



SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA

Council Meeting

21 January 2021



Main Street Augathella



"Big Seat" Graham Andrews Parkland

MURWEH SHIRE COUNCIL MEETING

To be held Thursday 21 January 2021
Commencing at 9:00am

- 1) Opening Prayer
- 2) Apologies
- 3) Confirmation of minutes ; Ordinary Meeting 17 December 2020
- 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. Environment and Health
 - vii. Engineering
- 9) Correspondence for consideration
- 10) Closure

MINUTES OF AN ORDINARY MEETING
OF THE MURWEH SHIRE COUNCIL
HELD ON THURSDAY 17 DECEMBER 2020 AT 9:00AM

Present	Mayor Shaun Radnedge, Cr Peter Alexander, Cr Robert Eckel, Cr Michael McKellar, Cr Paul Taylor, Mr Neil Polglase CEO	
Opening Prayer	Fr Warren Padilla delivered the prayer for the guidance of Council.	
Conflict of Interest	Nil	
Minutes of Previous Council Meeting	Moved: Cr Eckel	Seconded: Cr Taylor
	"That the minutes of the Ordinary Council Meeting held 12 November 2020 be taken as read, confirmed and signed as a correct record of proceedings."	
	<u>Carried</u>	
Business Arising	<ul style="list-style-type: none"> · Rent for stables, this matter has been undertaken by staff. · Food licence has been undertaken and issued. · Still in negotiations with the Kindergarten. · Swimming Club has received their donation. · Dental Surgery – 14 weeks when they were not able to operate due to COVID 19 have been offered as a remission. 	
Attendance	The A/Director of Corporate Services entered the meeting at 9:11am.	
Financial Report	Moved: Cr Alexander	Seconded: Cr Taylor
	"That the Financial Report be received."	
	<u>Carried</u>	
Human Resources Report	Moved: Cr McKellar	Seconded: Cr Eckel
	"That the Human Resources Report be received."	
	<u>Carried</u>	
Workplace Health & Safety Report	Moved: Cr Eckel	Seconded: Cr Taylor
	"That the Workplace Health and Safety Report be received."	
	<u>Carried</u>	
Tourism Reports	Moved: Cr Alexander	Seconded: Cr McKellar
	"That the reports from the Tourism Section (Cosmos, VIC, WWII Tour & Base) be received."	
	<u>Carried</u>	

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Libraries Report	Moved: Cr Taylor	Seconded: Cr Eckel
	"That the Libraries Report be received."	
		<u>Carried</u>
Qld Audit Office Final Management Report	Moved: Cr McKellar	Seconded: Cr Eckel
	"That council receive the final management report 2019/2020 for Murweh Shire Council."	
		Carried
Organisational Structure Review	Moved: Cr McKellar	Seconded: Cr Eckel
	"That Council adopt the review of the organisational structure as presented."	
		<u>Carried</u>
Debt Policy	Moved: Cr Taylor	Seconded: Cr McKellar
	"That Council adopt the Revised Debt Policy 2020-21 as presented."	
		<u>Carried</u>
Funding from Building our Regions (BoR) 2020-21 – Extension to Showgrounds Gym and Morven Freight Hub Truck Wash Facility	Moved: Cr Alexander	Seconded: Cr Taylor
	"1) That the following projects have allocations in Council's budget 2020-21:	
	<ul style="list-style-type: none"> • Extension to showgrounds gym amounting to \$ 265,120 which includes Charleville Gym Association contribution of \$ 65,210. • Morven Freight Hub Truck Wash Facility amounting to \$ 925,100 which includes Council contribution of \$50,100. 	
	2) That Council officers provide a copy of this resolution to the funding body Building our Regions."	
		<u>Carried</u>
Meeting Adjourn	The meeting adjourned for the morning tea break at 10:18am.	
Meeting Resumed	The meeting resumed at 11:37am.	
Attendance	The Director of Environmental and Health Services was present when the meeting resumed.	

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Environmental & Health Services Report	Moved: Cr Taylor	Seconded: Cr Eckel
	"That the Environmental and Health Services report be received."	
	<u>Carried</u>	
Attendance	The Director of Environmental and Health Services exited the meeting at 11:52am. The Director of Engineering entered the meeting at 11.52am.	
Engineering Report	Moved: Cr McKellar	Seconded: Cr Taylor
	"That the Engineering Services Report be received."	
	<u>Carried</u>	
Attendance	The Director of Engineering Services exited the meeting at 12:16am.	
Proposed Council Meeting Dates 2021	Moved: Cr Eckel	Seconded: Cr Taylor
	"That the following Council meeting dates be set for 2021, each meeting to commence at 9.00am.	
	Additional special meetings will be scheduled as required with the special budget meeting to be held on Thursday, 15 July, 2021 commencing at 8.30am.	
	Thursday 21 st January 2021	
	Thursday 18 th February 2021	
	Thursday 18 th March 2021	
	Thursday 15 th April 2021	
	Thursday 20 th May 2021	
	Thursday 17 th June 2021	
	Thursday 15 th July 2021	
	Thursday 19 th August 2021	
	Thursday 16 th September 2021	
	Thursday 21 st October 2021	
	Thursday 18 th November 2021	
	Thursday 16 th December 2021."	
	<u>Carried</u>	
Sale for Arrears Lot 9 on RP817680 Lot 9 Old Cunnamulla Road Charleville	Moved: Cr Eckel	Seconded: Cr Alexander
	"That Council offer for sale Lot 9 on RP817680, Lot 9 Old Cunnamulla Road, Charleville to Malcom Johnson and Lauren Mullen being the only bidders at the auction. Council further delegates the authority to the Chief Executive Officer to negotiate the sale price of the lot."	
	<u>Carried</u>	

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Old DPI Paddock – Charleville Gun Club Inc.	Moved: Cr Alexander	Seconded: Cr Eckel
	"That Council enter into a trustee lease with the Charleville Gun Club Inc. for a part of the Old DPI Paddock, for a minimum term of 30 years through DNR to enable relocation of the Club and facilities from premises on the Adavale Road, with the understanding that a town water supply is not available."	
		<u>Carried</u>
Offer for the private purchase of vacant land, Lot 1, RP86638, 58 Main Street, Augathella (1,012 sq metres) for \$5,000	Moved: Cr Alexander	Seconded: Cr McKellar
	"That Council is unable to accept the offer for sale of the property due to the legislative requirement for sale of land to be offered for public tender or expression of interest. Council to offer to pay 50% of the cost of a normal fence."	
		<u>Carried</u>
State Government Surplus Properties	Moved: Cr Alexander	Seconded: Cr McKellar
	"That Council receive the report and decline to make an offer on the properties at this stage."	
		<u>Carried</u>
Expression of Interest to the Department of Natural Resources, Mines and Energy for purchase of Lot 31 on SP110484 – Title reference 40028180	Moved: Cr McKellar	Seconded: Cr Alexander
	"That Council advise the Department of Natural Resources, Mines and Energy of their interest in the purchase of Lot 31 on SP110484 – Title reference 40028180 (site of Shelswell Sawmilling Pty Ltd – Augathella) if the lease is not renewed by the current applicant."	
		<u>Carried</u>
Tender Morven Freight Hub Washdown Facility	Moved: Cr Alexander	Seconded: Cr Taylor
	"Based on the full assessment of the offer received, including offer price, relevant experience, local economic stimulus and assessed construction period:	
	<ul style="list-style-type: none"> • That tender MRH18. 19-20 for the Heavy Vehicle Washdown Facility at the Morven Freight Hub be awarded to Suffcon Pty Ltd of Roma for the sum of \$729,846.00 + GST, also that the Charleville concreting businesses be invited to supply a quotation for the supply of concrete." 	
		<u>Carried</u>

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Close Meeting to the Public	Moved: Cr Eckel	Seconded: Cr McKellar
	"That with regards to the Local Government Regulation 2012 Section 254J Closed Meetings, Section 3, c) local government's budget, the meeting be closed to the public to discuss the first budget review for 2020-2021."	
		<u>Carried</u>
Resume Normal Proceedings	Moved: Cr Alexander	Seconded: Cr Eckel
	"That the meeting resumes normal proceedings."	
		<u>Carried</u>
First Budget Review 2020-2021	Moved: Cr Eckel	Seconded: Cr Taylor
	"That Council adopt the First Budget Review 2020-21 as presented	
	That Council adopt the revised Financial Statements 2020-21 and following two years.	
	That Council adopt the 10years' revised Financial Statements 2020-21."	
		<u>Carried</u>
Meeting Closed	There being no further business the Mayor declared the meeting closed at 12.49pm.	

Cr Shaun Radnedge
Mayor



FINANCIAL REPORT COUNCIL MEETING 21st January 2021

Highlights of this month's Financial Report:

Report - Period Ending 31 December 2020

Please note that the budget review amendments have been updated into the financial system and are now reflected in the budget figures quoted throughout this report.

Revenue

Total revenue of \$20.7M to 31 December 2020 represents 52% of the total budget of \$39.8M.

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

Higher than expected year to date actual revenue of 52% compared with budget year to date of 50% is mainly due various actuals receipts including RMPC/Main Roads contracts were higher than the budget year to date.

Expenses

Total expenditure of \$12.2M to 31 December 2020 represents 41% of the total budgeted expenditure of \$29.8M.

Actual expenses of 41% are lower than year to date budget of 50%. This result is mainly due to flood damage works still to be delivered in the next 6 months – worth approximately \$4.8 million.

Outcome

There is currently a cash balance of \$ 11.0M, up by \$1.6M mainly due to Roads to Recovery, OTI and GTI funding, RPMC claims and Main Roads contracts, ie Landsborough highway rehab.

Restricted cash – grant not yet spent: \$ 8.6 M

Actual surplus/working capital cash: \$ 2.4 M

Please note that the actual expenditure year to date for the Morven rail hub still to be claimed amounted to \$1.3M.

Capital Works

See the Capital Funding Report 2020 – 21 for details of all projects.

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

1. Cash Position as at 31 December 2020

Operating Account				\$1,247,999	
SHORT TERM INVESTMENTS					
National Bank of Australia			\$	-	
QTC Cash Fund				\$9,819,005	
		Total	\$	11,067,004	
The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors.					
Cash backed Current Liabilities (AL,LSL,SL,RDO)				\$2,489,740	
Restricted cash - grants received not yet spent less grants receivable				\$6,970,669	
			\$	9,460,409	
Balance of estimated rates/other debtors - estimated creditors :					
	(\$1,077,640	-	\$600)	\$ 1,077,040
Plus cash surplus	\$	11,067,004	-	\$ 9,460,409	\$ 1,606,595
Working Capital			Total	\$	2,683,635

2. Monthly Cash Flow Estimate: - January 2021

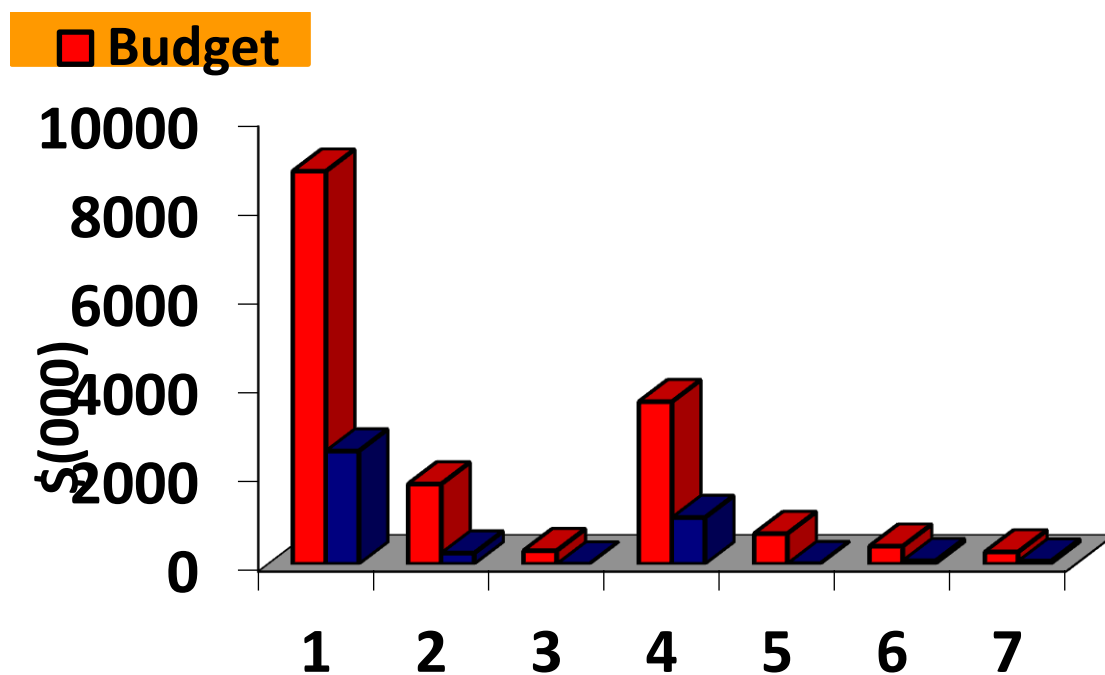
<u>Receipts</u>		<u>Expenditure</u>	
Rates	\$50,000	Payroll	\$800,000
Fees & Charges	\$100,000	Creditor Payments	\$1,500,000
Debtors	\$100,000	Loan Payments	\$0
Grants/Claims/Loan QTC	\$1,342,000	Lease Payments	\$0
Total	\$1,592,000	Total	\$2,300,000
Therefore cash is expected to decrease by		\$708,000	in the period.

3. Comparative Data for the month of December 2020

<u>Comparative Year</u>	2020	2019	2018
	\$000	\$000	\$000
Cash position	\$11,067	\$6,843	\$7,719
Working capital	\$2,683	\$4,650	\$5,519
Rate arrears	\$1,007	\$875	\$960
Outstanding debtors	\$37	\$517	\$565
Current creditors	\$6	\$346	\$343
Total loans	\$2,003	\$2,438	\$2,991

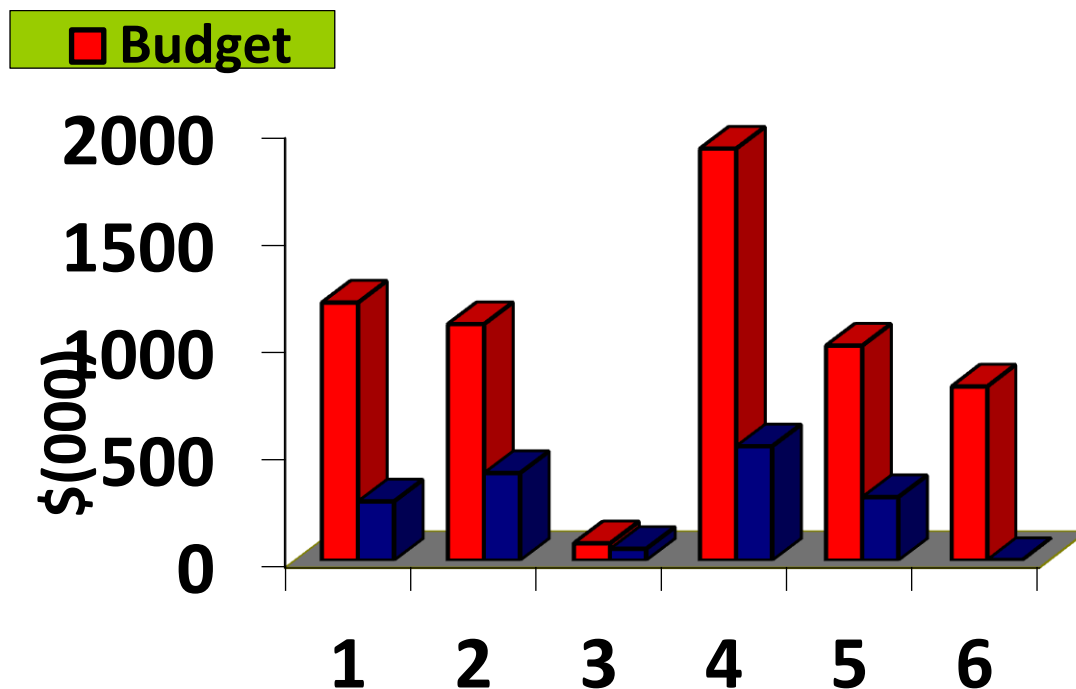
Note: There was a difference between the Rates Arrears report total and the general ledger by \$178,455. This was due to receipts in January were posted to the December ledger.

4. Capital Funding: Year to 31 December 2020



	Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
Total Capital Funding	\$16,677	\$6,688	40.10%
1 Buildings / Other Structures	\$9,269	\$4,426	47.75%
2 Plant & Equipment / Furniture & Fittings	\$1,800	\$528	29.33%
3 Charleville Airport Upgrade	\$300	\$0	0.00%
4 Road Infrastructure	\$3,949	\$1,421	35.98%
5 Water & Sewerage Infrastructure	\$685	\$72	10.51%
6 Office Equip	\$402	\$107	26.62%
7 QTC - Loan Redemption	\$272	\$134	49.26%

5. Road Works Expenditure: Year to 31 December 2020



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	Total Road Expenditure	\$11,612	\$3,518	30%
1	Rural Roads	\$1,200	\$458	38%
2	Town Streets	\$1,100	\$726	66%
3	Private Works	\$80	\$86	108%
4	RMPC Works	\$1,916	\$995	52%
5	Flood Damage	\$6,506	\$664	10%
6	Other (Landsborough Highway Rehab)	\$810	\$589	73%

6. ATTACHMENTS

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

Capital Expenditure as at 31 December 2020

Projects								
Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Budgeted Project Costs 2020-21	Total - Actual Project Costs	Total - Budgeted Project Costs
Airport								
242-4000-0	8000-3601-0	Augathella Airstrip Upgrade	DISER	\$0	0.00%	\$300,000		
	New	RFDS Solar Taxi Way Light		\$20,425	0.00%	\$0		
	Sub total			\$20,425	6.81%	\$300,000		
Land	8000-0070-0	Industrial Estate	BoR	\$452,528	113.13%	\$400,000		
589-4000-0	8000-0077-0	Industrial Estate	COVID/LRCI	\$0	0.00%	\$200,000		
	8000-0078-0	industrial Estate	COVID	\$0	0.00%	\$210,000		
	8000-0079-0	industrial Estate	COVID	\$0	0.00%	\$190,000		
	Sub total			\$452,528	45.25%	\$1,000,000	\$1,984,521	\$2,984,521
Buildings	8000-1785-0	Life on the Brisbane Line	OTI	\$649,536	99.93%	\$650,000	\$1,840,219	\$1,850,000
360-4000-0	8000-1891-0	Cosmos Upgrade - Stage 3	GTI	\$293,984	34.59%	\$850,000	\$840,154	\$1,000,000
	8000-2550-0	Solar fitout to Buildings	W4Qld	\$174,112	116.07%	\$150,000	\$217,185	\$200,000
	8000-2501-0	Charleville housing	Drought	\$0	0.00%	\$125,000		
	8000-2502-0	Augathella housing	Drought	\$474	0.00%	\$125,000		
	8000-2560-0	Charleville Gym extension	BoR	\$0	0.00%	\$265,120		
	8000-2570-0	Upgrade Council Chambers	LRCI	\$0	0.00%	\$150,000		
	8000-2576-0	Augathella shower/toilet	LRCI	\$0	0.00%	\$200,000		
	8000-2582-0	Morven tourist office	COVID W4Q	\$0	0.00%	\$100,000		
	8000-2583-0	Augathella historical museum	COVID W4Q	\$0	0.00%	\$100,000		
	8000-2586-0	Town hall upgrades - Augathella/Morven	COVID W4Q	\$34,711	17.36%	\$200,000		
	Sub total			\$1,152,817	39.55%	\$2,915,120		

Other Structures	8000-1781-0	WWII Tourism project (moved to GTI and OTI projects)	General	-\$142,187	0.00%	\$30,000		
370-4000-0	8000-1892-0	Morven Rail (Freight) Hub	DISER	\$2,257,506	96.39%	\$2,342,000	\$5,218,737	\$5,103,510
	8000-2357-0	Shade over Morven skate park	General	\$41,958	83.92%	\$50,000		
	8000-2358-0	Upgrade Children Pool - Drought	Drought	\$0	0.00%	\$150,000		
	8000-2359-0	Automatic gate for Charleville depot	General	\$0	0.00%	\$60,000		
	8000-2361-0	Morven Truck wash	BoR	\$0	0.00%	\$925,100		
	8000-2360-0	Swimming Pool Roof	General	\$17,706	88.53%	\$20,000		
	8000-2365-0	Regional Connectivity	Remote Com	\$646,747	88.54%	\$730,425		
	8000-2368-0	Morven Rec Lighting - Drought	Drought	\$0	0.00%	\$110,000		
	8000-2520-0	Charleville Racecourse Works	W4QLD	\$0	0.00%	\$100,000		
	8000-2571-0	Lighting Alfred St Bridge	LRCI	\$0	0.00%	\$67,000		
	8000-2577-0	Charleville Racecourse Works	LRCI	\$0	0.00%	\$200,000		
	8000-2579-0	Weighbridge	LRCI	\$0	0.00%	\$400,000		
	8000-2585-0	Columbarion installation Augathella	COVID W4Q	\$0	0.00%	\$20,000		
	8000-2587-0	Digital connectivity upgrade	COVID W4Q	\$0	0.00%	\$150,000		
	Sub total			\$2,821,730	52.70%	\$5,354,525		
Plant Replacement	8000-1200-0	Heavy and Light Plant	General	\$528,525	29.36%	\$1,800,000		
445-4000-0								
	Sub total			\$528,525	29.36%	\$1,800,000		
	8000-1500-0	R2R balance	R2R	\$0	0.00%	\$49,133		
	8000-2305-0	Kerb & Channel Annual allocation	General	\$38,444	38.44%	\$100,000		

Roads	8000-2581-0	Charleville Airport Qantas Drive	COVID W4Q	\$0	0.00%	\$100,000		
525-4000-0	8000-2584-0	Levee bank remediation	COVID W4Q	\$1,854	0.93%	\$200,000		
	8000-3021-0	Charleville River Clearing	W4Qld	\$0	0.00%	\$600,000		
	8000-4049-0	Khybar Rd Reseal	R2R	\$0	0.00%	\$320,000		
	8001-3040-0	Footpaths Annual allocation	General	\$112,675	75.12%	\$150,000		
	8001-4001-0	Adavale Rd	R2R	\$0	0.00%	\$210,000		
	8001-4050-0	R2R/TIDS Killarney Rd	R2R/TIDS	\$1,065,910	81.53%	\$1,307,340		
	8003-4001-0	Adavale Rd	R2R	\$0	0.00%	\$270,000		
	8003-4050-0	R2R/TIDS Killarney Rd	R2R/TIDS	\$202,694	31.54%	\$642,660		
	Sub total			\$1,421,577	36.00%	\$3,949,133		
Water	8000-5252-0	Water Mains Augathella	General	\$7,536	15.07%	\$50,000		
555-4000-0	8000-5254-0	Water Mains Charleville	General	\$47,278	31.52%	\$150,000		
	8000-5260-0	Water Mains Morven	General	\$16,008	16.01%	\$100,000		
	8000-5272-0	Charleville Showground Retic	Drought	\$1,372	1.83%	\$75,000		
	8000-5273-0	Augathella Brassington Retic	Drought	\$0	0.00%	\$75,000		
	8000-5275-0	Bores - Colladi	General	\$0	0.00%	\$35,000		
	Sub total			\$72,194	14.89%	\$485,000		
Sewerage	8000-5350-0	Sewerage Augathella	General	\$0	0.00%	\$50,000		
585-4000-0	8000-5360-0	Sewerage Charleville	General	\$0	0.00%	\$150,000		
	Sub total			\$0	0.00%	\$200,000		
Office Equip	8000-1774-0	Communications	General	\$0	0.00%	\$5,000		
597-4000-0	8000-1782-0	Desktop PC's	General	\$0	0.00%	\$10,000		
	8000-1788-0	ECM Software	General	\$76,098	19.66%	\$387,090		
	New	Driver Reviver	General	\$31,233		\$0		
	Sub total			\$107,331	26.69%	\$402,090		
	Total Capital			\$6,577,127	40.09%	\$16,405,868		

Int & Redemp	No Job #	Current Loans Payments	General	\$133,899	49.23%	\$272,000		
640-672-5000								
	Sub total			\$133,899	49.23%	\$272,000		
GRAND TOTAL				\$6,711,026	40.24%	\$16,677,868		

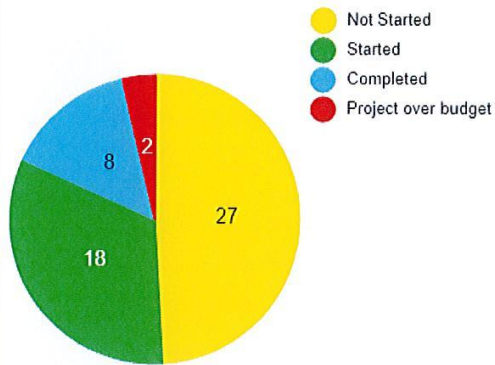


CAPITAL WORKS PROGRAMS 2020/2021

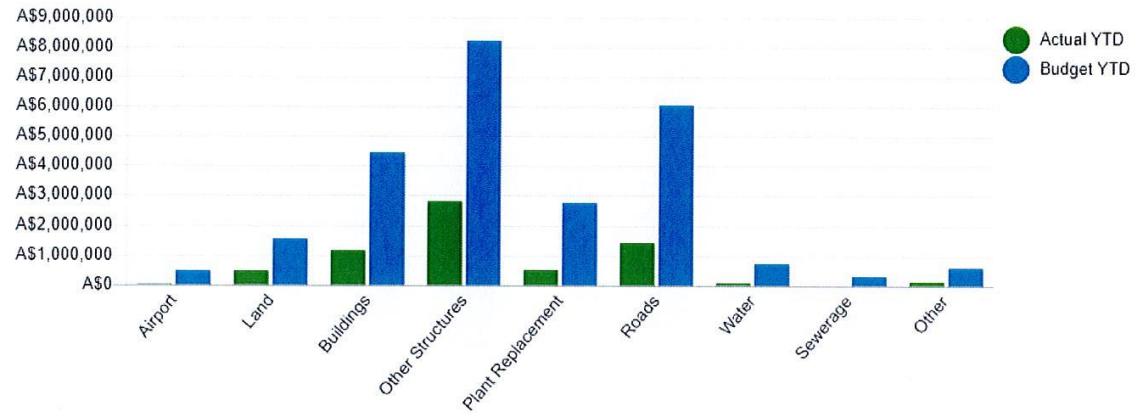
TOTAL BUDGET
A\$16,405,868

YTD ACTUAL
A\$6,577,127

Capital Works Projects Status



Department YTD Total Project Costs



Projects over Budget

Y-Not_Started G-Started R-Problems B-Done	Job No	Project Description	% Done	% Actuals/Budget	Project Budget	Actual to Date	Cost Variance	Comments	Assigned To
●	8000-0070-0	Industrial Estate	70%	113%	A\$400,000	A\$452,528	-A\$52,528		Paul O'Connor
●	8000-2550-0	Solar fitout to Buildings	50%	116%	A\$150,000	A\$174,112	-A\$24,112	Project underway, Ergon approvals received.	John Nicholson

General Ledger2020.12.4.1		Revenue and Expenditure Summary				Page - 1				
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Level 4. Excludes committed costs)		Financial Year Ending 2021				Printed(CLAIREA): 05-01-2021 4:34:23 PM				
MURWEH SHIRE COUNCIL (Budget for full year)										
		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)				
		31 Dec 2020	Budget	31 Dec 2020	Budget	31 Dec 2020	Budget			
1000-0001	EXECUTIVE MANAGEMENT									
1100-0002	CORP GOVERNANCE SUB PROGRAM	0.00	0%	0	220,518.44	44%	496,987	(220,518.44)	44%	(496,987)
1200-0002	SPECIAL OPERATIONS SUB PROGRAM	0.00	0%	0	4,388.12	54%	8,142	(4,388.12)	54%	(8,142)
1300-0002	DISASTER MANAGEMENT SUB PROGRAM	17,103.24	98%	17,500	29,710.25	38%	78,750	(12,607.01)	21%	(61,250)
1500-0002	HUMAN RESOURCES SUB PROGRAM	0.00	0%	0	101,542.38	71%	143,066	(101,542.38)	71%	(143,066)
1000-0001	EXECUTIVE MANAGEMENT	17,103.24	98%	17,500	356,159.19	49%	726,945	(339,055.95)	48%	(709,445)
2000-0001	CORPORATE SERVICES									
2100-0002	REVENUE SUB PROGRAM	3,076,877.50	33%	9,293,572	0.00	0%	0	3,076,877.50	33%	9,293,572
2200-0002	STORES OPERATION SUB PROGRAM	0.00	0%	0	21,976.49	22%	100,176	(21,976.49)	22%	(100,176)
2300-0002	ADMINISTRATION SUB PROGRAM	52,020.25	74%	70,000	1,361,425.66	50%	2,740,808	(1,309,405.41)	49%	(2,670,808)
2400-0002	FINANCE SUB PROGRAM	0.00	0%	0	17,573.99	50%	34,836	(17,573.99)	50%	(34,836)
2500-0002	ONCOSTS SUB PROGRAM	0.00	0%	0	93,689.31	-323%	(29,000)	(93,689.31)	-323%	29,000
2600-0002	LIBRARY SUB PROGRAM	7,922.31	62%	12,800	121,403.30	45%	270,752	(113,480.99)	44%	(257,952)
2700-0002	AERODROMES SUB PROGRAM	148,922.91	44%	340,000	443,982.46	49%	910,739	(295,059.55)	52%	(570,739)
2800-0002	AREA PROMOTION/DEVT SUB PRO									
2800-0003	ECONOMIC DEVELOPMENT	3,918,086.63	40%	9,702,943	649,617.57	57%	1,138,274	3,268,469.06	38%	8,564,669
2805-0003	COUNCIL HOUSING	0.00	0%	0	56,333.93	54%	105,000	(56,333.93)	54%	(105,000)
2815-0003	CULTURAL DEVELOPMENT	30,299.00	132%	23,000	87,239.43	43%	201,136	(56,940.43)	32%	(178,136)
2820-0003	TOURISM & PROMOTION									
2855-0004	COSMOS CENTRE	379,344.87	34%	1,109,000	745,404.97	44%	1,705,548	(366,060.10)	61%	(596,548)
2820-0003	TOURISM & PROMOTION	379,344.87	34%	1,109,000	745,404.97	44%	1,705,548	(366,060.10)	61%	(596,548)
2800-0002	AREA PROMOTION/DEVT SUB PRO	4,327,730.50	40%	10,834,943	1,538,595.90	49%	3,149,958	2,789,134.60	36%	7,684,985
2000-0001	CORPORATE SERVICES	7,613,473.47	37%	20,551,315	3,598,647.11	50%	7,178,269	4,014,826.36	30%	13,373,046
3200-0001	HEALTH/ENVIRONMENTAL SERVICES									
3200-0002	SPORT, REC & COMMUNITY FACILITIES									
3200-0003	SPORTS & RECREATION FACILITIES									
3200-0004	PARKS GARDENS & RESERVES	55,243.10	614%	9,000	696,976.08	55%	1,258,846	(641,732.98)	51%	(1,249,846)
3220-0004	RACECOURSE	9,695.90	35%	27,540	73,159.02	38%	193,600	(63,463.12)	38%	(166,060)
3240-0004	SWIMMING POOLS	0.00	0%	0	184,821.74	64%	288,920	(184,821.74)	64%	(288,920)
3200-0003	SPORTS & RECREATION FACILITIES	64,939.00	178%	36,540	954,956.84	55%	1,741,366	(890,017.84)	52%	(1,704,826)

General Ledger2020.12.4.1		Revenue and Expenditure Summary						Page - 2				
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Level 4. Excludes committed costs)		Financial Year Ending 2021						Printed(CLAIREA): 05-01-2021 4:34:23 PM				
MURWEH SHIRE COUNCIL (Budget for full year)		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)						
		31 Dec 2020	Budget	31 Dec 2020	Budget	31 Dec 2020	Budget					
3260-0003	COMMUNITY FACILITIES											
3260-0004	TELEVISION, CCTV and WIFI	0.00	0	13,346.85	44%	30,000		(13,346.85)	44%	(30,000)		
3270-0004	HALLS & CENTRES	20,543.47	43%	48,000		238,173		(82,955.18)	44%	(190,173)		
3280-0004	SHOWGROUNDS	5,501.11	21%	26,000		94,140.14		(88,639.03)	39%	(230,000)		
3290-0004	CEMETERIES & MEMORIALS	10,525.92	26%	40,000		73,741.08		(63,215.16)	63%	(100,380)		
3320-0004	PUBLIC CONVENIENCES	0.00	0%	0		70,461.83		(70,461.83)	43%	(162,902)		
3330-0004	AGED CARE	45,621.60	51%	90,000		81,445.56		(35,823.96)	41%	(88,307)		
3260-0003	COMMUNITY FACILITIES	82,192.10	40%	204,000		436,634.11	43%	1,005,762		(354,442.01)	44%	(801,762)
3200-0002	SPORT, REC & COMMUNITY FACILITIES	147,131.10	61%	240,540		1,391,590.95	51%	2,747,128		(1,244,459.85)	50%	(2,506,588)
3400-0002	ENVIRONMENTAL SUB PROGRAM											
3410-0003	COMMUNITY HEALTH	11,013.90	56%	19,500		18,596.31	23%	80,000		(7,582.41)	13%	(60,500)
3435-0003	ANIMAL CONTROL	30,437.26	52%	59,000		118,388.73	48%	244,152		(87,951.47)	48%	(185,152)
3460-0003	RESERVES	0.00	0%	0		95,635.56	55%	172,380		(95,635.56)	55%	(172,380)
3475-0003	STOCK ROUTES	105,065.00	100%	105,065		174,992.67	37%	468,477		(69,927.67)	19%	(363,412)
3400-0002	ENVIRONMENTAL SUB PROGRAM	146,516.16	80%	183,565		407,613.27	42%	965,009		(261,097.11)	33%	(781,444)
3500-0002	REFUSE MANAGEMENT SUB PROGRAM											
3500-0004	CHARLEVILLE REFUSE MANAGEMENT	263,287.99	50%	521,675		253,713.66	50%	506,293		9,574.33	62%	15,382
3540-0004	MORVEN REFUSE MANAGEMENT	11,792.41	50%	23,604		17,448.62	39%	45,293		(5,656.21)	26%	(21,689)
3570-0004	AUGATHELLA REFUSE MANAGEMENT	26,186.53	51%	51,650		12,097.44	47%	25,908		14,089.09	55%	25,742
3500-0002	REFUSE MANAGEMENT SUB PROGRAM	301,266.93	50%	596,929		283,259.72	49%	577,494		18,007.21	93%	19,435
3200-0001	HEALTH/ENVIRONMENTAL SERVICES	594,914.19	58%	1,021,034		2,082,463.94	49%	4,289,631		(1,487,549.75)	46%	(3,268,597)
4000-0001	ENGINEERING SERVICES											
4100-0002	ENGINEERING OFFICE SUB PROGRAM	0.00	0%	0		1,875,328.03	49%	3,859,016		(1,875,328.03)	49%	(3,859,016)
4200-0002	BUILDING & PLANNING SUB PROGRAM	17,882.00	72%	25,000		61,363.98	71%	86,000		(43,481.98)	71%	(61,000)
4300-0002	PLANT OPERATIONS SUB PROGRAM	27,981.60	5%	590,000		(271,568.68)	34%	(788,551)		299,550.28	22%	1,378,551
4400-0002	PRIVATE WORKS ACTIVITIES	2,651,228.61	57%	4,632,536		1,270,928.93	53%	2,380,000		1,380,299.68	61%	2,252,536
4500-0002	OTHER ROAD ACTIVITIES SUB PROGRAM	8,487,938.08	82%	10,395,807		2,445,753.14	25%	9,902,565		6,042,184.94	>999%	493,242
4000-0001	ENGINEERING SERVICES	11,185,030.29	72%	15,643,343		5,381,805.40	35%	15,439,030		5,803,224.89	>999%	204,313
5100-0001	WATER & SEWERAGE SERVICES											
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM											
5100-0003	CHARLEVILLE WATER	746,416.72	53%	1,409,024		219,124.44	34%	638,899		527,292.28	68%	770,125

General Ledger2020.12.4.1 Revenue and Expenditure Summary Page - 3
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Level 4. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2021 Printed(CLAIREA): 05-01-2021 4:34:23 PM

	REVENUE			EXPENDITURE			SURPLUS/(DEFICIENCY)		
	31 Dec 2020		Budget	31 Dec 2020		Budget	31 Dec 2020		Budget
5200-0003 MORVEN WATER	48,069.99	49%	97,337	61,135.37	58%	104,803	(13,065.38)	175%	(7,466)
5300-0003 AUGATHELLA WATER	97,558.17	54%	182,230	47,358.36	28%	170,722	50,199.81	436%	11,508
5390-0003 WATER DEPRECIATION	0.00	0%	0	243,596.97	54%	450,979	(243,596.97)	54%	(450,979)
5100-0002 WATER SUPPLY ACTIVITIES SUB PROGRAM	892,044.88	53%	1,688,591	571,215.14	42%	1,365,403	320,829.74	99%	323,188
5400-0002 SEWERAGE ACTIVITIES SUB PROGRAM									
5400-0003 CHARLEVILLE SEWERAGE	425,198.28	51%	840,483	129,061.34	30%	430,970	296,136.94	72%	409,513
5450-0003 AUGATHELLA SEWERAGE	40,124.82	51%	78,461	3,918.59	9%	42,690	36,206.23	101%	35,771
5490-0003 SEWERAGE DEPRECIATION	0.00	0%	0	160,790.47	52%	310,002	(160,790.47)	52%	(310,002)
5400-0002 SEWERAGE ACTIVITIES SUB PROGRAM	465,323.10	51%	918,944	293,770.40	37%	783,662	171,552.70	127%	135,282
5100-0001 WATER & SEWERAGE SERVICES	1,357,367.98	52%	2,607,535	864,985.54	40%	2,149,065	492,382.44	107%	458,470
TOTAL REVENUE AND EXPENDITURE	20,767,889.17	52%	39,840,727	12,284,061.18	41%	29,782,940	8,483,827.99	84%	10,057,787

General Ledger 2020.12.4.1
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2021 Printed(CLAIREA): 05-01-2021 4:35:53 PM

Balance Sheet

	OPENING BALANCE	YEAR TO DATE 31 Dec 2020		BUDGET	CURRENT BALANCE 31 Dec 2020		BUDGET
CURRENT ASSETS							
=====							
0100-0001	CURRENT ASSETS						
0105-3000	Cash at Bank - General Account	162,097.58	1,084,331.55	429%	252,593	1,246,429.13	139% 897,573
0110-3000	Cash on Hand	1,570.00	0.00	0%	0	1,570.00	109% 1,438
0115-3000	QTC - Cash Investments	5,011,318.80	4,807,686.97	---%	0	9,819,005.77	191% 5,147,732
0116-3000	NAB - Term Deposits	0.00	0.00	0%	0	0.00	0% 0
0117-3000	Cash: Cosmos Centre Float	800.00	0.00	0%	0	800.00	200% 400
0118-3000	Cash: Visitor Info Centre	300.00	0.00	0%	0	300.00	---% 0
0120-3000	Accounts Receivable - Rates	829,522.05	177,902.07	---%	0	1,007,424.12	164% 613,788
0121-3000	Acct Rec - Rates EOY Receipts	264,573.71	(264,573.71)	---%	0	0.00	0% 0
0127-3000	Provision for Doubtful Rates	0.00	0.00	0%	0	0.00	0% 0
0130-3000	Stores and Materials	197,913.97	589.33	---%	0	198,503.30	86% 230,151
0132-3000	Inventory - Cosmos Centre	46,274.57	0.00	0%	0	46,274.57	127% 36,515
0140-3000	Prepaid Expenses	236,913.71	(236,913.71)	---%	0	0.00	0% 170,792
0147-3000	Accrued Revenue - General	29,406.47	(29,406.47)	---%	0	0.00	0% 0
0148-3000	Contract Assets	2,566,004.08	(1,717,845.52)	---%	0	848,158.56	---% 0
0150-3000	Workers Compensation Receivable	0.00	1,797.08	---%	0	1,797.08	6% 31,131
0155-3000	Accounts Receivable - Debtors	683,026.54	(645,754.86)	---%	0	37,271.68	2% 2,327,260
0156-3000	Accts Rec - Debtors EOY Receipts	0.00	0.00	0%	0	0.00	0% 0
0160-3000	Provision for Doubtful Debts	(3,637.98)	0.00	0%	0	(3,637.98)	24% (15,000)
0165-3000	GST Receivable/Suspense	79,795.17	(46,849.90)	---%	0	32,945.27	-236% (13,934)
0170-3000	Residential Land for Resale	0.00	0.00	0%	0	0.00	0% 0
0100-0001	CURRENT ASSETS TOTAL	10,105,878.67	3,130,962.83	>999%	252,593	13,236,841.50	140% 9,427,846
	TOTAL CURRENT ASSETS	10,105,878.67	3,130,962.83	>999%	252,593	13,236,841.50	140% 9,427,846

General Ledger2020.12.4.1 Balance Sheet Page - 2
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2021 Printed(CLAIREA): 05-01-2021 4:35:53 PM

		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Dec 2020	BUDGET	31 Dec 2020	BUDGET
NON-CURRENT ASSETS						
=====						
0200-0001	NON-CURRENT ASSETS					
0200-4000	Land at Cost	0.00	0.00	0%	0	0
0205-4000	Land for Resale	0.00	0.00	0%	0	0
0210-4000	Land at Valuation	3,438,638.30	0.00	0%	0	5,544,000
0211-4000	Land Improvements at Valuation	0.00	0.00	0%	0	50
0215-4000	Land Clearing Account	71,697.01	0.00	0%	0	95,500
0217-4000	WIP - Land Improvements	3,536.27	0.00	0%	0	503,240
0221-4000	Aerodrome Landing Strip at Cost	0.00	0.00	0%	0	0
0231-4000	Aerodrome Landing Strip at Valuation	14,559,396.66	0.00	0%	0	10,205,033
0241-4000	Accum Depn - Aerodrome Landing Strip	(2,352,173.65)	(108,719.97)	24%	(461,332)	(3,010,654)
0242-4000	WIP - Aerodrome Upgrade	0.00	20,425.00	7%	300,000	5,537,759
0300-4000	Buildings at Cost	7,812,890.57	0.00	0%	0	893,860
0310-4000	Buildings at Valuation	57,207,640.81	0.00	0%	0	51,544,674
0320-4000	Accum Depn - Buildings	(22,534,680.33)	(510,191.51)	82%	(620,749)	(12,548,060)
0330-4000	Other Structures at Cost	685,079.07	0.00	0%	0	15,937
0340-4000	Other Structures at Valuation	8,143,176.85	0.00	0%	0	8,051,460
0350-4000	Accum Depn - Other Structures	(2,976,057.85)	(119,330.19)	22%	(545,546)	(2,939,798)
0360-4000	WIP - Buildings	1,787,517.35	1,152,816.65	40%	2,915,120	11,647,567
0370-4000	WIP - Other Structures	3,318,717.11	2,821,728.75	53%	5,354,525	17,657,380
0380-4000	Parks at Cost	1,226,250.15	0.00	0%	0	0
0381-4000	Accum Depn - Parks	(330,287.02)	(46,525.54)	---	0	(686,223)
0382-4000	WIP - Parks	0.00	0.00	0%	0	0
0383-4000	Parks at Valuation	688,320.00	0.00	0%	0	1,768,771
0400-4000	Equipment and Furniture Fittings	4,296,923.08	0.00	0%	0	1,759,800
0410-4000	Accum Depn - Equipment and FF	(3,682,845.54)	(38,704.96)	117%	(33,024)	(1,343,640)
0411-4000	Plant	13,453,392.02	(187,554.59)	---	0	14,121,301
0415-4000	Accum Depreciation - Plant	(6,076,026.32)	(159,987.31)	22%	(733,278)	(9,120,946)
0420-4000	Furniture and Fittings	0.00	0.00	0%	0	2,112,888
0430-4000	Accum Depn - Furniture and Fittings	0.00	0.00	0%	0	(2,674,519)
0445-4000	Plant Clearing Account	0.00	98,100.92	5%	1,800,000	5,903,628
0500-4000	Road Infrastructure at Cost	0.00	0.00	0%	0	4,274,042
0510-4000	Road Infrastructure at Valuation	337,183,963.62	0.00	0%	0	228,870,632
0520-4000	Accum Depn - Road Infrastructure	(46,997,957.80)	(1,571,555.18)	52%	(3,003,210)	(44,776,104)
0525-4000	WIP - Road Infrastructure	1,099,321.68	1,421,588.66	36%	3,949,133	19,947,064
0530-4000	Water Infrastructure at Cost	1,043,843.48	0.00	0%	0	272,167
0540-4000	Water Infrastructure at Valuation	27,387,863.32	0.00	0%	0	19,180,926
0550-4000	Accum Depn - Water Infrastructure	(12,571,443.95)	(243,596.97)	54%	(450,979)	(7,628,940)
0555-4000	WIP - Water Infrastructure	0.06	72,194.05	15%	485,000	3,517,997
0560-4000	Sewerage Infrastructure at Cost	414,175.16	0.00	0%	0	218,421
0570-4000	Sewerage Infrastructure at Valuation	23,537,285.63	0.00	0%	0	21,255,545
0580-4000	Accum Depn - Sewerage Infrastructure	(12,617,421.08)	(160,790.47)	52%	(310,002)	(6,783,213)
0585-4000	WIP - Sewerage Infrastructure	0.00	0.00	0%	200,000	865,287

General Ledger2020.12.4.1 Balance Sheet Page - 3
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2021 Printed(CLAIRBA): 05-01-2021 4:35:53 PM

		OPENING	YEAR TO DATE		CURRENT BALANCE			
		BALANCE	31 Dec 2020	BUDGET	31 Dec 2020	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	1,631,160.48	452,527.71	45%	1,000,000	2,083,688.19	71%	2,946,051
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	(112,754.04)	0.00	0%	0	(112,754.04)	---	0
0597-4000	Equipment Clearing Account	0.02	107,331.36	27%	402,090	107,331.38	6%	1,720,343
0599-4000	Landfill Asset	0.00	0.00	0%	0	0.00	0%	0
0200-0001	NON-CURRENT ASSETS TOTAL	398,991,134.41	2,999,756.41	29%	10,247,748	401,990,890.82	115%	348,949,944
	TOTAL NON-CURRENT ASSETS	398,991,134.41	2,999,756.41	29%	10,247,748	401,990,890.82	115%	348,949,944
	TOTAL ASSETS	409,097,013.08	6,130,719.24	58%	10,500,341	415,227,732.32	116%	358,377,790
CURRENT LIABILITIES								
=====								
0600-0001	CURRENT LIABILITIES							
0600-5000	Accounts Payable	0.00	600.29	---	0	600.29	---	0
0605-5000	Accrued Expenses - All	1,857,279.94	(1,857,279.94)	---	0	0.00	0%	459
0610-5000	Fire Services Levy Payable	3,540.09	117,465.37	---	0	121,005.46	733%	16,515
0612-5000	Contract Liabilities	1,394,598.43	(225,048.00)	---	0	1,169,550.43	---	0
0613-5000	Prepaid Rates	264,573.71	(264,573.71)	---	0	0.00	0%	0
0615-5000	PAYG Payable	1,926.15	(1,926.15)	---	0	0.00	0%	0
0625-5000	Payroll Suspense	0.00	0.00	0%	0	0.00	0%	0
0630-5000	Wages Advance	0.00	0.00	0%	0	0.00	0%	0
0632-5000	RDO & Toil Accumulated	18,129.08	(9,713.83)	---	0	8,415.25	42%	20,229
0635-5000	Stock Routes Fees Payable	0.00	289.19	---	0	289.19	1%	34,435
0636-5000	Finance Lease - Current	84,052.44	0.00	0%	0	84,052.44	---	0
0640-5000	Office Extension Current Loan	19,016.91	(9,257.36)	---	0	9,759.55	-35%	(27,759)
0645-5000	Cosmos Centre Current Loan	41,341.04	(20,124.66)	---	0	21,216.38	-35%	(60,342)
0650-5000	Medical Centre Current Loan	34,236.99	(16,608.61)	---	0	17,628.38	-34%	(51,426)
0660-5000	Current Loan	0.00	0.00	0%	0	0.00	0%	(214,795)
0665-5000	Plant Replacement Current Loan	0.00	0.00	0%	0	0.00	0%	(228,366)
0666-5000	Plant Replacement No 2 Current Loan	0.00	0.00	0%	0	0.00	0%	(171,804)
0670-5000	Residential Develop Current Loan	0.00	0.00	0%	0	0.00	0%	(223,753)
0671-5000	Flood Mitigation Current Loan	140,818.12	(67,662.05)	---	0	73,156.07	>999%	452
0672-5000	Airport Upgrade Current Loan	42,045.57	(20,248.02)	---	0	21,797.55	-57%	(38,036)
0675-5000	Annual Leave payable	993,522.97	32,868.65	---	0	1,026,391.62	121%	846,327
0680-5000	Long Service Leave Payable	1,143,323.73	(14,055.63)	---	0	1,129,268.10	91%	1,237,872

General Ledger 2020.12.4.1		Balance Sheet				Page - 4		
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Details. Excludes committed costs)		Financial Year Ending 2021				Printed(CLAIREA): 05-01-2021 4:35:53 PM		
MURWEH SHIRE COUNCIL (Budget for full year)								
		OPENING	YEAR TO DATE		CURRENT BALANCE			
		BALANCE	31 Dec 2020	BUDGET	31 Dec 2020	BUDGET		
0685-5000	Sick Leave Payable	234,317.05	1,902.51	---	0	236,219.56	101%	234,964
0690-5000	Land Rebate Holding Account	(7,000.00)	0.00	0%	0	(7,000.00)	100%	(7,000)
0697-5000	Salary Sacrifice Deduct - Before Tax	29,994.17	25,073.71	---	0	55,067.88	---	0
0698-5000	Salary Sacrifice Deduct - After Tax	(31,144.29)	(25,574.44)	---	0	(56,718.73)	---	0
0699-5000	Suspense Account: General Account	3,541.17	763.93	---	0	4,305.10	25%	17,294
0600-0001	CURRENT LIABILITIES TOTAL	6,268,113.27	(2,353,108.75)	---	0	3,915,004.52	283%	1,385,266
	TOTAL CURRENT LIABILITIES	6,268,113.27	(2,353,108.75)	---	0	3,915,004.52	283%	1,385,266
	NON-CURRENT LIABILITIES	=====						
0700-0001	NON-CURRENT LIABILITIES							
0700-6000	Non-Current Long Service Leave	89,447.44	0.00	0%	0	89,447.44	59%	150,781
0701-6000	Finance Lease - Non current	24,974.29	0.00	0%	0	24,974.29	---	0
0740-6000	Office Extension Non-Current Loan	20,445.48	0.00	0%	(18,889)	20,445.48	45%	45,374
0745-6000	Cosmos Centre Non-Current Loan	44,446.75	0.00	0%	(41,062)	44,446.75	45%	98,666
0750-6000	Medical Centre Non-Current Loan	86,293.57	0.00	0%	(33,861)	86,293.57	69%	125,787
0760-6000	Non-Current Loan	0.00	0.00	0%	1,000,000	0.00	0%	1,000,000
0765-6000	Plant Replacement Non-Current Loan	0.00	0.00	0%	0	0.00	0%	0
0766-6000	Plant Replacement No 2 Non-Current	0.00	0.00	0%	0	0.00	0%	0
0770-6000	Residential Develop Non-Current Loan	0.00	0.00	0%	0	0.00	0%	249,501
0771-6000	Flood Mitigation Non-Current Loan	907,840.57	0.00	0%	(137,767)	907,840.57	88%	1,034,521
0772-6000	Airport Upgrade Non-Current Loan	800,514.56	0.00	0%	(40,850)	800,514.56	90%	884,653
0780-6000	Landfill Restoration Provision	1,944,773.00	0.00	0%	0	1,944,773.00	---	0
0700-0001	NON-CURRENT LIABILITIES TOTAL	3,918,735.66	0.00	0%	727,571	3,918,735.66	109%	3,589,283
	TOTAL NON-CURRENT LIABILITIES	3,918,735.66	0.00	0%	727,571	3,918,735.66	109%	3,589,283
	TOTAL LIABILITIES	10,186,848.93	(2,353,108.75)	-323%	727,571	7,833,740.18	157%	4,974,549
	NETT ASSETS/(LIABILITIES)	398,910,164.15	8,483,827.99	87%	9,772,770	407,393,992.14	115%	353,403,241

General Ledger2020.12.4.1 Balance Sheet Page - 5
 (Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 52% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2021 Printed(CLAIREA): 05-01-2021 4:35:53 PM

		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Dec 2020	BUDGET	31 Dec 2020	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	21,812,333.46	0.00	0%	0	21,812,333.46 91%
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	8,483,827.99	84%	10,057,787	8,483,827.99 84%
0825-7000	Year End Surplus/Deficit	76,978,295.71	0.00	0%	1,711,977	76,978,295.71 78%
		-----	-----	-----	-----	-----
0800-0002	SHIRE CAPITAL TOTAL	398,910,164.15	8,483,827.99	72%	11,769,764	407,393,992.14 116%
0830-0002	RESERVES					
0800-0001	EQUITY TOTAL	398,910,164.15	8,483,827.99	72%	11,769,764	407,393,992.14 116%
		-----	-----	-----	-----	-----
	TOTAL COMMUNITY EQUITY	398,910,164.15	8,483,827.99	72%	11,769,764	407,393,992.14 116%

STATEMENT OF RATES AND CHARGES

31 DECEMBER 2020



	ARREARS 30 JUNE 2020	LEVIES	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	PENSIONER STATE	PENSIONER COUNCIL	BALANCE
GENERAL	\$441,904.65	\$1,989,342.24	\$11,158.34	\$1,686,117.92	\$168,101.44	\$2,457.58	\$23,976.85	\$47,871.62	\$513,879.82
CLEANSING	\$102,785.89	\$322,573.96	\$2,738.14	\$287,423.64	\$27,482.22	\$1,513.62	\$7,474.83	\$0.00	\$104,203.68
SEWERAGE	\$142,927.39	\$459,134.60	\$3,359.65	\$417,805.24	\$39,118.68	\$1,795.75	\$335.48	\$0.00	\$146,366.49
WATER	\$298,826.78	\$873,017.80	\$8,007.77	\$797,420.01	\$74,726.54	\$3,013.25	\$716.18	\$0.00	\$303,976.37
EXCESS WATER	\$17,276.18	\$85,622.43	\$0.00	\$74,908.03	\$0.00	\$4,187.25	\$0.00	\$0.00	\$23,803.33
C.E.D.	\$11,390.10	\$43,278.51	\$378.99	\$39,323.86	\$3,801.86	\$3.96	\$0.00	\$0.00	\$11,917.92
LEGAL FEES	\$9,094.78	\$0.00	\$0.00	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,344.78
LAND CHARGES	\$19,570.46	\$861.00	\$0.00	\$416.08	\$0.00	\$0.00	\$0.00	\$0.00	\$20,015.38
TOTALS	\$1,043,776.23	\$3,773,830.54	\$25,642.89	\$3,306,164.78	\$313,230.74	\$12,971.41	\$32,503.34	\$47,871.62	\$1,130,507.77
STATE EMERGENCY LEVY									\$55,371.40
TOTAL CURRENT & ARREARS									\$1,185,879.17
RATES PAID IN ADVANCE									\$255,619.84
TOTAL OUTSTANDING									\$930,259.33

ARREARS ANALYSIS

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	Total
\$523,069.98	\$318,309.99	\$142,319.00	\$73,920.64	\$21,171.34	\$12,466.23	\$94,621.99	\$1,185,879.17



Recommendation / Report

From: Claire Alexander – Contract Accountant
Ordinary Meeting – 21 January 2021

The attached report will be presented each month to the Council Meeting.
The report is for the month of December from Guardian IMS (which replaces the old work request system).

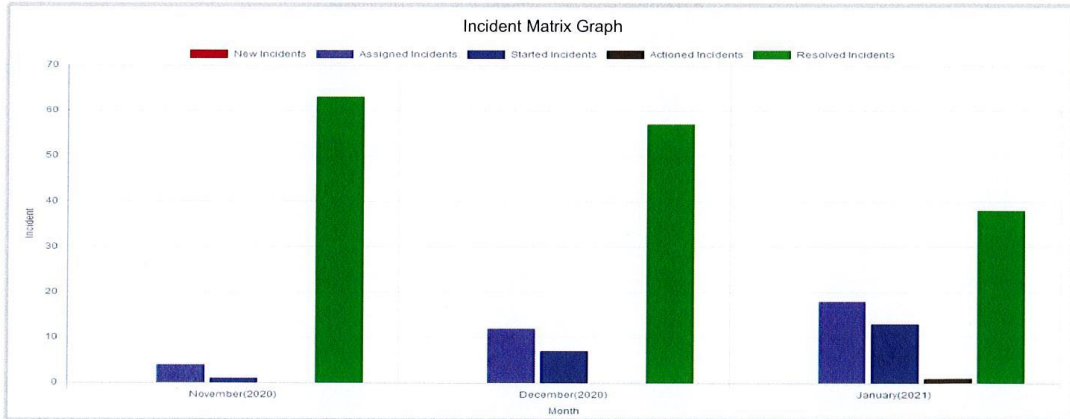
The report is in two parts;

Incidents and issues (the graph shows the classification of the issues)

Status Report – this shows the progress of the issues.

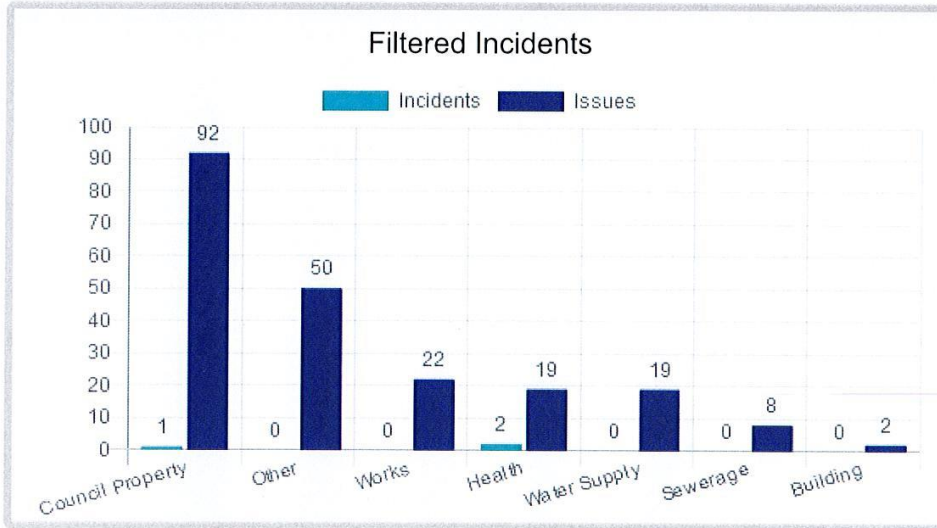


Filtered Incident Status Report



Incident Status Data Table

Month	New Incidents	Assigned Incidents	Started Incidents	Actioned Incidents	Resolved Incidents
November(2020)	0	4	1	0	63
December(2020)	0	12	7	0	57
January(2021)	0	18	13	1	38



Incidents,Issues/Modes

Modes	Incidents	Issues
Council Property	1	92
Other	0	50
Works	0	22
Health	2	19
Water Supply	0	19
Sewerage	0	8
Building	0	2



Recommendation / Report

From: Claire Alexander – Contract Accountant
Ordinary Meeting – 21 January 2021

Subject

Bank and Queensland Treasury (QTC) Account Signatory – Director of Corporate Services

PROPOSED RESOLUTION:

- 1. That Council approves the deletion of Mr Ken Timms as signatory to all accounts held on behalf of Murweh Shire Council with the National Australia Bank and QTC.*
- 2. That Council approves Mr Jamie Gorry as a signatory for all accounts held on behalf of Murweh Shire Council with the National Australia Bank and QTC.*

BACKGROUND:

Purpose

I seek Council's approval to delete Kennett Timms as signatory from all accounts held on behalf of Murweh Shire Council at the National Australia Bank and with QTC.

I seek approval for Jamie Gorry to be authorised as a signatory for Murweh Shire Council for all accounts held at the National Australia Bank and QTC.

Financial Risks: Unauthorised signatory to council's bank accounts could lead to financial loss and non-compliant with the act and regulation.

Environment Risks: Nil

Social Risks: Nil

Recommendation

- 1. That Council approves the deletion of Mr Ken Timms as signatory to all accounts held on behalf of Murweh Shire Council with the National Australia Bank and QTC.*
- 2. That Council approves Mr Jamie Gorry as a signatory for all accounts held on behalf of Murweh Shire Council with the National Australia Bank and QTC.*



Human Resources Report

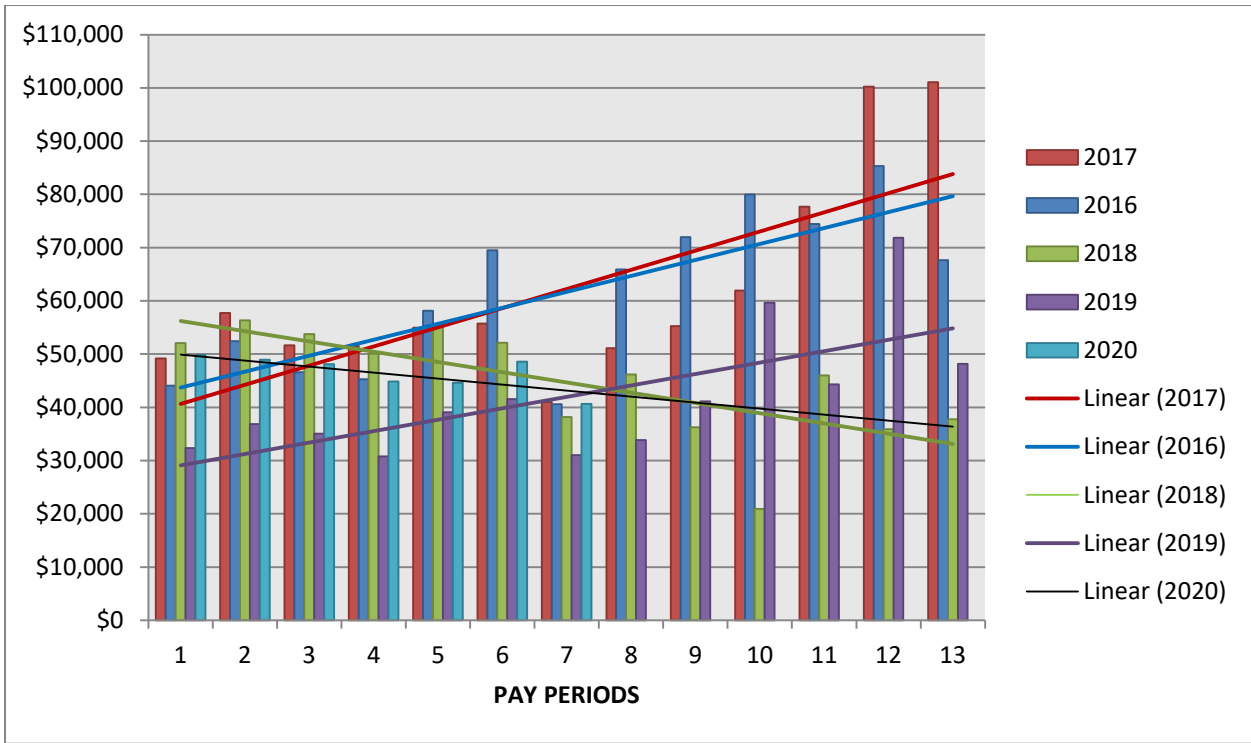
From: Kerry-Ann Reading – Human Resources Manager
 Ordinary Meeting – January 2021

RECRUITMENT		
VACANCIES	APPOINTMENTS	RESIGNATIONS/CHANGE OF POSITION
Internal 1.		
External 1. Diesel Fitter 2. Corporate Marketing, Media & Events Officer 3. Foreman- Workshop 4. Foreman – Water & Sewerage (Temp) 5. Tourism & VIC Officer		Replaces Tourism Manager James Faulkner New position

TRAINEES/APPRENTICES

1. Plumbing Apprentice – Oliver Aitken (2nd year)
2. Diesel Fitter Apprentice – Jaidyn Erickson (3rd year) & Luke Worthington (1st year)

Pay Periods	Dates	2020 - 2021		2019 - 2020		2018 - 2019	
		Hours	Amount	Hours	Amount	Hours	Amount
1 - 2	20/06/2020 – 17/07/2020	1139	\$49,816	769	\$32,352	1254	\$52,076
3 - 4	18/07/2020 – 14/08/2020	1150	\$48,946	850	\$36,864	1345	\$56,328
5 - 6	15/08/2020 – 11/09/2020	1105	\$48,079	789	\$35,032	1326	\$53,731
7 - 8	12/09/2020 – 9/10/2020	1015	\$44,866	724	\$30,806	1248	\$50,091
9 - 10	10/10/2020 – 6/11/2020	1000	\$44,599	947	\$39,055	1415	\$55,305
11 - 12	7/11/2020 – 4/12/2020	1109	\$48,589	985	\$41,575	1339	\$52,149
13 - 14	5/12/2020 – 1/01/2021	927	\$40,676	728	\$31,018	1010	\$38,190
15 - 16				760	\$33,865	1117	\$46,163
17 - 18				895	\$41,131	907	\$36,228
19 - 20				1251	\$59,664	528	\$20,953
21 - 22				1036	\$44,301	1084	\$45,992
23 - 24				1584	\$71,864	880	\$35,916
25 - 26				1105	\$48,144	921	\$37,746



ENTERPRISE BARGAINING

n/a

TRAINING

Course	No. Attended
NIL	

POLICIES REVIEW/APPROVAL

1.

OTHER

- Performance Appraisals to be completed annually – not mandatory
- Staff Breakfast – dates for 2021 to be set



Murweh Shire Council

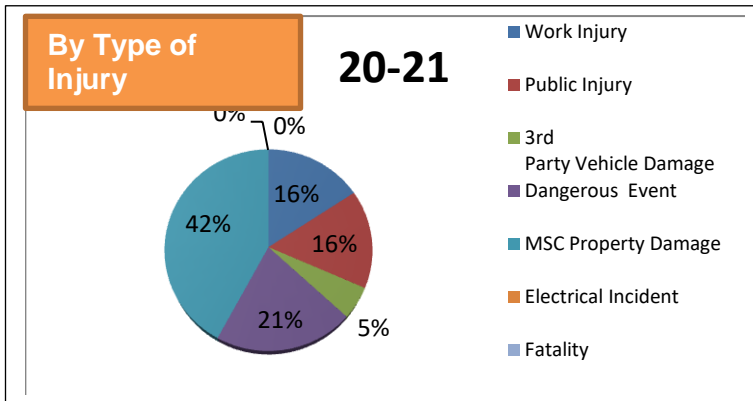
WORKPLACE HEALTH & SAFETY REPORT

JANUARY 2021

Written by: John Wallace (WHSA)

INCIDENT REPORTS RECORDED SINCE LAST REPORT

Report No	Date	Incident type	Department
IR-297	6/12/2020	Trip & Fall	Public
IR-298	15/12/2020	Trip & Fall	Public
IR-299	11/01/2021	Vehicle Damage	Public



Near-record WHS fine imposed over teenager's death

A PCBU that could have prevented the death of an 18-year-old worker through simple visual inspections has been handed one of the highest WHS fines in NSW history.

District Court Judge Andrew Scotting found an appropriate fine for GN Residential Construction Pty Ltd was \$1.2 million, before reducing it by 25 per cent to \$900,000 for its plea of guilty to breaching sections 19 ("Primary duty of care") and 32 ("Failure to comply with health and safety duty—Category 2") of the NSW WHS Act.

The penalty was on par with NSW's other record safety fines of \$900,000, for Cudal Lime Products Pty Ltd's fatality-related [category-1](#) breach (see [related article](#)), and \$1 million, for WGA Pty Ltd's "blatant disregard" of its safety duties around high-voltage powerlines (see [related article](#)).

GN – part of the Ganellen group – was the principal contractor of a mixed-use residential and commercial development in Macquarie Park, and engaged Synergy Scaffolding Service Pty Ltd to design, erect, maintain and dismantle a 13-level-high scaffold with a nine-level hoist platform at the site.

In April last year, Future Form Group Australia Pty Ltd apprentice Christopher Cassaniti and his co-worker Kahled Wehbe were performing work directly underneath the scaffold when it collapsed, trapping them in rubble and debris.

Cassaniti called for help from under the rubble for 20 minutes before he died from crush injuries. Wehbe suffered a broken pelvis, shoulder, legs and ribs, and severe bruising.

Drug & Alcohol Testing 19-20

No drug or Alcohol testing Completed Last Month
Testing Will resume Shortly



Inductions 20-21

Contractor Inductions - 4 (21)
Council Induction - 4 (11)

Take 5's

July 2020 – 79%
August 2020 – 67%
September 2020 – 70%
October 2020 – 77%
November 2020 – 82%
December 2020 – 45%



Safety Breaks

Still only getting approx.. 50% completed

Procedures Reviewed

3 to be reviewed

Policies Reviewed

3 to be reviewed

Hazard Inspections

- WWII Building
A few issues to be fixed before the tourist season starts
- Office Building
No major issues
- Parks & Garden Shed
No major issues

Next WHS Meeting –
18 January

Think Safe

Work Safe

Home Safe



Recommendation / Report

From: Jamie Gorry Director of Corporate Services
Ordinary Meeting – 21 January 2021

Subject

WHS Policies Review

PROPOSED RESOLUTION:

That Council approves the following new policy for Workplace Health and Safety;

- *Heat stress Policy*
- *Council Involvement in Fire Emergencies*

and approve the review of the following policy;

- *Workplace Health & Safety Policy, Policy Statement*

BACKGROUND:

Purpose

The Workplace Health & Safety Policy - Policy Statement is due for review and two new policies were developed to comply with legislative requirements. The Murweh Shire Workplace Health and Safety Committee have reviewed these policies and approve them for Council's consideration.



Murweh Shire Council

Heat Stress Policy

Policy No:	WH&S-03
Council Resolution Ref:	
Date Adopted:	
Review Date:	December 2023
Version No:	1

Radiant temperature

Workers need to maintain a constant body temperature if they are to stay healthy. Working in high radiant temperatures locations will induce heat stress when more heat is absorbed into the body than cannot be dissipated out. Heat illness such as fainting from heat stress, heat exhaustion, prickly heat, or heat cramps are visible signs that Council workers are working in unsafe working environment. This policy includes all workers but more directly at workers who have direct exposure to the radiant heat. (Example, labourers, traffic controllers)

In the most severe cases, the body's temperature control system breaks down altogether and your body temperature rises rapidly. **This is heat stroke, which can be fatal.** It is important for all workers to be able to recognise the symptoms and be able to provide basic first aid to workers who maybe suffering from heat related illnesses.

Some Symptoms that Indicate Heat Stroke include:

- ▶ The person stops sweating.
- ▶ Skin can be pink, warm and dry, or cool and blue.
- ▶ High body temperature above 39 degrees Celsius.
- ▶ Cramps.
- ▶ Pounding, rapid pulse.
- ▶ Headache, dizziness and visual disturbances.
- ▶ Nausea and/or vomiting.
- ▶ Clumsiness or slower reaction times.
- ▶ Disorientation or impaired judgement.
- ▶ Irritability and mental confusion.
- ▶ Collapse, seizures and unconsciousness.
- ▶ Cardiac arrest. Can be characterised by unconsciousness, stopped breathing and no pulse.

Some Warnings Signs of Heat Exhaustion are:

- ▶ Clammy Skin;
- ▶ Rapid Pulse;
- ▶ Confusion;
- ▶ Vomiting and or Nausea;
- ▶ Light headedness;
- ▶ Weakness;
- ▶ Fainting;
- ▶ Irritability;
- ▶ Slurred speech;
- ▶ Fatigue;
- ▶ Loss of concentration.

Is there an upper temperature limit at which workers should stop work?

There is no agreed temperature limit for working outdoors however, under Section 19 of the Work Health & Safety Act Council has an obligation to ensure the health & safety of workers whilst at work. If workers are suffering from any of the above symptoms, then worker need to immediately cease work and seek first aid.

The responsible supervisor on site must immediately commence a full review of the working environment to determine whether the illness has been caused by an increase in radiant temperature at the site. In the event any worker/s has been identified as being at risk, seek medical advice about a person's fitness for work in hot environments if you know they have predisposing medical conditions.

Where preventive action to address radiant heat hazards is not implemented and monitored, the WHS Regulation under Section 28, 40 (F) and 314, clearly identifies what penalties can be imposed if workers are placed at risk at the workplace by various types radiant heat hazard/s impacting the work environment.

What helps to prevent heat stress?

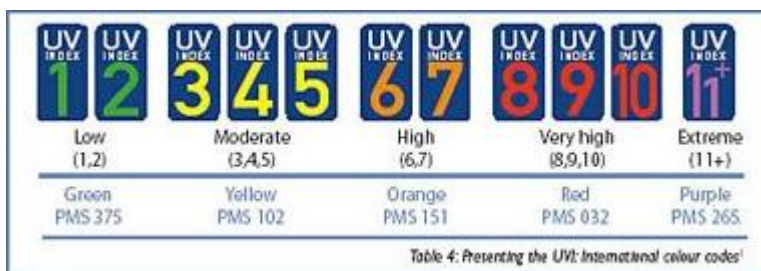
It is more difficult for Council to control an increase in radiant temperature conditions for outdoor work, than for indoor work. However, if work has to be done outdoors then Council through its responsible managers and supervisors takes the necessary steps to implement safe systems of work to prevent the exposure of workers to radiant heat related hazard/s.

These include:

- ▶ Providing canopies or awnings over sections of the site where work is currently being carried out to shield workers from the ultra-violet rays of the sun, as well as from the direct heat of the sun.
- ▶ Ensuring sufficient suitable drinking water is available at all sites.

Providing regular rest breaks

- ▶ When radiant temperature UV Index increases pass 5 rating (See chart below) consideration for a ten minute break every hour, in a cooler area, helps the body to cool off, especially where the work is hard, physical work. The length of the break should be increased if the temperature and radiant heat is very high.
- ▶ As a practical guideline, the following measures can be followed in most workplaces: When temperatures are expected to be greater than 40 degrees Celsius, consideration should be given to workers working an eight hour day.



- ▶ Workers who are required to work out in the sun continue to regularly monitor radiant heat conditions via the SunSmart phone App (Free download apple and google stores) that provides regular updates during the day on UV radiations. The information available from the app will assist Managers/Supervisors/Workers to make decisions whether to continuing to work in the weather conditions is placing workers at risk of heat related illnesses.

UV Index	Suggested Actions
0 to 2	You can safely enjoy being outside!

3 to 7	Seek shade during midday hours! Slip on a shirt, slop on sunscreen and slap on hat!
8 plus	Avoid being outside during midday hours! Make sure you seek shade! Shirt, sunscreen and hat are a must!

Suggested Rest Period during extreme heat situations

Temperature	Rest Period
30 to 32°	10 Minutes
32 to 35°	15 Minutes
More than 35°	At least 30 Minutes

- ▶ Providing air-conditioned sheds. These should be located as near as possible to the work area where work is being done, the nearer the shed, the more likely it is to be used by workers.
- ▶ Provision of cold (non-alcoholic) drinks. Frequent small drinks of cooled water will help replace the water lost to your body through sweat, before dehydration begins. This is better than infrequent large drinks. Again, the cold water supplies should be near each working position, to encourage frequent drinks. Large drink vessels distributed through the site to supplement the hard wired water coolers will also be a requirement in hot weather.

Alcoholic drinks should not be taken- as replacement fluids. Alcohol stimulates the body to eliminate fluids, and will increase your risk of dehydration. For example, if you drink one can of beer, you will lose more than that volume of urine.

Salt tablets should not be taken - more water will be required by the body to help it get rid of the salt - this will increase the amount of work the kidneys must do and increase the risk of dehydration. Salt tablets also increase the risk of high blood pressure. Drinking water will not give you stomach cramps, as some people believe.

What action should be taken if someone has symptoms of heat stroke?

Symptoms (not all will be present)

- ▶ The person stops sweating.
- ▶ Skin can be pink, warm and dry, or cool and blue.
- ▶ High body temperature above 39 degrees Celsius.
- ▶ Cramps.
- ▶ Pounding, rapid pulse.
- ▶ Headache, dizziness and visual disturbances.
- ▶ Nausea and/or vomiting.
- ▶ Clumsiness or slower reaction times.
- ▶ Disorientation or impaired judgement.
- ▶ Irritability and mental confusion.
- ▶ Collapse, seizures and unconsciousness.
- ▶ Cardiac arrest. Can be characterised by unconsciousness, stopped breathing and no pulse.

First aid for heat stroke

- ▶ Call 000 and if possible evacuate by ambulance immediately.
- ▶ Ensure that the ambulance is updated if the worker experiences seizures or becomes unconscious.
- ▶ **If cardiac arrest occurs follow DRSABCD action plan**

- ▶ Move the worker to a cool place with circulating air.
- ▶ Remove unnecessary clothing, including PPE
- ▶ Loosen tight clothing.
- ▶ Cool the worker by splashing room temperature water on their skin or sponging their skin with a damp cloth.
- ▶ Make a wind tunnel by suspending sheets around, not on, the worker's body. Use a fan to direct gentle airflow over the worker's body.
- ▶ Apply cold packs or wrapped ice to the worker's neck, groin and armpits.
- ▶ If the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- ▶ Provide an electrolyte solution with sugar. Do not attempt to give oral fluid if the worker is not fully conscious.
- ▶ Shivering is an automatic muscular reaction which warms the body. It will make the body temperature rise even further. If the worker starts shivering, stop cooling immediately and cover them until they stop. Once they have stopped recommence first aid treatment.

What actions should be taken if someone has symptoms of heat exhaustion?

Lower Body Temperature

- ▶ Relocate the affected worker to a cooler area (for example, an air-conditioned shed, first aid room).
- ▶ Remove excess clothing (hard hat, boots, and shirt).
- ▶ Attempt to lower the body temperature by cool shower, water misting the body, applying cool compresses.
- ▶ Shivering is an automatic muscular reaction which warms the body. It will make the body temperature rise even further. If the worker starts shivering, stop cooling immediately and cover them until they stop. Once they have stopped recommence first aid treatment.
- ▶ Rehydrate, if the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- ▶ Monitor the worker and seek medical advice/assistance if there is no improvement or the first aider is in doubt.

Workplace action to prevent heat stress:

- ▶ Site supervisors to regularly check with workers exposed to high temperatures, if they find conditions too hot or have any heat stress symptoms, implement all necessary first aid processes to control the radiant temperature heat hazard.
- ▶ In hot environments, to determine appropriate exposure levels to high temperatures, management should consider measuring and recording the temperature from the start of November to the end of February each year, preferably with an automatic Wet-Bulb Globe temperature instrument.
- ▶ Use the information from the Wet-Bulb Globe temperature instrument to determine the exposure levels of severe weather event to determine what actions must be taken to protect workers at that site
- ▶ Ensure all workers or supervisor report incidents of high temperatures and symptoms suffered onto the incident reporting form.
- ▶ Where ever possible negotiate exposure reduction by frequent rests away from the source of heat and job rotation, charging working hours to start early etc.
- ▶ Ensure the provision of suitable clothing and footwear - clothing which increases body heat or prevents sweat evaporating is not suitable (for example, nylon).
- ▶ Ensure all workers received information, instruction and training on the need for adequate water, recognition of heat symptoms, acclimatization to heat, and exposure build-up for new workers after holidays and types of work which increase exposure to radiant temperature heat hazard.
- ▶ Ensure that first-aiders and workers are trained in the recognition of heat symptoms and first aid treatment of heat stress.
- ▶ Hold regular toolbox or pre-start to discuss severe weather conditions and agreed

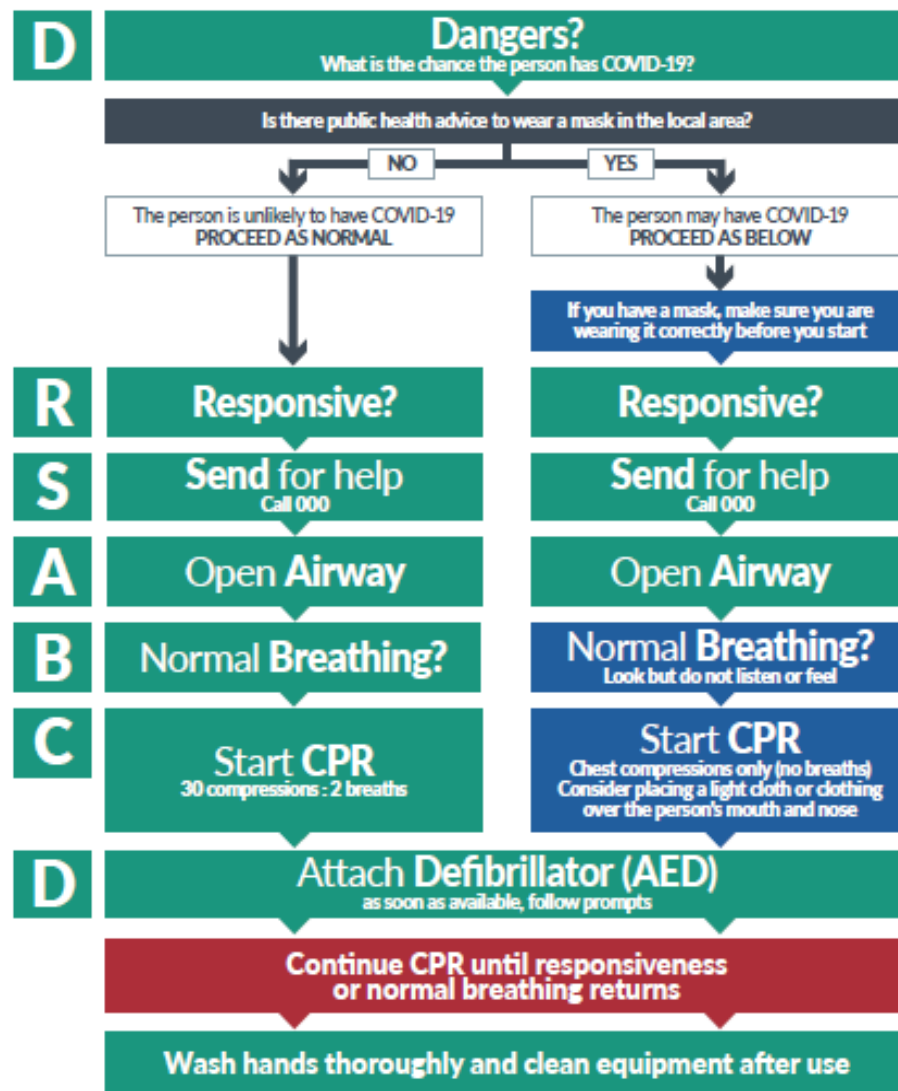
controls measures.

BASIC LIFE SUPPORT FOR ADULTS IN THE COMMUNITY DURING THE COVID-19 PANDEMIC

NATIONAL
COVID-19
CLINICAL
EVIDENCE
TASKFORCE

This guidance is for members of the public who are trained first responders.
It was developed in collaboration with the Australian Resuscitation Council.

VERSION 1.0
PUBLISHED
22 OCTOBER 2020
CURRENT UNTIL
24 NOVEMBER 2020





Murweh Shire Council
COUNCIL INVOLVEMENT IN FIRE EMERGENCIES
Policy

Policy No:	WH&S-02
Council Resolution Ref:	
Date Adopted:	
Review Date:	December 2023
Version No:	1

Council's involvement in fire emergencies is limited to and governed by the following procedures:

FIRE EMERGENCY CALLS

1. Council may be contacted by the Queensland Fire and Rescue Service (QFRS) Fire Communications Centre (FIRECOM) requesting assistance.
2. Council staff receiving the request should enquire if the Rural or Urban Fire Brigade has been advised (depending on the location of the fire) and if they are responding or at the scene.
 - If so, ask which Fire Brigade is responding and the Officer in Charge;
 - If not, then FIRECOM should be advised to contact the relevant Fire Brigade to respond before Council will become involved.
3. If QFRS is in attendance and they have requested Council assistance in controlling the fire, staff should enquire whether the Area Director (Inspector – Rural or Urban) or the Senior On-Call Officer has authorised Council to respond with machinery, equipment and resources.
4. If Council has not been authorised to respond, FIRECOM should be advised that Council is not authorised to attend unless authorised by an Inspector or Senior On-Call Officer as above.
5. The only exception where Council will attend a fire without appropriate QFRS authorisation is where there is an extreme emergency where life and/or structures are being immediately threatened and the plant is within close proximity. In this circumstance, Council staff after ringing triple zero shall contact the Overseer, Director of Engineering Services or Chief Executive Officer to advise them of the situation and be given authorisation to proceed.
6. In all situations where the provision of Council plant and/or equipment is requested, the Overseer and Director of Engineering Services are to be notified and verbal approval obtained.
7. When authorised to respond to an incident at the request of FIRECOM and the

relevant Inspector or Senior On-Call Officer, QFRS will be invoiced for all plant, equipment, materials and staff costs incurred.

8. Council plant attending the site of fire emergencies should be accompanied by an Officer from QFRS – Rural or Urban.
9. On arrival at an incident, all Council staff shall report to the Officer in Charge and be logged on the 'T' card for resource tracking and recording of where all personnel are on the fire ground. Staffs are also required to notify when leaving.

SAFETY CONSIDERATIONS

When Council commits plant to attend fire emergencies, the following guideline should be followed:

1. Council's Overseer, Foreman or Ganger (the 'Supervisor') is to attend the site and assess the situation and oversee plant operations.
2. Supervisors are to assess the risk associated with any work activities in accordance with Murweh Shire Council Workplace Health and Safety Procedure 2.3.1 – Risk Management.
3. Plant is to be adequately fuelled and flashing lights activated whilst attending a fire emergency.
4. Plant operators are to have radio communications with the Supervisor.
5. Council water trucks are to remain on roads to service QFRS appliances with water. Where it is deemed necessary for Council water trucks to leave the road to assist with a fire, Supervisors must check the fire breaks/tracks prior to allowing a truck to access the area to wet the edge of the fire break or graded track with batter sprays. The Supervisor should check for washouts, soft ground, stumps or any other hazards.
6. The Supervisor is to liaise with the QFRS Officer in Charge at the scene. However, any decision to commit Council resources remains the decision of Council's Supervisor and not with QFRS.
7. If an operator of plant does not consider it safe to undertake the proposed work, the Supervisor shall be notified and reassess the activity in accordance with item (2) above and notify the QFRS Officer in Charge whether it can be done or not and suggest any changes to the work method to reduce the risk. If in doubt about the work method placing staff in danger or Council's plant at risk of damage and control measures do not adequately reduce the risk, QFRS are to be notified that Council is unable to undertake the requested work



Workplace Health & Safety Policy Policy Statement

The Murweh Shire Council is committed to providing a safe and healthy working environment for our employees, contractors, volunteers and visitors to the workplace. Council is committed to promoting the provisions of the *Work Health and Safety Act 2011* and *work health and safety regulation 2011*, associated Codes of Practice and Australian Standards, together with significant importance placed on hazard / risk management and injury prevention strategies.

Council's primary objective to Work Health and Safety is to eliminate or reduce risk by developing proactive strategies, consultation and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. We understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees, contractors, volunteers and visitors are responsible and accountable for the health and safety of both themselves and their colleagues.

In conjunction with this policy, our Safety Management System will include achievable workplace health and safety key performance indicators assigned to senior management and supervisors. Individual Safe Work Procedures, guidelines and standards have been prepared and issued in consultation with relevant employees and our workplace health and safety committee. Council is committed to the distribution of Work Health and Safety information to all workers and interested parties.

We expect all employees, contractors and visitors to our workplaces to follow safe work practices as prescribed under the legislation, Safety Management System, safety Policy and Safe Work Procedures, and that they make every effort to reduce the risk of injury to themselves and others.

We will provide adequate resources to manage and maintain health and safety together with regular training on work health and safety, employee participation of training to be considered as mandatory. Work Health and Safety is important and we all have an obligation to ensure that we have a safe and healthy working environment and we encourage you to actively participate so that we may achieve our goal.

Mr Neil Polglase

CEO Murweh Shire Council

Version No.	Date	Approved	Amendment
3	02/12/2020		02/12/2020



Murweh Shire Council Cosmos Report

From: Allyn Hartley
Cosmos Centre Co-Ordinator.



CHARLEVILLE
**COSMOS CENTRE
& OBSERVATORY**
OUTBACK QUEENSLAND

Report for

Month of December 2020

Monthly Statistics

Cosmos Tourism Breakdown:

December had several cloudy days and nights, resulting in shows being cancelled at a cost of \$2337.00. The Observatory shows run had an average of seventeen people per show. We were able to move some people to an alternate show reducing some loss. The Observatory shows have been popular for this time of the year.

Twilight. We did not run any twilight shows due to late sunsets this time of the year.

Planetarium. We have been working on improving the sound and picture quality. As a result of dust, we have to do heavy and regular maintenance on the six projectors.

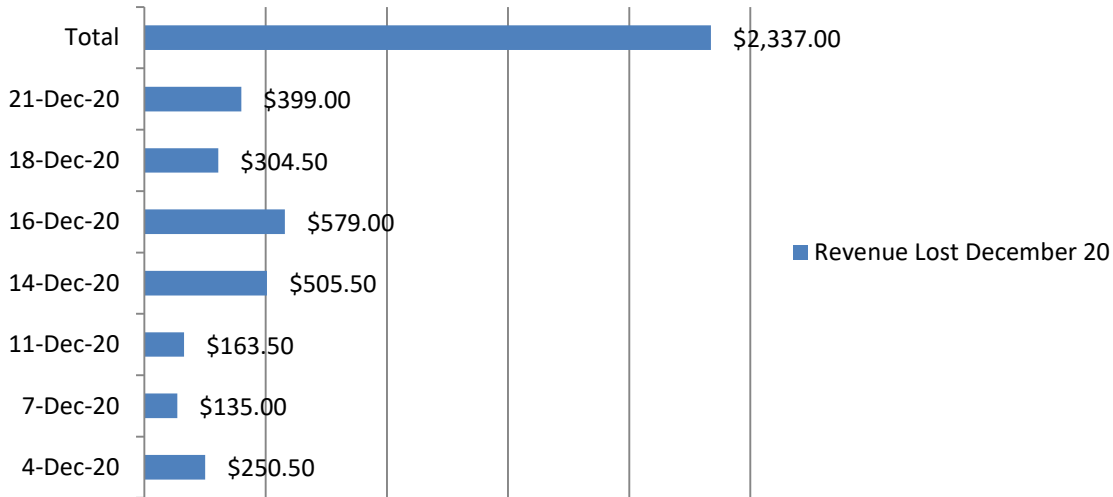
Sun Viewing. As the Sun Viewing tour goes for forty five minutes in the direct Sun we have had to reduce this tour due to the heat. This is normal for this time of the year.

Allyn Hartley
Cosmos Centre Co-Ordinator



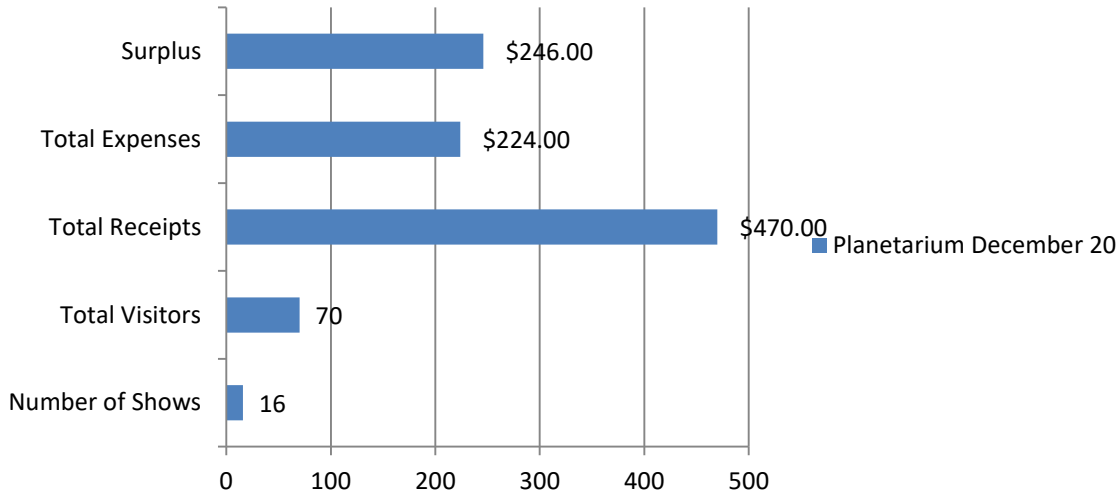
CHARLEVILLE
**COSMOS CENTRE
& OBSERVATORY**
OUTBACK QUEENSLAND

Revenue Lost - December 20



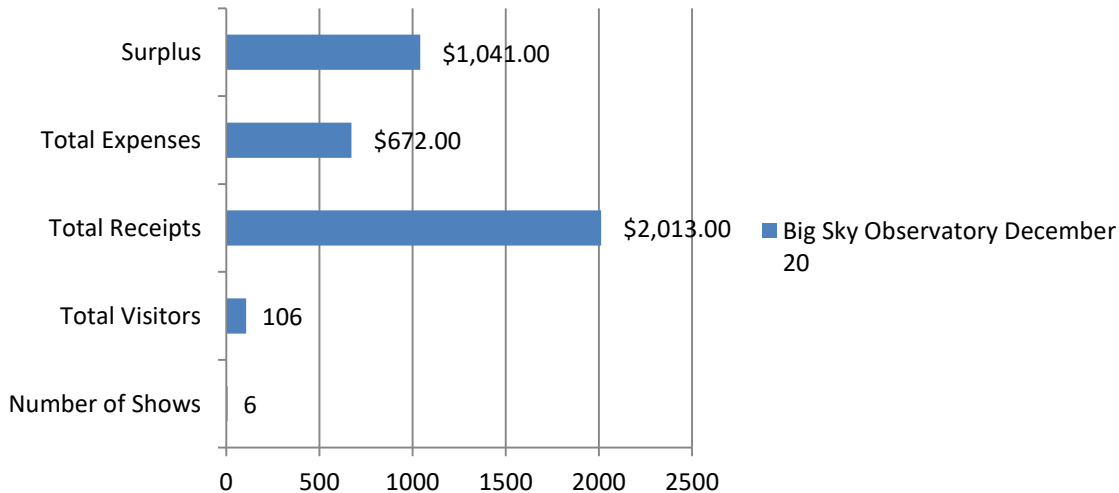
Planetarium – Income and Expenditure

Planetarium December 20



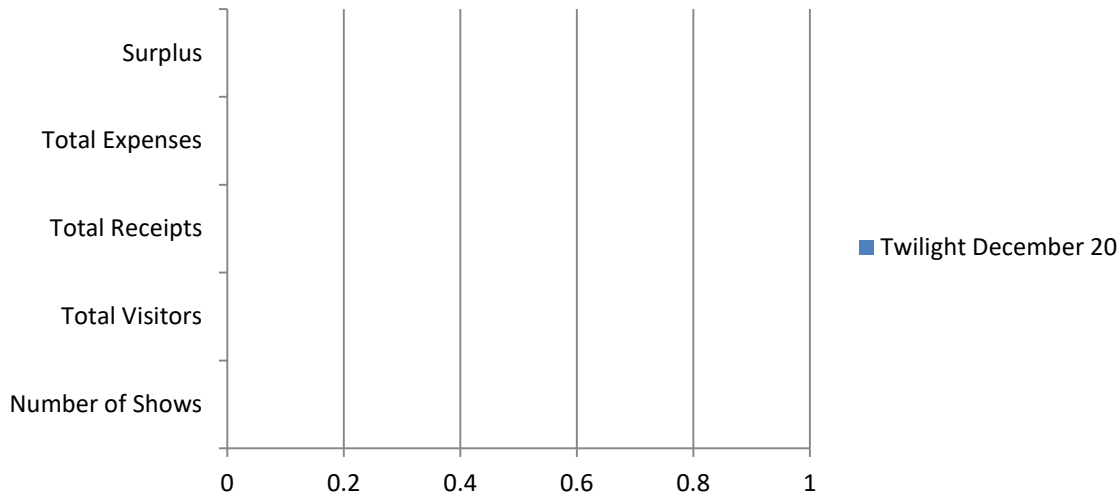
Big Sky Observatory – Income and Expenditure

Big Sky Observatory December 20



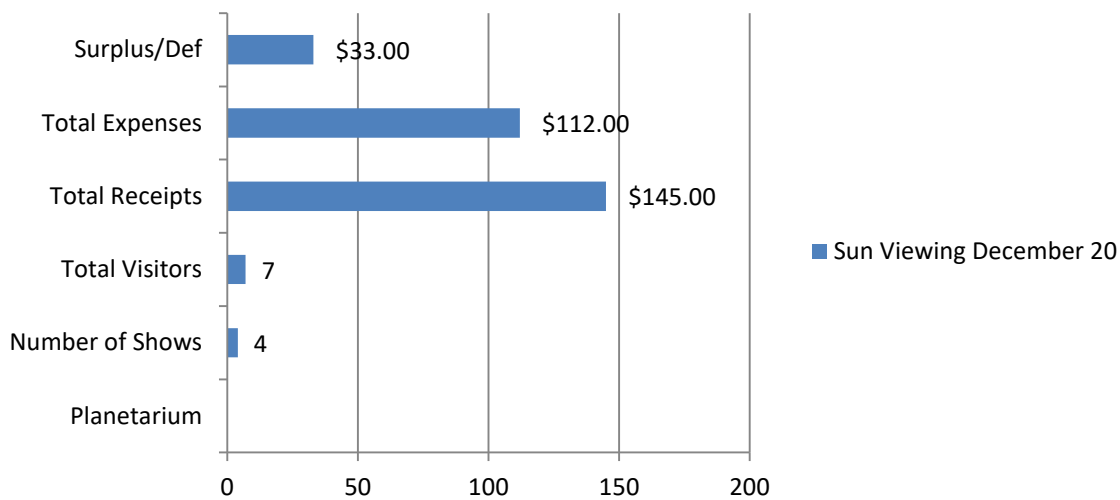
Twilight – Income and Expenditure

Twilight December 20 - No Shows



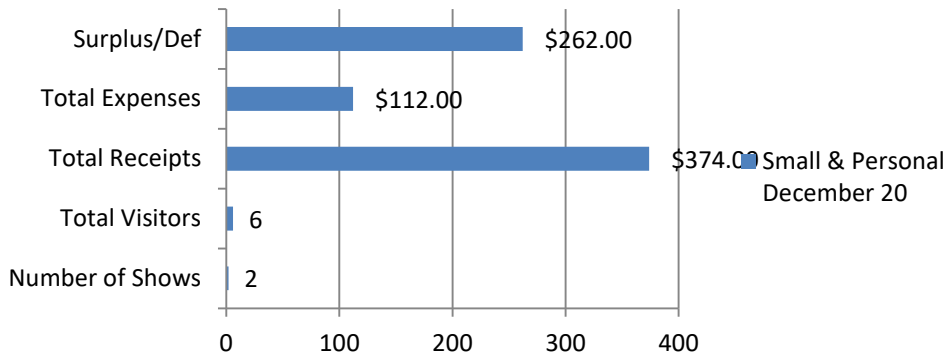
Sun Viewing – Income and Expenditure

Sun Viewing December 20



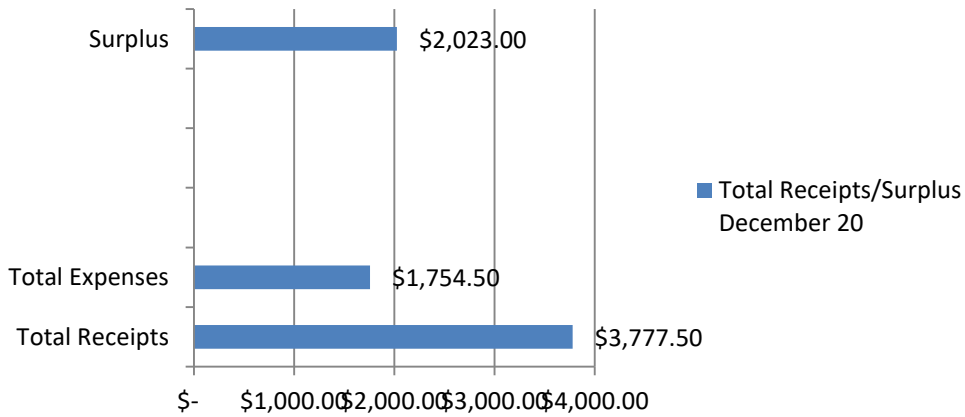
Small & Personal – Income and Expenditure

Small & Personal December 20



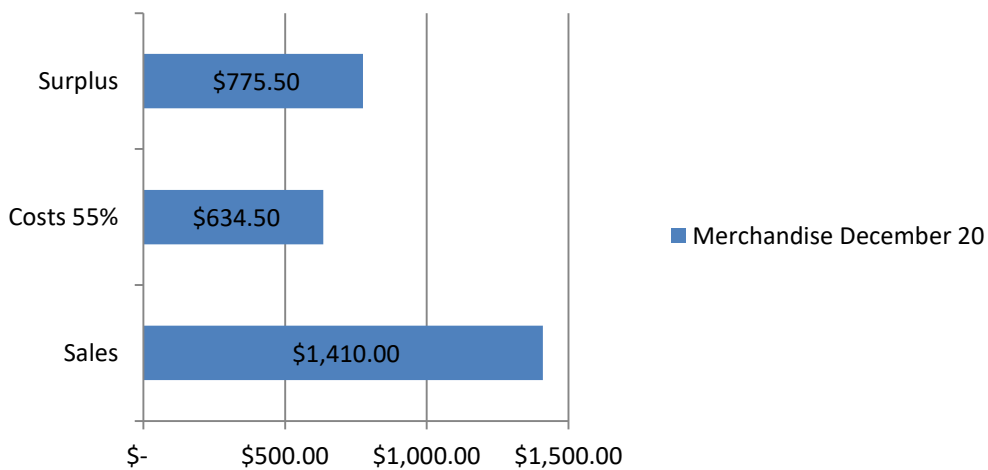
Total Receipts v Expenses

Total Receipts/Surplus December 20



Merchandise Sales V Surplus

Merchandise December 20





Visitor Numbers for December 2020

December continued to be busier than the previous years. On New Years Eve we had 37 people through the door all looking for things to do. While this has been a time that the tourism industry has shut down in the past and we don't have historical records to base if this is an increase due to Covid-19, the campaign to head west or simply people wanting to escape. Another factor influencing increased January visitation may be the considerably milder-than-normal summer temperatures which have been experienced this January – due to the La Nina climate phenomenon.

Our average night stay is one-two nights.

Total for December 2020: 680
December 2019: 123

Regional Visits:

During the month of December, John Nicholson and I travelled to Augathella and Morven to meet with the Progress Associations.

A variety of items were discussed including ways forward generating local tourism through product development, signage with QR codes (all the same around the shire), updating the information in the Experience Charleville brochure and on the website.

Feedback:

Feedback from visitors has been both positive and negative. We are encouraging people to take feedback forms and everyone received is read.

While positives are great, it is from the negatives we can develop an enhanced experience for our visitor in the future. Review is the key to success. All levels need to be involved and willing to take on any criticism as constructive.

'Regulate times of sessions. If sessions finish early or late 'some communication. Staff need to be on the ball.'
Cosmos Review

'Lack of public transport.'"

'Sam was excellent and very informative. The new centre is fantastic. Can't wait to come back when its finished😊.'
WWII Tour and base

'Danielle service was excellent. Warrego motel was the best motel we stayed in.'
Robbo is allowing train passengers to keep their room for the day till the train departs at 6.15pm at no extra cost.

Community Tourism Meeting – January 29 January 2021 4pm at the Cosmos Centre

An invite has been sent via email to all accommodation, tourism providers (including the new taxi, Bilby, Date Farm Tours and Checkout Charleville). A follow up email will be sent the week before.

We so far have eight accommodation people joining us and have some who would like to join by phone as they are away.

Botanic Reserve

After a meeting with Paul O'Connor on the 12 January 2021 with Tracy Watz, Robert Eckel, myself and joined by Jamie Gorry we will do a site inspection on Thursday 14 January for the commencement of works to finish the roads, signage, etc from the funding.

People are still visiting the reserve and it is a great asset to Charleville's visitors and locals.

Training

We have started to try and do some cross training of staff – this will be increased in January with planned famils for all tourism staff to visit attractions.

Events

I attended meetings with the QMF (Queensland Music Festival - June), 1 & 2 cylinder car and bike rally organiser (April), Flood reunion (April) and RV rally to break the Guinness Book Record in April 2022.

Other meetings

Natural Science Loop – I have photographed and GPS the signs around Charleville and sent to them as they are in dire need of replacing.

South-west tourism:

They are planning famils to each region and the first is in Quilpie at the beginning of Feb.

Qld VIC

Internal Charleville VIC

Back doors of Charleville VIC

Emailed QR for an update.



Murweh Shire Council Council Report December 2020

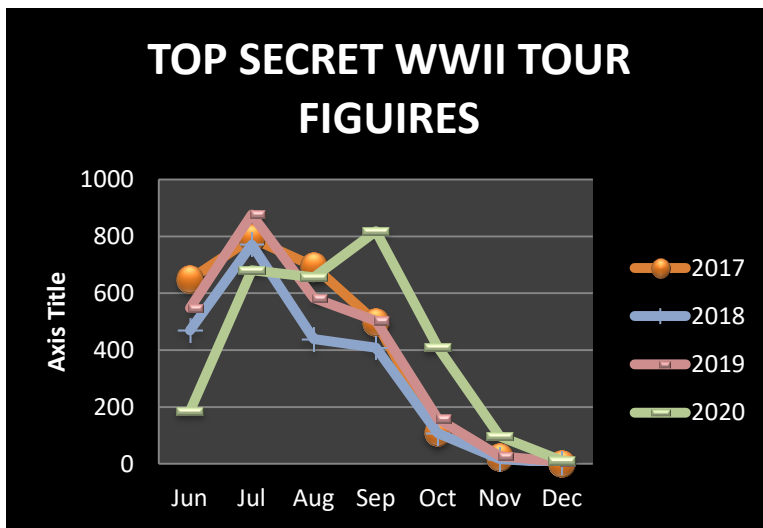
REPORT: Top Secret WWII Tour & Base –Dec 2020 – Sam Cunningham

WWII Secret Tour

WWII Secret Tours were considerably down on last month's figures. Last month we had 97 guests on our WWII Secret Tours, compared to Dec which was 11.

A number of factors have contributed to this, firstly; I had annual leave in Dec, so the tours were only available on 7 days, and also the increase of the heat and obviously with Christmas just around the corner, not much traveling was happening.

In comparison to last December 19, we have had a small increase from 7 guests to 11.



WWII Tour Dec 20

surplus/def	-\$9
total expenses	\$144
total receipts	\$135
Total visitors	11
Number of shows/days open	3

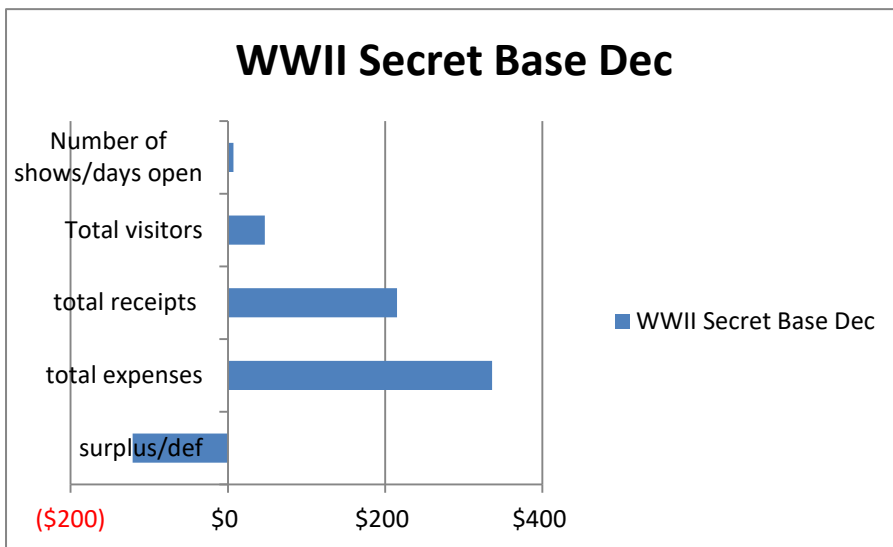
December – WWII Secret Base

The WWII Secret Base has also seen a decline in guests. In Nov 2020, we saw 174 guests enter the Secret Base, this fell to 47

for Dec 2020. Keeping in mind the Base was closed to the public for 23/31 days in Dec. The Base has also

had 2 new displays installed; one of those is an electronic replica of the Norden Bombsight, operated by guests who are sat in the front of a makeshift B-17 bomber.

John and I have been discussing about increasing the admission of the Base from \$5pp to around \$7.50/8pp to compensate for the new attractions. We have also placed our first merchandise order which we will be receiving in the near future.



WWII Secret Base Dec

surplus/def	-\$121
total expenses	\$336
total receipts	\$215
Total visitors	47
Number of shows/days open	7

Overall

December has clearly not been our best month, however with the lack of travel, the increase of heat and the closure of the Base and Tours taken into consideration, the outlook is looking good for 2021 with a busy opening week in Jan.



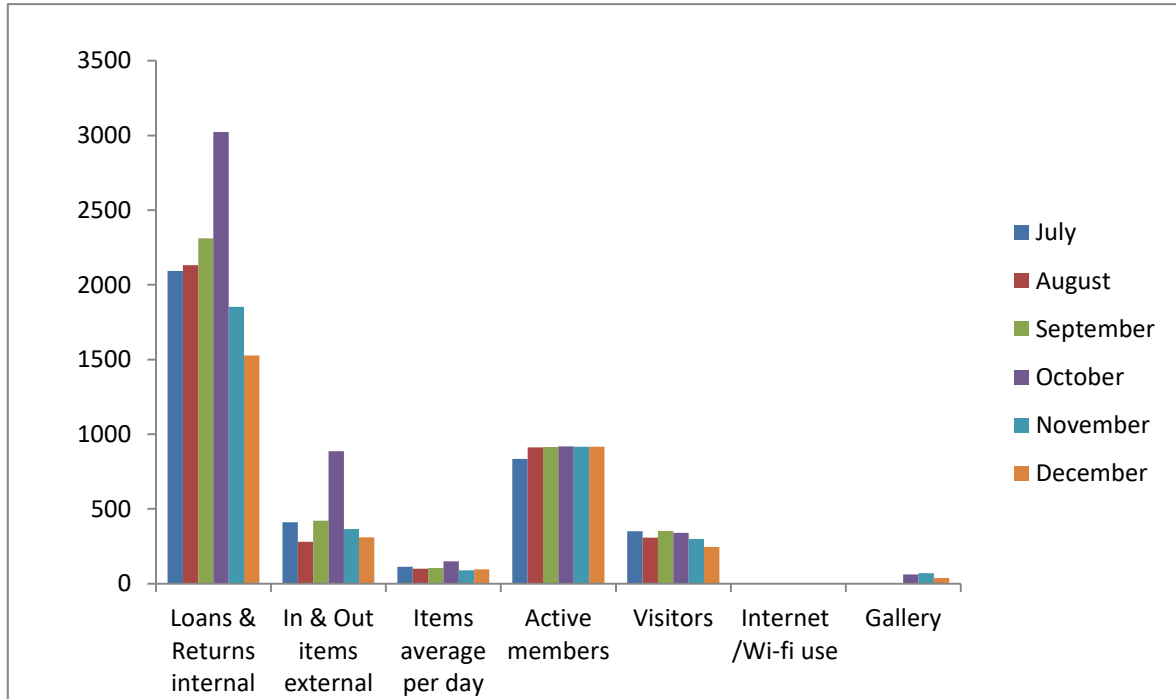


Murweh Shire Council Library Reports

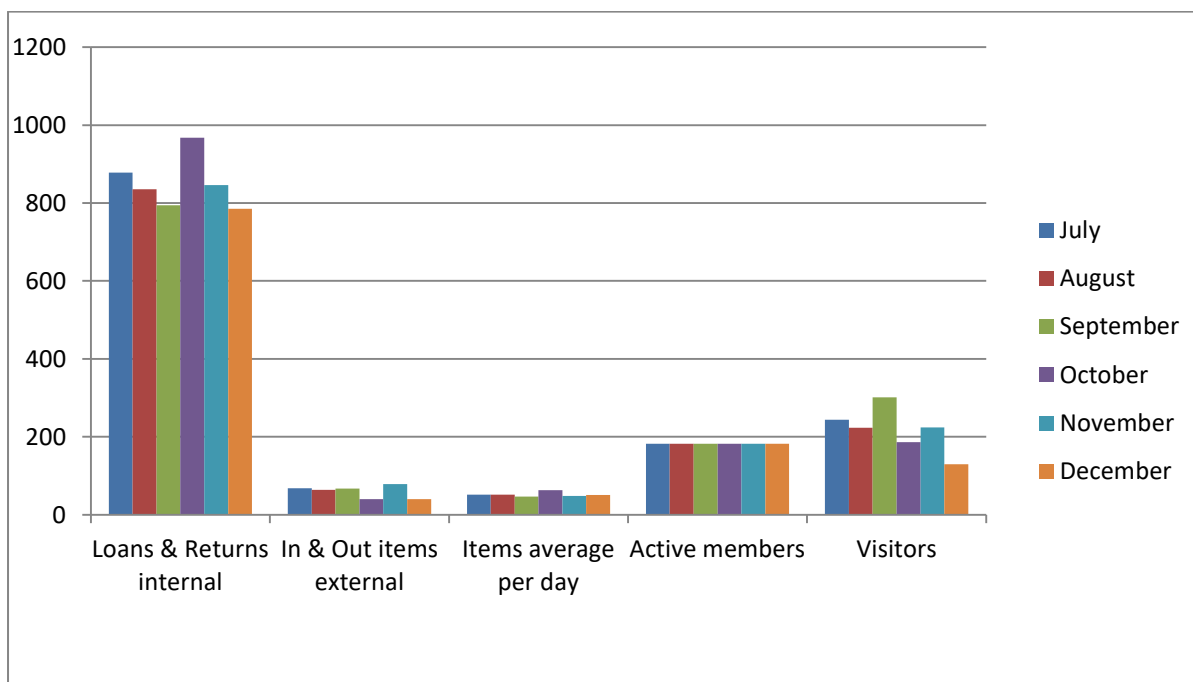
From: **Martina Manawaduge – Librarian**
Danielle Whatmore - Librarian

Report for December 2020 – Charleville / Augathella & Morven

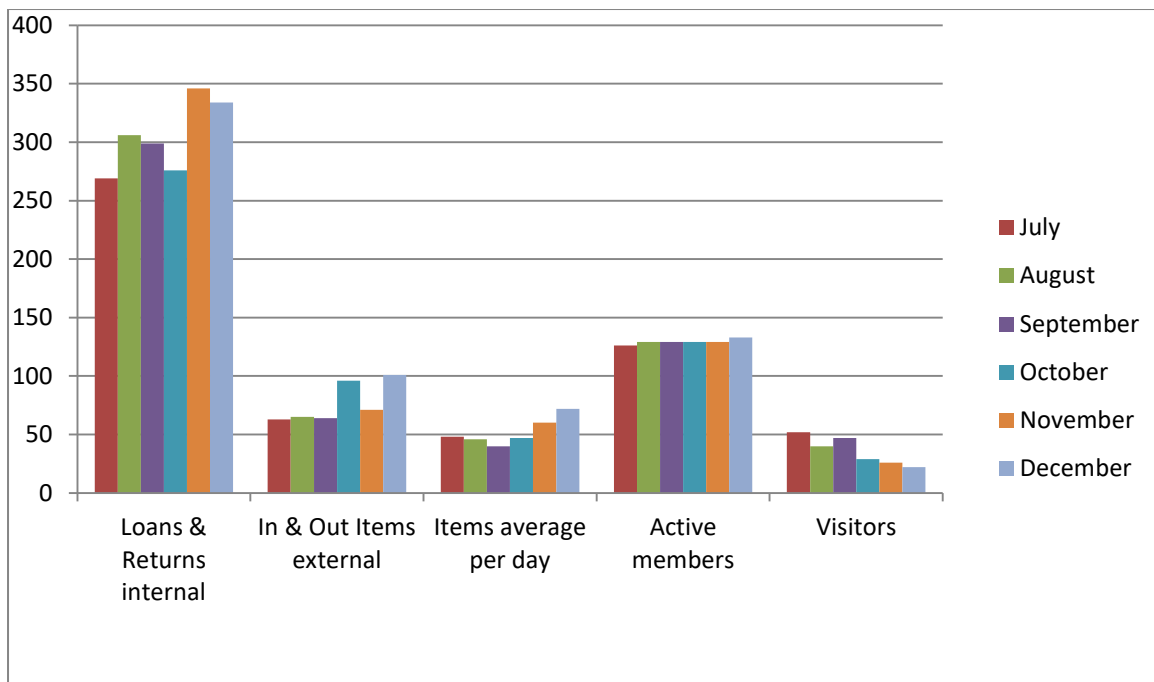
Charleville



Augathella



Morven Library



Operational Information

Charleville Library – Martina Manawaduge and Danielle Whatmore

We held a Santa Christmas picture hunt and had a reasonable number of children come through to participate. We are looking forward to 2021 in the library.

First5Forever

Not operational until further notice due to social distancing issues in our Library

Mulga Lands Gallery – Statistics

We had 37 people come through the gallery in December.

Augathella Library – Laraine Steedman

Open Monday to Thursday, closed Saturdays till further notice.

Morven Library – Marie Williams & Maree Green

Due to the Christmas / New Year holiday break, the Morven Library was only open 6 days in December. We also welcomed 4 new members to the Morven Library this month.



Environmental & Health Services Report

From: Richard Ranson – Director of Environmental & Health Services
Ordinary Meeting – 21st January 2021

WATER TESTING

Water testing conducted in Charleville, Augathella and Morven. Possible contamination in Morven post-Christmas due to failure of UV disinfection unit. System chlorinated and flushed, and UV unit repaired and serviced. All follow up samples clear of E. coli

SEWERAGE / WASTEWATER

Quotation/proposal has been received from 'Pensar' for upgrade of STP. Council to investigate funding opportunities.

DOG CONTROL

Registrations			
Lifetime	2 for December	Total 1091	
Annual	3 for December	Total 31 (for 2020/2021)	
Seized Dogs			
Total seized	3	Reclaimed	0
Adopted	2	Euthanized	1
Wild Dog Scalps 2020/2021		Wild Dog Destruction Budget Remaining	
Male 187, Female 114, Puppies 0 total 301		\$70,374	

FINES ISSUED / REVENUE

Offence	Number Issued	Total Value
Impounded Dog	0	\$0
Barking Dog	0	\$0
Unregistered Dog	0	\$0
Wandering Dog	0	\$0
Littering	0	\$0
Wandering Stock	0	\$0
Total	0	\$0

COMPLAINTS MANAGEMENT (taken from Guardian system)

Type	Received	Resolved	Pending
Dogs	1	1	0
Overgrown allotments	0	0	0
Other	1	1	0

LANDFILLS

Charleville	No issues to report. Tender up in June 2021. Investigating options.
Augathella	No issues to report.
Morven	No issues to report.

FOOD PREMISES

Inspections conducted	0
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Complaints	0
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ENVIRONMENTAL CONTROL (RIVER)

River cleaner on leave. Ongoing poisoning of regrowth and removal of debris from watercourses.

STOCK ROUTES

Currently preparing application for funding under latest round of Department of Natural Resources Capital Works program.

SWIMMING POOL (provided by Michael Winton)

<u>Attendance</u>	2017/2018	2018/2019	2019/2020	2020/2021
September	983	789	520	687
October	1233	1420	1425	1450
November	1175	1210	1308	1736
December	1601	1365	1726	1276
January	2091	1910	1891	
February	1107	1200	1397	
March	890	760	437	
April	516	273		
TOTAL	9596	8929	8704	5149

The month of December was a relatively disappointing month down 400 plus patrons compared to last year's result. There just did not seem to be the people around town now whether that was due early Xmas holidays and families taking advantage of somewhat cheaper accommodation prices prior to school holiday period. The weather was also varying with some days boiling hot and others being milder and electrical storms were quite regular and the pool had to be closed due to the lightning aspects, these closures were documented to council via emails.

On a brighter note we conducted a 5 day intensive Learn to Swim block in the month and had some great feedback from parents.

The toddler pool resurfacing has found the surface a little abrasive, however after consulting Council a solution was suitably found. Signage has been erected around the toddler pool requesting strict supervision be undertaken when toddlers using the pool.

As we head into 2021 year already a number of children birthday parties have been booked so some good times to be had by all the kids.

We are hoping January brings us some good numbers particularly as school returns at the end of the month.



Recommendation / Report

From: Richard Ranson – Director of Environment & Health Services
Ordinary meeting – 18th June 2020

SUBJECT

Hire of Council Bus

Request for waiver of hire fees.

BACKGROUND:

The Charleville Chiefs swimming club will be hiring the council bus to attend a swimming carnival in Barcaldine on the 30th January 2021. They are endeavouring to give their club swimmers every opportunity to compete against kids from other regions. Some the club members are also attempting to gain qualifying times so that they can compete at the State Sprint Titles in February 2021.

The Charleville Chiefs have respectfully requested that the hire fee for the bus be waived.

Recommendation

For the consideration of council.



Engineering Services Report

From: Paul O'Connor – Director of Engineering Services
Ordinary Meeting – 21 January 2021

Local Roads

TIDS

- Killarney Rd 46.63 – 54.7 – 100%
- Killarney Rd 71.8 – 80.2 – 25%

Projects Update

Water Main Replacement Program 20-21

- Morven – Albert & Eureka St – Late Jan start

Sewerage Replacement Program 20-21

- Augathella - Jane St – Switchboard - ordered

Footpath / Kerb Program 20-21

- Morven – Albert St – footpath and kerb & channel – 100%
 - Morven – Victoria St, outside pub – footpath & wheelchair access – 100%
 - Augathella – Annie St – footpath 7 seating 100%
- To do:
- Charleville – Burke St – footpath

Other

- Morven Skate Park Shade Sail – complete
- AMP Buildings – March finish.
- Power & lights - Netball court 3 – ordered
- Reticulation – Brassington Park & Charleville Showgrounds – 85%
- Meat Ant Park Augathella – underground drainage adjacent skate park complete
- Augathella median strips – trees, garden, lawn & retic - complete
- Augathella Airport extension – Mar / April 2021
- Cooladdi Bore – investigating
- Qantas Drive – design stage

New Year – Roads Crew

- Complete Killarney Road late March
- 2 TMR projects, waiting design & specifications – March – June 2021
- Private contractor – widen Adavale Rd, resheet / grid Roma St Morven

Flood Damage

- Approx. \$18M worth of works – tender analysis and recommendations in this report
- MSC – two crews going

Industrial Estate

- Industrial Estate Roadworks – 90%

W4Q (\$1.43M)

- Roadworks - \$400k – 100%
- Bladder - \$130K – 100%
- River Clearing – \$600k – transferred to Levee
- Racecourse - \$100k – not started
- Solar Panels \$200k – 100%

Total \$1,430,000

W4Q Covid (\$1.27M)

- Qantas Drive \$100K
- Morven Tourist Office - \$100k
- Augathella History Museum - \$100K
- Levee Bank Remediation - \$600K
- Columbarium - \$20k
- Town Hall renewals - \$200k
- Industrial Estate telecommunications - \$210k
- Industrial Estate water services - \$190k
- Digital Connectivity Upgrade - \$150K

Total \$1,270,000

LCRIP

- Augathella Toilets - \$200k
- Industrial Estate - \$200k
- Council Office Upgrade \$150k
- Charleville Racecourse -\$200k
- Alfred St Bridge Lighting - \$67k
- Weighbridge - \$400k

Total \$1,217,000

LCRIP- 2

- Sewerage Camera - \$70k (ordered)
- Kerb & Channel – (Hood & Epacris) - \$100k
- Airport Upgrade (sealing) - \$250k
- Recreational Improvements (Botanical Reserve / Trees, park furniture) - \$100k
- Sorting Facilities -\$150K
- NBN - \$200k

Local Shire Roads

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

Road Name	Maintenance Grading (km)	Tree + Silt Clearing
Burrandilla Road	24 + QRA	
Redward Road	14 + QRA	
Nooraloo Road		✓
Laguna Road	25 + QRA	
Cresswell Road	1.57 + QRA	

RMPC

A summary of the capital works and maintenance activities on Council Regional Roads is listed below

Road No	Road Name	Gravel Cartage (m ³)	Edge Repairs (m ³)	Shoulder Grading (km)	Pothole Patching (m ³)	Guide Posts
13A	Morven - Augathella					42
13B	Augathella - Tambo					27
18F	Mitchell - Morven		3			
18G	Morven - Charleville					
23B	Cunnamulla - Charleville		24.70		0.30	
23C	Charleville - Augathella					
93A	Charleville - Quilpie	1728		4.79		
	TOTAL	1728	27.70	4.79	0.30	69

Water & Sewerage

WATER

Town	Service Line Breaks	Repair Water Mains	Meters Replaced/Checked	Pump Station Faults	Water Bore Maintenance	New Connect	Fire Hydrant
Charleville	1	2	1	3		1	
Other Comments: Water meter reading, new main Brooks & Leahy Street							
Morven	1	1					
Other Comments: Water meter reading							
Augathella	2	5		1			
Other Comments: Water meter reading							

SEWERAGE

Town	Main Line Chokes	Service Line Chokes	Pump Station Faults	Toilets Faults	New Connection	Other
Charleville	6	2	2		1	
Morven						
Augathella		1				

Electrical

Activity	Charleville	Augathella	Morven
Art gallery A/C low gas test and rectify	✓		

SPS #1 Augathella – scope for switchboard upgrade with supplier		✓	
Bore #5 low water problems caused by heat wave and excess consumption on town supply	✓		
'Hot joints' at Bore #5 switchboard – identify and rectify	✓		
Waiting room A/C at Medical Centre	✓		
Replace obsolete fluro light fittings in workshop spares room	✓		
Fire indication panel yearly maintenance at various sites	✓		
Installation of hunter retic controller and power supply for swimming pool grounds pop-ups	✓		
'Heat wave' setting changes and monitoring of town water pumping stations	✓		
Install and test mobile a/c at VIC	✓		
Augathella airport automatic gate control fault finding and rectification		✓	
Replace burnt out heat exchanger pump at swimming pool	✓		
Install new TV aerial at Charleville Camp accommodation	✓		
Rectification of exposed underground cables at Brassington Park Augathella		✓	
Ergon power changeover at 52 Galatea Street	✓		
Christmas lights at Augathella		✓	
SBS and ABL TV problem solving at water tower	✓		
Power outage at Augathella depot. Loss of all telemetry and water assets		✓	
Brassington Park final cable install for tower lights		✓	

Building

Activity	Charleville	Augathella	Morven
52 Galatea Street House <ul style="list-style-type: none"> - Pulled old floor up, re-nailed, sanded and painted - New kitchen - Replaced fly screens 	✓		
Painted kids swimming pool	✓		
Put flags up Main Street	✓		
Replaced door at Gym	✓		
Erected signs in Augathella		✓	
Frame measurements at Dead Man's Gully		✓	
Replaced locks at camp	✓		
Fixed fence panels at the WWII Building	✓		

Put up new signs for WWII Museum	✓		
Big chair for Graham Andrews Park	✓		
New kitchenette for Store	✓		

Town Maintenance

Activity	Charleville	Augathella	Morven
Grave Digging	✓		
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	✓		
Guide Post 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	✓		

Assets Department

Flood Damage Works

1. Progress report and project management for March 2019 event
 - Preparation of works program for delivery of approved works
 - Updated works program for 2019 flood restoration works
 - Submitted monthly progress report
2. Feb 2020 Event
 - Meetings with QRA's RLO and meeting with PM for planning and updates
 - Confirmation of IRW and EW works
 - Monthly reports for project management expenditure claims

Gravel Pits

- Updated current gravel pits register
- Created QMP, gravel agreement and sent to DAF for endorsement

Charleville Gym Extension

- Answered queries from suppliers and communicated with QFES for fire safety certification
- Contacted tenderer and requested additional documents to award contract

Industrial Estate

Roads & Stormwater

A good quality bypass track was constructed early in the month so that bitumen could be applied to the Estate roads, including a short stretch of the Tip Road.

Prior to sealing, it was noted that there was loose gravel on the pavement surface in places, which was likely to be removed by brooming, leaving depressions. The contractor brought a multi-tyre roller onto site and after watering and rolling, a good surface was produced.

Priming of the pavement commenced on 14th December and application of bitumen was completed four days later. Road marking and signage was installed on completion of bitumen application.

The work under this contract still to be done is construction of the concrete chute into the stormwater retention basin, which should be completed in January.

The stormwater channels were surveyed and found to be somewhat uneven but reasonably well aligned with design gradients. The first good flow should produce smooth channel inverts.

Site Improvement

The contractor was engaged for a limited set of day works to improve the appearance of the site. The Estate surface was graded to even out the surface, thereby reducing the likelihood of ponding water, and removal of unsightly weeds. The site to be occupied by Chef's Choice was smoothed and the area of their proposed slab was watered and compacted.

A trucking contractor was engaged to remove most of the rocks resulting from sieving of the Ward Pit material to the Sturt Street depot. The remaining rocks will be used for the retention basin mattresses and also for erosion protection.

Data Comms Conduits

As soon as the Tip Road bypass had been constructed, the final envelope pipe was installed across the Tip Road entrance. It should now be possible to install the NBN data conduits without disruption to traffic or trenching through new roadwork.

The contract for conduit installation was completed and loaded onto the Council web site. An advertisement for the work was inserted in the local newspaper. In addition, the attention of four contractors who have submitted well-priced tenders for work on the Estate in the past was drawn to the existence of tender documentation on the Council web site.

Tenders close on 18th January 2021.

Power Supply

Notice was received from Ergon that all power supply work on the Estate was complete.

Development Approvals

No development approvals for December 2020.

MURWEH SHIRE COUNCIL ENGINEERING SERVICES COSTING SUMMARY

Council Meeting: 17 December
2020

ROAD MAINTENANCE AND FLOOD DAMAGE

Road No	Road Name	Routine Maintenance Expenditure	Flood Damage Estimate	Flood Damage Expenditure
4001	Adavale Road	\$ 32,208.79		
4002	Alice Downs Road	\$ 178.37		
4003	Allambie Road			
4004	Allendale - Warrah Road	\$ 5,943.90		
4005	Armadilla Road			
4006	Bakers Bend Road			
4007	Balmacarra Road	\$ 10,279.83		
4008	Bannermans Road			
4009	Barngo Road	\$ 60,128.56		
4010	Biddenham Road	\$ 27,215.79		
4011	Bilbie Park Road	\$ 353.23		
4012	Biloola Road			
4013	Blackburn Road			
4014	Loddon Road Black Tank			
4015	Black Ward Road	\$ 238.91		
4016	Boggarella Road	\$ 101.46		
4017	Belrose Road			
4018	Burrandulla Road	\$ 14,794.21		
4019	Albury Road			
4020	Caldervale - Khyber Road	\$ 5,160.33		
4021	Auburnvale Road			
4022	Calowrie Road			
4023	Cargara Road	\$ 4,771.18		
4024	Caroline Xing Road	\$ 15,016.78		
4025	Clara Creek Road	\$ 9,081.39		
4026	Cooladdi Access Road			
4027	Cooladdi-Langlo Crossing	\$ 344.73		
4028	Cooladdi-Yarronvale Road	\$ 203.10		
4029	Coolamon Road			
4030	Croxdale Road			
4031	Cunno Road	\$ 5,888.74		
4032	Derbyshire Road			
4033	De Warra Road			
4034	Dilallah Bridge Road			
4035	Doobiblah Road	\$ 202.99		
4036	Dundee Road			
4037	Durella Road			
4038	Fortland Road			
4039	Glenallen Road			
4040	Glenbrook Road			
4041	Greenstead Road			
4042	Guestling Road	\$ 587.71		
4043	Gundare Road			
4044	Gunnawarra Road			
4045	Hillgrove Road	\$ 513.71		
4046	Hoganthulla Road	\$ 429.23		
4047	Hythe Road			
4048	Joylands Road			
4049	Khyber Road	\$ 38,699.95		
4050	Killarney Road	\$ 5,744.09		
4051	Laguna Road	\$ 12,207.44		
4052	Langlo River Road	\$ 417.29		

4053	Maruga Road	\$ 2,179.42		
4054	Maryvale Road	\$ 3,107.73		
4055	Merrigang Road			
4056	Merrigol Road			
4057	Middle Creek Road	\$ 45,307.73		
4058	Mona Road	\$ 1,014.99		
4059	Mt Maria Road	\$ 152.32		
4060	Meigunya Access road	\$ 101.48		
4061	Mt Tabor Road	\$ 19,347.03		
4062	Murweh Road	\$ 4,537.12		
4063	Narrga (Raincourt) Road	\$ 9,439.85		
4064	Nebine Road	\$ 11,119.39		
4065	Nebine Bollon Shortcut			
4066	Nebine Comm. Ctr Road			
4067	New Farm Road			
4068	Newholme Road	\$ 280.94		
4069	Newstead Road	\$ 5,716.50		
4070	Nimboy Road			
4071	Nooraloo Road	\$ 23,275.85		
4072	Norah Park Road	\$ 202.99		
4073	No 7 Block Road			
4074	Old Charleville Road	\$ 502.08		
4075	Old Quilpie Road	\$ 361.38		
4076	Old Tambo Road	\$ 23,991.77		
4077	Orange Tree Xing Road	\$ 1,211.33		
4078	Ouida Road			
4079	Ouida Downs Road	\$ 1.03		
4080	Oxford Downs Road	\$ 4,046.60		
4081	Perola Park Road	\$ 4,308.37		
4082	Pinnacle Road			
4083	Red Ward Road	\$ 55,740.14		
4084	Rhylstone Road			
4085	Rocky Road			
4086	Rosebank Road			
4087	Roslin Road	\$ 70.50		
4088	Rose Park Road			
4089	Rosewood Road			
4090	Shelbourne Road	\$ 419.80		
4091	Sherwood Road			
4092	Loddon Road West			
4093	Tantellon road	\$ 301.53		
4094	Tregole Road			
4095	Uabba Road	\$ 0.73		
4096	Urana Road			
4097	Valeravale Road	\$ 101.48		
4098	Wallal-Riversleigh Road	\$ 178.37		
4099	Wardsdale Road	\$ 0.37		
4100	Waterford Road			
4101	Wellwater Road	\$ 357.28		
4102	Wheatleigh Road	\$ 178.37		
4103	Winneba Road	\$ 2,132.07		
4104	Wiringa Road			
4105	Wongalee South Rd			
4106	Wongalee North Rd			
4107	Wongamere Road			
4108	Woolabra	\$ 1,522.02		
4109	Wooyanong Road	\$ 101.48		

4110	Boatman Wyandra Road			
4111	Red Lane Road	\$ 317.21		
4112	Borea Access Road			
4113	Clara Access Road			
4114	Caledonia Road			
4115	Wintara Road			
4117	Riccartoon Road			
4118	Yanna Bridge Road	\$ 7,538.64		
4119	27 Mile Gardens Road			
4120	Bollon Road	\$ 1,240.58		
4122	Claren Park Road			
4123	Columbo Road			
4124	Cooladdi Pump Road			
4129	Lasso Gowrie Road	\$ 963.78		
4130	Rosemount Road			
4131	Aronfield Road			
4132	Monamby Park Road			
4133	Northview Road			
4134	Palmers Road			
4135	Lyons Road	\$ 977.19		
4136	Percival Road	\$ 148.49		
4137	Rainmore Road			
4138	Westlyn Road			
	Total	\$ 483,207.64	\$ -	\$ -
	Budget	\$ 1,200,000.00		
	Percentage Expended	40%		
	Percentage through Year	54%		

PLANT MAINTENANCE

Item	2019-2020 Expenditure	2020-2021 Expenditure
Wages	\$ 190,686.15	\$ 144,050.48
Parts	\$ 617,121.10	\$ 300,464.01
Tyres & Tubes	\$ 103,412.75	\$ 72,463.98
Fuels & Oils	\$ 676,525.04	\$ 296,468.73
Registration	\$ 105,506.86	\$ 92,105.62
Wages (supervision)	\$ 187,436.14	\$ 110,453.99
Consumables	\$ 38,633.67	\$ 16,752.37
Workshop Apprentice	\$ 47,236.40	\$ 20,631.26
Insurance	\$ 45,904.13	\$ 57,308.00
Total Expenditure	\$ 2,012,462	\$ 1,110,698.44
	Budget Expenditure	\$ 1,727,263.00
	Percentage Expenditure	\$ 1,110,698.44
	Revenue to Date	\$2,000,569.62
	Budget Revenue	\$ 3,572,040.00
	Percentage Revenue	56%
	Percentage through Year	54%

URBAN STREET MAINTENANCE

Item	2019-2020 Expenditure	2020-2021 Expenditure
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Augathella Street Lighting	\$ 16,816.40	\$ 6,831.10
Morven Street Lighting	\$ 5,147.26	\$ -
Charleville Street Lighting	\$ 63,982.70	\$ 25,708.78
Augathella Street Maintenance	\$ 169,646.89	\$ 87,587.82
Morven Street Maintenance	\$ 98,572.46	\$ 41,950.37
Charleville Street Maintenance	\$ 509,187.52	\$ 384,613.92
Augathella Street Cleaning	\$ 24,653.77	\$ 36,543.36
Morven Street Cleaning	\$ 27,446.48	\$ 21,456.98
Charleville Street Cleaning	\$ 259,040.53	\$ 154,768.74
Charleville Mowing/Slashing/Weeds	\$ 14,736.70	\$ 1,183.17
Morven Mowing/Slashing/Weeds	\$ 29,404.82	\$ 10,963.48
Augathella Mowing/Slashing/Weeds	\$ 69,128.96	\$ 42,304.27
Total Expenditure	\$ 1,287,764	813,911.99
	Budget	\$ 1,100,000.00
	Percentage Spent	74%
	Percentage through Year	54%

PUBLIC FACILITIES MAINTENANCE

Item	2019-2020 Expenditure	2020-2021 Expenditure
Augathella Public Facilities Maintenance	\$ 18,825.53	\$ 11,434.03
Morven Public Facilities Maintenance	\$ 25,722.95	\$ 21,537.44
Charleville Public Facilities Maintenance	\$ 51,447.85	\$ 31,019.02
Augathella Vandalism Expenses	\$ 250.46	\$ -
Charleville Vandalism Expenses	\$ -	\$ 23.50
Morven Vandalism Expenses	\$ 139.84	\$ -
Total Expenditure	\$ 96,386.63	\$ 64,013.99
	Budget	\$ 142,800.00
	Percentage Spent	45%
	Percentage through Year	54%

PARKS AND GARDENS MAINTENANCE

Item	2019-2020 Expenditure	2020-2021 Expenditure
Augathella Parks & Garden	\$ 132,043.51	\$ 61,467.97
Morven Parks & Garden	\$ 108,543.29	\$ 55,359.20
Charleville Parks & Garden	\$ 628,180.50	\$ 311,969.50
Total Expenditure	\$ 868,767.30	\$ 428,796.67
	Budget	\$ 641,900.00
	Percentage Spent	67%
	Percentage through Year	54%



Recommendation / Report

From: Director of Engineering Services
Ordinary Meeting – 21 January 2021

Subject

Flood Damage Restoration Works 2020 Tender Packages 1, 2 and 3
Tender references FD1.20-21, FD2.20-21 and FD3.20-21

Proposed Resolution

That Council:

- 1) Enter into a Schedule of Rates Contract with G&R Brown and Sons Pty Ltd trading as Brown Contractors, for tender reference FD1.20-21 Murweh Shire Council Flood Damage Restoration Works 2020 Package 1 for the tendered amount of \$1,556,827.59 (exclusive of GST);
- 2) Enter into a Schedule of Rates Contract with Durack Civil Pty Ltd, for tender reference FD2.20-21 Murweh Shire Council Flood Damage Restoration Works 2020 Package 2 for the tendered amount of \$921,376.59 (exclusive of GST); and
- 3) Enter into a Schedule of Rates Contract with Durack Civil Pty Ltd, for tender reference FD3.20-21 Murweh Shire Council Flood Damage Restoration Works 2020 Package 3 for the tendered amount of \$1,042,011.31 (exclusive of GST).

Background

Purpose

Review and award tenders for flood damage restoration works arising from the February 2020 heavy rainfall event being funded under the Disaster Recovery Funding Arrangements (DRFA).

Discussion

A disaster declaration of the February 2020 heavy rainfall event across Murweh Shire was made in early March 2020. All roads were assessed, and damage restoration treatments submitted to Queensland Reconstruction Authority (QRA) in mid-2020 with 8 submission packages subsequently approved. Council has formed 2 dedicated day labour and sub-contractor crews to undertake works primarily on the western side of the Shire. Council does not have sufficient resources to complete all the restoration works in conjunction with other works programmed over the next 12 months and as such, 3 separate work packages were prepared as separate tenders to deliver the balance of the restoration works on the eastern side of the Shire. The tender packages cover the following areas:

Package 1 – north-east of Augathella

Package 2 – between Augathella, Charleville and Morven

Package 3 – south-east of Charleville and Morven

The 3 tenders for these packages were released publicly via the LG Tender Box website on Friday 27 November 2020 and also listed on Council's website and Facebook page with a link to LG Tender Box. Tenders closed on Wednesday 23 December 2020 at 2:00pm for all 3 tenders.

Eleven (11) tender submissions were received from the same tenderers for all 3 tender packages, with 1 additional tender being received for package 3 only. A detailed Tender Assessment Report is included in the attachment.

Financial Risks

All eligible contract works shall be reimbursed by QRA on completion of submission packages. The lower tenders in contention for award are below the recommended values of the treatment works including contingencies as determined by QRA. The quantities in the tender packages have

been based on the scope of approved works only and as such, the award of the tenders as submitted only commits Council to fully funded works that are already approved. The proposed contracts are structured such that Council can extend the scope to deliver additional works that would be funded by Council, particularly maintenance grading on a schedule of rates basis, subject to ongoing monitoring of Council's road maintenance budget. Sections of roads that are not included in the approved scope of flood damage restoration will be assessed on a road by road basis prior to commencing in an area. As such, financial risk to Council's road maintenance budget will be monitored regularly throughout the delivery and if needed, additional works can be stopped at any time, and the contractors only deliver the approved scope of flood damage works included in the tenders with no risk or recourse to Council.

Environmental Risks

Nil

Social Risks

The recommended tenderers have submitted programs and sufficient resourcing for delivery by end of June 2021 for the scope of flood damage works approved, excluding any additional maintenance. This is the quickest approach to restoring damaged road sections such that road users are provided with improved driving conditions and safety.

Attachment

Flood Damage Restoration Works 2020 Tender Assessment Report



SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA

**TENDER ANALYSIS AND
RECOMMENDATION**

**Flood Damage Restoration Works 2020
Packages 1, 2 & 3**

RFT FD1.20-21, FD2.20-21 & FD3.20-21

Contents

1	BACKGROUND	41
2	REPORT	41
2.1	Tender Assessment Panel	41
2.2	Tender List at Close	42
2.3	Tender Compliance	42
2.4	Alternative Tenders	42
2.5	Funding Source	42
2.6	Tender Discrepancies and Corrections	43
2.7	Conditions and Assumptions	43
2.8	Assessment of Selection Criteria	44
3	Summary and Recommendation	46

1 BACKGROUND

A disaster declaration of the February 2020 heavy rainfall event across Murweh Shire was made in early March 2020. All roads were assessed, and damage restoration treatments submitted to Queensland Reconstruction Authority (QRA) in mid-2020 with 8 submission packages subsequently approved. Council has formed 2 dedicated day labour and sub-contractor crews to undertake works primarily on the western part of the Shire. Council does not have sufficient resources to complete all the restoration works in conjunction with other works programmed over the next 12 months and as such, 3 separate work packages were prepared as separate tenders to deliver the balance of the restoration works on the eastern side of the Shire.

The 3 tenders for these packages were released publicly via the LG Tender Box website on Friday 27 November 2020 and also listed on Council's website and Facebook page with a link to LG Tender Box. Tenders closed on Wednesday 23 December 2020 at 2:00pm for all 3 tenders.

2 REPORT

2.1 Tender Assessment Panel

The members of the Tender Assessment Panel were nominated on Thursday 26 November 2020 prior to Tender release. Tenders were opened electronically on Tuesday 5 January 2021. The Tender Assessment Panel assessed tenders submitted individually and then convened on Friday 8 January 2021 to moderate the assessment and scoring of the tenders as a team and to consider project risks and agree on a recommendation to be provided to Council for award. The Panel included the following persons:

Position	Person	Organisational Role
Panel Chair	Paul O'Connor	Director of Engineering Services
Panel Member	Sujith Surapaneni	Asset Engineer
Panel Member	Russell Hood	Consultant Project Manager

2.2 Tender List at Close

The following Tenders (all exclusive of GST) were received for each of the 3 Tender packages, unadjusted for any omissions:

Tenderer	Package 1 FD1.20-21	Package 2 FD2.20-21	Package 3 FD3.20-21
Aramira Civil Engineering	No Tender	No Tender	\$2,720,840.80
Bellwether Contractors	\$2,387,626.97	\$2,045,179.78	\$1,995,380.18
Brown Contractors	\$1,556,827.59	\$1,225,265.28	\$1,390,745.45
Civil Contractors (Aust)	\$2,431,434.72	\$1,115,476.32	\$1,844,377.93
Comac Equipment	\$1,598,529.17	\$1,135,835.99	\$1,565,146.02
Durack Civil	\$1,372,185.51	\$921,376.59	\$1,042,011.31
Gulf Civil	\$2,408,152.24	\$1,802,421.72	\$1,772,151.83
ProCrew	\$1,715,398.94	\$2,095,131.06	\$1,503,822.86
Roma Earthmoving	\$2,268,703.42	\$1,934,794.16	\$2,215,002.53
Suffcon	\$1,573,304.56	\$1,286,469.29	\$1,541,906.91
VE Group AU	\$1,927,221.28	\$1,086,712.93	\$1,470,900.90
Yesberg Earthmoving	\$2,301,323.33	\$1,436,987.96	\$1,526,909.56

2.3 Tender Compliance

All tenders complied with the mandatory criteria and were deemed compliant and assessed. Some responses did not include all requested information, particularly a program of works was requested to indicate delivery timing and tenders that omitted these were scored lower in the assessment process for the non-price criteria. This however did not make these tenders non-compliant.

2.4 Alternative Tenders

No alternative Tenders were offered.

2.5 Funding Source

All eligible contract works shall be reimbursed by QRA on completion of submission packages. The lower tenders in contention for award are below the recommended values of the treatment works including contingencies as determined by QRA. As such, it is not considered that Council will be out of pocket for any of the eligible restoration works included in these tenders.

2.6 Tender Discrepancies and Corrections

The tenders required the submission of unit rates in a worksheet supplied as part of the tender packages for works as per the QRA treatments that were approved. The submitted tender unit rates were copied into a separate assessment worksheet to confirm the pricing submitted was accurate and checked to match the total tender amount offered by each tenderer. The unit rates sheet submitted by Roma Earthmoving did not include the unit rates as requested, just a total cost for each work item. As the overall tender price submitted was at the higher end of ranking, it was added to the worksheet as a total cost only for tender comparison. All other tenders were correct, and no discrepancies were found.

In terms of omissions, the tender from Comac Equipment was the only tenderer that did not price 2 of the items, namely bitumen spray seal, 2 coat for pavement repairs and patch repair (<20m²). To ensure the comparison of tenders was on an equal basis, a comparative unit rate was added to this tender and the cost for these work items added to the submitted tender amount as an adjusted tender price. The following rates were used to price these omitted items, as compared to the average tender rate and the 2 lowest overall tenderers for package 1:

Work Item	Adjusted Rate Adopted (per m²)	Average Tender Rate (per m²)	Lowest overall Tenderer Rate (Durack) (per m²)	2nd Lowest overall Tenderer Rate (Brown) (per m²)
Bitumen spray seal, 2 coat	\$20	\$27.09	\$20.30	\$15
Patch Repair (<20m ²)	\$100/m ²	\$172.61	\$409.52	\$85

In comparison to the average rate and 2 lowest overall tenderer rates, it is considered that the adjusted rate adopted above is a fair and reasonable adjustment for these 2 items that were not priced by Comac Equipment. The adjusted amounts were included in the overall price comparison and price component scoring and ranking for further assessment.

2.7 Conditions and Assumptions

The Tenders were examined for conditions and assumptions outlined by the tenderers. All tenders were free of conditions and assumptions that are a risk to the tender rates being varied beyond the assumptions that were outlined in the tender documents.

2.8 Assessment of Selection Criteria

The tenders were assessed against a Price component and Non-price component selection criteria with weightings as listed below. This selection criteria were included in the tender documents such that tenderers were fully aware of how the tenders were going to be assessed.

Price **55%**

Non-price components **45%**, broken down as follows:

- i) Relevant Experience **15%**
 - a. Details of similar work
 - b. Ability to manage the project and ensure a good outcome
 - c. Referee checks
- ii) Key Personnel skills and experience **15%**
 - a. CV and Experience
 - b. Similar work related experience
 - c. Nomination of local content
- iii) Demonstrated understanding **15%**
 - a. Project schedule and timeline
 - b. Delivery process and contingency plans
 - c. Demonstrated understanding of the scope of works

Tender assessment sheets were prepared for each person on the tender assessment panel to score the non-price criteria independently on a 1 to 5 basis, with 1 being the lowest score as described below.

5 – Full compliance and substantially demonstrated

4 – Above average compliance and demonstration

3 – Average compliance and demonstration

2 – Below average compliance and demonstration

1 – No compliance or demonstration

This scoring was then moderated at a team meeting on Friday 8 January 2021, where the scoring of each item for each tenderer was discussed and considered. Overall, scoring was relatively similar and where there were differences, the tender submission was discussed in further detail and compared against other tenders to arrive at an agreed moderated score for all tenderers. Since the submission for all three packages were from all the same tenderers except for the additional tender from Aramira Civil Engineering for Package 3, the scoring moderation was only done once. The only non-price criteria that varied between packages was the proposed program and delivery timeline and the scoring for this item was varied between packages according to the proposed date for practical completion, with the earlier completion indicated receiving a higher score.

Scoring of the price component is not subjective and was a calculation of the adjusted tender price in comparison to all tender prices. The lowest price automatically receives the highest possible score of 55 and goes down from that. Where a tender price was more than 100% greater than the lowest tender, it was scored 0 for the price component.

The summary of all price and non-price scoring and associated ranking of tenders is summarised in the following tables for each of the 3 tender packages.

Tender Package 1 – FD1.20-21

Tenderer	Tender Amount with adjustments	Price Ranking	Price Score (55%)	Non-price Score (45%)	Overall Score (100%)	Overall Ranking
Durack Civil	\$ 1,372,185.51	1	55.0	41	96.0	1
Brown Contractors	\$ 1,556,827.59	2	47.6	38	85.6	2
Comac Equipment	\$ 1,712,551.17	4	41.4	30	71.4	3
Suffcon	\$ 1,573,304.56	3	46.9	18	64.9	4
ProCrew	\$ 1,715,398.94	5	41.2	20	61.2	5
VE Group AU	\$ 1,927,221.28	6	32.8	27	59.8	6
Bellwether Contractors	\$ 2,387,626.97	9	14.3	38	52.3	7
Yesberg Earthmoving	\$ 2,301,323.33	8	17.8	27	44.8	8
Gulf Civil	\$ 2,408,152.24	10	13.5	29	42.5	9
Civil Contractors (Aust)	\$ 2,431,434.72	11	12.5	29	41.5	10
Roma Earthmoving	\$ 2,268,703.42	7	19.1	18	37.1	11

Tender Package 2 – FD2.20-21

Tenderer	Tender Amount with adjustments	Price Ranking	Price Score (55%)	Non-price Score (45%)	Overall Score (100%)	Overall Ranking
Durack Civil	\$921,376.59	1	55.0	41	96.0	1
Brown Contractors	\$1,225,265.28	5	36.9	37	73.9	2
Civil Contractors (Aust)	\$1,115,476.32	3	43.4	29	72.4	3
VE Group AU	\$1,086,712.93	2	45.1	27	72.1	4
Comac Equipment	\$1,148,241.99	4	41.5	30	71.5	5
Suffcon	\$1,286,469.29	6	33.2	18	51.2	6
Yesberg Earthmoving	\$1,436,987.96	7	24.2	26	50.2	7
Bellwether Contractors	\$2,045,179.78	10	0.0	38	38.0	8
Gulf Civil	\$1,802,421.72	8	2.4	29	31.4	9
ProCrew	\$2,095,131.06	11	0.0	20	20.0	10
Roma Earthmoving	\$1,934,794.16	9	0.0	18	18.0	11

Tender Package 3 – FD3.20-21

Tenderer	Tender Amount with adjustments	Price Ranking	Price Score (55%)	Non-price Score (45%)	Overall Score (100%)	Overall Ranking
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Durack Civil	\$1,042,011.31	1	55.0	41	96.0	1
Brown Contractors	\$1,390,745.45	2	36.6	38	74.6	2
VE Group AU	\$1,470,900.90	3	32.4	27	59.4	3
Comac Equipment	\$1,574,192.42	7	26.9	30	56.9	4
Yesberg Earthmoving	\$1,526,909.56	5	29.4	27	56.4	5
ProCrew	\$1,503,822.86	4	30.6	20	50.6	6
Suffcon	\$1,541,906.91	6	28.6	18	46.6	7
Gulf Civil	\$1,772,151.83	8	16.5	29	45.5	8
Bellwether Contractors	\$1,995,380.18	10	4.7	37	41.7	9
Civil Contractors (Aust)	\$1,844,377.93	9	12.6	29	41.6	10
Aramira	\$2,720,840.80	12	0.0	24	24.0	11
Roma Earthmoving	\$2,215,002.53	11	0.0	18	18.0	12

3 Summary and Recommendation

From the assessment process undertaken, it can be seen that the tenders received from Durack Civil offered the best overall price for all 3 tender packages, with Brown Contractors ranking second. Both tenderers referees were contacted on Monday 11 January 2020 and responses from project managers for the same type of work undertaken within the last year were extremely positive, indicating that both contractors delivered on-time, with good quality work outcomes and minimal intervention or direction required from inspectors. Both were described as cooperative, raised any issues to seek resolutions before continuing work and no contractual issues occurred. One of the referees from a large consulting firm in North Queensland indicated that Durack Civil were one of the best contractors he had dealt with.

During the moderation meeting, options for award were discussed, taking into consideration the broader need for the restoration work to be delivered as quickly as possible so road users did not have to tolerate the damaged roads for any longer than necessary. Additionally, the risk to overall delivery and prompt recovery of funding from QRA was considered if all 3 tender packages were awarded to a single contractor.

Between the panel, it was considered that to mitigate risk of failure to deliver and accelerate delivery timeframes, that liaison with both Durack Civil and Brown Contractors occur to confirm ability to commence work immediately on award. As Brown Contractors were second ranked for package 1 and the price difference for this package was the least of all packages, it is proposed package 1 be awarded to Brown Contractors. The program is for completion of restoration work by early June 2021.

It was also discussed that Durack Civil be requested to provide a revised program and potential resourcing if they were to be awarded both packages 2 and 3 on the basis that they be delivered in parallel. Durack Civil provided a revised program on this basis on Sunday 10 January 2021 confirming that 2 separate crews could be established to complete both packages. This revised program is for completion of restoration work by end of June 2021 for both packages.

Both timings are only based on the approved scope of restoration works and additional maintenance work in between these areas will likely be ordered on a needs basis, taking into consideration Council's road maintenance budget. Obviously as more work is ordered, these timeframes will extend as well. This early delivery also offers scope to award additional roads to

either or both contractors from the day labour crews program, depending on their progress by the end of May 2021. This will allow the entire program to be accelerated.

It is considered that this approach offers a balance between value for money, reducing risk of delivery failure with only a single contractor whilst still gaining the benefit of managing 2 contracts instead of 3.

It is therefore the Panel's recommendation that the Tender packages for the Murweh Shire Flood Restoration Works 2020 be awarded as follows:

That Council:

- 4) Enter into a Schedule of Rates Contract with G&R Brown and Sons Pty Ltd trading as Brown Contractors, for tender reference FD1.20-21 Murweh Shire Council Flood Damage Restoration Works 2020 Package 1 for the tendered amount of \$1,556,827.59 (exclusive of GST);
- 5) Enter into a Schedule of Rates Contract with Durack Civil Pty Ltd, for tender reference FD2.20-21 Murweh Shire Council Flood Damage Restoration Works 2020 Package 2 for the tendered amount of \$921,376.59 (exclusive of GST); and
- 6) Enter into a Schedule of Rates Contract with Durack Civil Pty Ltd, for tender reference FD3.20-21 Murweh Shire Council Flood Damage Restoration Works 2020 Package 3 for the tendered amount of \$1,042,011.31 (exclusive of GST).



Recommendation / Report

From: Jamie Gorry Director of Corporate Services
Ordinary Meeting – 21 January 2021

Subject

Review of Policies

PROPOSED RESOLUTION:

Council adopts the reviewed Human Resources policies as presented;

HR – 028 Mobile Phone – Personal Use Policy

HR-005 Domestic Family Violence Policy

HR – 003 Performance & Misconduct Policy

HR – 002 Attendance & Absenteeism Policy

HR – 013 Fitness for Duty Policy

BACKGROUND:

The following policies for all staff are due for review;

HR – 028 Mobile Phone – Personal Use Policy

HR-005 Domestic Family Violence Policy

HR – 003 Performance & Misconduct Policy

HR – 002 Attendance & Absenteeism Policy

HR – 013 Fitness for Duty Policy



Mobile Phone – Personal Use Policy

Policy No:	HR-028
Council Resolution Ref:	
Date Adopted:	11 February 2016
Review Date:	January 2024
Version No:	2.0

Purpose

- To ensure personal mobile phone use while at work does not interfere with the performance of other employee's work-related responsibilities.
- To ensure personal mobile phone use is not disruptive to other employees.
- To ensure the rules relating to personal mobile phone use are applied consistently across the business.

Commencement of Policy

This Policy will commence on adoption and replaces all other mobile phone policies of Murweh Shire Council (whether written or not).

Application

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

Conditions for Personal Mobile Phone Usage

Personal mobile phone use is not allowed. To use your mobile phone, permission is given on a case by case basis.

You may be allowed to use your personal phone at work and have it turned on:

- if your Supervisor has given you authorisation to use it,
- that most of the calls you receive on your phone are for work purposes, with exception to those who work/volunteer for emergency services,
- if you are given authorisation and the phone call is personal you must keep the call less than three minutes,
- and you have signed and lodged the User Declaration Form for Use of Personal Phones form as displayed at the end of this policy.

If you change Supervisor, you will need to get approval again. Approval is assigned by each Manager for their staff.

Council understands the importance of mobile phones for security purposes and for urgent contact by family and other close, personal contacts. However, general, non-urgent personal mobile phone use is distracting and is not permitted during paid working time.

Council will also reimburse employee's mobile phone call costs when the employee uses their mobile phone for Council business; however this is to be first negotiated with Council before the use of your personal mobile phone.

During paid working time, employees are **NOT** permitted to use any other functionality provided by their mobile phone including, but not limited to, personal messaging (whether by text or voice), surfing the internet, sending personal emails, playing music, downloading material or taking photographs or video recording (except if you are using these functions for work purposes).

The recording of work conversations is prohibited. Employees are required to turn off their mobile phone and show the switched off device to the Supervisor or Manager prior to the commencement of conversation.

During paid working time you are permitted to use your mobile phone for emergencies or for any other reason, provided prior approval has been granted by your Supervisor.

During work, or in any work-related setting, mobile phone use is subject to the standard expectations of employee conduct. In particular, you should pay careful attention to your volume and be considerate of those working nearby. This requirement applies whether or not the phone is your personal mobile phone or a company issued mobile phone.

Conduct also refers to the content of messages, verbal comments, emails and any other form of communication.

Inappropriate conduct refers to messages or communication that may be perceived by the receiver as discriminatory, bullying or harassing, or that may breach their privacy.

For further information about what behaviour constitutes discriminatory, bullying or harassing, or a breach of privacy, please see the Council's Code of Conduct Ethics policy, Equal Employment Opportunity Policy and Management Plan.

Breaches of this policy will be dealt with in accordance with Council's Disciplinary Procedure and cases of serious misconduct may result in dismissal.

Variations

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

Associated Documents

- HR – 003 Performance and Misconduct Policy
- HR-024 Code of Conduct
- *Local Government Act 2009*
- *Industrial Relations Act 2016 (Qld)*
- Queensland Employment Standards (QES)

VERSION CONTROL

Version No.	Date	Approved	Amendment
1.0	14 December 2017		Council Resolution
2.0	January 2021	CEO	Reviewed – no amendments



User Declaration Form – Personal Mobile Phone

Name:	
Position:	
Employee no:	
Mobile Phone no:	

USER DECLARATION - CONDITIONS OF USE	
I understand that the use of my personal mobile phone must be used for work purposes during paid work hours.	<input type="checkbox"/>
I agree that the use of the phone while at work will be used for Council work.	<input type="checkbox"/>
I understand that the mobile phone must not be inappropriately or irresponsibly used.	<input type="checkbox"/>
I understand that the permission for me to use my personal phone is for my exclusive use to assist me in my job.	<input type="checkbox"/>
I will not allow another person to use my phone during paid working hours.	<input type="checkbox"/>
I will not record any work conversations.	<input type="checkbox"/>
I agree to comply at all times with the Mobile Phone Policy.	<input type="checkbox"/>
I agree that if I lose my phone, I will cover all expenses to replace the phone.	<input type="checkbox"/>

I understand and agree to the above Conditions of Use

Signature:	Date: / /
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Manager/Supervisor to complete

Name:	
Signature:	Date: / /



Domestic & Family Violence Policy

Policy No:	HR-005
Council Resolution Ref:	
Date Adopted:	14 December 2017
Review Date:	January 2024
Version No:	2.0

Purpose

Murweh Shire Council is strongly committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their work and personal life, such as domestic and family violence (DFV), that may affect their attendance, performance at work or safety.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, coercive or aimed at controlling or dominating the other person through fear.

DFV can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

Murweh Shire Council leaders, managers, supervisors and all employees are committed to making Murweh Shire Council a great place to work. Murweh Shire Council can make a significant difference to employees affected by DFV by providing appropriate safety and support measures.

DFV is unacceptable in any setting, including the workplace. Any Murweh Shire Council employee who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

All employees have a responsibility to model the public service values, which includes behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by DFV.

Fostering a workplace culture where employees affected by DFV are supported in the workplace, contributes to a healthy and safe working environment for all.

Commencement of Policy

This Policy will commence on adoption. It replaces all other Domestic & Family Violence policies of Council (whether written or not).

Application

This policy applies to employees of Murweh Shire Council, including contractors, agency temporary staff, work experience and industry placements, trainees and volunteers.

Process

Confidentiality and disclosure

Murweh Shire Council employees have the right to choose whether, when and to whom they disclose information about being affected by DFV. This policy does not override any legal obligations to disclose information.

Information disclosed by an employee in relation to DFV will be kept confidential, except to the extent that disclosure is required or permitted by law.

Raising Awareness

Murweh Shire Council will make available and promote the online raising awareness program, *Recognise, Respond, Refer: Domestic Violence and the Workplace*, jointly developed by the Queensland Government and Australia's CEO Challenge. All employees are strongly encouraged to complete the program.

Murweh Shire Council will ensure that information on support options are made available to employees.

Support options available to employees

There are a number of support options available to assist employees affected by DFV. In relation to clauses 4.3.3 to 4.3.6, these arrangements should be reviewed at regular intervals to ensure that they are appropriate.

Documentation

When considering the support options outlined below:

- Murweh Shire Council acknowledges that employees affected by DFV may not be in a position to provide supporting documentation. An employee's access to leave and other support options should not be denied in the absence of supporting documentation.
- Any related communications must be conducted in a sensitive and non-judgmental manner. Any documentation sighted must be returned to the employee unless the employee requests otherwise.

Leave entitlement

- a) A Murweh Shire Council employee who is affected by DFV will have access to a minimum of 10 days per year of paid leave.
- b) The reasons may include, but are not limited to, attending medical, legal, police or counselling appointments; attending court and other legal proceedings; and organising alternative accommodation and care or education arrangements for the purposes of attending to matters arising from DFV or supporting the person affected by DFV.
- c) Leave should be granted where the chief executive is satisfied that the employee requires leave because the employee is affected by DFV. However, leave should not be denied in the absence of supporting documents.
- d) The employee does not have to use other leave entitlements before accessing this leave. This leave can be taken as consecutive days, single days or a fraction of a day.

- e) The employee may also access further paid or unpaid leave, including special leave, sick leave, carers leave, recreation leave, long service leave or other accrued time to attend to matters arising from DFV—this will be in accordance with the directives relating to each type of leave.

Work performance and attendance

- a) Work performance or attendance may be influenced by factors not connected with work. Employees will be supported and encouraged to raise concerns about their personal circumstances, including whether DFV is a contributing factor to work performance and attendance.
- b) It may also be necessary to include additional support and provide reasonable workplace and role adjustments for a period of time. Regular reviews, a return to work plan and a performance improvement process may still be required.

Flexible working arrangements

- a) Murweh Shire Council will provide employees affected by DFV with access to flexible working arrangements. Employees are encouraged to discuss their request for flexible working arrangements with their managers in the first instance.

Other workplace support and role adjustments

Murweh Shire Council may also consider:

- workplace safety needs and arrangements to protect the employee and colleagues following a risk assessment, including increased security measures
- supporting employees to have the workplace included in a Domestic Violence Order issued by the courts, where appropriate
- providing other support and reasonable adjustments in the workplace, such as:
 - job redesign or changes to duties
 - changes to working hours or patterns of work
 - alternative suitable employment in other teams, offices and locations
 - changes to email address and telephone numbers
 - secure parking

Safety in the workplace

Of paramount consideration is the safety and wellbeing of all Murweh Shire Council employees in the workplace. Fostering a workplace culture where employees affected by DFV are supported contributes to a healthy and safe working environment for all.

In situations where an employee affected by DFV is concerned for their safety or that of their colleagues, it is recommended that the employee work in consultation with their manager and/or supervisor and/or human resources officer to develop a *Workplace safety plan agreement*.

A *DFV risk assessment checklist* should be completed by the supervisor/manager and/or human resources officer in consultation with the employee affected by DFV, prior to completing a *Workplace safety plan agreement*, and include any necessary support and reasonable adjustment.

The *Workplace safety plan agreement* should outline the specific workplace safety needs and arrangements to support the employee, such as:

- any changes in relation to any work patterns, practices or work location

- any precautionary plans to be undertaken pre or post-work (e.g. travel arrangements, secure carpark etc.) to support the safety of the employee
- any workplace changes and/or security measures to protect the employee and their colleagues where necessary
- updated emergency contacts and/or next of kin details.

Arrangements should be reviewed at pre-determined intervals to ensure currency and to ascertain ongoing appropriateness.

Responsibilities

Leaders/managers/supervisors will:

- model the public service values, including behaviour in a way that promotes a work environment free from any form of violence
- actively participate in DFV related learning and development activities to effectively communicate and manage any domestic violence arising in the workplace
- encourage employees to actively participate in DFV related learning and development activities
- sensitively communicate with employees affected by DFV
- take prompt and appropriate action to address any reports of employees affected by DFV
- ensure appropriate levels of support are provided to employees affected by DFV
- ensure appropriate management of work performance and monitoring of attendance issues.

Employees will:

- model the public service values, including behaving in a way that promotes a work environment free from any form of violence
- actively participate in DFV related learning and development activities
- sensitively communicate with colleagues affected by DFV
- ensure colleagues are aware of available support services and encourage colleagues to seek assistance.

Definitions

Unless otherwise defined, the terms in this directive have the meaning set out in the *Public Service Act 2008*.

DFV has the same meaning as domestic violence as defined in the *Domestic and Family Violence Protection Act 2012*. The most current version of the Act can be located at:

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/D/DomeFamVPA12.pdf>

Related Information

Domestic and Family Violence Protection Act 2012

Work Health and Safety Act 2011

Public Service Act (2008)

Code of Conduct for the Queensland Public Service

Family Leave (Queensland Public Sector) Award – State 2012

Directive relating to supporting employees affected by domestic and family violence

Directive relating to special leave

Directive relating to sick leave

Directive relating to recreation and long service leave

Directive relating to leave and travel concessions – isolated centres

Directive relating to leave without salary credited as service



Performance & Misconduct Policy

Policy No:	HR-003
Council Resolution Ref:	
Date Adopted:	14 December 2017
Review Date:	January 2024
Version No:	2.0

Purpose

The purpose of this Policy is to:

- Correct and/or improve the standard of conduct of an employee where appropriate or necessary.
- Provide any particular employee with an opportunity to correct unacceptable conduct (other than in situations where summary dismissal is appropriate).
- Ensure that all employees are treated fairly, equally and consistently.
- Ensure that each situation is reviewed and addressed on an individual basis and in relation to the particular circumstances.
- To outline the various types of disciplinary action which may be taken by Council.

Commencement of Policy

This Policy will commence on adoption and replaces all other Performance and Misconduct policies of Murweh Shire Council (whether written or not).

Application

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

Process

This Policy is to be applied when dealing with necessary discipline arising from matters associated with poor performance and/or misconduct in any circumstances at, in connection with, or arising out of employment with Council. Circumstances in which may be connected with or arising out of employment includes conduct at work-related functions. A work related function may include work lunches, dinners, conferences, Christmas functions and client/customer functions. This Policy also applies when employees go to other workplaces in connection with work or arising out of employment performed for Council, for example, when visiting a supplier, client or customer.

If conduct involves a potential breach of any Australian law, Council may notify the police or other relevant government authority.

Grounds for disciplinary action

Disciplinary action may be taken in relation to:

- Failure to perform responsibilities under the *Local Government Act 2009* (Qld).
- The local government principles, and which may include persistent poor performance.
- Action taken under the Act in a way that is not consistent with the local government principles.

Disciplinary procedure

The procedures outlined below are intended as a guide only to the disciplinary procedures which may be implemented by Council. In every case, the actual disciplinary procedure to be adopted will be a matter for the Council's discretion but in all circumstances Council will comply with the requirements outlined by the Local Government Regulation 2012 (Qld) s283.

Nothing in this Policy prevents Council, where Council considers it appropriate in the circumstances, from issuing a first and final warning as an initial disciplinary step, subsequent to having carried out the disciplinary procedures outlined in this policy. Similarly, if the circumstances warrant, nothing in this Policy prevents Council from dismissing an employee as a first and final disciplinary outcome, subsequent to having carried out the disciplinary procedures outlined below where a circumstance may involve serious misconduct by an employee.

Investigation

Depending on the circumstances, it may be necessary to conduct an investigation into incidents and/or allegations. This may involve collecting relevant data, interviewing the relevant employee, relevant witnesses, such as the employee's co-workers or supervisors, or even customers and suppliers with whom the employee has had contact. Council will endeavour to investigate all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee fairly and promptly.

If Council is satisfied, on reasonable grounds, that there appears to be sufficient evidence to support the allegations against an employee, and if those allegations were proven, will lead to disciplinary action of some form against the employee, the employee may, if Council believes this to be reasonably necessary in the circumstances, suspend an employee from duty on ordinary pay pending completion of an investigation. In such circumstances, the employee should be informed in writing of the conditions of the suspension at the time of the suspension and must be paid the employee's full remuneration as at the start of the suspension for the period of suspension.

Notice of proposed disciplinary action and disciplinary interview

If on the basis of the investigation and evidence discovered, Council believes that there is a case to be answered by the employee against whom an allegation has been placed, before Council can take any form of disciplinary action, the employee must be provided with a written 'Notice of Proposed Disciplinary Action', and be provided with a reasonable opportunity to respond to the information contained in that written notice. Council requires all responses to a 'Notice of Proposed Disciplinary Action' to be in writing, and in addition, the employee will be asked to attend a meeting to discuss the issue(s) of concern.

Details that must, as a minimum be contained in a written 'Notice of Proposed Disciplinary Action' are as follows:

- the disciplinary action to be taken;
- the grounds on which the disciplinary action is taken;
- the particulars of conduct (facts) claimed to support the grounds.

In carrying out a proposed disciplinary interview subsequent to the provision of a written 'Notice of Proposed Disciplinary Action', the following procedure will generally be applied:

1. The employee will be given advance notice of the meeting and what will be discussed at the meeting.
2. The employee will be given a reasonable opportunity to have a support present at the meeting.

3. At the meeting the issue(s) of concern or allegations will be clearly put to the employee, including any evidence upon which those concerns or allegations are based. This must be consistent with the details contained in the written 'Notice of Proposed Disciplinary Action'.

The employee is to be informed that they must address each of the allegations put to them in the 'Notice of Proposed Disciplinary Action', and it relevant, provide to Council any evidence that the employee has in support of their response to each allegation.

1. The employee will be given adequate opportunity to respond to each allegation and to raise any concerns. If a support person is speaking for or on behalf of the employee, the support person and employee must be made aware that Council will make its decision about proposed disciplinary action based on what the support person has stated on behalf of the employee in response to each of the allegations.
2. At the conclusion of the interview the manager/supervisor conducting the interview will consider the employee's response, including written response to the 'Notice of Proposed Disciplinary Action', and make any further enquiries or investigations that may be necessary.
3. After making any further enquiries or investigations which may be necessary and after consideration of the response or explanation of the employee, the manager/supervisor will determine whether the concern(s) or allegations have been proven.

In circumstances where additional facts or allegations have been brought to Council's attention prior to the disciplinary interview, and these have not been provided to the employee via the provisions of a written 'Notice of Proposed Disciplinary Action', before these allegations can be addressed in a disciplinary interview, and/or taken into consideration by Council in informing its decision about taking disciplinary action, a supplementary 'Notice of Proposed Disciplinary Action' containing the relevant details of those additional facts or allegations must first be provided to the employee in writing, and the employee afforded a reasonable opportunity to respond to those additional facts or allegations.

At the conclusion of the disciplinary interview, if it is determined that all or some of the concerns or allegations are proven, and after consideration of:

- the seriousness of the poor performance/misconduct;
- the response or explanation given by the employee;
- the employee's employment history and record; and
- whether there are appropriate and reasonable alternatives to dismissal, the manager/supervisor will make a decision on what, if any, disciplinary action is appropriate.

Council may take disciplinary action against the employee in a form which it feels is appropriate in the circumstance.

Disciplinary action

The type of disciplinary action taken may vary from case to case, depending upon all of the circumstances, including a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Regardless of whatever disciplinary action is imposed, where it does not lead to dismissal, such action may be relied on in future to support dismissal due to ongoing unsatisfactory performance, unacceptable conduct or misconduct of any kind.

Nothing contained in this policy prevents an employee from exercising their rights under the *Industrial Relations Act 1999* (Qld) or other applicable law if Council takes disciplinary action against an employee.

Informal discipline

Examples of informal disciplinary action which may be taken by Council include, but are not limited to:

- redirection, retraining;
- reorganisation/redeployment; and
- counselling.

Informal disciplinary action is not appropriate where the employee's conduct amounts to wilful or serious misconduct.

Formal discipline

Examples of formal disciplinary action which may be taken by Council include, but are not limited to:

- termination of employment;
- demotion, including a reduction in remuneration;
- a deduction from salary or wages of an amount of not more than 2 penalty units;
- a written reprimand or warning.

Dismissal

If the decision is made to dismiss the employee, the employee should be given:

- written notice of the day of the dismissal or payment in lieu of notice, except where dismissal is due to serious misconduct;
- payment of all accrued entitlements;
- a Separation Certificate; and
- a Statement of Service, if one is requested.

On dismissal, the employee must immediately return all Council property in the employee's possession or control to Council.

Deduction from salary or wages

If disciplinary action taken against an employee consists of a deduction from the salary or wages of the employee, Council can make the deduction of an amount not exceeding 2 penalty units – as defined by the *Penalty and Sentences Act 1992* (Qld) – unless an appeal of that proposed decision, in the form of a 'notification of industrial dispute', has been filed by the employee or their representative with the Queensland Industrial Relations Commission (QIRC) against Council.

If a 'notification of industrial dispute' is brought against Council to the QIRC in relation to the deduction from salary or wages of the employee, Council may deduct the amount stated where, upon the resolution of that dispute, it would not otherwise be inconsistent with an agreement reached in resolution of that dispute, or otherwise with any order, decision or recommendation handed down by the QIRC in resolution of that dispute.

Written reprimand or warning

If disciplinary action taken against an employee consists of a written reprimand or warning, it will form part of the employee's employment record and must state the following:

- the employee’s conduct that is disapproved of;
- the remedial action needed to rectify the conduct;
- the period within which the remedial action is to be taken; and
- the possible consequences for a repeat of the conduct by the employee.

Documentation

Council should make contemporaneous notes of disciplinary discussions, disciplinary interviews and subsequent actions.

File notes should be placed on the employee’s personnel file summarising the nature of the allegations, the details and outcome of any investigation undertaken, including any conversations with the employee, and the disciplinary action taken including a copy of any warning or termination letters issued. Where possible the employee should be asked to sign any file notes associated with any conversations and/or disciplinary interviews as an acknowledgement that they have attended and acknowledge that the notes accurately reflect what was discussed. If the employee refuses to sign the file note, this should also be recorded on the file note along with the reason for the employee’s objection if this is provided.

VERSION CONTROL

Version No.	Date	Approved	Amendment
1.0	14 December 2017		Council Resolution
2.0	January 2021	CEO	Reviewed – no amendments

APPROVAL

Chief Executive Officer		Neil Polglase	
Date:	8/01/2021	Signature:	



Attendance & Absenteeism Policy

Policy No:	HR-002
Council Resolution Ref:	
Date Adopted:	14 December 2017
Review Date:	January 2024
Version No:	2.0

Purpose

The purpose of this Policy is to set the terms of employees attendance at work, and what is required if absent from work.

Commencement of Policy

This Policy will commence on adoption and replaces all other Attendance & Absenteeism policies of Murweh Shire Council (whether written or not).

Application

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

Process

Attendance

Regular attendance is essential to the efficient workflow and productivity of Murweh Shire Council. An employee not attending for duty as required may lose their pay for the actual time of such non-attendance, other than for authorised paid leave. Murweh Shire Council may require the employee to make up any time lost due to an unauthorised non-attendance.

Absence

Employees must comply with any agreement or award that applies to their employment and deals with attendance or absence. They must also comply with any requirements set out in their contract of employment in respect of attendance or absence.

If an employee is absent for any reason, they must notify their immediate supervisor or the Council Office as soon as reasonably practicable, indicating the reason for the absence and extent of the anticipated absence. If Council Office staff is contacted they will notify your immediate supervisor. During absences extending more than one day, employees must contact their supervisor regularly to keep Murweh Shire Council updated as to the circumstances of the employee's continuing absence. Where an employee finds that they cannot return to work as scheduled, they must notify their supervisor as soon as possible.

Depending on the circumstances of the absence, the leave of absence may be approved, denied, paid or unpaid. Further, Murweh Shire Council may require reasonable evidence to support the reason(s) for the absence. If such evidence is required, it must be supplied as soon as reasonably practicable.

Disciplinary action

Repeated late attendance or absence from work without a valid reason or without prior approval from your supervisor may be cause for disciplinary action, which may include termination of the employee's employment.

Variations

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

Associated Documents

- HR – 003 Performance and Misconduct Policy
- HR-024 Code of Conduct
- *Local Government Act 2009*
- *Industrial Relations Act 2016 (Qld)*
- Queensland Employment Standards (QES)

VERSION CONTROL

Version No.	Date	Approved	Amendment
1.0	14 December 2017		Council Resolution
2.0	January 2021	CEO	Reviewed – no amendments

APPROVAL

Chief Executive Officer		Neil Polglase	
Date:	8/01/2021	Signature:	



Fitness for Duty Policy

Policy No:	HR-013
Council Resolution Ref:	
Date Adopted:	14 December 2017
Review Date:	January 2024
Version No:	2.0

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Murweh Shire Council (MSC) endeavours to establish and maintain a safe and fair work environment for all workplace participants.

Collecting medical information about workplace participants has three purposes:

- To assess the workplace participant's ability to perform the inherent (essential) requirements of the position;
- To be alert to the possible dangers or risks to a workplace participant's health arising from the performance of particular work; and
- To ensure the health, safety and welfare in the workplace.

Fitness for duty encompasses all physical, psychological and social factors of employment. Measuring fitness for duty can be task specific or based on the general adequacy of the day-to-day match between an individual and his/her work demands.

Commencement of Policy

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

Application

This Policy applies to employees, prospective employees, agents and contractors (including temporary contractors) of MSC, collectively referred to in this Policy as 'workplace participants'. This Policy does not form part of any person's contract of employment, nor does it form part of any other contractor's contract for services.

Privacy and Confidentiality

Information about a workplace participant's health will be handled in a confidential and secure manner. The information will be used only for the purposes intended and limited to those who need to know the information for the purposes of decision making.

Identification of unfit employees

Job analysis

To ensure that medical information which is requested from workplace participants relates to the individual's ability to perform the inherent requirements of the position, the Human Resources Manager will endeavour to analyse the position to determine the requirements of the position.

Such analysis will involve consideration of the physical requirements of a position. This involves considering whether the physical requirements of the position are such that the workplace participant should be required to undertake the following prior to the MSC deciding whether to make a job offer:

- a Job Demands Checklist; and
- a Pre-employment Health Assessment

Job Demands Checklist

The Job Demands Checklist describes the physical and psychological demands or risks associated with the job. Applicants are required to review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgement of their ability to perform the job demands of the position.

Pre-Employment Health Assessment

A pre-employment health assessment will only examine physical attributes which are required to enable the workplace participant to fulfil the physical requirements of the position.

Pre-employment health assessments will be performed by a medical practitioner nominated by MSC and MSC will cover the cost of the medical assessment.

The workplace participant is entitled to access the results of the pre-employment medical assessments.

Use of Medical Information

If a workplace participant does not meet the health requirements for a position, even allowing for reasonable accommodations which do not cause unjustifiable hardship for MSC, the MSC will inform the workplace participant that it is not able to offer employment.

Reasonable Adjustment

Where a medical condition exists which may prevent the workplace participant from performing the inherent requirements of the job, MSC will endeavour to make reasonable adjustments to the position to accommodate the person. If such accommodation can be made, MSC will consider whether doing so would impose an unjustifiable hardship on MSC. If it would impose an unjustifiable hardship on MSC, such accommodation will not be made.

Existing employees

Council may direct an employee to undertake a medical assessment where there is an actual or perceived danger to the employee, other workers or non-workers within the workplace. Council may also direct an employee to undertake a medical assessment where the employee's or the employee's working group performance is significantly impacted by the employee's fitness (or lack thereof) to undertake their duties.

The purpose of this medical assessment is to gain independent advice as to the continued fitness for duty of the relevant employee, and to take advice on what actions or activities Council may take to prevent further loss, injury or poor performance. The medical advice may also include measures for making modifications to the working environment. The Medical Adviser may refer the employee to other medical services for further assistance where warranted.

Illnesses or injury

Council may refer an employee to its Medical Adviser where the employee has a non-work related injury or illness that is / has been deemed to significantly impact on the employees work

performance. Further, where the employee's ability to undertake the core tasks of their position is restricted or where employees or others (including members of the public) may be put at risk, managers have an obligation to assess the fitness for duty of that employee. Council may require the employee to take leave until such time as the illness or injury no longer impacts on the safety or performance of the worker. Council may obtain medical advice as to the length of such periods of leave either through its Medical Adviser or the employee's Nominated Treating Doctor. Should the leave period exceed 3 months, Council will seek the advice of its Medical Adviser.

Long term illness or injury

Council may seek independent medical advice from its Medical Adviser where an employee has been diagnosed with a long-term illness or suffers a serious (non-work related) injury that impacts on that employee's ability to undertake core duties on a long term (greater than 3 months) or permanent basis. This is to assist in the determination of:

- Any constraints on future employment or modifications that should be made to working arrangements or the working environment.
- The expected duration and the likelihood of the employee returning to full duties.
- The development of a return to work plan where alternative duties are required. Council may seek the services of an occupational rehabilitation provider in this instance.
- A view on retirement due to ill health

Work related injury

Should an employee suffer an injury whilst at work, which requires time off work for rehabilitation, a return to work plan will be devised in consultation with the employee's nominated treating doctor and Local Government Workcare (LGW). LGW'S Corporate Rehabilitation procedures should be utilised in this regard.

Factors

Physical Factors

Physical factors that may impact on the ability of an employee (or other worker) to undertake their full responsibilities include:

- Age - in relation to the physical principles placed on the employee to perform their normal tasks.
- Gender – in relation to pregnancy or potential pregnancy and the physical constraints placed on the person whilst at work
- Physical disability – in relation to the physical principles placed on the employee to perform their normal tasks.
- Mental disability – in relation to being "placed at risk" in certain working environments.

Council must make an assessment of the likelihood and consequences of an employee's health, safety and wellness being put at risk where the physical nature of the employment begins to override the capacity of the employee. Whilst no specific guidance can be applied to all individuals, an assessment of an employee's ability to continually perform physical tasks must be done on a case by case basis. Council must also consider the work processes / systems employees undertake especially in relation to pregnancy and the use of hazardous substances.

Generally, Council has a duty of care obligation to employees and others at work and therefore must provide some guidance to managers who have situations where the physical nature of employment may place the employee at risk of injury. Such guidance may consist of:

- Considering the role / responsibility / physical nature of the employment in relation to the age of the employee and the frequency of injuries recorded by employees undertaking those roles.
- The current health and fitness status of the employee in undertaking a physically demanding role, to be assessed by the Council's Medical Adviser.
- The skills and experience of the employee, in relation to the job function and Council's ability to utilise those skills and experiences in other (low risk) work areas.

Council may engage the services of an Occupational Physician/Exercise Physiologist to undertake a functional capacity assessment of the physical hazards of specific positions with regards to impacts, exposure (including to substances), likelihood and severity (risk) of injury.

Where a functional capacity assessment demonstrates an employee may be at risk of illness or injury, Council may refer an employee to its Medical Adviser to obtain advice regarding the physical ability of an employee to continue to perform physically demanding duties.

Examples where roles and physical factors may be in conflict might include:

- Parking Patrol Officers and Gardens staff and pregnancy – where a medical assessment is required to assess when the employee should cease duties for less physically demanding duties. Similarly if the employee is exposed to hazardous substances.
- Mature aged workers facing physically demanding roles, such as garbage collection and construction work where the physical demands of the job begin to outweigh the probability of injury.

Social Factors

Social factors that may impact on the ability of an employee (or others at work) to undertake their full responsibilities include:

- Alcohol use – both during work hours and excess use out of work hours Fitness For Duty
- Illegal drug use – both during work hours and excess use out of work hours
- Prescription drug use – impacting on the ability to safely use plant and equipment
- Absenteeism – affecting team based roles
- Stress related factors

Council may refer an employee to its Medical Adviser where drug and alcohol use becomes an issue of safety to the employee, other workers and members of the public. This is to obtain advice regarding the ability of the employee to continue to perform their duties without affecting the safety of others within the work place. Council's Drug and Alcohol policy must be referred to in this instance.

Where an employee is taking prescription drugs, which have the potential to impact on that employee's performance, that employee must advise their immediate supervisor of any constraints placed on them through the use of that medication. Council may request its Medical Adviser discuss with the employee's Nominated Treating Doctor whether alternative treatments are available. Should no alternative be available Council may arrange alternative duties if reasonably practicable and if not, request the employee take a period of sick leave until certified fit for duty by the Medical Adviser.

Absenteeism is an issue that needs to be dealt with through disciplinary arrangements. Employees should be offered access to Council's Employee Assistance Program where identified as appropriate.

Psychological factors

Psychological factors that may impact on the ability of an employee (or others at work) to undertake their full responsibilities include:

- Non work related stress – issues from outside the workplace dominating work time and seriously impacting performance and safety
- Work related stress – inability to cope with the demands of the position, impacting on decision making, performance and safety.
- Heavy workloads – employee health being placed at risk due to excessive workloads

- Psychological Fatigue – working long hours, “out of daylight hours”, or irregular shifts leading to excessive tiredness or fatigue and thereby placing the employee’s health and others at risk.

Where psychological factors impact on the ability of an employee to undertake their duties, or place themselves or others at risk of injury, Council may refer the employee to its Medical Adviser. This is to obtain advice regarding the ability of the employee to continue to perform their duties without affecting the safety of others within the work place. Council may also refer the employee to the Royal Flying Doctor Service (RFDS) for treatment.

Assessment of fitness for duty

Council, in seeking medical advice, is attempting to determine if the employee is fit to undertake the required tasks of the position the employee is employed to do - and where not fit – what work restrictions or alterations can be made to accommodate ongoing employment. Advice from the Medical Adviser generally includes a recommendation and duration of incapacity, similar to:

- Temporary Modified Duties (for a specific period / review period)
- Permanent Modified Duties
- Temporary Inability (totally unfit for work for a specified period) Fitness For Duty
- Permanent Inability (totally unfit for work and unlikely to return within a reasonably foreseeable period)

Temporary modified duties

Council may offer alternative duties where it is reasonably practical to do so, and it is in the interests of both parties, where the Medical Adviser has assessed an employee as being unable to perform their full duties for a reasonable time period (less than 3 months). Where this is not reasonably practical, meaningful or in the interest of both parties the employee is entitled to utilise sick and other forms of available leave until fully fit for duty. Temporary Modified Duties should not go beyond 3 months period without referral and reassessment by Council’s Medical Adviser.

Permanent modified duties

Where Council’s Medical Adviser has assessed an employee as having a permanent incapacity or illness that affects their ability to perform their full duties the following options are present:

- If it is in the interest of the employee to gain some meaningful employment, Council may where reasonably practical offer alternative duties. This process must not disadvantage or unfairly treat the employee.
- Council may take a view that the employee should be offered retirement on the grounds of ill health.
- Allow the employee to take leave until such time alternative duties can be arranged

Alternative duties – temporary or permanent

Further consultation with Council’s Medical Adviser is required where consideration will be given to the use of alternative duties. The criteria for consideration for alternative duties may include, among other things:

- has the employee had a satisfactory employment record in their current position
- will the employee be able to take up alternate duties within 1 month of the alternate duties being identified
- is the employee expected to be able to undertake full duties of the new position within 6 months.

Issues to be considered in possible redeployment are:

- Vacant positions for which the employee is qualified and would be fit to undertake
- Vacant positions for which the employee could become qualified within a reasonable period of time, and would be fit to undertake
- Capacity of the work area with the vacancy to support and re-train the employee

- The need to assess the employee's capacity to undertake the alternate duties (this may require an assessment by a qualified Rehabilitation Provider)

If Council's Medical Adviser advises that the staff member becomes temporarily unfit for duty the staff member will again be placed on sick leave until their condition resolves sufficiently to return to alternative duties.

Temporary inability

Should an employee be deemed totally unfit for work for a specific period of time (less than 3 months), Council has an obligation to allow the use of sick leave until exhausted. Council may approve the use of other forms of leave, including leave without pay, until such time as the employee is again fit for duty.

Fitness For Duty

If the employee's Nominated Treating Doctor suggests that the employee is totally unfit for duty for a period of greater than 3 months, Council should seek advice from its Medical Adviser regarding the potential / likely return within a reasonable period, not beyond six months.

For an illness that leads to temporary inability beyond 6 months, Council must take into consideration the:

- Roles, objectives and responsibilities of the position the employee holds
- Ability of Council to fill that role with experienced candidates for a short period of time
- Impact the vacancy will have on Council's objectives

in determining whether to fill that vacancy on a permanent basis, and offering the employee alternative (but equally responsible) duties should they return to duty.

If the range of suitable duties the employee can undertake is severely restricted and would be beyond the capacity of the Council to sustain for more than 12 months consideration will be given to the termination of their employment at the expiration of paid sick leave.

Permanent inability

Where an employee's Doctor has assessed an employee as having a permanent incapacity or illness and Council's Medical Adviser supports this, Council may take the view that early retirement on the grounds of ill health is warranted. A period of temporary inability that extends beyond 12 months may be construed as permanent inability

Procedures

Termination of employment

The final decision on termination of employment on medical grounds will be made by the Chief Executive Officer based on advice from the relevant officers where appropriate, namely:

- The Departmental Director
- The Manager Human Resources
- The WHS Advisor

The decision to terminate employment must be based on:

- Medical advice provided by Council's Medical Adviser and the employee's Nominated Treating Doctor
- Information regarding the roles and responsibilities the officer has including the likelihood and severity of injury or illness (the risk) that officer faces.
- Information and / or advice regarding any functional assessment or fitness requirements outlined for the position.

The staff member may initiate termination on medical grounds at any stage of the process providing there is supporting medical evidence.

Dispute resolution

Where there is disagreement between medical reports in the likely level of inability Council will request a further opinion from its Medical Adviser to review the findings of the employees Doctor, before looking for an additional (third) independent medical opinion.

Should an employee feel aggrieved by the process undertaken, they should seek to address this through Council's grievance procedure.

Information provided to medical adviser

Employee to provide - When referring an employee to Council's Medical Adviser, the staff member should be:

- Advised that they should take any medical reports or medical certificate they have from their treating practitioner regarding their medical condition
- Requested to complete a 'release of medical information' form, to allow Council's Medical Adviser to request medical information from their treating practitioner

Employer to provide - Council must provide the Medical Adviser with:

- A job description and summary of main duties, including details of any manual handling involved and estimates of any weights to be shifted
- Details of any function assessment of the position or tasks involved
- Any details of required "fitness conditions" that apply to the position

- A statement regarding the reason for referral
- Summaries of sick leave use and reasons for absence (where appropriate).

References

- *Local Government Act 2009*
- *Work Health and Safety Act 2011*
- MSC Equal Employment Opportunity Policy and Management Plan

VERSION CONTROL

Version No.	Date	Approved	Amendment
1.0	14 December 2017		Council Resolution
2.0	January 2021	CEO	Reviewed – no amendments

APPROVAL

Chief Executive Officer		Neil Polglase	
Date:	8/01/2021	Signature:	