



Council Meeting

20 January 2022



Graham Andrews Park after the rain
05/01/2022 08:59

MURWEH SHIRE COUNCIL MEETING

To be held Thursday 20 January 2022

- 1) Opening Prayer
- 2) Apologies
- 3) Confirmation of minutes Ordinary Meeting 16 December 2021
- 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) Chief Executive Officers Reports;
 - i. Finance
 - ii. HR
 - iii. WH&S
 - iv. Tourism
 - v. Library
 - vi. Environmental Health
 - vii. Engineering
- 9) Correspondence for consideration
- 10) Closure



TO MEET WITH COUNCIL

CHRIS HOOD
9:00AM

MINUTES OF AN ORDINARY MEETING
OF THE MURWEH SHIRE COUNCIL
HELD ON THURSDAY 16 DECEMBER 2021 AT 12:28PM.

Present	Mayor Shaun Radnedge, Cr Peter Alexander (via phone), Cr Robert Eckel, Cr Michael McKellar, Mr Neil Polglase Chief Executive Officer	
Apologies	Cr Paul Taylor	
Opening Prayer	Cr McKellar delivered the prayer for the guidance of Council.	
Attendance	The Contract Accountant and Director of Corporate Services were present when the meeting commenced.	
Minutes of Previous Council Meeting	Moved: Cr Eckel	Seconded: Cr McKellar
	"That the minutes of the Ordinary Council Meeting held 18 November 2021 be taken as read, confirmed and signed as a correct record of proceedings."	
	<u>Carried</u>	
Business Arising	<ul style="list-style-type: none"> • Road off alignment, surveyor has been contracted to undertake the work. There is an arrangement between the department and LGAQ for the works, identified a 50/50 sharing with the owner. • Drilling contractor in Morven is onsite and ahead of schedule. • Purchase of land in Augathella as discussed previous meeting is currently being arranged. 	
Close Meeting	Moved: Cr McKellar	Seconded: Cr Eckel
	"That the meeting close to the public as per Local Government Regulation 2012 s254J, 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."	
Meeting Resume	Moved: Cr McKellar	Seconded: Cr Alexander
	"That the meeting resumes normal proceedings."	
	<u>Carried</u>	
Contractor	Moved: Cr McKellar	Seconded: Cr Eckel
	"That in terms of section 235 (a) & (b) of the Qld Local Government Regulation 2012 Council approve an increase in the schedule of fees to \$120,000 per annum until 30th June 2023 for contract Clare Wilkes of Taylor Connect (formerly Rainmaker Strategic Planning Pty. Ltd) to undertake public relations, advocacy, and lobbying services."	
	<u>Carried</u>	

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Suspend Standing Orders	Moved: Cr McKellar	Seconded: Cr Alexander
	“That the meeting suspends standing orders to receive a Murweh resident’s delegation in regard to COVID 19 and mandatory vaccination.”	
		<u>Carried</u>
Resume Normal Proceedings	Moved: Cr McKellar	Seconded: Cr Eckel
	“That the meeting resume normal proceedings.”	
		<u>Carried</u>
Financial Report	Moved: Cr Eckel	Seconded: Cr McKellar
	“That the Financial Report be received.”	
		<u>Carried</u>
Attendance	The accountant exited the meeting at 1:52pm.	
Human Resources Report	Moved: Cr Alexander	Seconded: Cr McKellar
	“That the Human Resources report be received.”	
		<u>Carried</u>
Workplace Health and Safety Report	Moved: Cr McKellar	Seconded: Cr Eckel
	“That the Workplace Health and Safety Report be received.”	
		<u>Carried</u>
Tourism Section Reports	Moved: Cr McKellar	Seconded: Cr Alexander
	“That the reports from the Tourism Section (Cosmos, VIC, WWII Tour & Base) be received.”	
		<u>Carried</u>
Libraries Report	Moved: Cr Eckel	Seconded: Cr Alexander
	“That the Libraries Report be received.”	
		<u>Carried</u>
Attendance	The Director of Environment and Health Services entered the meeting at 2.46pm.	

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Environmental & Health Services Report	Moved: Cr Eckel	Seconded: Cr Alexander
	“That the report from Environmental and Health Services be received.”	
	<u>Carried</u>	
Attendance	The Director of Environment and Health Services exited the meeting at 3.04pm.	
Cluster Fence \$1M Funding Subsidy	Moved: Cr Eckel	Seconded: Cr McKellar
	That the flying minute dated and circulated on 24 November 2021 be endorsed (as per Councillor affirmative responses):	
	<i>“That Council confirms subsidy approval to the following groups who have expressed an interest in receiving a subsidy and subject to individual Associations being formed to receive the subsidy and to deliver the works required;</i>	
	<ul style="list-style-type: none"> • <i>Nive River Cluster Group – 6 Entities to erect 67kms of fencing to protect 56,000 Hectares</i> • <i>Mayfield Cluster Group – 2 Entities to erect 84 kms to protect 38,000 Hectares</i> • <i>Reynella Cluster Group – 2 entities to erect 70kms to protect 32,000 Hectares</i> • <i>Loddon Cluster Group – 4 entities to erect 93 kms to protect 62,000 Hectares’</i> 	
	<u>Carried</u>	
Attendance	The Director of Corporate Services exited the meeting at 3.18pm.	
	The Director of Engineering Services entered the meeting at 3.18pm.	
Engineering Report	Moved: Cr McKellar	Seconded: Cr Alexander
	“That the Engineering Services Report be received.”	
	<u>Carried</u>	
Organisational Structure Review	Moved: Cr Eckel	Seconded: Cr McKellar
	“That Council adopt the review of the organisational structure as presented.”	
	<u>Carried</u>	
LED Community Billboard	Moved: Cr Eckel	Seconded: Cr Alexander

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"That following the closure of the Charleville Progress Association, the LED community billboard handed to Council be installed at Murweh Shire Council Office (garden bed opposite driveway)."

Carried

**Rates Arrears
over 3 Years
Proposal for Sale**

Moved: Cr Alexander

Seconded: Cr McKellar

"That Council in terms of section 140 (1),(2) of the Queensland Local Government Regulation 2012 sell the properties as listed for arrears 3yrs and over."

Carried

Meeting Close

There being no further business the Mayor declared the meeting closed at 4.37pm.

Cr Shaun Radnedge
Mayor



FINANCIAL REPORT
December 2021
COUNCIL MEETING
20 January 2022

Report - Period Ending 31 December 2021

Highlights of this month's Financial Report:

Revenue

Total revenue of \$ 13.4M to 31 December 2021 represents 35 % of the total budget of \$38.0M.

These statements are for 6 months of the financial year and generally would represent 50% of the overall budget.

Actual revenue year to date is behind at 35%, mainly due to capital grants not yet received, such as Roads to recovery and LRCI Stage 1 and 2 final payments. In addition, LRCI Stage 3 (\$2.4m) project submission will commence in January 2022. FAGs advance payment equivalent to six months allocation generally gets paid in June.

Expenses

Total expenditure of \$ 15.7M to 31 December 2021 represents 48 % of the total budgeted expenditure of \$33.0M.

Actual expenses of 48% are below the year to date of budget of 50% as at December 2021.

Depreciation for the month of December has been processed and reflected in the financial system.

Outcome

There is currently a cash balance of \$ 3.9M, down by \$ 1.2M compared to the November cash balance. Note that the grader purchase amounting to \$380K was paid in December 2021.

Restricted cash – grant not yet spent: \$ 0.91M (last month \$ 0.92M).

Actual unrestricted/surplus cash: \$ 3.0M (last month \$ 4.2M), down by \$ 1.2M.

It is also noted that net cost to operate the tourism facilities at the end of December was \$ 720K (excluding depreciation of \$36K) compared with budget of \$ 582K. Actual amount includes stock value which should normalise during the financial year.

Capital Works

See the Capital Funding Report 2021 – 22 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 December 2021

CASH AT BANK			
Operating Account			\$389,639
SHORT TERM INVESTMENTS			
National Bank of Australia		\$	-
QTC Cash Fund			\$3,500,663
	Total	\$	3,890,302
<p>The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors.</p>			
Cash backed Current Liabilities (AL,LSL,SL,RDO)			\$2,256,612
Restricted cash - grants received not yet spent less grants receivable			\$911,810
		\$	3,168,422
<p>Balance of estimated rates/other debtors - estimated creditors:</p>			
	(\$1,348,034	-
			\$351,945)
		\$	996,089
Plus cash surplus	\$	3,890,302	-
		\$	3,168,422
		\$	721,880
Working Capital		Total	\$ 1,717,969

2. Monthly Cash Flow Estimate: - January 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	\$1,300,000	Lease Payments	\$0
Total	\$1,900,000	Total	\$1,800,000
Therefore cash is expected to increase by		\$100,000	in the period.

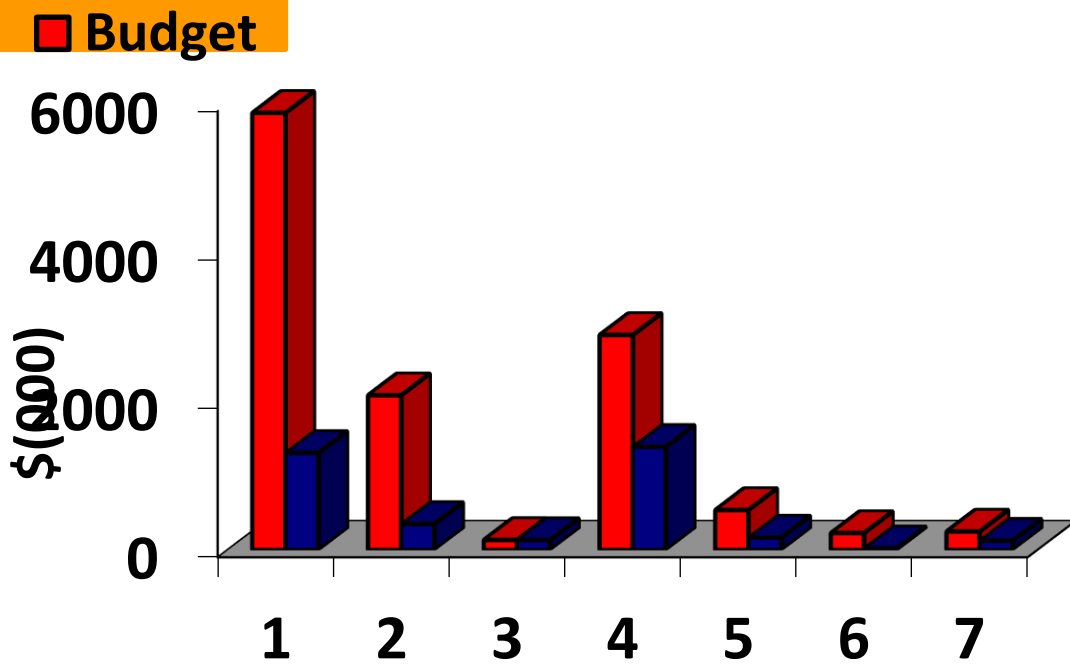
3. Comparative Data for the month of December 2021

Comparative Year	2021	2020	2019
	\$000	\$000	\$000
Cash position**	\$3,890	\$11,067	\$6,843
Working capital	\$1,718	\$2,683	\$4,650
Rate arrears*	\$ 793	\$1,007	\$875
Outstanding debtors	\$ 288	\$37	\$517
Current creditors	\$ 20	\$6	\$346
Total loans	\$2,946	\$2,003	\$2,438

*Net of rates paid in advance of \$276,554.

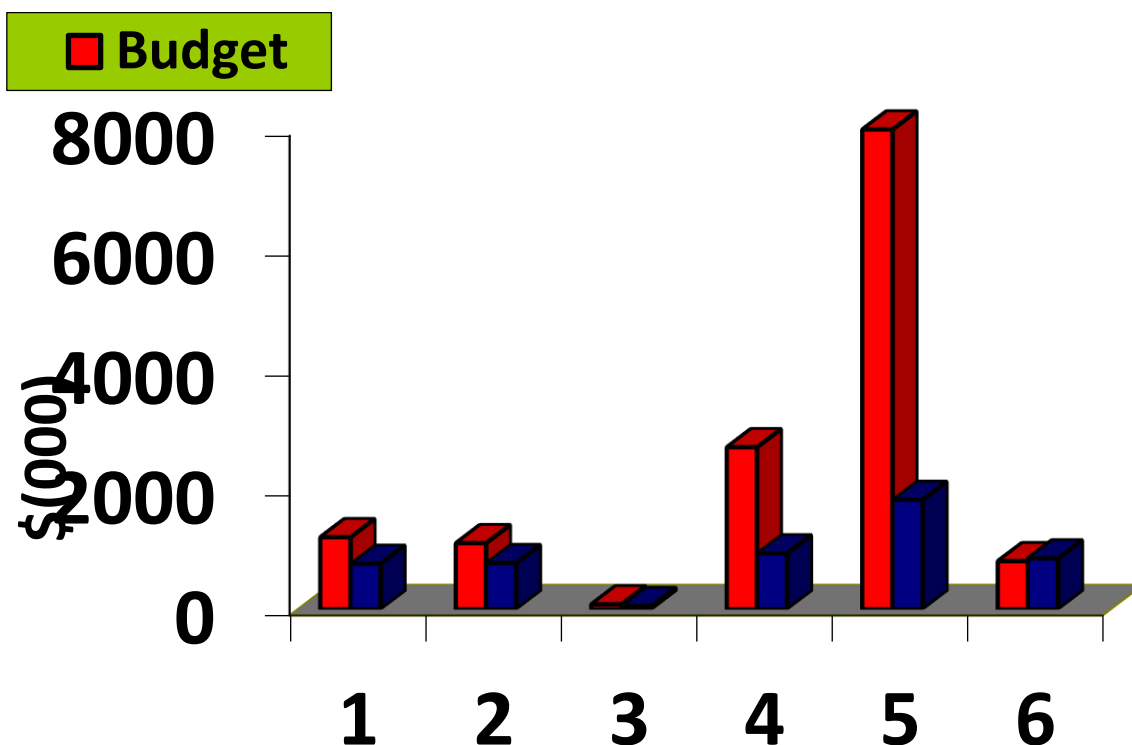
**Cash position high in 2020 due to 2020 flood damage and capital grants not spent

4. Capital Funding: Year to 31 December 2021



Total Capital Funding		\$11,982	\$3,474	28.99%
1	Buildings / Other Structures	\$5,873	\$1,304	22.20%
2	Plant & Equipment / Furniture & Fittings	\$2,080	\$347	16.68%
3	Airport Upgrade	\$132	\$131	99.24%
4	Roads & Drainage Infrastructure	\$2,891	\$1,386	47.94%
5	Water & Sewerage Infrastructure	\$535	\$165	30.84%
6	Office/Other Equip	\$225	\$19	8.44%
7	QTC - Loan Redemption	\$246	\$122	49.59%

5. Road Works Expenditure: Year to 31 December 2021



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	Total Road Expenditure	\$13,880	\$5,177	37%
1	Rural Roads	\$1,200	\$757	63%
2	Town Streets	\$1,100	\$768	70%
3	Private Works	\$80	\$53	66%
4	RMPC Works	\$2,700	\$931	34%
5	Flood Damage	\$8,000	\$1,822	23%
6	Othe (Diamantina Contract)	\$800	\$846	106%














6. ATTACHMENTS

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

Capital Expenditure as at 31 December 2021

Projects										
Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Revised Budget Project Costs 2021-22	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
Airport										
242-4000-0	8000-3601-0	Augathella Airstrip Upgrade	DISER	\$77,058	100.08%	\$77,000	DES	Project complete		
	8000-3605-0	Reseal LRCI 2	LRCI 2	\$53,098	96.54%	\$55,000	DES	Project complete		
	Sub total			\$130,156	98.60%	\$132,000				
Buildings	8000-2580-0	LRCI Stage 3 - Projects TBA	LRCI Stage 3	\$0	0.00%	\$2,432,178	EMT	Not started, funding not available until January 2022		
360-4000-0	8000-2501-0	Charleville Aged Care Upgrade - Drought	Drought Funding	\$31,000	114.31%	\$27,120	DCS	Project 90% complete		
	8000-2502-0	Augathella Aged Care Upgrade - Drought	Drought Funding	\$8,831	17.78%	\$49,668	DCS	Actual amount spent excludes commitment of \$42K. Project 80% done - 2 units bathroom still to complete and 1 kitchen floor to be replaced. Expected to be finalised during January 2022.		
	8000-2560-0	Charleville Gym Expansion-BoR	Building our Regions	\$136,435	99.45%	\$137,187	EDO	Project completed, final acquittal submitted		
	8000-2570-0	Upgrade Council Chambers (outside and internal floor coverings)	LRCI Stage 1	\$103,662	86.88%	\$119,321	CEO	All internal works completed. Outside painting contractor commenced. Requested quotation for roof and guttering repairs (new). Grant completion extended to 30th June 22.		
	8000-2582-0	Morven Tourist Office-COVID	W4Qld Covid	\$46,445	118.25%	\$39,277	DCS	Project 95% Complete - final fit out has been completed, and signage installed. Final inspections to be completed.		
	8000-2583-0	Augathella History Museum-COVID	W4Qld Covid	\$19,972	140.64%	\$14,201	EDO	Project complete including internal fitouts		
	8000-2586-0	Town Hall Upgrades - Augathella & Morven COVID	W4Qld Covid	\$38,800	127.67%	\$30,392	DCS	Project 100% complete - Augathella Hall & Morven Hall are Complete.		

CAPITAL WORKS PROJECTS
2021-22

Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Revised Budget Project Costs 2021-22	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
	Sub total			\$385,145	13.52%	\$2,849,344				
Other Structures	8000-1892-0	Morven Rail (Freight) Hub	General fund	\$105,531	52.77%	\$200,000	DCS	Project 95% complete - weighbridge software upgrades completed, electrical fit out of shed complete, some minor drainage/stabilisation works (retaining walls etc) being undertaken.		
370-4000-0	8000-1893-0	Morven Rail (Freight) Hub Bore	Main Roads	\$63,503	11.34%	\$560,000	DCS	Project 40% complete - Early Works - install of Mains 1 (Pipe to fodder shed) 2 (Bore to storage) 3 (bore to wash pad) and associated trenching completed. Johnson's Drilling is now on site and will be commencing the drill during the week of 13.12.21		
	8000-2595-0/8000-2358-0	Upgrade existing Toddler Pool at Charleville Swimming pool - W4Qld	W4Qld 2021/24	\$1,906	0.83%	\$230,000	DEH	Awaiting design and quotations		
	8000-2579-0	Charleville Weighbridge - W4Qld	W4Qld 2021/24	\$0	0.00%	\$400,000	DES	Brandons completed concept design. Still reviewing possible location for development. No funding spent YTD		
	8000-2596-0	Ward River Ablution Block - W4 Qld	W4Qld 2021/24	\$0	0.00%	\$150,000	DES	Not started. Contacted DNRE where the facility will be located, provided lot number and awaiting response.		
	8000-2597-0	Amenities at Angellala Bridge Hero Site - W4Qld	W4Qld 2021/25	\$0	0.00%	\$250,000	DES	Not started. Road Corridor permit from TMR has been obtained. Awaiting on Ward River permit so both can be deliver at the same time.		
	8000-2598-0	Refurbish Shire Libraries -W4Qld	W4Qld 2021/24	\$14,360	9.57%	\$150,000	DCS	Project 10% complete - RFQs have gone out for Flooring and Painting of the Charleville Library. Cabinetry & Storage installed at the Augathella Library.		
	8000-2599-0	Upgrade Morven Camp - W4Qld	W4Qld 2021/24	\$0	0.00%	\$150,000	WHSO	Contacted possible suppliers from Central Highlands to Maranoa. In progress, no funding spent YTD.		
	8000-2600-0	Cosmos renewals	Council general fund	\$20,524	102.62%	\$20,000	DCS	Project near completion		
	8000-2601-0	Sound system - Showgrounds	Council general fund	\$1,210	1.21%	\$100,000	Barry W	Not started, quotes are being sought.		



CAPITAL WORKS PROJECTS
2021-22

Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Revised Budget Project Costs 2021-22	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
	8000-2361-0	Morven Freight Hub Truck Wash Facility	Building our Regions	\$312,696	79.91%	\$391,302	DCS	Project 90% complete - final stages of commissioning. Shelter constructed, Avdata system testing under way, minor electrical issues resolved. Need to fix pressure nossal and some minor erosion works tidied up. Signage to be installed		
	8000-2368-0	Morven Rec Lighting - Drought	Drought Communities	\$52,990	48.17%	\$110,000	DCS	Supply and installation of the field lighting obtained. First invoice paid		
	8000-2520-0	Charleville Racecourse Works - W4Qld	W4Qld	\$44,321	103.00%	\$43,030	DES	W4Q money has been spent		
	8000-2577-0	Charleville Racecourse LRCI	LRCI Stage 1	\$239,919	120.58%	\$198,978	DES	LRCI funding has been spent including contribution to Racing Qld		
	8000-2592-0	Botanical renewals (LRCI 2)	LRCI Stage 2	\$25,100	78.33%	\$32,044	DES	Work in progress expected to be completed by January 2022		
	8000-2593-0	Park furniture (LRCI 2)	LRCI Stage 2	\$32,738	84.83%	\$38,591	DES	Work in progress expected to be completed by January 2022		
	Sub total			\$914,797	30.25%	\$3,023,945				
Plant Replacement	8000-1200-0	Heavy and Light Plant	General	\$346,556	16.66%	\$2,080,000	DES/AE	Grader delivered and paid. Committed purchase sand bagging machine. One ute sold for \$20K by local car dealer.		
445-4000-0	Sub total			\$346,556	16.66%	\$2,080,000				
Roads										
525-4000-0	8000-2306-0	Kerb and Channel renewals LRCI 2	LRCI Stage 2	\$76,580	76.58%	\$100,000	DES	Work in Progress, still to seal end of road, Hood St.		
	8000-3021-0	Charleville Levee bank renew LRCI 1	LRCI Stage 2	\$197,677	98.84%	\$200,000	DES	Completed and seeding done.		
	8000-2584-0	Levee bank renewals LRCI 2	LRCI Stage 1	\$133,059	88.71%	\$150,000	DES	Completed and seeding done.		
	8003-4049-0	Khyber Rd 28.1 - 30.76	R2R/TIDS	\$915	0.20%	\$450,000	DES	Preparation works started		
	8004-4049-0	Khyber Rd 56 - 61	R2R/TIDS	\$8,994	1.00%	\$900,000	DES	Preparation works started		
	8004-4050-0	Killarney 76.73 - 80.87	R2R/TIDS	\$764,081	127.35%	\$600,000	DES	Works completed. Overspent will be reallocated from other roads funded by R2R & TIDS		

**CAPITAL WORKS PROJECTS
2021-22**

Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Revised Budget Project Costs 2021-22	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
	8000-3020-0	Town Streets Reseals	R2R	\$148,522	61.60%	\$241,089	DES	Watson, Eyre, Wills and Edwards Streets completed		
	8001-3040-0	Footpath renewals	Council general fund	\$49,908	33.27%	\$150,000	DES	Works in progress, Victoria St Morven and Main St Augathella		
	8000-2305-0	Kerb and Channel renewals	Council general fund	\$8,343	8.34%	\$100,000	DES	Work in Progress, Main St Augathella		
	Sub total			\$1,388,078	48.01%	\$2,891,089				
Water	8000-5254-0	Charleville water renewals	General	\$93,903	62.60%	\$150,000	DES	Work in progress		
555-4000-0	8000-5260-0	Morven water renewals	General	\$12,643	12.64%	\$100,000	DES	Tender for works being prepared		
	8000-5252-0	Augathella water renewals	General	\$4,824	9.65%	\$50,000	DES	This work has not started		
	8000-5275-0	Bores - Colladi	Drought	\$33,257	95.02%	\$35,000	DES	Project nearly finished. Ergon to connect separate meter. To install cage over the pump.		
	Sub total			\$144,627	43.17%	\$335,000				
Sewerage	8000-5350-0	Sewerage Augathella	General	\$0	0.00%	\$50,000	DES	11 Flowmeters in Augathella to be replaced.		
585-4000-0	8000-5360-0	Sewerage Charleville	General	\$21,430	14.29%	\$150,000	DES	Pump station switchboards 1 completed, SPS 7 and 9 work in progress		
	Sub total			\$21,430	10.72%	\$200,000				
Office Equip	8000-1782-0	Computers Renewals	General	\$17,106	68.42%	\$25,000	DEH	Purchased desktops. On going		
597-4000-0	8000-1790-0	IT/Finance and Records System	General	\$1,875	0.94%	\$200,000	DCS	Implementation meetings conducted in early 2021. New system to be implemented by 1 July 2022. Records system implemented. Basic information gathering commenced		
	Sub total			\$18,981	8.44%	\$225,000				
	Total Capital			\$3,349,770	\$3	\$11,736,378				

CAPITAL WORKS PROJECTS
2021-22

Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Revised Budget Project Costs 2021-22	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
Loan repayments		Current Loans Payments	General	\$121,737	49.59%	\$245,497	DCS	First & second quarter QTC loan paid		
640-672-5000										
	Sub total			\$121,737	49.59%	\$245,497				
GRAND TOTAL				\$3,471,507	29%	\$11,981,875				

STATEMENT OF RATES AND CHARGES

31 DECEMBER 2021



	ARREARS 30 JUNE 2021	LEVIES	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	PENSIONER STATE	PENSIONER COUNCIL	BALANCE
<i>Charleville</i>	\$179,336.31	\$665,475.61	\$5,121.59	\$541,385.56	\$55,386.54	\$6.57	\$16,853.35	\$35,040.54	\$201,260.95
<i>Augathella</i>	\$27,380.72	\$74,121.70	\$842.59	\$53,437.25	\$6,003.69	\$6.39	\$3,576.80	\$8,528.32	\$30,792.56
<i>Murven</i>	\$12,167.60	\$36,541.00	\$298.27	\$30,058.06	\$2,963.90	\$0.00	\$1,705.60	\$3,990.00	\$10,289.31
Total Urban	\$218,884.63	\$776,138.31	\$6,262.45	\$624,880.87	\$64,354.13	\$12.96	\$22,135.75	\$47,558.86	\$242,342.82
<i>Rural</i>	\$166,454.71	\$1,281,267.87	\$4,795.71	\$1,148,281.82	\$117,793.99	\$600.80	\$3,233.00	\$5,192.70	\$177,415.98
TOTAL GENERAL	\$385,339.34	\$2,057,406.18	\$11,058.16	\$1,773,162.69	\$182,148.12	\$613.76	\$25,368.75	\$52,751.56	\$419,758.80
CLEANSING	\$103,516.58	\$327,718.50	\$2,915.74	\$288,298.80	\$27,415.43	\$2.55	\$7,753.02	\$0.00	\$110,681.02
SEWERAGE	\$132,239.16	\$466,764.90	\$3,445.04	\$430,569.96	\$40,256.84	\$0.00	\$199.79	\$0.00	\$131,422.51
WATER	\$282,068.96	\$886,477.00	\$7,963.17	\$799,000.44	\$75,189.07	\$22.46	\$678.12	\$0.00	\$301,619.04
EXCESS WATER	\$13,300.89	\$51,284.40	\$0.00	\$44,296.92	\$0.00	\$0.00	\$0.00	\$0.00	\$20,288.37
C.E.D.	\$14,836.80	\$44,186.15	\$359.29	\$40,109.35	\$3,725.57	\$13.60	\$0.00	\$0.00	\$15,533.72
LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LAND CHARGES	\$15,523.45	\$0.00	\$0.00	\$2,416.80	\$0.00	\$0.00	\$0.00	\$0.00	\$13,106.65
TOTALS	\$946,825.18	\$3,833,837.13	\$25,741.40	\$3,377,854.96	\$328,735.03	\$652.37	\$33,999.68	\$52,751.56	\$1,012,410.11
STATE EMERGENCY LEVY									\$56,882.56
TOTAL CURRENT & ARREARS									\$1,069,292.67
RATES PAID IN ADVANCE									\$276,554.01
TOTAL OUTSTANDING									\$792,738.66

ARREARS ANALYSIS

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	Total
\$268,459.26	\$316,873.70	\$149,285.57	\$78,156.48	\$36,077.65	\$17,217.34	\$103,222.67	\$969,292.67

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 54% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)				
		31 Dec 2021	Budget	31 Dec 2021	Budget	31 Dec 2021	Budget			
1000-0001	EXECUTIVE MANAGEMENT									
1100-0002	CORP GOVERNANCE SUB PROGRAM	0.00	0%	0	274,008.04	54%	505,987	(274,008.04)	54%	(505,987)
1200-0002	SPECIAL OPERATIONS SUB PROGRAM	0.00	0%	0	3,095.39	56%	5,507	(3,095.39)	56%	(5,507)
1300-0002	DISASTER MANAGEMENT SUB PROGRAM	17,103.24	98%	17,500	27,602.28	26%	104,750	(10,499.04)	12%	(87,250)
1500-0002	HUMAN RESOURCES SUB PROGRAM	0.00	0%	0	92,187.55	62%	148,974	(92,187.55)	62%	(148,974)
1000-0001	EXECUTIVE MANAGEMENT	17,103.24	98%	17,500	396,893.26	52%	765,218	(379,790.02)	51%	(747,718)
2000-0001	CORPORATE SERVICES									
2100-0002	REVENUE SUB PROGRAM	3,296,441.00	36%	9,284,071	0.00	0%	0	3,296,441.00	36%	9,284,071
2200-0002	STORES OPERATION SUB PROGRAM	0.00	0%	0	35,366.23	26%	138,082	(35,366.23)	26%	(138,082)
2300-0002	ADMINISTRATION SUB PROGRAM	122,715.51	112%	110,000	1,323,078.74	45%	2,939,408	(1,200,363.23)	42%	(2,829,408)
2400-0002	FINANCE SUB PROGRAM	0.00	0%	0	23,547.03	68%	34,403	(23,547.03)	68%	(34,403)
2500-0002	ONCOSTS SUB PROGRAM	0.00	0%	0	287,605.69	---	0	(287,605.69)	---	0
2600-0002	LIBRARY SUB PROGRAM	10,271.17	121%	8,500	127,812.08	46%	280,614	(117,540.91)	43%	(272,114)
2700-0002	AERODROMES SUB PROGRAM	152,828.27	49%	310,000	493,353.52	57%	858,502	(340,525.25)	62%	(548,502)
2800-0002	AREA PROMOTION/DEVT SUB PRO									
2800-0003	ECONOMIC DEVELOPMENT	1,506,627.06	27%	5,488,289	407,504.50	90%	452,332	1,099,122.56	22%	5,035,957
2805-0003	COUNCIL HOUSING	0.00	0%	0	57,663.12	54%	106,500	(57,663.12)	54%	(106,500)
2815-0003	CULTURAL DEVELOPMENT	25,500.00	102%	25,000	111,521.61	63%	176,136	(86,021.61)	57%	(151,136)
2820-0003	TOURISM & PROMOTION									
2855-0004	TOURISM AND PROMOTION	966,320.40	54%	1,800,000	1,723,215.25	72%	2,382,212	(756,894.85)	130%	(582,212)
2820-0003	TOURISM & PROMOTION	966,320.40	54%	1,800,000	1,723,215.25	72%	2,382,212	(756,894.85)	130%	(582,212)
2800-0002	AREA PROMOTION/DEVT SUB PRO	2,498,447.46	34%	7,313,289	2,299,904.48	74%	3,117,180	198,542.98	5%	4,196,109
2000-0001	CORPORATE SERVICES	6,080,703.41	36%	17,025,860	4,590,667.77	62%	7,368,189	1,490,035.64	15%	9,657,671
3200-0001	HEALTH/ENVIRONMENTAL SERVICES									
3200-0002	SPORT, REC & COMMUNITY FACILITIES									
3200-0003	SPORTS & RECREATION FACILITIES									
3200-0004	PARKS GARDENS & RESERVES	26,728.97	45%	60,000	789,236.22	60%	1,314,966	(762,507.25)	61%	(1,254,966)
3220-0004	RACECOURSE	41,611.45	177%	23,500	78,599.08	41%	193,600	(36,987.63)	22%	(170,100)
3240-0004	SWIMMING POOLS	0.00	0%	0	206,313.15	60%	341,720	(206,313.15)	60%	(341,720)
3200-0003	SPORTS & RECREATION FACILITIES	68,340.42	82%	83,500	1,074,148.45	58%	1,850,286	(1,005,808.03)	57%	(1,766,786)

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 54% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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	REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)				
	31 Dec 2021	Budget	31 Dec 2021	Budget	31 Dec 2021	Budget			
3260-0003 COMMUNITY FACILITIES									
3260-0004 TELEVISION, CCTV and WIFI	0.00	0%	0	43,988.36	116%	37,917	(43,988.36)	116%	(37,917)
3270-0004 HALLS & CENTRES	27,298.33	57%	48,000	133,293.35	55%	242,983	(105,995.02)	54%	(194,983)
3280-0004 SHOWGROUNDS	16,195.83	108%	15,000	122,375.01	48%	256,000	(106,179.18)	44%	(241,000)
3290-0004 CEMETERIES & MEMORIALS	18,221.44	46%	40,000	66,686.96	48%	140,380	(48,465.52)	48%	(100,380)
3320-0004 PUBLIC CONVENIENCES	0.00	0%	0	87,550.92	54%	162,848	(87,550.92)	54%	(162,848)
3330-0004 AGED CARE	35,163.58	39%	90,000	100,799.55	57%	177,800	(65,635.97)	75%	(87,800)
3260-0003 COMMUNITY FACILITIES	96,879.18	50%	193,000	554,694.15	54%	1,017,928	(457,814.97)	55%	(824,928)
3200-0002 SPORT, REC & COMMUNITY FACILITIES	165,219.60	60%	276,500	1,628,842.60	57%	2,868,214	(1,463,623.00)	56%	(2,591,714)
3400-0002 ENVIRONMENTAL SUB PROGRAM									
3410-0003 COMMUNITY HEALTH	10,350.35	53%	19,500	33,093.47	40%	83,000	(22,743.12)	36%	(63,500)
3435-0003 ANIMAL CONTROL	24,932.58	45%	55,500	148,230.98	61%	244,152	(123,298.40)	65%	(188,652)
3460-0003 RESERVES	0.00	0%	0	143,962.58	52%	275,700	(143,962.58)	52%	(275,700)
3475-0003 STOCK ROUTES	200,000.00	20%	1,000,000	129,189.09	9%	1,373,739	70,810.91	-19%	(373,739)
3400-0002 ENVIRONMENTAL SUB PROGRAM	235,282.93	22%	1,075,000	454,476.12	23%	1,976,591	(219,193.19)	24%	(901,591)
3500-0002 REFUSE MANAGEMENT SUB PROGRAM									
3500-0004 CHARLEVILLE REFUSE MANAGEMENT	267,075.15	50%	532,195	283,213.34	56%	510,174	(16,138.19)	-73%	22,021
3540-0004 MORVEN REFUSE MANAGEMENT	12,079.86	53%	23,009	15,550.25	34%	45,762	(3,470.39)	15%	(22,753)
3570-0004 AUGATHELLA REFUSE MANAGEMENT	26,418.05	50%	52,674	11,121.67	42%	26,206	15,296.38	58%	26,468
3500-0002 REFUSE MANAGEMENT SUB PROGRAM	305,573.06	50%	607,878	309,885.26	53%	582,142	(4,312.20)	-17%	25,736
3200-0001 HEALTH/ENVIRONMENTAL SERVICES	706,075.59	36%	1,959,378	2,393,203.98	44%	5,426,947	(1,687,128.39)	49%	(3,467,569)
4000-0001 ENGINEERING SERVICES									
4100-0002 ENGINEERING OFFICE SUB PROGRAM	0.00	0%	0	2,019,165.58	52%	3,874,172	(2,019,165.58)	52%	(3,874,172)
4200-0002 BUILDING & PLANNING SUB PROGRAM	14,542.00	58%	25,000	67,218.23	64%	105,500	(52,676.23)	65%	(80,500)
4300-0002 PLANT OPERATIONS SUB PROGRAM	32,346.57	36%	90,000	(163,172.57)	23%	(700,604)	195,519.14	25%	790,604
4400-0002 PRIVATE WORKS ACTIVITIES	1,215,165.12	30%	4,047,334	1,578,253.06	66%	2,380,000	(363,087.94)	-22%	1,667,334
4500-0002 OTHER ROAD ACTIVITIES SUB PROGRAM	4,079,344.70	33%	12,460,000	3,862,222.12	34%	11,525,982	217,122.58	23%	934,018
4000-0001 ENGINEERING SERVICES	5,341,398.39	32%	16,622,334	7,363,686.42	43%	17,185,050	(2,022,288.03)	359%	(562,716)
5100-0001 WATER & SEWERAGE SERVICES									
5100-0002 WATER SUPPLY ACTIVITIES SUB PROGRAM									
5100-0003 CHARLEVILLE WATER	732,768.48	51%	1,441,973	235,817.04	37%	638,899	496,951.44	62%	803,074

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 54% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)				
		31 Dec 2021	Budget	31 Dec 2021	Budget	31 Dec 2021	Budget			
5200-0003	MORVEN WATER	50,682.82	50%	101,301	46,674.90	44%	106,899	4,007.92	-72%	(5,598)
5300-0003	AUGATHELLA WATER	87,061.74	46%	187,457	54,571.83	32%	170,722	32,489.91	194%	16,735
5390-0003	WATER DEPRECIATION	0.00	0%	0	284,115.88	51%	554,932	(284,115.88)	51%	(554,932)
5100-0002 WATER SUPPLY ACTIVITIES SUB PROGRAM		870,513.04	50%	1,730,731	621,179.65	42%	1,471,452	249,333.39	96%	259,279
5400-0002 SEWERAGE ACTIVITIES SUB PROGRAM										
5400-0003	CHARLEVILLE SEWERAGE	429,146.30	50%	861,627	157,337.08	37%	430,970	271,809.22	63%	430,657
5450-0003	AUGATHELLA SEWERAGE	40,806.27	50%	82,310	27,567.13	65%	42,690	13,239.14	33%	39,620
5490-0003	SEWERAGE DEPRECIATION	0.00	0%	0	175,199.67	55%	318,960	(175,199.67)	55%	(318,960)
5400-0002 SEWERAGE ACTIVITIES SUB PROGRAM		469,952.57	50%	943,937	360,103.88	45%	792,620	109,848.69	73%	151,317
5100-0001 WATER & SEWERAGE SERVICES		1,340,465.61	50%	2,674,668	981,283.53	43%	2,264,072	359,182.08	87%	410,596
TOTAL REVENUE AND EXPENDITURE		13,485,746.24	35%	38,299,740	15,725,734.96	48%	33,009,476	(2,239,988.72)	-42%	5,290,264

		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Dec 2021	BUDGET	31 Dec 2021	BUDGET
CURRENT ASSETS						
=====						
0100-0001	CURRENT ASSETS					
0105-3000	Cash at Bank - General Account	273,777.59	114,291.95	---	388,069.54	897,573
0110-3000	Cash on Hand	1,570.00	0.00	0%	1,570.00	1,438
0115-3000	QTC - Cash Investments	6,853,327.51	(3,352,664.21)	---	3,500,663.30	5,147,732
0116-3000	NAB - Term Deposits	0.00	0.00	0%	0.00	0
0117-3000	Cash: Cosmos Centre Float	800.00	0.00	0%	800.00	400
0118-3000	Cash: Visitor Info Centre	300.00	0.00	0%	300.00	0
0120-3000	Accounts Receivable - Rates	739,129.92	53,608.74	---	792,738.66	613,788
0121-3000	Acct Rec - Rates EOY Receipts	256,015.86	(256,015.86)	---	0.00	0
0127-3000	Provision for Doubtful Rates	0.00	0.00	0%	0.00	0
0130-3000	Stores and Materials	234,101.85	(24,479.50)	---	209,622.35	230,151
0132-3000	Inventory - Cosmos Centre	64,626.31	0.00	0%	64,626.31	36,515
0140-3000	Prepaid Expenses	217,032.18	(217,032.18)	---	0.00	170,792
0147-3000	Accrued Revenue - General	90,461.69	(90,461.69)	---	0.00	0
0148-3000	Contract Assets	780,900.67	(271,362.50)	---	509,538.17	0
0150-3000	Workers Compensation Receivable	604.43	(1,269.66)	---	(665.23)	31,131
0155-3000	Accounts Receivable - Debtors	913,186.87	(893,109.85)	---	20,077.02	2,327,260
0156-3000	Accts Rec - Debtors EOY Receipts	(92,901.19)	92,901.19	---	0.00	0
0160-3000	Provision for Doubtful Debts	(1,109.21)	0.00	0%	(1,109.21)	(15,000)
0165-3000	GST Receivable/Suspense	305,802.41	(280,120.48)	---	25,681.93	(13,934)
0170-3000	Residential Land for Resale	1,126,917.85	0.00	0%	1,126,917.85	0
0171-3000	Provision for Obsolescence	(672,392.00)	0.00	0%	(672,392.00)	0
0100-0001	CURRENT ASSETS TOTAL	11,092,152.74	(5,125,714.05)	---	5,966,438.69	9,427,846
TOTAL CURRENT ASSETS		11,092,152.74	(5,125,714.05)	---	5,966,438.69	9,427,846

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 54% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Dec 2021	BUDGET	31 Dec 2021	BUDGET
NON-CURRENT ASSETS						
=====						
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	0.00	0.00	0%	0.00	0%
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	14,559,396.66	0.00	0%	14,559,396.66	143%
0241-4000	Accum Depn - Aerodrome Landing Strip	(2,568,128.17)	(109,406.39)	29%	(2,677,534.56)	79%
0242-4000	WIP - Aerodrome Upgrade	429,539.07	128,609.88	97%	558,148.95	9%
0300-4000	Buildings at Cost	9,764,003.39	0.00	0%	9,764,003.39	>999%
0310-4000	Buildings at Valuation	57,207,640.81	0.00	0%	57,207,640.81	111%
0320-4000	Accum Depn - Buildings	(23,556,464.99)	(529,681.48)	83%	(24,086,146.47)	183%
0330-4000	Other Structures at Cost	6,659,480.29	0.00	0%	6,659,480.29	>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	(3,227,348.84)	(229,220.98)	---	(3,456,569.82)	118%
0360-4000	WIP - Buildings	904,518.24	426,658.50	15%	1,331,176.74	9%
0370-4000	WIP - Other Structures	940,423.02	931,896.36	31%	1,872,319.38	9%
0380-4000	Parks at Cost	1,328,550.74	0.00	0%	1,328,550.74	---
0381-4000	Accum Depn - Parks	(425,424.59)	(49,254.79)	8%	(474,679.38)	37%
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	(3,758,931.05)	(73,682.46)	99%	(3,832,613.51)	270%
0411-4000	Plant	14,212,679.93	(75,936.18)	---	14,136,743.75	100%
0415-4000	Accum Depreciation - Plant	(6,546,024.87)	(220,156.06)	27%	(6,766,180.93)	68%
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	155,001.82	65,392.40	3%	2,080,000	3%
0500-4000	Road Infrastructure at Cost	5,371,305.70	0.00	0%	5,371,305.70	126%
0510-4000	Road Infrastructure at Valuation	337,183,963.62	0.00	0%	337,183,963.62	147%
0520-4000	Accum Depn - Road Infrastructure	(50,151,873.09)	(1,636,903.62)	51%	(51,788,776.71)	108%
0525-4000	WIP - Road Infrastructure	992,689.93	1,482,114.04	58%	2,474,803.97	11%
0530-4000	Water Infrastructure at Cost	1,948,786.76	0.00	0%	1,948,786.76	716%
0540-4000	Water Infrastructure at Valuation	28,333,791.30	0.00	0%	28,333,791.30	148%
0550-4000	Accum Depn - Water Infrastructure	(13,749,084.93)	(284,115.88)	51%	(14,033,200.81)	171%
0555-4000	WIP - Water Infrastructure	158,828.12	144,626.94	43%	303,455.06	8%
0560-4000	Sewerage Infrastructure at Cost	555,830.68	0.00	0%	555,830.68	254%
0570-4000	Sewerage Infrastructure at Valuation	22,630,772.49	0.00	0%	22,630,772.49	106%
0580-4000	Accum Depn - Sewerage Infrastructure	(12,126,014.54)	(172,719.22)	54%	(12,298,733.76)	173%
0585-4000	WIP - Sewerage Infrastructure	0.00	21,430.43	11%	200,000	2%

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		OPENING	YEAR TO DATE			CURRENT BALANCE		
		BALANCE	31 Dec 2021	BUDGET	31 Dec 2021	BUDGET		
0586-4000	WIP - Aurora Estate Stage 2	12,067.70	0.00	0%	0	12,067.70	100%	12,068
0587-4000	WIP - Aurora Estate Stage 3	18,650.00	0.00	0%	0	18,650.00	100%	18,650
0588-4000	WIP State Gov - Bradleys Gully Div	0.00	0.00	0%	0	0.00	0%	0
0589-4000	WIP - Industrial Estate	0.00	3,134.95	---	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	235,683.54	25,246.78	11%	225,000	260,930.32	13%	1,976,576
0599-4000	Landfill Asset	0.00	0.00	0%	0	0.00	0%	0
-----		-----	-----	-----	-----	-----	-----	-----
0200-0001	NON-CURRENT ASSETS TOTAL	405,183,889.79	(151,966.78)	-3%	4,825,358	405,031,923.01	115%	353,704,124
-----		-----	-----	-----	-----	-----	-----	-----
	TOTAL NON-CURRENT ASSETS	405,183,889.79	(151,966.78)	-3%	4,825,358	405,031,923.01	115%	353,704,124
=====		=====	=====	=====	=====	=====	=====	=====
	TOTAL ASSETS	416,276,042.53	(5,277,680.83)	-109%	4,825,358	410,998,361.70	113%	363,131,970
CURRENT LIABILITIES								
=====								
0600-0001	CURRENT LIABILITIES							
0600-5000	Accounts Payable	0.00	18,037.45	---	0	18,037.45	---	0
0605-5000	Accrued Expenses - All	2,289,939.41	(2,289,939.41)	---	0	0.00	0%	459
0610-5000	Fire Services Levy Payable	472.70	118,215.64	---	0	118,688.34	719%	16,515
0612-5000	Contract Liabilities	888,754.73	(888,754.39)	---	0	0.34	---	0
0613-5000	Prepaid Rates	259,036.52	(259,036.52)	---	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	333,908.81	---	0	333,908.81	---	0
0630-5000	Wages Advance	0.00	0.00	0%	0	0.00	0%	0
0632-5000	RDO & Toil Accumulated	20,380.29	(7,694.30)	---	0	12,685.99	63%	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	20,512.14	(10,020.36)	---	0	10,491.78	-38%	(27,759)
0645-5000	Cosmos Centre Current Loan	44,591.66	(21,783.37)	---	0	22,808.29	-38%	(60,342)
0650-5000	Medical Centre Current Loan	37,377.63	(17,921.01)	---	0	19,456.62	-38%	(51,426)
0660-5000	Morven Rail Current Loan	58,875.80	(29,076.54)	---	0	29,799.26	-14%	(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	45,242.66	(21,975.39)	---	0	23,267.27	>999%	452
0672-5000	Airport Upgrade Current Loan	43,266.27	(20,962.94)	---	0	22,303.33	-59%	(38,036)
0675-5000	Annual Leave payable	936,143.03	24,374.77	---	0	960,517.80	113%	846,327
0680-5000	Long Service Leave Payable	1,049,240.12	20,850.22	---	0	1,070,090.34	86%	1,237,872

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 54% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Dec 2021	BUDGET	31 Dec 2021	BUDGET
0685-5000	Sick Leave Payable	217,015.85	(3,695.48)	0	213,320.37	234,964
0690-5000	Land Rebate Holding Account	(7,000.00)	0.00	0	(7,000.00)	(7,000)
0697-5000	Salary Sacrifice Deduct - Before Tax	85,458.46	35,448.80	0	120,907.26	0
0698-5000	Salary Sacrifice Deduct - After Tax	(87,846.18)	(36,781.25)	0	(124,627.43)	0
0699-5000	Suspense Account: General Account	(14,378.31)	19,113.16	0	4,734.85	17,294
0600-0001	CURRENT LIABILITIES TOTAL	5,910,024.66	(3,037,692.11)	0	2,872,332.55	1,385,266
	TOTAL CURRENT LIABILITIES	5,910,024.66	(3,037,692.11)	0	2,872,332.55	1,385,266
NON-CURRENT LIABILITIES						
=====						
0700-0001	NON-CURRENT LIABILITIES					
0700-6000	Non-Current Long Service Leave	121,400.34	0.00	0	121,400.34	150,781
0701-6000	Finance Lease - Non current	2,032.41	0.00	0	2,032.41	0
0740-6000	Office Extension Non-Current Loan	0.00	0.00	(20,445)	0.00	24,929
0745-6000	Cosmos Centre Non-Current Loan	0.00	0.00	(44,447)	0.00	54,219
0750-6000	Medical Centre Non-Current Loan	49,186.01	0.00	(36,537)	49,186.01	89,250
0760-6000	Morven Rail Non-Current Loan	941,876.24	0.00	(57,551)	941,876.24	942,449
0765-6000	Plant Replacement Non-Current Loan	0.00	0.00	0	0.00	0
0766-6000	Plant Replacement No 2 Non-Current	0.00	0.00	0	0.00	0
0770-6000	Residential Develop Non-Current Loan	0.00	0.00	0	0.00	249,501
0771-6000	Flood Mitigation Non-Current Loan	1,068,660.36	0.00	(44,225)	1,068,660.36	990,296
0772-6000	Airport Upgrade Non-Current Loan	758,385.43	0.00	(42,293)	758,385.43	842,360
0780-6000	Landfill Restoration Provision	1,938,594.00	0.00	0	1,938,594.00	0
0700-0001	NON-CURRENT LIABILITIES TOTAL	4,880,134.79	0.00	(245,498)	4,880,134.79	3,343,785
	TOTAL NON-CURRENT LIABILITIES	4,880,134.79	0.00	(245,498)	4,880,134.79	3,343,785
	TOTAL LIABILITIES	10,790,159.45	(3,037,692.11)	(245,498)	7,752,467.34	4,729,051
	NETT ASSETS/(LIABILITIES)	405,485,883.08	(2,239,988.72)	5,070,856	403,245,894.36	358,402,919

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 54% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

Printed(CLAIREA): 11-01-2022 9:54:24 AM

		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Dec 2021	BUDGET	31 Dec 2021	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	207,623,378.33	0.00	0%	0	207,623,378.33 174%
0811-7000	Asset Revaluation Reserve - W & S	21,948,696.69	0.00	0%	0	21,948,696.69 92%
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	12,624,624.36	0.00	0%	0	12,624,624.36 145%
0816-7000	Asset Revaluation Reserve - Plant	0.00	0.00	0%	0	0.00 0%
0820-7000	Current Surplus / Deficit	0.00	(2,239,988.72)	-42%	5,290,264	(2,239,988.72) -42%
0825-7000	Year End Surplus/Deficit	83,417,651.41	0.00	0%	0	83,417,651.41 81%
		-----	-----	-----	-----	-----
0800-0002	SHIRE CAPITAL TOTAL	405,485,883.08	(2,239,988.72)	-42%	5,290,264	403,245,894.36 116%
0830-0002	RESERVES					
0800-0001	EQUITY TOTAL	405,485,883.08	(2,239,988.72)	-42%	5,290,264	403,245,894.36 116%
TOTAL COMMUNITY EQUITY		405,485,883.08	(2,239,988.72)	-42%	5,290,264	403,245,894.36 116%



Recommendation / Report

From: Claire Alexander – Contract Accountant
Ordinary Meeting – 20 January 2022

Subject

Internal Audit Plan 2022-2024

PROPOSED RESOLUTION:

- That Council note the internal audit plan 2022-2024.

BACKGROUND:

Purpose

Murweh Shire Council extended Crowe Horwath as internal audit provider from 2021-2023.

The three-year strategic internal audit plan has been agreed with management and the items proposed to be covered is found on page 5 of the attached plan.

The estimated annual value of internal audit services for 2021-22 is \$23,500.

Financial Risks: Compliance - Council is required to have an internal audit as per Section 207 of the *Local Government Regulation 2012*.

Environment Risks: Nil

Social Risks: Nil

Recommendation

- That Council note the internal audit plan 2022-2024.

Attachment : MSC – 3 year Strategic and Annual IA Plan 2022-24.



Three-year Strategic Internal Audit Plan

Financial Years ended 30 June 2022 to 30 June 2024

December 2021

Confidential

Prepared for: Murweh Shire Council

Audit / Tax / Advisory

Smart decisions. Lasting value.

1. Strategic Internal Audit Plan Executive Summary

1.1 Introduction

The Three (3) Year Strategic Internal Audit Plan sets out the scope of the planned work to be undertaken by Crowe during the financial periods ended 30 June 2022 to 30 June 2024, as Murweh Shire Council's (Council's) outsourced Internal Auditor.

The Strategic Internal Audit Plan should be considered as a working document and where key issues arise, the Strategic Plan should be reviewed and updated to reflect the requirements of Council.

Internal Audit is responsible to Council's Audit and Risk Committee for contributing to the achievement of Council's goals and objectives by adopting:

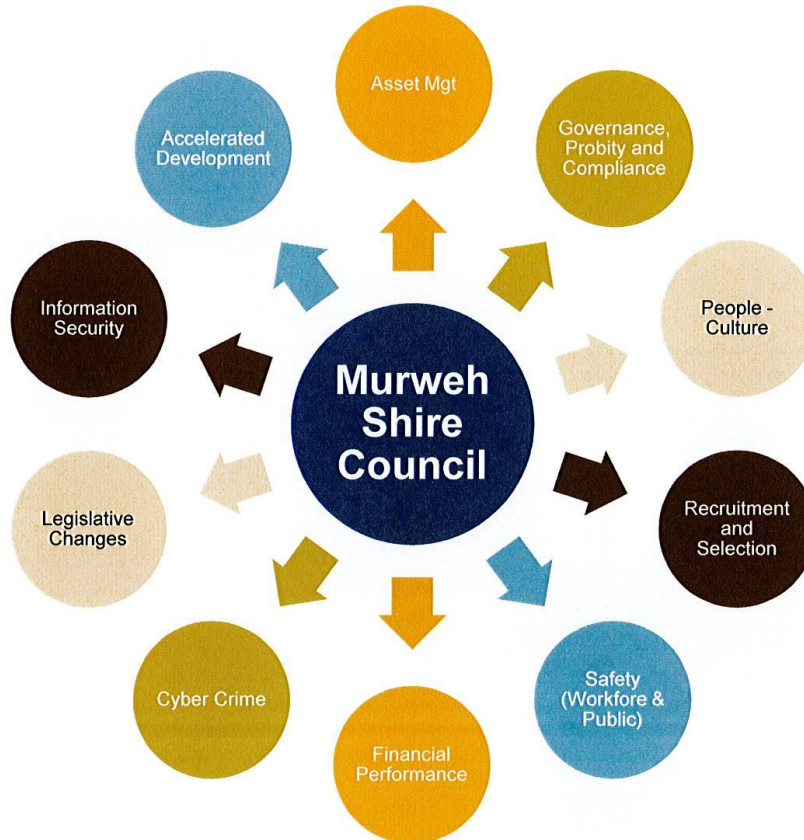
	A risk-based approach	We will develop an Internal Audit Plan that includes the core risks of Council. We will also support Management with a culture that recognises the need to manage risk and seeks continuous improvement in business processes.
	Integration with other Assurance providers	We will co-ordinate the internal audit work with other Assurance providers of Council, such as the External Auditor, to ensure there is efficiency within the audit effort and to avoid duplication (wherever possible).
	Flexibility	We will respond quickly to changes in the business environment, business risks and Council's priorities.
	Operational efficiency	We will be cost effective in terms of the cost and quality of the work we perform.
	Practical and timely recommendations	We will ensure that our recommendations are practical and realistic, and are communicated to Management in a timely manner, so there are 'no surprises' within our report findings.

1.2 Business Environment

The Murweh Shire covers 43,905 square kilometres and has over 5,000 residents primarily in the towns of Charleville, Augathella, Morven and Cooladdi. Agriculture, Forestry and Fishing is some of the largest industries accounting for 49.1% of total business in the region.

Murweh Shire Council's mission is to maximise the economic, social and lifestyle potential for the Shire.

The following key activities, and associated risks and opportunities, have been considered in the selection of internal audit activities within the Three (3) Year Strategic Internal Audit Plan.



1.3 Linking Your Core Business Processes and Strategic Risks to the Audit Plans

We note that the current risk register includes Financial, Growth, Climate, Asset and Property, Human Resources, and Project Management risks. These risks and discussion with the management have been considered in the development of the three (3) year Strategic and Annual Internal Audit Plan.

The symbol "X" indicates that an internal audit has been scheduled within the relevant calendar year and will cover some aspect of the associated risk. It should be noted that an "X" does not indicate full coverage of a risk, as a risk may be managed through a number of business processes and control procedures. Similarly, an internal audit of a process may be associated with more than one risk area.

1.4 CyberCrime Reviews

Local government (LG) entities are increasingly using online services to connect with their communities and conduct government business. Alongside the many benefits that arise from this digital connectivity are just as many, if not more, risks. None more challenging than the attempts of cybercriminals to gain unlawful

access to government systems and information, disrupting supply chains and services. The number of cyber-attacks across government rose sharply during the COVID-19 pandemic and will continue to present challenges for governments who are entrusted with citizen information and ongoing delivery of essential services.

LG entities use key systems to deliver services to their communities and in doing so collect and store vast amounts of information about their residents and operations. This information is attractive to cybercriminals. LG entities need to understand and mitigate their cyber security risks. In doing so, entity capability and public confidence in digital initiatives and government processes will be strengthened.

We have found that LG entities have not managed their cyber security risks well. Out-of-date software accounted for a large number of cyber security vulnerabilities and despite staff awareness training, LG entities lacked controls to prevent their staff falling victim to social engineering attacks (for example phishing emails). Our experience is that LG entities we audited also lacked appropriate incident response and recovery plans to respond to cyber security incidents and recover key systems.

LG entities should give regard to good practice principles in the Australian Government Information Security Manual and the Essential Eight controls to protect systems and information. While remediations will require an investment of time and money, support from senior management is equally important to uplift cyber security maturity.

An effective cybersecurity assessment is the beginning, once completed it can drive a risk-based IT internal audit plan. Audit frequency should correspond to the level of risk identified, and applicable regulatory requirements / expectations.

- IT General Computer Controls
- External Penetration and Vulnerability Testing
- Internal Vulnerability Testing
- Data Protection and Information Security
- Third-party Management
- Risk Analytics
- Crisis Management
- Social Media
- Data Loss Protection (DLP).

Key Business Process	Prior Years	2021 / 22	2022/ 23	2023/ 24
Development and Planning				
▪ Infrastructure charges				
▪ Design				
▪ Application Process				
Financial Reporting and Performance				
▪ Treasury and Cash Management				
▪ Cash at Non-primary Locations				
▪ Fees and charges Development				
▪ Accounts Payable			X	
▪ Rates and Charges				
▪ Budget/Budgeting				
▪ Payroll				X
▪ Procurement	2018/19			
▪ Segregation of Duties	2018/19			
▪ Delegations	2018/19			
Information and Communication Technology (ICT)				
▪ IT Systems and Security	2019/20			
▪ Managing Social Media Risk	2020/21			
▪ Document Security / Storage		X		
▪ Council Website (Accuracy of Information)		X		
Governance, Probity and Compliance				
▪ Follow- up of Prior Audit Recommendations		X	X	X
▪ Related Parties				
▪ Compliance with legislative requirement	2020/21			
▪ Long Term Financial Planning Framework				
▪ Output Performance Measurement and Reporting				
▪ Fraud Management & Prevention	2017/18			
▪ Risk Management	2018/19			
▪ Policy Framework Documents Maintained / Reviewed			X	
Asset Management				
▪ Plant Utilisation				
▪ Contributed Assets				
▪ Asset Security / Access Management	2014/15			
▪ Asset Administration	2018/19			
▪ Asset Maintenance				
▪ Capital Works Management		X		
▪ Road Management Plan				
▪ Stores and Workshops	2017/18			
▪ Water and Sewerage Operations	2018/19			
Crisis Management				
▪ Business Continuity Plan	2020/21			
▪ Disaster Recovery Plan	2020/21			
Stakeholder Management				
▪ Customer Service / Complaints Handling				
Human Resources				
▪ Learning and Staff Development				
▪ Recruitment (Selection and Induction)				X
▪ Performance Management System				
▪ Workforce Management and Succession planning				
▪ Leave Balances				
▪ Conflicts of Interest	2019/20			
▪ Code of Conduct				
▪ Overtime and Allowances	2018/19			

2. Annual Internal Audit Plan for the Year Ending 30 June 2022

No	Internal Audit Area	Indicative Timing 2020-21				Audit Objectives	Proposed Scope of work	Estimated Fee
		Q1	Q2	Q3	Q4			
1.	Document Security and Storage			X		The objective of the internal audit is to identify whether the Council's Document Security and Storage Processes have been implemented in a complete, accurate and effective manner.	Internal Audit will review the following: <ul style="list-style-type: none"> Gain an understanding of the policies and procedures regarding Council's Document Security and Storage Processes Interview stakeholders to assess the effectiveness of Council's record management processes Test the process in place to ensure compliance with record keeping statutory requirements Understand the arrangement with IT Service Provider for record keeping management and security. 	\$7,500
2.	Council Website (Accuracy of Information)			X		The objective of the review is to assess the effectiveness of Council's Website including accuracy of information and compliance with legislative and regulatory obligations.	We will obtain an understanding of the internal policies, procedures and requirements pertaining to the management of Council's Website. Specifically, we will: <ul style="list-style-type: none"> Undertake a review of website management processes to identify, monitor, assess and action LGA requirements or changes to existing obligations Assess the existing processes to manage the website content Discussions with key Council representatives to understand the social media controls and processes Interview stakeholders to assess the effectiveness of Council's website. 	\$5,500

No	Internal Audit Area	Indicative Timing 2020-21				Audit Objectives	Proposed Scope of work	Estimated Fee
		Q1	Q2	Q3	Q4			
3.	Capitals Works Management				X	The internal audit will focus on the adequacy of the processes relating to Capital Works Management.	Internal Audit will obtain an understanding of the internal policies, procedures, systems and obligations pertaining to Capital Works Management. Internal Audit will: <ul style="list-style-type: none"> Review and assess the adequacy of Council's Capital Works Management Framework Assess Council's approach for delivering capital projects considering the required capabilities - people, processes and systems -for the project Review the Council's decision-making and governance processes for commencing capital works including assessment, needs analysis and alignment, selection criteria, weighting factors, asset prioritisation Review the Capital Works Reporting Process. 	\$9,500
4.	Update of the rolling Three-year Strategic Internal Audit Plan.				X	Strategic Risk Register.	We will liaise with the Audit and Risk Committee, Management and the External Auditor to seek input into the development of the Strategic and Annual Internal Audit Plans. This will include consideration of the Council's risk profile, organisational changes and key	\$500
5.	Follow-up of Prior Audit Recommendations				X	General Administration.	General Administration include: <ul style="list-style-type: none"> Follow up and testing over prior period findings, including reporting to Management. Meetings with the appointed External Auditor. Completion of planning and debrief meetings with the team, as required. 	\$500
6.	Audit and Risk Committee Meetings.				X	We will attend the Audit and Risk Committee via teleconference to provide an update on; <ul style="list-style-type: none"> Significant audit issues Progress against the Internal Audit Plan Other emerging matters. 	Complimentary	
Total indicative cost (excluding GST)								\$23,500



Recommendation / Report

From: Jamie Gorry – Director of Corporate Services
Ordinary Meeting – 19th January, 2022

UBJECT

2021/22 Operational - Plan Adoption, Update Q2.

PROPOSED RESOLUTION:

“That Council as per section 104 (7) of the Local Government Act receives the Operational Plan Update for Quarter 2, 2021 – 22 financial year.

BACKGROUND:

Purpose

As per Legislation Section 104 (7) of the Local Government Act, Council is required to adopt an Operational Plan annually, and this plan is to be reviewed at least every 3 months (quarterly).

Discussion

The 2021/22 Operational Plan was presented to Council at the July 2021 meeting, and was adopted. This Plan has since been reviewed at the end of Q1 (July – September 21) and presented to the October 2021 meeting. This review marks the second reporting period (Oct – Dec 21).

The review is not about the delivery of the budget or estimated cost, but about the delivery of identified projects, tasks, and services.

This review also reallocates these projects, tasks and services in line with the recently approved new Executive Structure – hence changes between directorates have been clearly referenced throughout the Operational Plan.

Your approval is sought for the second quarter reporting period.

Consultation:

The following staff have been consulted during the update of the Operational Plan and reporting.

- *Chief Executive Officer*
- *Director of Engineering*
- *Director of Communities*

- *Director of Tourism and Economic Development*
- *HR Manager*
- *WH&S Officer*

Financial Risks: Nil

Environment Risks: Nil

Social Risks Nil

Legal Risks: Quarterly Report is a legal requirement.

Recommendation

“That Council as per section 104 (7) of the Local Government Act receives the Operational Plan Update for Quarter 2, 2021 – 22 financial year”

Jamie Gorry
Director of Corporate Services



Operational Plan 2021.2022

Budget 2021-2022



Adopted - July 2021

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		Libraries
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		Economic Development
		Staff Housing
5	Cultural Development	Cultural Development
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		Community Facilities
6	Environment & Planning	Environmental
		Refuse Management
		Building & Planning
7	Works	Engineering
		Water
		Sewerage

* Operational Plan should be read in conjunction with the Corporate Plan and Budget documentation.

Governance							
Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high) - including future risk:
Greater community participation and engagement	CEO	Community Engagement Policy is reviewed and implemented	Jun-22		Community Consultation	Low	
				75%	Key Outputs: Quarterly targeted community consultation sessions held alternatively in Morven (2) and Augathella (2).	Outputs Achieved: Community Consultation sessions RE Budget & Rating held in Charleville, Morven and Augathella (July 21); Community Council session held in Morven (Oct 21). 1 meeting Augathella Progress (18/Oct) Re: Gym Committee.	
	CEO	Provide Suitable receptions & promotion of the Shire	Quarterly		Increase in community engagement and participation rates	Low	
				50%	Key Outputs: Mayor provides weekly update to community update. Social Media communication and coordination, Regular posts on FB, Instagram, Website to ensure content is current and relevant.	Outputs Achieved: Mayoral Update completed each week and posted to social media. Media & Comms officer coordinating weekly updates of all news worth information of relevance to Council.	
	DCS		Sep-21	25%	Key Output: Quarterly Community News Letter developed, and disseminated to broader community as e-bulletin and letter drop - first issue Sept.	Outputs Achieved: Media officer has undertaken training in media presentation and has attending Balonne Shire Council for media workshop - media notifications are posted on website and social media - adhoc bulletins are currently	
	CEO	A suitable Council complaints and work request system is in place.	Jun-22		Policy and procedure is reviewed and adopted by Council	Low	
			Monthly	50%	Key Outputs: Monthly statistic provided to Council on Guardian Work request and complaints system implemented (December 2020).	Outputs Achieved: Monthly statistics are being collated and included in the HR report to Council	
			Sep-22	50%	Key Outputs: Training for Councillors scheduled for September	Outputs Achieved: Acting HR Manager and Guardian Administrator have set timeframe for delivery.	
Provide for external and internal audit functions	DCS	100	May-22		QAO audit completed within statutory timeframe. Internal Audit function and findings are within Council direction.	Low	
				100%	Key Outputs: Final external audit completed by QAO contractor ;Picture Partners Current	Outputs Achieved: External Audit completed for 20-21 financial year. Financial signed off by Unmodified Audit by Qld Audit Office; Annual report for November Council Meeting.	

Risk Management

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high) - including future risk:
	CEO	MSC Disaster Management Plan is reviewed and implemented	Jun-22		Plan is reviewed annually	Low	
				75%	Key Outputs: Review by QFES Emergency Management Officer to be undertaken.		Outputs Achieved: Disaster Management Plan and Business Continuity Plan (BCP) have been reviewed by working group convened with the assistance of the Queensland Reconstruction Authority (QRA). WHS/Disaster Management Coordinator liaising with QRA.
Council has a functional Emergency Services Unit	CEO	SES adequately funded and resourced	Jun-22		SES teams prepared and in state of readiness	Low	
				50%	Key Outputs: Training conducted by local controller, needs analysis undertaken and training undertaken on as-needs basis.		Outputs Achieved: Training ongoing. Joint exercise with Airport team
Council adopts an Enterprise Risk Management (ERM) System throughout the organisation	DCS	Council adopts an Enterprise Risk Management (ERM) System throughout the organisation	Mar-22		ERM implemented and Risk Register reviewed annually	Low	
				75%	Key Outputs: ERM completed with consultation from LGMS Risk Management team		Outputs Achieved: MSC Executive had an Enterprise Risk Management Workshop with David Munro (LGMS) 21/09/21 to outline the strategic risks to the organisation. DCS is working with DM to refine this. A follow up workshop will be held with David to address specific thematic areas of Risk (i.e. WH&S, Financial etc). ERM to be presented to Council for adoption within Q3 of Fin Year
Council has in place a compliant Workplace Health & Safety System in place	DCS	WH&S System is implemented throughout the organisation.	Jun-22		Audit of WH&S System demonstrates continuous improvement with a greater than 70% audit outcome	Low	
				70%	Key Outputs: new software system to be implemented, Council is achieving workplace targets, annual audit has been undertaken. Regular drug and alcohol testing has been undertaken. Skin checks initiated, hearing tests.		Outputs Achieved: WH&S officer and Consultant have updated SafePlan as an interim measure, prior to commencement of new software system in 22-23 financial year. Numerous rounds of drug and alcohol testing have been undertaken. Next round to be held in Q3 fin year
Council has an accredited Roadworks Quality Assurance System (RQAS) in place	DCS	RQAS is implemented throughout the organisation.	May-22		Annual Audit of the RQA System is successful	Low	
				50%	Key Outputs: Audit successful, Council has 3rd Party Accreditation with TMR		Outputs Achieved: WH&S Coordinator working with LGW to undertake TMR 3rd Party accreditation as part of the Consultant Brief.

Human Resources

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high) - Including future risk:
Provision of Human Resource requirements for employees	DCS	HR is adequately resourced and staff are well trained and informed. Management are given timely and appropriate advise on staff matters.	Quarterly		Service standards achieved	Low	
			Sep-21	100%	Key Outputs: HR officer is appointed and accessible to staff.	Outputs Achieved: Acting HR Manager has been appointed for a period of 12 months.	
	DCS	Staff motivation is surveyed on an annual basis.	Jun-22		Annual employment satisfaction survey is undertaken and strategies to improve outcomes are implemented.	Low	
				25%	Key Outputs: Next survey scheduled for Q2 2021	Outputs Achieved: Acting HR Manager will commence Staff satisfaction survey in Q3 - working with HR Consultant to develop	
Council has an Enterprise Bargaining agreement in place	CEO/DCS	EBA's are in-place for both areas of Council operations	Mar-22	50%	EBA is implemented and there are no outstanding issues raised by staff	Low	
					Key Outputs: New EB in place for inside and outside staff, registered with IRC, with staff aware of new agreement and requirements.	Outputs Achieved: Sewart Mitanis has been engaged to represent MSC during EB negotiations (inside and Outside staff). Two workshops have been held with Union Delegates - Log of Claims under development & Negotiation	

Revenue

<u>Strategies</u>	<u>Resp Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>% Completed</u>	<u>KPI</u>	<u>Risk of non-delivery or late delivery:</u>	<u>Risk explanation (moderate or high):</u>
Rates, charges, subsidies, grants, fees, donations and contributions collected	DCS	Collect and receive in accordance with statutory obligations	Half yearly		Revenue policy and statement principles applied in accordance with budget forecasts	Moderate	Significant changes in rating on numerous rural holders due to DNRM Land revaluations.
			Half yearly	50%	Key Outputs: two ratings are undertaken per year, in accordance with Council Revenue Policy	Outputs Achieved: Finance Team has successfully released first rating to community, deadline for discount 18/10/21. New rating categories and land valuations are reflected in the latest rating.	
			Half yearly	50%	Key Outputs: Rates arrears managed to an acceptable level	Outputs Achieved: Rates arrears is currently at acceptably low level - comparison year on year. Council is preparing for a round of sale for long-term rates arrears properties in Q3 and 4 of Fin year	

Administration

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Provide administrative support to the organisation	DCS	Engage sufficient experienced employees, technological and communications support	Jun-22		Smooth administrative functions, with full inter departmental integration and communication observed	Moderate	
				50%	Key Outputs: continue to work with Pinnacle, Airbridge and Telstra to improve connectivity solutions and stability	Outputs Achieved: airbridge upgrades are underway to stabilise and increase speed of connections to the satellite offices. Ongoing issues with Airbridge	
A financial system that meets the need of the Council	CEO	Install, implement and train staff in a new financial systems that will meet future demands of the Council and the Community	Jun-22		New financial system introduced. Staff allocated for system training. Operational competency achieved.	Moderate	
				40%	Key Outputs: Council contracted IT vision for new LG software implementation to be undertaken in current and next financial year.	Outputs Achieved: Altus records system has been implemented and training conducted with staff as the first stage of new system roll out. IT Vision still requiring roll out over the coming 12 months.	
			Jun-22		Customer service charter is implemented and staff are trained in same	Low	
				50%	Key Outputs: Staff to continue to be trained in customer service obligations and requirements. Develop on-boarding information for new staff.		Outputs Achieved: training needs analysis is completed. Training for supervisors regarding performance management of teams is planned for Q3 of fin Year
Best practice customer service standards are provided	DCS	Council has a suitable customer, complaints and work services process across the organisation	monthly		Customer complaints are attended to within an allocated time	Moderate	continual improvement in customer service charter.
				30%	Key Outputs: complaints mechanism and Policy is in place. Work requests and timeframes monitored through Guardian		Outputs Achieved: guardian is in use, mjority of customer inquiries are dealt with within acceptable timeframes. Reports are provided monthly to Council.
			monthly		Council implements a proactive Work Request system / process	Low	
				50%	Key Outputs: Guardian System is in place with staff trained and using system - senior executive team monitoring work flow and service requests .		Outputs Achieved: guardian is in use to manage work-flow

Develop a corporate training matrix	DCS	Council has a capable skilled workforce able to meet the needs of the community	Annually		Council has a range of career paths to support skill development and capability across Council. Skills audit completed.	Moderate	Council has an aging workforce, and will face a skills gap as core staff reach retirement age
				30%	Key outputs: Training Programs and pathways in place to retain, recruit and develop a dynamic, modern and agile workforce	Outputs Achieved: Traineeship and apprenticeship program is in place - four new trainees to be engaged in Q2 - 3 of fin year. Skills audit underway and training organised for supervisors.	
Fit for purpose Store operation	DCS	Stores personnel trained and competent in stock control and procurement procedures	Half yearly		Inventory levels monitored through a fully accountable procurement and works program. Balanced inventory	Moderate	capital investment required to enable water and electrical store items to be housed at general stores compound. Depot is aging
				50%	Key Outputs: general store supplies are managed effectively, still require to relocate electrical, water and sewerage supplies within stores compound.	Outputs Achieved: Stores/stocktake passed the external Audit, no issues raised. New computers installed at Stores to increase efficiency of operations.	

Finance

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Borrowing costs, debt collection and bank charges minimised	DCS	Prudent and responsible administration of the revenue and debt policies			Budget forecasts achieved	Low	
	Fin Manager		Quarterly	100%	Key Outputs: revenue policy reviewed & maintained, debt policy reviewed/maintained to reflect Council's needs/position.		Outputs Achieved: all relevant policies were reviewed and adopted in July as part of the budget process.
	Fin Manager		Quarterly	50%	Key Outputs: budget review undertaken in line with federal and state government grants received. Revenue and expenditure currently in line with budget forecast		Outputs Achieved: Quaretrly budget reviews undertaken -budget in line with projection.
Council has developed a 10yr financial sustainability report	DCS	10yr financial sustainability report is developed			Report has been reviewed and adopted	Low	-
			Mar-22	100%	Key Outputs: 10 year forecast updated in line with Council's position		Outputs Achieved: 10 year forecast undertaken and updated using QTCs model.
Adequate recovery of administrative overheads to match expenses	DCS	Apply oncost rates to recover overheads thru job costing system	Jun-22		On costs distributed over operations. Cost neutral	Low	-
				50%	Key Outputs: on costs applied as per budget requirements (Practical), new finance system will automatically align oncost rates.		Outputs Achieved: ongoing per project

Assets

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Suitable Asset Management System covering all asset types	DES	Implementation of an Asset Management System across the organisation	Jun-22		AMP System for buildings is maintained to be reflective of all asset condition.	low	
				75%	Key Outputs: Asset Management Plans are now developed and current for all significant asset groups.		Outputs Achieved: Asset Management Plans are now in place for Buildings, Water Infrastructure, and Roads. Asset Management Steering committee to be formed in Q3, facilitated by Asset Engineer.

Libraries

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Provide library services for public use To be Migrated to Director of Communities for next reporting period To be Migrated to Director of Communities for next reporting period	DCS	Adequately staffed and resourced libraries provided in Augathella, Charleville & Morven	Jun-22		Service levels maintained. Implementation of new State Library initiatives where applicable.	Low	-
			Jun-22	50%	Key Outputs: staff and service levels maintained in all 3 centres. First 5 program supported	Outputs Achieved: staff levles have been maintined, casual appointed to assist with First 5 program. Strong numbers for First 5 program	
			Mar-23	25%	Key Output: Capital Upgrades to Libraries schedules for Completion in 21-22 (W4Q funded - \$160K) Augathella Library upgrade completed. Upgrades to Charleville library to be undertaken in the coming 6 months.	Outputs Achieved: Project Manager has put out RFQ for flooring, painting and carpentry at Charleville. Awaiting final quotes. Upgrades finalised at Augathella	

Aerodromes

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Provide aerodromes of an appropriate standard	DCS	Adequately staffed and resourced aerodromes to meet standards appropriate to accommodate regional passenger airlines in Charleville. Sealed light aircraft aerodromes provided in Augathella.	Jun-22		Service levels maintained. All licences, accreditations and manuals up to date	Low	
				50%	Key Outputs: staff, safety and service levels maintained. CASA accreditation maintained, annual audit to be undertaken May 2021.	Outputs Achieved: CASA audit undertaken in August - compliance levels high. No major issues identified. Exercise undertaken to meet CASA guidelines and increase preparedness.	
	DCS	Operate an effective and efficient Café at the Charleville Airport Terminal.	Jun-22		Café in the Mulga is achieving business goals. Daily opening. Financially viability	Low	
				50%	Key Outputs: café staffed adequately for current needs.	Outputs Achieved: café staffed and service levels high.	
Upgrade of the RFDS apron and surrounds	DES	Seek funding for an upgrade of the RFDS apron	Jun-22		Funding obtained and upgrade completed	Moderate	council required contribution of \$250k, currently earmarked under LRCIP funding
				40%	Key Outputs: application submitted to Remote Airports Program to upgrade tarmac - still awaiting confirmation of funds		Outputs Achieved: Crack sealing completed; full reseal to be completed in March 2022 with LRCIP funding

Upgrade apron and surrounds	DES	Seek funding for an upgrade of main apron including hard stand for aircraft parking	Jun-22		Funding obtained and upgrade completed	Moderate	council required contribution of \$250k, currently earmarked under LRCIP funding
				40%	Key Outputs: application submitted to Remote Airports Program to upgrade tarmac and runway areas - awaiting funding result. Augathella air strip complete	Outputs Achieved: Crack sealing completed; full reseal to be completed in March 2022. Consultant currently providing input into technical requirements and cost of Pavement built to Q400 standard	

Economic Development

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Provide avenues for Council and other organisations to develop opportunities for future growth within the Shire	EDO (DTED)	Adequately staffed and resourced economic development/grants section to source grants and subsidies and private investment opportunities aiding the continued growth of the Shires economic prosperity. Maintain links with SWRED	Jun-22		Growth maintained. Regional links strengthened.	Moderate	Admin Assistance as required
Identify future economic drivers and funding opportunities to progress development	Now known as Director of Tourism and Economic Development (DTED)	Representation and ongoing links with Government Departments		50%	Key Outputs: dedicated EDO on staff to undertake grant writing. Additional resources from Griffith Uni to assist with community organisation applications	Outputs Achieved: DTED is currently working with Griffith team to build on existing funding available. Sheila has been extended from Dec 21 until June 2022 (\$25K). Priority RSL & WW2 stage 2 & community grants	
Strengthen economic outcomes and prospects through regional representation of the Shire	DTED	Economic and Tourism representation of the Shire on the South West Regional Organisation of Councils (SWROC)	Jun-22	70%	Regional Investment attraction initiative / regional tourism marketing and promotion	Low	
					Key Outputs: Increased tourism demand & increased investment opportunities for shire.	Outputs Achieved: Brochure has been published and distributed. Website created and managed. Investment prospectus published and distributed.	
	DTED	Roll out and coordination of the Tourism Precinct Upgrade & Tender Process	Dec-22	10%	Key Outputs: Tender called and awarded. Completion of Augathella Cultural Museum. Prelim works on WW2 & Airport mus. PreLim works on OMOA.		
Regional connectivity is established throughout the region	DTED	Finalise rollout of 5 new towers and higher speed internet capacity	Jun-22	90%	Successfully improve mobile phone coverage, Data accessibility and speeds across the region.	Low	Council contribution required for NBN roll out, \$450K has been earmarked under LRCIP program - funding approved
	DTED	NBN Fibre Optics Roll out in Morven & Augathella	Mar-22	25%	Key Outputs: Council has been successful in its \$3.9 million application under current digital connectivity program to increase optic fibre NBN roll out in Morven and Augathella. Scheduled Q3-4 21/22	Outputs Achieved: preliminary construction has commenced - NBN CO is now project managing.	
	DTED	Free visitor Wi-Fi access is available in the communities and CCTV Camera coverage is extended	Dec-22	50%	Successfully implement a free visitor Wi-Fi system within the 3 communities	Low	

					Key Outputs: free community Wi-Fi established in Charleville, Augathella and Morven. Camera coverage established in Charleville CBD in strategic areas	Outputs Achieved: free community wi-fi is maintained. Existing cameras operating successfully. Source funding to implement full network of cameras.	
Council consider and develop climate change initiatives	DTED	Council proactively seek out initiatives that promote recycling and sustainability	Jun-22	50%	Council seek out resources to implement innovative recycling and energy saving techniques	Low	
					Key Outputs: Council currently is a partner Climate resilient communities program (CRC). Council is actively seek opportunities for alternative energy supply and recycling initiatives	Outputs achieved: successful completion of Charleville dump redesign	
Develop partnerships with key stakeholders to ensure Council and our is aware of emerging trends	DTED	Membership of strategic organisations to ensure Council is well aware of industry changes	Quarter		Active member of regional organisations and relevant Community groups	Low	
				50%	Key Outputs: Member of SW ROC, LGAQ, Western Queensland Alliance to promote regional strategies for economic development and investment. Work with local organisations to increase capacity		

Staff Housing

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Provide housing to an acceptable standard for senior staff	DCS	Maintain staff housing to a sufficient standard to assist in retention levels	Quarterly		Staff housing levels maintained to acceptable standard	moderate	Increased Demand - limited supply.
			Quarterly	50%	Key Outputs: Council has established leasing arrangements with private real estate agents.	Demand for residential housing has increased, this has led to local agents and landlords trying to extract significant jumps in rent (up to \$100/week) on executive homes as leases expire.	
			Jun-22	20%	Key Outputs: Council to undertake feasibility study to investigate the option to build executive homes or lease homes from a provider such as LGIA or DHA	Discussions ongoing with prospective investors & sponsors	

Cultural Development

<u>Strategies</u>	<u>Resp Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>% Completed</u>	<u>KPI</u>	<u>Risk of non-delivery or late delivery:</u>	<u>Risk explanation (moderate or high):</u>
Council actively encourage and enhance opportunities for the development of Art & Culture	DCS	Council Implement the Arts & Culture Policy and actively support the RADF committee	Half yearly		Development of the arts and cultural projects completed on an ongoing basis - RADF Funding \$65,000	Low	
To be migrated to Director of Communities for next reporting period				50%	Key Outputs: Ensure 2 rounds of RADF funding are advertised, assessed and delivered in accordance with funding guidelines and Council policy	Round 1 advertised – meeting with Qld Arts Network advisor to audit our RADF forms etc – Artour Shows booked – Artour regional training in Charleville	
An operational Art Gallery in Charleville	DCS	Proactively work with the Charleville Art Gallery Committee to establish a vibrant Art Gallery	Quarterly		Art Gallery operating effectively and a MOU operating which outlines responsibilities of both parties	moderate	
To be migrated to Director of Communities for next reporting period				50%	Key Outputs: Operating as per arrangements with gallery display regularly updated, Council support to coordinate exhibitions and displays.		Omicron restrictions as pertaining to galleries are different to libraries. This is causing additional complexity in managing people movement through this facility.
Provide adequate levels of resources and support for community assistance	DCS	Community organisations are consulted and funds allocated in line with the Policy	Monthly		Support is distributed in line with Council's Community Assistance Policy	Low	
To be migrated to Director of Communities for next reporting period				50%	Key Outputs: Council Assistance for 2021-2022 is due to commence advertising in March 2021. Some requests for sponsorship and fee waivers are already being received and reviewed.	Outputs achieved: community support commitments are on track.	
To be migrated to Director of Communities for next reporting period				50%	Key Output: Donation Box Policy is now adopted and in place. In Partnership with Progress Associations, Council is to promote, assess applications and disseminate funds to worth causes.	Outputs achieved: Numerous projects have been funded through this fund in Morven over the last 12 months. Augathella has been slow to take up the option of funding small community projects.	
Council continue to support Public Art	DCS	Public Art concepts are supported by Council	Jun-22		Projects are presented to Council for consideration	Low	
To be migrated to Director of Communities for next reporting period				25%	Key Outputs: To be determined subject to available budget.		

Tourism/VIC/Cosmos/Brisbane Line

<u>Strategies</u>	<u>Resp Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>% Completed</u>	<u>KPI</u>	<u>Risk of non-delivery or late delivery:</u>	<u>Risk explanation (moderate or high):</u>
Continued development of Cosmos Centre as a tourist destination within the Secret Precinct	DCS	Support and promote the Cosmos Centre as the home of the natural sciences	monthly		Monitor Visitor numbers and sales, promote attraction through various media	Moderate	
To be migrated to Director of Tourism and Economic Development (DTED)				50%	Key Outputs: staffing restructure has been completed. Service levels/staff needs to be refined over time.		
Visitor Information Centre in the 3 communities	DCS	Promotion of products and services to visitors with skilled customer service	Jun-22		Visitor number increase and the Charleville site meets VIC accreditation	Low	
To be migrated to Director of Tourism and Economic Development (DTED)			Jun-22	50%	Key Outputs: staffing restructure has been completed, maintain effective and adequately skilled staff to meet demands		
	DCS		Jun-22	20%	Key Outputs: capital improvement (rennovations of Charleville VIC) are to be undertaken in the 21-22 Financial Year as a joint partnership between QR and MSC. QR is to landscape carp[ark garden and install new airconditioning, MSC is to paint the interior of building and install new flooring (W4Q funding - \$65K allocated).	Outputs achieved: Applications for works on heritage building have been lodged with QR team. QR has visited site, had discussions and provided feedback... feedback was agreed to by MSC. However QR has now requested additional info.	QR slow approval process.
To be migrated to Director of Tourism and Economic Development (DTED)	DCS		monthly	50%	Key Outputs: Bilby Centre to be operated in Partnership with the Save the Bilby Fund, as the terms of the MOU agreed to between both parties	Outputs achieved: Bilby Centre jointly operated to high standard, record sales of tours and merchandise have been achieved in the 21-22 year. MOU is due for review in March.	
Council will encourage other tourism ventures to be established	CEO	Council to proactively work with other organisations to foster new tourism products	Dec-22		Charleville Airfield Museum is established and support is given to others	Moderate	
Project Management Committee to be established to oversee Planning/Tender Award and Construction				10%	Key Outputs: BBRF funding application successful	Outputs achieved: funding secured for build. Once agreements are signed, project management committee and tender process must be established	subject to political pressures and availability of suitable contractors
	CEO	Establish a building to house the Brisbane Line Interpretive	Dec-22		Building is established and the WWII interpretive are on display - OTI funding (stage 2)	Moderate	
Project Management Committee to be established to oversee Planning/Tender Award and Construction				10%	Key Outputs: Stage 1 of WW2 complete, council to seek funding for BBRF for stage 2.	Outputs achieved: funding secured for build. Once agreements are signed, project management committee and tender process must be established	subject to political pressures and availability of suitable contractors

Land Development

<u>Strategies</u>	<u>Resp Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>% Completed</u>	<u>KPI</u>	<u>Risk of non-delivery or late delivery:</u>	<u>Risk explanation (moderate or high):</u>
Council establishes a Freight Hub in Morven	DCS	Freight Hub in Morven is established/operationalised	Jun-22		Project is constructed and utilised by clients	Low	
CEO to establish commercialisation agreement with Watco East-West.			Sep-21	90%	Key Outputs: Majority of works completed, yards are currently functional and trains can be loaded.	Outputs achieved: Yards complete - 100% , Wash Pad nearing completion - 95% , Bore has been drilled and is awaiting connection to town supply - 75%	
Industrial land is available in the 3 communities	CEO	Develop Industrial Land in the 3 communities.	Dec-21		Industrial Estate in Murweh is developed, available and released for sale.	Low	
			Dec-21	50%	Key Outputs: Industrial Land developed by Council to be sold via tender, and the realestate if tender unsuccessful	Outputs achieved: Unsuccessful Tenderers have been reapproached and new negotiated figure to be accepted by 27.01.22	
			Jun-22	30%	Key Outputs: Land Tenure discussions with Lands Department regarding Augathella and Morven are underway with NRME, seeking resolution to tenure matters to free up land for development	Outputs achieved: negotiations are ongoing with DNRM to purchase old sawmill block (freehold section)	

Community Facilities

<u>Strategies</u>	<u>Resp Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>% Completed</u>	<u>KPI</u>	<u>Risk of non-delivery or late delivery:</u>	<u>Risk explanation (moderate or high):</u>
Parks and gardens maintained for continued public use and enjoyment	DES	Maintain and improve parks & gardens to attract visitors and public use generally	Quarterly	25%	Parks & gardens maintained to high standard. Visitor numbers increased.	Low	
				50%	Key Outputs: continue to enhance and maintain all parks in accordance with Parks Master Planning.	outputs achieved: new BBQ & Shade at Graham Andrews and race Course. Picnic tables installs. Maintenance focus for rest of year.	
Sporting facilities & showgrounds maintained to safe standard	DES	Maintain and improve sporting facilities to attract users, visitors and public use generally. Maintain to a safe standard	Quarterly	50%	Participation rates increased through improved facilities	Low	
				75%	Key outputs: to be determined through LRCIP process	Outputs achieved: new turf and irrigation at Brassington Park.	
	DEHS	Upgrade Swimming Pool infrastructure inline with the Asset Management Plan	Q 4 21/22	50%	Replace / Upgrade of Toddler Pool - W4Q \$230,000	Low	
				25%	Key Outputs: Project developed and delivered on time, to a high standard, and within budget tolerances	funding is up to three years. Currently awaiting Quotes	
Community facilities maintained to a reliable and high standard	DEHS	Maintain and improve radio and television rebroadcast facilities taking into account technological changes	Q 4 21/22		Seek funding for VAST at Augathella; If Funding secured deliver VAST with budget timeframes and parametres	Low	
				10%	Key Outputs: Seeking to secure funding to complete the project - Augathella	Key outputs: there are 120 units left over from Morven which can be reallocated	
Public halls, cultural centre & medical practitioners facilities maintained to an appropriate standard	DCS	Maintain and improve structures and facilities to reflect public use	Aug-21	100%	Public use maintained or improved - W4Q \$200,000 (carry over project from 20/21)	Low	Extension granted until Sept 2021
				100%	Key outputs: funding approved for Augathella and Morven Halls in conjunction with Progress Associations. Onground works being finalised	Outputs Achieved: significant upgrades to both the Morven and Augathella Halls have been completed - focused on painting, flooring and electrical upgrades at the Augathella Hall, and kitchen, flooring and interior painting upgrades at Morven.	

Cemeteries maintained to a respectful standard	DES	Maintain and improve structures and facilities to reflect community expectations	Quarterly	25%	Community expectations achieved regarding condition, maintenance of cemeteries	moderate	Community pressure regarding lawn cemetery and ongoing management. DCS and DES to work together to look at long term redesign of Lawn cemetery to incorporate 'Beams'. DCS to secure designs from FCRC.
				50%	Key Outputs: cemeteries planned and maintained to a high standard.	Outputs Achieved: Cemetery is maintained to a high standard.	
Public conveniences maintained to a safe and healthy standard	DEHS	Maintain and improve structures and facilities to reflect community expectations	Quarterly		Community expectations achieved in around condition and operation of Pool associated infrastructure	Low	
				50%	Key Outputs: adequate staff with appropriate skills and capabilities are in place to operate pool 9 months of year. Operational Maintenance of facilities and associated testing is undertaken in accordance with legislative requirements	Outputs Achieved: Operational contracts/staff are in place to maintain and operate pool to required standards. Testing is maintained to ensure that EH standards are met/exceeded.	
Aged care facilities maintained to a safe and otherwise appropriate standard	DCS	Maintain and improve housing and facilities to reflect community expectations and other agency standards	Quarterly		Standards of service and asset condition for community/aged housing are maintained and/or enhanced	Low	
				75%	Key Outputs: All routine maintenance carried out in a timely manner. All Fire & OHS issues managed effectively and within legislative framework	Outputs Achieved: Significant capital upgrades have been completed at Aged Housing in Charleville and Augathella under the W4Q program. Upgrades include kitchen, bathroom, paint and floor coverings in majority of units. Upgrades also include photovoltaic-interconnected fire alarms. Still some outstanding works to be completed in Augathella.	

Environmental

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high) - including future risk:
Community health standards maintained	DEHS	Licenced premises, pest control and inspections carried out regularly	Q4 21/22		Retain services of appropriately qualified health officer to ensure compliance of local laws and regulations	Low	
	To be migrated to Director of Corporate & Regulatory Services for next reporting period		Jun-22	50%	Key Outputs: 25 Food premises inspections conducted.	Outputs Achieved: Council has two EHOs (DEHS and Town Ranger) who are both able to undertake food premise inspections, and also engage a consultant on an as needs basis.	
	DEHS	Immunisation Programs Delivered to meet community requirements	Jun-22		Retain services of appropriately qualified staff & resources to undertake adequate number of clinics	Low	
	Stays with Director of Communities (formerly DEHS)		Jun-22	45%	Key Outputs: Immunisation clinics 14 delivered for childhood vaccinations.	Outputs Achieved: Council retains appropriately trained staff to support Health services to deliver clinics. 6 Clinics supported thus-far in 21/22. Covid VaX to be incorporated into future clinics. Renegotiating funding agreement with SWHHS	
Local laws regarding keeping and control of animals including wild dogs are policed where necessary	DEHS	Permits, registrations carried out routinely - community compliance and safety maintained	Jun-22		Complaints minimised. Compliance increased	Low	
	To be migrated to Director of Corporate & Regulatory Services for next reporting period		Jun-22	50%	Key Outputs: Registration reminders issued at end of financial year and promoted through media.	Outputs Achieved: registration reminders have been sent out and renewals are coming in.	
			Jun-22	50%	Key Outputs: Town Ranger adequately trained and program resourced to provide service 365 days per year.	outputs achieved: ranger employed and adequately resourced to undertake duties	
Town reserves and riverine protection and improvements maintained	DEHS	Maintain and improve town reserves and riverine areas to reduce hazards and improve public safety	Jun-22		Hazard and safety impacts minimised. Community expectations achieved	Low	
	To be migrated to Director of Engineering Services for next reporting period		Jun-22	50%	Key Outputs: Continued clean up of river channels in/around town as part of flood mitigation. Commence Cool Burning Program as part of environmental and Fire Hazard reduction management	outputs achieved: activities ongoing, cold burn program is under way. Rowan has been seconded back onto a grader. Kieren Fuller has been undertaking the role in the meantime	

Stock routes maintained to an appropriate standard in accordance with legislative requirements	DEHS	Maintain and improve stock routes to ensure availability for stock movements. Ensure compliance with local laws or regulations by users and adjacent landholders	Jun-22		Stock routes and water facilities condition maximised	Moderate	Consideration needs to be given to upgrading all remaining windmills on the primary stock routes to solar in coming years. Windmills are old, sourcing parts is becoming problematic, maintenance work is high-risk (working at heights), skilled technicians are becoming scarce.
	To be migrated to Director of Corporate & Regulatory Services for next reporting period			50%	Key outputs: Continue Replacement Program of Windmills to Solar - awaiting Further Funding from Stock routes Qld (1 upgrade). maintain 12 windmills, including servicing ; Spraying of noxious weeds - Mother of millions, coral cactus, Tiger pear, Hudson pear.	Output: Funding applications have been submitted to stockroutes Qld. Awaiting result of bid. Hopeful of \$60K for upgrades.	
Stock routes maintained to an appropriate standard in accordance with legislative requirements	DEHS	Actively Manage Pests in the Shire (Dogs, Pigs, Foxes etc).	Bi-annually		Undertake two Shire-wide Co-ordinated Baiting Campaigns in May and November.	Low	Access to affordable supply of meat is becoming an issue. Possible impact of Carbon Farming/absentee landlords on participation rates
	To be migrated to Director of Corporate & Regulatory Services for next reporting period			60%	Key Outputs: Undertake two Shire-wide Coordinated Baiting Campaigns in May and November. Associated reporting to relevant agencies undertaken. Maintain adequately trained staff to administer 10-80 poison. Aim for target participation rate of minimum 45%	Outputs Achieved: November campaign successfully completed. Stock Routes Supervisor commencing planning for May baiting event.	

Refuse Management

<u>Strategies</u>	<u>Resp Officer</u>	<u>Actions</u>	<u>Comp Date</u>	<u>% Completed</u>	<u>KPI</u>	<u>Risk of non-delivery or late delivery:</u>	<u>Risk explanation (moderate or high) - including future risk:</u>
Regular refuse removal and disposal carried out	DEHS	Residential refuse removal and disposal services carried out to an appropriate environmental and health standard	Quarterly		Community expectations achieved. Health risks minimised.	Low	
	To be migrated to Director of Corporate & Regulatory Services for next reporting period			50%	Key Outputs: Waste collection service delivered with minimal disruptions. (3 - 4 minor impacts to service due to truck/equipment failures).	Outputs: collection service continued with no significant delays.	
	EDO	Recycling is promoted throughout the community	Quarterly		Recycling programs are supported by Council	Low	
				25%	Key Outputs: Tyre recycling/shredding hosted at tip during Q4, partnered with Paroo Shire to undertake another round of tyre recycling.		
Land fill operations carried out effectively and efficiently	DEHS	Refuse disposed of and treated in a timely manner.	Quarterly		EPA requirements fulfilled. Health impacts minimised	Low	
	To be migrated to Director of Corporate & Regulatory Services for next reporting period			50%	Key Outputs: Landfill currently operated by Egan's. Contract to be extended (short-term) whilst under Tender.	Outputs Delivered: contract temporarily extended until tender award. Discussions had onsite RE Tip condition concerns (December 21)	
	To be migrated to Director of Corporate & Regulatory Services for next reporting period		Q1 21/22	100%	Key Outputs: Consulting undertakes Management Plan and Tender Documents for Council to go to Tender in Q1 2021-22.		Outputs Delivered: Tender Docs Developed and presented to Council
	To be migrated to Director of Corporate & Regulatory Services for next reporting period		Q2 21/22	25%	Key Outputs: Tender Awarded in Q2		Outputs Delivered: Troy Uren to visit Charleville and deliver pre-tender submission information session.

Building & Planning

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high) - including future risk:
Council has a compliant Planning Scheme	CEO	Retain services of appropriately qualified officer to ensure SPA compliance	Jun-22		Planning and Building Certification services maintained	Low	Planner/Building/Plumbing Certifier is looking to semi-retire, but will no longer be in a position to be Councils contractor in this space beyond September 2021. Council must secure services beyond sept 2021.
			Sep-21	100%	Key Outputs: New contract for service provision for Planning & Building Certifier/s to be negotiated and finalised	Outputs achieved: Kevin Mizen has been appointed as Building Certifier for Murweh Shire Council, Steve Mizen retained as plumbing and Planning Consultant.	
			Jun-22	25%	Key Output: Non compliance issues minimised. Development approvals in accordance with regulatory framework	Outputs achieved: Planning & building approvals continue to be processed in accordance with the legislation and statutory timeframes.	
Building and ancillary construction compliance maintained	CEO	Regular compliance inspections carried out	Jun-22		Building works carried out to appropriate standard	Low	
				25%	Key Output: Non compliance issues minimised. Building approvals in accordance with regulatory framework	Outputs: As Above	
Energy efficiency throughout Council buildings	DCS	Council alter Council buildings to reduce electricity costs	Jun-22	25%	Solar power sources are connected to Council buildings	Low	
						Key Outputs: potential future sites located at Morven, Augathella and Charleville bore 5	outputs achieved: Further funding sought.

Engineering

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Engineering staffing levels maintained	DES	Retain appropriately qualified staff to provide efficient engineering services	Quarterly		Civil construction works carried out to meet community and regulatory standards	Moderate	Shortage of skilled staff
				40%	Key outputs: All vacancies filled within effective timeframes. Council develop a training framework for internal staff training/capability.	Outputs achieved: works super appointed, RMPC appointed, Water & Sewerage Position vacant, Ganger position in Augathella vacant,	
Key position civil staffing levels maintained		Retain appropriately trained staff for key civil activities, e.g. grader driver and curb and channelling	Quarterly		Civil construction works carried out to meet community and regulatory standards	Moderate	Shortage of skilled staff
				50%	Key outputs: All vacancies filled within effective timeframes. Council develop a training framework to capture local knowledge and experience. E.g. grader drivers	Outputs achieved: Skilled grader operators in place. Skills audit being undertaken.	
Construction plant maintained to an efficient and safe standard	DES	Workshop staff, facilities and equipment resourced to reduce downtime and increase plant availability	Jun-22		Plant availability and hire income maximised by having all scheduled plant replacement ordered by end of Q2.	Moderate	Plant replacement program may need acceleration in coming years due to aging fleet
			Jun-22	100%	Key outputs: Orders placed by December (80%),	Outputs achieved: still awaiting arrival machines	
			Jun-22	10%	key outputs: Develop a business case for cost/benefit of hiring of specific kit (rollers, jet-patcher etc) vs purchase. Business Case developed by end of Q1	Outputs achieved: Asset engineer initiate casestudy.	
Contract civil works on behalf of other agencies and funding programs delivered	DES	Works carried out in a timely and efficient manner to maximise use of resources and comply with contract or program requirements. Angellala approaches incl.	Quarterly		Contracts completed on time (TIDS, RMPC, R2R, LRCIP). Works program fulfilled	Low	
			Quarterly	40%	Key outputs: All programs resourced and delivered within contract Schedule, timeframe.	Outputs achieved: works proceeding.	
			Quarterly	50%	Key outputs: No LTIs and no accidents or failures.	No	

Improve and maintain road and street infrastructure	DES	Road maintenance works carried out in a timely and efficient manner to minimise risk to the travelling public. Road improvement works carried out to raise the level of standard over the network	Quarterly		Maintenance standards achieved. Works program fulfilled	Low	Rural roads are a risk due to flood recovery works. Tenders awarded to contractors - anticipate completion within allocated timeframes
			Aug-22	50%	Key outputs: Schedule of works (grading) is in place for 2021-22 and is communicated to the public	Outputs achieved: North of Augie focus for q1 & 2.	
			Quarterly	50%	Key outputs: Maintenance works are on track and have been completed in accordance with schedule.	Outputs achieved: upcoming works for Roma St Morven, Jupp St Widening (Q3)	
Renew dilapidated bridge structures	DES	Annual Inspection/maintenance			Bridge structures are assessed for soundness.	Low	
			Quarterly	50%	Key outputs: Visual Inspections are conducted as required (event based).	ngoing	
			Jun-22	50%	Key outputs: Maintenance foreman to develop and implement inspection schedule.	ongoing	
Rural roads upgrading	DES	Various as per the Asset Management Plan	Jun-22		Upgrades completed	Low	
				50%	Key outputs: R2R (\$1.2M) and TIDS (\$975K) funding to complete bitumen spray on Khyber Rd (8 - 10Km) and Kilarney Rd (4km)	Outputs achieved: Kilarney Rd Completed. Combo of flood work and maintenance to commence on Mt Tabor (Estimate 6 months work).	
Town Streets upgrading and Reseals	DES	Various as per the Asset Management Plan	Jun-22		Upgrades completed	Low	
			Mar-21	100%	Key Outputs: Proposed reseal works on Watson and Wills Street in Charleville.	Outputs achieved: Wills and Watson Streets completed, about to commence reseal of Roma st, Morven.	
Upgrade culverts & floodway's	DES	Various as per the Asset Management Plan	Jun-22		Works completed (QRA - \$240K & \$60k Council)	Low	
				25%	Key outputs: Caroline Crossing Culvert upgrade, Morven Inverts Rail Hub, Old Charleville Road.	outputs achieved: Caroline Crossing - works to commence Q4, pushed back to due to flood works	

Kerb & Channel	DES	Various as per the Asset Management Plan	Jun-22	20%	Works completed as per annual schedule	Low	Difficulty getting contractors to do curb and channel, currently boxing out short sections. Lack of inhouse technical capacity due to workload.
				100%	Key outputs: Hood St Charleville, Jane St (to be finalised) (LRCIP and Council)	Outputs Achieved: Hood st prep work to be completed Oct, Kerb and channel poured week 4 Oct.	
New footpaths	DES	Various as per the Asset Management Plan	Jun-22	25%	Works completed as per annual schedule	Low	
			Jun-22	50%	key outputs: renewals of existing footpaths as per Inspection Schedule.	Outputs Achieved: completed Burke st and Edward st. About to commence Morven (Victoria st), and Main st Augathella	
Levee Bank	DES	Annual maintenance	Dec-21	95%	Levee structure is checked for soundness.	Low	
			Jun-22	100%	key outputs: Maintenance of Charleville Levee, continuation of rehab works.	Outputs Achieved: levee reinstatement works completed. On-going year by year maintenance fund has been established.	

Water

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Provide adequate and safe urban drinking water supply	DEHS	Ensure regular monitoring of water supply to ensure water quality is assured	Monthly		Water quality maintained and DEWS requirements met	Moderate	DES has required follow up 3rd party audit of Morven drinking supply in response to previous tests revealing E. coli in the post-UV treatment phase of town water.
				50%	Key Outputs: testing and treatment levels maintained across major towns.	Outputs achieved: regular testing and treatments have shown no further outbreaks of E. coli in town water supply. 3rd party certification is required however.	
Storage and supply of urban water maintained	DES	Reservoirs, mains and services regularly inspected, monitored, repaired or replaced where appropriate	Quarterly	25%	Uninterrupted supply maintained. Annual reporting of all water and sewerage KPI's as required by various state and federal agencies, published on Council's website.	Low	
			Jun-22	50%	Key outputs: upgrading water mains conducted in all three towns this financial year. New pumps and switchboards in all towns..	Output achieved: new bore for Colladi completed - tie in underway. Q3 & 4 - replace sections of Main in Morven and Augathella (Main St)	
	DCS	Rail Hub - Bore Drill and network upgrade	Sep-22	75%	Key outputs: Secondary bore currently being installed at Morven as part of Rail hub project (TMR \$540K)	Moderate	QGWS has been non-communicative and is now two months behind schedule. Brandon's have made numerous attempts to contact QGWS, using various media and no communication has been forthcoming. Drilling component of the project to be re-called.

Output achieved: early works completed, including install of 3 mains networks for connection to Truck Wash, Fodder Shed Fire fighting tanks, Mains storage town supply. Bore drilling contract to be recalled based on QGWS lack of communication and mobilisation

Sewerage

Strategies	Resp Officer	Actions	Comp Date	% Completed	KPI	Risk of non-delivery or late delivery:	Risk explanation (moderate or high):
Sewerage treatment plant and ponds operating to standard	DEHS	Ensure regular monitoring of effluent to ensure quality is maintained and plant operating efficiently	Monthly		EPA licence mitigation actions met in consultation with Department of Environment and Science	Moderate	SMEC report has flagged that Augathella STP is no longer capable of Treatment.
			Jun-21	50%	key outputs: Agreed action plan in place in consultation with DES including testing and compliance program with competent staff retained to implement. EH Team is currently conducting additional testing for Covid-19 traces in sewerage samples.	outputs achieved: repairs undertaken to one of the cells, awaiting budget and tech input to reline. Compliant with protection order. Funding submission has been developed and submitted to BBRF Water and Waste water round - awaiting results of EOI	Infringement notice has been issued by regulator. SMEC draft recommendation report has been completed.
Sewer reticulation operating at maximum efficiency	DES	Pump stations, mains and services regularly inspected, monitored, repaired or replaced where appropriate	Quarterly	25%	Uninterrupted service maintained and public health not compromised	Moderate	As above
				50%	Key Outputs: As per program.	working well - all water infrastructure is well maintained and functioning at capacity	
Upgrade pump stations and mains	DES	Upgrade in accordance with asset management plan	Jun-21	100%	Completed & commissioned	Low	
			Jun-21	100%	Key Outputs: Switchboards and pumps are being upgraded in Augathella.	works completed	



Human Resources Report

From: Trudy Kerr – A/Human Resources Manager
Ordinary Meeting – January 2022

RECRUITMENT		
Position	Closing Date	Reason
Mechanic/Diesel	TBA	Vacancy
Apprenticeship Mechanic/Diesel	TBA	Vacancy
Water & Sewerage Supervisor	30.01.2022	Vacancy
Augathella Ganger	31.01.2022	Resigned

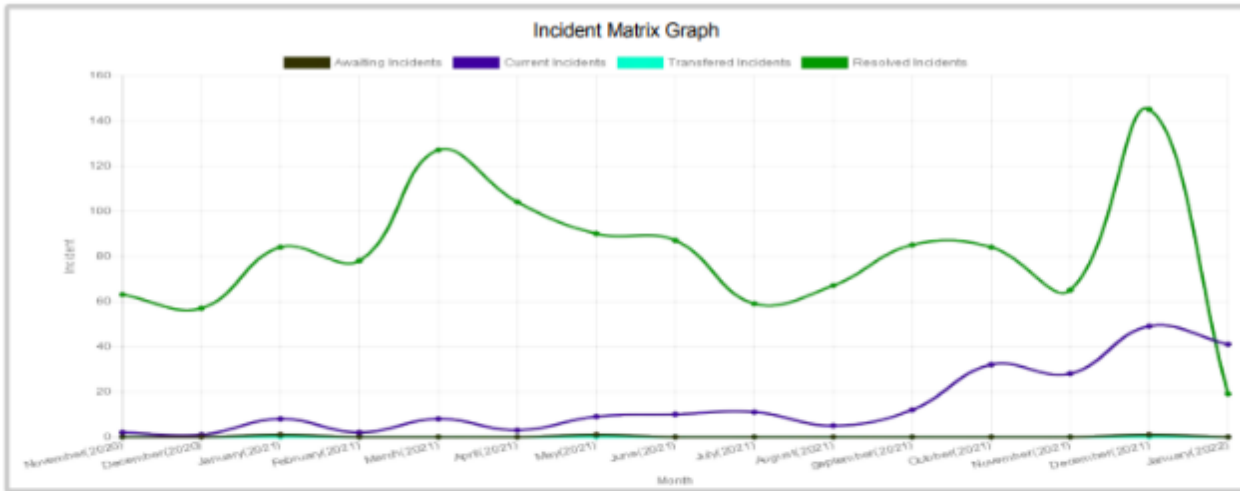
APPOINTMENTS		
Name	Position	Commencement Date
Toni White	Temp Fulltime Admin Assist	4 January 2022
Trent Frazer	Water Truck Driver	10 January 2022

TRAINEESHIPS / APPRENTICESHIPS		
Name	Position	Other
Oliver Aitken	Plumbing Apprenticeship	Second Year
Luke Worthington	Heavy Vehicle Apprenticeship	Second Year
Mia Keyes	Workplace Health & Safety Trainee	First Year
Abigail Farrowell	Tourism Trainee	First Year
Nikita Chadderton	Business Administration Trainee	First Year
Georgia Kerr	Business Administration Trainee	24 January 2022
Kye Smith	Con & Land Mgmt. Trainee	24 January 2022

OVERTIME					
Pay Period	Dates	Hours	Amount	Hours	Amount
1 - 2	19/06/21 to 16/07/21	581	28,037	547	26,020
3 - 4	17/07/21 to 13/08/21	633	29,645	590	27,602
5 - 6	14/08/21 to 10/09/21	618	29,835	514	23,407
7 - 8	11/09/21 to 08/10/21	610	29,308	563	26,813
9 - 10	09/10/21 to 05/11/21	553	25,952	555	25,511
11 - 12	06/11/21 to 03/12/21	591	26,900	369	17,569
13 - 14	04/12/21 to 01/01/22	418	19,934	340	17,204
15 - 16					
17 - 18					
19 - 20					
21 - 22					
23 - 24					
25 - 26					

CUSTOMER REQUESTS

Filtered Incident Report



Incident Data Table

Month	Awaiting Incidents	Current Incidents	Transferred Incidents	Resolved Incidents
November(2020)	0	2	0	63
December(2020)	0	1	0	57
January(2021)	1	8	0	84
February(2021)	0	2	0	78
March(2021)	0	8	0	127
April(2021)	0	3	0	104
May(2021)	1	9	0	90
June(2021)	0	10	0	87
July(2021)	0	11	0	59
August(2021)	0	5	0	67
September(2021)	0	12	0	85
October(2021)	0	32	0	84
November(2021)	0	28	0	65
December(2021)	1	49	0	145
January(2022)	0	41	0	19



Murweh Shire Council

WORKPLACE HEALTH & SAFETY REPORT

JANUARY 2022

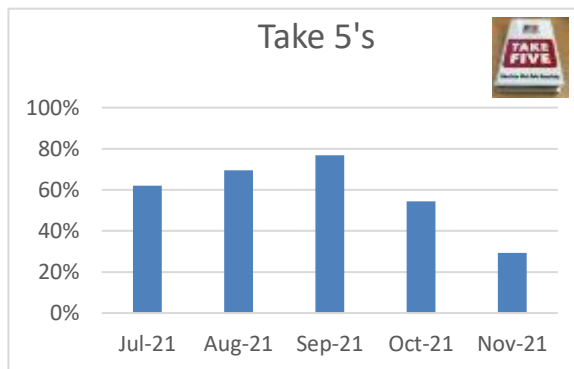
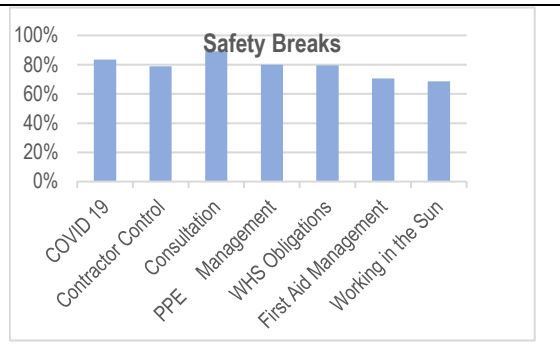
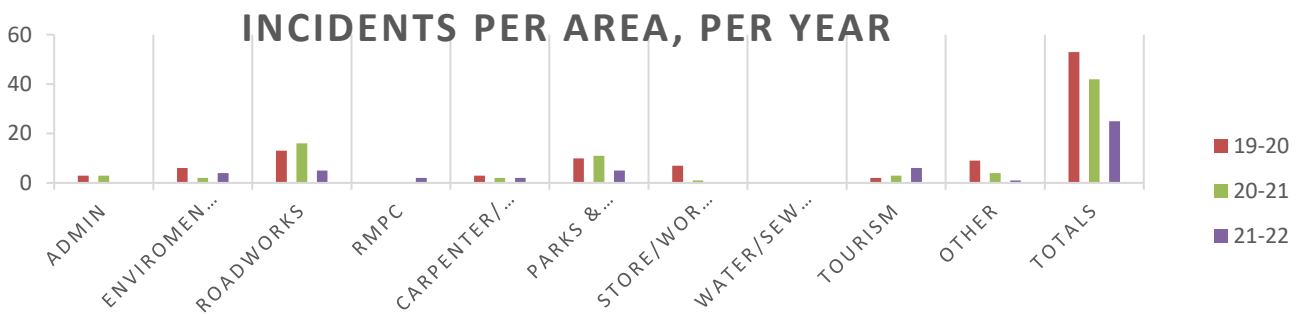
Written by: John Wallace (WHS)

INCIDENT REPORTS (since last report)

IR #	Date	Details	Department
IR-346	12/12/21	Back Strain	Town Crew
IR-347	13/12/21	Shoulder	RMPC

Inductions 21-22

	New	Total
Contractor Inductions	2	31
Council Inductions	0	7
Tourism Inductions	0	2



GENERAL

Report Murweh Shire Council Work Health and Safety Management System

Council engaged Queensland Councils Safety Consultants to undertake a review of your current safety management system and evaluate councils' compliance against ISO 45000:2018, Occupational health and safety management systems - requirements with guidance for use and Queensland National self-insurer OHS Management System Audit Tool Version 3.

ISO 45001 is currently not a lawful requirement under the Work Health and Safety Act but is or will be required by external bodies (Contracts such as TMR Traffic Guidance Scheme Re-accreditation) that requires councils work health and safety systems to be aligned to the ISO Standard requirements.

self-insurance scheme licence renewal requirements. A 70% or greater score for this audit will ensure council satisfies the work health and safety requirements for your TMR Traffic Guidance Scheme application requirements for contract work.

The current score is 61.44%. The score is a reflection of the lack of available evidence to demonstrate that council is currently following its process outline in the safety management system. I believe a lot of evidence exists in council operations but is not being captured. This needs to be addressed as a matter of urgency.
LGW.

Next meeting 19 January 2022 at the Workshop



Experience Charleville

Outback Queensland

Murweh Shire Council Visitor Information Centre Report December 2021

Visitor Numbers for December 2021

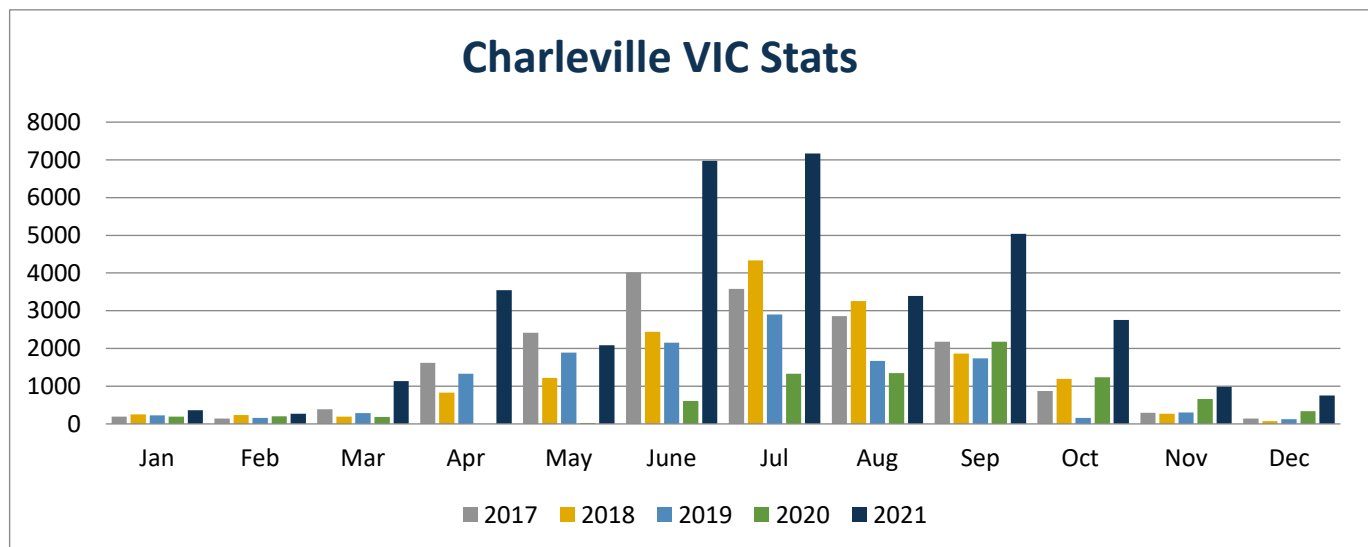
This was the first year we remained open during the Christmas and New Year periods. Numbers proved more than we expected with us scheduling extra bilby tours to satisfy the visitors.

Many were visiting as part of a round trip – the road led them here and due to many other outback areas not opening they chose Charleville.

Walk-In Visitors to the Charleville VIC

December 2021 – 750
December 2020 – 340
December 2019 – 123

Average night stay as per feedback forms: 3 nights



Charleville Visitor Information Centre Business

Merch Sales

December 2019 \$115.35
December 2020 \$361.42
December 2021 \$1873.87

Ticket Sales

2019 \$436.00
2020 \$90.00
2021 \$10,526.50

Phone Stats

2019 - 37

2020 – 40

2021 – 152

Bilby Report October 2021

Our tours continued throughout December with some tours between Christmas and New Year at capacity and us scheduling extra tours.

Our big news is we had twin bilbies emerge – a first in our nocturnal house which created a lot of media for the shire and the SBF.

Visitors December 2021: 270

Merch \$1,397.40

Tickets \$4718.00

Donations \$598.00

Total Council Revenue \$729.49

Total Paid to Bilbies \$5983.91

Meetings

Danielle and Melitta attended the **Natural Sciences Loop meeting** via zoom with all four councils.

Feedback

'Kirsty and I just wanted to say a big thank you for helping our team celebrate our staff Xmas party. We had a wonderful time, Lisa did a fantastic job, presented very well and is really in her element.

Thank you again for having us.

Regards

Stuart Maidment

Western Rural Services

'Great service at your information centre, they arranged everything for us.'

'Great host – very engaging! Loved her as she was so good with the kids.'

'10/10 for the bilby experience – our kids loved feeding them and they will remember this forever. Tour guide very engaging and patient. WD!'

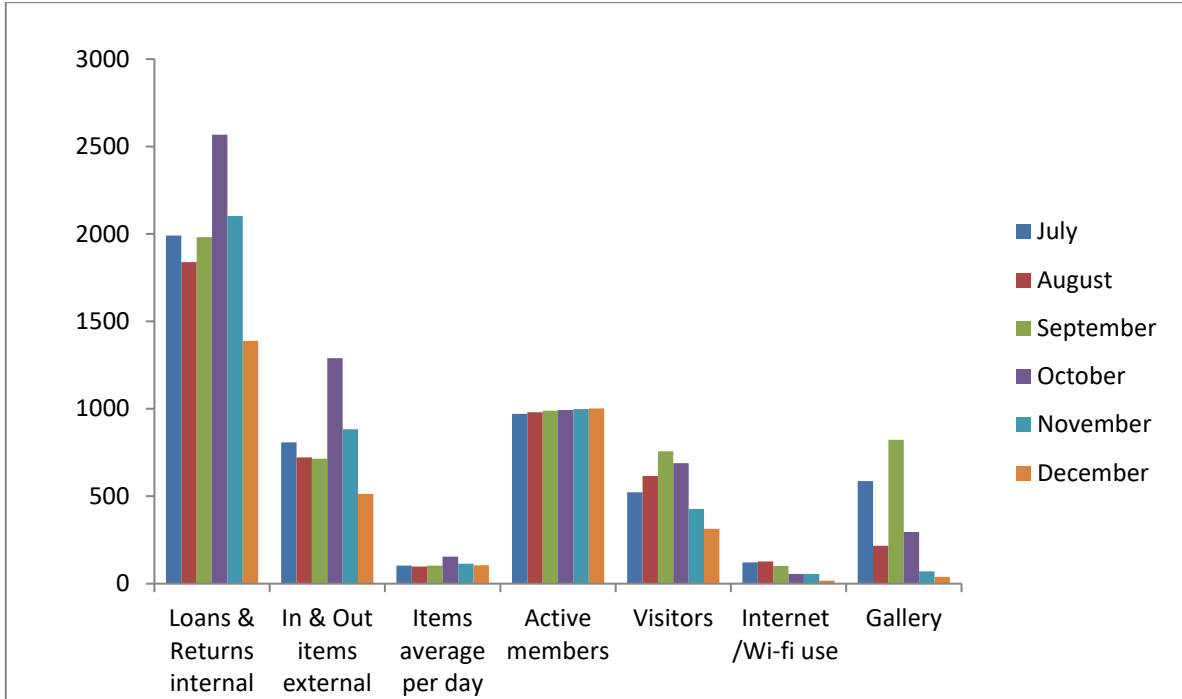


Murweh Shire Council Library Reports

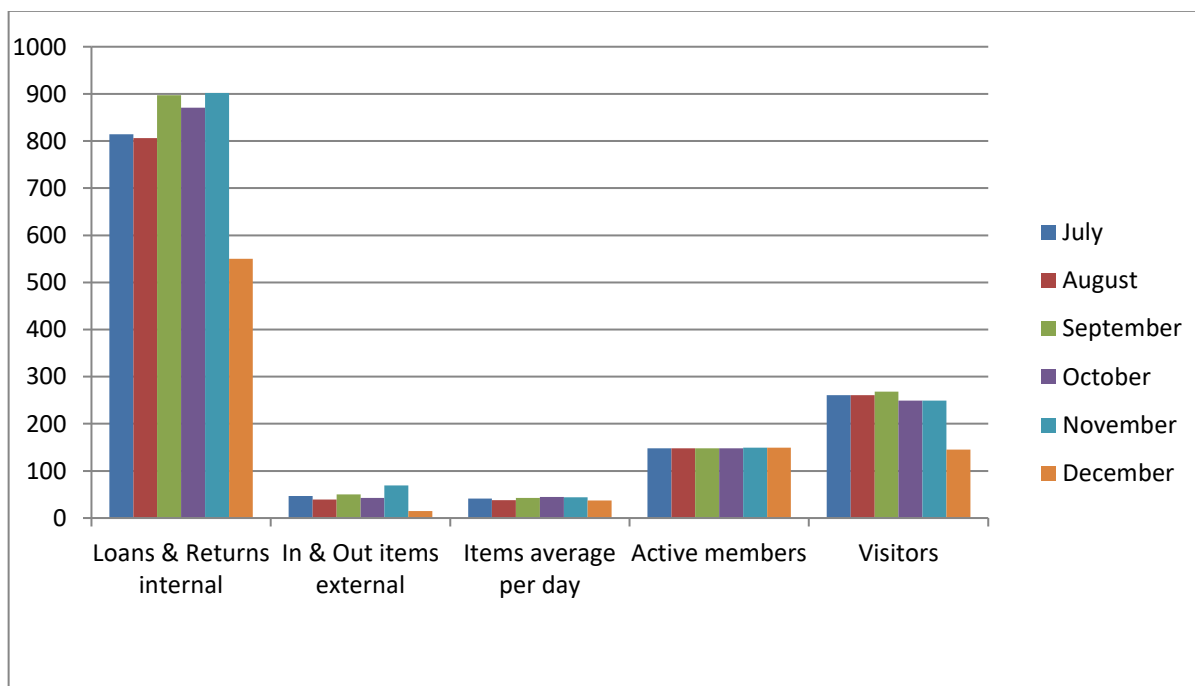
From: **Martina Manawaduge – Librarian**
Danielle Whatmore - Librarian

Report for December 2021 – Charleville / Augathella & Morven

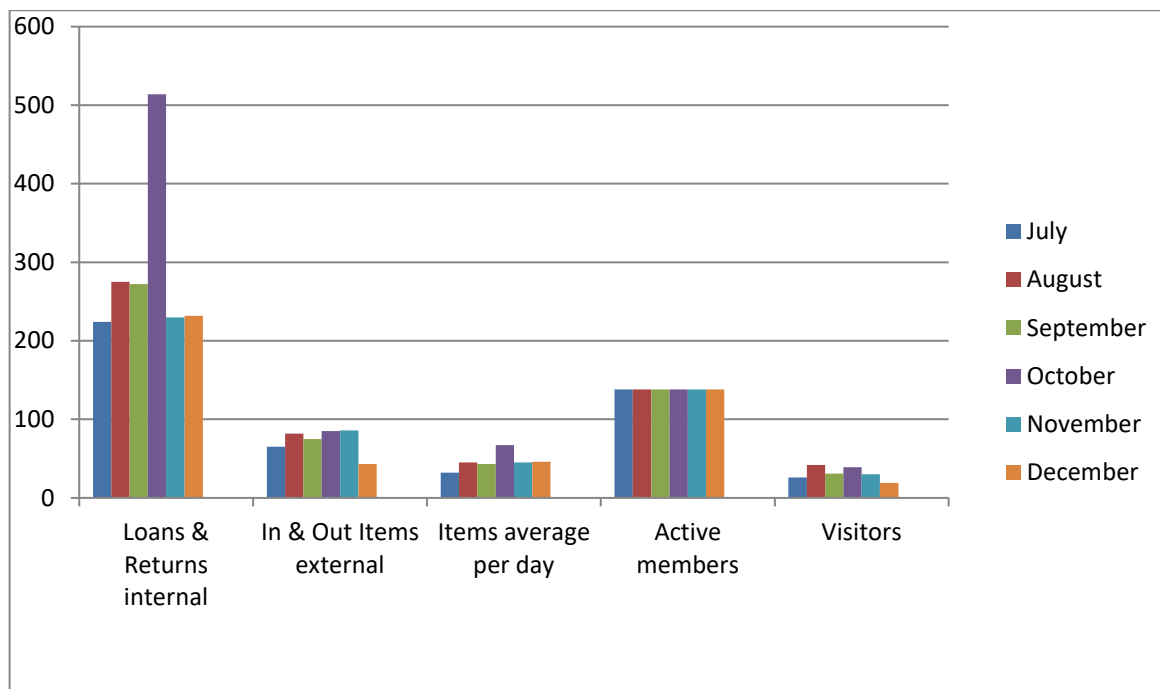
Charleville



Augathella



Morven Library



Operational Information

First5 Forever

Steady participation, First 5 is not operating during school holidays

Mulga Lands Gallery – Statistics

Mulga lands has had 39 people through in November.

Augathella Library – Laraine Steedman

No comment

Morven Library – Marie Williams & Maree Green

No comment



Community & Health Services Report

From: Richard Ranson – Director of Community & Health Services
 Ordinary Meeting – 20th January 2022

Water Quality

All town water supplies tested free from contamination

Sewerage/Wastewater

Final report will be received from SMEC (week commencing 16th January) offering alternative replacement options for Augathella CED scheme. Expressions of interest lodged for “building our regions” funding for Augathella CED scheme and Charleville STP currently in assessment phase, with decision expected prior to February 2nd.

With the fast-changing COVID-19 situation, Queensland Health’s Public Health unit have advised that the wastewater surveillance program has ceased in our region and council is no longer required to submit samples.

Swimming Pool (Report by Michael Winton)

Attendance	2018/2019	2019/2020	2020/2021	2021/2022
September	789	520	687	840
October	1420	1425	1450	1602
November	1210	1308	1736	1957
December	1365	1726	1276	1495
January	1910	1891	1325	
February	1200	1397	1609	
March	760	437	1004	
April	273		380	
Total	8929	8929	9467	5894

The month of December was hot and with the heat busy!!!! We are up on last year’s figures despite being closed a couple of days over Christmas and early in the month electrical storms which closed the pool for a couple of hours at a time. The schools utilized the pool for student reward days and with the hot weather seemed to be a hit for kids.

School holidays were as per previous years with some families going on holiday early to take advantage of early school holiday rates and then after Christmas, families’ holiday in the more traditional way. Had a few visitors passing through but not as many as in previous year’s hopefully that will change a little in January.

The swimming club had 2 successful swimming carnivals in the month: one at Roma with a number of personal bests being swum against the more fancied swimmers from Toowoomba. Charleville swimmers held their own and it was very pleasing to see, and this should give them lots of confidence going forward for State Sprint titles and the State School Titles to be held in 2022. Another carnival at Augathella was also a success, with a number the younger swimmers of the club swimming massive Pb’s, and breaking a number of pool records.

It would have been interesting to see what the attendance rates would have been for the month had the water park and toddler pool been up and running, as it was felt a lot more families would have come to pool had we had those facilities.

Going forward though we are thinking positive as once the park is up and running, we are sure attendance numbers will increase.

Art Gallery

The Queensland Art Gallery of Modern Art (QAGOMA) are touring with the "Asia-Pacific Video" exhibition. It will be showing at the gallery from 22nd January to 30th April 2022 and demonstrates how the medium of video has become such a valuable form of expression for many artists.

Dog Control

Registrations					
Lifetime	5 for December			Total 1132	
Annual	3 for December			Total 32 (for 2021/2022)	
Seized Dogs					
Total seized	3	Reclaimed	1	Pound fees collected	\$248.00
Adopted	2	Euthanized	2		
Wild Dog Scalps 2021/2022				Wild Dog Destruction Budget Remaining	
Male 210, Female 153, Puppies 27 Total 360				\$36,788	

Landfills

Charleville	No issues to report.
Augathella	No issues to report.
Morven	No issues to report.

Tender documents distributed to all parties that had lodged an expression of interest in the Charleville landfill management contract. Information session will be held on the 24th January followed by a site visit.

Stock Routes

No mobs in shire and no advice of stock moving from neighboring shires. Still awaiting approval of capital works funding for water facilities.

Food Premises

Inspections conducted	2
Complaints	0



Engineering Services Report

From: Paul O'Connor – Director of Engineering Services
Ordinary Meeting – 20 January 2022



Morven – new park furniture



The Rockpool is full...

Tender for December 21 Flood Damage Assessment

Council received quotes to project manage the assessment of the damage to our road network for the December 2021 event from:

- Enginfra Consulting
- Shepherd and
- Proterra Group

The three competitive quotes received were from qualified suppliers.

Reviewing the quotes from all suppliers, **Enginfra Consulting** is identified as most suitable to deliver the required scope and offer the best Value for Money outcome for the following:

- Good understanding of the Murweh shire region and road network.
- Significant experience working with QRA, council and other relevant parties.
- Good reputation with both Council and Contractors already working with Council on past events.
- Methodology reflects council way of assessing the damage optimising required time required for assessment and lodgment.

Projects

- Racecourse upgrade – works February
- Roma St Morven sealing – January completion
- Mt Tabor Rd – started, 5 to 6 months work
- Caroline Crossing & Old Charleville Rd culverts – Q3/4 21/22
- Footpaths – Victoria St Morven, Main St Augathella
- Kerb – Main St Augathella, Little Parry St Charleville
- TMR Flood damage – continuing
- TMR Mitchell Highway – Feb to June 2022
- Playground audit training 1 – 3 February
- Sealing works – Charleville, Augathella cemetery & Ward River entrance

Street Numbering

We trialled part of Alfred St – LHS from Sturt St to Warrego St – numbers 4 to 36.

Constable Gareth Bamin is happy with the outcome so we will now proceed with Morven township.

Graham Andrew Playground

A new swing with accompanying rubber soft fall is being installed.

Charleville Botanical Gardens

A remote rain gauge has been purchased to provide information re the closure of the 4WD track as necessary.

Morven - Albert St

Park furniture installed.

Local Shire Roads

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

Road Name	Maintenance Grading (km)
Bollon Road	10 - Medium form
Clara Creek Road	7 – Heavy Form
Wheatleigh Road	12.5 – Medium Form

RMPC

Road No	Road Name	Shoulder Grading (km)	Slashing (h)	Hand Mowing (m2)	Guide Posts	Temporary Pavement Repairs (m2)	Herbicide Spraying (L)	Emulsion Repairs (m3)
13A	Morven - Augathella							2
13B	Augathella - Tambo							
18F	Mitchell - Morven					90		
18G	Morven - Charleville							1.5
23B	Cunnamulla - Charleville	2.58				42		
23C	Charleville - Augathella		79	2968	65		2600	
93A	Charleville - Quilpie		6	215	45			
	TOTAL	2.58	85	3183	110	132	2600	3.5

Water & Sewerage

WATER

Town	Service Line Breaks	Repair Water Mains	Meters Replaced/ Checked	Pump Station Faults	Water Bore Maintenance	New Connect	Fire Hydrant
Charleville	4	5			2		
Other Comments: Meter reading							
Morven	1	2			2		
Other Comments:							
Augathella	2	1					
Other Comments:							

SEWERAGE

Town	Main Line Chokes	Service Line Chokes	Pump Station Faults	Toilet Faults	Overflows	Unblock Sewer House / Main Connections
Charleville		1				
Morven						
Augathella						
Other Comments: Repair leaking pond at Augathella C.E.D Scheme						

Electrical

Activity	Charleville	Augathella	Morven
Build & erect Christmas trees at 3 towns	✓	✓	✓
Airport generator, install new man machine interface	✓		
Solar lighting at new bridge seats	✓		
Commission & test new water tower lighting	✓	✓	
SCADA upgrade from 3G paging to 4G	✓	✓	✓
Whipper snip water pumping sites	✓		
Replace obsolete single phase air compressor with 3 phase at Charleville Workshop. Test & commission	✓		
Bore #5 underground cables & termination checks	✓		
Wire up auto door at front office	✓		
Phone / IT connection problems at Shire office – fault find & rectify	✓		
Routine maintenance of U.V. machines at Augathella & Morven		✓	✓

Replace faulty H.W system at Augathella Town Hall		✓	
Replace gate entry transmitter at Augathella Airport		✓	
Installation of new 45kw danfoss VSD's on pumps 3 & 4 at Bore #5	✓		

Building

Activity	Charleville	Augathella	Morven
Signs at Augathella Airport		✓	
Augathella street signs		✓	
Build and install Christmas tree at all 3 towns	✓	✓	✓
Locks at Forrest Street aged units		✓	
Install new blue seats at River Walk	✓		
Install new seats at Graham Andrews Park	✓		
Install new seats at Morven Park			✓
Flood markers	✓		
Augathella Hall signs		✓	
Office upgrades	✓		
Cosmos Centre door hinges	✓		
Install new gates, posts and locks at Swimming Pool	✓		
Install new gate at Showgrounds	✓		
Cooladdi Hall signs			
Repair broken River Walk lights	✓		

Town Maintenance

Activity	Charleville	Augathella	Morven
Grave Digging	4	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			
Other			
Works Requests	✓	✓	✓
Put Up Street Banners			
Playground Inspections	✓	✓	✓
Clean BBQs	✓	✓	✓
Slash Gully	✓		
Plant Flowers			
Fix Sprays in Park	✓	✓	✓
Water pots in Main Street	✓	✓	
Mow Ovals & Parks	✓	✓	✓
Service Plant	✓	✓	✓
New Signs			

Workshop

MSC WORKSHOP MONTHLY REPORT DECEMBER 2022

SAFTEY No incidents or accidents

WORK CARRIED OUT ON TRACTORS

Unit 192 Replaced rear PTO poppet valves, calibrated 3 point linkage

Unit 190 Replace thermostat

WORK CARRIED OUT ON TRUCKS

Unit 997 Inspect for RWI Unit 57 Repair suction hood and skids

Unit 38 Repair air con, adjust clutch, refit fuel tank and repair 12v socket

Unit 47 Replace indicator stalk and replace RHF suspension bushes

Unit 44 Replaced al belts, pulleys and tensioners, replaced thermostat, replaced cab mounts and carried out service

Unit 41 Carried out service, replaced rear axle seals and replaced rear abs sensor

Unit 33 Replaced failed boost pipes, replaced engine wiring harness, replaced rear ABS sensor and repaired diff temp sensor wiring

WORK CARRIE OUT ON TRAILERS

Unit 492 Adjust brakes and repair rear deck cover

Unit 413 Repair damaged dribble bar

Unit 331 Check and adjust all rocker box bushes and bearings

Unit 332 Check and adjust all rocker box bushes and bearings

Unit 333 Check and adjust all rocker box bushes and bearings

WORK CARRIED OUT ON GRADERS

Unit 116 Carried out 500 hour service

WORK CARRIED OUT ON LIGHT VEHICLES

Unit 608 Replaced alternator Unit 617 Carried out service

Unit 664 Carried out service Unit 660 Carried out service

WORK CARRIED OUT MOWERS

Unit 581 Carried out 2000 hour service, replaced drive coupling and replaced lever switches

Unit 585 Replace air con belt and replaced deck spindles

Unit 587 Cleaned fuel system

Unit 589 Repair deck spindles

WORK CARRIED OUT ON MISCELLANEOUS

Unit 545 Airport generator Replaced failed control pad

Unit 176 Excavator Replaced failed hydraulic hoses

Unit 191 Roller Cleaned fuel system and repaired engine wiring harness

Unit 202 Roller Replaced water pump and thermostat

Unit 203 Roller Inspected bearings and cleaned brakes

Unit 350 Stump grinder Replaced teeth and upgraded to the heavy duty option

Racecourse scarifier Replaced all teeth

WORK CARRIED OUT ON NAVMAN

Unit 660 Install duress button and heavy-duty screen mount

Unit 118 Install Navman system

PLAN FOR JANUARY

Carry out repairs as they arise to ensure a smooth as possible return to full operations after the shutdown.

Assets Department

- Send updated Digital Road Network to QRA for review and confirmed validation.
- Updated location model in Recover in new database for managing recent activated event.
- Updated asset registers – Roads, Water and Sewerage.
- Sent RFQ for assessing roads damage by new event through VendorPanel.
- Liaised with department regarding program updates – LRCIP phase 1 and 2.
- Sent Monthly report for QRRRF 21.
- Created inspection map for Gravel Pits.

Development Approvals

BA Number	Lot_Plan	Applicant Name	Service Address	Type of Works	Approval Date
7591	L20 BUR96	C.G. Thompson Pty Ltd	'Tyrone' 6544 Adavale Road, Charleville QLD 4470	Construction of dwelling	21/12/2021



Recommendation / Report

From: Neil Polglase – Chief Executive Officer
Ordinary Meeting – 20th January 2022

Subject

Policy Project Decision Framework

PROPOSED RESOLUTION:

That Council adopt the project decision framework policy as presented.

BACKGROUND:

Purpose

As a component of Council's Project Decision Framework (PDF), this policy document specifies Council's overarching intentions and guiding project decision making principles. This policy has been derived from, and is consistent with, the organisational corporate plan and enables the project decision process, strategic actions, and outcomes to be developed and implemented. The policy includes a commitment to legislative compliance as well as continual improvement in project decision making across the organisation.

Financial Risks

N/A.

Environment Risks

N/A

Social Risks

N/A

Recommendation

That Council adopt the project decision framework policy as presented.

Neil Polglase
Chief Executive Officer



Murweh Shire

Project Decision Framework Policy

Policy No:	Gov - 010
Council Resolution Ref:	
Date Adopted:	20 January 2022
Review Date:	20 January 2025
Version No:	1.0

Objectives

As a component of Council's Project Decision Framework (PDF), this policy document specifies Council's overarching intentions and guiding project decision making principles. This policy has been derived from, and is consistent with, the organisational corporate plan and enables the project decision process, strategic actions and outcomes to be developed and implemented. The policy includes a commitment to legislative compliance as well as continual improvement in project decision making across the organisation.

Policy Statement

Council provides a range of services to the community and, in doing so, is required to ensure these services are sustainable. Typically in any one year, the concepts and ideas that are to be considered at the front end of the formal budget process will be much larger in number than the projects that can actually be supported. Important decisions therefore have to be made as to which of the various concepts and ideas should be progressed for further consideration and those that should not be progressed. Council therefore recognises the benefit in adopting a disciplined approach for consideration of the concepts or ideas, complexity and risks such that approved projects have been subjected to a reasonable level of value for money and assurance type of analysis.

In recognition of the need to establish a system by which project decision making is disciplined, robust and in the best interests of the community, Council aspires to the following:

“To have in place a robust project decision making process to deliver value for money for Council and the community we serve.”

Council's project decision making mission is guided by the following principles:

<p>1) Project Governance and Accountability</p>	<ul style="list-style-type: none"> ▪ A disciplined approach towards project selection and in undertaking the 'right' projects across the organisation. ▪ Project proposals are prioritised based on a common and agreed set of criteria. ▪ Project selection is linked to strategic intent. ▪ Accountability for project decision making activities is unambiguous, accepted and met. ▪ Industry standards and guidelines are used where appropriate. ▪ A consistent project decision making language is used.
<p>2) Project Information Management</p>	<ul style="list-style-type: none"> ▪ Council recognises, identifies, records and maintains project information to a level of detail, accuracy and integration necessary for each project to be managed in accordance with the integrated framework. ▪ Statutory requirements relating to Council's project work are met (as a minimum).
<p>3) Project Lifecycle Management</p>	<ul style="list-style-type: none"> ▪ Projects are managed from a whole-of-life perspective. ▪ Risks and opportunities are identified and managed in accordance with the Corporate Risk Framework prior to final project selection. ▪ Prior to approval of any major project that constitutes a renewal or upgrade to an existing service, a critical review, based on demonstrated service needs is undertaken and the 'whole-of-life' cost of that project is determined.
<p>4) Service level management</p>	<ul style="list-style-type: none"> ▪ A planned approach is taken to growth and demographic change through demand management and infrastructure investment using an agreed growth and demographic model. ▪ Current and desired levels of service are defined that consider technical and community requirements and the cost of services.

Scope

Project decision making at *Murweh Shire Council*, combines management, governance, financial, economic and technical activities applied to phases of the project lifecycle with the purpose of establishing a common approach for considering opportunities, proposed projects and their subsequent management through to completion.

To improve project selection and delivery, Council adopts a structured decision gate process across the project lifecycle with the initial focus being given to front end phases. Therefore the project lifecycle phases covered by this policy are categorised as follows:

- Identifying and assessing
- Selecting
- Defining
- Executing
- Operating and maintaining
- Decommissioning

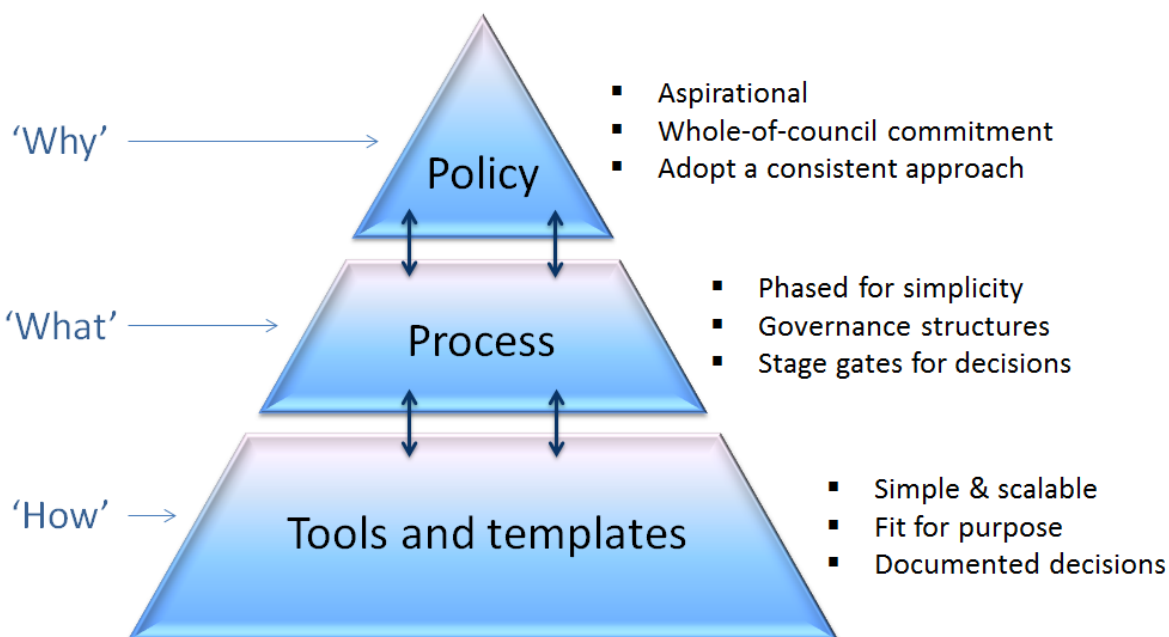
Note: This policy applies to construction, process and policy type projects.

Definitions

As per the Project Decision Framework User Guide.

Related Policies/Legislation

This policy is aligned with Council’s corporate plans and strategies. It is also central to a suite of related functional level policies that support and guide the management of projects and maximise the business benefits that the opportunities associated with these projects present to Council. Such related functional policies will be subjected to continual review to ensure alignment with all of the higher level elements of the Project Decision Framework User Guide. This policy forms the first part of an integrated approach to decision making in Council, as shown in the following diagram.



REPORTING REQUIREMENTS

- Current
 - Local Government Regulations 2012
 - Community plan
 - Asset management plans
 - Long term financial plans

RELATED DOCUMENTS

- Project Decision Framework User Guide (provided by Queensland Treasury Corporation) including tools and templates

RESPONSIBILITIES

Project decision making responsibilities and relationships have been established as follows:

Council

- To act as stewards for all projects
- To approve Council projects and monitor outcomes
- To set corporate project decision policy and vision
- To set levels of service, risk and cost standards
- To ensure project investment decisions consider whole-of-life costs.

Chief Executive Officer / Executive Leadership Team

- To agree on the Project Decision Framework Policy with Council
- To implement the decision making process with agreed resources and review performance
- To ensure that accurate and reliable information is presented to Council for decision making
- To integrate the Project Decision Framework Policy, process and guidelines into Council's corporate governance framework.

Project Custodians / Proponents

- To develop proposals for new projects in accordance with Council's Project Decision Framework
- To ensure proposals include a number of project delivery options in order to determine the most viable option
- To develop and implement project management plans for individual approved projects in accordance with the guidelines
- To deliver levels of service to the agreed risk and cost standards
- To present information to Council and Chief Executive Officer in terms of lifecycle risks and costs.

Project Decision Making Governance Group

- To develop, implement and monitor Council's Project Decision Framework in accordance with this policy
- Ensure promotion and implementation of effective decision gates throughout each phase of the project lifecycle
- Evaluate and monitor key performance outputs/criteria following implementation.



Recommendation / Report

From: Jamie Gorry, Director of Corporate Services
Ordinary Meeting – 19th January, 2022

Subject

Human Resource Policies for Review

PROPOSED RESOLUTION:

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

- *HR-004 Induction Policy*
- *HR-006 Exit Interview Policy*
- *HR-007 Drugs and Alcohol Policy*
- *HR-009 Anti-Discrimination, Bullying and Harassment Policy*

BACKGROUND:

Purpose:

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

Each of the four (4) policies address specific and critical components of Human Resource Management.

- **HR-004 Induction Policy** – sets the standard and process for the correct and effective on-boarding of new recruits to the organisation.
- **HR-006 Exit Interview** – outlines the correct process for undertaking an exit interview with departing staff, as part of an organisational learning, and continual improvement processes.
- **HR-007 Drug & Alcohol Policy** – addresses Council's requirement to undertake testing, and responses to drug and alcohol issues in the workplace, including mechanism to support staff.
- **HR-009 Anti-Discrimination, Bullying and Harassment Policy** – outlines Council's proactive and reactive measures to eradicate discriminatory and anti-social behaviours from the workplace.

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-004 Induction Policy*
- *HR-006 Exit Interview Policy*
- *HR-007 Drugs and Alcohol Policy*
- *HR-009 Anti-Discrimination, Bullying and Harassment Policy*

Attachments:

- *HR-004 Induction Policy*
- *HR-006 Exit Interview Policy*
- *HR-007 Drugs and Alcohol Policy*
- *HR-009 Anti-Discrimination, Bullying and Harassment Policy*



Murweh Shire Council Induction Policy

Policy No:	HR-004	Date adopted:	14 Dec 2017
Responsible Officer:	Human Resources Manager	Review Date:	Jul 2020 Jul 2023
		Version No:	1

1. Purpose

Murweh Shire Council (MSC) realises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about MSC and MSC's policies.

The purpose of this Induction Policy is to outline the induction process that all new employees of MSC will participate in on commencement of employment.

2. Commencement

This Policy will commence on adoption. It replaces all other Induction policies of MSC (whether written or not).

3. Application

This Induction Policy applies to employees, agents and contractors (including temporary contractors) of MSC, collectively referred to in this Induction Policy as 'workplace participants'.

This Induction Policy does not form part of any employee's contract of employment, nor does it form part of any other workplace participant's contract for services.

4. Induction Process

The induction process will typically comprise of 2 phases. Phase 1 involves completion of relevant commencement paperwork and Phase 2 involves a online induction session.

5. Phase 1 – Paperwork

Phase 1 of MSC's induction process involves new workplace participants completing the necessary paperwork to ensure the new workplace participant can be established on MSC's database. This phase should occur prior to the workplace participant's commencement.

The paperwork includes completing:

- A signed acceptance employment declaration form;
- MSC New Employee Details Form PY.Form.04
- LGIA Superannuation New Employee Information Form M01 / Standard Super Choice M02
- ATO Tax File Number Declaration Form NAT3092
- MSC Medical History Form PY.Form.06 HR Form.12 Ver01

6. Phase 2 – Induction Session

The second phase of MSC's induction involves a general online Induction session

- PowerPoint Presentations
- HR induction
 - A brief history of MSC
 - General overview of policies
- COVID-19
- Workplace Health & Safety
 - Including questionnaire
 - WHS policy Statement
 - WHS Obligations & Responsibilities
 - Industrial Manslaughter is a new section

7. Introduction to Staff/Mentoring

The new workplace participant's immediate supervisor is responsible for ensuring the new workplace participant is introduced to other workplace participants and is required to sign the Induction Training Record form confirming this has occurred.

New workplace participants should wherever possible be allocated a mentor to assist with transition into MSC's organisation. The mentor should also acquaint the new workplace participants with the day to day operations of the workplace including work breaks and facilities available.

A mentor should aim to make the new workplace participant feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

8. Induction Information Kit

A new workplace participant may be given an induction information kit comprising of:

- Staff Induction Booklet
- Phone list
- Policies of MSC
- Maps/guides to workplace area
- Job number lists for timesheets
- Payroll calendar

9. Variations

MSC reserves the right to vary, replace or terminate this policy from time to time.

10. Associated Documents

Recruitment, Selection and Employment Policy



Murweh Shire Council Exit Interview Policy

Policy No: Council Resolution Ref: Responsible Officer:	HR-006	Date adopted:	14 Dec 2017
		Review Date:	August 2020 Aug 2023
	Human Resources Manager	Version No:	1

1. Purpose

The purpose of this policy is to ensure that employees leaving Murweh Shire Council (MSC) are interviewed (where possible) about their experience with the organisation. This feedback will enable Human Resources to identify any key areas requiring attention or any opportunities for improvement in our ability to respond to employment related issues and in turn retain high performing employees.

2. Commencement of Policy

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

3. Application

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

4. Process

Following an employee's notice of resignation, the Human Resources Manager will make contact with the employee within 24 hours via email or telephone, and invite them to participate in the exit interview process.

The exit interview should take place as soon as possible after MSC has received the confirmed termination date.

The interview involves a discussion, preferably during working hours, whereby the Human Resources Manager takes the departing employee through a series of exit interview questions. Alternatively, the employee can be given the *Exit Interview Record* to complete during their work hours. The completed form should be returned to Human Resources Manager.

If the exit interview is conducted face to face, then the Human Resources Manager will complete the *Exit Interview Record* and *Employee Exit Checklist* during the meeting. Upon request, the employee may review and/or take a copy of these documents.

If the employee has already departed from the organisation, the Human Resources Manager will attempt to contact them via telephone to conduct the exit interview process. However, if this is not viable, the documentation will be either sent to the employee's home address or emailed and they will be asked to return their response.

If the employee raises a serious matter(s) during the exit interview process, the Human Resources Manager will liaise with the employee's supervisor, manager or director, with the intention of having the issue(s) resolved.

Exit interview information will be placed on the employee's personnel file for future access.

5. Variations

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

6. Associated Documents

- *Local Government Act 2009*
- *Industrial Relations Act 2016 (Qld)*
- Queensland Employment Standards (QES)



Murweh Shire Council Drugs and Alcohol Policy

Policy No:	HR-007	Date adopted:	13 July 2017
Council Resolution Ref:		Review Date:	July 2020 July 2023
Responsible Officer:		Version No:	2 3

1. Purpose

The purpose of this policy is to outline Council's expectations regarding the consumption of drugs /and or alcohol which can impair an employee's ability to perform work in a safe manner and can also lead to unacceptable behaviour towards others.

2. Commencement of Policy

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

3. Application

This Policy applies to all Internal and external employees and contractors of Murweh Shire Council (Excluded from this policy the Mayor, CEO, Directors and Elected Members

Responsibilities

Workers cannot:

- Attend work while under the influence of drugs and/or alcohol;
- Consume or use illegal drugs and/or alcohol at work or during work hours;
- Sell or dispense alcohol and/or drugs at work;
- Be in possession of alcohol and/or illegal drugs at work

Where a worker believes that another worker is under the influence of Drugs/Alcohol during work hours they must notify their manager or supervisor immediately.

4. Process

DRUG AND ALCOHOL TESTING

Workers must be fit for work in order to perform their duties safely and diligently. Workers will be required to participate in drug and alcohol testing as outlined below:

1. Pre-employment testing

Applicants for a position with Murweh Shire Council may be required to participate in pre-employment drug testing. Where an applicant tests positive to illicit drugs during the recruitment process, this will be considered in determining whether an applicant will progress further in the recruitment process. Refusal to undertake a drug test, where required, will draw an adverse inference from Council.

2. Reasonable suspicion of being under the influence of Drugs and/or Alcohol

Workers, whose behaviour or actions generate a reasonable suspicion of being under the influence of drugs and/or alcohol, may be required to undergo immediate drug and alcohol testing.

What constitutes a 'reasonable suspicion' of being under the influence of drugs and/or alcohol will depend on the specific situation. It is important to exclude other factors such as stress, fatigue or other known medical condition. A non-exhaustive list of factors that may give rise to a 'reasonable suspicion' of being under the influence of drugs and/or alcohol may include:

- An admission of being under the influence of drugs and/or alcohol;
- Uncharacteristic and unexplained changes in speech, movement and appearance;
- Erratic behaviours or mannerisms;
- Alcohol smelling breath or bloodshot eyes; and
- Possession of drugs and/or alcohol.

3. Post incident testing

Murweh Shire Council may require a worker to undergo a drug and/or alcohol test following a significant incident.

4. Random testing

Random drug and alcohol testing will be undertaken by Council, without notice. A worker or a group of select workers may be required to undergo testing at random.

TESTING METHODS

Murweh Shire Council will arrange for testing to be conducted by a qualified independent collector. All methods of testing will be in accordance with Australian Standards. A worker undergoing testing may request to be accompanied by a support person or a union representative.

REFUSAL TO UNDERTAKE TESTING

A worker who refuses to undergo drug and/or alcohol testing or has been found to have tampered with a sample, will be considered in breach of this policy. To ensure the safety of others and themselves, workers who refuse a test or tamper with a test, will be immediately stood down without pay, until they agree to undertake testing. Employees may also be required to show cause via a disciplinary process.

DRUG TEST OUTCOME

Negative Result

If a worker produces a sample which records a negative result they will be considered fit for work and will be required to return to normal duties.

Non-Negative Result – Declared Medication being taken

Workers will be given an opportunity to declare medication prior to testing being undertaken.

If following a declaration by a worker, a worker produces a sample which records a non-negative result for a substance known to be contained in the declared medication, the worker will be considered fit for work and will return to normal duties. Where appropriate confirmation from the worker's medical practitioner, may be required, to ensure the worker is fit to work safely, whilst taking the declared medication.

Non-negative samples will be sent to an accredited laboratory to confirm the presence of the declared medication.

Should the testing confirm other illicit drugs present in the sample of an employee, the employee may be required to show cause via a disciplinary process.

Non-negative/Positive Result – No Medication Declared

If a worker produces a sample which returns a non-negative result for a substance not known to be in the declared medication or the worker has not declared medication, they will be immediately stood down from work without pay until confirmation testing by an accredited laboratory is undertaken.

Arrangements will be made for the worker to return home safely, as they will not be permitted to drive a council or personal vehicle.

If the confirmation test provided to Council confirms a negative result, the worker will be able to return to work immediately and no loss of pay will apply for the period of the stand down.

If confirmation testing returns a positive result, the worker will remain stood down without pay and will not be eligible to recommence work until they have achieved a negative result.

Murweh Shire Council will work with the worker to develop a return to work plan for their return to the workplace, where appropriate. An employee may also be required to show cause via a disciplinary process.

ALCOHOL TEST OUTCOME

Negative Result

If a worker produces a sample which indicates a blood alcohol content (BAC) result of 0.00 the Murweh Shire Council worker will be considered fit for work and will return to normal duties.

Where workers are performing duties or operating machinery or vehicles, they that also require a 0.00 BAC, the worker will be considered fit for work and will return to normal Operational duties will be treated as if they have produced a sample which is deemed over the limit.

Non – Negative Result

If the worker produces an initial sample which indicates a BAC that is considered over the limit i.e. in excess of 0.00, they are to remain in the testing facility and will not be permitted to recommence work or any other activity until a second test is completed. A second test will be conducted after 20 minutes.

If the worker's second test indicates a BAC that is still Non-Negative , they will be immediately stood down from work without pay.

If the worker's BAC indicates they are not able to drive a Murweh Shire Council or personal vehicle, arrangements will be made for the worker to return home safely.

Return to work

The worker may return to the workplace on the next ordinary working day, however, will be required to provide a sample demonstrating they have a negative result prior to recommencement of work duties.

A confirmed test indicating a BAC in excess of 0.00 is considered a breach of this policy and may result in an employee having to show cause via a disciplinary process.

CONFIDENTIALITY

Test results will be dealt with confidentially and samples will be destroyed, as appropriate, by the external independent collector in accordance with relevant laws and regulations.

PRESCRIBED PRESCRIPTION OR PHARMACY MEDICATIONS

If a worker is using medications, they must:

- Seek advice and direction from their medical practitioner;
- Inform their manager or supervisor prior to undertaking work, if the medication has the potential adversely influence their capacity to work safely and efficiently;
- Produce a certificate from their medical practitioner certifying that they can work safely (considering the employee's position requirements);
- Workers are not required to disclose the nature of the condition being treated or the type of medication, for the purpose of notification under this policy.

BREACH OF POLICY

Further to the consequences for breach of this policy already outlined, where it is confirmed that a worker is, or where there is a reasonable suspicion that a worker may be, in possession, selling or dispensing illegal drugs and/or alcohol at work, Murweh Shire Council maintains its right to report the matter to the police.

Where a worker, other than an employee, breaches this policy, the responsible person for the worker will

be contacted by Murweh Shire Council immediately and provided with all relevant information to address the breach appropriately. Where the worker, other than an employee, is directly engaged via Murweh Shire Council, Council may decide to cease or suspend the contract arrangement with the worker, as appropriate.

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

DEFINITIONS

“Drugs” includes Illegal drugs and Prescription and Pharmacy Medications as defined below.

“Illegal drugs” includes any drug prohibited by any State, Territory or Federal law in Australia or any other laws (including foreign and international laws).

“Prescription and Pharmacy Medications”: This includes where a medical practitioner has properly prescribed lawful Medications for a diagnosed medical purpose or where the Medication is lawfully available at Australian pharmacies (without a prescription) and is required for the treatment of a legitimate condition.

RELEVANT INFORMATION

Local Government Act 2009

Local Government Regulation 2012

Work Health and Safety Act 2011

Industrial Relations Act 2016 (Qld)

Murweh Shire Council Anti-Discrimination, Bullying and Harassment Policy

Policy No:	HR-009	Date adopted:	13 December 2018
Council Resolution Ref:		Review Date:	Sept 2021 Sept 2024
Responsible Officer:		Version No:	2.0 3.0

1. Purpose

Murweh Shire Council is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. The purpose of this policy is to outline Council's position on discrimination, bullying, sexual harassment and vilification.

Discrimination, bullying, sexual harassment and vilification are risks to the health and safety of employees and contractors in the workplace. It is unacceptable and will not be tolerated by Council.

2. Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Anti-Discrimination, Bullying and harassment policies of Council (whether written or not).

3. Application

This Policy applies to all employees and contractors of Murweh Shire Council.

This policy is not limited to the workplace or work hours. This policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

4. Process

Discrimination

Discrimination can be direct or indirect. Direct discrimination occurs when a person with an identified attribute (such as their race, sex or pregnancy) is treated less favourably than a person without that attribute in the same or similar circumstances.

Indirect discrimination occurs when an unreasonable policy or condition, which applies to everyone has an unfair impact on a person or group of persons because of a certain attribute.

Legislation prohibits discrimination on the basis of a number of identified attributes including:

- [sex](#);
- [relationship status](#);

- [pregnancy](#);
- [parental status](#);
- [breastfeeding](#);
- [age](#);
- [race](#);
- [impairment](#);
- [religious belief or religious activity](#);
- [political belief or activity](#);
- [trade union activity](#);
- [lawful sexual activity](#);
- [gender identity](#);
- [sexuality](#);
- [family responsibilities](#);
- [association with, or relation to, a person identified on the basis of any of these attributes](#).

Discrimination can occur in all aspect of the workplace. Employees have rights to [equal employment opportunities](#), and to be treated fairly as they go about their daily duties, irrespective of their association with an identified attribute.

Bullying

Bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It does not need to be intentional.

‘Repeated behaviour’ refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time.

‘Unreasonable behaviour’ means behaviour that a reasonable person, having regard to all circumstances, would expect to victimise, humiliate, undermine or threaten another person.

Bullying Examples

Examples of bullying, include:
language or comments that are:

- ✓ abusive;
- ✓ insulting;
- ✓ offensive;
- unjustified criticism or complaints;
- deliberately excluding someone from workplace activities;
- not sharing important information that a person needs to work effectively;
- setting unreasonable timelines or constantly changing deadlines;
- setting tasks that are unreasonably below or beyond a person's skill level;
- spreading misinformation or malicious rumours;
- changing rosters or leave to deliberately inconvenience someone.

A person’s intention is irrelevant when determining if bullying has occurred.

A single incident of unreasonable behaviour does not constitute bullying; however, it may constitute inappropriate conduct and therefore will not be tolerated by Murweh Shire Council.

What does NOT constitute workplace bullying?

Reasonable management action taken in a reasonable way is not bullying.

Reasonable management action can include:

- setting reasonable performance goals, standards and deadlines;
- informing a worker of their unsatisfactory work performance;
- deciding not to select a worker for promotion where a reasonable process was followed;
- informing a worker of their inappropriate behaviour in an objective and confidential way;
- rostering and allocating working hours where the requirements are reasonable;
- transferring a worker for operational reasons;
- implementing organisational changes or restructuring; and
- taking disciplinary action, including suspension or termination of employment, when warranted.

Sexual Harassment

Sexual harassment is any unwanted or unwelcome sexual attention which makes a person feel humiliated, offended or intimidated. It does not have to be repeated or ongoing.

Sexual harassment includes:

- unwelcome physical touching;
- sexual or suggestive comments, jokes or taunts;
- unwelcome requests for sex;
- the display of sexual material (e.g. photos or pictures);
- sexual reading matter (e.g. emails, faxes or letters).

Sexual harassment applies to both men and women. Sexual harassment such as obscene phone calls, indecent exposure or sexual assault may be a criminal offence.

Vilification

Vilification involves publicly inciting hatred, serious contempt or severe ridicule of someone because of their race, religion, sexuality or gender identity. Vilification is an offence if it includes actual or threatened physical harm to someone or their property.

It can include:

- writing letters to the public;
- speaking in a public place;
- putting up notices;
- posts on the internet or social networking sites; and
- publicly wearing or displaying clothing, signs, emblems or insignias in order to vilify.
-

Complaint Process

If an employee feels that they have been discriminated against, bullied, sexually harassed, or vilified, they should not ignore it.

Murweh Shire Council encourages employees to try to resolve the matter with the person involved in the first instance. However, Council acknowledges that employees may not always feel confident with this approach.

Where an employee feels they cannot address the matter directly with the person involved, or they have done so, and this has not stopped the behaviour, they can make a complaint to their manager, Human Resources, or a Director.

If an employee or contractor witnesses discrimination, bullying, sexual harassment or vilification in the workplace they should encourage the other person to speak up or seek support. Otherwise, the person witnessing the incident could also make a complaint.

All complaints will be dealt with confidentially and all participants must maintain confidentiality

No employee or contractor will be subject to adverse actions or victimisation, as a result of making a complaint.

Employees and contractors can also make a complaint and seek remedies or orders from an external organisation, depending on the specifics of their matter. External complaints can be directed to:

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

Breach of this Policy

Discrimination, bullying, sexual harassment and vilification is taken very seriously by Murweh Shire Council and will not be tolerated. Employees found in breach of this policy and to have participated or abetted discrimination, bullying, sexual harassment and/or vilification of another employee, employee group or contractor, will be subject to disciplinary action up to and including dismissal.

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
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

VERSION CONTROL

Version No.	Date	Approved	Amendment
V1.0			Council Resolution
V2.0			Add anti-discrimination and sexual harassment

APPROVAL

Chief Executive Officer	Neil Polglase
Date:	Signature:



Recommendation / Report

From: Jamie Gorry – Director of Corporate Services
Ordinary Meeting – 20th January, 2022

SUBJECT

Sponsorship Request – Western Rugby League

PROPOSED RESOLUTION:

“That Council offer the Western Rugby League (Silver level) Sponsorship of \$2500 for the 2022 season.”

BACKGROUND:

Purpose

On the 5th of January 2022 Council received a letter from Western Rugby League (Vice President, Sean O’Connell) requesting that Council consider sponsoring the Rugby League Club for the 2022 Season.

Discussion

The Western Rugby League (WRL) 2022 Committee is the governing body of a Junior Competition (Under 6’s – 12’s) which consists of the towns Quilpie, Augathella, Charleville and Cunnamulla. The club hosts representative teams: Boys (Under 12’s, 14’s, 16’s and 18’s), Girls (Under 17’s) and an Open Men’s team who play in the Roma and District A-Grade Competition and have the potential of playing throughout the state of Queensland.

The WRL committee is requesting sponsorship to help contribute towards the cost of competing in the Western Rugby League competition. The sponsorship will assist the club in acquiring; Accommodation and travel for players from around the district, Vehicle Hire (Bus), Jerseys, Shorts, Socks, Training Material, Team Bags, Club Shirts, Affiliation, Insurance, Oval and Facility Hire, Representational Costs, etc.

There are several different levels of Sponsorship available, these are as follows:

- **Bronze Package** (Up to \$1,000) - Sponsor Sign at Ground
- **Silver Package** (\$2,000 - \$5,000) - Sponsor Sign & Logo on Polo Shirts
- **Gold Package** (\$5,000 - \$10,000) - Sponsor Sign at ground, and logo on Training Ts, Polo Shirts
- **Ultimate Package** (\$10,000 +) Sponsor Sign, Training Ts, Polo Shirts, Jersey & Shorts Max

2

In 2021 Council offered Silver Level Sponsorship to the WRL of \$2,500.

Council also provides considerable in-kind support to the club, through maintenance of the grounds and training facilities, as well as maintenance of the CRL Bus.

Financial Risks: **Minor** – Council has funds allocated for sponsorship and support of community clubs and events.

Environment Risks: Nil

Social Risks **Minor** – refusal to offer support may create negative sentiment towards council in sections of the community.

Recommendation

“That Council offer the Western Rugby League (Silver level) Sponsorship of \$2500 for the 2022 season.”

Jamie Gorry
Director of Corporate Services

Sponsorship Request Letter:



Western Rugby League

Email: secretary.westernringers@gmail.com

5 January 2022

RE: Western Rugby League Sponsorship Opportunity

To whom it may concern,

The Western Rugby League (WRL) committee write this letter to offer you and your respectful organisation the opportunity of sponsoring the WRL Western Ringers.

The WRL is a *not-for-profit* club located in far Southwest Queensland and is an affiliated club of the Central Rugby League Division of the Queensland Rugby League (QRL).

The Western Rugby League (WRL) 2022 Committee is a governing body of a Junior Competition (Under 6's – 12's) which consists of the towns Quilpie, Augathella, Charleville and Cunnamulla. We host representative teams: Boys (Under 12's, 14's, 16's and 18's), Girls (Under 17's) and an Open Men's team who play in the Roma and District A-Grade Competition and have the potential of playing throughout the state of Queensland.

Due to the remote location of the Western Rugby League region it has restricted our communities access to sporting activities such as rugby league especially for our youth. By supporting the Western Rugby League, you are supporting the future of rugby league in our community which creates benefits such as promoting healthy living, creating role models for the future as well as producing ongoing events, game fixtures and programs that can become the alternative to negative activities like alcohol and drug abuse.

We, the WRL committee, ask for your generosity of sponsorship to help contribute towards the cost of competing in the Western Rugby League competition. The sponsorship will assist in acquiring; **Accommodation and travel for players from around the district, Vehicle Hire (Bus), Jerseys, Shorts, Socks, Training Material, Team Bags, Club Shirts, Affiliation, Insurance, Oval and Facility Hire, Representational Costs, etc.**

In return for the sponsorship, we offer the advertisement of your support throughout all WRL affiliated programs, events and fixtures. Any support from you and your organisation will also be shared throughout all social media platforms affiliated with the WRL.

Please feel free to contact the Vice President of the WRL on 0447 854 873 or via email at seanoconnell2019@gmail.com to discuss the sponsorship packages and to provide a better understanding of exactly how your sponsorship will be displayed and advertised. Any conditions required to obtain sponsorship from your organisation is also open for discussion. **The sponsorship closing date will be Friday 28 January 2022.**

Yours Sincerely

Sean O'Connell – WRL Vice President

seanoconnell2019@gmail.com

0447 854 873



Western Rugby League
Email: secretary.westernringers@gmail.com

WRL SPONSORSHIP PACKAGES

Bronze Package	Up to \$1,000	Sponsor Sign	Max 12
Silver Package	\$2,000 - \$5,000	Sponsor Sign, Polo Shirts	Max 12
Gold Package	\$5,000 - \$10,000	Sponsor Sign, Training Ts, Polo Shirts	Max 5
Ultimate Package	\$10,000 +	Sponsor Sign, Training Ts, Polo Shirts, Jersey & Shorts	Max 2

NOTE: ALL SPONSORSHIP WILL BE ADVERTISED ON ALL SOCIAL MEDIA, PROMOTIONAL FLYERS AND INTERVIEWS AFFILIATED WITH WESTERN RUGBY LEAGUE.

CEO

Meeting	Task	Action	Delete Y/N
Dec 21	Please advise Claire Wilkes of arrangements as per minutes	Letter fwd 6/1/22	
Dec 21	Council have adopted the organisational review as presented in Agenda	noted	
Dec 21	Please arrange for the LED billboard to be placed in the Council garden bed opposite the driveway	Work request issued 10/1/22	

Director of Corporate Services

Meeting	Task	Action	Delete Y/N
Dec 21	Please commence process of selling properties for rates in arrears as presented to the meeting	Rates Officer has commenced process	y

Economic Development Officer

Meeting	Task	Action	Delete Y/N
Dec 21	Council endorsed the flying minute sent regarding barrier fencing	noted	Y