,266
	NON-CURRENT LIABILITIES							
0700-0001	NON-CURRENT LIABILITIES							
0700-6000	Non-Current Long Service Leave	121,400.34	0.00	0%	0	121,400.34	81%	150,781
0701-6000	Finance Lease - Non current	2,032.41	0.00	0%	0	2,032.41	---	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	49,186.01	0.00	0%	0	49,186.01	55%	89,250
0760-6000	Morven Rail Non-Current Loan	941,876.24	0.00	0%	0	941,876.24	100%	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	1,068,660.36	0.00	0%	0	1,068,660.36	108%	990,296
0772-6000	Airport Upgrade Non-Current Loan	758,385.43	0.00	0%	0	758,385.43	90%	842,360
0780-6000	Landfill Restoration Provision	1,938,594.00	0.00	0%	0	1,938,594.00	---	0
0700-0001	NON-CURRENT LIABILITIES TOTAL	4,880,134.79	0.00	0%	0	4,880,134.79	146%	3,343,785
	TOTAL NON-CURRENT LIABILITIES	4,880,134.79	0.00	0%	0	4,880,134.79	146%	3,343,785
	TOTAL LIABILITIES	8,786,457.43	(801,319.92)	---	0	7,985,137.51	169%	4,729,051
	NETT ASSETS/(LIABILITIES)	429,237,587.86	704,101.48	3%	26,414,478	429,941,689.34	112%	384,424,286

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2023

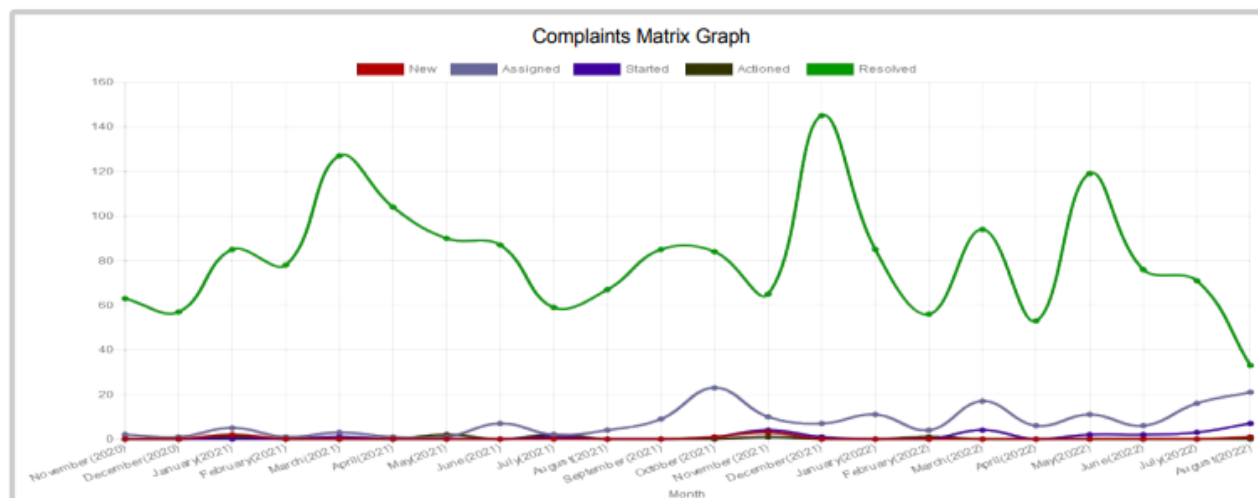
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		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Jul 2022	BUDGET	31 Jul 2022	BUDGET
COMMUNITY EQUITY						
=====						
0800-0001	EQUITY					
0800-0002	SHIRE CAPITAL					
0805-7000	Retained Surplus	47,026,755.59	0.00	0%	0	47,026,755.59 100%
0807-7000	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	33,190,987.25	0.00	0%	0	33,190,987.25 87%
0813-7000	Asset Revaluation Reserve-Land	929,460.63	0.00	0%	0	929,460.63 29%
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	704,101.48	4%	19,718,630	704,101.48 4%
0825-7000	Year End Surplus/Deficit	86,701,928.87	0.00	0%	0	86,701,928.87 80%
-----						
0800-0002	SHIRE CAPITAL TOTAL	429,237,587.86	704,101.48	4%	19,718,630	429,941,689.34 117%
0830-0002	RESERVES					
-----						
0800-0001	EQUITY TOTAL	429,237,587.86	704,101.48	4%	19,718,630	429,941,689.34 117%
-----						
	TOTAL COMMUNITY EQUITY	429,237,587.86	704,101.48	4%	19,718,630	429,941,689.34 117%



## CUSTOMER REQUESTS

### Filtered Complaints Status Report



**Complaints Status Data Table**

Month	New Complaints	Assigned Complaints	Started Complaints	Actioned Complaints	Resolved Complaints
November(2020)	0	2	0	0	63
December(2020)	0	1	0	0	57
January(2021)	2	5	0	1	85
February(2021)	0	1	0	0	78
March(2021)	0	3	1	0	127
April(2021)	0	1	0	0	104
May(2021)	0	1	0	2	90
June(2021)	0	7	0	0	87
July(2021)	0	2	1	2	59
August(2021)	0	4	0	0	67
September(2021)	0	9	0	0	85
October(2021)	1	23	1	0	84
November(2021)	3	10	4	1	65
December(2021)	0	7	1	0	145
January(2022)	0	11	0	0	85
February(2022)	0	4	0	1	56
March(2022)	0	17	4	0	94
April(2022)	0	6	0	0	53
May(2022)	0	11	2	0	119
June(2022)	0	6	2	0	76
July(2022)	0	16	3	0	71
August(2022)	1	21	7	0	33



# Recommendation / Report

From: Jamie Gorry, Director of Corporate Services  
Ordinary Meeting – 18 August, 2022

## Subject

## Human Resource Policies for Review

### PROPOSED RESOLUTION:

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

- *HR-020 Recognition of Service Policy*
- *HR-027 COVID 19 Workplace Policy*
- *HR-029 Use of GPS devices in fleet Assets*
- *HR-031 Transition to Retirement Policy*
- *WHS 1.10 Health and Wellbeing 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 three (3) policies address specific and critical components of Human Resource Management.

- **HR-020 Recognition of Service Policy** – recognises and commends long-term service and commitment from its employees.
- **HR-027 COVID 19 Workplace Policy** – Clearly state Council's workplace response to COVID 19 and to provide clear guidelines.
- **HR-029 Use of GPS devices in fleet Assets** – GPS Navman involves the use of information to maximise the reduction of running and operational costs.
- **HR-031 Transition to Retirement Policy** – Assist employees nearing or who have reached retirement age, plan their transition away from Council while providing succession planning and transfer of skills to other employees of Council.
- **WHS 1.10 Health and Wellbeing Policy** – supporting staff and to maintain a workplace environment and culture that supports a healthy lifestyle.

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*

### **Risk Management:**

**Legal/Financial Risks:** failure to implement and maintain the standards in these policies could expose Council to litigation or compensation claims

**Environment Risks: Nil**

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

### **Recommendation:**

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

- *HR-020 Recognition of Service Policy*
- *HR-027 COVID 19 Workplace Policy*
- *HR-029 Use of GPS devices in fleet Assets*
- *HR-031 Transition to Retirement Policy*
- *WHS 1.10 Health and Wellbeing Policy*

### **Attachments:**

*HR-020 Recognition of Service Policy*  
*HR-027 COVID 19 Workplace Policy*  
*HR-029 Use of GPS devices in fleet Assets*  
*HR-031 Transition to Retirement Policy*  
*WHS 1.10 Health and Wellbeing Policy*





# Murweh Shire Council Recognition of Service Policy

<b>Policy No:</b>	HR-020	<b>Date adopted:</b>	
<b>Council Resolution Ref:</b>		<b>Review Date:</b>	01-04-2024
<b>Responsible Officer:</b>		<b>Version No:</b>	2

## 1. Purpose

Council values, recognises and commends long-term service, loyalty and commitment from its employees. In identifying the significant service of employees, Council recognises the employment contribution of individuals at specified service milestone

## 2. Commencement of Policy

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

## 3. Application

This policy applies to all employees of Murweh Shire Council. It does not form part of an employee's contract of employment.

### Definitions

**Employee** - An employee includes full, or part time ongoing employees and executive officers employed under contract. It excludes casual employees and contingent labour. An employee who ceases employment due to misconduct is ineligible for a service recognition award.

**Service** - Service for the purpose of this policy is any period of continuous employment with Council, including approved leave (paid and unpaid). It does not include periods of service earned outside of Council (even if those periods are recognised for Long Service Leave purposes). Casual service will not be recognised as eligible service for the purposes of this policy

**Continuous Service** – Continuous service for the purpose of this policy is a period of ongoing employment (excluding casual employment) where there have been no breaks in service for periods of 3 months or more. If service is broken for a period of 3 months or more then the recognition of service count will revert to zero.

**Exceptions** - Service for the purpose of this policy only may include periods of non-continuous Council employment as a result of one or more of the following circumstances:

- resignation due to family reasons or illness and subsequent re-employment with Council on the condition that the employee has performed no paid work during that absence;
- an approved secondment period to a position or project in another government authority or entity;
- transition to a business in which the Council is a shareholder and re-employment with Council with no break in service continuity.

An employee may be required to provide documentation and/or a written statement confirming that he/she did not undertake any form of paid employment during any periods of absence from Council.

#### 4. Process

##### Recognition of Years of Service – Existing Staff

The Payroll Officer will generate a list of employees who have achieved service milestones as at 30 June each year. Service recognition is on a financial year basis.

Eligible employees who have left Council prior to an award recognition event may receive a service recognition award via the post if unable to attend the relevant service recognition function.

Entitlements	20yrs	25yrs & over
Certificate of Service	✓	✓
Gold Watch	✓	

##### Recognition of Years of Service – Staff Leaving Council

Directors/Supervisors are encouraged to acknowledge employees who leave Council (other than for reasons of misconduct) in an appropriate way (e.g. morning tea) in consultation with the employee.

Entitlements	2–4yrs	5–9yrs	10-14yrs	15+ yrs
Gift Value	Not to exceed \$100	\$100	\$300	\$500

#### 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 **three years** or as required by changes to process of legislation, relevant Standards and industry best practice.

#### 7. References

##### VERSION CONTROL

Version No.	Date	Approved	Amendment
2			



# Murweh Shire Council COVID-19 Workplace Policy

Policy No:	HR-027	Date adopted:	
Council Resolution Ref:		Review Date:	01-04-2024
Responsible Officer:		Version No:	2

## 1. Purpose

The purpose of this policy is to clearly state Council's workplace response to Covid-19 and to provide clear guidelines to all employees on Council's approach to the event.

A health pandemic for the purpose of this policy means a critical health issue, as identified by a declaration of a public health emergency made under Section 319 of the *Public Health Act 2005* with respect to an actual or potential health pandemic. The World Health Organisation (WHO) declared the spread of the Coronavirus (Covid-19) a pandemic on 11 March 2020. A pandemic event has the potential to cause major disruption to the community and to Council operations, ultimately affecting Council's ability to deliver services to the community.

As with all infectious illness, standard work health and safety risk assessments and controls should be applied. Council will ensure that a risk management approach to dealing with the Covid-19 pandemic is implemented and that all actions are in accordance with advice and information by the relevant public health authorities.

This policy has been designed to balance the requirements of Council to continue to deliver essential services, with the well-being and legitimate personal, family and community responsibilities of their employees during a health pandemic.

As a result of the Covid-19 pandemic, Council may experience significant absenteeism across all work areas due to direct and indirect impacts on employees. These absences represent a significant risk to Council's operations and will require substantial effort to reprioritise services as a result of changing demands.

## 2. Commencement of Policy

This Policy will commence on adoption. It replaces all other specific COVID-19 workplace policies of Council (whether written or not).

## 3. Application

This policy applies to all permanent, temporary and casual employees

## 4. Process

### Responsibilities

Council expects that all employees act in a manner which supports a safe work environment and to comply with advice provided by public health authorities.

**Council will:**

- a) recognise that it has duty of care to ensure all employee's safety within the workplace.
- b) develop relevant plans and strategies to deal with the Covid-19 pandemic across the whole of its operations, including but not limited to, consideration of resourcing requirements for employees to operate safely and working remotely arrangements.
- c) regularly test, monitor and review relevant plans and strategies to ensure their currency and adaptability; and
- d) provide training to all employees in the established plans and strategies and provide regular communication during such events.

### **Employees will:**

- a) recognise that they have a duty of care under the Work Health and Safety Act and Regulations to ensure their own and others safety in the workplace.
- b) cooperate with Council in implementing risk control measures including participating in information sessions and proactively keeping up to date with events, participating in any form of screening procedures, and constructively working with Council on work arrangements and functions to be undertaken.
- c) take reasonable steps to ensure that they do not create or increase the risk to themselves or other's safety within the workplace, this includes:
  - i) being aware of their own health
  - ii) being responsible for their own isolation if they feel unwell or they feel it necessary.
  - iii) advising management as soon as possible if they feel unwell.

### **Central Point of Control**

From a community perspective, **QLD Health** is responsible for the overall response to a pandemic event. The Local Disaster Management Group (LDMG) can assist the lead agency as required with this response. Under the current elected Council, the LDMG is chaired by a Mayor or Deputy Mayor and has members from a range of local stakeholders such as Queensland Police Service, Queensland Fire and Emergency Services, Queensland Ambulance Service and Queensland Health.

Council's Executive Leadership Team is the central point of control within Council for management of Council's workplace response to Covid-19, and will work across a range of stakeholders, including LDMG, QLD Health and relevant public health authorities.

### **Pandemic Preparedness**

To ensure that Council is prepared for the Covid-19 pandemic, a range of strategic plans which set out approaches and actions have been developed, which Council will implement.

This includes Council's **Business Continuity Plan (BCP)**, a contingency plan of action to manage the business risk of disruptions to a work area. The BCP should consider a range of events which may cause disruption, including a pandemic event, developed in consultation with relevant employees and other stakeholders. BCP's are in place across a number of Council work areas which have been identified as high-risk areas when dealing with a significant disruption.

### **Pandemic Response a) Consultation and Communication**

Maintaining up-to-date knowledge of the Covid-19 response is critical to ensuring Council manages the associated risks appropriately. Council is continuing to liaise with relevant public health authorities and monitor media releases and other releases of information from relevant sources and ensure that this information is disseminated as appropriate to Council's workforce.

When communicating with employees, Council will utilise a range of communication methods including but not limited to, emails, messaging services, group/ face to face meetings. A range of

factsheets may be established to assist with information dissemination, with all employees being advised if/when these are developed.

When developing, implementing and maintaining its communication plan, Council will consider both employees who are present at the workplace and those who may be absent. Employees should ensure that all contact details on file are current and accurate including their emergency contacts.

### **Availability of Resources**

In responding to the spread of the Covid-19, Council will provide, to its best ability, resources as identified in a work area's BCP and other general resources necessary for a safe workplace. This may include appropriate personal protective equipment and other resources to all employees to complete their work.

### **Reducing Services**

Public health authorities and/or Council may determine that some services and events need to close or be cancelled for a period. These closures/cancellations may impact on Council work areas. Council is committed to ensuring that these arrangements have the least possible impact on employees. Where possible, Council will endeavour to find suitable alternative duties either at a Council location or remote working. These alternative duties will be temporary without change to an employee's classification level and with relevant training and instruction being provided.

When identifying suitable alternative duties, the employee's skills, experience, knowledge and qualifications will be considered. All usual certified agreement, award and contract of employment provisions continue to apply. Please note that any discussions about changes to an employee's duties or hours of work will be discussed with individual employees directly and separately, as required.

### **Permanent and Contract Employees**

If there are no alternative duties and leave is required, in connection to the Covid-19 pandemic, it is to be taken from the employee's accrued Annual Leave, Banked RDO's, Time Off in Lieu of overtime, Long Service Leave (if entitled).

### **Casual Employees**

Council casual employees are engaged and paid by the hour and generally have no access to paid leave (other than long service leave, if entitled).

### **Employee Absences**

It is reasonably foreseeable that during the Covid-19 pandemic employees or their family members may be infected with the disease. There may also be times where employees or someone within the employee's household, have returned from other countries or locations where the disease has been particularly prevalent, or where schools and/or childcare facilities may be closed resulting in the need for employees to be absent; public health authorities may also implement periods of isolation/quarantine, either voluntary or mandatory, based on certain criteria being met.

If an employee, or someone within the employee's household, is directed by a public health authority to go into isolation/quarantine, they must advise their manager as soon as possible.

Where possible and appropriate, Council will work with an impacted employee on work arrangements which suit the circumstances of both parties. Where an employee cannot attend work, the option of working remotely will be the first consideration, then if this is not appropriate the employee may access a form of leave. This includes if an employee is unable to attend work as they need to care for children as a result of the closure of school or childcare centres.

Council maintains its right to direct an employee to return home for a period and seek medical assessment should they exhibit signs of being unwell, consistent with Covid-19 symptoms. Council

may request evidence of the need to be absent from work, unless directed to be absent by Council, and where relevant request a medical clearance to return to the workplace. If employees have any questions in regard to 'Employee Absences', they should contact their direct manager or the Human Resources Manager.

### **Permanent and Contract Employees**

Where an employee has been affected by Covid-19 and is able to produce acceptable evidence (i.e., appropriate correspondence from the relevant public health authority or medical certificate), they will have access to Sick leave, Annual Leave, Banked RDO's, Time Off in Lieu of overtime or Long Service Leave (if entitled) as appropriate.

### **Casual Employees**

Where a casual employee has been affected by Covid-19 and is unable to attend work in accordance with their roster, and is able to produce acceptable evidence (i.e., appropriate correspondence from the relevant public health authority or medical certificate), the employee may be able access the employees accrued Long Service Leave (if entitled).

### **Pandemic Recovery**

As the Covid-19 pandemic subsides, work areas should return to normal in a planned and scheduled manner. The work area's BCP should consider the process of returning employees back to work in their usual roles and how the backlog of work, if any, is managed. Plans for dealing with the work should be prepared in consultation with the employees and clearly communicated.

During this phase, consideration should be given to employee well-being and ensuring that adequate support is provided. All employees have access to Council's Employee Assistance Program provider, and Council encourages staff to use this free service.

## **5. Variations**

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

## **6. Audit and Review**

Given the changing nature of the COVID-19 environment, a review of this policy will be conducted no more than one month after its commencement date and regular monthly reviews. Given this, the Covid-19 Workplace Policy may be amended at any time, should the need arise

## **7. References**

### **VERSION CONTROL**

<b>Version No.</b>	<b>Date</b>	<b>Approved</b>	<b>Amendment</b>

## APPROVAL

Chief Executive Officer		Neil Polglase	
Date:		Signature:	

## APPENDIX 1: Health Pandemic Scenarios

Scenario	Current Arrangements
Personal illness – full-time or part-time	As per EBA agreement or contractual agreement – sick leave.
Employee caring for sick family or household member/s	Carer's leave debited against accrued sick leave as per EBA agreement.
Employee caring for children due to closure of school or child care centres	Employee will be given the option of taking accrued annual leave, RDO, TOIL, or LSL.
Employee absent due to pandemic related death of one or more close family members	As per EBA agreement or contractual agreement – bereavement leave.
Employee refuses to attend work for fear of contracting the virus	It is Council's expectation that an employee attends work as normal. The employee has the option of applying for leave.
Employees not required at work	If alternative working arrangements are not possible, employees will be given the option of taking any accrued annual leave, RDO, TOIL or LSL or proceeding on special leave with no pay.
Employee shows symptoms of illness while at work	Employee can be directed to leave the workplace. Leave entitlements will be subject to flexible work arrangements and appropriate leave types.
Staff present for work but work location is unavailable due to reasons such as quarantine or Council directed crew shut down	Staff could be directed to work at alternative locations or undertake flexible work arrangements. If either of these is not appropriate, employees may be given the option of taking any accrued annual leave, long service leave or alternatively special leave no pay.
Council staggers working hours to minimise chance of spread of illness by increasing physical distance between staff members	Generally, this can be done in accordance with the EBA or contractual agreements.
Employee is required to work in other locations or doing different work Employees	Flexible work arrangements including telecommuting available on request and at the discretion of Council Directors.
Available staff work additional hours during the pandemic to cover for others who are ill or absent from the workplace	Payment rates are subjective to existing EBA or contractual agreements.
Staff are required to work in higher level positions because of absenteeism	As per EBA and contractual agreements.
Employees required to take accrued leave	Leave may be taken at ½ rate of pay to extend time off.

**Please note that this table is a guide only and not an exhaustive list of scenarios and Council may determine that an alternative course of action is appropriate given the individual employees circumstances.**

## APPENDIX 2: When paid special pandemic leave of 10 days may be taken

Scenario	Current Arrangements
<p>When an employee proposes to self-isolate due to risk of being exposed</p>	<p>If flexible working arrangements are not appropriate, the employee must contact the CEO to discuss the proposed self-isolation. If Council agree with the assessment of risk and supports the proposed isolation, the employee will be entitled up to 10 days paid special Pandemic Leave. Any leave needed in excess of the 10 days will then be taken from the Employee's normal accrued leave entitlements.</p> <p>If Council does not agree with the proposed isolation, they have the option to direct the employee to report for work or suggest employee consider applying for existing leave entitlements.</p>
<p>When council directs an employee to isolate themselves for 14 days as a precautionary measure.</p>	<p>If Council directs an employee to self-isolate, and flexible working arrangements are not appropriate, the employee will be entitled up to 10 days paid special Pandemic Leave. Any leave needed in excess of the 10 days will then be taken from the Employee's normal banked leave entitlements.</p> <p>This is not applicable in the situation if Council directs a crew to shut down. Please see Appendix 1 for directive in this situation</p>

**Please note that the guidelines in Appendix 2 are intended to cover permanent, temporary, fixed term and maximum term staff only. In relation to casual staff, casuals are paid as per their individual engagements, however Council may choose to extend these arrangements to certain casual staff who are long term and work regular hours each week.**

**Please also note that the 'Paid Special Pandemic Leave of 10 days' that may apply is an added measure offered by Council that is in addition to statutory leave entitlements, which is a discretionary and temporary provision.**



# Murweh Shire Council

## Use of GPS Devices in Fleet Assets Policy

Policy No:	HR-029	Date adopted:	
Council Resolution Ref:		Review Date:	1-3-2025
Responsible Officer:		Version No:	21

### 1. Purpose

GPS Navman tracking of the Murweh Shire Council fleet assets involves the use of locational and other information to maximise the value to Council of its plant and fleet through the reduction of running and operational costs.

### 2. Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Use of GPS devices in Fleet Assets policies of Council (whether written or not).

### 3. Application

The installation and use of GPS devices in Council's plant and fleet, together with distribution and use of associated data by Council will comply with the provisions of this policy.

The policy applies to all Council plant and fleet, into which GPS devices will be progressively fitted, where practical.

### 4. Process

Following both an internal audit recommendation & review of activities by the Executive Leadership Team (ELT), the Fleet and Workshops Section were tasked with providing an appropriate solution for the ability to accurately monitor and measure the fleet maintenance and utilisation within Murweh Shire Council

The project requirements were to include the accurate measurement and reporting of fleet asset utilisation levels and associated operational costs to ensure that current levels of investment in fleet assets are appropriate to meet service levels.

It was also requested that the final solution would also provide an array of other relevant data that could be employed to improve worker safety, service delivery efficiency and operational costs, accurate FBT data recording and revenue acquired from fuel tax credits.

#### **POLICY STATEMENT**

The installation and use of GPS devices in Council's plant and fleet, together with distribution and use of associated data by council will comply with the provisions of the policy. The policy applies to all council plant and fleet items in accordance with Murweh Shire Council Confidentiality Policy and Employee Code of Conduct.

#### **POLICY OBJECTIVES**

The key objectives of installing GPS equipment in fleet assets are:

To improve the efficiencies and effectiveness of Council assets through improvement in job dispatching, job analysis, maintenance and servicing of assets.

To foster the safe operation of those assets.

are policy details how GPS information will be collected, accessed and utilised.

### ***DATA COLLECTION AND AVAILABILITY OF INFORMATION***

GPS information is transferred directly from each fleet asset into an online portal where it may be reported on and analysed.

Management of the GPS system will be delegated to the Workshop supervisor and overseen by Senior Management within Council.

Information on plant or fleet operations can be requested by the relevant Supervisor, and Director or above.

Data retention will be for a period of three years.

### ***ACCESS TO INFORMATION***

#### **General Access**

Real time and historical information are available to Supervisor positions that are tasked to dispatch / allocate jobs to assist in the efficient use of resources.

Report documentation is to be requested by email and is correct at the time of issue.

Requests for access to GPS data by operational staff will be reviewed and approved by Workshop Supervisor in consultation with the relevant Manager, Director or HR.

#### **Fleet Administrative Access**

The Workshop Supervisor, Fleet Administrative staff and Workshop Supervisor will be provided with administrative access to the GPS portal and associated system for the purpose of managing the system.

#### **Restrictions to Access**

Report documentation will only be provided to approved staff for those items of plant and fleet that relate to their current role within the relevant departmental Organisation structure at the time of issue.

### ***USE OF INFORMATION***

The use of the information gained through the GPS is predominantly used for the following:

#### Location Recording

The GPS system will automatically record location, time and other plant / vehicle data for plant / vehicle location records and performance analysis and monitoring.

#### Improving Productivity

GPS data will be used to facilitate continuous improvement of fleet operations and to monitor trends of high usage and low usage enabling more efficient allocation of resources.

#### Fleet Performance Monitoring

GPS data will be used to identify misuse or damage of an item of fleet including hard braking, excessive engine idle time, excessive speeding and involvement of accidents.

#### Routing Reporting

GPS data will be used for the compilation of Daily Inspection checklists, defect reports and other fleet related reporting to the asset management systems Confirm.

## Workplace Health & Safety

GPS is a safety feature enabling monitoring of staff working remotely as the data will be used to quickly locate staff if they are not contactable by other communication methods. It will also provide opportunity to review data related to the issue of fatigue management related to overtime, peak period demand and overall workforce planning.

## Customer Requests

Enable greater efficiencies investigating and responding to requests and complaints from the public about alleged unsafe or dangerous driving by council employees, provide evidence of work performed and other matters such as employees being home or carrying out personal duties during work hours.

## Driver Behaviour

The data may be used to assist in a workplace investigation and take adverse action against an employee where the information demonstrates a misuse of Murweh Shire Council resources.

## **EMPLOYEE CODE OF CONDUCT**

This policy has clear linkages with Council's "Employee Code of Conduct" Policy and should be read in conjunction with the same.

## **I**

### **INTERFERENCE WITH GPS EQUIPMENT**

The GPS equipment will be installed and maintained by authorized Workshop installers. The equipment must not be adjusted, altered, tampered with or removed by others. Any interference with GPS equipment will be dealt with as disciplinary matter.

## **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 **three years** or as required by changes to process of legislation, relevant Standards and industry best practice.

## **7. References**

### **VERSION CONTROL**

Version No.	Date	Approved	Amendment

### **APPROVAL**

Chief Executive Officer	Neil Polglase
Date:	Signature:



# Murweh Shire Council

## Transition to Retirement Policy

Policy No:	HR_031	Date adopted:	
Council Resolution Ref:		Review Date:	01-06.2024
Responsible Officer:		Version No:	1

### 1. Purpose

Murweh Shire Council acknowledges and respects all employee contributions to Council and seeks to see employees' progression and longevity within Council. As such, this Policy has been developed to assist employees nearing or who have reached retirement age, plan their transition away from Council while providing succession planning and transfer of skills and knowledge to other employees of Council.

### 2. Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Transition to Retirement Policies of Council (whether written or not).

### 3. Application

The Policy applies to all permanent (Full-Time and Part-Time) employees directly engaged by Council, collectively referred to in this Policy as employees. This Policy will only apply to those permanent employees who are retiring and will cease working for Council.

**This Policy does not apply to Senior Officers as defined by Stream A Award.**

### 4. Process

In acknowledging an ageing workforce and changes to the ways in which employees work, Council has developed a Transition to Retirement process to assist employees in taking a staged approach to retirement. By staging retirement, retiring employees would be actively involved mentoring team members and sharing corporate and local knowledge while Council can provide increased flexibility to the retiring employee's work schedule.

#### Transition to Retirement Agreement (TTRA) and Duration

- An employee wishing to participate in a TTRA is committing to a maximum of two (2) year plan. The length of a TTRA will be determined on a case by case basis taking into consideration Council's operational requirements, the position the employee holds, skills, knowledge and experience required within the position. The employee's employment with Council will cease at the expiry of the TTRA.
- This Policy does not require Council to enter or agree to a TTRA with an employee, this will be determined on a case by case situation.
- The TTRA must not cause a reduction of the overall entitlements of an employee under the applicable Certified Agreement, Award or contractual terms.

#### Planning for a TTRA

- Employees considering a TTRA should first discuss their retirement plan with their supervisor. This discussion should be should occur no later than three (3) months prior to making a decision to retire and cease working with Council. If at any stage an employee is not comfortable in discussing their retirement plans with their supervisor, they should contact the

Human Resources Manager.

- (b) Initial discussions are held to determine the path an employee wishes to take and the timeframe they are considering. This step is vital for Council to determine future workforce planning requirements and mitigating operational and business risks if the employee was to leave. Initial discussions do not commit either the employee or Council to a TTRA.

#### **Eligibility criteria to enter a TTRA**

- (a) To be eligible to enter a TTRA, employees must:
  - (i) be employed on a permanent basis;
  - (ii) Have completed seven (7) continuous years' service with Council (service with other local governments does not count towards service for the purposes of this policy);
  - (iii) intend to retire full time from Council within two (2) years of signing the TTRA; and
  - (iv) be 55 years of age or older at time of signing the TTRA.

#### **Items covered within the TTRA**

- (a) The aim of the TTRA is to assist an employee in their transition to retirement while ensuring Council reduces operational and business impact of the employee's departure from the workplace. As such, the following considerations will be included in a TTRA:
  - (i) **Using leave (Annual and Long Service):**
    - (A) Council will review accrued Annual and Long Service Leave balances of the employee and how balances can be used, which will be dependent on the length of the TTRA.
    - (B) Personal/Sick and other leave will be accessible as per the applicable Certified Agreement, Award, or contractual engagement.
    - (C) Access to Leave Without Pay may be considered by Council.
    - (D) Where an employee entering a TTRA has more than ten (10) weeks of accrued Annual Leave, a leave plan must be submitted by the employee on how the employee will reduce their leave balance to a maximum of ten (10) weeks within the timeframe of the negotiated TTRA.
  - (ii) **Work cycles/rosters:**
    - (A) Council will consider the work pattern/roster an employee works when entering a TTRA.
    - (B) Council will consider reduced hours (moving the employee to Part-Time duties), change to work days, use of Annual or Long Service Leave or Leave Without Pay and reduced hours, gradual decrease of hours/days over a set period.
    - (C) The employee is encouraged to share flexible working ideas with their supervisor/Human Resources Manager when considering a TTRA.
    - (D) Where Council and the employee agree to a change in work pattern/roster the employee will be required to enter into an Individual Flexibility Agreement.
  - (iii) **Redesign of position:**
    - (A) Council and the employee may agree to position duty changes including supervising responsibilities, management responsibilities and tasks to upskill other employees in preparation of the retiring employee.
    - (B) Where reduced responsibilities and/or tasks occur, Council will not reduce the employee's pay rate.
    - (C) An employee seeking to redesign their position should provide options to their supervisor on how Council's operational and business needs will still be achieved.
  - (iv) **Redeployment within Council:**
    - (A) Where an employee requests to be redeployed to another position within Council, the position must be vacant, and the employee must have the skills, experience,

- and qualifications to undertake the role to the required standard.
- (B) Where an employee requests redeployment into an alternative role at a lower level than their substantive position, they accept that their wage will be reduced to that of the redeployed level.
- (C) Where Council directs an employee be redeployed into an alternative role due to concerns of health and safety or medical condition (as supported by Council's nominated medical practitioner or the employee's nominated treating practitioner), or performance due to capacity/capability, Council will provide a sliding scale decrease to the wages (i.e. a gradual reduction of the employee's base rate of pay in the original role compared to the redeployed role:

First month	10%
Second month	20%
Third month	30%
Fourth month	40%
Fifth month	50%
Sixth month	Wage of redeployed position

- (D) Access to redeployment under this Policy is solely for the purpose of employees transitioning to retirement and cannot be used as entitlement in any other circumstances.
- (v) **Mentoring colleagues/incoming employee:**
- (A) An agreement will be made between Council and the retiring employee in relation to the type, time and who will receive mentoring.
- (B) Actively participation in mentoring by the retiring employee is vital to passing on an employee's skills, experience and local knowledge gained within Council and is intended to advance other employee's development and allowing Council to continue to achieve its operational and business goals.
- (C) Mentoring may be provided to 1 or more employees which will be outlined in the TTRA.
- (D) Where Council determines the need to recruit an employee into a retiring employee's position, or engage a temporary resource, the retiring employee will be required to work with their supervisor/Human Resources Manager to ensure the position description covers the skills, experience and qualifications required to successfully undertake the role.
- (E) Upon a new employee commencing, the retiring employee will be required to provide mentoring to ensure the continued success of the position.

#### **Amending a TTRA**

Council or the employee may reduce the TTRA timeframe by mutual consent on writing. Reasons for decreasing a TTRA timeframe may include:

- (a) Fitness for work or medical reasons;
- (b) Performance of the employee in the position;
- (c) Disciplinary action against the employee;
- (d) Council operational or business requirements including service delivery; or
- (e) Position funding (internal or external).

#### **Performance reviews during a TTRA**

An employee that has entered a TTRA is still required to participate in performance reviews as per Council's performance appraisal system.

## **Financial advice and the TTRA**

Due to the complexities of legislation governing employees and their retirement (e.g. superannuation and taxation), Council strongly recommends employees seek independent financial advice prior to considering or entering a TTRA. Advice and guidance should be sought from a professional such as a financial planner/advisor who can guide an employee through their specific individual circumstances, process to retirement and initial TTRA options. Council is not legally able to discuss or make financial planning recommendations to an employee.

## **Definitions**

**Award** refers to the *Queensland Local Government Industry (Stream A, B or C) Award - State 2017*.

**Certified Agreement** refers to the *Murweh Shire Council Officers Certified Agreement 2022* or *Murweh Shire Council Operational Staff Certified Agreement 2022*.

**Chief Executive Officer** or their delegate is the leader taking overall responsibility for Council operational and corporate activities which Director's report to.

**Continuous years' service** is defined by the *Industrial Relations Act 2016 (Qld)*.

**Contractual terms** refers to an ongoing contract of employment with Council which may be governed by the relevant Certified Agreement and/or Award.

**Director** is the leader of a portfolio that takes overall responsibility for operational and corporate activities carried out for whole of portfolio and reports to the Chief Executive Officer.

**Human Resources Manager** refers to the nominated person/s responsible for human resources activities within Council.

**Permanent employee** is an employee engaged on an ongoing Full-Time or Part-Time basis with Council. This does not include employees engaged as a casual, maximum term or contracted period or as a temporary agency resource.

**Supervisor** is any person who is responsible for leading, managing, and supervising activities of a work team and/or individual employee.

## **Responsibilities**

Chief Executive Officer:

- consider on a case by case basis TTRA requests;
- provide clear reasoning for declining to support a TTRA; and
- ensure Directors conduct quarterly review of approved TTRA's.

Human Resources Manager:

- provide guidance on Policy to relevant parties;
- assist in developing the TTRA;
- review TTRA for compliance and consistency with applicable industrial instruments and legislation; and
- provide reminders for quarterly reviews to Directors.

Retiring employee:

- seek independent financial advice on retirement as applicable to the employee's circumstances;
- initiate discussion with supervisor in relation to the wish to retire and enter into a TTRA;

- in conjunction with supervisor/Human Resources Manager, contribute to the development of a TTRA;
- participate in quarterly reviews with supervisor/Human Resources Manager and Director; and
- notify supervisor/ Human Resources Manager as soon as practicable where amendments to the TTRA or cessation may be required.

Supervisor and Director:

- work in conjunction with employee and the Human Resources Manager to develop TTRA;
- undertake quarterly reviews of TTRA's ensuring compliance to TTRA and objectives are being achieved; and
- advise the Human Resources Manager where amendments or cessation of a TTRA is to occur.

## 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 **three years** or as required by changes to process of legislation, relevant Standards and industry best practice.

## 7. References

- *Industrial Relations Act 2016 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulations 2012 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*
- *Work Health and Safety Regulations 2011 (Qld)*
- *Queensland Local Government Industry (Stream A, B or C) Award - State 2017*
- *Murweh Shire Council Officers Certified Agreement 2022*
- *Murweh Shire Council Operational Staff Certified Agreement 2022*
- *Transition to Retirement Agreement*

### VERSION CONTROL

Version No.	Date	Approved	Amendment

### APPROVAL

Chief Executive Officer		Neil Polglase	
Date:		Signature:	





# Murweh Shire Council

## Health and Wellbeing Policy

<b>Policy No:</b>	WHS 1.10	<b>Date adopted:</b>	
<b>Council Resolution Ref:</b>		<b>Review Date:</b>	June 2025
<b>Responsible Officer:</b>	John Wallace	<b>Version No:</b>	1

### 1. Purpose

Murweh Shire Council is committed to supporting our staff to build and maintain a workplace environment and culture that supports healthy lifestyle choices by our staff.

### 2. Commencement of Policy

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

### 3. Application

Knowledge and awareness of health, safety and wellbeing issues and healthy lifestyles and behaviors,

Implementing mental health initiatives,

Providing early intervention and support for employees with injury or illness, to optimise recovery and enable safe and sustainable return to work or stay at work,

Provide staff support through Employee Assistant Programs (EAP)

Facilitate staff active participation in a range of initiatives that support health and wellbeing,

Encourage staff to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where relevant and practical),

Promote a smoke free workplace environment and support Staff to quit smoking,

Promote worker social and emotional wellbeing through workplace practices and policies,

Provide access to information and resources that increase worker knowledge and awareness around key health areas, including the risk associated with alcohol consumption.

#### **Staff are encouraged to**

Understand this policy and seek clarification from management when required,

Consider this policy while completing work-related duties and at any time while representing Murweh Shire Council,

Support fellow staff in their awareness of this policy,

Support and contribute to providing a safe, healthy, and supportive environment for all staff.

## **Managers have responsibility to**

Lead by example, demonstrating a visible commitment to health, safety and wellbeing in the workplace and delivering on our responsibilities,

Commit to continuous improvement in work health and safety (WHS) outcomes through the implementation of an Organisational framework

which involves all parties in preventing injuries and illness at the workplace by promoting a safe and healthy working environment,

Take action and comply with legal duties to ensure the health, safety and wellbeing of our staff and others,

Empower our workers with the necessary knowledge, skills, and abilities to fulfil health, safety, and wellbeing responsibilities,

Ensure relevant health, safety and wellbeing information, data, training, and feedback is readily available and that clear governance mechanisms are in place,

Embed a workplace culture that empowers the proactive identification of health, safety and wellbeing risks and management of such risks through elimination or mitigation strategies,

Incorporate health, safety and wellbeing and good work design into Organisational and operational planning and actions,

Continually improve and build the resilience of the safety management system through consultation, work practices, assurance activities and safety performance monitoring and review,

Consult with our staff and shared duty holders about matters relating to health and safety,

Actively participate in the proactive identification of hazards and risks associated with our own work and make decisions about ways to eliminate or minimise risks,

Constantly strive to minimise harm through the early reporting and response to workplace incidents, their effective and timely investigation, and the ongoing monitoring of risk controls,

Provide early intervention and support for staff with injury or illness, to optimise recovery and enable safe and sustainable return to work or stay at work.

Ensure all staff are made aware of this policy,

Actively support and contribute to the implementation of this policy, including its goals and objectives,

Manage the implementation and review of this policy

All staff receive a copy of this policy during the induction process,

This policy is easily accessible by all staff members, Contactors, and volunteers of the Murweh Shire Council,

Staff are informed when a particular activity aligns with this policy,

Staff are empowered to actively contribute and provide feedback to this policy,

Staff are notified of all changes to this policy will be reviewed every twelve (12) months from implementation.

The effectiveness of the policy will be assessed through feedback from staff and management; and a review of the policy by management and WHS Committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation

## 4. Process

To assist in retaining your work / life balance, Council provides eligible Full-Time employees access to a 9 day fortnight rostered day off scheme.

Each year Council offers employees who choose to be vaccinated, the opportunity to receive a free flu vaccination.

Council offers voluntary annual skin and hearing checks to employees by a visiting medical professional.

Council offers all employees access to a free and confidential Employee Assistance Program (EAP) which is supported by professional counsellors. Counselling offered as part of the EAP is conducted by a third party provider and details of the employees who sought assistance are not shared with Council.

Council organised staff BBQs throughout the year to give you the opportunity to mingle with other employees from across our shire. Each year, a Christmas party is held which is open to you and your family where everyone can come together for a free night of festivities including dinner, drinks, music, dancing and games.

## 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 ***three years*** or as required by changes to process of legislation, relevant Standards and industry best practice.

## 7. References



[www.helpguide.org/articles/work/mental-health-in-the-workplace.htm](http://www.helpguide.org/articles/work/mental-health-in-the-workplace.htm)

<https://www.blackdoginstitute.org.au/resources-support/wellbeing/workplace-wellbeing/>  
<https://www.healthyliving.com.au/>

### VERSION CONTROL

Version No.	Date	Approved	Amendment
1	22/06/2022		

### APPROVAL

Chief Executive Officer	Neil Polglase
Date:	Signature:



# Murweh Shire Council

## WORKPLACE HEALTH & SAFETY REPORT

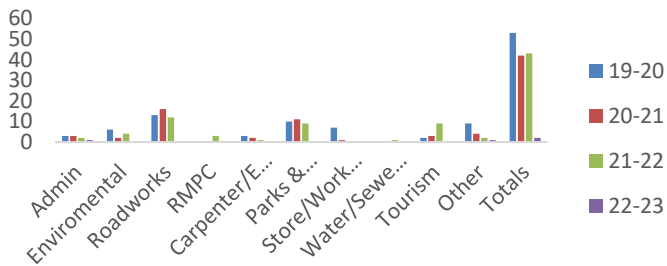
AUGUST 2022

Written by: John Wallace (WHSA)

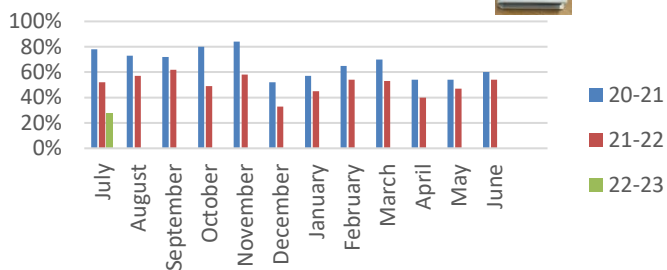
### INCIDENT REPORTS (since last report)

IR #	Date	Details	Department
IR-367	14/7/22	Back Injury	Administration
IR-368	27/7/22	Bumped Nose	Public

### Incident Reports



### Take 5's



### Inductions

Staff are slowly completing the online induction, it is something they need to get a customised to.

### Safety Breaks

These are now being completed online. It is still a work in progress, but employees are starting to get used to the new way of completing them.



### Ausco Modular 4 Bedroom Donga

Is the newest edition to the Morven Camp, it was delivered on the 5<sup>th</sup> August. It is a welcome addition to the camp as the old main road's one was no longer fit for purpose.



Murweh Shire Council Safety Audit will be from the 15<sup>th</sup> to 19<sup>th</sup> August 2022 - LGW Will be to determine the extent to which Murweh Shire Council has developed, implemented, and improved its Occupational Health and Safety Systems and practices to be able to meet the requirements of the National Self-Insurer OHS Management Systems Audit Tool (NAT).

This audit plan has been prepared to help your organisation prepare for the audit, and hopefully ensure the appropriate personnel are available. The plan is an indication of how we hope to conduct the audit at each location/department and has allowed for some flexibility to suit the demands of your work activities. The purpose of an audit is to gather objective evidence to enable the auditor to evaluate conformance or non-conformance (or other ratings as appropriate) against the audit criteria. This provides the organisation's management with evidence-based information that can be used to review effectiveness and plan change that is designed to deliver continual improvement.

Next meeting 31 August 2022 in Council Chambers

Think Safe

Work Safe

Home Safe



## Recommendation / Report

From: Jamie Gorry – Director of Corporate Services  
Ordinary Meeting – 18<sup>th</sup> August, 2022

### SUBJECT

APPLICATION FOR Renewal of Term Lease 237086 over Lot 41 on OR155

### PROPOSED RESOLUTION:

That Council advises the Department of Resources (Land and Surveying Services, Rockhampton) that it has no objections to:

- Renewal of Term Lease 237086 over Lot 41 on OR155

Providing that the block's northern boundary fence is maintained to a high standard by the leaseholder. As this leasehold block fronts onto the Morven Common and an active Stock route

### BACKGROUND:

#### Purpose:

Attached are referral letters from the Department of Resources (Land and Surveying Services, Rockhampton) regarding applications for renewal of:

- Renewal of Term Lease 237086 over Lot 41 on OR155

#### Discussion:

On 19<sup>th</sup> July 2022 correspondence was received from the Department of Resources requesting that Council consider (as a referral agent) whether Murweh Shire has any objections to Renewal of Term Lease 237086 over Lot 41 on OR155

The Department of Resources specified that any objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **17<sup>th</sup> August 2022** (see attached Correspondence from Department). Council informed the department that its General Meeting is scheduled for the 18<sup>th</sup> August, and that feedback would be provided subsequent to that.

#### Background Information:

Land parcels in question are zoned Rural (refer to Cadastral Images & Map), and access is located at via Killarney Road. The current and intended use of the lot/s is for grazing, therefore there is no material change of use.

There is no proposal for changed land use or management practice.

Council's title search confirms that the property is in the name of Ethel May Johnson, North Street, Morven. There are no outstanding rates on this assessment

#### Consultation:

Internal consultation has occurred with following Council officers:

- *Stock Routes Supervisor - RE: Infrastructure and Stock Route Integrity*
- *Council Rates Officer - RE: Rating History*

**Risk Management:**

**Financial Risks:** Nil

**Environment Risks:** Nil

**Social Risks** Nil

***Recommendation***

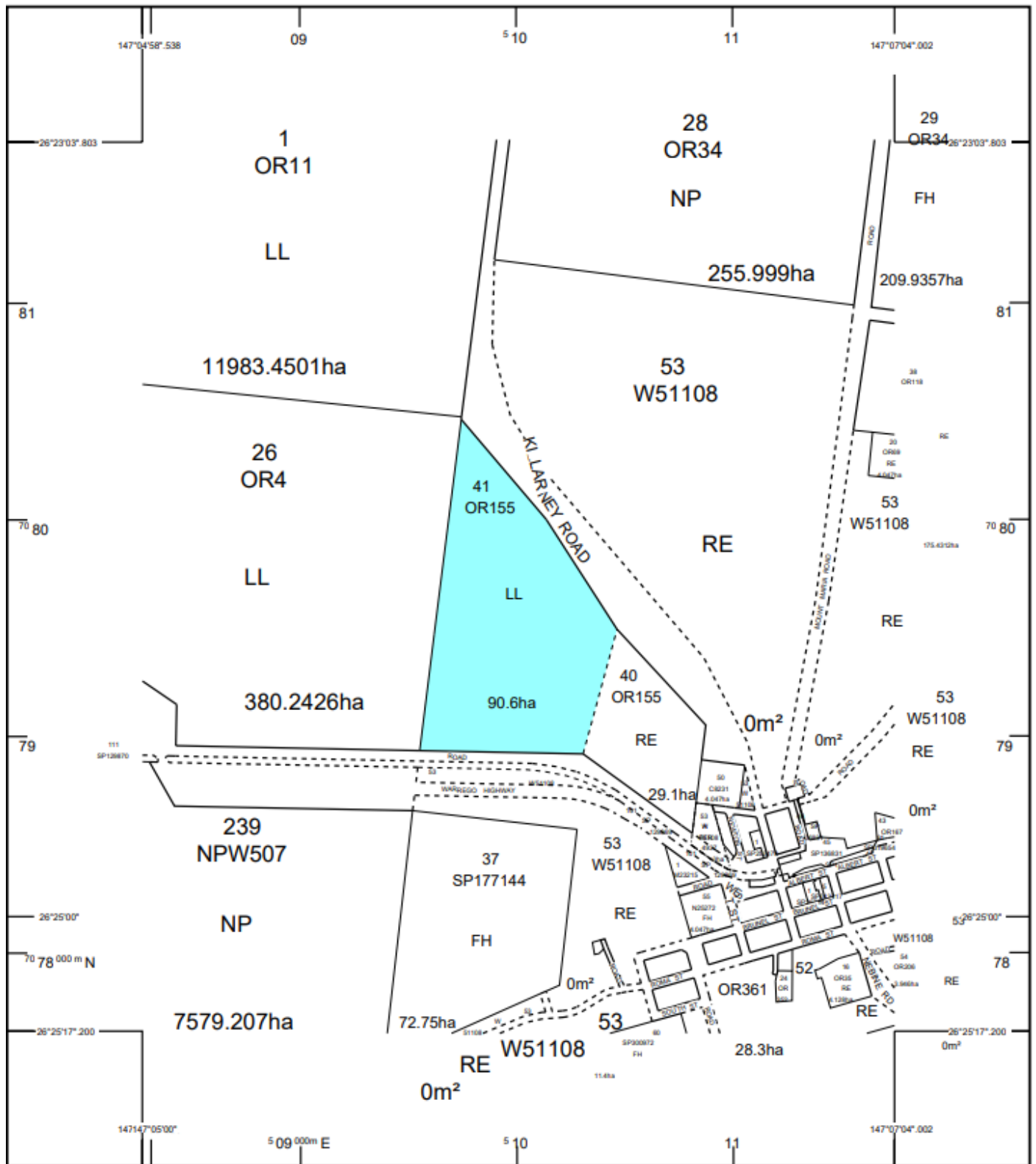
That Council advises the Department of Resources (Land and Surveying Services, Rockhampton) that it has no objections to:

- Renewal of Term Lease 237086 over Lot 41 on OR155

Providing that the block's northern boundary fence is maintained to a high standard by the leaseholder. As this leasehold block fronts onto the Morven Common and an active Stock route

**Jamie Gorry**  
**Director of Corporate Services**

**Cadastral Image Term Lease 237086 over Lot 41 on OR155:**



STANDARD MAP NUMBER  
8345-33113



**SmartMap**  
An External Product of  
SmartMap Information Services

MAP WINDOW POSITION &  
NEAREST LOCATION

## Lease Details:

INTERNAL CURRENT STATE TENURE SEARCH  
DEPARTMENT OF RESOURCES, QUEENSLAND

Search Date: 31/03/2021 14:01

Title Reference: 40067160  
Date Created: 17/10/2013

Previous Title: 40045327

### DESCRIPTION OF LAND

Tenure Reference: TL 0/237086

Lease Type: TERM

LOT 41 CROWN PLAN OR155  
Local Government: MURWEH

Area: 90.600000 Ha. (ABOUT)

No Land Description

No Forestry Entitlement Area

Purpose for which granted:  
GRAZING - USL

### TERM OF LEASE

Term and day of beginning of lease

Term: 10 years commencing on 27/09/2013

Expiring on 26/09/2023

### REGISTERED LESSEE

ETHEL MAY JOHNSON

### CONDITIONS



## **Correspondence from Department of Resources:**

From: Caple Annette via eLVAS System - (Production) <[CAPLEA@DNRM.QLD.GOV.AU](mailto:CAPLEA@DNRM.QLD.GOV.AU)>  
Sent: Tuesday, 19 July 2022 12:43 PM  
To: mail <[mail@murweh.qld.gov.au](mailto:mail@murweh.qld.gov.au)>  
Cc: [CAPLEA@DNRM.QLD.GOV.AU](mailto:CAPLEA@DNRM.QLD.GOV.AU)  
Subject: Request for views - 2021/001031

[You don't often get email from [caplea@dnrm.qld.gov.au](mailto:caplea@dnrm.qld.gov.au). Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Official correspondence from Department of Resources Case Id: 2021/001031

Good afternoon

The Department of Resources is currently assessing the renewal of Term lease 237086 over Lot 41 on OR155

The attached Smartmap shows the subject land and the surrounding locality.

Please advise if Council has any issues that the Minister should consider in respect of the renewal of this lease, any views or requirements that may affect the future use of the land.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 17 August 2022. If you offer an objection to the application, a full explanation stating the reason for such an objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Annette Caple on (07) 48373397.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to [SLAM-Rockhampton@resources.qld.gov.au](mailto:SLAM-Rockhampton@resources.qld.gov.au) .

Please quote reference number 2021/001031 in any future correspondence.

Regards

Annette Caple  
Land Officer

(please note I work from home on Thursday and Friday) Land Services | Land and Surveying Services Department of Resources \_\_\_\_\_

P: 48373397

E: [annette.caple@resources.qld.gov.au](mailto:annette.caple@resources.qld.gov.au)

A: PO Box 1762, Rockhampton | 4700

W: [www.resources.qld.gov.au](http://www.resources.qld.gov.au)

# Environmental health, Local Laws, and Stockroutes Council Report July 2022

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## **ANIMAL control (Town Dogs):**

- 2 dogs Destroyed
- 3 re-homed
- 0 reclaimed
- Dog attack reported
- 4 new Registrations
- 2 Infringement notices

## **FOOD Licencing & Environmental Health:**

- Continue of the inspections in August
- some food safety supervisors needed to be updated.
- Some businesses did not have a food safety supervisor at all.
- 1 food safety complaint
- Prepared food license renewal letters to be sent out

## **LOCAL LAWS:**

- Continue to issue overgrown allotment letters.
- Continue to monitor the dump.

## **STOCK ROUTES:**

### **Maintenance & Capital Works Projects:**

- Blair assisting Walter Dare with windmill maintenance and services
- finalised the upcoming EOI's for new capital works on Stockroutes

### **Element 5:**

- Submission sent to TMR for new round of funding for weed spraying in State Road Corridors

### **Other:**

- spraying Mother of Millions at Morven and Charleville WFs and Commons
- distributing the remaining 1080 meat baits for ground
- organising quotes for equipment upgrades as per budget submission
- Stockroutes Labourer position (Level 3) to be advertised in August/Sept.



# Experience Charleville

## Outback Queensland

### Murweh Shire Council Visitor Information Centre Report July 2022

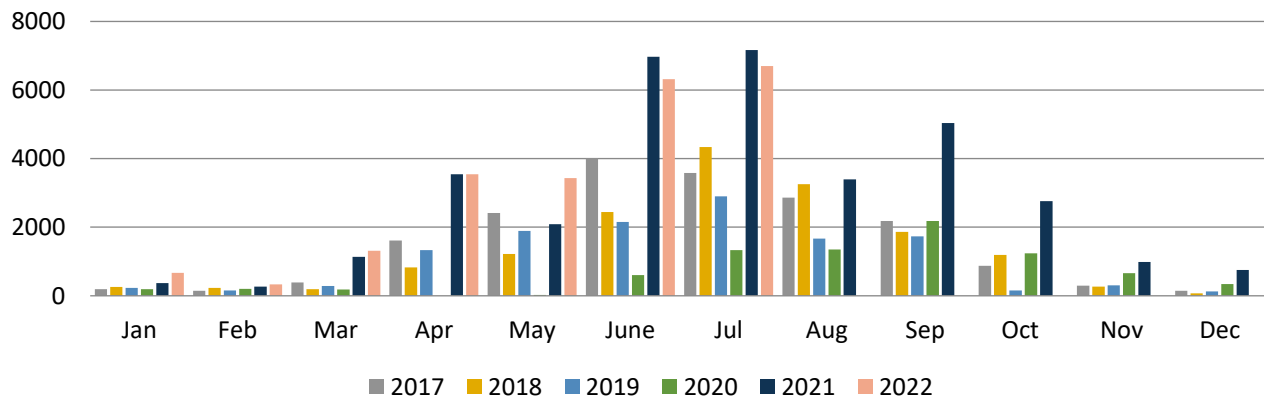
#### Visitor Numbers for July 2022

July saw a decrease of 466 visitors through the centre. Ticket and merchandise sales were up and overall our highest July on record for sales. Our team saw 5 off with COVID during July but every one of the team stepped up and helped out when needed. The VIC welcomed our new trainee Jadee Litherland. Jadee is already proving to be a team player and is willing to help out, learn new things and visited most of our tourist attractions.

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

- July 2022 - 6703
- July 2021 – 7169
- July 2020 – 1333
- July 2019 – 2896

#### VIC Annual Statistics



#### Charleville Visitor Information Centre Monthly Statistics

	Ticket Sales	Merchandise Sales	Phone Stats	Information Packs Sent out
<b>July 2022</b>	\$116161.00	\$18883.10	1019	6
<b>July 2021</b>	\$89740.00	\$18033.90	344	0
<b>July 2020 COVID</b>	\$1883.00	\$993.70	101	4

## Bilby Report

### Bilby Feedback



**Helen D**

Brisbane, Australia • 17 contributions



**Just brilliant**

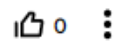
Couples

Our hostess was truly brilliant. Very passionate about her love & desire to save the Bilbies. Definitely worth a second visit & will let others know how lovely the experience was.



**Carissima S**

Brisbane, Australia • 35 contributions



**Bilby Amazed**

Great informative experience, fantastic presenter. Loved seeing the Bilbies up close and listening to their come back journey.

**Visitors June 2022: 2777**

**Shows: 73**

**Merch: \$26837.01**

**Donations: \$684.25**

**Tickets: \$47242.00**

## Charleville Visitor Information Centre General Information

### General Information

#### Experience Charleville Website and Australia VIC App.

The VIC has recently joined the Australian Visitor Centres App showcasing all visitors centres around Australia. Data can be pulled from the app and provides a great insight into key times visitors are searching for our destination, distance from our location and the demographics of users.

Insights from both the Australia VIC App and Experience Charleville website should be considered when marketing our region, when is the best time to post on social media and what pages on our website are most looked at and may need to be updated more frequently. Where we should be directing our marketing e.g. Queenslanders are the biggest searches for Charleville.

#### QTIC membership renewed

Current QTIC memberships have been renewed for the Shire, WWII & Cosmos Centre.

Membership covers all our accreditation for our tourism businesses. I would like to see the Charleville Bilby Experience become accredited and be nominated for awards.

#### Driver Reviver

Our Driver Reviver station has been such a hit with visitors that we have completely run out of biscuits and coffee. I've reached out to the National Driver Reviver Program leader to see if we can place another order before the

September school holidays. We are only allowed to place orders 4 times a year, so we are hoping they will provide more stock.

### Check out Charleville tour

Unfortunately, Deb and Graham have decided to no longer run these tours. Their bus had come to the end of its life and using Eckel's bus service they needed a minimum of 7 pax for the tour to go ahead, some days they were not reaching that number and it was not profitable to continue with this tour at this time.

### Showgrounds

Opened again on the 21<sup>st</sup> of July due to heavy rainfall. Parks around town decided not to open their powered sites as the conditions were too wet. We currently have 2 caravans staying at the showgrounds due to contracting COVID.

### Groups for 2023

Currently sitting at 39 coach groups booked in for 2023. One of these groups will come through Charleville 20 times throughout the year and bring in just over \$55,000 worth of revenue. Over the coming months, we will see a rise in group bookings for 2023 as companies start to get their marketing out for next year.

### Augathella Town Flyer

Laraine from the library has reported that the flyers are walking out the door and are very popular with the tourists visiting Augathella. It looks like we will be doing a reprint before the end of the year. This is a great promotion for Augathella. The Charleville VIC has a pile of these brochures and the staff encourage anyone heading that way to stop into Augathella and take a look around.

### Morven Town Flyer

Design is currently underway for the Morven town flyer. I'm working closely with Louise Winten from the Morven Progress Association to get this finished and off to the printers.

## Charleville Visitor Information Centre Feedback

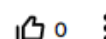
Are there any improvements to tours you would like to suggest?

*Very impressed that Council runs excellent tourist attractions. - great initiative. Last time we were here (10 yrs ago) town looked like it was dying - now looks more lively.*



**Carissima S**

Brisbane, Australia • 35 contributions



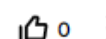
### Welcome to Charleville

So welcoming and well set out. Helpful staff and all the information to help you plan your trip. Clean toilets!



**Lib B**

21 contributions



### Helpful staff

Staff were friendly, knowledgeable and helpful when booking tours. Information pamphlets available for surrounding areas.



**Experience Charleville**  
Outback Queensland



# July 2022 Murweh Shire Council Report



**COSMOS CENTRE**  
Charleville Outback Queensland

## Report for

July 2022 - Cosmos Centre and Planetarium

## General Business

We expected to see a decrease in traffic to the Cosmos Centre in the latter half of July, but it was steady the whole month. The school holidays and The Big Red Bash brought many people to town and there were still many tourists in town trailing for a couple weeks after.

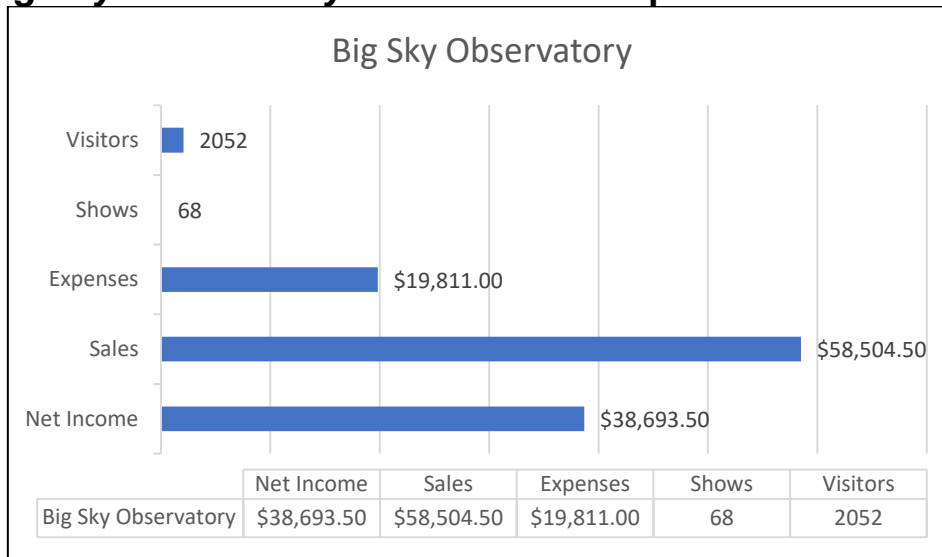
Staffing levels are currently adequate to run our tours although we were struggling earlier in the year. We could use more presenters and guides and currently have a couple staff undergoing training to step into those positions. This should allow us to run full capacity during the next school holidays and allow for any unpredicted staff absences.

The Cosmos Centre has also been focussing on increasing our WH&S standards. The Centre has expanded greatly since its inception and some areas of safety could be improved including training, inductions, consultation, and record keeping. This will ensure the reduction of any liabilities and increase overall staff and guest wellness. There is an audit coming in August that will analyse how well we manage our WH&S obligations.

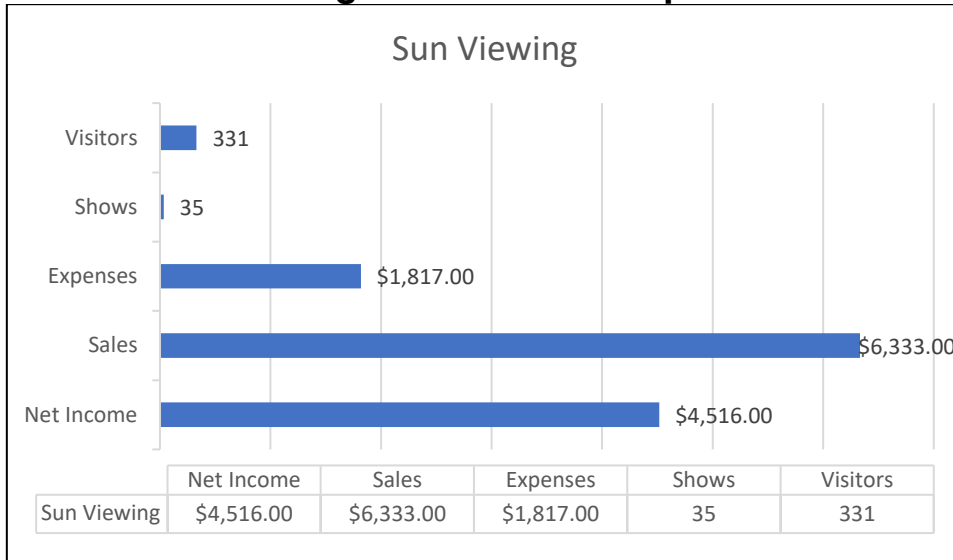
## Monthly Statistics 2022

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

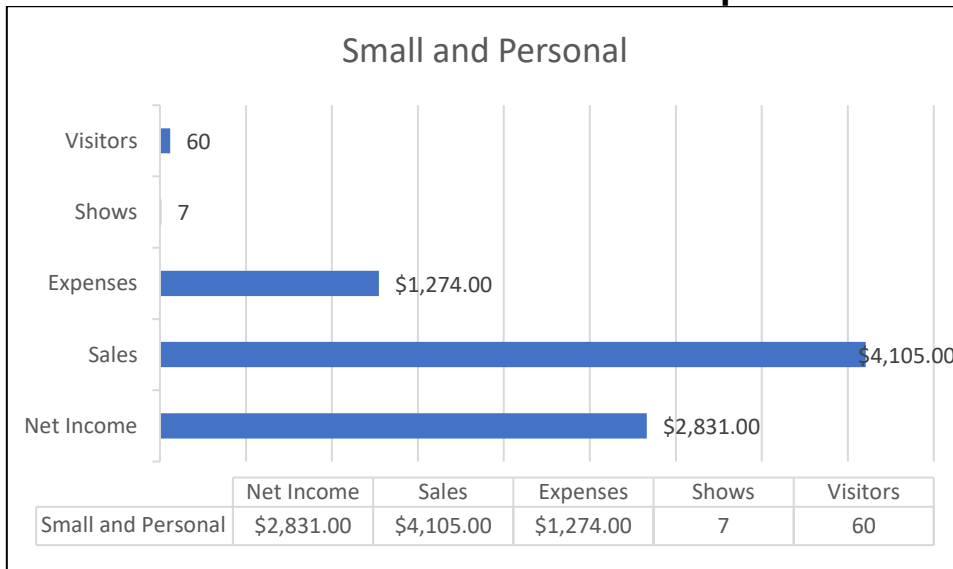
### **Big Sky Observatory – Income and Expenditure**



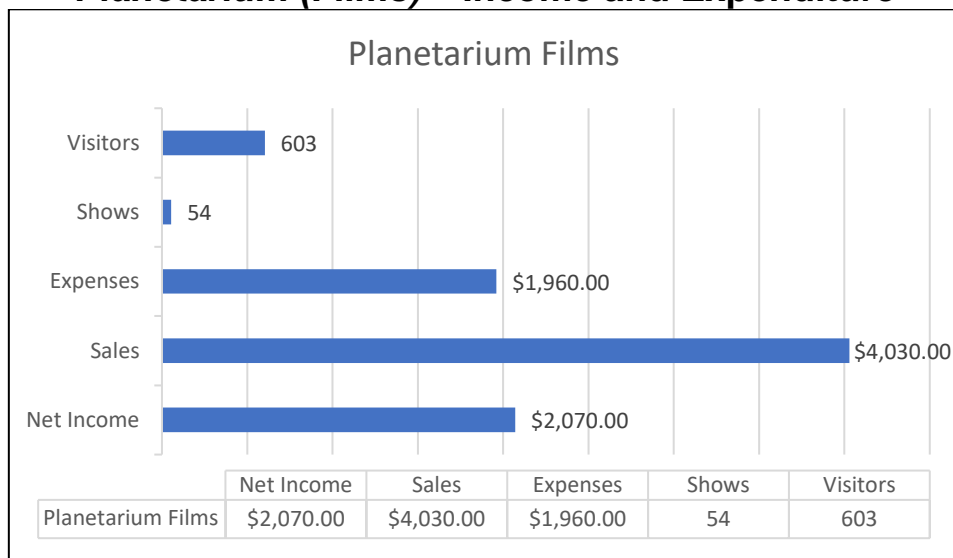
### Sun Viewing – Income and Expenditure



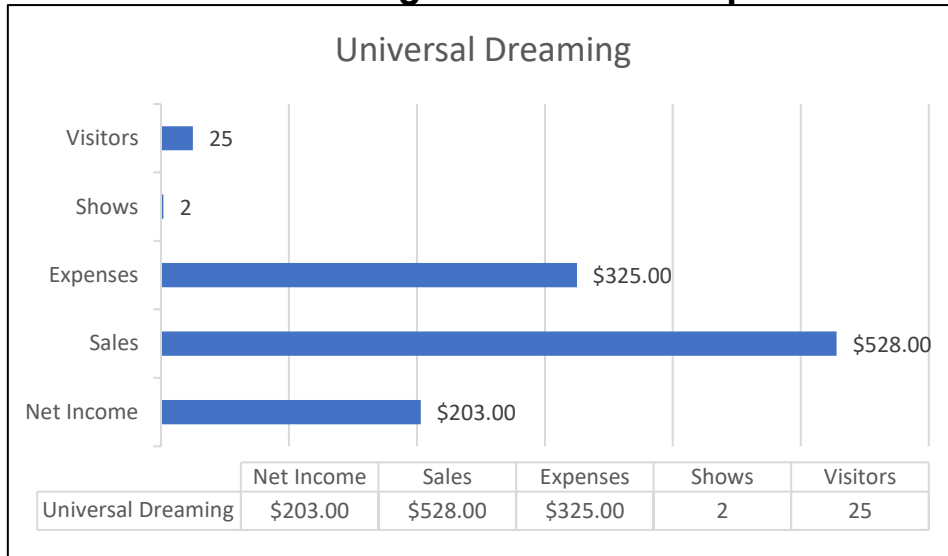
### Small and Personal - Income and Expenditure



### Planetarium (Films) – Income and Expenditure



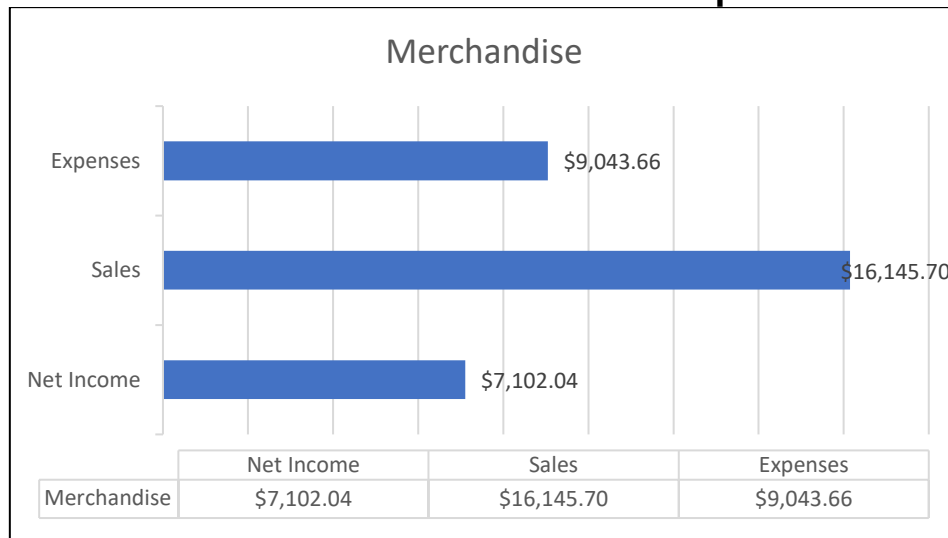
### Universal Dreaming – Income and Expenditure



### Custom Group Shows – Income and Expenditure

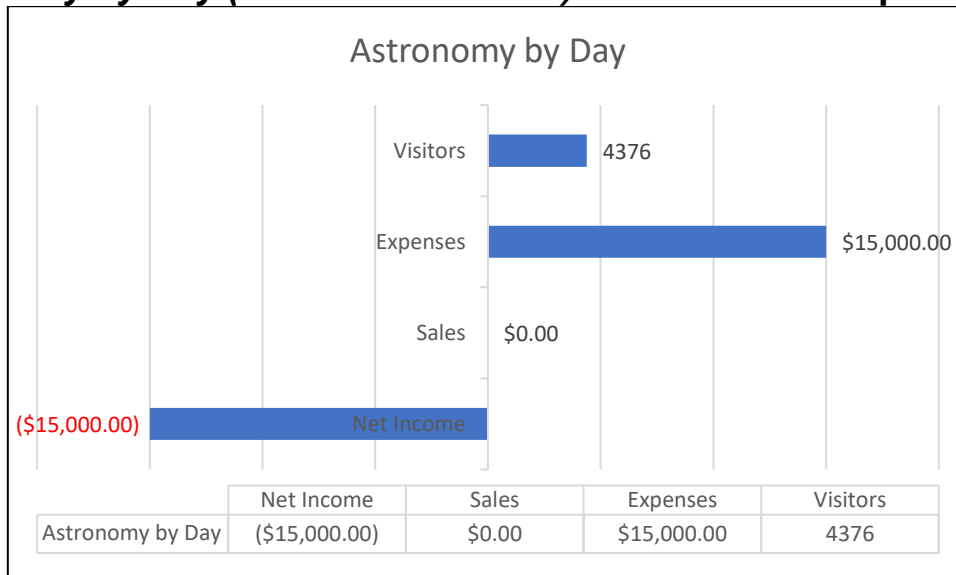


### Merchandise Sales - Income and Expenditure

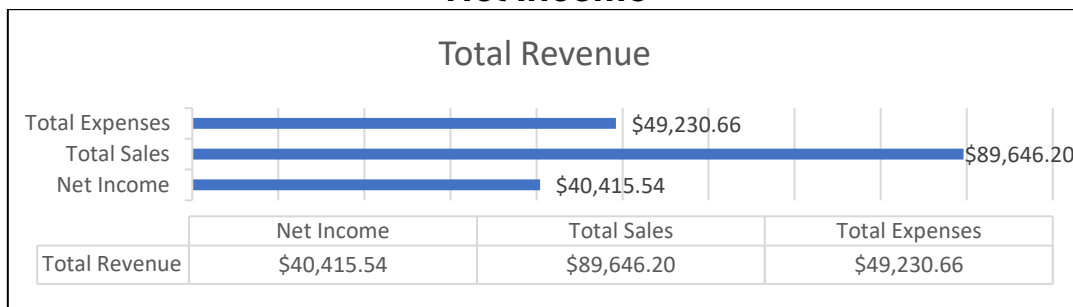




## Astronomy by Day (Interactive Exhibit) – Income and Expenditure



### Net Income



**COSMOS CENTRE**  
Charleville Outback Queensland



# Murweh Shire Council Council Report July 2022

REPORT: WWII Secret Base & Tour – July 2022 – Abigail Farrowell

## WWII Secret Tour



WWII Tour July 22	
Surplus	\$20,748
Expenditure	\$4,080
Total receipts	\$24,828
Total visitors	1281



**Visitor Numbers**

WWII Tour monthly	2021	2022	% growth
Jan	47	46	- 2%
Feb	23	15	- 35%
March	153	133	- 13%
April	647	543	- 16%
May	777	801	+ 3%
June	1129	1018	- 11%
July	1119	1281	+14%
August	532		
September	794		
October	286		
November	81		

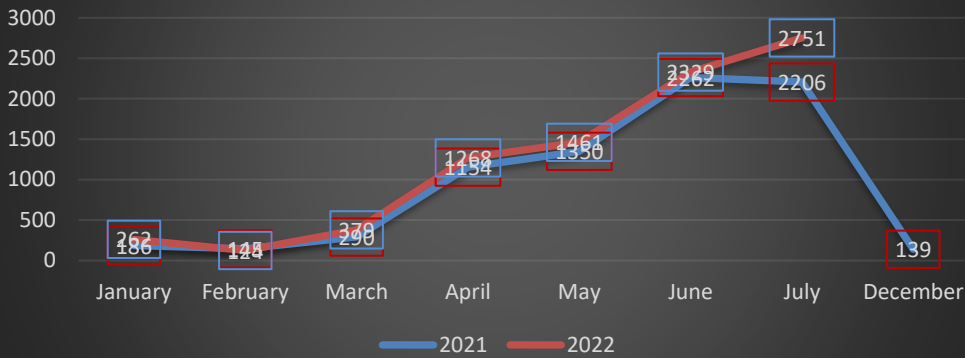
The WWII Secret Tours have seen an increase in July numbers from 2021 showing a growth of 14% with 162 more guests joining the convoy throughout the month as shown in the graph above. It'll be interesting to see if August will experience a similar increase in growth.

**WWII Secret Base**



WWII Secret Base July 22	
Surplus	\$15,795
total expenses	\$3,600
total receipts	\$19,395
Total visitors	2751
Hours open	120

## WWII Secret Base 2021/2022



WWII Secret Base monthly	2021	2022	% growth
January	186	262	40%
February	145	124	-14%
March	290	379	31%
April	1154	1268	10%
May	1350	1461	8%
June	2262	2329	3%
July	2206	2751	25%
August	852		
September	1705		
October	741		
November	255		
December	139		

### WWII Secret Base

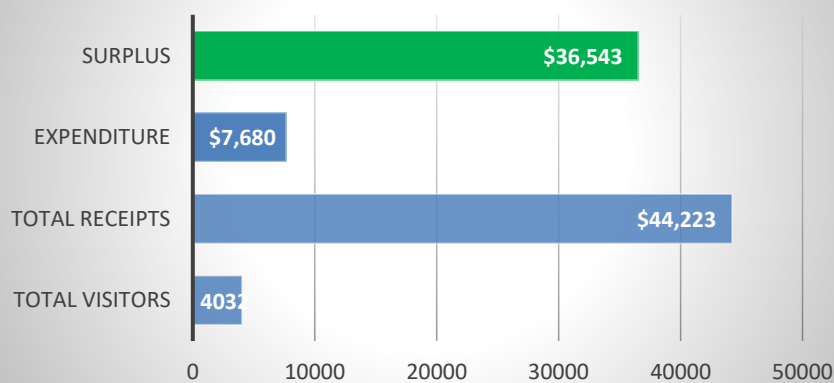
This July, the Base had 2,751 visitors through the building overtaking last month's record of most visitors by an additional 545 guests, registering a growth rate of 20%.

Overall, since January, the base has registered 981 more visitors than the same time last year, an increase of 13%.

### Total

A total of 4,032 guests experienced one or both WWII attractions for the month of July 2022.

## Total WWII July 22



<b>Total WWII July 22</b>	
Total visitors	4032
Total receipts	\$44,223
expenditure	\$7,680
surplus	\$36,543

**Merchandise**



Gross	Cost	Net
\$4,431.00	\$2,340.00	\$2,091.00

**General Business**

It has been a busy month for the base with many guests still travelling for school holidays and The Big Red Bash. We have been running 3 tours a day whenever staffing permits to cater for as many visitors as possible.

Improvements have been made to the lighting inside the base after receiving feedback that the signs towards the back building were difficult to read, after re-directing the lights this issue has been solved. We are also in the process of updating one of the current interactives to make it more user friendly and increase the longevity of the interactive.





# Community & Health Services Report

MORVEN - CHARLEVILLE - AUGATHELLA

From: Richard Ranson – Director of Community & Health Services

Ordinary Meeting – 18<sup>th</sup> August 2022

## Water Quality

All town water supplies tested free from contamination. Some finalization work on amendments to Drinking Water Quality Management Plan following audit earlier in the year.

## Sewerage/Wastewater

The Augathella CED scheme and Charleville STP are both undergoing maintenance to keep them performing as well as they are capable of even though that falls short of Council's environmental requirements. Much time has been spent gathering information for Department of Science. Also working with auditor on review of Recycled Water Management Plan.

## Swimming Pool

All concrete works are complete at the waterpark remaining edging to be tidied once turf arrives in late August. The waterpark itself is now operational with all features working. Still working with engineering department on tender for toddler pool. Target opening date for pool is September 17<sup>th</sup>.

## Art Gallery

The next exhibition is expected to open in mid-late August. Provided by WOW Australia, the exhibition is called '*In Her Name*' and celebrates the lives of Queensland's women and girls.

## Libraries

Charleville Library refurbishments progressing. Library should be able to move from art gallery and resume normal operations commencing the week of the 14<sup>th</sup> August 2022. First 5 funding application lodged. This is essentially a report to State Libraries explaining how the program will be run and how the funding (which has already been allocated) will be utilized.

## Meetings attended

### Domestic Family Violence Program working Group

Attended meeting on 10<sup>th</sup> August at Council chambers where the group provided input to Patrick Murphy, who is conducting a housing assessment for Murweh following SWROC's decision to use Council as a pilot program based on the study produced by Western Alliance of Councils.

### Department of Premier and Cabinet

Meeting on 9<sup>th</sup> with Haleel Rane from the Department. They are offering non-financial assistance to Councils and also local organisations with regard to the ongoing problem of domestic violence. I have said Council would welcome any assistance it can offer. Heleel will be sending information pack and some suggested dates for meetings

### Qld Health (HOPE)

Attended meeting on 11<sup>th</sup> August to discuss ongoing planning of the Multicultural Care Festival to be held on the 1<sup>st</sup> October 2022.



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 18<sup>th</sup> August 2022

## Subject

### Murweh Shire Council – Libraries Logo

#### PROPOSED RESOLUTION:

That Council approves the new Charleville Libraries Logo in line with option 2 as shown.

#### BACKGROUND:

##### Purpose

Media, Marketing and Events Officer Rebecca Horsburgh has been working with relevant staff to design a logo for the Murweh Shire Libraries to assist in promoting our libraries on social media.

Unanimous support from staff for logo on page 2 and seek Council's support in approving this logo for social media purposes.

##### Financial Risks

minimal costs in developing this logo for marketing purposes.

##### Environment Risks

N/A

##### Social Risks

N/A

##### Recommendation

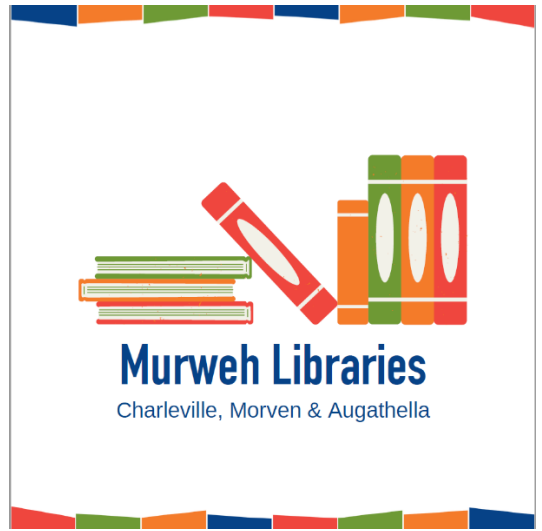
That Council approves the new Charleville Libraries Logo in line with page 2 option as shown

**Neil Polglase**  
Chief Executive Officer

Option 1



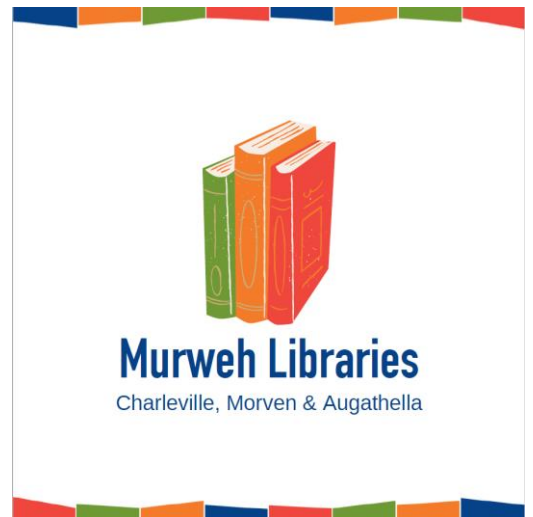
Option 4



Option 2



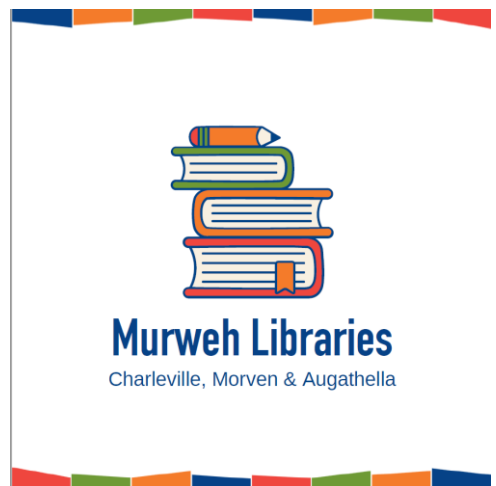
Option 5



Option 3



Option 6







# Engineering Services Report

From: Paul O'Connor – Director of Engineering Services  
 Ordinary Meeting – 18 August 2022

## Projects

- Caroline Crossing & Old Charleville Rd culverts – 100%
- Kerb – widen island Main St Augathella – 100%
- Bollon Road grid – 100%
- BBQ's started



Greening Murweh

## Local Shire Roads

A summary of the capital works and maintenance activities on Local Shire Roads is listed below.

Road Name	Maintenance Grading (km)	Grid Maintenance (no)	Install Pipes	Signs
Bollon Road		Install new grid		
Biddenham Road		Install new grid		Depth marker x 2
Balmacarra Road	15.5			
Mt Tabor Road	79 Patrol Grade			
Caroline Crossing Road			✓	

## Local Roads Inspections

Location	Chainage From	Chainage To	Comments
Hoganthulla Road	0.00	16,170.00	Road condition-fair, poor in several sections. Req. maintenance grade. .
Bakers Bend Road	0.00	2,670.00	Patrol grade
Maryvale Road	0.00	11.80	Need grade 3 poi
Allendale Warrah Road	0.00	46,448.00	Poor
Gundare Road	10.00	19,380.00	Road condition-sections of road dangerous to traffic.
Valeravale Road	0.00	7,200.00	Fair 3 poi
Rocky Road	0.00	11,050.00	Fair 2 poi
Alice Downs Road	0.00	6,860.00	Fair 2 poi
Woolabra Road	0.00	590.00	Good
Joylands Road	0.00	1,900.00	Fair
Columbo Road	0.00	2,430.00	Good
Meigunya Access Road	0.00	4,790.00	Fair scabby
New Farm Road	0.00	2,300.00	Good
Old Charleville Road	0.00	24,790.00	Needs grade 2 poi
Uabba Road	0.00	10,040.00	Bad inverts
Newstead Road	0.00	20.00	Fair 3 poi
Wallal Riverleigh Road	0.00	18,780.00	Needs grade
Glenbrook Road	0.00	8,590.00	Good
Clara Creek Road	0.00	24,100.00	Fair
Newholme Road	0.00	18,780.00	
Tregole Road	0.00	3,630.00	Good
Percvial Road	10.00	3,790.00	Good
Biddenham Road	0.00	63,590.00	Dirt section needs work
Yarronvale Road	0.00	20.00	

\*POI is points of interest  
\*Gundare road had an emergency grade on it

## RMPC

Road No	Road Name	Hand Mowing (m <sup>2</sup> )	Slashing (h)	Temporary Pavement Repairs ((m <sup>2</sup> ))	Herbicide Spraying (L)
13A	Morven - Augathella			9	
13B	Augathella - Tambo				2600
18F	Mitchell - Morven			96	

18G	Morven - Charleville				
23B	Cunnamulla - Charleville				1350
23C	Charleville - Augathella	1850	70		2800
93A	Charleville - Quilpie				
	<b>TOTAL</b>	<b>1850</b>	<b>70</b>	<b>105</b>	<b>6750</b>

## Water & Sewerage

WATER							
Town	Service Line Breaks	Repair Water Mains	Meters Replaced/ Checked	Pump Station Faults	Water Bore Maintenance	Disconnections	Other
Charleville	4	6					
<b>Other Comments:</b>							
Morven	2	2					
<b>Other Comments:</b>							
Augathella	6	4					
<b>Other Comments:</b>							

SEWERAGE						
Town	Main Line Chokes	Service Line Chokes	Pump Station Faults	Toilet Faults	Overflows	Unblock Sewer House / Main Connections
Charleville		20	20	8		6
Morven						
Augathella						
<b>Other Comments:</b> STP process faults, lagoons blue green algae						

## Electrical

Activity	Charleville	Augathella	Morven
Fault find faulty Mitsubishi ACT-1 light controller at Baker Street Oval – temp fix and re-order controller Re-install controller and commission	✓		
Recover lights at Racecourse following event, replace faulty hand dryer in men's toilet	✓		

Re-locate UPS at Charleville Library and make safe power and date for refurbishment to take place	✓		
Flow meter inspections at water pumping stations all three towns	✓	✓	✓
Installation of U.G cables and pits for ½ basketball court lighting. Build switchboard for supply and control wiring	✓		
Connection and commission of new sludge pumps at STP. Fault find socket outlet of mobile generator and replace	✓		
Graham Andrews Park toilet – run U.G conduit and cables, install mains cables and pit to facilitate pumps and float controls	✓		
Annual RCD testing of Council owned buildings	✓		
SPS#1 pump major failure and control wiring damage – bridge out faulty FLYGT VSD and connect Pump#2 to drive #1 to keep station pumping until tech support and contractors arrive	✓		

## **Building**

<b>Activity</b>	<b>Charleville</b>	<b>Augathella</b>	<b>Morven</b>
Install new Post Office sign	✓		
Seats at Hospital	✓		
Install new hoist at the Depot	✓		
Basketball hoop at Graham Andrew's Park	✓		
Put in footings for new toilet block at Graham Andrew's Park	✓		
Cosmos lights	✓		
Put in footings for Morven Camp			✓
Delta Court aged units doors and locks	✓		
Riverview aged units doors and locks	✓		
Remove desks from library for refurbishment works to take place	✓		
Concrete bollards	✓		
Riverwalk lights	✓		
Remove chlorine tank at swimming pool	✓		
Install new selfie stick at Graham Andrew's Park	✓		
Racecourse seats	✓		
Footings for new bridge in Graham Andrews Park	✓		

New footpath in Graham Andrews Park	✓		
Stock route locks	✓		
Fix toilets at skatepark	✓		
Paint showgrounds toilets	✓		

## Town Maintenance

Activity	Charleville	Augathella	Morven
Grave Digging	1	0	0
Edge Break			
Pothole Patching	✓		
Repair Seal Defects			
Bitumen Sealing (Reseal)	✓	✓	
Heavy Patching/Pavement Repair			
Gravel Resheeting			
Shoulder Grading			
Table Drain & Floodway Maintenance			
Clear Culverts			
Subsurface Drains			
Slashing	✓	✓	✓
Hand Mowing	✓	✓	✓
Clearing	✓	✓	✓
Weed Spraying	✓	✓	
Maintain Signs	✓	✓	
Guidepost Maintenance	✓		
Footpath Works			
Line Marking			
Kerb & Channel			
Street Furniture Maintenance			
Riverwalk Maintenance	✓		
Litter Collection	✓	✓	✓
Pit Maintenance	✓	✓	✓
Dead Animals			
<b>Other</b>			
Works Requests	✓	✓	✓
Playground Inspections			
Clean BBQs	✓	✓	✓
Slash Gully			
Plant Flowers	✓		
Fix Sprays in Park	✓	✓	✓
Water pots in Main Street	✓	✓	
Mow Ovals & Parks	✓	✓	✓
Service Plant	✓	✓	✓
New Signs			

## Workshop

<b>MSC WORKSHOP MONTHLY REPORT JULY 2022</b>	
<b>SAFTEY</b>	No incidents or accidents
<b>WORK CARRIED OUT ON TRACTORS</b>	
Unit 174	Carried out 4000 hour service and replaced A/C blower motor
Unit 193	Replaced battery isolator, carried out service
Unit 175	Carried out 5000 hour service and replaced battery
<b>WORK CARRIED OUT ON TRUCKS</b>	
Unit 44	Repaired turn table release mechanism
Unit 39	Replaced ABS sensor
Unit 41	Carried out service
Unit 38	Carried out service
Unit 49	Carried out service, replaced rear brake linings, drums and bearings
Unit 57	Carried out top motor service and replaced failed hydraulic pipes
Unit 52	Replaced batteries
<b>WORK CARRIED OUT ON GRADERS</b>	
Unit 115	Carried out 8000hr service, rebuilt failed circle gearbox, replaced front end pins and bushes, replaced circle saddle pins and bushes
Unit 116	Rebuilt transmission
<b>WORK CARRIED OUT ON TRAILERS</b>	
Unit 476	Replaced spring brake valve
<b>WORK CARRIED OUT ON NAVMAN</b>	
Unit 652	Remounted screen
Unit 39	Remounted screen
Unit 38	Remounted screen
<b>WORK CARRIED OUT UTES</b>	
Unit 652	Carried out service
Unit 615	Replaced battery
Unit 653	Carried out service
Unit 661	Carried out service
Unit 654	Replaced battery
<b>WORK CARRIED OUT ON MISCELLANEOUS</b>	
Unit 584 - Mower	Replaced deck support arms
Unit 996 - Bus	Carried out service and replaced DPF filter
Unit 203 - Roller	Replaced battery, repaired air leaks and carried out 250 hour service
Unit 170 - Loader	Replaced injector lift pump
Unit 212 - Buggy	Carried out service and wheel alignment
Unit 191 – Drum Roller	Replaced all engine wiring harness and body harness
<b>AUGUST PLAN</b>	
Prepare for annual main roads inspections on the 1 <sup>st</sup> of September	

## Assets Department

### **QRA Works**

- Responded to queries for closeout of EW and IRW, received approvals for closeouts/ assurance.
- Submitted progress report for QRRRF 21 program.
- Started delivery of QRRRF 21 program – Culverts on Caroline Crossing Road and Old Charleville Road – completed delivery and started works on Allendale-Warrah road.

- Delivery of REPA works – Mt. Tabor Road, Khyber Road and Balmacarra Road

## Road Works

- Maintenance works – Balmacarra Road along with flood restoration works.
  - Updated roads asset register and capitalised roads assets.
  - Lodged EOI for adding new gravel pit.
  - Drafts for procurement of new plant are being prepared for current financial year.

## Development Approvals

BA Number	Lot_Plan	Applicant Name	Service Address	Type of Works	Approval Date
7629	L41 C14035	RANGE Paul	40 Jupp Street, Charleville QLD 4470	Construction of carport	29/07/2022





# Recommendation / Report

Ordinary meeting – 18 August 2022

From: Engineering Services

## SUBJECT:

**Tender PM1.21-22 - 1 x Prime Mover and 1 x Quick Hitch Tipper Body Replacement**

## PROPOSED RESOLUTION:

That Council approve the purchase of the **Kenworth T659 Prime Mover and Hercules Quick Hitch Body** for the **total value of \$486,909.09 (excl. GST)**.

## PURPOSE:

To replace Council's Mack Granite Body Truck - Unit 33 as per the Plant Replacement Schedule.

## BACKGROUND:

One supplier replied to the tender advertised to the open market via VendorPanel Marketplace. Due to the low response initially received for the first advert, the Prime Mover was re-advertised and contact made with suppliers to ensure they were aware of the tender. The same company responded both times with the other companies not tendering for varying reasons outside Council's control.

The tender received was from the Brown and Hurley Group. The tendered Prime Mover is a Kenworth 610 Sar with a Hercules Quick Hitch Body a purchase price of \$418,727.27 excluding GST.

Council requested we quote a Kenworth T659 meeting the specs in the attached documents. The price of the T659 and quick hitch body is \$486,909.09 excluding GST.

The Kenworth T659 offers the Council great value with Kenworth having the best resale value out of the two Prime Movers quoted. The T659 is better suited to our harsh environment which will greatly reduce the maintenance costs over the life of this vehicle. Kenworth trucks also have the best resale value of all trucks on the market.

The T659 also has the rating to legally tow a triple road train combination which would create the ability to reduce the cost of carting gravel over longer distances.

The purchase of the Hercules Quick Hitch Body will give the Council the ability to carry out the work required of a body truck but also the work of the Prime Mover giving the Council maximum flexibility and usability of this vehicle.

**PROVEN PERFORMANCE** – Kenworth trucks has the highest reputation in the trucking industry in providing top quality service and products. Kenworth is the first choice of most contractors in our region which shows their reliability and value for money.

**AFTER SALES SERVICE** – Kenworth has the best after sales support in our region for Prime Movers with Brown and Hurley based in Roma and Toowoomba. Cummins are also based in Roma and have provided us exceptional service in the past with our current fleet.

**OPERATOR USEABILITY** - The Kenworth T659 meets and exceeds all Councils OWHS and operation requirements. The added bonus with a Kenworth truck is they are very popular to drive which can assist in our recruitment of future employee's and also providing a vehicle our current employees will take pride in driving and caring for which supplies the Council an unseen cost saving.

### **RECOMMENDATION**

That Council approve the purchase of the **Kenworth T659 Prime Mover and Hercules Quick Hitch Body** for the **total value of \$486,909.09 (excl. GST)**.



# Recommendation / Report

Ordinary meeting – 18 August 2022

From: Engineering Services

## SUBJECT:

Tender JP1.22-23 - 1 x Road Maintenance Truck (Jet Patcher) Replacement

## PROPOSED RESOLUTION:

That Council approve the purchase of the **Ausroad Jet Patcher** for the total value of **\$564,928.00 (Excl. GST)**.

## PURPOSE:

To replace Council's Ausroad Jet Patcher – Unit 45 as per the Plant Replacement Schedule.

## BACKGROUND:

Two suppliers replied to the tender supplying the Council with two quotes.

The Ausroad jet patcher offers the Council the best value out of the two quotes. It is also a proven product. Council has operated an Ausroad Jet Patcher over the last 10 years with a high level of reliability and aftersales support.

The Paveline product has a higher purchase price and is Sydney based which could potentially increase wait time for parts and service.

ASSESSMENT PANEL SCORES	
Jet patchers Tendered	TOTAL (300)
Ausroad Jet Patcher	260
Paveline	139

**PROVEN PERFORMANCE** – Over 10 years of proven reliability and cost-effective operation with our current machine.

**AFTER SALES SERVICE** – Over 10 years of proven quality aftersales and parts support based in Brisbane.

**OPERATOR USEABILITY**- The Ausroad Jet Patcher is the preferred machine for our operators and workshop technicians due to its simple yet effective design. Any issues that we have raised with our current machine have already been rectified by Ausroad in their new machine.

## RECOMMENDATION

That Council approve the purchase of the **Ausroad Jet Patcher** for the total value of **\$564,928.00 (Excl. GST)**.



# Recommendation / Report

Ordinary meeting – 18 August 2022

From: Engineering Services

## SUBJECT:

**Tender WL1.22-23 - Supply and Delivery of 1 x Wheel Loader Purchase**

## PROPOSED RESOLUTION:

That the tender for supply and delivery of one Wheel Loader be awarded to **Komatsu** for the **WA380-8 Wheel Loader** for the sum of **\$512,365 (excluding GST)**.

## PURPOSE:

To replace our 2009 Caterpillar 930H Loader – Unit 170 as per the Plant Replacement Schedule.

## BACKGROUND:

Seven different suppliers replied to the tender with eight different machines while only two of these comply with mandatory requirements specified.

The conforming tenders were assessed by a selection panel in accordance with Council's Procurement Policy and the selection criteria set out in the tender documentation.

The conforming tenders and the final weighting scores are tabled below (ranked from highest to lowest):

RANK	TENDERER	EVALUATION SCORE (300)
1	Komatsu WA380-8	284
2	Hastings Deering Caterpillar 530M	256

**RESALE VALUE** – Supplied estimate resale value of the Komatsu combined with its purchase offers better value to Council compared to the rest of the offers.

**WARRANTY** – Komatsu has the greatly superior warranty package which is 60 months or 6000hrs full machine warranty versus Caterpillars 12 months full machine warranty and 36 months or 6000hrs power train and hydraulics warranty.

**FLEET CONSISTENCY** – By purchasing the Komatsu loader it will be the same as our other loader and will use the same consumable parts which we already have in stock ready to go. It also will use the same spare tyre and quick hitch attachments which gives the Council a saving in only needing one set of each rather than two sets if we purchase a different machine.

**PROVEN PERFORMANCE** – Council's current Komatsu W380-8 currently has utilisation of 2000 machine hours and we have not experienced any significant down time and recurring issues that effects daily operations and it has proven itself to be a reliable and cost-effective option.

**ADDITIONAL FEATURES** – The Komatsu loader is the only machine that comes with a free 2000-hour service package which is a saving to the Council.

**LOCAL EMPLOYMENT-** Komatsu has a locally employed service technician which gives the Council the best aftersales service and contributes towards the local economy.

**RECOMMENDATION**

That the tender for supply and delivery of one Wheel Loader be awarded to **Komatsu** for the **WA380-8 Wheel Loader** for the sum of **\$512,365 (excluding GST)**.

**ROAD MAINTENANCE AND FLOOD DAMAGE**

Council Meeting: 18 August 2022

Road No	Road Name	Routine Maintenance Expenditure	QRA Feb 2021 Flood Damage Expenditure
4001	Adavale Road		\$ 3,099.78
4002	Alice Downs Road		\$ 354.19
4003	Allambie Road		
4004	Allendale - Warrah Road	\$ 204.55	\$ 2,017.83
4005	Armadilla Road		
4006	Bakers Bend Road		
4007	Balmacarra Road	\$ 13,737.34	\$ 12,286.98
4008	Bannermans Road		
4009	Barngo Road	-\$ 0.01	\$ 16,103.25
4010	Biddenham Road	\$ 16,804.95	\$ 1,403.44
4011	Bilbie Park Road		
4012	Biloola Road		\$ 593.94
4013	Blackburn Road		
4014	Loddon Road Black Tank		
4015	Black Ward Road	\$ 174.76	\$ 722.41
4016	Boggarella Road		
4017	Belrose Road		\$ 718.52
4018	Burrandulla Road		
4019	Albury Road		
4020	Caldervale - Khyber Road		
4021	Auburnvale Road	\$ 1,805.86	
4022	Calowrie Road		
4023	Cargara Road		
4024	Caroline Xing Road		\$ 151.22
4025	Clara Creek Road		
4026	Cooladdi Access Road		

4027	Cooladdi-Langlo Crossing		\$ 5,737.84
4028	Cooladdi-Yarronvale Road		
4029	Coolamon Road		
4030	Croxdale Road		\$ 5,321.08
4031	Cunno Road		
4032	Derbyshire Road		
4033	De Warra Road		
4034	Dilallah Bridge Road		
4035	Doobiblah Road		
4036	Dundee Road		\$ 137.60
4037	Durella Road		
4038	Fortland Road		
4039	Glenallen Road		
4040	Glenbrook Road		
4041	Greenstead Road		
4042	Guestling Road		
4043	Gundare Road		\$ 498.41
4044	Gunnawarra Road		
4045	Hillgrove Road		
4046	Hoganthulla Road		
4047	Hythe Road		
4048	Joylands Road		
4049	Khyber Road	\$ 26,074.77	\$ 153,454.98
4050	Killarney Road	\$ 1,131.42	
4051	Laguna Road	\$ 174.76	\$ 1,227.27
4052	Langlo River Road		\$ 2,499.48
4053	Maruga Road		
4054	Maryvale Road		\$ 302.40
4055	Merrigang Road		
4056	Merrigol Road		\$ 2,927.27

4057	Middle Creek Road		\$ 1,200.14
4058	Mona Road		
4059	Mt Maria Road		
4060	Meigunya Access road		
4061	Mt Tabor Road	\$ 1,540.32	\$ 292,669.66
4062	Murweh Road		
4063	Narrga (Raincourt) Road		
4064	Nebine Road		\$ 3,373.44
4065	Nebine Bollon Shortcut		
4066	Nebine Comm. Ctr Road		
4067	New Farm Road		
4068	Newholme Road		\$ 4,430.44
4069	Newstead Road		
4070	Nimboy Road		
4071	Nooraloo Road	\$ 1,372.44	\$ 665.79
4072	Norah Park Road		
4073	No 7 Block Road		\$ 91.60
4074	Old Charleville Road		\$ 229.22
4075	Old Quilpie Road		\$ 888.98
4076	Old Tambo Road		
4077	Orange Tree Xing Road		
4078	Ouida Road		
4079	Ouida Downs Road		
4080	Oxford Downs Road		
4081	Perola Park Road		
4082	Pinnacle Road		
4083	Red Ward Road	\$ 174.76	\$ 686.21
4084	Rhylstone Road		
4085	Rocky Road		\$ 151.22
4086	Rosebank Road		



4087	Roslin Road		
4088	Rose Park Road		
4089	Rosewood Road		
4090	Shelbourne Road		
4091	Sherwood Road		
4092	Loddon Road West		
4093	Tantellon road		
4094	Tregole Rioad		
4095	Uabba Road		\$ 420.77
4096	Urana Road		
4097	Valeravale Road		
4098	Wallal-Riversleigh Road		
4099	Wardsdale Road	\$ 2,788.54	\$ 456.19
4100	Waterford Road		
4101	Wellwater Road		\$ 5,162.98
4102	Wheatleigh Road	\$ 262.07	\$ 1,516.39
4103	Winneba Road		
4104	Wiringa Road		
4105	Wongalee South Rd		
4106	Wongalee North Rd		
4107	Wongamere Road		
4108	Woolabra		
4109	Wooyanong Road		\$ 602.61
4110	Boatman Wyandra Road		
4111	Red Lane Road	-\$ 0.04	\$ 122.00
4112	Borea Access Road		
4113	Clara Access Road		
4114	Caledonia Road		
4115	Wintara Road		
4117	Riccartoon Road		\$ 473.40

4118	Yanna Bridge Road		\$ 402.38
4119	27 Mile Gardens Road		
4120	Bollon Road	\$ 35,503.84	\$ 6,233.03
4121	Breakaway Road		
4122	Claren Park Road		
4123	Columbo Road		
4124	Cooladdi Pump Road		
4125	Creswell Access Road		
4129	Lasso Gowrie Road		
4130	Rosemount Road		
4131	Aronfield Road		
4132	Monamby Park Road		
4133	Northview Road		
4134	Palmers Road	\$ 0.03	
4135	Lyons Road	-\$ 0.01	
4136	Percival Road		
4137	Rainmore Road		\$ 6,863.39
4138	Westlyn Road		
	Total	\$ 101,750.35	\$ 536,197.73
	Budget	\$ 1,300,000.00	
	Percentage Expended	8%	
	Percentage through Year	11%	

<b>PLANT MAINTENANCE</b>		
Item	2021-2022 Expenditure	2022-2023 Expenditure
Wages	\$ 303,398.64	\$ 23,364.03
Parts	\$ 806,919.72	\$ 100,392.74
Tyres & Tubes	\$ 157,473.42	\$ 3,614.41
Fuels & Oils	\$ 799,629.94	\$ 95,283.61
Registration	\$ 94,271.18	\$ -
Wages (supervision)	\$ 234,809.00	\$ 22,519.54
Consumables	\$ 44,960.85	\$ 2,998.01
Workshop Apprentice	\$ 5,837.58	\$ -
Insurance	\$ 6,570.00	\$ -
Total Expenditure	\$ 2,453,870	\$ 248,172.34
	Budget Expenditure	\$ 2,599,586.00
	Percentage Expenditure	\$ 248,172.34
	Revenue to Date	\$111,086.59
	Budget Revenue	\$ 4,134,000.00
	Percentage Revenue	3%
	Percentage through Year	11%

<b>URBAN STREET MAINTENANCE</b>		
Item	2021-2022 Expenditure	2022-2023 Expenditure
Augathella Street Lighting	\$ 17,145.13	\$ 253.40
Morven Street Lighting	\$ 7,503.80	\$ -
Charleville Street Lighting	\$ 50,526.01	\$ 65.50
Augathella Street Maintenance	\$ 213,492.64	\$ 9,203.87
Morven Street Maintenance	\$ 111,125.60	\$ 5,156.99
Charleville Street Maintenance	\$ 700,280.74	\$ 54,881.66
Augathella Street Cleaning	\$ 34,510.98	\$ 2,160.90
Morven Street Cleaning	\$ 38,653.04	\$ 1,616.04
Charleville Street Cleaning	\$ 320,927.36	\$ 23,744.62
Charleville Mowing/Slashing/Weeds	\$ 54,103.43	\$ 93.63
Morven Mowing/Slashing/Weeds	\$ 49,292.31	\$ 2,064.11
Augathella Mowing/Slashing/Weeds	\$ 128,072.76	\$ 2,321.60
Total Expenditure	\$ 1,725,634	101,562.32
	Budget	\$ 1,300,000.00
	Percentage Spent	8%
	Percentage through Year	11%

<b>PUBLIC FACILITIES MAINTENANCE</b>		
Item	2021-2022 Expenditure	2022-2023 Expenditure
Augathella Public Facilities Maintenance	\$ 34,606.66	\$ 6,816.24
Morven Public Facilities Maintenance	\$ 40,767.34	\$ 3,214.04
Charleville Public Facilities Maintenance	\$ 70,330.26	\$ 6,798.83
Augathella Vandalism Expenses	\$ 160.11	\$ -
Charleville Vandalism Expenses	\$ 3,980.51	\$ 309.00
Morven Vandalism Expenses	\$ -	\$ -
Total Expenditure	\$ 149,844.88	\$ 17,138.11
	Budget	\$ 142,800.00
	Percentage Spent	12%
	Percentage through Year	11%
<b>PARKS AND GARDENS MAINTENANCE</b>		
Item	2021-2022 Expenditure	2022-2023 Expenditure
Augathella Parks & Garden	\$ 88,820.77	\$ 37,072.24
Morven Parks & Garden	\$ 79,881.09	\$ 27,537.43
Charleville Parks & Garden	\$ 706,681.15	\$ 132,528.16
Total Expenditure	\$ 875,383.01	\$ 197,137.83
	Budget	\$ 815,000.00
	Percentage Spent	24%
	Percentage through Year	11%



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 18<sup>th</sup> August 2022

## Subject

### CEO – Leave of Absence

#### PROPOSED RESOLUTION:

That pursuant to section 195 (b) of the Qld Local Government Act 2009 Council appoints the Director Corporate Services, Mr Jamie Gorry as the Acting CEO during the period of absence of the CEO from 29<sup>th</sup> August 2022 to 26<sup>th</sup> September 2022 whilst the CEO is on annual leave.

#### BACKGROUND:

##### Purpose

With my pending absence while on annual leave from 29<sup>th</sup> August 2022 I seek Council's endorsement of the Director Corporate Services, Mr Jamie Gorry to act as Acting CEO during my absence.

Section 195 of the Qld Local Government Act 2009 states via-  
A local government may appoint a qualified person to act as the chief executive officer during—  
(a) any vacancy, or all vacancies, in the position; or  
(b) any period, or all periods, when the chief executive officer is absent from duty or cannot, for another reason, perform the chief executive officer's responsibilities.

##### Financial Risks

Nil

##### Environment Risks

N/A

##### Social Risks

N/A

##### Recommendation

That pursuant to section 195 (b) of the Qld Local Government Act 2009 Council appoints the Director Corporate Services, Mr Jamie Gorry as the Acting CEO during the period of absence of the CEO from 29<sup>th</sup> August 2022 to 26<sup>th</sup> September 2022 whilst the CEO is on annual leave.

Neil Polglase  
Chief Executive Officer