SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA

Ordinary Council Meeting

AGENDA

Council Chambers, 95-101 Alfred St, Charleville

20 January 2026

9.00am



First truck being weighed on the weigh bridge

Notice is hereby given that an Ordinary Council Meeting of the Shire of Murweh will be held in the Council Chambers, 95-101 Alfred St, Charleville on 20, January 2026 at 9.00am.

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Nil

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Nil

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1 OPENING PRAYER

2 APOLOGIES AND LEAVE OF ABSENCE

Apologies

Nil

Leave of Absence

Nil

Applications for Leave of Absence

3 DECLARATION OF CONFLICTS OF INTEREST

4 UPDATE/CHANGE TO COUNCILLOR REGISTER OF INTEREST

5 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 16 December 2025

SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA

Ordinary Council Meeting

MINUTES

Council Chambers, 95-101 Alfred St, Charleville

Tuesday, 16 December 2025

9.00AM



Concrete Matting used as part of TMR contract flood restoration

MINUTES OF MURWEH SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 95-101 ALFRED ST, CHARLEVILLE
ON TUESDAY, 16 DECEMBER 2025 AT 9.00AM

PRESENT: Cr S Radnedge (Mayor), Cr R Eckel, Cr P Alexander, Cr T Sommerfield, Cr M Ebsworth

IN ATTENDANCE: B Scott (Chief Executive Officer), J Kronk (Director of Corporate Services), K Crosby (Manager Regulatory Services), R Cuff (Manager of Engineering), R Richen (Manager Tourism & Events)

1 OPENING PRAYER

Fr Peter Doohan reflected on the tragic events at Bondi Sunday evening and delivered a prayer for the guidance of Council.

2 APOLOGIES AND LEAVE OF ABSENCE

Apologies

Nil

Leave of Absence

Nil

Applications for Leave of Absence

Nil

3 DECLARATION OF CONFLICTS OF INTEREST

Cr Ebsworth declared a Prescribed Conflict of Interest in item 11.5 as she holds an executive position on The Charleville Dance House Committee.

4 UPDATE/CHANGE TO COUNCILLOR REGISTER OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

RESOLUTION 326/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That the minutes of the Ordinary Council Meeting held 18 November 2025 be taken as read, confirmed and signed as a correct record of proceedings. Typo in heading for financial report, “October”.

CARRIED

6 BUSINESS ARISING FROM MINUTES

Nil

7 MAYORAL MINUTE

The Mayor expressed heartfelt condolences on behalf of the Murweh Shire community to all those impacted by the tragic events at Bondi Beach on Sunday evening. Our thoughts are with the victims, their families, and everyone affected during this deeply distressing time.

The Mayor will also write to the Mayor of Waverley Council to convey the community's sympathy and support.

RESOLUTION 327/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That the contract of the CEO be extended until 30 June 2026 with the provision of a 6 month extension if required, and that the recruitment process commenced beforehand.

CARRIED

8 NOTICE OF MOTION

Nil

9 CORRESPONDENCE FOR MEMBERS' INFORMATION

9.1 CORRESPONDENCE FOR THE INFORMATION OF COUNCILLORS

RESOLUTION 328/25

Moved: Cr M Ebsworth
Seconded: Cr R Eckel

That Council receives notes the correspondence received post the November 2025 Council Meeting that will be of interest to Councillors.

CARRIED

10 OFFICE OF CHIEF EXECUTIVE

10.1 MAYOR'S MONTHLY REPORT DECEMBER 2025

RESOLUTION 329/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That Council approves the Mayor's travel as presented and notes the Mayor's Monthly Meeting Schedule Report and Official Correspondence for the December 2025 Council Meeting.

CARRIED

10.2 SALE OF A PORTION OF LOT 4 ON RP220935

RESOLUTION 330/25

Moved: Cr M Ebsworth
Seconded: Cr P Alexander

That Council under *section 228 or 227 Part 3, Division 2 of the Queensland Local Government Regulation 2012* offer for sale by open tender, portion of Lot 4 on RP220935 with following conditions, that:

The successful purchaser must, at their own cost:

1. obtain any necessary development approval,
2. construct or secure lawful access, and
3. satisfy all requirements prior to settlement.

CARRIED

10.3 NOTICE OF LGAQ 17 DECEMBER SPECIAL GENERAL MEETING AND POSTAL VOTING RE: LOCAL GOVERNMENT (EMPOWERING COUNCILS) AND OTHER LEGISLATION AMENDMENT BILL 2025

RESOLUTION 331/25

Moved: Cr R Eckel
Seconded: Cr M Ebsworth

That Council vote "**For**" the Local Government Association of Queensland (LGAQ) Special Meeting resolution: that the LGAQ maintains its members' current policy position, held since 2012, that councillors should not automatically stop being a councillor, in the event that they nominate for election to the Queensland Parliament.

CARRIED

10.4 STREET NAMES BOLLON ROAD INDUSTRIAL ESTATE

RESOLUTION 332/25

Moved: Cr T Sommerfield
Seconded: Cr P Alexander

That Council adopt the below street names as locations for the Bollon Road Industrial Estate as per the attached map of this location:

- Moon Crescent
- Luna Lane
- Omega Drive
- Cosmic Drive
- Galactic Drive
- Nova Drive
- Orion Drive
- Centaur Drive.

CARRIED

RESOLUTION 333/25

Moved: Cr T Sommerfield
Seconded: Cr M Ebsworth

That Council suspend standing orders at 9:39am to enable Councillors to attend the Sod Turning Ceremony at Aurora Estate.

CARRIED

RESOLUTION 334/25

Moved: Cr R Eckel
Seconded: Cr P Alexander

That Council resume standing orders at 12:42pm.

CARRIED

10.5 REQUEST FOR FOOTPATH WORKS 27 MAIN ST AUGATHELLA

RESOLUTION 335/25

Moved: Cr R Eckel
Seconded: Cr P Alexander

That Council does not approve the request for footpath works at 27 Main St Augathella, but will provide the residence with a gravel path from the boundary line of the property to the bitumen surface on Main St Augathella when resources are available in Augathella.

CARRIED

The Director of Corporate Services entered the meeting at 12:47pm.

11 CORPORATE & REGULATORY

11.1 FINANCIAL REPORT FOR PERIOD ENDING 30 NOVEMBER 2025

RESOLUTION 336/25

Moved: Cr T Sommerfield
Seconded: Cr M Ebsworth

That Council receives and notes the Finance Report for the period ending 30 November, including;

1. Cash Position
2. Monthly Cash Flow Estimate
3. Comparative Data
4. Capital Funding – budget vs actual
5. Road Works – budget vs actual
6. Capital Funding Detail
7. Rates Summary

8. Income Statement November 2025

9. Balance Sheet November 2025

10. Financial Statement Actual November 2025

CARRIED

11.2 HUMAN RESOURCES REPORT

RESOLUTION 337/25

Moved: Cr P Alexander
Seconded: Cr R Eckel

That Council receives and notes the December 2025 Human Resources Report.

CARRIED

11.3 WORKPLACE HEALTH & SAFETY REPORT

RESOLUTION 338/25

Moved: Cr M Ebsworth
Seconded: Cr R Eckel

That Council receives and notes the Workplace Health and Safety Report.

CARRIED

11.4 PLANNING MONTHLY REPORT

RESOLUTION 339/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That Council receives and notes the Planning Report for the December 2025 Council Meeting.

CARRIED

Cr Ebsworth having declared a Prescribed Conflict of Interest in the following item exited the meeting at 1:32pm.

11.5 PA 7865 - MCU INDOOR SPORT AND RECREATION - 54 EDWARD STREET, CHARLEVILLE

RESOLUTION 340/25

Moved: Cr R Eckel
Seconded: Cr P Alexander

That Murweh Shire Council approves the application for a Development Permit for Material Change of Use for Indoor Sport and Recreation (Dance School) on land located at 54 Edward Street, Charleville, formally described Lot 1 RP42795.

PART 1 – CONDITIONS AND ADVISORY NOTES

NO.	CONDITIONS	CONDITION TIMING
1.0	**Parameters of Approval**	
1.1	The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the Developer at all times unless otherwise stated.	At all times.
1.2	Where these conditions refer to "MSC" in relation to requiring Murweh Shire Council l to approve or be satisfied as to any matter, or conferring on the MSC a function, power or discretion, that role of the MSC may be fulfilled in whole or in part by a delegate appointed for that purpose by MSC.	At all times.
1.3	The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.	At all times.
1.4	The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out associated with the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.	At all times.
1.5	Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines and standards.	At all times.

2.0	**Approved Plans and Documents**		
2.1	The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit.		At all times
	Document Name	**Date**	
	Proposed site usage plan	Undated	
2.2	Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.		At all times.

3.0	**Parking and Access**	
3.1	Existing carparking spaces must be retained onsite.	At all times
3.2	The parking spaces must be kept available for use and must not be used for the storage of goods at any time.	At all times.

4.0	**Hours of Operation**	
4.1	Unless otherwise approved by Council's delegated officer, the hours of operation of the dance school is limited to: (a) Weekdays – 3pm-8pm (b) Saturdays - 8.30am-2pm	At all times

5.0	**Amplified Noise**	
5.1	The approved use must not produce wilfully or unlawfully environmental noise nuisance.	At all times
5.2	All window and door openings along the eastern building wall, excluding the entrance door to the waiting area, must be kept closed when the studios are in use.	At all times
5.3	Amplified noise must not occur outside the approved hours of operation of the dance classes.	At all times.
5.4	Prepare and provide a noise management plan for approval by Council's delegated officer. The timing of lodgement of the noise management plan can be deferred until requested by Council's delegated officer in response to a noise complaint.	As stated.

6.0	**Fencing**	
6.1	The existing fence along the eastern side boundary must be retained and maintained at all times.	Maintained at all times.

7.0	**Waste Storage**	
7.1	Store all waste within a designated waste storage area. The waste storage area must be designed and located to not cause nuisance to neighbouring properties.	At all times

8.0	**Amenity and Environmental Health**	
8.1	Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, vibration, odour, fumes, smoke, vapour, steam soot, ash, wastewater, waste products, oil or otherwise.	At all times.

ASSESSMENT MANAGER (COUNCIL) ADVISORY NOTES

1. This approval, granted under the provisions of *the Planning Act 2016*, shall lapse six (6) years from the day the approval takes effect in accordance with the relevant provisions of s85 of the *Planning Act 2016*.

2. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements.

3. The *Environmental Protection Act 1994* states a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities, involved in civil, earthworks and construction phases of this development, are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm.

4. Environmental harm is defined by the Act as any adverse effect, or potential adverse effect whether temporary or permanent and of whatever magnitude, duration or frequency on an environmental value and includes environmental nuisance. Therefore, no person should cause any interference with the environment or amenity of the area by reason of the emission of noise, vibration, smell, fumes, smoke vapour, steam, soot, ash, dust, wastewater, waste products, grit, sediment, oil or otherwise, or cause hazards likely in the opinion of the Council.

5. This approval is issued under the *Planning Act 2016* and does not include an assessment against the *Building Act 1975*. Alterations may be required to the existing building to ensure compliance with the building regulations. The developer should seek advice from a suitably qualified person before proceeding with the development.

CARRIED

Cr Ebsworth entered the meeting at 1:40pm.

Manager of Regulatory Services entered the meeting at 1:42pm.

11.6 REGULATORY SERVICES REPORT - DECEMBER 2025

RESOLUTION 341/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That Council:

1. Receives and notes the Regulatory Services Report for December 2025; and

2. Council endorse the application submission to the Resource Recovery Boost Fund, for a Resource Recovery Shed at the Charleville Waste Facility, including a financial contribution from Council of approximately $155,00.00 over three years for this project.

CARRIED

11.7 GENERAL WASTE COLLECTION SERVICES - AUGATHELLA AND MORVEN

RESOLUTION 342/25

Moved: Cr P Alexander
Seconded: Cr R Eckel

That Council accepts the quotation for the collection of general waste from the townships of Augathella and Morven from Mr Rohan Lonergan, commencing on 1 February 2026 and concluding on 30 June 2028.

CARRIED

11.8 APPLICATION TO FENCE PERMIT TO OCCUPY 10/4145

RESOLUTION 343/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That Council approve the development of a four barb suspension fence including steel posts and strainer posts on the northern side of the Diamantina Development Road within Permit to Occupy 10/4145 on the proposed line identified on the map provided in the application with the following conditions:

1. Permit to occupy 10/4145 must allow travelling stock access to the stock route; and
2. Gates to access the stock route are to be installed at the western end using the specifications of Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development SLM/2019/5152; and
3. Gates are to be installed to allow Council access to the gravel quarry within the permit to occupy area, with this gate to be used as the eastern end access for travelling stock (SLM/2019/5152).

CARRIED

Director of Corporate Services and Manager Regulatory Services exited the meeting at 2:13pm.

The Engineering Manager entered the meeting at 2:16pm.

12 ENGINEERING SERVICES

12.1 ENGINEERING SERVICES REPORT

RESOLUTION 344/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That Council receives and notes the Engineering Services Report for December 2025.

CARRIED

12.2 1 X WATER CREW JOB TRUCK - TENDER WC1. 25-26

RESOLUTION 345/25

Moved: Cr P Alexander
Seconded: Cr R Eckel

That Council approve the purchase of one (1) Isuzu FSR 140-260 fitted with Ozmac body for a total cost of $325,253.65 (excl. GST).

CARRIED

12.3 OLD TAMBO ROAD FINAL SEAL TENDER

RESOLUTION 346/25

Moved: Cr P Alexander
Seconded: Cr T Sommerfield

That Council engages RPQ Spray Seal Pty Ltd for the final seal on Old Tambo Road, Augathella QLD 4477 at an estimated cost of $447,580.50 (excl. GST) as per VP488263 – Response Evaluation Report completed on the 15/12/2025.

CARRIED

The Manager Engineering Services exited the meeting at 2:56pm.

The meeting adjourned for a break at 02:56 pm to receive Dominique Lamb, Director of Community Affairs with Brisbane 2032 via Teams meeting.

The meeting resumed at 3:34pm.

The Director of Economic Development was present when the meeting resumed.

13 ECONOMIC DEVELOPMENT

13.1 ECONOMIC DEVELOPMENT REPORT

RESOLUTION 347/25

Moved: Cr R Eckel
Seconded: Cr M Ebsworth

That Council receives and notes the December 2025 Economic Development Report.

CARRIED

The Manager Tourism and Events entered the meeting at 3.49pm.

14 COMMUNITIES, COMMUNITY SERVICES & COMMUNITY INFRASTRUCTURE

14.1 NOVEMBER 2025 TOURISM & EVENTS REPORT

RESOLUTION 348/25

Moved: Cr P Alexander
Seconded: Cr T Sommerfield

That Council receives and notes the December 2025 Tourism Report.

CARRIED

14.2 WEBSITE DEVELOPMENT PROPOSAL - ASHLEY JONES

RESOLUTION 349/25

Moved: Cr P Alexander
Seconded: Cr M Ebsworth

Council resolved at this time to place the proposal by Ashley Jones on hold until the current Disaster Dashboard and communication system matures, at which point Council can reassess its needs.

CARRIED

Council acknowledged the Tourism and Events Manager for the organisation of the Sod Turning event.

The Tourism Manager Exited the meeting at 4:10pm.

14.3 NOVEMBER MONTHLY LIBRARY REPORTS

RESOLUTION 350/25

Moved: Cr T Sommerfield
Seconded: Cr R Eckel

That Council receives and notes December Library Report.

CARRIED

14.4 COMMUNITY SERVICE COORDINATOR REPORT DECEMBER 2025

RESOLUTION 351/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That Council:

1. Receive and note the Community Support Coordinator report for December 2025.
2. Support continued development of improved communication pathways between the hospital and local services to strengthen early identification and response for vulnerable residents.
3. Acknowledge and monitor the emerging community impacts of the November My Aged Care changes, particularly for older residents who may reduce supports due to cost pressures.
4. Consider the opportunity for Murweh Shire to lead a rural-designed capability initiative aimed at strengthening frontline workers, reducing crisis escalations, and improving service pathways for families.

CARRIED

14.5 AUGATHELLA GOLF CLUB PROPOSAL

RESOLUTION 352/25

Moved: Cr T Sommerfield
Seconded: Cr R Eckel

That Council donate the Augathella John Deere Unit No. 569Z ride on lawn mower to the Augathella Golf Club for their use in maintaining the Augathella Golf Course and club area, and

That the ride on lawn mower to be available to Council for its use if necessary, in the event of a breakdown of Council owned lawn mowing equipment and maintained at Golf Club's expense.

CARRIED

14.6 AUGATHELLA POOL DONATION

RESOLUTION 353/25

Moved: Cr M Ebsworth
Seconded: Cr P Alexander

That Council approves the annual payment of $13,000 as a contribution to the 2025-26 financial year operation and maintenance of the Augathella State School Swimming Pool.

CARRIED

14.7 REQUEST FOR SPONSORSHIP: WARREGO OPEN SHEARS

RESOLUTION 354/25

Moved: Cr R Eckel
Seconded: Cr M Ebsworth

That Council provide in kind assistance by way of waiver of facility hire fees to the Warrego Open Shears, Sport Shears Queensland event scheduled for a June competition at the Charleville Showgrounds.

CARRIED

14.8 CWAATSICH YOUNG MEN'S PROGRAM - WORKING WITH YOUNG MEN AND FAMILIES REGARDING SCHOOLING, COMMUNITY ENGAGEMENT, MENTAL HEALTH AND WELLBEING.

RESOLUTION 355/25

Moved: Cr P Alexander
Seconded: Cr M Ebsworth

That Council engage with the Charleville and Western Arears Aboriginal and Torres Strait Islander Community Health (CWAATSICH) to support the *Young Men's Program 2026 - Working with young Men and Families regarding Schooling, Community Engagement, Mental Health and Wellbeing* by sponsoring a visit to the Murweh Shire Council Works Depot and lunch on Friday 13 March, and by providing the Murweh Shire Council Community Bus for an excursion to Augathella on 20 March, and Mount Tabor Station on 27 March.

CARRIED

14.9 ESTABLISHMENT OF A COMMUNITY DEVELOPMENT INCUBATOR

RESOLUTION 356/25

Moved: Cr M Ebsworth
Seconded: Cr T Sommerfield

That Council support the establishment of a not-for-profit Community Development Incubator capable of supporting local arts and community development projects through their initial stages of idea and development, and

That Council provide ad hoc access to a meeting space for the proposed Community Development Incubator proponent to hold an inaugural meeting of interested parties with the view of establishing a committee to further this proposal, and

That Council through the Director of Communities, Community Services and Community Infrastructure, liaise with the proponent as to progressively formalise an agreement for the use of Council resources and assistance on a case-by-case basis once a Community Development Incubator is established as a legal entity.

CARRIED

15 CORRESPONDENCE FOR CONSIDERATION

Nil

The Engineering Manager entered the meeting at 4:49pm.

16 CONFIDENTIAL MATTERS

RESOLUTION 357/25

Moved: Cr R Eckel
Seconded: Cr P Alexander

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 254J of the Local Government Regulations 2012:

16.1 Recycled Water Management Plan – Annual Report Review & Consolidated Risk Assessment

This matter is considered to be confidential under Section 254J - 3 (e) of the Local Government Regulations, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;.

16.2 Aurora Estate Proposed Services Easement

This matter is considered to be confidential under Section 254J - 3 (g) of the Local Government Regulations, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;.

CARRIED

RESOLUTION 358/25

Moved: Cr R Eckel
Seconded: Cr M Ebsworth

That Council moves out of Closed Council into Open Council.

CARRIED

16.1 RECYCLED WATER MANAGEMENT PLAN – ANNUAL REPORT REVIEW & CONSOLIDATED RISK ASSESSMENT

RESOLUTION 359/25

Moved: Cr T Sommerfield
Seconded: Cr M Ebsworth

1. Receives the Murweh Shire Council RWMP Annual Report 2024–25;
2. Notes the significant compliance, regulatory, operational and commercial risks identified across the RWMP Annual Report, the Treated Effluent Supply Agreement with the Date Farm, the Internal RWMP Audit, and the STP Upgrade Scope;
3. Notes that existing STP infrastructure is not capable of reliably meeting Class C recycled-water standards and that the partially funded Stage 1 upgrade will not materially improve effluent quality;
4. Notes that full compliance with the RWMP will require substantial additional internal resourcing and external costs, estimated at $90,000 per annum;
5. Notes that properly administering the RWMP will almost certainly result in frequent or majority-year stoppages of recycled water supply to the Date Farm due to ongoing exceedances; and
6. Notes the associated commercial risks, including the possibility of claims by the Date Farm for disruption of supply under the current agreement.

CARRIED

16.2 AURORA ESTATE PROPOSED SERVICES EASEMENT

RESOLUTION 360/25

Moved: Cr P Alexander
Seconded: Cr R Eckel

That Council:

1. Resolve to establish a new water services easement across one (1) of the following private lots:
   a) 60 Murweh Drive (Lot 7 SP203538); or
   b) 80 Murweh Drive (Lot 9 SP203538); or
   c) 100 Murweh Drive (Lot 11 SP203538),
2. Noting that only one (1) easement is required to complete the Aurora Estate development water connection to Murweh Drive.
3. Consider the option to purchase 100 Murweh Drive (Lot 11 SP203538) outright to secure future operational flexibility, long-term land use opportunities, and the ability to accommodate additional network infrastructure if required.
4. Receive the valuation report from Herron Todd White (HTW) for the proposed easement options and the potential purchase of Lot 11 SP203538, and authorise the CEO to enter into negotiations with affected landholders to secure an easement.

CARRIED

17 CLOSURE

There being no further business the Mayor declared the meeting closed at 5:47pm and wished everyone a safe Merry Christmas and a prosperous New Year.

6 BUSINESS ARISING FROM MINUTES

7 MAYORAL MINUTE

Nil

8 NOTICE OF MOTION

Nil

9 CORRESPONDENCE FOR MEMBERS' INFORMATION

9.1 CORRESPONDENCE FOR THE INFORMATION OF COUNCILLORS

Author: **Chief Executive Officer**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives notes the correspondence received post the 16 December 2025 Council Meeting that will be of interest to Councillors.

CORRESPONDENCE FOR NOTING

Correspondence received post the November 2025 Council Meeting that will be of interest to Councillors.

LINK TO CORPORATE PLAN

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

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

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

ATTACHMENTS

1. **Department of Sport, Racing and Olympic and Paralympic Games Amenities Charleville** ⇩
2. **Local Government Empowering Councils and Other Legislation Amendment Bill 2025** ⇩
3. **Local Government Empowering Councils Bill - Fact Sheet** ⇩
4. **Mr Bruce Scott CEO Murweh Shire Council - Planning (Battery Storage Facilities) and Other Legislation Amendment Regulation 2025 (Amendment Regulation)** ⇩
5. **QN2025_010 Letter to Murweh Shire Council - Notification Grant Alan Maudsley & Anor v State Minister for the State of Queensland** ⇩
6. **QN2025-010 Map Grant Alan Maudsley & Anor v State Minister for the State of Queensland** ⇩
7. **QTIC - Arm Your Business Against Disaster** ⇩
8. **Queensland Housing Finance Loan Regional Trial** ⇩
9. **Sport HQ Sport Hub Queensland** ⇩
10. **TMR Disability Standards Upgrade Program (DSUP)** ⇩
11. **TMR Disability Standards Upgrade Program (DSUP) Aerodrome Fact Sheet** ⇩
12. **Western Queensland Events Boost Fund** ⇩
13. **Western Queensland Events Boost Fund - Tourism and Events Queensland Guidelines.** ⇩
14. **RENEW YOUR OQTA MEMBERSHIP EARLY TO WIN BIG** ⇩
15. **Mayor Will Nemesh Waverley Council** ⇩
16. **Ms Ann Little Correspondence from Re Additional Seat at the Charleville Newsagency** ⇩
17. **Ms Ann Little Letter Re Additional Seat at the Charleville Newsagency** ⇩
18. **Thank You Irene Frances Coordinator Charleville Christian Churches** ⇩

Please quote: AP2.0_-_INFRA-MIIFF-2023-0857

Queensland Government

Department of Sport, Racing and Olympic and Paralympic Games

17 December 2025

Mr Bruce Scott
Chief Executive Officer
Murweh Shire Council
95 -101 Alfred Street
CHARLEVILLE QLD 4470
bruce_scott@murweh.qld.gov.au
richard_cuffe@murweh.qld.gov.au

Dear Mr Scott

I refer to your approved funding allocation under the Minor Infrastructure and Inclusive Facilities Fund of $ 520 000 (GST exclusive), to construct amenities to support multi-sport at Charleville.

Thank you for providing the necessary information to comply with the Grant Agreement Pre-Construction Conditions requirements. Based on this information, you now have the department's approval to proceed to the construction stage of your project.

Throughout the construction, please continue to provide monthly progress reports to the Department and be aware of the remaining requirements outlined in your Grant Agreement, including:

- Construction Conditions (Item 10) due prior to 31 January 2026,
- Post-Construction Conditions (Item 11) due prior to 27 February 2026,
- First and Final Acquittal Report (Item 8) due prior to 27 February 2026, and
- Acknowledgement requirements (Item 13).

The delivery of your project will support local community sport and recreation, and the Department representatives are here to assist you through this exciting construction phase.

Should you have any further enquiries, please contact Penny Pyke, Engagement Officer on 07 4596 1006 or via email to penny.pyke@sport.qld.gov.au

Yours sincerely

Barbara Ahmat
A/Service Area Manager
South West Service Area
Sport and Recreation

Toowoomba Regional Office
47Arthur Street
PO Box 2259
TOOWOOMBA QLD 4002

Telephone +61 7 4596 1006
sportrecsouthwest@sport.qld.gov.au
Website www.sport.qld.gov.au
ABN 49 536 543 548

12 December 2025

Good Morning all,

On 20 November 2025, the Honourable Ann Leahy MP, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers introduced the Local Government (Empowering Councils) and Other Legislation Amendment Bill 2025 (the Bill) into the Queensland Parliament.

The Bill is the first phase of legislative reform to re-empower Queensland's local governments by reducing red tape and giving councils the resources and legislative framework they need to deliver for their communities. The Bill proposes amendments to the *City of Brisbane Act 2010*, *Local Government Act 2009*, *Local Government Electoral Act 2011*, City of Brisbane Regulation 2012 and Local Government Regulation 2012

The attached fact sheet provides a high-level overview of the proposed Bill and the subsequent changes for the local government sector.

The Bill has now been referred to the Parliamentary Local Government, Small Business and Customer Service Committee (the Committee) for review. The Committee is currently seeking submissions on any aspect of the Bill, from all interested parties.

The closing date for written submissions is 12:00pm, Tuesday 16 December 2025. You can find more information on how to make a submission on the Queensland Parliament website.

Regards,

Emily Carrigan
Acting Deputy Director-General
Local Government Division
Department of Local Government, Water and Volunteers

P: 0447 351 763
E: emily.carrigan@dlgwv.qld.gov.au
A: Level 16, 1 William Street, Brisbane City , QLD, 4000,
W: www.localgovernment.qld.gov.au

Local Government (Empowering Councils) and Other Legislation Amendment Bill

The Bill is the first phase of legislative reform to re-empower Queensland's local governments by reducing red tape and giving councils the resources and legislative framework they need to deliver for their communities.

The Bill proposes amendments to the *City of Brisbane Act 2010*, *Local Government Act 2009*, *Local Government Electoral Act 2011*, City of Brisbane Regulation 2012 and Local Government Regulation 2012 to:

Empower councils

Hiring Senior Staff	• The council is responsible for the appointment of the CEO, who is generally responsible for the hiring of council employees. • However, under the Bill, the most senior council employees (known as 'senior executive employees') will be appointed by a panel made up of the Mayor, the CEO, and either the Deputy Mayor or a committee chair. (A senior executive employee is defined as a local government employee who reports directly to the CEO and ordinarily is considered a senior position.) • The CEO will continue to be responsible for the management, direction and discipline of senior executive employees, including dismissal. • The CEO will also be responsible for the appointment, management, direction and discipline of all other council employees. • At Brisbane City Council (BCC), councillors are already responsible for the appointment of senior executive employees. The Bill provides that the council will also be responsible for hiring senior contract employees (such as General Managers).
Access to State-Owned quarry materials	• The Bill facilitates access to essential State-owned quarry materials. This will be achieved by replacing the current seven-day notice period to enter land and remove material, with a requirement to provide notice within a 'reasonable period'.
Clarifying rating powers for Indigenous councils	• The Bill clarifies the current position that the fourteen Indigenous Local Governments (defined by the *Local Government Act 2009*) and Aurukun Shire Council and Mornington Shire Council, must not levy rates, whilst providing a mechanism for these councils to levy rates in the future, if they have the capacity to do so.

Empower Mayors

Mayor as Official Spokesperson	• The Bill makes it clear that the mayor is the official spokesperson for the council. • Other councillors can still speak publicly, but as individual councillors, not on behalf of the whole council.
Chairing Meetings	• The mayor is confirmed as the chairperson of ordinary and special council meetings, and committee meetings for which the mayor has been appointed chairperson.

New rules for Conflicts of Interest

New Rules for Conflicts of Interest	The Bill: • Reintroduces conflict of interest rules based on material personal interests and conflicts of interests • Retains current exemptions (e.g. small value gifts, club memberships, religious beliefs and political affiliations and matters that impact on the whole local government area, such as the budget and operational plan) • Removes vague terms like “close personal relationship.” • Removes the requirement for councillors to report suspicions about each other. Serious breaches (i.e. intentionally trying to gain a benefit or avoid a loss) can lead to heavy penalties, including fines or imprisonment. Other breaches may be treated as misconduct under the councillor conduct framework.

Reducing red tape

Removing barriers to Disaster Recovery Work	• The Bill provides the Minister with the power to issue a general approval for councils to make major policy decisions in relation to disaster recovery funding arrangements during the caretaker period for local government elections. • The Bill lets the Minister issue one approval covering many councils and decisions at once, which speeds up disaster recovery work.
Removing “Conduct Breach” category from	• The Bill removes Conduct Breaches from the Councillor Conduct Framework. • This means the OIA only has jurisdiction to proceed with misconduct and corrupt conduct charges and must dismiss other matters.

Councillor Conduct Framework	• However, inappropriate behaviour may still be called out through other mechanisms (public council meetings and the media). Unsuitable meeting conduct by a councillor will continue to be dealt with by the chairperson of the meeting. • Safeguards will remain in place to address inappropriate conduct from councillors towards council employees including under workplace health and safety legislation. • The definition of misconduct will include more serious conduct breaches like bullying or sexual harassment and circumstances where a councillor contravenes an order of the chairperson of a meeting to leave and stay away from a meeting.
Removing duplication of requirements for annual report and Councillor conduct register	• The Bill removes the requirement for councils to publish certain information on councillor conduct matters in their annual report. This information will still be available on the council's councillor conduct register.
Mandatory Training Changes	• Returning councillors won't need to redo mandatory training in order to be nominated as a candidate or serve as a councillor. • All councillors both new and returning will be required to undertake an approved training course where there have been significant policy or legislation changes. For example, councillors would be required to undertake a training course on the proposed changes to the conflicts of interest framework.
Councillor advisors removal of regulation making power	• The Bill removes unnecessary powers to make a regulation to limit the functions and key responsibilities of a councillor advisor.
Postal Ballot Applications	• The Bill streamlines the postal ballot application process by allowing councils to apply directly to the Electoral Commission of Queensland (ECQ). • The ECQ will consider applications and then make a written recommendation to the Minister about whether the application should be approved. The Minister will continue to have the final say on if a postal ballot will be held.
Reviewing Division/Wards and councilllors before quadrennial elections	• The ECQ, rather than the council, will now start the review of council division/ward boundaries process before quadrennial elections, since it holds the necessary information and data.

Deadline for review of wards/divisions and Councillors before quadrennial elections	• The Bill aligns the deadline for the review of divisions and Councillors for local governments under the *Local Government Act 2009* with the current deadline for Brisbane City Council (1 October in the year that is 2 years before the year of the quadrennial election). Giving the Local Government Change Commission more time to complete the necessary divisional boundary reviews.
Remove requirement to provide the Minister with public benefit assessment report	• The Bill removes the requirement for councils to provide the Minister with a copy of a public benefit assessment report and all resolutions made in relation to the report, on the basis that this information is already publicly available in the minutes of the council meeting.

Providing certainty to councillors about matters relating to remuneration, leaves of absence, vacation of office and eligibility

Clearer Remuneration and Leave Rules	The Bill clarifies that: • Councillors will be paid from the start of their term until it ends. • Councils cannot reduce or remove the remuneration of a councillor who is absent from a meeting, even where that Councillor has not been granted leave. • Councillors on leave of absence can still perform their responsibilities and take part in meetings if they choose. • If a Councillor becomes mayor the councillor automatically vacates the role of councillor. • If a councillor becomes a candidate for State Parliament, they automatically vacate the role of councillor.

Promoting good government and decision-making

Rules for Brisbane City Council's Civic Cabinet	• Councillors who are not part of the Civic Cabinet cannot access its documents until decisions are final.
Prevent unauthorised disclosure of parliamentary proceedings	• Clarification that the power for councillors to request information from the CEO does not apply to information that comprises proceedings in the Assembly

Enhancing safeguards for local government election candidates and participants

Election Safety	• Election material can now list a PO box instead of a home address to protect privacy.

Minor fixes and technical updates

Changes to fix errors, reduce duplication and modernise wording	• Updating references to laws, • Allowing early adoption of the BCC budget, • Improving the council complaints process, • Allowing appointment of acting Independent Assessor without strict time limits.

For more information visit www.localgovernment.qld.gov.au

DELIVERING FOR QUEENSLAND | Queensland Government

Department of
State Development,
Infrastructure and Planning

Our ref: OUT25/6416

12 December 2025

Mr Bruce Scott
Interim Chief Executive Officer
Murweh Shire Council
bruce_scott@murweh.qld.gov.au

Dear Mr Scott

I am writing to advise that the *Planning (Battery Storage Facilities) and Other Legislation Amendment Regulation 2025* (Amendment Regulation), which amends the Planning Regulation 2017 (Planning Regulation), took effect on 12 December 2025. The Amendment Regulation amends the regulation of battery storage facility development in Queensland's planning framework.

The changes provide consistent, State-wide requirements for battery storage facility development based on the currently defined use term in the Planning Regulation. The amendments will ensure that the social and development impacts of battery storage facility development is consistently identified, considered and managed. This will give communities the ability to be aware of and have their say about battery storage facility development through mechanisms such as public notification and third-party appeal rights.

The changes have been made following feedback from Local Government and communities about the impacts battery storage facility development can have on local communities. The changes have also been informed by key stakeholder consultation, including feedback from the Local Government Association of Queensland.

Summary of changes to the Planning Regulation:

- Applies the community benefit system to battery storage facility development with a maximum instantaneous electricity output of 50MW or more.
  - *Note: The community benefit system requires social impact assessment be undertaken and a community benefit agreement entered into before a development application can be lodged.*
- Retains the following small-scale battery storage facility development as accepted development:
  - a pad mounted battery storage device only and the total area of the premises covered by the facility is no more than 15m²; or
  - a pole mounted battery storage device only and the total volume of the device is no more than 2m³.
- Makes all battery storage facility development that is not small-scale development impact assessable.
- Makes the chief executive the assessment manager, through the State Assessment and Referral Agency (SARA), for all battery storage facility development that is assessable development, including
  - Introducing State code 27: Battery storage facility development, that includes assessment benchmarks to be assessed by SARA.
  - Amending the *Economic Development Regulation 2023* (ED Regulation) to specify that battery storage facility development is:

  - accepted development in a Priority Development Area (PDA) for the purpose of the *Economic Development Act 2012* (ED Act), and
  - subject to assessment requirements under the *Planning Act 2016* (Planning Act).
- Makes pre-existing applications for material change of use of premises for a battery storage facility with a maximum instantaneous electricity output of 50MW or more, that has not been decided on the day of commencement, to be taken to be not properly made.
  - *Note: These applications will need to comply with the community benefit system before a proponent can lodge a development application with SARA.*

What do these changes mean for Local Government?
Local Government will continue to be the assessment manager for existing development applications still under assessment and not decided for a battery storage facility development with a maximum instantaneous electricity output of less than 50MW.

Local Government is no longer the assessment manager, and SARA will become the assessment manager, for the following:
- existing development applications for a battery storage facility development with a maximum instantaneous electricity output of of 50MW or more, or
- any new development application for a battery storage facility development made from 12 December 2025.

Local Government may provide third party advice on development applications made to SARA.

If your Council is currently assessing a battery storage facility (output 50MW or more) application and it is not decided by 11 December 2025, the current Assessment Manager must issue the applicant an Invalid Application Notice. In accordance with legislation changes, the proponent must now satisfy the requirements of the new community benefit system and then lodge a fresh application to SARA.

This will also enable you to remove any invalid applications from your system. Proceeding to finalise assessments and issue decision notices contrary to the new legislative requirements will give rise to invalid approvals.

We also kindly ask that Local Governments email SARA at renewablesplanning@dsdip.qld.gov.au advising of any development applications that meet the 50MW or more output threshold. This will help SARA respond to enquiries regarding next steps for these proposals.

The following links to information on the Department of State Development, Infrastructure and Planning's (the Department) website may be helpful to pass on to affected applicants:
- https://www.planning.qld.gov.au/planning-issues-and-interests/battery-storage-facilities
- https://www.planning.qld.gov.au/planning-framework/community-benefit

The department will review the operation of these new arrangements over the next 12 to 18 months to ensure the provisions deliver on the intended outcomes.

If you require any further information, please contact Mallani Moloney, Manager, Planning Policy by telephone on (07) 3452 7641 or Marisa Menin, Acting Director, Planning Services, by telephone on (07) 3452 7683 in the Department, or by email at renewablesplanning@dsdilgp.qld.gov.au, who will be pleased to assist.

Yours sincerely



Peta Harwood
State Planner / Deputy Director General
Planning Group

National Native Title Tribunal

Reference: QN2025/010

7 January 2026

Bruce Scott OAM
Chief Executive Officer
Murweh Shire Council
95-101 Alfred Street
Charleville QLD 4470

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

Dear Mr Scott

QUD840/2025 Grant Alan Maudsley & Anor v State Minister for the State of Queensland (QN2025/010)

On 13 November 2025, the above native title determination application was filed in the Federal Court of Australia (the Federal Court).

This application is a non-claimant application, which means that the applicant is seeking a determination that native title does not exist in the area covered by the application.

The *Native Title Act 1993* (Cth) (the Act) requires the Federal Court to give the application to the Native Title Registrar, who is then required to notify certain people and organisations of the details of the application. Under s 66(3)(a) of the Act, those people and organisations include:

- any proprietary interest holders in the area covered by the application;
- any registered native title claimants and registered native title bodies corporate in the area covered by the application;
- any relevant representative Aboriginal and Torres Strait Islander bodies;
- the Commonwealth Minister;
- any relevant local government authorities; and
- any person whose interests may be affected by a determination in relation to the application.

Murweh Shire Council has been identified as a local government authority in the area covered by the above application.

Level 5, Harry Gibbs Commonwealth Law Courts, 119 North Quay, BRISBANE QLD 4000 | PO Box 12440, George Street Post Shop, BRISBANE QLD 4003
Email enquiries@nntt.gov.au | Telephone +61 07 3052 4040 | www.nntt.gov.au

A copy of the public notice is enclosed to provide you with the details of the application. The notice states that there can be only one determination of native title for a particular area. If a person with native title rights and interests does not become a party to the application, there may be no other opportunity for the Federal Court, in making its determination, to take into account those native title rights and interests in relation to the area concerned. The notice also states that unless there is a native title claimant application made over the relevant area by the end of the notice period, the area may be subject to protection under s 24FA of the Act and future acts may be done which extinguish or otherwise affect native title.

The Act requires that the application be notified for a period of three months. The notification day for this application is **28 January 2026**.

If you wish to become a respondent party to this application, you must file a Form 5 (Notice of Intention to become a Party) with the Federal Court **on or before 27 April 2026**, being three months from the notification day. After this date, you will need to seek leave from the Federal Court to become a party. For information regarding how to file a Form 5, please visit the Federal Court's website www.fedcourt.gov.au or call 1300 720 980.

The National Native Title Tribunal cannot provide legal advice, however should you require further information about native title please email claimsassistance@nntt.gov.au or visit our website www.nntt.gov.au.

Yours faithfully,



Jake Ellis
Senior Officer – Legal & Compliance
Tel: (07) 3052 4189
Email: jake.ellis@nntt.gov.au

Encl. Copy of Public Notice

termination of native title in Queensland

tification day: 28 January 2026

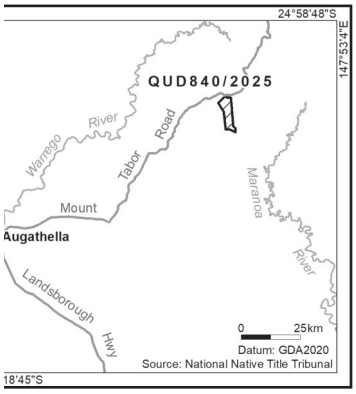
Native Tit
Tribunal

ion-claimant' application has been made to the Federal Court of Australia (Federal Court) seeking a
ermination that native title does not exist in the area described below. The Applicant has a non-native t
rest in the area, which is set out in their application and summarised below.

ler the *Native Title Act 1993* (Cth), there can be only one determination of native title for an area. Unle
re is a relevant native title claim, as defined in section 24FE, over the area described below on or before
April 2026, the area may be subject to protection under section 24FA and **acts may be done which nguish or otherwise affect native title.**

erson who claims to hold native title rights and interests in this area may wish to file a native title claim lication or become a party to this non-claimant application. These may be the only opportunities to ha se rights and interests taken into account in the Federal Court's determination. Any other person may a n to become a party.

ou want to become a party to this application, you must file a Form 5 (Notice of Intention to become a y) with the Federal Court, **on or before 27 April 2026**. Further information regarding how to file a Form vailable from www.fedcourt.gov.au. After **27 April 2026**, you will need to seek leave from the Federal C ecome a party.



Applicant's name: Grant Alan Maudsley & Anor

Federal Court File No: QUD840/2025

Non-native title interest: The Applicant is the registered lessee of pastoral lease described as Lot 4234 on SP271523 (Tenure Referer PH 10/4234)

Order sought by Applicant: The Applicant seeks a determination t native title does not exist in relation to the land and waters descri as Lot 4234 on SP271523

Description of area: The application area covers about 50 sq km c Lot 4234 on SP271523 and is located approximately 115 kilomete north-east of Augathella

Relevant LGA: Maranoa Regional Council and Murweh Shire Cour

QUEENSLAND TOURISM INDUSTRY COUNCIL



Arm your business against disaster

Hi Bruce,

Queensland's wet season is well underway, and the Bureau of Meteorology continues to monitor conditions across the north. This is the best time to get your basics in place, no matter where you are located.

This email is designed for busy operators. You can get the essentials done in 10 minutes, then come back later if you want the deeper tools.

If you only do 3 things today (10 minutes)

1. **Save key documents somewhere you can access remotely**
   Insurance policy and photos of assets, supplier list, staff contact list, bookings reports, critical passwords.

2. **Draft guest and booking messages now**
   For example, one message for “we are operating”, one for “we are pausing”, one for “we are cancelling and refunding”. This protects your reputation and reduces inbox pressure if conditions change.

3. **Know where to find official warnings and business support quickly**
   Keep these links bookmarked:
   • Queensland warnings and alerts
   • Bureau of Meteorology QLD updates
   • Get Ready Queensland advice

Choose the resource that fits your time this week

What resource you need	Best starting point	Time to complete	Outcome
A practical guide you can dip into	Don't Risk It! Manual	15 - 30 minutes	Clear steps to prevent, respond, recover
A quick, structured reset for your team	Free disaster resilience course	40 - 45 minutes	Simple preparedness actions and prompts
A personalised plan for your business risks	Risk Management program	60 - 90 minutes	Tailored risk assessment plan
Government support, grants and recovery contacts	Business Queensland tourism disaster support	10 - 20 minutes	Funding pathways and Tourism Recovery Officers

All of the above supports can be accessed from QTIC's resources hub



Queensland Housing Finance Loan Regional Trial

We want to remind you about the Queensland Housing Finance Loan that is available to residents in your council area.

The loan helps people who can afford to repay a home loan but are struggling to save the deposit needed to get a loan from a bank.

To enable more regional Queenslanders to apply for the loan, we've increased the household income limit to $201,000 as part of a 2-year trial in 45 council areas that ends on 1 July 2026.

The loan can be used to buy an established house, unit, townhouse or duplex or to build a home.

Loan features include:

- variable or fixed interest rates
- minimum deposit requirement of just 2% of the purchase price
- no monthly account keeping fees
- no lenders mortgage insurance.

Spread the word

We've made it easy for you to share information about the loan with your community including a poster and factsheet below:

- Poster (PDF, 1.02 MB)
- Factsheet (PDF, 1.09 MB)

More information

To request an information session for your team contact us at HHS.QHFL.Regional@hpw.qld.gov.au.

Housing help is available

For housing help go to qld.gov.au/housinghelp, call 13 QGOV (13 74 68), or call the Homeless Hotline on 1800 474 753.

Thanks for your support.

Kind regards,

Department of Housing and Public Works



We're excited to announce the launch of Sport Hub Queensland 🎉

Designed to meet the needs of the sporting and racing industries, Sport HQ is a growing hub of resources, tools, and guidance.

Behind every sport and racing organisation are Queenslanders — parents, coaches, committee and board members, and community champions. Sport HQ supports the people who power Queensland sports and racing.

It's about working smarter, not harder. Sport HQ is the go-to hub giving Queensland sporting and racing organisations the confidence to lead, grow, and succeed

🔗 View Sport HQ here

Whether your stakeholders or community are part of a big or small, new or established sporting organisation, Sport HQ can help them:

- save time with practical tools and templates
- build confidence with step-by-step guides
- lead, grow, and succeed with resources designed for real-life challenges.

Share Sport HQ with your stakeholders!

We've made it easy with a Sport HQ toolkit 📝

The toolkit includes:
🏀 social media posts and graphics
🏀 email templates
🏀 flyers and promotional materials.

⬇️ Download the toolkit here

This hub is a game changer for Queensland sport and racing. With your support, we can ensure every organisation has the tools they need to thrive.

Kind regards,

The Sport HQ team



17 December 2025

Good morning,

The Department of Transport and Main Roads (TMR) is committed to creating a single integrated transport network accessible to everyone.

As part of this commitment, TMR will continue providing grants to council-owned remote aerodromes included on the Queensland Government's Regulated Air Network, funding through the Disability Standards Upgrade Program (DSUP) on a 50:50 basis until 30th June 2029. If the aerodrome is owned or operated by an Indigenous local government, as identified by the Queensland Local Government Grants Commission, the grant may cover up to 100% of eligible project costs.

DSUP funds are intended to provide many benefits to local communities, including continuity of services across the state, as well as to assist local councils on the contracted air network, meet the requirements of the federal Disability Standards for Accessible Public Transport (DSAPT). TMR expects these funds to support local governments deliver on the recommendations of the Architecture and Access (A & A) Consultant who in 2022 circulated his findings to Councils, after visiting remote community aerodromes across the regulated air network.

On the basis of this TMR co-funding partnership with local governments, aerodrome managers can identify other safety and accessibility improvements on the landside and/or to the terminal building, that are consistent with the eligible components of the enclosed Fact Sheet.

TMR is inviting applications from local governments between now and 31 March 2026, to seek co-funding for landside/terminal, building improvements for the 2026/27 FY. The application spreadsheet is enclosed along with the Fact Sheet. The spreadsheet is filled with SAMPLE details as a guide and these can be removed or altered as required. Applications received after this date will not be guaranteed to receive the co-funding for 2026/27 Financial Year.

If you require any more information, please contact Senior Program Officer Richard Peters on 3338 4478 or email airport@tmr.qld.gov.au if you have any questions about the grants program.

I look forward to continuing to work with you to deliver accessible passenger transport infrastructure across the regulated air network for all passengers.

Chris Horn
A/Manager (Infrastructure Delivery) | Service Planning and Infrastructure
Integrated Network Operations | Network Services and Operations Division
Department of Transport and Main Roads
P (07) 3347 5291
Floor 7 | 61 Mary Street | Brisbane Qld 4000
GPO Box 50 | Brisbane Qld 4001

The Disability Standards Upgrade Program (DSUP) co-funding fact sheet

Aerodrome Terminal and Landside Area – Infrastructure Upgrade Program

The Disability Standards Upgrade Program (DSUP) provides funding assistance to local councils within the Queensland Government's regulated/contracted remote air service network, to upgrade existing passenger transport facilities to ensure they comply with *Disability Discrimination Act 1992* (DDA) requirements.

Since inception, DSUP has made a significant investment in remote public transport infrastructure, in providing funding to local governments across Queensland for improvements to long-distance coach and aerodrome infrastructure.

The Department of Transport and Main Roads (TMR) invites local councils to submit their applications at any time and, if approved for funding, applicants receive a 50% contribution towards the total cost to deliver the work. Funding agreements with local governments are executed over a one-year period, to make the transport infrastructure accessible.



DELIVERING FOR QUEENSLAND | Queensland Government

Priority is given to long-distance aerodrome infrastructure projects which support or contribute to:

- the upgrade for DDA compliance of aerodrome (infrastructure) locations situated on the Queensland Government's subsidised long-distance network servicing rural, regional, and remote communities (see map on page 6)
- continuity of the subsidised regular passenger air services providing residents with essential access to employment, business, medical and educational facilities in larger regional centres
- a passenger's overall experience on arrival at the aerodrome, through improved comfort, safety, accessibility, and security.

To maximise the opportunity, local governments are also encouraged to investigate funding options under the Federal Government's Remote Airstrip Upgrade Program (RAUP), or other similar Commonwealth grants schemes when planning safety and accessibility improvements at a remote aerodrome.



In scope

The following items are in scope for funding when seeking to achieve DDA compliance:

- Refurbishment or infrastructure improvements to the existing terminal building, which could include structural and/or layout changes to enhance safety and accessibility. This includes, but is not limited to:
  - Widening of doorways and doors to aid safety and accessibility for passengers. If the external doors are required to be replaced, automatic doors could be considered.
  - Replacing fixtures with accessible alternatives, which can include adjustments for the check in desk and baggage collection areas to an appropriate height.
  - Upgrade of accessible sanitary and toilet facilities.
  - Upgrade to internal building hearing augmentation system where PA systems are provided.
  - Provision of compliant seating and manoeuvring space for wheelchairs.
- Upgrades to the landside area may include the activities listed below. However, if any of these activities have already been approved through other government programs, they will either be excluded from DSUP funding or treated in line with the **'Terms and Conditions of the Funding'** outlined later in this document.
  - Symbols and signage, including wayfinding signs.

- Access paths to link the terminal entrance or exit to existing car parks or drop off zones.
- Tactile ground surface indicators.
- Ramps, stairs, and handrails.
- Provision of disabled or emergency vehicle parking near the terminal building.
- Upgrade of deficient pavement in car park and access areas, including drop-off zones.
- Installation of additional seating in an outdoor passenger waiting area, including a safe and accessible shaded or covered area, adjoining the terminal building.

- Any other terminal or landside component project deemed to assist accessibility and safety can also be considered on a case-by-case basis, where it can be demonstrated that the works are complementary to other safety and accessibility improvements to the terminal, and it can be shown to provide cost efficiencies by being delivered together, for example:
  - Inclusion of Accessible Adult Change Facilities (AACF) which provide suitable facilities for people who can't use standard toilets. An AACF is a toilet and change facility that caters for people with high support needs, and their carers, where they require additional space, assistance, and specialised equipment to allow them to use toilets safely and comfortably. (https://changingplaces.org.au/)
  - Provision of a dedicated emergency patient transfer space to support any critical care before a flight.
  - Provide under-cover areas to accommodate ambulances for patient drop-offs.
  - Provide an external emergency patient transfer facility, that prioritises a dedicated, safe, and assessable space for patients to receive critical care prior to their flight.
  - Repair or replace fuel storage facilities.

Out of scope

- Planned improvements on the airside of the aerodrome are excluded from funding. That is, the space defined as the aircraft operations area, including the runway, apron, aircraft parking, and taxiway facilities that comprise the airside.

Where projects include broader scope or objectives, any components not specific to improving safety and accessibility will be considered ineligible for cost recovery, as per the scope of works and costs agreed in the executed funding deed.

For planned TMR applications, any components the council has already applied for or received funding for through RAUP or similar programs should be excluded from this program. If they are to be included, the application must clearly outline any negotiated arrangements in accordance with the **'Terms and Conditions of the Funding'** (see page 5).

Specifications for remote aerodrome terminals

When undertaking terminal or landside improvements, drawings should be developed that include appropriate layouts for DDA compliance and accessibility – for example:

- Manoeuvring and passing areas for wheelchairs on pathways, internal accessways, gateways, and terminal entrances and ramps.
- Access paths from accessible car parking (including signage and ramps).
- Accessible drop-off zones at the terminal entrance (including signage, pathways, kerb ramps, and undercover waiting areas).
- Manoeuvring and circulation space within the terminals (including access paths, waiting areas, furniture layout, signage, toilets, and placement of check-in desks, information kiosks and baggage facilities).
- Boarding devices (including eagle lifters and other accessible passenger lifters).
- Internal structural and/or layout alterations to the terminal impacting the existing building configuration.



Assessment criteria

The evaluation criteria that TMR will use to assess each application provided by local governments are outlined below:

- **Existing operational issues** – are there any existing issues that could impact the operation of the aerodrome or continuation of services?
- **Proposed network changes** – will the aerodrome continue to be serviced?
- **Site history** – what purpose has the aerodrome served in the past?
- **Proposed road upgrades or existing development applications** – are there any implications for the aerodrome location?
- **Value for money** – what are the benefits for passengers and the community?

Funding structure

Funding assistance is based on the following:

- **Defined contribution:**
  - 50% of estimated cost of planned works
- **Project management allowance:**
  - 5% of defined contribution*

*This contribution is to assist with the resourcing of project management duties, stakeholder consultation, and completion of mandatory grant requirements.

When planning and designing any project it is recommended the project team consult the Australian Airport Association (AAA) source: Australian Airports Association – Considerations for Improving Disability Access at Airports – Airport Practice Note 10

DELIVERING FOR QUEENSLAND | Queensland Government

Terms and conditions of the funding

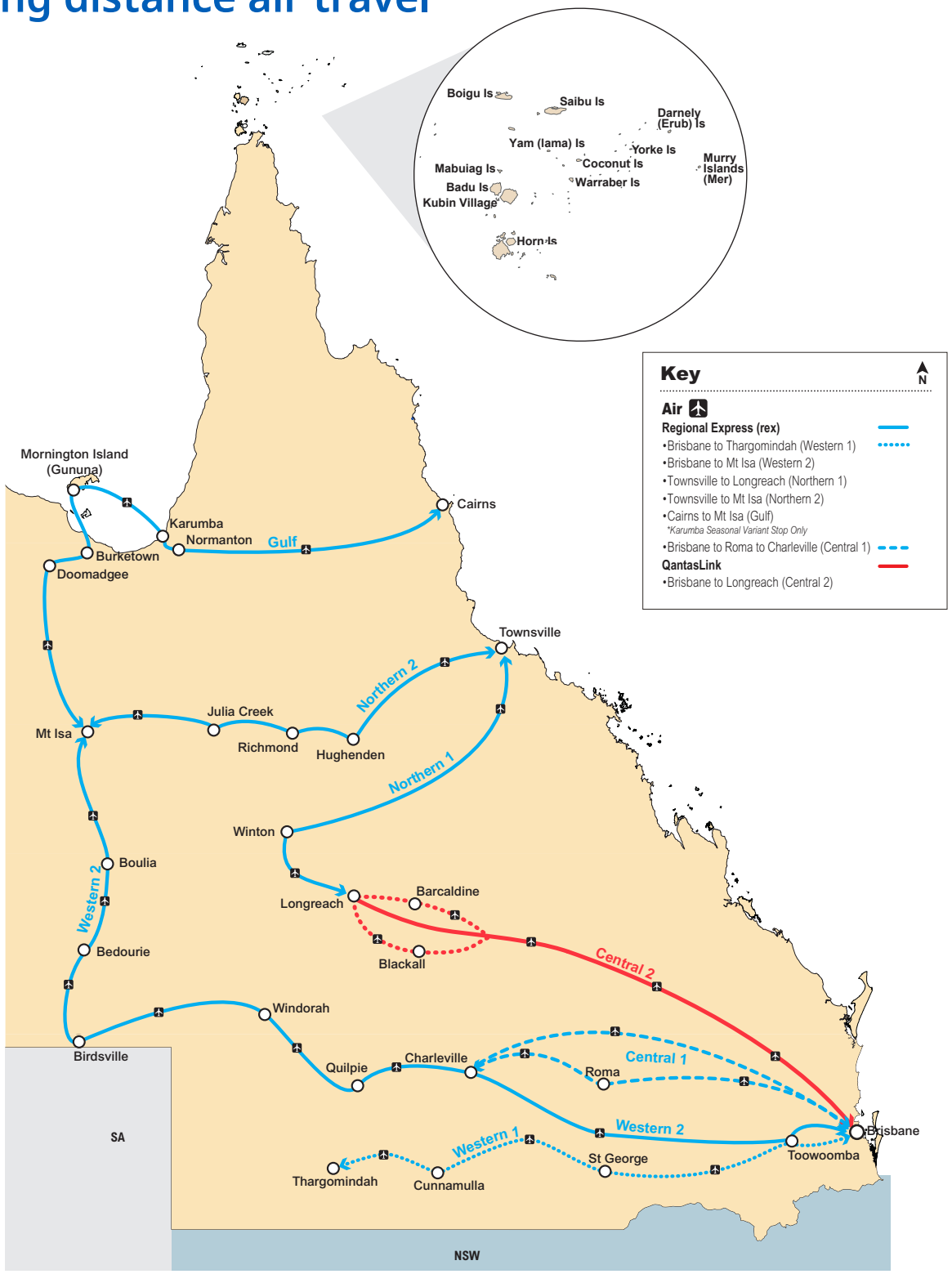
The grant will be up to 50% of eligible project costs, unless either:

- The council and a third party (which could include federal, state, territory, local government, or other non-government entity) are both contributing to eligible project costs. If so, the grant amount may be reduced to a third of eligible project costs.
- The aerodrome is owned and/or operated by an indigenous local government as determined by the Queensland Local Government Grants Commission, whereby the grant will be up to 100% of eligible project costs. This usually refers to an existing indigenous aerodrome classified as remote (Remoteness Area Category 3) or very remote (Remoteness Area Category 4) in Australia, as defined by the Australian Bureau of Statistics, in the 2021 Australian Statistical Geographic Standard (ASGS) – see Remoteness Areas: https://www.abs.gov.au/statistics/standards/australian-statistical-geography-standard-asgs-edition-3/jul2021-jun2026/remoteness-structure

Any general enquiries can be sent to airport@tmr.qld.gov.au

DELIVERING FOR QUEENSLAND | Queensland Government

Long distance air travel



DELIVERING FOR QUEENSLAND | Queensland Government

23 December 2025

Hi everyone,

I am pleased to share the funding guidelines for the Western Queensland Events Boost Fund (attached).

As discussed in the meeting, TEQ is responsible for administering the Events Boost Fund on behalf of the Department of Environment, Tourism, Science, and Innovation (DETSI). Eligible events can apply for a one-off investment of up to $40,000 (ex. GST) which must be used for activities or initiatives to drive increased out of region visitation and stimulate economic activity in the host region. This can be in addition to existing investment support from TEQ or other government agencies.

The fund will be open in SmartyGrants from 12-27 January. We will share the link once the fund is live, and please feel free to get in touch with me if you have any questions in the meantime. You can also feel free to share these guidelines with any other events in your LGA that you think may be eligible.

Thanks, and I hope you all have a fantastic Christmas and New Years break.

Laurel

Laurel Rigoni (she/her)
Events Dvelopment Leader (Monday, Tuesday, Friday)
Tourism and Events Queensland
+61735355041
+61432718410

Western Queensland Events Boost Fund – Guidelines

Background:

Tourism and Events Queensland:

Tourism and Events Queensland (TEQ) is a statutory body of the Queensland Government and the state's lead marketing, tourism experience and destination development, and major events agency.

Working across government and in partnership with regional tourism organisations, industry, and commercial stakeholders, we aim to build Queensland's tourism and events industry to foster innovation, drive industry growth and boost visitor expenditure.

Western Queensland Events Boost Fund:

A Tourism Industry Recovery Support Package has been jointly agreed and funded by the Australian and Queensland government to assist in tourism recovery for communities in local government areas (LGAs) impacted by the rainfall and flooding event in Western Queensland that occurred in March 2025.

TEQ is responsible for administering the Western Queensland Events Boost fund on behalf of the Department of Environment, Tourism, Science and Innovation (DETSI). This one-off strategic investment fund is designed to support key regional events to stimulate economic activity though increased out of region visitation.

Guidelines:

Eligibility:

Events Boost funding is available to support existing events in eligible LGAs held before 30 June 2026, or to support tourism related expenses for events held between 30 June and 31 December 2026 (for example,

marketing activity) providing that the activity has taken place and the expenses are incurred before 30 June 2026.

Funding uses:

Events can apply for a one-off investment of up to $40,000 (ex. GST) which must be used for **activities or initiatives to drive increased out of region visitation and stimulate economic activity** in line with the Events Boost funding objectives.

Funds be used for marketing activities to increase the number of visitors attending from outside the region or program initiatives to provide more reasons to visit and heighten the event experience for attendees.

Eligible funding uses include:

- Programming and entertainment
- Event staging including temporary infrastructure and equipment hire e.g. fencing, marquees, staging, sound, lighting and technical set up
- Marketing and PR
- Strategic plans, business plans, event management plans
- Hire of short-term specialised personnel

Events Boost funding must not be used for business-as-usual operations or to offset existing event costs.

Eligible LGAs:

- Barcoo Shire Council
- Boulia Shire Council
- Bulloo Shire Council
- Diamantina Shire Council
- Longreach Shire Council
- Murweh Shire Council
- Paroo Shire Council
- Quilpie Shire Council
- Winton Shire Council

How to Apply:

Events can apply for funding via SmartyGrants from 12 – 27 January 2026. Applications will be assessed by TEQ based on their ability to meet the program objectives of increased visitation and economic activity. Applicants will be notified of the outcome by 9 February 2026.

Applicants must clearly outline:

- Use of Funds: Provide a detailed breakdown of how the requested funds will be allocated, including specific event components or activities the funding will support.
- Event Outcomes: Describe the intended outcomes of the event, such as expected attendance, economic impact, community engagement, tourism promotion, or other relevant benefits.

Key Information for Applicants:

- Applicants can apply for up to a maximum of $40,000 ex. GST.
- Funding amounts will be determined by TEQ at its sole discretion.
- Events that are already receiving TEQ funding can apply for additional one-off support through the Events Boost fund.
- Event organisers can only apply for this funding once per event.
- By accepting the funding, successful applicants agree to enter a standard TEQ event contract.
- After the event, the organiser must submit an acquittal including evidence that the funds were spent on their approved activity and reporting on key event outcomes.

Contact TEQ:

If you have any questions, please contact:

Laurel Rigoni

Events Development Leader (Monday, Tuesday, Friday)

Laurel.Rigoni@queensland.com

P: 07 3535 5041

Outback Queensland
Live Australia's story



RENEW YOUR OQTA MEMBERSHIP EARLY TO WIN BIG

Our **2026 membership renewals are now open** and this year there's a great incentive to renew early!

Renew your OQTA membership at the same level, or upgrade for 2026, by **31 January 2026** and you'll go in the draw to win a brand new **Apple iPad*** (valued at $800). One simple renewal, one great prize!

Why renew for 2026?

Your OQTA membership continues to deliver strong visibility, real reach and practical opportunities to help drive demand for your business, including:

- Reach travellers already planning an Outback Queensland trip through our **high-performing website, enewsletters** and **social channels**.

- Turn visibility into bookings with **direct sales opportunities** via Bookeasy, deals and featured packages.
- Be included in the **Outback Queensland Traveller's Guide** and key planning tools used by self-drive and caravan travellers nationwide.
- Access **trade and PR opportunities** that position your product in front of travel agents, media and key industry buyers.
- Benefit from strong **advocacy and representation** for Outback Queensland at a state and national level.

If you would like to upgrade your membership level or have any questions, contact our team at membership@outbackqueensland.com.au.

** Terms and conditions apply.*

VIEW OUR 2026 WORKING WITH US GUIDE

SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA

PO Box 63 Charleville Q 4470
mail@murweh.qld.gov.au
P. (07) 4656 8355
F. (07) 4656 8399
murweh.qld.gov.au
ABN. 98 117 909 303

Address all communications
to the Chief Executive Officer

3 January 2026

Councillor Will Nemesh
Mayor
Waverley Council
PO Box 9
Bondi Junction NSW 1355
Australia

Dear Councillor Nemesh

Murweh Shire Council Condolence Motion regarding the Tragic Loss of Life at Bondi Beach during Hanukkah Celebrations

I am writing to convey Murweh Shire Council's sincerest condolences following the tragic loss of life at Bondi Beach on 14 December 2025, and to formally advise you, your fellow Councillors, staff, and constituents of the condolence motion moved by the Mayor, Councillor Shaun Radnedge at the Murweh Shire Council meeting held on 16 December 2025.

At that meeting, the following motion was expressed:

"The Mayor conveyed heartfelt condolences on behalf of the Murweh Shire community to all those impacted by the tragic events at Bondi Beach on Sunday evening. Our thoughts are with the victims, their families, and everyone affected during this deeply distressing time."

The Mayor further resolved to write to the Mayor of Waverley Council to formally convey the community's sympathy and support.

We recognise that words can never adequately express the pain being endured by your community following this senseless and hateful loss of life. The deaths of fifteen innocent victims, and the trauma inflicted upon those injured during this vicious shooting spree, have deeply shocked communities across our peaceful and accepting nation.

Murweh Shire Council is a small local government by population in comparison to Waverley Council, with approximately 3,900 residents across four communities. However, like Waverley Council, Murweh Shire values and celebrates cultural diversity — from our First Nations people, the Bidjara Traditional Owners, to residents of varied nationalities, faiths, and cultural backgrounds who are interwoven into the fabric of our community.

We believe the tragic impact of the Bondi Beach attack will draw us closer as a nation, strengthening our collective resolve to look after one another and to speak out against those who seek to spread hatred and believe violence is a solution to their radical and destructive ideologies.

While we acknowledge there is little we can do in a practical sense to assist your Council in the aftermath of this tragedy, please know that Murweh Shire stands with you in spirit. We remain committed to celebrating Australia's cultural diversity and upholding the values we hold most strongly as a nation — tolerance, respect, and acceptance of all people.

In closing, we hope that the Australian principles of fairness, freedom, and reward for effort continue to endure, and that we, as a nation, remain steadfast in protecting what we hold dear and defending what is good in our society.

Should you require any further information regarding this correspondence, please do not hesitate to contact me via email at bruce_scott@murweh.qld.gov.au or by mobile on 0427 586 902.

Yours sincerely

Bruce Scott OAM
Chief Executive Officer
Murweh Shire Council

21 Hilda Street,
Charleville. 4470
29/12/25

Dear Bruce,

This letter is to make a suggestion regarding seating near the Newsagency.

I am a regular customer of the Charleville Newsagency along with many other older locals and visitors to our town.

The bench outside the Newsagency is in regular use.

May I suggest that the Council consider putting an additional bench next to the current one as people often have to stand around. I notice that there are three of these benches outside the Charleville Hotel.

Thank you for considering my suggestion.

Ann Little.

SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA

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ABN. 98 117 909 303

Address all communications
to the Chief Executive Officer

3 January 2025

Ms Ann Little
21 Hilda St
Charleville Queensland 4470

Dear Ms Little

Request for additional seating at the Charleville Newsagency

Thank you for your letter dated 29 December 2025 requesting Murweh Shire Council (the Council) provide additional public seating next to the current seating at the front of the Charleville Newsagency.

You make very good points in your correspondence in relation to seating for older persons and visitors in our Charleville community - to assist with persons having to stand waiting for service or items to be available at the newsagency.

I will table your correspondence at the January 2026 Council Meeting, but I am quite sure that your Councillors will support the provision of an additional bench seat in front of the Charleville Newsagency in support of our older residents and visitors.

Please do not hesitate to contact me on email: bruce_scott@murweh.qld.gov.au or mobile: 0427 586 902 should you require further information regarding this correspondence.

Yours sincerely

Bruce Scott OAM
Chief Executive Officer
Murweh Shire Council

Charleville Christian Churches
c/- 28 Deverell Street
Charleville, Qld 4470

11th December 2025

Mr Bruce Scott
C.E.O.
Murweh Shire Council
Charleville, Qld 4470

Dear Bruce,

I write on behalf of the Charleville Christian Churches to thank you so much for the support of Murweh Shire Council for our Carols in the Park. Your financial assistance is greatly appreciated and without it we could not offer the community their "free barbecue". Thank you too for the printing of our song sheets.

I also extend our appreciation to your office staff and to the men who assisted with the set up of Council equipment for the event. I have always found your staff to be very helpful and respectful.

May you all have a wonderful Christmas, and may 2026 be extra special for you all.

Kindest regards,

Irene Frances

Irene Frances,
Coordinator
Charleville Christian Churches

10 OFFICE OF CHIEF EXECUTIVE

10.1 MAYOR'S MONTHLY REPORT JANUARY 2026

Author: **Mayor**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council approves the Mayor's travel as presented and notes the Mayor's Monthly Meeting Schedule Report and Official Correspondence for the January 2026 Council Meeting.

BACKGROUND



CR SHAUN RADNEDGE

MAYOR'S REPORT FOR THE MONTH OF December 2025 / January 2026

Date	Meeting
December	
16	Murweh Shire Council Meeting
16	Aurora Estate Stage 2 Sod Turn Ceremony Queensland Deputy Premier Hon Jarrod Bleijie MP & Member for Warrego and Minister for Local Government, Hon Ann Leahy MP
17 - 31	Christmas Break
January	
1 - 19	New Year Break

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. **Letters to Mayors and Councillors - Determination of maximum remuneration effective from 01 July 2026 (002)** ⇩
2. **Minister Leahy Local Government Legislation (Empowering Councils) Amendment** ⇩
3. **RADF 2026 27 Funding Minister Langbroek letter to Councillor Shaun Radnedge Mayor Murweh Shire Council** ⇩
4. **Hon Mark Butler MP Minister for Health and Ageing Re changes to Support at Home Funding** ⇩
5. **Acting Independent Assessor's Update** ⇩
6. **National General Assembly 2026 Motions for Debate Open** ⇩
7. **National General Assembly Discussion Paper** ⇩
8. **Invite Friends of QMF Launch** ⇩

DELIVERING FOR QUEENSLAND | Queensland Government

Our ref: D25/155930

12 December 2025

Dear Mayor and Councillors

Determination of maximum remuneration

I am writing to advise you of a recent decision about maximum council remuneration amounts made by the independent Local Government Remuneration Commission (the Commission).

Consistent with section 243 of the *Local Government Regulation 2012* (the Regulation), the Commission has finalised its determination of the maximum remuneration amounts for mayors, deputy mayors and councillors for these categories, which will apply from 1 July 2026.

The Commission also resolved to discontinue the meeting-based remuneration requirement for councillors in A1, A2 and A3 category councils, effective from the 2026-27 determination period. This ensures there is parity in the remuneration policies for all councillors in Queensland and removes an unnecessary administrative burden on councils in these categories.

Under sections 247 and 248 of the Regulation, councils are required to pay councillors the maximum remuneration amount set out in the remuneration schedule unless the council resolves to pay a lesser amount. Any such resolution must be made before 1 July of the relevant financial year. If exceptional circumstances arise where a councillor/s may be entitled to remuneration above the maximum amount, councils can make a submission to the Commission for approval. The Commission will assess such requests on a case-by-case basis but is not obligated to approve them.

The remuneration schedule was published in the Government Gazette on 12 December 2025. More information about the council remuneration categories, guiding framework and maximum remuneration amounts is included in the Commission's Annual Report for 2025. The report is available online through the Department of Local Government, Water and Volunteers website: https://www.dlgwv.qld.gov.au/local-government/for-councils/governance/local-government-remuneration-commission.

If you have any further queries in this regard, please contact the Commission Secretariat at LGRCenquiries@dlgwv.qld.gov.au.

Yours sincerely

Bob Abbot OAM
Chair
Queensland Local Government Remuneration Commission

1 William Street Brisbane
GPO Box 2247 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
Website www.dlgwv.qld.gov.au
ABN 51 242 471 577

Minister for Local Government
and Water and Minister for Fire,
Disaster Recovery and Volunteers

DELIVERING FOR QUEENSLAND | Queensland Government

Our ref: CTS 24568/25

12 December 2025

1 William Street Brisbane
GPO Box 2247 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7420
Email lgwv@ministerial.qld.gov.au
Website www.qld.gov.au

Councillor Shaun Radnedge
Mayor
Murweh Shire Council

Email: shaun_radnedge@murweh.qld.gov.au

Dear Councillor Radnedge

I write to inform you that the Local Government Legislation (Empowering Councils) Amendment Regulation 2025 (Amendment Regulation) was made by the Governor in Council on 11 December 2025 and notified on the Queensland Legislation website on 12 December 2025.

The Amendment Regulation introduces amendments to the Local Government Regulation 2012 and the City of Brisbane Regulation 2012 which will empower local governments, cut unnecessary red tape for local governments, and clarify councillor remuneration.

The amendments empower local governments by:

- enabling local governments, other than the Brisbane City Council, to grant concessions to ratepayers if satisfied the concession is appropriate having regard to the cost of living in the locality where the land is situated
- ensuring that all local governments can change the discount period for the early payment of rates if there are extraordinary circumstances
- increasing the thresholds for requiring tenders and quotes
- giving local governments the autonomy to decide whether to dispose of valuable non-current assets other than by tender or auction by resolution.

The amendments cut unnecessary red tape by:

- allowing local governments to not meet once in a month if impractical or unnecessary to do so, without requiring a Ministerial exemption
- removing the requirement for the Minister to grant an extension of time by which a local government must adopt their annual report
- removing the requirement for local governments to notify the Minister of reportable losses
- removing the requirement to include an annual performance plan for each commercial business unit of a local government
- removing the prohibition on councillors using discretionary funds in a local government election year (from 1 January to the conclusion of the election).

Additionally, the amendments clarify councillor remuneration by providing certainty to mayors and deputy mayors that their remuneration can only be decreased, by resolution, to be the same proportion of the maximum amount of remuneration payable as all other councillors of the local government are to receive.

These changes will complement the amendments in the Local Government (Empowering Councils) and Other Legislation Amendment Bill 2025, introduced into Parliament on 20 November 2025.

The Amendment Regulation and explanatory material are available on the Queensland Legislation website at www.legislation.qld.gov.au/browse/asmade. A summary of the amendments in the Amendment Regulation is also available on the Department of Local Government, Water and Volunteer's webpage at www.dlgwv.qld.gov.au/local-government/for-councils/governance/empowering-councils-reg.

If you have any questions, please contact my Chief of Staff, Mr Angus McCaffrey, on 0407 073 631 or email Angus.McCaffrey@ministerial.qld.gov.au.

Yours sincerely

Ann Leahy

ANN LEAHY MP
Minister for Local Government and Water
Minister for Fire, Disaster Recovery and Volunteers

Minister for Education and the Arts

DELIVERING FOR QUEENSLAND | Queensland Government

1 William Street Brisbane 4000
PO Box 15033 City East
Queensland 4002 Australia
Telephone +61 7 3719 7270
Email: education@ministerial.qld.gov.au
arts@ministerial.qld.gov.au

17 DEC 2025

Councillor Shaun Radnedge
Mayor
Murweh Shire Council
Email: shaun_radnedge@murweh.qld.gov.au

Dear ~~Mayor~~ Shaun,

I am pleased to inform you that funding of $30,000 per annum has been approved towards delivery of Murweh Shire Council's 2026–27 to 2027–28 Regional Arts Development Fund (RADF).

This funding represents a continuation of the funding awarded for 2024–26 which was recommended by an independent panel of assessors and approved by the Director-General, Department of Education, in line with parliamentary appropriations for RADF.

The evolved RADF model implemented for the 2024–25 to 2027–28 round acknowledges the long-established State and Local Government Partnership and enhances delivery through:

- streamlined program administration, including reduced reporting requirements; and
- clear alignment between the Crisafulli Government's *Queensland's Time to Shine: a 10-year strategy for arts and culture 2025–2035.*

Arts Queensland will be in contact with your RADF officer in relation to varying your current funding deed to reflect this funding for 2026–27 to 2027–28.

The Queensland Government's multi-year RADF investment provides greater funding certainty for 59 regional councils, streamlined program management and red tape reduction, while boosting the State's vibrant arts and cultural scene.

Please treat this funding as confidential; that is, no media or public announcements until it is announced by the Queensland Government. Once announced, I encourage you to promote your success in securing this funding.

Arts Queensland will contact council officers soon to execute this contract extension.

If you require additional information or assistance, please contact Ms Tania Hall, Executive Director, Partnerships and Investment, Arts Queensland, on 0428 933 936 or by email at tania.hall@arts.qld.gov.au.

Yours sincerely

John-Paul Langbroek

JOHN-PAUL LANGBROEK MP
Minister for Education and the Arts

Ref: 25/1204682; ACT25/4791

SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA

PO Box 63 Charleville Q 4470
mail@murweh.qld.gov.au
P. (07) 4656 8355
F. (07) 4656 8399
murweh.qld.gov.au
ABN. 98 117 909 303

Address all communications
to the Chief Executive Officer

3 January 2026

The Hon Mark Butler MP
Minister for Disability and the National Disability Insurance Scheme
Minister for Health and Ageing
PO Box 6022
House of Representatives
Parliament House
Canberra ACT 2600

Dear Minister Butler

Impacts of changes to Support at Home (SAH) funding and Dose Administration Aids (DAAs), commonly known as Webster packs

I am writing to raise serious concerns regarding recent advice issued by the Department of Health, Disability and Ageing in relation to the Support at Home (SAH) Program and the funding of Dose Administration Aids (DAAs), commonly known as Webster packs.

Council has been advised—through the Pharmacy Guild of Australia and directly by our local community pharmacy—that updated departmental guidance now confirms SAH funding cannot be used to pay any additional patient charges or co-payments for DAAs. Further, the advice clarifies that SAH funding cannot be used to fund DAAs at all, including in circumstances where a pharmacy is not participating in the Eighth Community Pharmacy Agreement (8CPA) DAA Program, where a pharmacy has reached its 8CPA cap, or where a patient has a clear and documented clinical need.

This interpretation represents a significant departure from long-standing practice under Home Care Packages, where DAA co-payments were routinely supported to ensure medication safety for older Australians. The change has immediate and unintended consequences for older people, carers, and small rural pharmacies.

In our community, the impacts are already being felt. Local aged care providers have advised they must now cease supporting DAA co-payments that were previously funded through their services. Our local pharmacy charges a capped rate of $7 per DAA, which covers only the direct costs of packaging and staff time. This cost cannot be absorbed by the business. Other pharmacies are known to charge up to $10 per DAA. While large metropolitan chains may be able to absorb or cross-subsidise these costs, small rural pharmacies do not have this capacity, creating inequity between urban and regional or remote communities.

For many older residents in rural areas—particularly those living with cognitive impairment, frailty, or complex medication regimens—DAAs are not discretionary items. They are a critical medication safety intervention that reduces medication errors, prevents avoidable hospital admissions, supports

people to remain safely in their own homes, and reduces the burden on informal carers and community services.

Without a mechanism to support the ongoing cost of DAAs, there is a real risk that older people will discontinue their use due to affordability. This will increase medication mismanagement, contribute to preventable hospital presentations, and place additional pressure on already stretched rural health services.

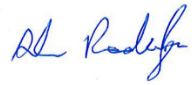
We understand the Pharmacy Guild of Australia has escalated this matter to you, seeking urgent clarification, reconsideration of the policy position, and appropriate transitional arrangements. We strongly support this advocacy and believe there is a compelling case for Government to consider the disproportionate impact of this directive on rural and remote communities.

Accordingly, Council respectfully calls on the Department of Health, Disability and Ageing to urgently review the current interpretation of SAH funding as it relates to DAAs, to clarify policy intent, and to consider adjustments or transitional funding arrangements that protect medication safety for older Australians—particularly those living outside metropolitan areas.

We would welcome the opportunity to provide further local examples or data to support this advocacy and would appreciate your consideration of this important issue.

Please do not hesitate to contact me on email at: shaun_radnedge@murweh.qld.gov.au or mobile on: 0419 363 030 should you require further information regarding this correspondence.

Yours sincerely



Councillor Shaun Radnedge
Mayor
Murweh Shire Council

OIA INSIGHTS

Issue 6 | December 2025

Acting Independent Assessor's Update

The Office of the Independent Assessor (OIA) has recorded a notable decrease in complaints as the year draws to an end.

The latest complaint data pleasingly shows a drop of 29 per cent between July and November this year, compared to the same period last year.

While we are monitoring the possible factors behind this decrease, it is promising to see the numbers head in the right direction. Only three complaints have been referred to councils as suspected conduct breaches this financial year while the OIA has issued 23 statutory recommendations to councillors.

Interestingly, the OIA has noticed a sharp rise in AI-assisted complaints being made to our office. While we know AI is a highly valuable tool for refining messages, we do have concerns about the level of inaccuracy, questionable assumptions and references provided in support of complaints that appear to have been generated through the use of AI. This has required greater use of valuable time by our assessment staff to fact-check assertions before starting the proper assessment process. The OIA is exploring ways to better detect and deal with lengthy complaints with little substance so that they do not drain our resources. You can read more about this trend in our Spotlight article.

Empowering Councils Bill

The OIA stands ready to provide input on the government's *Empowering Councils Bill* which is currently before the Local Government, Small Business and Customer Service Committee. We have made our submission to the inquiry about the Bill and look forward to hearing the views from across the sector, with a public hearing scheduled for 16 January 2026.

The OIA is committed to ensuring the councillor conduct framework is operating efficiently and effectively and we welcome the opportunity to look at further enhancements to the system.

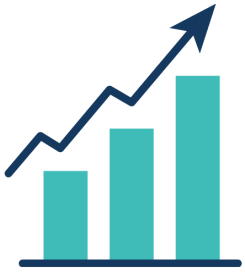
Enjoy your well-deserved break

In my role as Acting Independent Assessor, I constantly see the time and dedication councillors, CEOs and council employees invest in building better local communities. For many, it's a round-the-clock commitment and often a thankless task. I hope you find time to switch off during the holiday period and enjoy a well-earned break with loved ones.

I want to thank you for your support and collaboration throughout 2025.

On behalf of the OIA, I wish you a safe and enjoyable Christmas and a prosperous New Year ahead.

Charles Kohn
Acting Independent Assessor



Data and trends

This financial year (July to November 2025), the OIA has received 326 complaints and completed 35 investigations.

More than 20 recommendations have been issued while there have been only three referrals to local government.

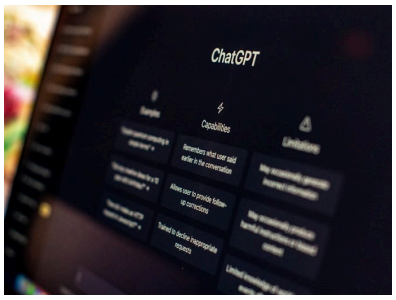
Read more about data and trending complaints here >>

Case Summary

Recent conduct breach finding

The OIA received multiple complaints regarding the content of a councillor's newsletter. The complaints focused on an article that included commentary on a highly sensitive international conflict.

The matter was referred to the local government to deal with as a suspected conduct breach. Read more >>



Spotlight: Debugging AI complaints

AI is rapidly transforming the way people communicate and its impact is now being felt in the world of complaint management.

Over recent months, the OIA has noticed a sharp increase in complaints that appear to have been generated using AI tools. In this Spotlight article, we unpack what it means for agencies and local governments who receive complaints. Read more >>

OIA's Frequently Asked Questions

1. Can the OIA action complaints about incidents which occur during meetings?

2. How does the OIA assess complaints which are obviously politically motivated?

3. What are acts of reprisal and how are complainants protected?

Read the answers here >>

Office of the Independent Assessor

Queensland Government



2026 NGA MOTIONS FOR DEBATE OPEN!

The Australian Local Government Association (ALGA) is pleased to convene the 32nd National General Assembly of Local Government (NGA), to be held in Canberra 23 - 25 June 2026.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

A discussion paper providing further information, and outlining the criteria that motions must meet, can be downloaded below. **Motions are due by Friday 27 February 2026 and must be lodged online on the link below.**

2026 Discussion Paper | Submit your motion now!

The call for NGA motions has been open since early November and we remind you that it closes on Friday 27 February 2026.

Any other questions, please contact ALGA:
(02) 6122 9400
alga@alga.asn.au

Wishing you a relaxing holiday break and see you in June 2026 for NGA 2026!

Stronger Together:
Resilient. Productive. United

2026 National General Assembly Discussion Paper

National Convention Centre Canberra

ALGA
Australian Local Government Association

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As convenor of the NGA, the ALGA Board warmly invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments. It gives councils a chance to come together, share ideas, debate motions, and strengthen the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2026 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2026 NGA familiarise themselves with the guidelines for motions contained in this paper.

KEY DATES

24 October 2025 | Opening of Call for Motions

27 February 2026 | Acceptance of Motions closes

TO SUBMIT YOUR MOTION VISIT: ALGA.COM.AU

ALGA AND THE NGA – WORKING FOR YOU

Established 1947, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has raised the profile of local government on the national stage, showcasing the value of councils and demonstrating – particularly to the Australian Government – the strength and value of working with local government to deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of these debates (NGA Resolutions) can be used by councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given ALGA's structure, Constitution, and resources, the NGA resolutions do not bind ALGA. However, NGA resolutions are carefully considered by the Board to determine ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA, and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

We encourage councils to consider the topics and guidance in this paper as you develop your motions.

The ALGA Board thanks all councils for attending the NGA 2026 and those who submit motions for debate.



SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) gives you and your council an important opportunity to influence the national policy agenda.

The Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper to help you identify motions that address the NGA 2026 theme of "Stronger Together: Resilient. Productive. United." This theme encourages debate on how councils across Australia can become more resilient, contribute to the nation's productivity agenda, and present a united voice to the federal government on key issues in the national sphere.

We encourage you to read all the sections of the paper. We have included guiding questions to assist in developing your motion, but you do not have to respond to every question. You can address one or more of the issues identified in the discussion paper with your motion.

Your NGA motion should focus on how local governments can work in partnership with the Australian Government to address the challenges our communities face or seize the opportunities that are national priorities.

Each year the Secretariat receives a high volume of motions. Councils are encouraged to submit only their highest-priority motions and ensure it meets the criteria below. Multiple motions on a similar topic may be re-written into a single strategic motion, and councils will be invited by the Secretariat to put their council name to the proposal.

HOW TO SUBMIT

- Each motion requires a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council.
- You can lodge motions electronically using the online portal available at www.alga.asn.au
- **Motions should be received no later than 11:59 pm AEST on Friday 27 February 2026.**

WHO CAN SUBMIT A MOTION

- Any council that is a financial member of their state or territory local government association can submit a motion.
- We will not accept motions submitted on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and debate it on the floor of the NGA, you must meet the following criteria:

- Submit a new motion that has not been debated at an NGA in the preceding two years as found in previous business papers on the ALGA website.
- Ensure your motion is relevant to the work of local government across the nation, not focused on a specific location or region, unless the project has national implications.
- Align your motion with the policy objectives of your state and territory local government association.
- Propose a clear action and outcome on a single issue, calling on the Australian Government to take action. Motions covering more than one issue will not be accepted.
- Ensure the motion does not seek to advantage one or a few councils at the expense of others.
- Avoid being prescriptive in directing how the matter should be pursued.

WRITING TIPS

Motions should seek the NGA's support for a particular action or policy change at the federal level which will assist local governments to meet local community needs.

- Start with: "This National General Assembly calls on the Australian Government to...".

Be concise, clearly worded, and unambiguous.

- Use the background section of the form to help delegates understand your issue.
- Keep your motion to 100 words, the national objective to 100 words, and the key arguments to 150 words.

PROCESS OF SELECTION

The ALGA Secretariat will review motions for quality control and consistency with the criteria.

- With the agreement of the relevant council, we may edit motions to ensure consistency.
- If we have any questions about the substance or intent of a motion, we will raise these with the nominated contact officer.
- Where there are multiple motions on a similar issue, the Secretariat may combine them into a single overarching strategic motion and invite the council to attach their name to the strategic motion.
- Motions that reflect existing ALGA policy will be noted in the Business papers—but will not be included for debate, as they have already been covered in existing ALGA advocacy and policy positions.

The ALGA Board provides final decision on which motions are included in the Business paper.

- The ALGA Board and state and territory local government associations will review all submitted motions to determine their eligibility.
- The ALGA Board will consider the importance and relevance of the issue to local government and whether the motions meet all the criteria.
- The ALGA Board will refer any motion primarily concerned with local or state issues to the relevant state or territory local government association and it will not include it in the NGA Business Papers.

WHO WILL SPEAK TO THE MOTION AT NGA?

We expect any council that submits a motion to be present at the National General Assembly to move and speak to the motion. The decision on the speaker is at the discretion of the council.

AFTER THE NGA

The resolutions of the NGA will be referred to the relevant federal Minister as an outcome of the NGA.

Resolutions passed at the NGA do not become binding policy on ALGA, with policy positions to remain at the discretion of the ALGA Board.

All NGA resolutions will be published on www.NGA26.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on the ALGA website.

OTHER THINGS TO CONSIDER

- It is important to complete the background section of the submission form. Do not assume NGA delegates will know the background of the proposal. This section helps all delegates to understand your motion and informs decision making. Please note, motions should not be prescriptive in directing how the matter should be pursued.
- Keep motions practical, focussed and can be implemented. This ensures that relevant Australian Government Ministers can respond thoughtfully and promptly. Avoid complex motions with multiple points that require cross-portfolio implementation.
- If there are any questions about a motion, ALGA will contact the nominated officer. With the council's agreement, these motions may be edited before being included in the NGA Business Papers.
- Debate will follow the rules published in the Business Papers and will focus on the strategic motions.

SETTING THE SCENE

In the face of evolving challenges and opportunities, local governments around Australia stand at the forefront of driving resilience and productivity. Local governments know we are stronger together and the importance of unity across all levels of government. The theme for this year's NGA, **Stronger Together: Resilient. Productive. United,** underscores the pivotal role councils play in shaping the nation's future and delivering national priorities.

As the backbone of local communities, councils are uniquely positioned to implement place-based solutions that address both local needs and national priorities. This year's NGA encourages debate on how councils can enhance their resilience, contribute meaningfully to the nation's productivity agenda, and present a cohesive voice to the federal government on critical issues.

By fostering collaboration and innovation, local governments can lead the way in creating sustainable and thriving communities.

The 2026 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers, ensuring that the voices of local communities are heard at the national level.

In this context, this year's call for motion focusses on ten priority areas:

- Financial sustainability
- Emergency management
- Housing and planning
- Roads and infrastructure
- Closing the Gap
- Jobs and skills
- Environment
- Cyber security
- Climate change
- Intergovernmental relations.

1. FINANCIAL SUSTAINABILITY

Financial sustainability is the biggest challenge facing Australia's local governments which is why it remains one of ALGA's top priorities. Sustainably funded, councils can play a key role delivering local solutions to national priorities.

The 2025 Parliamentary inquiry interim report into local government sustainability confirmed that the role of councils has evolved and expanded over time, putting significant pressure on local government budgets. It is critical the Federal Government reinstates and finalises the Parliamentary inquiry into local government sustainability.

For almost one in four councils, federal Financial Assistance Grants make up at least 20 per cent of their annual operating revenue. This funding is untied, meaning it can be used to address local priorities.

Over the past 30 years, the value of Financial Assistance Grants as a percentage of Commonwealth taxation revenue has dropped from 1% in 1996 to just 0.5% today. To address this, ALGA is advocating for a **return to 1% of Commonwealth taxation revenue for local government over the next three years.**

ALGA also proposes five new, untied funding streams to be distributed to all councils on a formula basis, including:

- $1.1 billion per year for enabling infrastructure to unlock housing supply,
- $500 million per year for community infrastructure,
- $600 million per year for safer local roads,
- $900 million per year for increased local government emergency management capability and capacity, and
- $400 million per year for climate adaptation.

Additionally ALGA advocates for permanent, full membership of National Cabinet, the Council on Federal Financial Relations and the Local Government Ministers' Forum to ensure local perspectives are considered in national decision making.

What are the opportunities to address financial sustainability across councils, and support their capacity to deliver local solutions to national priorities?

Are there improvements to be made to existing federal funding programs and arrangements that would support improved local government financial sustainability?

2. EMERGENCY MANAGEMENT

The frequency, duration, and severity of natural disasters in Australia are a major concern for local governments.

Between 2019 and 2023, 434 of Australia's 537 councils faced natural disasters. Since 2020, 346 councils have dealt with at least two or more natural disasters. These numbers highlight that Australia will likely face more frequent and severe climate-driven disasters in the future, as noted by the 2025 Australian National Climate Risk Assessment (NCRA). Regional communities, which have the least capacity to plan and respond to natural disasters, are often hit the hardest. However, the NCRA also warns that even areas that have never experienced disasters will face one at some point as the climate continues to warm.

More frequent disasters will further strain emergency services and disaster response and recovery efforts at all levels of government. Natural disasters currently cost Australia $38 billion per year in direct physical damage, economic disruption, and social impacts, affecting millions of people. This figure is forecast to rise to approximately $73 billion by 2060.

Councils are crucial in supporting their communities during and after disasters, but do not have enough funding to carry out these functions. They are already stretched thin, with many councils facing financial instability, and the increasing frequency of disasters has a cumulative financial impact.

Investing more in disaster prevention and resilience, as well as boosting local government emergency management response funding, will save money in the long run and better protect lives, homes, and businesses. Every dollar spent on reducing the impact of climate-related disasters saves the government up to $8 in the long term.

ALGA is asking for $900 million per year to help councils improve their disaster response and resilience. They also want the Commonwealth to fully implement the recommendations from the Royal Commission into National Natural Disaster Arrangements and other major reviews, including the Independent Review of National Natural Disaster Governance Arrangements (the Glasser Review) and the Independent Review of Commonwealth Disaster Funding (the Colvin Review)

The Independent Reviews by Colvin and Glasser support a strategic shift towards disaster risk reduction and resilience. The Colvin Review recommended a major capacity uplift for local government and an enhanced national training and exercise regime which tests and builds local government capability. However, while ALGA notes the need to invest in risk-reduction and resilience-building initiatives, embedding recovery at all points along the emergency management continuum, should always be at the front of mind for all levels of government. ALGA's response to these Reviews reiterated the need for a sustainable funding model for disasters through a non-competitive pathway, and dedicated funding for local government.

Councils are encouraged to draw on their practical experience of the improvements that could be made to better support them in preparing, responding to, and recovering from, natural disasters.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

How can the Government best support Australian councils to prepare for, respond to and recover from natural disasters?

3. HOUSING AND PLANNING

Australia is experiencing an affordable housing crisis, with a lack of housing supply impacting on homeowners and renters.

The crisis is leading to more people experiencing homelessness and struggling with housing insecurity and affordability.

In many jurisdictions, local government performs a key role in zoning and approving housing and delivering enabling infrastructure. However, councils are often unfairly blamed for delays in housing approvals when most applications that meet the requirements are processed quickly and efficiently.

One of the biggest barriers to building more homes is a lack of funding for enabling infrastructure, including the roads, power and water connections necessary for new developments.

The National Housing Accord – which ALGA is a signatory to on behalf of local government - sets an ambitious national target of 1.2 million new, well-located homes over the next five years. According to ALGA's research, it will cost at least $5.7 billion to build the infrastructure needed to meet the national housing target. This is in addition to the existing funding gaps for local government infrastructure, which is estimated to be between $50-$55 billion for replacing infrastructure in poor condition (2024 National State of the Assets Report).

The 2024 Addressing the Housing Crisis: Unlocking Local Government's Contribution Report by Equity Economics found that 40% of surveyed local governments have reduced new infrastructure developments due to insufficient funding for enabling infrastructure required to support new housing, further exacerbating the housing crisis.

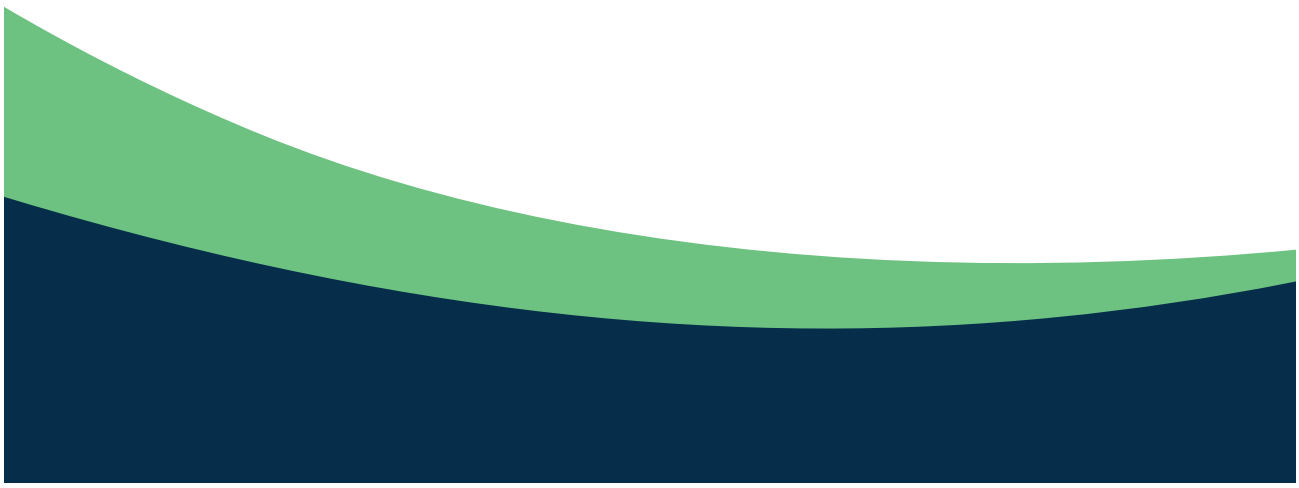
ALGA is calling for a new five-year, $1.1 billion annual fund that would be provided to all councils to get the foundations right for increasing Australia's housing supply.

We are advocating for local governments to be provided with $500 million per year for critical and community infrastructure and assets that will help create more liveable communities.

ALGA is also seeking a seat at the table for national discussions on housing policy, including full membership of National Cabinet and the Housing and Homelessness Ministerial Council.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can local governments be better supported in their role in planning and approving housing, and delivering enabling infrastructure?



4. ROADS AND INFRASTRUCTURE

Local governments are responsible for about one-third of Australia's public infrastructure, including local roads, buildings, facilities, airports, water and land.

According to ALGA's 2024 National State of the Assets report, Australia's councils manage over $600 billion worth of assets and infrastructure, which is about ten times their annual revenue.

This makes local governments the most asset-intensive level of government. Councils manage local roads, which make up around 75% of the national road network, totalling more than 650,000 km. These roads serve every Australian and business daily, and are key to Australia's productivity.

Safer roads

The unacceptable number of deaths and serious injuries on Australian roads has continued to rise every year since 2020.

Tragically, around half of all fatal road crashes occur on local roads in regional areas. During the 12 months ending August 2025 there were 1,353 road deaths, 4.3% higher than the same time in the previous year, according to national road safety data.

Effectively funding the maintenance and necessary safety upgrades of Australia's local road network is a big challenge, and despite recent increases in the federal Roads to Recovery funding, there is still a $500 million per year shortfall, according to the 2023 Grattan Institute's Potholes and Pitfalls report.

ALGA is calling for $600 million per year safer roads fund – with $500 million for infrastructure improvements and $100 million for road safety programs – to support all councils to play a more effective role reducing deaths on Australian roads.

Community infrastructure

Local government libraries, playgrounds, bike paths and community centres are vital to the wellbeing and liveability of communities. However, many of these facilities need significant attention and upgrades.

According to ALGA's 2024 National State of the Assets report, around $8.3 billion of local government buildings and facilities and $2.9 billion of parks and recreation assets are in poor condition.

On a positive note, since 2021, the amount of local government buildings and facilities in poor condition has fallen from 10 per cent to eight per cent. This is the result of increased federal investment through the Local Roads and Community Infrastructure program, from both the Coalition and Labor governments since 2020.

Unfortunately, this program has ceased and there is an urgent need for ongoing and significant community infrastructure. ALGA is proposing a $500 million per year community infrastructure fund – to be provided to all councils – to build, (and importantly), maintain and upgrade the local facilities that make communities great.

Are there new programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government roads and community infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there opportunities for the Australian Government to support councils to invest in local infrastructure that will help address national priorities?

5. CLOSING THE GAP

Local governments play a crucial role in closing the gap between Indigenous and non-Indigenous Australians. ALGA is a signatory to the National Agreement on Closing the Gap Partnership, which focuses on four priority reform targets and 19 socio-economic targets in areas like education, employment, health, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

Local governments are uniquely positioned to support partnerships that address long-term service gaps and ensure their delivery. However, the Productivity Commission Review of the National Agreement on Closing the Gap found that Federal and state governments are not adequately supporting or involving local governments in these reforms.

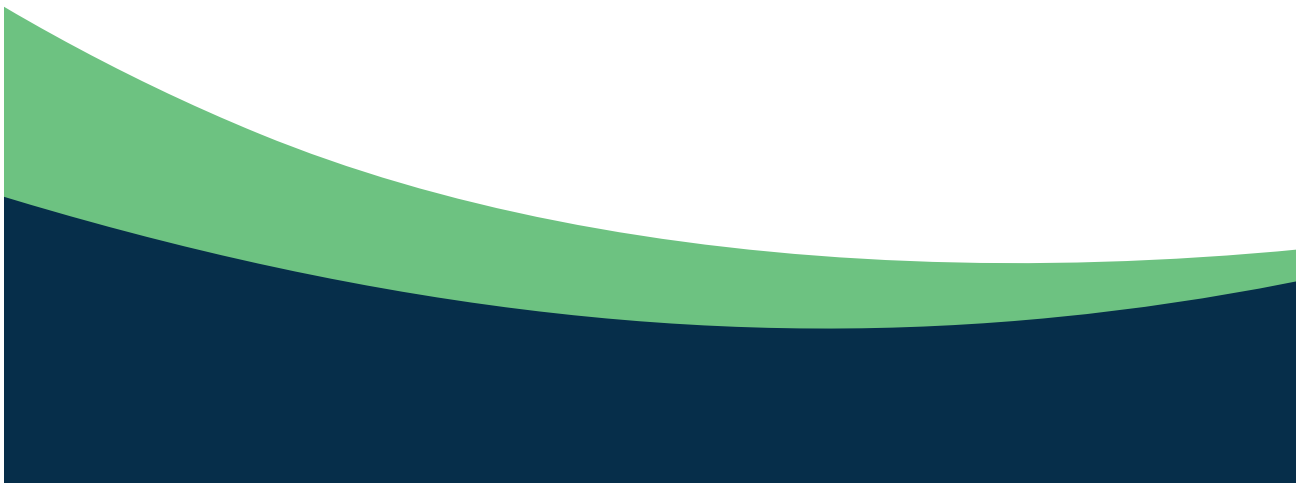
ALGA is calling for more resourcing and funding for local government, to support place-based initiatives or broader programs to enable councils to better facilitate and meet Closing the Gap objectives in their communities.

ALGA is also advocating for the Commonwealth to:

- Establish a national framework/set of protocols outlining which Federal Government departments/ agencies should engage with local government in placed-based initiatives, and planning for community-level projects or expenditure.
- Seek greater local government input in programs that impact on Closing the Gap targets to better shape programs with local knowledge and the needs of specific communities.
- Develop programs, with state and territory governments, to include funded support positions for local government coordination and partnership efforts (including member associations).
- Recognise councils with majority or all Aboriginal-elected members as key service delivery bodies in policy and program development.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen the level of trust between Aboriginal and Torres Strait Islanders and governments?



6. JOBS AND SKILLS

Australia's jobs and skills crisis is significantly impacting local governments, which employ around 213,000 people nationwide. ALGA's 2022 Local Government Workforce Skills and Capability Survey found that nine out of ten Australian councils face jobs and skills shortages, hindering project and service delivery.

Town planners, building surveyors, and engineers are the most in-demand professions. These roles are crucial for supporting and enabling communities to become more resilient and to help boost local economic growth and national productivity. National priorities, such as increasing housing supply, cannot be achieved without local government support and the right professionals to undertake this work.

Several factors drive these skill shortages, including difficulty attracting young people to local government jobs, lack of available training courses, wage competition, and insufficient resources to upskill the current workforce. This includes access to training facilities for rural and remote councils, workplace supervisors, subject matter experts, and contextualized training resources.

Councils urgently need more federal funding to invest in workforce development and training programs, attract workers to regional areas, and address broader skills shortages in the national economy. ALGA is calling for the Federal Government's National Skills Plan to acknowledge the vital role of local governments as employers in training and skills development. ALGA also seeks funding opportunities for council employees to access training for identified skills shortage areas, especially in regional and remote communities.

Additionally, it is important for the Commonwealth to undertake a national audit of institutions offering urban and land use planning, building surveyors, and engineering qualifications, and to identify more readily available pathways for regional and remote study.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?



7. ENVIRONMENT

Local governments play a crucial role in protecting our local environment including places, flora and fauna.

Councils spend more money on environmental protection than any other level of government. According to SGS Economics and Planning, councils spent $6.75 billion in 2021-22 on biodiversity, biosecurity, water management, and waste management. By comparison, states and territories spent $6.62 billion, and the Commonwealth allocated $6.7 billion over the same period.

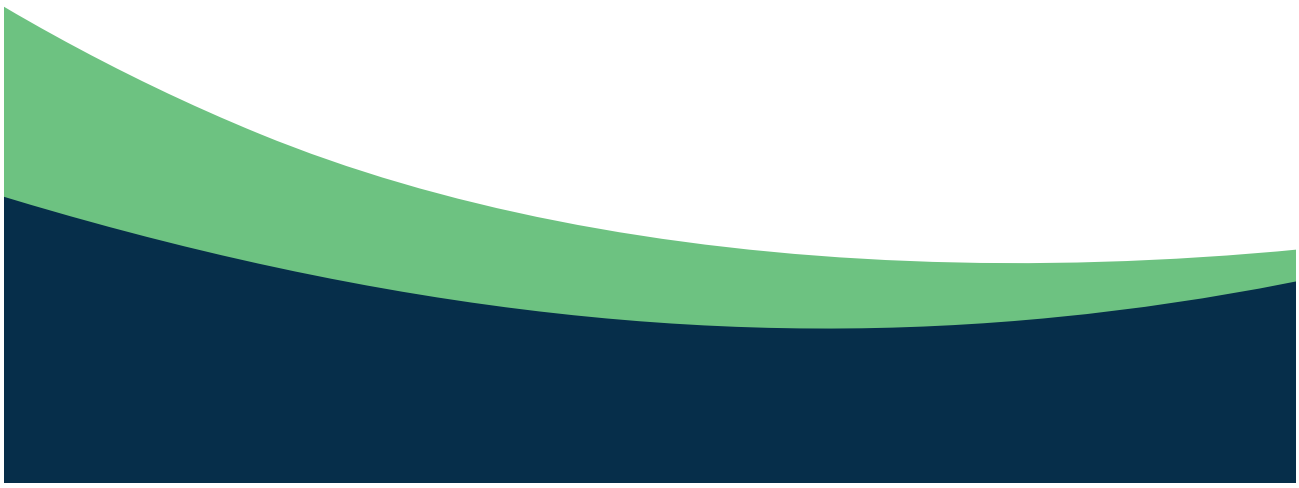
Local government is also key in improving waste management and resource recovery to reduce pollution, maintain communities and keep people healthy. However, as the Australian Government recently reported, we are running out of viable landfill space and circular economy solutions are required.

Local governments are ideal partners for on-the-ground action to deliver environmental priorities and outcomes, but they need better funding and support.

Councils bring a local, community-based and integrated approach to managing environmental issues, including weed and pest management, monitoring and protecting threatened species, contributing to water security and enhancing biodiversity.

ALGA is calling on the Federal Government to:

- Fund councils to support the delivery of national environmental outcomes. This includes outcomes stipulated in international conventions, threatened species action plans, matters of national, state, and local environmental significance, and any new obligations/expectations under reforms to the Environmental Protection and Biodiversity Conservation (EPBC) Act.
- Fund local governments to manage environmental threats, including pests, weeds, and biosecurity threats.
- Ensure local government is appropriately recognised and engaged through environmental law reform processes.
- Seek agreement, under the National Water Initiative, on the overarching social, cultural, economic and environmental outcomes and goals for water on a national and holistic basis, and action planning and funding and achieve these outcomes and goals.



Waste management and resource recovery

Collecting, treating, and disposing of waste costs local governments an estimated $3.5 billion annually.

The 2022 National Waste report revealed waste generation has increased 20 per cent over the last 15 years (8.3 per cent coming from municipal waste). Although, recycling and recovery of Australia's core waste has increased by 57 per cent since 2006-07, Australia still has one of the lowest rates of recycling among OCED countries.

The responsibility and cost for waste reduction in Australia should be borne by industry, and not local governments.

Implementing mandatory product stewardship, including payments to local governments for any residual resource recovery services, would ensure producer responsibility is operationalised and reduce the cost and risk burden on councils.

ALGA is advocating for the Federal Government to:

- Establish a mandatory product stewardship approach for waste materials and ensure product stewardship schemes include, and are effective, in regional and remote areas.
- Ban the importation and manufacturing of products containing identified contaminants.
- Prioritise national policy attention to waste streams with the highest potential to improve environmental outcomes, reduce costs to local government, and create economic opportunity.
- Introduce a 'local government impact assessment' into national waste policy and reform processes to ensure council interests are systematically incorporated into policy design.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?

What actions and investments should the Australian Government prioritise to improve resource recovery rates?

What initiatives and approaches should the Australian Government take to improve waste, recycling and resource recovery in regional, rural and remote LGAs?

What are the most significant opportunities in the circular economy and how can the Australian Government engage with local governments to leverage these opportunities?

8. CYBER SECURITY

Cyber security is a growing risk for all Australian governments and businesses, and councils are not immune. However many local governments are under-resourced and struggle to deal with increasingly sophisticated cyber threats and attacks.

Local governments manage large amounts of sensitive data about communities and community members, including private information from the aged care, health, and social services they deliver. Furthermore, most councils are responsible for managing critical infrastructure, including water, waste, power networks, and transport systems.

Councils need greater support to strengthen their cyber security preparedness and response capability, and protect valuable data.

ALGA is calling for greater funding and support from the federal government to improve cyber security capability and capacity across the local government sector.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?



9. CLIMATE CHANGE

The impacts of climate change – including from more frequent and severe natural disasters, coastal erosion and rising temperatures – are being felt right across every community.

Councils, being the closest government to communities, are crucial in creating a sustainable future and helping the Federal Government achieve net zero emissions by 2050. However, they need support to manage these impacts.

Climate adaptation

Local governments are on the frontline of climate adaptation. They build public swimming pools to keep people cool, plant trees for shade, and upgrade stormwater systems to handle heavy rains. With their local knowledge and leadership, they play a vital role in addressing climate risks and seizing new opportunities from new industries and achieving national climate adaptation objectives.

Councils are already investing significantly in climate adaptation, but they need more support to match the scale of the challenges. ALGA's modelling shows that councils deliver $0.8 to $3.1 in benefits for every $1 invested. A $2 billion investment by 2030 could benefit local communities by $2.2 to $4.7 billion.

ALGA is calling for a new $400 million per year climate adaptation fund, to be distributed across all councils to provide local, place-based solutions to Australia's changing climate.

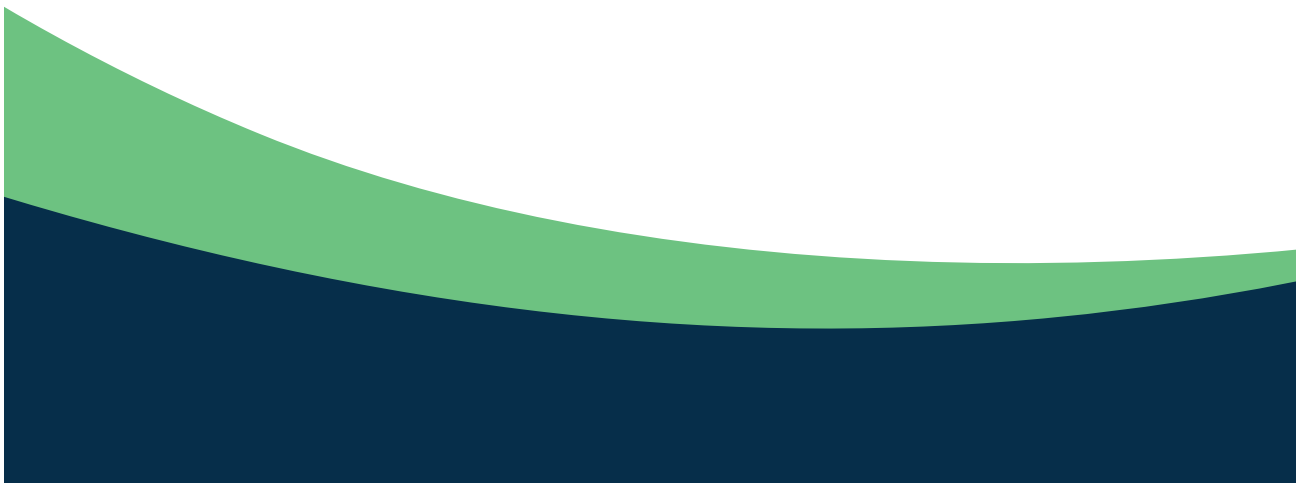
We are also asking the Federal Government to:

- Streamline and make it easier for local governments to undertake climate risk management. This should involve implementing a voluntary climate risk framework for local government which supports consistent climate risk assessment, reporting, decision making and expenditure.
- Develop, operate and maintain an information and data suite designed specifically for local government adaptation use (on an opt-in basis).

Emissions reduction

The Australian Local Government Climate Review 2024 found that 86% of councils (out of 120 respondents) had an emissions inventory. However, they face barriers in reducing corporate emissions, such as internal resourcing (69%), funding (64%), and staff capability (40%).

While councils are committed to reducing emissions locally, they need more funding to avoid burdening ratepayers and to allow communities to benefit from low-emissions technologies sooner.



ALGA is asking the Federal Government to:

- Collaborate with local governments as part of a multi-level governance approach (per the Australian Government's pledge to the Coalition for High Ambition Multilevel Partnerships) to undertake strategic planning and prioritisation of net zero projects, infrastructure and service needs on a regional level.
- Fund emissions reduction plans with local governments across states and territories to facilitate a place-based approach to achieving net zero communities.
- Expand, and make more accessible, existing funding programs which enable local governments to reduce emissions and support community emissions reduction.
- Provide councils with accessible and nationally harmonised tools to maintain pace with trends in emissions measurement and reporting.
- Ensure local governments are compensated where emissions reduction processes place additional pressure on services and infrastructure (e.g, heavier EV truck impact on maintenance/standards of roads/bridges).

Renewable energy transition

Local governments are crucial partners in the transition to net zero. They engage with project proponents, negotiate community benefits, provide trusted information to residents, and manage the impacts of large projects on roads, housing, and local skills.

Councils strive to create a positive long-term legacy while balancing the immediate risks and impacts of the transition.

ALGA is asking the Federal Government to:

- Create a program of work dedicated to understanding local government experiences with renewable energy transition in their local area and region and develop specific supports for local governments.
- Establish a national approach and mechanism for cost recovery to local governments for the role of brokering benefits between project proponents and their communities, benefitting all Australians.
- Develop and maintain regional plans and a national map demonstrating zoning for prospective and proposed renewable energy projects and transmission corridors.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

What are the opportunities to support councils to increase community resilience to the impacts of climate change?

What support do councils need to ensure that renewable energy projects deliver lasting benefits to the communities that house them?

What are the most significant climate risks being faced by local governments and what approach should the Australian Government take to supporting councils?

What roles and responsibilities for emissions reduction and climate risk management is your council shouldering that should be primarily managed by other levels of government? How should this responsibility be shared or rebalanced?

What are the most significant emissions reduction opportunities for your council and what could the Commonwealth provide to enable you to implement these opportunities?

10. INTERGOVERNMENTAL RELATIONS

ALGA has unique access and insight into government decision-making in Australia.

We represent local government at Ministerial Councils and forums on a range of key issues including transport, emergency management, energy, climate, environment, planning, culture and Closing the Gap.

At these meetings, ALGA's leaders provide a powerful and strong voice for councils and communities, and ensure local perspectives are considered in national policy development.

However, ALGA does not have a permanent voice on National Cabinet – the main forum linking all governments across the nation.

For almost 30 years, ALGA was a valued member and contributor to the Council of Australian Governments (COAG). However, ALGA's membership did not carry over when COAG transitioned to National Cabinet in 2020, and ALGA now only attends one meeting each year as an observer. ALGA is also invited to attend one meeting per year of the Council on Federal Financial Relations.

ALGA is calling on the Federal Government to return ALGA as a full member of National Cabinet with ongoing membership and voting rights. This will enable local government leaders to provide local perspectives on national decision making and ensure the views of Australian communities are understood and considered.

We are also seeking full membership of the Local Government Ministers' Forum, which ALGA currently attends in an ex-officio capacity.

Given the important role councils play delivering local solutions to national priorities, how can intergovernmental arrangements be further improved in Australia?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?

CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2026 National General Assembly of Local Government.

A final reminder:

- Motions should be lodged electronically at www.alga.com.au and received no later than **11.59pm AEST on 27 February 2026**.
- Motions must meet the criteria published in this paper.
- Motions should commence with the following wording: *'This National General Assembly calls on the Australian Government to...'*
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- It is important to complete the background section on the form.
- Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- When your council submits a motion there is an expectation that a council representative will be present at the 2026 National General Assembly to move and speak to that motion if required.
- Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2026 National General Assembly in Canberra.





Dear Shaun Zoro,

It is our pleasure to invite you to a Reception hosted by the Governor of Queensland at Government House, held in support of Queensland Music Festival (QMF) and the official launch of Friends of QMF - a new philanthropic community dedicated to championing music, culture, and creativity across regional and remote Queensland.

This special evening will bring together QMF's valued supporters, partners, and advocates for an uplifting celebration of the power of music to connect communities, strengthen cultural identity, and shape Queensland's future.

Guests will enjoy a short live performance, hear reflections from key leaders and patrons, and gain an exclusive first look at QMF's statewide vision for 2026 and beyond.

The event will be an inspiring and intimate occasion held within the distinguished setting of Government House.

Date: Wednesday, 11 February 2026

Time: 4.45pm for a 5.00pm start – concluding at 6.00pm

Address: Government House, 168 Fernberg Road, Paddington QLD 4064

Dress Code: Lounge Suit / Cocktail Attire

RSVP: Please submit your acceptance via the online form by 6 January 2026.

We would be delighted to welcome you to this significant moment for QMF. Your presence will help us celebrate the impact of our work to date and ignite a new chapter of philanthropy and cultural vitality in Queensland.

We hope you can join us for this very special occasion.

10.2 LOCAL GOVERNMENT REMUNERATION COMMISSION ANNUAL REPORT 2025

Author: **Chief Executive Officer**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives and notes the Local Government Remuneration Commission Annual Report 2025.

BACKGROUND

Consistent with section 243 of the *Local Government Regulation 2012* (the Regulation), the Commission has finalised its determination of the maximum remuneration amounts for mayors, deputy mayors and councillors for these categories, which will apply from 1 July 2026.

The Commission also resolved to discontinue the meeting-based remuneration requirement for councillors in A1, A2 and A3 category councils, effective from the 2026-27 determination period. This ensures there is parity in the remuneration policies for all councillors in Queensland and removes an unnecessary administrative burden on councils in these categories.

Under sections 247 and 248 of the Regulation, councils are required to pay councillors the maximum remuneration amount set out in the remuneration schedule unless the council resolves to pay a lesser amount. Any such resolution must be made before 1 July of the relevant financial year. If exceptional circumstances arise where a councillor/s may be entitled to remuneration above the maximum amount, councils can make a submission to the Commission for approval. The Commission will assess such requests on a case-by-case basis but is not obligated to approve them.

The remuneration schedule was published in the Government Gazette on 12 December 2025. More information about the council remuneration categories, guiding framework and maximum remuneration amounts is included in the Commission's Annual Report for 2025.

LINK TO CORPORATE PLAN

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

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

ATTACHMENTS

1. Letters to Mayors and Councillors - Determination of maximum remuneration effective from 01 July 2026 (002) ⇩

2. Local Government Remuneration Commission Annual Report 2025 ⇩

DELIVERING FOR QUEENSLAND | Queensland Government

Our ref: D25/155930

12 December 2025

Dear Mayor and Councillors

Determination of maximum remuneration

I am writing to advise you of a recent decision about maximum council remuneration amounts made by the independent Local Government Remuneration Commission (the Commission).

Consistent with section 243 of the *Local Government Regulation 2012* (the Regulation), the Commission has finalised its determination of the maximum remuneration amounts for mayors, deputy mayors and councillors for these categories, which will apply from 1 July 2026.

The Commission also resolved to discontinue the meeting-based remuneration requirement for councillors in A1, A2 and A3 category councils, effective from the 2026-27 determination period. This ensures there is parity in the remuneration policies for all councillors in Queensland and removes an unnecessary administrative burden on councils in these categories.

Under sections 247 and 248 of the Regulation, councils are required to pay councillors the maximum remuneration amount set out in the remuneration schedule unless the council resolves to pay a lesser amount. Any such resolution must be made before 1 July of the relevant financial year. If exceptional circumstances arise where a councillor/s may be entitled to remuneration above the maximum amount, councils can make a submission to the Commission for approval. The Commission will assess such requests on a case-by-case basis but is not obligated to approve them.

The remuneration schedule was published in the Government Gazette on 12 December 2025. More information about the council remuneration categories, guiding framework and maximum remuneration amounts is included in the Commission's Annual Report for 2025. The report is available online through the Department of Local Government, Water and Volunteers website: https://www.dlgwv.qld.gov.au/local-government/for-councils/governance/local-government-remuneration-commission.

If you have any further queries in this regard, please contact the Commission Secretariat at LGRCenquiries@dlgwv.qld.gov.au.

Yours sincerely

Bob Abbot OAM
Chair
Queensland Local Government Remuneration Commission

1 William Street Brisbane
GPO Box 2247 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
Website www.dlgwv.qld.gov.au
ABN 51 242 471 577

DELIVERING FOR QUEENSLAND | Queensland Government

Local Government

Remuneration Commission

ANNUAL REPORT 2025

12 December 2025

The Honourable Ann Leahy MP
Minister for Local Government and Water and
Minister for Fire, Disaster Recovery and Volunteers
1 William Street
Brisbane QLD 4000

Dear Minister

On 28 November 2025, the Local Government Remuneration Commission (the Commission) concluded its determination of the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012* (the Regulation).

Our determinations on these matters, together with the Remuneration Schedule to apply from 1 July 2026 are included in the enclosed Report, which we commend to you.

Yours sincerely

Robert (Bob) Abbot OAM	Andrea Ranson	Reimen Hii
Chairperson	Commissioner	Commissioner


PAPUA NEW GUINEA
TORRES STRAIT ISLAND REGIONAL
TORRES SHIRE
Waiben
Bamaga
NORTHERN PENINSULA AREA REGIONAL
MAPOON ABORIGINAL SHIRE
NAPRANUM ABORIGINAL SHIRE
Mapoon
Weipa
Napranum
Lockhart River
WEIPA TOWN
Aurukun
LOCKHART RIVER ABORIGINAL SHIRE
AURUKUN SHIRE
COOK SHIRE
PORMPURAAW ABORIGINAL SHIRE
KOWANYAMA ABORIGINAL SHIRE
Pormpuraaw
Kowanyama
Hope Vale
Cooktown
HOPE VALE ABORIGINAL SHIRE
WUJAL WUJAL ABORIGINAL SHIRE
Wujal Wujal
DOUGLAS SHIRE
Mossman
MORNINGTON SHIRE
Gununa
DOOMADGEE ABORIGINAL SHIRE
CARPENTARIA SHIRE
MAREEBA SHIRE
Mareeba
Cairns
Yarrabah
YARRABAH ABORIGINAL SHIRE
Atherton
CAIRNS REGIONAL
Innisfail
Burketown
Normanton
Doomadgee
CASSOWARY COAST REGIONAL
TABLELANDS REGIONAL
Croydon
CROYDON SHIRE
Georgetown
ETHERIDGE SHIRE
BURKE SHIRE
PALM ISLAND ABORIGINAL SHIRE
HINCHINBROOK SHIRE
Ingham
Great Palm Island
Townsville
TOWNSVILLE CITY
Ayr
BURDEKIN SHIRE
CHARTERS TOWERS REGIONAL
Charters Towers
WHITSUNDAY REGIONAL
Proserpine
MACKAY REGIONAL
Mackay
MOUNT ISA CITY
Mount Isa
Julia Creek
RICHMOND SHIRE
Cloncurry
MCKINLAY SHIRE
Richmond
Hughenden
FLINDERS SHIRE
CLONCURRY SHIRE
Moranbah
ISAAC REGIONAL
Winton
WINTON SHIRE
BOULIA SHIRE
Boulia
LIVINGSTONE SHIRE
ROCKHAMPTON REGIONAL
LONGREACH REGIONAL
BARCALDINE REGIONAL
Yeppoon
Longreach
Barcaldine
Emerald
Rockhampton
Gladstone
CENTRAL HIGHLANDS REGIONAL
GLADSTONE REGIONAL
Bedourie
DIAMANTINA SHIRE
Blackall
WOORABINDA ABORIGINAL SHIRE
Woorabinda
Biloela
BLACKALL TAMBO REGIONAL
BUNDABERG REGIONAL
Bundaberg
Jundah
BARCOO SHIRE
Torquay (Hervey Bay)
NORTH BURNETT REGIONAL
BANANA SHIRE
Gayndah
FRASER COAST REGIONAL
MURWEH SHIRE
SOUTH BURNETT REGIONAL
Charleville
QUILPIE SHIRE
Quilpie
Roma
WESTERN DOWNS REGIONAL
Dalby
MARANOA REGIONAL
Refer to inset
PAROO SHIRE
BULLOO SHIRE
Thargomindah
Cunnamulla
St George
BALONNE SHIRE
GOONDIWINDI REGIONAL
Goondiwindi
SOUTHERN DOWNS REGIONAL
New South Wales
South Australia
Northern Territory
0 50 100 200
Kilometres
CHERBOURG ABORIGINAL SHIRE
Cherbourg
GYMPIE REGIONAL
Gympie
NOOSA SHIRE
Tewantin
0 25 50
Kilometres
Kingaroy
SUNSHINE COAST REGIONAL
Nambour
Caboolture
SOMERSET REGIONAL
TOOWOOMBA REGIONAL
Esk
MORETON BAY REGIONAL
BRISBANE CITY
Brisbane
Cleveland
Toowoomba
Gatton
LOCKYER VALLEY REGIONAL
Ipswich
Logan
REDLAND CITY
IPSWICH CITY
LOGAN CITY
Beaudesert
Gold Coast
SOUTHERN DOWNS REGIONAL
SCENIC RIM REGIONAL
GOLD COAST CITY
Warwick
Inset: South East Queensland

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1. 2025 Report key determinations

Determination of maximum remuneration levels

The Commission has decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors as follows:

Council Categories A1, A2, A3 and B1	Increase by 4.5% from 1 July 2026
Council Categories B2, B3, C1, C2, C3, D2, D3, E2 and F2	Increase by 3.25% from 1 July 2026

In making its determination of maximum remuneration levels applicable for 2025-26, the Commission considered the following:

- The outcomes of the Commission's 2023 remuneration category methodology.
- Remuneration and wages indexation applied for other public sector entities.
- The importance of maintaining financially sustainable and fiscally responsible wage growth, taking into consideration:

    - the recently challenging and unstable inflationary environment and measures taken by other government authorities to manage the impacts of inflation.
    - the challenges faced by local governments and their communities in relation to climate change and environmental, social and corporate governance (ESG) reporting, and the additional resources required in relation to sustainability and resilience strategies.
    - the realistic affordability and sustainability impacts for councils and their communities of wage increases for elected members.
    - the potential differential impact of Consumer Price Impact (CPI) changes across various parts of Queensland, including rural and remote regions.
    - the appropriateness or otherwise of CPI as a potential measure in significant inflationary periods of time and the relative volatility of annual CPI since the COVID-19 pandemic.
    - existing remuneration disparity in dollar terms between the remuneration paid to mayors and councillors in smaller, rural, regional and remote parts of Queensland when compared to mayors and councillors in larger, metropolitan locations.
    - anecdotal evidence of the desire to attract and retain high quality candidates to these roles, particularly in regional and remote areas.
    - the continuing significant disparity in remuneration between Mayors and Councillors from smaller rural, regional, and remote communities compared to those in larger metropolitan areas, as highlighted in written and oral deputations to the Commission over the last five years.
    - the gap in real wage terms between Mayors and Councillors in Categories A1 to B1 and those in Categories B2 to F2, despite the equally important work undertaken by local governments in all categories.
    - the Commission remains committed to addressing this gap through its annual remuneration schedule and category reviews and has applied a higher percentage increase for A1, A2, A3 and B1 councils.

The Commission further took into consideration the following data:

Increase in CPI[1]:

	Dec Qtr 2024	Mar Qtr 2025	June Qtr 2025	Sep Qtr 2025
All Groups CPI inflation change (quarter)				
Brisbane	0.6%	1.9%	0.8%	1.3%
Australia*	0.2%	0.9%	0.7%	1.3%
All Groups CPI inflation change (annual)				
Brisbane	1.8%	2.7%	2.5%	4.7%
Australia	2.4%	2.4%	2.1%	3.2%

* Australia' refers to weighted average of eight capital cities

Increases in the Wage Price Index (WPI)[2]:

For the financial year ended 30 June 2025 as compared to the financial year ending 30 June 2024[1]:

Total hourly rates of pay excluding bonuses			
		Quarterly change (%) Mar 2025 to Jun 2025	Annual change (%) Jun 2024 to Jun 2025
Seasonally Adjusted	Australia	0.8	3.4
	Private sector	0.8	3.4
	Public sector	1.0	3.7
Original	Australia	0.6	3.4
	Private sector	0.6	3.3
	Public sector	0.8	3.7

Total hourly rates of pay excluding bonuses (original) Annual and quarterly movement - states and territories		
	Annual Change (%)	**Quarterly Change (%)**
NSW	3.2	0.5
VIC	3.4	0.6
QLD	3.6	0.6
SA	3.4	0.5
WA	3.7	0.8
TAS	3.1	0.6
NT	3.3	0.3
ACT	3.6	1.2
Australia	3.4	0.6

[1] Australian Bureau of Statistics
https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/consumer-price-index-australia/latest-release
[2] Australian Bureau of Statistics
https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/wage-price-index-australia/jun-2025

Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT)[3]:

- The Commission has considered the Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT) determination as a potentially relevant factor.
- The Tribunal has determined that the base rate for a BCC Councillor should be increased by 2.5% on 1 June 2022 with effect on and from 1 September 2022.
- Note: Councillors remuneration is reviewed every 4 years.

The Office of Industrial Relations (OIR):

The State Government Entities Certified Agreement 2023 (2023 Core Agreement) wage increase arrangements:

- 4% effective 1 July 2023 + COLA[4] payment of max 3% base wages
- 4% effective 1 July 2024 + max 3% COLA if applicable
- 3% effective 1 July 2025 + max 3% COLA if applicable.

New South Wales[5]

The New South Wales Local Government Remuneration Tribunal has determined an increase of 3.0% to mayoral and councillor fees for the 2025-26 financial year, with effect from 1 July 2025, circulated on 21 May 2025.

Victoria[6]

On 30 June 2025, the Victorian Independent Remuneration Tribunal (VIRT) made the allowance payable to mayors, deputy mayors, and councillors (Victoria) Annual Adjustment Determination 2025.

The VIRT determined a 3.0% increase to the values of the base allowances payable to mayors, deputy mayors, and councillors, effective from 1 July 2025. A 3.0% increase has also been applied to the base allowance values which take effect on 18 December 2025.

[3] Brisbane City Council's Independent Councillor Remuneration Tribunal https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/councillors-and-wards

[4] COLA refers to the Cost-of-Living Adjustment paid if CPI is higher than the base wage increases e.g. in a year where base increase is 4% and CPI is 7% the COLA paid will be 3%. If base increase is 4% and CPI is 6%, the COLA paid will be 2% https://www.qirc.qld.gov.au/agreements/public-service-agreements

[5] https://www.olg.nsw.gov.au/https-www-olg-nsw-gov-au-category-https-www-olg-nsw-gov-au-category-council-circulars/governance/council-circular-2025-26-determination-of-the-local-government-remuneration-tribunal/

[6] https://www.remunerationtribunal.vic.gov.au/allowances-mayors-deputy-mayors-and-councillors-annual-adjustment

Western Australia[7]

- In a determination published on 4 April 2025, the Western Australian Salaries and Allowances Tribunal, resolved that attendance fees and annual allowance ranges for Elected Members would be increased by 3.5%, with the adjustment to taking effect from 1 July 2025.
- In Western Australia a local government or regional local government can elect to pay council members an attendance or an annual fee to all council members who attend council, committee, or prescribed meetings. There is also provision for reimbursement of expenses.

Tasmania[8]

In Tasmania, the remuneration for local government councillors is automatically increased under the provisions of the Local Government (General) Regulations 2015.
Allowances are adjusted from 1 November each year by multiplying the allowances for the previous year by the inflationary factor for the current year.
Individual allowances payable to elected members from 1 November 2025 will be rounded to the nearest dollar using the inflationary factor, which is 3.09% for 2025-26.

Northern Territory[9]

The Northern Territory Remuneration Tribunal has increased all base allowances paid to Mayors and Councillors on 10 December 2024 by 4% in recognition of movements in earnings within Australia as well as the Territory, effective from 1 July 2025.

Determination of remuneration policy for A1, A2 and A3 Councils

The Commission resolved to discontinue the meeting-based remuneration requirement for councillors in A1, A2, and A3 category councils, effective from the 2026–2027 determination period.

Prior to making this determination, the Commission consulted with councils from these categories, as well as more broadly across the sector, to ascertain industry support for removing the meeting-based remuneration model. Overwhelming positive support was received during consultations, with many councils expressing favour in ensuring there is parity in the remuneration policies for all councillors in Queensland and in taking steps to remove unnecessary administrative burden on category A1, A2 and A3 councils.

This amendment to the remuneration policy seeks to:

[7] https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-council-members-determination-no-1-of-2025#determination-of-the-salaries-and-allowances-tribunal-for-local-government-chief-executive-officers-and-elected-council-members

[8] https://www.dpac.tas.gov.au/divisions/local_government/councillor_resources/councillor_allowances

[9] https://cmc.nt.gov.au/supporting-government/boards-and-committees/reports-determinations

1. **Promote Equity:** Ensure that all councillors across Queensland's 77 local governments remuneration process is administered on a similar basis, reflecting the value of their contributions irrespective of council size or classification.
2. **Reduce Administrative Burden**: Simplify remuneration processes by eliminating the need for monthly certification, consistent with the Queensland Government's commitment to reducing red tape for local governments.
3. **Support Financial Sustainability:** Enable councils to allocate their operating budgets with greater consistency and predictability

Councillor advisors

The Commission was not approached to make recommendations relating to councillor advisors in the period between 1 December 2024 to 30 November 2025.

2. The Commission

Formation and composition

The Local Government Remuneration Commission (the Commission) is an independent entity established under the *Local Government Act 2009* (the Act). On 1 October 2019, the Governor in Council, approved the current Commission for a term of four years.

The Chair and Commissioners were reappointed by the Governor in Council for a second four-year term on 1 October 2023.

This is the seventh report of the Commission, and the 19th report about Queensland councillor remuneration, including the reports of the former Local Government Remuneration and Discipline Tribunal and the Local Government Remuneration Tribunal.

The Chair and Commissioners of the Commission are:

Mr Robert (Bob) Abbot OAM

Chairperson

Mr Abbot has extensive experience in the local government sector with 32 years as an elected councillor and mayor. Mr Abbot has experience working at state and national local government organisations and has held board and panel positions, including Deputy Chair of the South-East Queensland Council of Mayors, Director of the Local Government Association of Queensland (LGAQ), and Director of the Australian Local Government Association. Mr Abbot has been a mentor for newly elected mayors on behalf of the LGAQ, with a particular focus on mentoring Queensland Indigenous mayors.

In the 2021 Australia Day Honours List, Mr Abbot was the recipient of an Order of Australia (OAM) for his service to local government and to the communities of Noosa and the Sunshine Coast.

Ms Andrea Ranson

Commissioner

Ms Ranson is a practising commercial and dispute resolution lawyer with experience in both public and private sectors of business and governance. She holds a Master of Laws (LLM), Bachelor of Laws (Hons) and Bachelor of Arts from Monash University, Victoria. She is additionally a Graduate of the Australian Institute of Directors (AICD) and a Fellow of the Governance Institute of Australia (FGIA).

Ms Ranson was a director appointed to North Queensland Bulk Ports Corporation, a government owned corporation, holding the role of Chair of the Corporate Governance and Planning Committee, and the role of Member of the Audit & Financial Risk Management Committee of that Board from 2018 to 2025. Ms Ranson was appointed on 1 October 2024, as a Member of the Mackay Health & Hospital Service, a board upon which she currently serves, and is a Member of the Finance Committee, a Member of the Quality, Safety and Health Committee and a Member of the Sustainability and Capital Works Committee of that Board. Her experience includes business and commercial law, employment and industrial relations, diversity, justice, and ethics. Ms Ranson lives regionally and is passionate about regional development. Ms Ranson is a Nationally Accredited Mediator presently working with QCAT, the QSBC, and is a member of the QLD Department of Justice & Attorney-General Dispute Resolution Panel.

Mr Reimen Hii

Commissioner

Mr Hii is a barrister and Nationally Accredited Mediator. He holds the degrees of Bachelor of Laws and Bachelor of Arts. He is a practicing lawyer with extensive knowledge in public administration and community affairs, and a particular interest in civil and commercial law. Mr Hii is experienced in professional discipline matters, including investigations, public administration, corporate and public governance, public sector ethics and finance.

Mr Hii has a culturally and linguistically diverse background and experience collaborating with diverse communities. Mr Hii has previously been recognised as Australian Young Lawyer of the Year by the Law Council of Australia, in recognition of his significant contribution to access to justice and diversity advocacy. Mr Hii provides a deep understanding of diversity and brings well respected analytic skill, together with legal and business acumen to the role.

Commission Responsibilities

Chapter 6, Part 3 of the *Local Government Act 2009* (the Act) established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and
- to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- to consider and make recommendations to the Minister about the following matters relating to councillor advisors—
  (i) whether or not to prescribe a local government under section 197D(1)(a)
  (ii) the number of councillor advisors each councillor of a local government may appoint
  (iii) the number of councillor advisors a councillor of the council under the City of Brisbane Act 2010 may appoint; and
- another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to mayors and councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, to determine whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors, and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the Commission to vary the remuneration for a councillor, or councillors, where the local government considers there are exceptional circumstance and seeks payment of an amount *higher than the maximum amount* stated in the Remuneration schedule. The Commission may, but is not required to, consider any such submission. If the Commission is satisfied that exceptional circumstances exist, the Commission may approve payment of an amount higher than the maximum amount of remuneration scheduled.

Section 248 of the Regulation does not address whether a council can pay a councillor whilst temporarily acting in higher duties, such as moving from Councillor to Deputy Mayor or from Deputy Mayor to Mayor. The determination to compensate for higher duties during any relieving period—provided the payment amount does not exceed the maximum established by the commission for the respective role—resides exclusively with each individual council. The Commission strongly encourages all councils to establish thorough human resources policies that guide decision-making protocols concerning the assignment of higher duties, minimum relieving periods (eg.4 weeks), the disbursement of allowances, superannuation payments, and any other related procedures.

3. Remuneration determination

Remuneration determination for councillors

As required by section 246 of the Regulation the Commission has prepared a Remuneration Schedule (the Schedule) for the 2026-27 financial year, applicable from 1 July 2026, which appears below.

Arrangements have been made to publish the Schedule in the Queensland Government Gazette and for this report to be presented to the Minister for Local Government.

Methodology

The Commission had regard to the matters in section 244 and 247 (2) and (5) of the Regulation in determining the Schedule. The Commission also noted and had regard to the matters listed throughout this report to determine the appropriate maximum remuneration in each category of local government.

Pro rata payment

Should an elected representative hold a councillor position for only part of a financial year, they are only entitled to remuneration to reflect the portion of the year served. It is out of the scope of the Commission's powers to determine otherwise.

Remuneration schedule to apply from 1 July 2026

Remuneration determined from 1 July 2026 ($ per annum; see Note 1)

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
A1 *Note 1	Barcaldine Regional Council	$128,509	$74,139	$64,253
	Barcoo Shire Council			
	Bulloo Shire Council			
	Croydon Shire Council			
	Doomadgee Aboriginal Shire Council			
	Kowanyama Aboriginal Shire Council			
	Mapoon Aboriginal Shire Council			
	McKinlay Shire Council			
	Richmond Shire Council			
	Torres Shire Council			
	Woorabinda Aboriginal Shire Council			
	Wujal Wujal Aboriginal Shire Council			
A2 *Note 1	Aurukun Shire Council	$128,509	$74,139	$64,253
	Blackall-Tambo Regional Council			
	Boulia Shire Council			
	Burke Shire Council			
	Cherbourg Aboriginal Shire Council			
	Cloncurry Shire Council			
	Diamantina Shire Council			
	Etheridge Shire Council			
	Hinchinbrook Shire Council			
	Hope Vale Aboriginal Shire Council			
	Lockhart River Aboriginal Shire Council			
	Mornington Shire Council			
	Murweh Shire Council			
	Napranum Aboriginal Shire Council			
	North Burnett Regional Council			
	Palm Island Aboriginal Shire Council			
	Paroo Shire Council			

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
	Pormpuraaw Aboriginal Shire Council			
	Quilpie Shire Council			
	Winton Shire Council			
	Yarrabah Aboriginal Shire Council			
A3 * Note 1	Longreach Regional Council	$129,744	$74,852	$64,872
	Balonne Shire Council			
	Douglas Shire Council			
	Flinders Shire Council			
	Goondiwindi Regional Council			
	Northern Peninsula Area Regional Council			
B1	Banana Shire Council	$129,744	$74,852	$64,872
	Carpentaria Shire Council			
	Burdekin Shire Council			
	Cook Shire Council			
	Torres Strait Island Regional Council			
B2	Maranoa Regional Council	$154,767	$96,729	$82,218
	Cassowary Coast Regional Council			
	Charters Towers Regional Council			
	Gympie Regional Council			
	Livingstone Shire Council			
	Mareeba Shire Council			
	Mount Isa City Council			
	Scenic Rim Regional Council			
	Somerset Regional Council			
	South Burnett Regional Council			
	Southern Downs Regional Council			
	Tablelands Regional Council			
B3	Isaac Regional Council	$155,141	$96,963	$82,417
	Noosa Shire Council			
	Whitsunday Regional Council			

Category	Local Governments assigned to categories	Mayor	Deputy Mayor	Councillor
	Lockyer Valley Regional Council			
C1	Central Highlands Regional Council	$157,010	$98,130	$83,409
	Western Downs Regional Council			
C2	Gladstone Regional Council	$181,137	$119,170	$104,868
	Rockhampton Regional Council			
C3	Bundaberg Regional Council	$182,895	$120,327	$105,886
	Fraser Coast Regional Council			
D2	Cairns Regional Council	$209,739	$143,002	$123,938
	Mackay Regional Council			
	Redland City Council			
	Toowoomba Regional Council			
D3	Townsville City Council	$238,338	$162,076	$143,002
	Ipswich City Council			
E2	Logan City Council	$266,942	$184,952	$162,072
	Moreton Bay City Council			
	Sunshine Coast Regional Council			
F2	Gold Coast City Council	$295,542	$208,148	$176,371

Notes to the Remuneration schedule

The 2014 annual report by the former Local Government Remuneration and Discipline Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

The monetary amounts shown are the per annum figures to apply from 1 July 2026. If an elected representative only serves for part of a full financial year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

*__Note 1__: ***The meeting-based remuneration requirement for A1, A2 and A3 Councils has been removed in 2026-27.***

Previously, councillors in A1, A2, and A3 category councils were remunerated through a hybrid model comprising a base payment (constituting two-thirds of the annual remuneration) and a meeting attendance payment (constituting one-third of the annual remuneration). This meeting attendance payment was contingent upon certification by the mayor or chief executive officer of the council. In contrast, mayors and deputy mayors in these categories received their total annual remuneration without this attendance-based condition.

The Commission resolved to discontinue the meeting-based remuneration requirement for councillors in A1, A2, and A3 category councils, effective from the 2026–2027 determination period.

4. Matters raised with the Commission

Meetings and deputations

Local governments were invited to engage with the Commission during the Annual Conference of the Local Government Association of Queensland (LGAQ), held in Brisbane from 20 to 23 October 2025. As part of this engagement, the Commission conducted face-to-face deputations with representatives from eight councils, including:

- Barcoo Shire Council
- Cassowary Coast Regional Council
- Cherbourg Aboriginal Shire Council
- Gladstone Regional Council
- Isaac Regional Council
- Redlands City Council
- Townsville City Council
- Whitsunday Regional Council

In addition to oral deputations, local governments were also encouraged to provide written submissions to the Commission. A total of seven written submissions were received and carefully considered.

Overall, the submissions highlighted the need for increased remuneration to better reflect the growing complexities and demands faced by mayors and councillors in modern local government. Several councils also proposed changes to their individual categorisation. However, the Commission has decided to defer any decisions regarding category changes until the next scheduled review.

In reaching its maximum determination decision for 2026-27, the Commission considered the submissions received, as well as the broader notions outlined in this report.

Key themes raised during the 2025 deputations, and the previous twelve-month review period reflected issues/topics consistently highlighted by councils in previous years as accounting for increasing the complexity and workload for elected members. These included:

- **Remuneration and Talent:** The need for competitive salaries to attract diverse and skilled candidates, particularly in regional areas, and to retain high-quality elected representatives.
- **Innovation Recognition:** Suggestions to explore mechanisms for incentivising and rewarding innovative council initiatives that foster community growth, resourcefulness, and development.
- **Inflationary Impact:** Concerns about the disproportionate effects of rising inflation and cost escalation on local governments and their communities, especially those with lower-income populations and in rural areas.
- **Community Sustainability:** A greater emphasis on ensuring the long-term viability and prosperity of communities, particularly in the context of the global transition to renewable energy and the associated need for significant infrastructure changes.
- **Leadership in Crisis and Recovery:** Acknowledging the heightened responsibilities, physical and emotional burden faced by councillors during natural disasters and other

significant events, including leading their communities through immediate response efforts and long-term recovery processes.

This feedback will continue to inform the Commission's future deliberations and decisions.

A summary table of written submissions made to the Commission during the previous 12 months is provided below:

Table – Summary of 2025 written submissions

1.	**Date received**	10 October 2025
	Received from	**Gladstone Regional Council** Mayor, Cr Matt Burnett
	Summary of submission	Gladstone Regional Council proposed the introduction of a transition allowance for councillors who are not re-elected. This allowance would recognize the long-term service of elected officials and support their reintegration into the workforce, aligning local government entitlements with those of other public and private sector roles. The proposal suggests a base of 12 weeks' salary, with an additional two weeks for each consecutive term served.
	Determination	The Commission acknowledges the submission and the significance of this proposal and will consider it during the next category review.
2.	**Date received**	24 September 2025
	Received from	**Hope Vale Aboriginal Shire Council** CEO, Lew Rojahn
	Summary of submission	Hope Vale Aboriginal Shire Council advocated for a 20% increase in councillor salaries for remote Queensland communities, particularly for category A2 councils. The submission highlighted the unique demands placed on councillors in small communities, including their deep involvement in daily community life and responsibilities that extend beyond formal duties (e.g. attend funerals, resolve disputes, respond to emergencies within community). Key factors cited include cost of living differentials, workload intensity, recruitment and retention challenges, and the need for equity with urban counterparts.
	Determination	The Commission acknowledges the submission. Given the nature of the issue seeking a substantial increase to base councillor remuneration rates, the Commission will consider this proposal at the next category review.
3.	**Date received**	4 November 2025
	Received from	**Northern Peninsula Area Regional Council** CEO, Dalassa Yorkston
	Summary of submission	The Northern Peninsula Area Regional Council requested that the Commission take into account the unique cultural and community challenges faced by councillors in their region as part of the 2028

		council categorisation review. Councils' submission provided a comprehensive statistical overview, comparing the Northern Peninsula Area to Queensland averages on several key indicators, including the proportion of Indigenous residents, population mobility, homelessness rates, developmental vulnerability in children, educational attainment, and socio-economic disadvantage. The Council emphasised that these factors significantly increase the complexity and demands of the councillor role in their community. Additionally, the submission proposed the introduction of new classifications to distinguish between divisional and regional councils, reflecting the distinct governance and service delivery challenges in remote areas. Council has sought that its proposal and issues are considered as part of the next category review. The proposal and issues will be taken into consideration in the next category review.
	Determination	The Commission acknowledges Councils submission and the importance of these issues and confirms that they will be considered in the next category review.
4.	**Date received**	7 November 2025
	Received from	**Winton Shire Council** Mayor, Cr Cathy White
	Summary of submission	Winton Shire Council expressed support for the current framework in which remuneration levels are independently set by the Local Government Remuneration Commission. In its submission, the Council has requested the removal of the requirement for council resolution to formally accept or not the Commission's maximum remuneration determination. Council is seeking that once the Commission makes the determination that it should automatically apply to all councils within the relevant category. Council has also proposed that remuneration levels be set for the full four-year term, incorporating an annual adjustment applying indexation by the Consumer Price Index.
	Determination	The Commission acknowledges Winton Shire Council's submission and confirms that, once the Commission makes its annual maximum remuneration determination, it is automatically applied to all councils within the relevant category for the forthcoming financial year. A council resolution is only required if a council resolution is only required if a council wishes to provide a lesser remuneration amount. The Commission will consider the suggestion to implement fixed four-year remuneration terms with annual CPI indexation as part of its next category review.
5.	**Date received**	6 November 2025
	Received from	**Toowoomba Regional Council** CEO, Sal Petroccitto OAM
	Summary of submission	Toowoomba Regional Council requested a reclassification from category D2 to D3 to ensure parity with comparable councils. The submission provided comparative statistical and financial data, as well as details of significant capital infrastructure projects required to address regional growth.

	Determination	The Commission noted that the new methodology allows for category review based on factors such as population and will consider this request in the next review cycle.
6.	**Date received**	10 October 2025
	Received from	**Isaac Regional Council** Councillor Jane Pickels CEO, Cale Dendle
	Summary of submission	Isaac Regional Council has formally requested a reclassification of its remuneration category from B3 to C1 for 2026. The submission highlights that the Council's 2025/26 budget operating revenue is $154 million, aligning the Council to category C1 based on the primary criterion under the new categorisation framework which the Commissioners have previously advised is the principal determinant applied. Council concludes its alignment to the C1 classification is further justified when service population, geography, forecast growth, and SEIFA indices are considered. The submission also noted that Isaac has long advocated for reclassification alongside Central Highlands and Western Downs Councils, which were recently reclassified to C1. While the financial difference in remuneration is minimal, the Council seeks recognition of its councillors' roles in comparison to similar resource and agriculture-based councils.
	Determination	The Commission acknowledges the submission from Isaac Regional Council and will review the request in 2026, taking into account the Council's audited financial statement and other relevant data.
7.	**Date received**	20 October 2025
	Received from	**Western Downs Regional Council** CEO, Jodie Taylor
	Summary of submission	Council has requested consideration of a category change from C1 to C2. Council has identified previous submissions made to the Commission that identify factors in the Western Downs Regional Council Area impacting upon councillors' time, workload and responsibilities. In this new submission the Council also refers to the increasingly high level of activity in the clean energy sector in the region.
	Determination	The Commission notes the submission and will consider category change as part of the next category review.

5. Other activities

Exceptional circumstances submissions (matters raised under Local Government Regulation 2012, section 248):

Nil.

6. Future priorities

The Commission will continue to consider enhancements to the framework for council remuneration categorisation including an equitable method to consider industry impacts on councils and matters relating to transitioning communities and improving sustainability.

The Commission will continue to invite submissions from all Councils as part of its general review of categories and maximum determination of remuneration, as well as make themselves available for deputations at the annual LGAQ conference.

The Commission intends to travel during 2026 to engage with local governments.

Further information about the Commission can be located at https://www.localgovernment.qld.gov.au/for-councils/governance/local-government-remuneration-commission

Local Government Remuneration Commission

GPO Box 2247

Brisbane Qld 4001

1 William Street

Brisbane Qld 4000

Email: LGRCenquiries@dlgwv.qld.gov.au

Website:https://www.localgovernment.qld.gov.au/for-councils/governance/local-government-remuneration-commission

10.3 COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATIONS - DECEMBER 2025

Author: **Chief Executive Officer**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council endorse the Register of Delegations - Council to Chief Executive Officer December 2025 as presented and made under section 257 of the *Queensland Local Government Act 2009*.

Sub-Delegation to Council Officers by the Chief Executive Officer is made under section 259 of the *Local Government Act 2009* – will be reviewed during February 2026 and provide to Council in a Report at the March 2026 Council Meeting.

BACKGROUND

The Register of Delegations from Council to the Chief Executive Officer have not been reviewed and or updated since July 2024. In that time, a number of legislation changes have occurred, and this report serves to meet the requirement of section 257 the *Queensland Local Government Act 2009,* as written below:

Queensland Local Government Act 2009

s257 Delegation of local government powers

(1) A local government may, by resolution, delegate a power under this Act or another Act to —

(a) the mayor; or

(b) the chief executive officer; or

(c) a standing committee, or joint standing committee, of the local government; or

(d) the chairperson of a standing committee, or joint standing committee, of the local government; or

(e) another local government, for the purposes of a joint government activity.

(2) However, a local government may only delegate a power to make a decision about an investigation or a councillor's conduct under section 150AEA or 150AG to —

(a) the mayor; or

(b) a standing committee of the local government.

(3) Also, a local government must not delegate a power that an Act states must be exercised by resolution.

(4) A joint standing committee, of the local government, is a committee consisting of councillors of the local government and councillors of 1 or more other local governments.

(5) A delegation to the chief executive officer under subsection (1) must be reviewed annually by the local government.

The December 2025 Special Release Updates from the Local Government Association of Queensland (LGAQ) and King & Co Solicitors to the Delegations Registers shows some required updated form the Council to CEO Delegations Register adopted by Council in July 2024.

This update includes changes to the;

- Information Privacy Act 2009 - Council to CEO
- Tobacco and Other Smoking Products Act 1998 – Council to CEO

This update includes new registers for the;

- Property Law Act 2023 - Council to CEO

As well as reprints (with changes) to the;

- Planning Act 2016 – Council to CEO
- Planning Act 2016 – Development Assessment Rules – Council to CEO

As well as reprints (no changes) to the:

- Planning Act 2016 – CEO to employee or contractor
- Planning Regulation 2017 – Council to CEO

Register of Delegations from Council to the Chief Executive Officer

As the Register of Delegations from Council to the Chief Executive Officer is 1535 pages, the report has been provided as a link to this document for Councillors' review.

Matters that require Council resolution and CANNOT be Delegated Checklist

Council has also developed a check list (*Matters that require a Council resolution and CANNOT be Delegated Checklist*) to provide guidance to Councillors and Senior Staff as to what decisions that cannot be delegated from Council to another role of entity and require a resolution of Council to enable – please find attached for reference.

Discussion

In the process of reviewing Council's governance by the Local Government Management Association Qld (LGMA) consultant, it was identified that the Council to Chief Executive Officer Delegation Register is required to be updated with any changes in legislation.

Consultation

Chief Executive Officer

Director Corporate Services

Local Government Management Association (LGMA) consultant

Financial Risks

High – Chief Executive Officer completing tasks within his or their role that are not currently delegated to that role; and

High – employees of Council do not have the delegation from the Chief Executive Officer to complete their tasks within their role example – signing off formal correspondence, undertaking financial tasks.

Environmental Risks

Nil

Social Risk

High – should a breach occur, the community confidence in Council's governance capability maybe damaged.

Legal Risk

High – should a decision be challenged within the legal system, has the potential to result in extensive legal costs to Council.

Note

Please note the Register of Delegations from Council to the Chief Executive Officer Register – December 2025 is not attached to this report due to the extensive number of pages (a copy can be viewed by the link below.

Link to proposed Council to Chief Executive Officer Delegations Register:

Council - CEO Delegations Dec 2025 B.Scott 20260108.pdf

LINK TO CORPORATE PLAN

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

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

ATTACHMENTS

1. **Matters that require Council resolution and CANNOT be Delegated Checklist as of January 2025** ⇩

Matters that require a Resolution of Council

CANNOT BE DELEGATED

As of January 2025

Contents

Local Government Act &related ... page 2

Planning Act &related ... page 11

Environment Protection Act ... page 14

Land Act ... page 15

Waste Reduction and Recycling Act &related ... page 16

Local Government Act & related

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECKED/DATE/SIGN
	Local Government Act 2009	
25C(1)	Approval of constitution for a joint local government	☐
29(2)	Making of a local law	☐
32(1)	Adoption of a consolidated version of a local law	☐
46(6)(b)	Decision on whether to apply the competitive neutrality principle in relation to a new significant business activity identified in an annual report of the local government	☐
47(7)	Decision on whether to apply the code of competitive conduct to a business activity prescribed under regulation	☐
48(1)	Adoption of a process for resolving competitive neutrality complaints	☐
74(4)	Decision to fix a fee for a person to obtain a copy of a road map or register of roads, or a signed certificate under section 74	☐
80A(5)	Decision to pay compensation to a person because of the establishment, modification or closing of a mall by the local government	☐
84(1)	Decision (of a trustee council) that a meeting relating to trust land be closed to the public	☐

Local Government Act & related

85(2)(c)	Decision (of a trustee indigenous regional council) that a proposal to make a decision must be dealt with as a trust change proposal	☐
88(2)(a)	Appointment (by an indigenous regional council) of a member of a community forum, other than the chairperson	☐
93(3)(h)(ii)	Exemption of land from rating that is primarily used for showgrounds or horseracing	☐
93(3)(i)	Exemption of land from rating for charitable purposes	☐
94(2)	Decision, at the budget meeting for a financial year, on what rates and charges are to be levied for that financial year	☐
97(1)	Fixing of a cost-recovery fee	☐
97(5)(b)	Decision that the purpose of a tax included in an application fee referred to in section 97(2)(a) (cost-recovery fees) benefits the local government area	☐
99(3)	Decision to levy a fee on the occupier of a structure referred to in section 99 (fees on occupiers of land below the high-water mark) for the use of the local government's roads and other infrastructure	☐
100(2)	Decision (by Aurukun Shire Council, Mornington Shire Council or an indigenous local government) to levy a fee on residents of its local government area	☐
118A(1)	Setting for the 2020/2021 financial year, other than at a budget meeting for the financial year, what rates and charges are to be levied for the period remaining in the financial year.	
134(1)	Approval of a systematic or selective inspection program	☐
150G(1)	Adoption of the model procedures or other procedures for the conduct of the local government's meetings and meetings of its committees	☐
150AE(1)	Adoption of an investigation policy about dealing with suspected inappropriate conduct of councillors referred by the assessor to the local government	☐

Local Government Act & related

150AF(2)(b)	Decision to investigate a councillor's conduct in another way than as provided in section 150AF(2)(a)	☐
150ES(3)	Decision, where a councillor has a declarable conflict of interest, to allow the councillor to participate in a decision about the matter or to leave the place where the meeting is being held	
150EU(2)(b)	Decision, where there is no quorum for deciding matter because of prescribed conflicts of interest or declarable conflicts of interest, to defer the matter to a later meeting	☐
150EU(2)(c)	Decision, where there is no quorum for deciding matter because of prescribed conflicts of interest or declarable conflicts of interest, not to decide the matter and take no further action in relation to the matter	☐
164(b)	Decision to appoint a councillor to the office of mayor if the office becomes vacant during the final part of the local government's term	☐
165(2)	Appointment of acting mayor	☐
165(3)	Declaration that the office of deputy mayor is vacant	☐
166(2)	Filling a vacancy in the office of a councillor (who is not the mayor) to which section 166(1) applies	☐
166B(2)	Filling a vacancy in the office of a former councillor under section 166(1)(c)	☐
170A(7)	Adoption of "acceptable requests guidelines"	☐
175(2)	Appointment of a deputy mayor at a post-election meeting	☐
196(1)	Adoption of an appropriate organisational structure	☐
197A(1)	Allowing a councillor to appoint 1 or more appropriately qualified persons (each a councillor advisor) to assist the councillor in performing responsibilities under the Act.	☐

Local Government Act & related

202(3)(b)	Decision that authorised persons of another local government may be appointed as authorised persons of the local government (as the adopting local government)	☐
257(1)	Delegation of local government powers	☐
268	Adoption of a process for resolving administrative action complaints	☐
276(4)	Adoption or making of a local law to which transitional provisions 276(3) and (4) apply	☐
324(2)	Decision about the procedure for investigating a councillor's inappropriate conduct if an investigation policy has not been adopted under section 150AE	☐
324(4)	Decision to deal with a councillor's inappropriate conduct in another way than as recommended by the assessor under section 150AC(3)	☐

	Local Government Regulation 2012	
29(1)	Decision to convert a business unit to a commercial business unit	☐
30(1)	Decision to create a commercial business unit	☐
55(1)	Decision on whether to implement the recommendations in the Queensland Productivity Commission's report	☐
74(3)	Decision to use the value of land averaged over a number of financial years for the purpose of calculating the land's rateable value	☐
81(2)	Decision, at a local government's budget meeting, on categories of rateable land in the local government area	☐
94(4)	Adoption of the overall plan referred to in section 94(3)	☐

Local Government Act & related

94(6)	Adoption of an annual implementation plan for an overall plan that is for more than 1 year	☐
94(9)	Amendment to an overall plan or an annual implementation plan	☐
97(3)(a)	Decision on the proportions in which the local government will pay current owners any surplus special rates or charges after an overall plan is cancelled	☐
102(2)	Decision that a meter is taken to have been read during the period that starts from 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read	☐
116(1)	Decision to limit the increase in rates or charges	☐
118(3)	Decision at the budget meeting on the date by which, or the period within which, rates or charges must be paid	☐
122(1)(a)	Granting of a concession to a stated ratepayer	☐
122(1)(b)	Granting of a concession referred to in section 121(a) or (b)	☐
129(2)	Decision at the budget meeting to allow ratepayers to pay rates or charges by instalments under section 129(1)	☐
130(4)	Decision at the budget meeting to allow a discount for payment of rates or charges before the end of the discount period under section 130(1)	☐
130(7)	Change to the discount period for payment of rates or charges	☐
130(8)	Change the due date for payment of rates and charges to a later day that is no earlier than the new discount day decided under section 130(7)	☐
133(4)(b)	Decision about the rate of interest payable on overdue rates or charges under section 133(3)(b)	☐

Local Government Act & related

140(2)	Decision, in the circumstances prescribed by subsection 140(1), to sell land for overdue rates or charges	☐
149(1)	Decision , in the circumstances prescribed by subsection 148, to acquire land for overdue rates or charges	☐
165(2)	Adoption of a 5-year corporate plan	☐
165(3)	Amendment of the 5-year corporate plan	☐
167(1)	Adoption of a long-term asset management plan	☐
170(1)	Adoption of budget for the financial year (NB For the contents of a budget, see section 169)	☐
170(3)	Amendment to the budget	☐
173(2)	Authorising unauthorised spending in circumstances of genuine emergency or hardship	☐
174(1)	Adoption of an annual operational plan	☐
174(4)	Amendment to the annual operational plan	☐
182(2)	Adoption of an annual report	☐
191(1)	Adoption of an investment policy	☐
192(1)	Adoption of a debt policy	☐
195	Adoption of a community grants policy	☐

Local Government Act & related

196(1)	Adoption of a entertainment and hospitality policy	☐
197(1)	Adoption of an advertising spending policy	☐
198(1)	Adoption of a procurement policy	☐
201(3)	Resolution that a purpose for which an amount of trust money was credited to the trust fund no longer exists	☐
206(2)	Valuation of non-current physical assets	☐
218(1)	Decision to apply the strategic contracting procedures to local government contracts	☐
219(6)	Decision that Chapter 6, Part 2 (strategic contracting procedures) no longer applies to local government contracts	☐
220(2)	Adoption of a contracting plan	☐
220(7)	Amendment to a contracting plan	☐
221(5)	Amendment of a significant contracting plan	☐
222(1)	Adoption of a contracting manual	☐
228(3)(a)	Decision that it would be in the public interest to invite expressions of interest before inviting written tenders	☐
230(1)(a)	Decision to prepare a quote or tender consideration plan	☐
230(1)(b)	Adoption of a quote or tender consideration plan	☐

Local Government Act & related

235(a)	Resolution that local government is satisfied that there is only 1 supplier who is reasonably available	☐
235(b)	Resolution that, because of the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders	☐
236(2)	Decision that an exception referred to in sections 236(1)(a)-(e) may apply on the disposal of a valuable non-current asset other than by tender or auction	☐
247(2)	Decision that the maximum amount of remuneration payable to a councillor is not payable to the councillor	☐
247(3)	Decision on the amount payable to a councillor referred to in section 247(2)	☐
250(1)	Adoption of an expenses reimbursement policy	☐
250(2)	Amendment of an expenses reimbursement policy	☐
254G	Decision to exempt an advisory committee from the requirement to take minutes of its proceedings	☐
254J(1)	Decision to close a local government meeting to the public	
257(3)(b)	Decision to fix a place for a particular local government meeting at a place other than the local government's public offices	☐
306(2)	Adoption of a complaints management process and written policies and procedures supporting the complaints management process	☐

Planning Act & related

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	Planning Act 2016	
9(4)	Resolution that the local government give a temporary local planning instrument, or amendment, and the request for an earlier effective day, to the Minister for approval	☐
24(1)	Repeal of a temporary local planning instrument or planning scheme policy	☐
113(1)	Adoption of charges for providing trunk infrastructure for development (a charges resolution)	☐
	Planning Regulation 2017	
11(3)	Setting of a fee for considering a superseded planning scheme request made under section 29 of the Planning Act	☐
68D(1)	Adopt an economic support instrument for its local government area	☐

Planning Act & related

68G(1)	Revoke an economic support instrument for its local government area	☐
Schedule 6, Part 2, 2(3)(b)(ii)	Decision to apply sub-section 2(3)(b)(ii) to premises for a material change of use for a class 1 or 2 building, if the use is providing support services and temporary accommodation for persons escaping domestic violence.	☐
Schedule 9, Part 3, Division 2, Table 1, Item 1, Column 2, paragraph (b)	Declaration that the form of a certain development may have an extremely adverse effect on the amenity, or likely amenity, of a locality, or would be in extreme conflict with the character of a locality (Building Work under Building Act, Referral agency assessment, Particular class 1 and 10 buildings and structures involving possible amenity and aesthetic impacts)	☐
	Minister's Guidelines and Rules	
Chapter 2, Part 1, 3.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed administrative amendment to a planning scheme	☐
Chapter 2, Part 2, 6.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed minor amendment to a planning scheme	☐
Chapter 2, Part 3, 14.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed qualified state interest amendment to a planning scheme approved and notified by the Minister under section 13.5	☐

Planning Act & related

Chapter 2, Part 4, 22.1	For the purposes of section 20 of the Planning Act (Amending planning schemes under Minister's rules), adoption of a proposed major amendment to a planning scheme approved and notified by the Minister under section 21.5	☐
Chapter 3, Part 1, 5.1	For the purposes of section 22 of the Planning Act (Making or amending planning scheme policies), adoption of a proposed planning scheme policy or planning scheme policy amendment	☐
Chapter 3, Part 2, 9.1	For the purposes of section 23 of the Planning Act (Making or amending temporary local planning instruments), adoption of a proposed temporary local planning instrument or temporary local planning instrument amendment approved and notified by the Minister under section 8.5	☐
Chapter 5, Part 2, 10.1	For the purposes of sections 25(3) and (4) of the Planning Act (Reviewing a local government infrastructure plan) and making or amending an LGIP, or making an interim LGIP amendment, adoption of a proposed LGIP or amendment approved and notified by the Minister under section 7.9	☐

Environmental Protection Act

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	Environmental Protection Act 1994	
514(5)(a)	Setting of fees payable to the local government for a matter devolved to it	☐
518(1)(b)	Delegation of the local government's powers under the *Environment Protection Act* to an appropriately qualified entity	☐

Land Act 1994

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	Land Act 1994	
56(4)	Decide where the local government is trustee of trust land to adopt a model by-law.	☐

Waste Reduction and Recycling Act & related

SECTION	MATTERS THAT REQUIRE A RESOLUTION OF COUNCIL (CANNOT BE DELEGATED)	CHECK/DATE/SIGN
	Waste Reduction and Recycling Act 2011	
125(1)	Adoption of a waste reduction and recycling plan	☐
127(1)	Amendment of a waste reduction and recycling plan	☐
	Waste Reduction and Recycling Regulation 2023	
5(a)	Designation of areas within the local government area in which the local government may conduct general waste or green waste collection	☐

SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA

10.4 CIVIC LEADERS SUMMIT 2026

Author: **Chief Executive Officer**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council approves the attendance of the Mayor, Cr Shaun Radnedge, Deputy Mayor, Cr Peter Alexander, and the Chief Executive Officer, Mr Bruce Scott at the Local Government Association of Queensland (LGAQ) Civic Leaders Summit 2026 to be held in Brisbane on 25 and 26 March 2026.

EXECUTIVE SUMMARY

Local Government Association Queensland (LGAQ) Civic Leaders Summit is being held in Brisbane 25 – 26 March 2026.

The Summit provides an opportunity for Mayors, Councillors, Chief Executive Officers and key stakeholders to gather and focus on professional development.

The Civic Leaders Summit 2026 Program is yet to be release, and in discussion with the LGAQ Events Team, the 2026 Program will be available at the end of January. The Chief Executive Officer will distribute this information when available.

BACKGROUND

LGAQ, the peak body for local government in Queensland representing 77 councils, annually conducts the Civic Leaders Summit. Council has previously granted approval for the Mayor/Councillors and Chief Executive Officer to attend the Summit since de-amalgamation (2014).

The Summit continues to provide a significant opportunity for Council's elected members to network with and learn from leaders within the local government arena.

FINANCIAL/RESOURCE IMPLICATIONS

Cost to Council: Summit registration; travel and accommodation costs which will be funded by 2025/26 operational budget. The total cost per councillor for registration will be $990.00 Inc GST.

Accommodation and travel (drive or fly) will be as per the *Councillors Renumeration, Reimbursement of Expenses and Facilities Policy.*

RISK MANAGEMENT IMPLICATIONS

Nil

LINK TO CORPORATE PLAN

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

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

ATTACHMENTS

1. LGAQ Civic Leaders Summit Notice ⇩


CIVIC
LEADERS
SUMMIT
25 - 26 March 2026
The Westin Hotel, Brisbane
Lock the dates in your diary.
More information about the
event coming soon.
Get in touch
Phone 1300 542 700
Email ask@lgaq.asn.au
LGAQ
Every Queensland
community deserves
to be a liveable one

10.5 FIN-014 FRAUD CONTROL POLICY AND FIN-014A FRAUD CONTROL PLAN

Author: **Special Project Officer/Disaster Management Officer**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council adopts the FIN-014 Fraud Control Policy and FIN-014A Fraud Control Plan as presented.

BACKGROUND

The purpose of this report is to seek Council's endorsement and adoption of the **Fraud Control Policy (FIN-014) and Fraud Control Plan (FIN-014A)**, which outlines Council's commitment to preventing, detecting, and responding to fraud in accordance with legislative requirements and best practice standards.

Council is required to maintain effective systems of internal control, including policies that address fraud and corruption risks. The Fraud Control Policy and Plan establishes Council's zero-tolerance approach to fraud and sets out the responsibilities of councillors, employees, contractors, and consultants in preventing and reporting fraudulent conduct.

The policy aligns with:

- The ***Local Government Act 2009***
- The ***Local Government Regulation 2012***
- Australian Standard **AS 8001:2008 – Fraud and Corruption Control**

The policy also supports compliance with Section 307A of the *Local Government Regulation 2012* in relation to recording and reporting losses of Council assets.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. **FIN-014 Fraud Control Policy** ⇩
2. **FIN-014A Fraud Control Plan** ⇩

Fraud Control Policy

Policy No:	FIN-014
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	
Responsible Officer:	Chief Executive Officer

Purpose

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

Commencement of Policy

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

Application

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

The Council has adopted the following definition of fraud:

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

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

Policy

The Council's attitude to fraud

(a) The Council has a zero tolerance to fraud

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

The Council's approach to fraud

(a) The Council will ensure that all personnel are aware of the fraud reporting procedures and actively encouraged to report suspected fraud through appropriate channels.

(b) The Council has adopted a clear framework and approach to fraud detection and prevention, the full details of which are in its Fraud Control Plan. This approach is based on the Australian Standard for Fraud and Corruption Control AS 8001:2008.

(c) All information about suspected fraudulent conduct will be collected, classified and handled appropriately having regard to privacy, confidentiality, legal professional privilege and the requirements of procedural fairness and natural justice.

(d) If fraud against the Council is detected the Chief Executive Officer will make all decisions and communicate them as appropriate.

Fraud Control Policy

Expectations of council personnel

(a) Council personnel are expected to act in a professional and ethical manner, follow legal requirements, care for property, maintain and enhance the reputation of Council.

(b) Council personnel are expected to remain vigilant to any suspected fraud behaviour that maybe occurring around them and are expected to fully cooperate with any investigations and the implementation of fraud control strategies.

(c) Council personnel who become aware of suspected fraudulent conduct must report the matter in accordance with this policy.

(d) Council personnel must retain strict confidentiality on any Council fraud incidents of which they have knowledge.

(e) Managers must uphold and monitor fraud control strategies within their area of responsibility.

(f) Any failure by Council personnel to comply with this policy may result in disciplinary action or the termination of consulting or other contracts.

Examples of what constitutes fraud

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

(a) Theft of property e.g. inventory, cash and equipment

(b) Dishonestly obtaining or using property that belongs to Council

(c) Causing a loss to the Council that is dishonest, or avoiding or creating a liability for the Council by deception

(d) Knowingly making or using forged or falsified documents

(e) Dishonestly falsifying invoices for goods and services

(f) Dishonestly using purchase or order forms to gain a personal benefit

(g) Receiving or giving kickbacks or secret commissions to or from third parties

Procedures

If you suspect fraud – reporting procedure

Responsibility: All Staff

(a) In the first instance, report any suspected fraud incident to your supervisor.

(b) If, for any reason, you feel that reporting the incident through your supervisor would be inappropriate, report the matter to the Director in charge of your department.

(c) All Council personnel are required to act in good faith and reasonably in reporting alleged fraudulent activity.

(d) The Chief Executive Officer must communicate non-trivial instances of suspected fraud or actual fraud to the Chairperson of the Audit Committee.

(e) The Chief Executive Officer is to report all incidents of fraud no matter how small to the Queensland Audit Office in writing.

Fraud Control Policy

In accordance with Section 307A of the *Local Government Regulation 2012* Recording and notifying loss of local government asset:

(1) This section applies if the chief executive officer—
- (a) is aware of a loss of an asset belonging to the local government that the officer is satisfied is a reportable loss; or
- (b) reasonably suspects there has been a reportable loss of an asset belonging to the local government; or
- (c) is aware of a material loss of an asset belonging to the local government.

(2) The chief executive officer must keep a written record of the following details about the loss—
- (a) a description of the asset, including its value;
- (b) the cause of the loss;
- (c) the action taken by the local government to deal with the loss, including, for example—
  - (i) action to remedy any weakness in the local government's operations; or
  - (ii) action taken to recover the loss;
- (d) approval for writing off the loss.

(3) If the chief executive officer is satisfied the material loss is also a reportable loss, the officer must notify the following as soon as practicable, but not more than 6 months after the officer becomes aware of the loss—
- (a) the Minister;
- (b) the auditor-general;
- (c) for a loss resulting from the commission of an offence under the Criminal Code or another Act—a police officer;
- (d) for a loss resulting from the corrupt conduct of a councillor, local government employee or local government worker—the Crime and Corruption Commission.

(4) In this section—

material loss, for an asset belonging to a local government, means—
- (a) for money—a loss of more than $500; or
- (b) for any other asset—a loss valued by the chief executive officer at more than $1,000.

reportable loss, for an asset belonging to the local government, means a loss resulting from—
- (a) the commission of an offence under the Criminal Code or another Act; or
- (b) the corrupt conduct of a councillor, local government employee or local government worker; or
- (c) conduct of a contractor of the local government that would be corrupt conduct if the contractor were a councillor, local government employee or local government worker.

Audit and Review

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

Version Control

Version No.	Date	Approved	Amendment
1.0	15.12.2022	Council	updated
2.0			

Approval

Chief Executive Officer			
Date:		Signature:	

Fraud Control Plan

Policy No:	FIN-014A
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	
Responsible Officer:	Director of Corporate Services

Purpose

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

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

Commencement of Policy

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

Background

THE NEED FOR EFFECTIVE FRAUD AND CORRUPTION CONTROL STRATEGIES

The Australian Institute of Criminology estimates that fraud costs the Australian economy $8.5 billion each year[1]. Councils may be exposed to high risks of fraud and corruption due to the large volume of goods and services they purchase and because of the high degree of devolved decision making vested in councils. In small communities, such as Murweh Shire Council, the likelihood that elected members or council employees could be linked through their personal or professional relationships to developers, suppliers and other sectors of the public can also lead to an increased risk of fraud and corruption due to conflicts between the public interest and their private interests.

WHAT ARE FRAUD AND CORRUPTION?

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

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

COMMON EXAMPLES OF FRAUD AND CORRUPTION

Type of fraud or corrupt activity	Examples of related risks
Rate revenue The manipulation of rates to receive a self-benefit.	- Incorrectly claiming discounts (e.g. pensioner discount or allowing prompt payment discount after close of rates period) to benefit employees, friends, family and colleagues

Fraud Control Plan

Development applications Relating to development applications under the planning scheme.	- Misuse of commercially sensitive information - Providing kickbacks to Councillors or staff for favourable decisions - Undeclared conflicts of interest involving Councillors and / or staff
Service delivery	- Oversupplying goods or services to benefit third parties

[1] Queensland Audit Office, Report 19: 2014-15, Fraud Management in Local Government June 2015

Relating to the use of council-provided services to which the citizen would not normally be entitled.	– Undersupplying to 'skim' goods or services – Undercharging to benefit third parties (in actual or time)
Compensation Relating to falsely claiming council responsibility for incidents and accidents and attempting to falsely claim compensation	– Falsely claiming work related injuries – Falsely claiming pedestrian accidents on footpaths or council premises
Grants Relating to grant funds not being used for the intended service delivery objective	– Redirecting grant funds to personal accounts – Using grant funds for purposes other than that intended – Poor record keeping, resulting in misstatement
Procurement Relating to the process of acquisition of goods, services and project delivery from third parties	– Unauthorised use of corporate credit or fuel cards – Paying invoices for goods or services that were not delivered – Tender collusion – Receiving kickbacks or being involved in bribery, corruption or coercion related to manipulation of the procurement process
Travel and allowances Relating to falsely claiming reimbursement of costs or allowances for which there is no entitlement	– Making claims for journeys not made or overstating the distance – Reimbursing expenses not related to council business
Payroll and salary Relating to claiming pay that doesn't match work performed or conditions of employment	– Falsely claiming overtime payments
Employment / Recruitment Relating to applicants falsely claiming qualifications and skills above their ability	– Misrepresenting skills, capabilities or qualifications to obtain employment or promotion – Forgery of reference documentation
Assets and Supplies Using council assets for other than official purposes or gaining other personal benefits	– Stealing assets or supplies – Using council assets or supplies without authorisation

Fraud Control Plan

Exploiting council information Using confidential or commercially sensitive information for personal gain	– Falsifying official records – Providing confidential and sensitive information to others for personal gain – Using confidential and sensitive information for personal benefit

Framework

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

CONDITIONS FOR A SOUND CONTROL ENVIRONMENT

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

[2] Australian National Audit Office, Fraud Control in Australian Government Entities – *Better Practice Guide March 2011*

[3] Crime and Misconduct Commission (now Crime and Corruption Commission), *Fraud and Corruption control – Guidelines for Best Practice 2005*

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

CRIME AND CORRUPTION COMMISSION INTEGRATED CONTROL MODEL

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

The elements are as follows:

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

Fraud Control Plan

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

Roles and Responsibilities

GENERAL

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

POSITION SPECIFIC DUTIES

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

Position	Responsibilities
Chief Executive Officer	– Overall accountability for prevention, detection and reporting of fraud and corruption within QSC – Legislated responsibility to exercise authority, on behalf of QSC – Manage Council's operations ensuring service delivery is effective and economical, and in the process avoids waste and extravagance – Manage public resources of Council efficiently, responsibly and in a fully accountable manner – Define goals and objectives in accordance with Council's governance framework – Implement policies and priorities responsibly – Ensure impartiality and integrity in the performance of Council's functions – Ensure accountability and transparency in Council's operational performance – Maintain accurate records and accounts, and report on these as required – Promote continual evaluation and improvement of Council's management practices – Ensure all employees are made aware of and attend appropriate education, training and awareness sessions to allow for a skilled and knowledgeable workforce, including ethics awareness, internal controls and financial or procurement training

Fraud Control Plan

	– Ensure effective employee communication about the process for identifying and reporting on potential fraudulent and corrupt activities
Elected members	– Carry out responsibilities in accordance with the requirements of Section 4 (2) of the *Local Government Act 2009* – Approve, support and endorse policy or process that helps prevent fraud and corruption within Council
Internal Audit Committee	– Provide independent appraisals, examination and evaluation of Council's activities and assist management with the detection of suspected fraud and corrupt activities
Chief Executive Officer Director Corporate & Regulatory Services Director Engineering Director Community & Environment Director Economic Development & Tourism Finance Manager	– Display ethical leadership and high personal standards of behaviour consistent with the *Code of Conduct Policy* – Visibly adhere to Council's ethical framework and promote adherence by all employees – Contribute to effective risk management strategies in accordance with Council's enterprise risk management framework and ensure risk management practices are adhered to throughout area of control – Develop strong internal controls to assist with fraud and corruption prevention in area of responsibility – Ensure where a public interest disclosure is made, the internal procedure for making and managing a public interest disclosure is adhered to – Actively monitor and evaluate performance, timesheets, use of materials to minimise risk of fraud
Director of Corporate and Regulatory Services	– Responsible for coordination of fraud and corruption control management across organisation – Oversee implementation and management of the fraud and corruption control framework – Provide advice to the Chief Executive Officer and senior management team as necessary on fraud and corruption matters – Undertake and report on fraud and corruption auditing activities – Promote Council's position on fraud and corruption control through various communication channels – Actively increase awareness of policies, plans and procedures and employee's obligations in relation to fraud and corruption control

Fraud Control Plan

	– Actively assist Departments in undertaking risk assessments of fraud and corruption in accordance with the enterprise risk management framework – Ensure where a public interest disclosure is made, the internal procedure for making and managing a public interest disclosure is adhered to – Review and evaluate the effectiveness of compliance with relevant legislation and best practice requirements for fraud and corruption control
Supervisors	– Display ethical leadership and high personal standards of behaviour consistent with the *Code of Conduct Policy* – Visibly adhere to Council's ethical framework and promote adherence by all employees – Follow the mandatory internal reporting requirements for reporting suspected corrupt conduct, including fraud or corruption – Actively monitor and evaluate performance, timesheets, use of materials to minimise risk of fraud
Storepersons, Creditors Officers	– Actively monitor stores and purchasing requests to reduce likelihood of fraud – Actively monitor invoices to reduce likelihood of fraud – Actively check delivery items – Report suspect behaviour through the procurement process to Supervisor
Employees with procurement delegations	– Actively monitor invoices to reduce likelihood of fraud – Actively check delivery items
Staff receiving mail and / or handling cash	– Follow correct procedures for mail opening and cash handling
Credit Card holders	– Monitor use of credit card by other employees – Carefully check statement against purchases and report any discrepancies
Payroll Officers	– Monitor timesheets for hours worked and allowances claimed and report any suspected false claims to Supervisor
Human Resources Manager	– Ensure where a public interest disclosure is made, the internal procedure for making and managing a public interest disclosure is adhered to and the Director of Corporate Services is notified. – Provide induction training for new employees covering *Code of Conduct Policy* and *Fraud Control Plan Policy*

Fraud Control Plan

	Ensure due process is followed during the pre-employment screening process – Liaise with Senior Authorised Officer and senior management to assist in actively increasing awareness of policies, plans and procedures and employees obligations in relation to fraud and corruption control
All Employees	– Contribute to the development of improved systems, policies and procedures to enhance Council's resistance to fraud and corruption include: o Safeguarding assets and other resources under their control o Having a clear understanding of their obligations regarding any losses, deficiencies and shortages that may be identified while at work; and o Ensuring all personal claims are accurate with no deliberate omissions (recording accurate hours of work on timesheet or legitimate claims for reimbursement). – Fulfil their obligation to report wrongdoing, or suspected wrongdoing in accordance with Council's *Code of Conduct Policy* and other legislation; – Fulfil their obligation to report and manage their own conflicts of interest as per Council policies and procedures; – Gain an understanding of the policies, procedures and guidelines that pertain to their role and work within the requirements of these; and – Follow the requirements for internal reporting of suspected fraud and corruption.

Fraud and Corruption Risk Assessment

ENTERPRISE RISK MANAGEMENT

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

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

FRAUD AND CORRUPTION RISK MANAGEMENT

Council will implement a program to systematically identify and assess fraud and corruption risks in line with its *Risk Management Policy*. These risks will be assessed at least once every two years and reported to the Risk

Fraud Control Plan

Management Committee to ensure a treatment plan that specifically addresses the risks faced is implemented.

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

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

Internal Controls

EXISTING CONTROLS

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

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

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

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

Fraud Control Plan

FRAUD CONTROL OFFICER

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

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

DATA ANALYTICS

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

Reporting

INTERNAL REPORTING

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

- The Chief Executive Officer; or
- The Mayor;

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

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

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

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

Fraud Control Plan

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

PUBLIC INTEREST DISCLOSURES

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

Complaints against Council officers under the *Public Interest Disclosure Act 2010* will be pursued in accordance with Council's *Public Interest Disclosure Policy*.

EXTERNAL REPORTING

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

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

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

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

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

Investigations

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

Before receiving formal advice on action to be undertaken, the Chief Executive Officer will make the decision as to whether the allegation is serious enough to warrant the suspension of the employee whilst an investigation takes place. The Chief Executive Officer has the right to suspend an employee based on the evidence before them, should they believe that disciplinary action is likely to be taken against the employee concerned. During any period of suspension the employee in question is still entitled to receive their full remuneration, including any allowances and penalties.

Staff Training and Awareness

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

- Specifically highlighting in position descriptions and during the employee induction phase;

Fraud Control Plan

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

Client and Community Awareness

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

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

Related Policies | Legislation | Other Documents

Local Government Act 2009

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

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

Fraud Control Plan

Appendix A

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

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

Fraud and Corruption Control Management Plan

This form may be submitted in the following ways:

- **Email:** mail@murweh.qld.gov.au
- **Hard copy to Council's Administration Office: Confidential for attention of:**
  Chief Executive Officer
  Murweh Shire Council
  PO Box 63, Charleville Q 4470
- **Directly to your Supervisor, Manager, Chief Executive Officer, Director of Corporate Services or Administration Officer or Human Resources Manager.**

10.6 GOV-011 ADMINISTRATIVE ACTION COMPLAINTS PROCESS POLICY AND PROCEDURES (COMBINED)

Author: **Special Project Officer/Disaster Management Officer**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council adopts the GOV-011 Administrative Action Complaints Process Policy and Procedure (Combined) as presented.

BACKGROUND

To seek Council's adoption of the Administrative Action Complaints Process Policy and Procedures (GOV-011), which outlines the framework for managing complaints about administrative actions in accordance with section 268 of the *Local Government Act 2009*.

Murweh Shire Council is committed to providing fair, efficient, and transparent handling of complaints regarding administrative actions. The proposed policy replaces all previous versions and establishes clear procedures for lodging, investigating, and resolving complaints. It also ensures compliance with legislative requirements and promotes continuous improvement in Council's service delivery.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. GOV-011 Administrative Action Complaints Process Policy and Procedures (combined) ⇩

Administrative Action Complaints Process Policy and Procedures (Combined)

Policy No:	GOV-011
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	
Responsible Officer:	Chief Executive Officer

Title and Authorisation

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

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

Commencement of Policy

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

Amendment of the Complaints Process

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

Scope

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

- That could be made under Chapter 3 of the *Queensland Local Government Act 2009* about competitive neutrality issues;
- About official misconduct that should be directed to the Crime and Misconduct Commission;
- Made under the *Whistleblowers Protection Act 1994*; or
- About an alleged minor breach, meeting breach, a repeat breach or a statutory breach under the *Code of Conduct for Councillors*.

Audit and Review

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

Definitions

Terms used in the complaints process have the following meanings:

- *Administrative action* – an administrative action of the Council, being an action about a matter of administration, including each of the following –

  (a) a decision and an Act;

  (b) a failure to make a decision or do an act, including a failure to provide written reasons for a decision;

  (c) the formulation of a proposal or intention;

(d) the making of a recommendation.

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

Objectives

The complaints process is established with the following objectives:

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

Policy Commitment

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

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

Administrative Action Complaints Process Policy and Procedures (Combined)

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

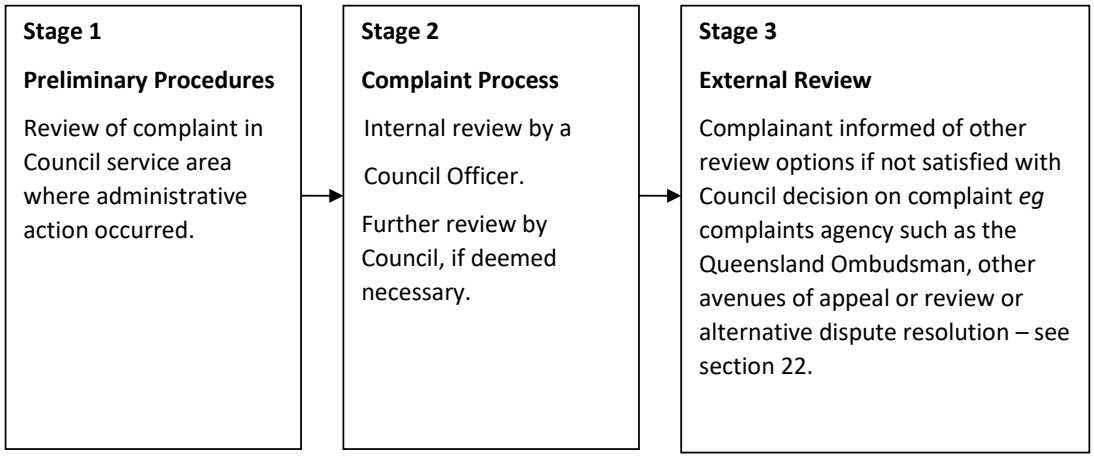
To this end, the Council will endeavour to ensure that:

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

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

Complaint Handling Framework

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



Administrative Action Complaints Process Policy and Procedures (Combined)

STAGE 1 – PRELIMINARY PROCEDURES

Preliminary procedures before a complainant may make a complaint

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

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

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

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

How a complaint may be made

A complainant may make a complaint –

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

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

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

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

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

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

Competitive neutrality complaints

A competitive neutrality complaint is made by an affected person that Council has failed to conduct a business activity in accordance with the competitive neutrality principle, e.g. by utilising its position to compete unfairly with a business competitor.

An affected person who has been adversely affected by a competitive advantage allegedly enjoyed by Council may make a complaint.

Should you wish to discuss a matter relating to competitive neutrality, please contact Council's Chief Executive Officer on: 07 4656 8355 or email: mail@murweh.qld.gov.au so you can explain your concerns and enable Council to clarify and, if possible, resolve the matter before a formal complaint is made.

Administrative Action Complaints Process Policy and Procedures (Combined)

Information to include in your complaint

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

- Your contact details – Your name & at least one method of contact
- As much detail as you can regarding the matter. As a guide, please provide: -
- Date and time of the event
- Place the event occurred
- Who was involved
- What occurred (in as much detail as possible)
- Witnesses who may assist in investigating the matter.
- Include details of any loss or detriment that you have or believe will be suffered;
- List any other authorities or agencies you have already reported this incident to if applicable (for example,
- Queensland Police, your insurance provider;
- A brief description of your desired outcome;
- Any other supporting information such as photos, contact details for other people who can assist in investigating the matter.

Anonymous complaints

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

Complaints by agents

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

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

STAGE 2 – COMPLAINT PROCESS

Process for selecting and appointing a complaints Officer to investigate complaints

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

(a) Select and appoint the CEO as a complaints Officer for the internal review of any complaint;

(b) Delegate to the CEO the power to select and appoint a person or persons to be a complaints Officer to investigate complaints.

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

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

Administrative Action Complaints Process Policy and Procedures (Combined)

Internal review

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

Appointment of reviewer

The CEO, or delegate, will –

(a) Assess the nature of the complaint and determine whether the complaint is to be investigated by means of internal review;

(b) Based on the review criteria, appoint a suitable person as the complaints Officer for the complaint from a panel established by the CEO for that purpose; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Opportunity for complainant to provide further information about the complaint

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

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

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

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

Grounds for refusal to investigate complaint

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

(a) The complaint is trivial; or

(b) The complaint concerns frivolous matter or was made vexatiously; or

(c) The complainant does not have sufficient direct interest in the administrative action that is the subject of the complaint; or

(d) Both of the following apply –

i. The complainant has a right of appeal, reference or review, or another remedy, that the person has not exhausted;

ii. It would be reasonable in the circumstances to require the complainant to exhaust the right or remedy before the Officer investigates, or continues to investigate, the complaint;

(e) In the circumstances, investigating the complaint is unnecessary or unjustifiable.

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

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

Investigating a complaint

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

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

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

Obligation of complaints Officer on completion of investigation

If a complaint is not resolved during the investigation process to the satisfaction of the complainant or is not withdrawn by the complainant, the complaints Officer will give the CEO and the complainant a written report on the results of the investigation and any recommendations. The complaints Officer must give the report to both the CEO and the complainant within the time stipulated in the instrument of appointment, subject to any approved extension of time.

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

- The complaint issue/s;

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

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

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

Remedies

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

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

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

Administrative Action Complaints Process Policy and Procedures (Combined)

Consideration of report by Council

Report about an administrative action

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

(a) By the Council by resolution if the administrative action in question was taken by –

i. The Council, or a committee of the Council, at a meeting;

ii. The mayor or the chairman of a standing committee acting under statutory or delegated authority; or

iii. The CEO;

(b) By the CEO under delegated authority if the administrative action in question was taken by a senior Officer who reports directly to the CEO;

(c) By another Council Officer under delegated authority if the administrative action in question was taken by a Council Officer who is not more senior than the delegate.

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

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

Notice to complainant about outcome of complaint

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

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

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

Implementation of remedy, etc

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

Administrative Action Complaints Process Policy and Procedures (Combined)

Council review if complainant dissatisfied with outcome of complaint

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

The Council will –

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

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

STAGE 3 – REVIEW BY OMBUDSMAN OR OTHER COMPLAINTS ENTITIES

Review by other complaints entities

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

COMPLAINTS MANAGEMENT SYSTEM

Reporting on complaint trends

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

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

Each report will set out –

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

The report will also –

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

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

Administrative Action Complaints Process Policy and Procedures (Combined)

Responsibility of Officers

CEO

The CEO will –

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

(b) Ensure that all Council Officers are aware of and implement the complaints process in the manner intended by the Council;

(c) Foster an environment where complaints management is the responsibility of all Council Officers; and

(d) Ensure any necessary staff training is provided *eg* on the complaints process, conducting an investigation of a complaint, conflict management, customer service skills.

Directors

Each director will ensure that –

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

(b) Service standards are met

Council Officers

All Council Officers –

Are required to observe the complaints process; and

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

Related policies or procedures

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

Evaluation and review of the complaints process

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

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

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

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

Administrative Action Complaints Process Policy and Procedures (Combined)

Communication

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

10.7 GOV-006 PUBLIC INTEREST DISCLOSURE POLICY AND PROCEDURE

Author: **Special Project Officer/Disaster Management Officer**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council adopts the GOV-006 Public Interest Disclosure Policy and Procedure as presented.

BACKGROUND

To seek Council's adoption of the Public Interest Disclosure (PID) Policy and Procedure (GOV-006), which provides a framework for managing disclosures of wrongdoing in accordance with the *Public Interest Disclosure Act 2010*.

Murweh Shire Council is committed to promoting integrity, accountability, and transparency in its operations. The PID Policy ensures that employees and members of the public can report suspected misconduct, maladministration, misuse of resources, or dangers to health, safety, or the environment without fear of reprisal. The policy aligns with legislative requirements and Queensland Ombudsman standards.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. GOV-006 Public Interest Disclosure Policy and Procedure ⇩

Public Interest Disclosure Policy and Procedure

Policy No:	GOV-006
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	
Responsible Officer:	

1. Purpose

It is Council's belief that the reporting and investigation of suspected misconduct within

Council is fundamental to its ongoing integrity and health.

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

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

Relevant Legislation

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

2. Scope

Council, as a public sector entity, is subject to the requirements of the *Public Interest Disclosure Act 2010* and all Council employees and elected members are public officers for the purposes of the legislation.

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

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

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

Public Interest Disclosure Policy and Procedure

3. Objectives

By complying with the *Public Interest Disclosure Act 2010*, Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the *Public Interest Disclosure Act 2010*, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- a management program for PIDs made to Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

Council's Public Interest Disclosure Procedure is available for public viewing on Council's website.

The Public Interest Disclosure Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the *Public Interest Disclosure Act 2010* and the standards issued by the Queensland Ombudsman.

4. Definitions

Administrative action	a) means any action about a matter of administration, including, for example: (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.
Confidential information	a) includes — (i) information about the identity, occupation, residential or work address or whereabouts of a person — A. who makes a public interest disclosure; or B. against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iiii) information that, if disclosed, may cause detriment to a person; and b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.

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Corrupt conduct	As defined in section 15 of the *Crime and Corruption Act 2001* 1) Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that— a. adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— (i) a unit of public administration; or (ii) a person holding an appointment and b. results, or could result, directly or, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that— (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and c. would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. 2) Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that— a) impairs, or could impair, public confidence in public administration; and b) involves, or could involve, any of the following— (i) collusive tendering; (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)— A. protecting health or safety of persons. B. protecting the environment. C. protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets; (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; (v) fraudulently obtaining or retaining an appointment; and (vi) would, if proved, be— A. a criminal offence; or B. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Detriment	includes – a) personal injury or prejudice to safety; and b) property damage or loss; and c) intimidation or harassment; and d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and e) financial loss; and f) damage to reputation, including, for example, personal,

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	professional or business reputation.
Disability	As defined in section 11 of the *Disability Services Act 2006*, for the purposes of this procedure: (1) A disability is a person's condition that— (a) is attributable to— (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in— (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the *Public Interest Disclosure Act 2010*.
Employee	Of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the *Public Interest Disclosure Act 2010*, maladministration is administrative action that— a) was taken contrary to law; or b) was unreasonable, unjust, oppressive, or improperly discriminatory; or c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or e) was an action for which reasons should have been given, but were not given; or f) was based wholly or partly on a mistake of law or fact; or g) was wrong.
Natural justice	Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected. The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are: • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.

Public Interest Disclosure Policy and Procedure

Organisational support	For the purposes of this procedure, organisational support means actions such as, but not limited to: • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency's Employee Assistance Program (EAP) or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the *Public Interest Disclosure Act 2010* to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	Action taken by a manager in relation to an employee, includes any of the following taken by the manager— a) a reasonable appraisal of the employee's work performance; b) a reasonable requirement that the employee undertake counselling; c) a reasonable suspension of the employee from the employment workplace. d) a reasonable disciplinary action; e) a reasonable action to transfer or deploy the employee; f) a reasonable action to end the employee's employment by way of redundancy or retrenchment; g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	The term 'reprisal' is defined under the *Public Interest Disclosure Act 2010* as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else: • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. Reprisal under the *Public Interest Disclosure Act 2010* is a criminal offence and investigations may be undertaken by the Queensland Police Service.
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance. Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.

Public Interest Disclosure Policy and Procedure

5. Procedure

1. Public Interest Disclosure (**PID) management program**

The Chief Executive Officer has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. Council's PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing Public Interest Disclosures within Murweh Shire Council:

Role:	Responsibilities:	Officer:
PID Coordinator	• principal contact for PID issues within Council • document and manage implementation of PID management program • review and update PID procedure annually • maintain and update internal records of PIDs received • report data on PIDs to Queensland Ombudsman • assess PIDs received • provide acknowledgment of receipt of PID to discloser • undertake risk assessments in consultation with disclosers and other relevant officers • liaise with other agencies about referral of PIDs • allocate Investigator and Support Officer to PID matter	

PID Support Officer	• provide advice and information to discloser on Council's PID procedure • provide personal support and referral to other sources of advice or support as required • facilitate updates on progress of investigation • proactively contact discloser throughout PID management process	
Investigator	• conduct investigation of information in PID in accordance with terms of reference • prepare report for delegated decision-maker	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	• review investigation report and determine whether alleged wrongdoing is substantiated	An appropriate decision-maker will be appointed for each PID investigated.

2. Why make a Public Interest Disclosure (PID)

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the *Public Interest Disclosure Act 2010*, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

Public Interest Disclosure Policy and Procedure

3. What is a Public Interest Disclosure (PID)

Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the *Public Interest Disclosure Act 2010*, if the offence or contravention would be a substantial and specific danger to the environment
- reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the *Public Interest Disclosure Act 2010* even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information
- discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

4. Who can a PID be disclosed to?

A PID must be made to the 'proper authority' to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Council:	**Other agencies that can receive PIDs:**
Any person (including employees) can make a disclosure to the: • Chief Executive Officer • Any Director	Disclosures can be made to an agency that has a responsibility for investigating the information disclosed: • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal

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• Manager Governance • Human Resources Manager & Governance Officer	• Queensland Ombudsman for disclosures about maladministration • Queensland Audit Office for disclosures about a substantial misuse of resources • Department of Child Safety, Seniors and Disability Services for disclosures about danger to the health and safety of a child or young person with a disability or for disclosures about danger to the health and safety of a person with a disability • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability • Department of the Environment, Tourism, Science and Innovation for disclosures about danger to the environment • A Member of the Legislative Assembly (MP) for any wrongdoing or danger • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer. • Also, a person may make a complaint under the *Anti-Discrimination Act 1991* about a reprisal in accordance with section 44 of the *Public Interest Disclosure Act 2010*. • A complaint can be lodged with the Queensland Human Rights Commission.

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
  - decided not to investigate or deal with the disclosure, or
  - investigated the disclosure but did not recommend taking any action, or
  - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the *Public Interest Disclosure Act 2010*. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the *Public Interest Disclosure Act 2010*.

5. How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
  - who was involved

o what happened
o when it happened
o where it happened
o whether there were any witnesses, and if so, who they are
o any evidence that supports the PID, and where the evidence is located
o any further information that could help investigate the PID
o provide this information in writing.

6. Deciding whether a matter is a Public Interest Disclosure (**PID)**

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the *Public Interest Disclosure Act 2010.*

It is an offence under the *Public Interest Disclosure Act 2010* to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review
- any action Council proposes to take in relation to the matter
- any other options the discloser has in relation to the matter.

7. Assessing a Public Interest Disclosure (**PID)**

The disclosure will be assessed in accordance with *the Public Interest Disclosure Act 2010*, the PID standards, Council's Public Interest Disclosure Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the Council support officer they can contact for updates or advice of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the *Public Interest Disclosure Act 2010*
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the Council's Employee Assistance Program (EAP).

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

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8. Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

The confidentiality obligations of the *Public Interest Disclosure Act 2010* permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by Council.

9. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal
- manage any allegation of a reprisal as a PID in its own right.

Public Interest Disclosure Policy and Procedure

10. Declining to take action on a Public Interest Disclosure (**PID)**

Under the *Public Interest Disclosure Act 2010*, Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process
- the information disclosed should be dealt with by another process
- the age of the information makes it impractical to investigate
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Murweh Shire Council from the performance of its functions
- another agency with jurisdiction to investigate the information has informed Murweh Shire Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision, they can request a review by writing to the Chief Executive Officer of Council within 28 days of receiving the written reasons for decision.

11. Communication with Public Interest disclosers

Under the *Public Interest Disclosure Act 2010*, the Council must give reasonable information to a discloser.

Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the *Public Interest Disclosure Act 2010* and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the *Public Interest Disclosure Act 2010*
- confidentiality obligations of the discloser and the Council & support arrangements.

Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the *Public Interest Disclosure Act 2010,* after finalising action in response to the PID, the Council will advise the discloser in writing of the action taken and the results of the action.

12. Confidentiality

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

Public Interest Disclosure Policy and Procedure

13. Support for Public Interest disclosers

Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

14. Investigating a Public Interest Disclosure (PID)

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the *Public Interest Disclosure Act 2010* to protect confidential information & obligation under the *Public Interest Disclosure Act 2010* to protect officers from reprisal
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

15. Rights of subject officers

Council acknowledges that for officers who are the subject of a PID, the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program (EAP) for support.

Information and support will be provided to a subject officer until the matter is finalised.

Public Interest Disclosure Policy and Procedure

16. Recordkeeping

In accordance with its obligations under the *Public Interest Disclosure Act 2010* and the *Public Records Act 2002*, Council will ensure that:

- accurate data is collected about the receipt and management of PIDs
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

6. Related Policies and Procedures

- *Administrative Action Complaints Policy and Procedure*
- *Employee Code of Conduct Policy*
- *Risk Management Policy*

This Council Procedure acknowledges the importance of fundamental human rights.

Council is committed to recognising and protecting these rights when creating policies and procedures that shape the frameworks, standards, behaviours, and actions of the Murweh Shire Council.

An assessment of this Procedure determined that it does not limit or affect any human rights.

Version Control

Version No.	Date	Approved	Amendment
1.0			

Approval

Chief Executive Officer		Bruce Scott	
Date:		Signature:	

11 CORPORATE & REGULATORY

11.1 ADVERTISING POLICY

Author: **Special Project Officer/Disaster Management Officer**

Authoriser: **Director of Corporate Services**

RECOMMENDATION

That Council adopts the Advertising Policy as presented.

BACKGROUND

To seek Council's endorsement to adopt Version 2 of the **Advertising Policy (FIN-005)**, aligning Council advertising expenditure, approvals, and election-period restrictions with the **Local Government Regulation 2012, s197**.

Council maintains an Advertising Policy to ensure that expenditure on advertising is appropriate, transparent, and focused on public-interest purposes. The draft Version 2 policy clarifies application categories (staff recruitment, tenders, statutory notices, tourism promotion, disaster preparedness/community safety), minimum advertising channels, delegation to the Chief Executive Officer (CEO), and restrictions in the pre-election period.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. FIN-005 Advertising Policy ⇩

Advertising Policy

Policy No:	FIN-005
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	2
Responsible Officer:	Director Corporate Services

Purpose

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

Commencement of Policy

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

Application

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

a) Advertising for staff to fill vacancies in the Council's organisation.
b) Tenders for the disposal of assets, or for the supply of goods and/ or services to Council.
c) Statutory notices (i.e. public notices required by statue to be published).
d) Promotional advertising to promote the tourism and business opportunities within the district and region.
e) Disaster Preparedness and Community Safety Advice

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

a) Some vacancies may initially be advertised internally in accordance with Council's policy on Employment.
b) When staff vacancies are advertised externally, the minimum advertising shall be local advertising ie. Council Newsletter, social media and website.
c) The Chief Executive Officer shall determine if any additional advertising is to be placed in respect of each staff vacancy. Depending on the nature of the position, the Chief Executive Officer may determine that the vacancy shall be advertised via one or more of the following methods.

- By advertising in various newspapers circulating in regional South West Queensland.
- By advertising in the Brisbane Courier Mail and/ or other major metropolitan newspapers.
- By advertising in industry specific journals and professional journals appropriate to the position to be filled.
- By advertising on various industry specific or professional websites.
- By advertising on social media sites appropriate to the area.

Advertising Policy

Advertising for tenders shall be as follows:

a) Local advertising is to be the minimum advertising for any tenders – Council Newsletter and websites.

b) Where there are not likely to be any local suppliers for the goods or services required or suppliers for the particular local service to establish a local competitive market for that good or service, the Chief Executive Officer or his delegate may determine to advertise in one or more regional newspapers circulating in south west Queensland, in the Brisbane Courier Mail, or in such trade or professional journals appropriate to the goods or service to which the tender relates.

c) The Chief Executive Officer or his delegate may determine to advertise the tender on appropriate websites.

d) Council can use services such as Vender Pannel if deemed necessary.

Statutory or Public Notices should be published in local publications (Murweh Mail), or in a regional newspaper available in or circulating within the district.

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

a) Design, printing and distribution of brochures.

b) The use of websites and social media.

c) Placing of advertisements in holiday planners, holiday guides, tourism magazines etc.

d) Television and radio advertising.

e) As far as possible, decisions on placing of advertisements to promote the district will be taken in cooperation with other local governments within the region, so that the region as a whole is effectively marketed to get best advertising value for our advertising expenditure.

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

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

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

Variations

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

Audit and Review

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

Advertising Policy

References

Local Government Regulations 2012 S197

Version Control

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

Approval

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

11.2 HUMAN RESOURCES REPORT

Author: **Human Resource Manager**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives and notes the January 2026 Human Resources Report.

BACKGROUND

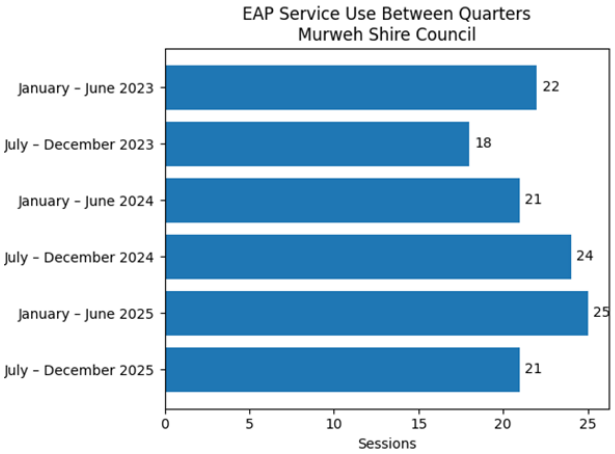
Current Recruitment: Manager Finance & Admin, Governance Officer, Admin Support, RMPC Truck Driver, Labourer Construction, Final Trim Grader Operator, Tractor/Slasher Operator, Golden West traineeships,

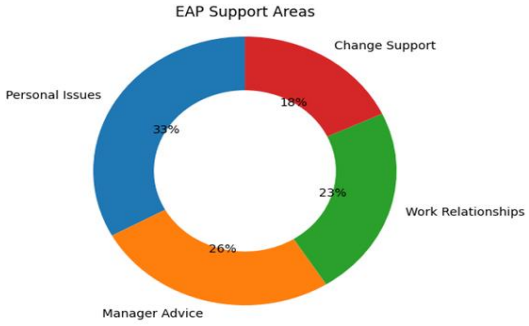
Resignation/ Retirement: Carpenter

Overtime:

Pay Period	Dates	Hours	Amount	Hours	Amount
1-2	21/6/25 to 11/7/25	709	39,029	659	36,867
3-4	12/7/25 to 8/8/25	657	29,227	498	26,125
5-6	9/8/25 to 5/9/25	703	38,934	599	32,361
7-8	6/9/25 to 3/10/25	886	48,694	625	33,218
9-10	4/10/25 to 31/10/25	574	34,853	792	40,506
11-12	1/11/25 to 28/11/25	502	25,251	618	32,874
13-14	29/11/25 to 26/12/25	525	28704	340	17,148

Quarterly report from Changing Ways Psychology





- Website and Snap Send Solve Statistics are included as attachment 1 & 2.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

Nil

11.3 PROCUREMENT POLICY UPDATE LG REG. 2012 S198

Author: **Director of Corporate Services**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council as per Section 198 of the *Local Government Regulation 2012* adopts the Procurement Policy as tabled.

BACKGROUND

Section 198 Procurement policy

(1) A local government must prepare and adopt a policy about procurement (a procurement policy).

(2) The procurement policy must include details of the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.

(3) A local government must review its procurement policy annually.

The version of the Procurement Policy has been updated to reflect the changes that have been implemented to the *Local Government Regulation 2012* in December 2024. These changes impact the medium and large sized contract values which have increased for the first time since the enacting of the LG Regulation in 2012.

LINK TO CORPORATE PLAN

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

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

ATTACHMENTS

1. FIN-001 Procurement Policy ⇩

Procurement Policy

Policy No:	FIN-001
Council Resolution Ref:	
Date Adopted:	
Review Date:	June 2026
Version No:	6
Responsible Officer:	Director of Corporate Services

Purpose

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

Commencement of Policy

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

Application

All purchases of goods and services must be carried out in compliance with the *Local Government Act 2009* as amended, and the *Local Government Regulation 2012* as amended.

Council officers responsible for purchasing goods and services are to comply with these instructions. It is the responsibility of each Council employee involved in the procurement process to understand the policies and procedures as well as their meaning and intent. Employees with any questions must raise these with their respective supervisor or department head.

Council will have regard to the sound contracting principles as defined in the *Local Government Act 2009* when entering into any contract.

The sound contracting principles are—

(a) value for money; and
(b) open and effective competition; and
(c) the development of competitive local business and industry; and
(d) environmental protection; and
(e) ethical behaviour and fair dealing

Policy

Key Objectives

The key objectives of the Purchasing Policy are to:

(a) promoting value for money with probity and accountability;
(b) advancing shire interests in economic, social and environmental policies;

Procurement Policy

(c) providing reasonable opportunities for competitive local business comply with relevant legislation to supply to Council;
(d) promoting compliance with relevant legislation.

CEO financial and procurement authority
In accordance with Section 257 of the *Local Government Act 2009* Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure in accordance with this policy on behalf of Council, and to negotiate and conclude contracts to the value of $280,000 under the following provisions:

(a) There has been provision for the expenditure in the current approved budget; or
(b) The contract has been entered into because of genuine emergency or hardship.

CEO may delegate financial and procurement authority
In accordance with Section 259 of the *Local Government Act 2009* the CEO may delegate authority to incur financial expenditure and negotiate and conclude contracts to officers to whom they deem appropriate.

The CEO must approve financial delegations in writing by recording them in the Register of Delegations. Any officer incurring expenditure may only do so in accordance with the constraints imposed by the Council or the CEO in respect to a financial delegation.

The CEO may review the level of the financial and procurement limit as deemed appropriate for a relevant officer.

Purchasing arrangements under the LGA
There are a number of arrangements available to Council under the *Local Government Regulation 2012* for the purchasing of goods and services. These are approved contractor lists, suppliers from a register of prequalified suppliers, preferred supplier arrangements and LGA arrangements. Council may establish such arrangements as deemed necessary to meet its business objectives. As there are significant benefits to be achieved through the Local Buy arrangements, where considered appropriate Council will endeavour to utilise this arrangement to make purchases as such an arrangement is exempt from any further requirement to seek tenders or quotes.

In accordance with Section 226 of the *Local Government Regulation 2012* Council will invite tenders before making a contract for carrying out works or the supply of goods or services involving costs of more than $280,000. The purchase of goods and services must be provided in the annual budget.

Class A – Large sized contractual arrangements >$280,000 – when tenders are required
In accordance with Section 226 of the *Local Government Regulation 2012* Council will invite tenders before making a contract for carrying out works or the supply of goods or services involving costs of more than $280,000. The purchase of goods and services must be provided in the annual budget. Class A decisions shall be made by a resolution of Council.

Class B – Medium sized contractual arrangements >$21,000 < $280,000 when written quotations are required
In accordance with Section 225 of the *Local Government Regulation 2012* Council will invite at least three written quotations before making a contract for carrying out works or the supply of goods or

Procurement Policy

services involving costs of between $21,000 and $280,000. The purchase of goods and services must be provided in the annual budget.

Class C – Policy for acquisition of goods and services < $21,000

The following procedure will apply to the purchase of goods and services with a value less than $21,000. The purchase of goods and services must be provided in the annual budget.

- < $1,500 - Guided by sound contracting principles
- $1,501 < $7,500 - At least two verbal quotations must be sought and documented;
- $7,501 < $21,000 - Two written quotations must be sought from suppliers who could be reasonably expected to offer the goods or services on a competitive basis.

Detailed specifications may be required if considered advantageous. Class C decisions are made in accordance with delegated authorities.

Encouragement of the development of competitive local business and industry

In accordance with Section 104 (3) (c) of the *Local Government Act 2009* Council wishes to pursue the principle of the development of competitive local business and industry as part of the process of making its purchase decisions. For this purpose:

1. A local business preferential weighting to the "Price" evaluation criteria of a procurement assessment is to be applied at the following rates:

- Goods and services less than $7,500 will be acquired locally, if in stock at shelf price.
- 20% for purchases from $7,501 up to $21,000.
- 10% for purchases from $21,001 up to $50,000.
- 5% for purchases from $50,001 up to $200,000.

A 10% weighting for local content included in tender selection criteria for purchases above $200,000.

In this policy a `local supplier' is a supplier which:

- Is a business with a physical presence in the Murweh Shire

Exemption from requirement to tender or quote

In accordance with Sections 229-235 of the *Local Government Regulation 2012* Council can enter a contract to a value above $280,000 without a tender or a contract above $21,000 and less than $280,000 without seeking quotations if:

(a) Council resolves that it is satisfied that there is only one supplier reasonably available; or
(b) Council resolves that the services being sought are of such a specialised or confidential nature of the services that it would be impractical or disadvantageous to seek quotations or tenders; or
(c) A genuine emergency exists; or
(d) The contract is for purchase of goods and is made by auction; or
(e) The contract is for the purchase of second-hand goods; or
(f) The contract is made with a person on an approved contractor list; or
(g) The contract is made with a supplier from a register of prequalified suppliers; or
(h) The contract is made with a supplier from a register of preferred supplier; or
(i) The contract is made under a LGA Arrangement i.e. Local Buy; or
(j) The contract is made under an arrangement with a government agency.

Procurement Policy

Evaluation of offers

In accordance with Section 104 of the *Local Government Act 2009* Council will accept the offer most advantageous to it. In deciding which offer is most advantageous Council will have regard for sound contracting principles. All offers will be evaluated on appropriate selection criteria. Typical selection criteria may include, but are not limited to compliance with specifications, price, suitability for purpose, delivery, stock holding, product support and training, availability of guarantees of goods and services quality, quality assurance status and past performance, experience, knowledge and ability to perform of the supplier.

Tender documents shall include selection criteria and the evaluation will be completed by the responsible officer and a report on the tender/quotation must be prepared and a recommendation made to Council for approval.

Disposal of valuable non-current assets

In accordance with Section 227 of the *Local Government Regulation 2012* Council will dispose valuable non-current assets by auction or inviting tenders.

A valuable non-current asset is—

(a) Land; or

(b) Another non-current asset that has an apparent value that is equal to or more than the following limits;

- for plant or equipment—$7,000;
- for another type of non-current asset—$14,000

Exemption from disposal by auction or tender

In accordance with *Local Government Regulation 2012* goods with an apparent value of less than the above thresholds do not have to be auctioned or tendered and can be disposed of at the discretion of the CEO. In exercising this discretion the CEO will have consideration to sound contracting principles:-

(a) Open and effective competition;
(b) The best return for Council;
(c) Environmental protection; and
(d) Ethical behaviour and fair dealing.

Exemption to disposal by tender of auction

In accordance with Section 236 of the *Local Government Regulation 2012* Council may dispose of valuable non-current assets other than by tender or auction.

Pursuant to the Regulation, Council will have regard to the requirement to dispose of valuable non-current assets by auction or seeking tenders, however, where there is a reasonable case to use this section, Council will decide by resolution that the exception may apply.

Ethical behaviour

Officers undertaking a purchasing responsibility must act ethically and must be seen by all parties involved in a purchasing transaction (internally within Council and externally in the market place) to be acting ethically.

Procurement Policy

Officers with procurement responsibilities are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

Council officers with procurement responsibilities are to advance the interests of Council in all transactions with suppliers' representatives and act in accordance with the policies and procedures contained herein. Officers must not release information, including names of tenderers to other tenderers, prior to the opening of a tender.

Publishing details of particular contracts

In accordance with Section 237 *Local Government Regulation 2012*, Chapter 6 Contracting, Part 4 Publishing details of particular contracts; Council will as soon as practicable after entering a contract worth $200,000 or more (exclusive of GST):

(a) Publish the relevant details of the contract on Council's website; and
(b) Display the relevant details of the contract in a conspicuous place in Council's public office.

The relevant details must be published or displayed for a period of at least 12 months.

Relevant details, of a contract, means the following:

(a) The person with whom Council has entered into the contract;
(b) The value of the contract;
(c) The purpose of the contract. Example— the particular goods or services to be supplied under the contract.

Purchase Orders

Purchase orders are to be raised and approved at the time the order is placed for all purchases of goods and services, other than those carried out by petty cash transactions, authorised corporate credit cards or in circumstances where it is not commercially practical to raise a purchase order. Not commercially practical includes emergencies or out of hours work incidents. If invoice received without Purchase Order, a payment voucher is to be completed, signed, and attached to invoice for processing.

Payments that do not require purchase orders include:

(a) petty cash;
(b) fuel card purchases;
(c) ongoing accounts (ie. Fixed and mobile telephone, internet, utilities, vehicle registration);
(d) Grants, donations, refunds and subsidies provided by Council;
(e) Employee reimbursements;
(f) Land valuation roll maintenance;
(g) Work cover premiums;
(h) Insurance payments; and
(i) Taxations and payroll legislations payments.

Procurement Policy

If no purchase order raised or provided, a payment voucher would be required. Council officers are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated financial and procurement levels, or to avoid the necessity to obtain quotes, raise purchase orders or invite tenders.

Council officers must identify and assess the total likely requirements of the Council over a given period. Where repeat orders are required from a single supplier and are estimated to exceed $10,000 consideration must be given to establishing an appropriate purchasing arrangement.

Audit and Review

This policy shall be reviewed every three years or as required by changes to process of legislation, relevant Standards and industry best practice. Murweh Shire Council reserves the right to vary, replace or terminate this policy from time to time.

Definitions

NIL

References

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

Version Control

Version No.	Date	Approved	Amendment

Approval

Chief Executive Officer		Bruce Scott OAM	
Date:		Signature:	

11.4 REGULATORY SERVICES REPORT - DECEMBER 2025

Author: **Manager Regulatory Services**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives and notes the Regulatory Services Report for January 2025.

STOCK ROUTE

Wild Dog Control

Council has issued an email to landholders (18/12/2025) supporting Quilpie Shire and its contractor Yellow Company, in providing awareness of the 'Exclusion fencing recovery grant program' that is open for affected landholders during the flood event of March/April. The Chief Executive Officer from Quilpie Shire Council made contact with Council in December seeking assistance to share information through Council networks. (Document attached).

Scalps

Presentation of scalps has reduced in the past couple of months compared to previous months.

The following scalps have been presented during December 2025

Male 6

Female 1

Total Scalps for the year 146

14 January 2026 Total $ 7975.00

AERODROME

Augathella Airport
Mr Jones has advised Council that the road to the new gate on the eastern corner of the boundary fence has been upgraded, and all vehicles associated with his aeronautical business will be utilising this entrance.

Council has installed a camera at the public entrance to the Augathella Airport. This camera can be viewed in 'real time' by authorised personnel. The automatic gate at the entrance is required to be replaced, as the opening mechanism is bent beyond repair. This will be a budgetary requirement into the future. The gate can be opened manually and is secured to eliminate animals from entering.

Obstacle Limitation Survey

JASKO Airport Services (JASKO) was engaged by Murweh Shire Council to complete the 2025 OLS Survey of Augathella aerodrome. The survey was carried out on 16th August 2025.

This report is written on an exception basis where, in the majority of cases, only those issues that are considered non-compliant or hazardous to aircraft operations are mentioned.

The OLS parameters used in this survey are based on those recommended by the RFDS and are far more stringent than would be required for an uncertified aerodrome, such as Augathella.

The following recommendations were identified during the inspection for rectification increase the user safety of this airstrip:

1. To improve the take-off gradient by removing the pile of dead trees (obstacle 6) at the south-eastern end of the runway and lopping or removing the close tree (No. 15).

2. To lop or remove obstructions 2, 3, 4, 5, and any adjacent trees of a similar height, at the south-eastern end of the runway, as each infringes the transitional surface.

3. To lop or remove obstruction No. 8 (a tree) at the north-western end of the runway, as it infringes the 3.33% approach splay.

4. To lop or remove obstructions 10, 11, and 13, at the north-western end of the runway, as each infringes the transitional surface.

All of the trees have been identified by the Stock Route team, whom will remove them to ensure the airport is compliant and safe to a standard requested by the Royal Flying Doctor Service.

Café in the Mulga

The convenor was away the first week January when the café opened. The business had a number of local residents attending the site; however it was not as busy.

Vending Machine

An inspection of the vending machine on Tuesday 13 January 2026 has been completed, with findings being there is no change to the type of machine on site and or the matter stored within the machine.

A subsequent phone call was made to Mr Neale McShane, and he has advised that he is awaiting Switched On Electrical for the updated vending machine to a card type. Further information will be provided at Council meeting should Mr McShane get back in contact with Council.

Charleville Airport

Jasko Airport Services have completed the annual Charleville Airport Technical Inspection and the Obstacle Survey Limitations for 2025.

I draw Council's attention to pages 56 – Review of previous ATI recommendations from previous year, and pages 56-59 for the Corrective Action Plan from this years inspection. Items 3-5 have been rectified in accordance with the recommendation.

Animal Management

Temporary Town Ranger

The employment of a temporary Ranger for the period just prior to Christmas and post New Year has been beneficial to both the community and Council.

Some of the challenges in animal management for the community are as follows

- Dog impoundment – emotional process
- Low understanding of the difference between microchipping and council registration – Murweh has a number of residents that believed their dog is registered as it is microchipped
- Escalating reclaim fees that deter owners from collecting animals – high rate of incidences within Murweh
- Repeat nuisance complaints – experienced within Murweh, however it is expected to reduce with the continual community education process that is being practiced.
- Community mistrust of enforcement only approaches – turning this process around somewhat and placing the responsibility on the animal owner. Should that responsible

person not provide Council with the appropriate information with the 21-day timeframe, further compliance action will be undertaken.

Currently impounded animals that are reclaimed by their owner, have been released back to the owner provided they pay the animals registration and have a set date for the animal to be microchipped. This does require Council's officer to follow up and ensure the microchipping is done for the animal.

Impound fee has not been implemented, due to persons advising that this fee can not be paid at the time. This process has been viewed as part of the education process for the community, prior to implementing full compliance action.

Legislative Requirements

- All dogs kept within the Murweh Shire animal management area must be registered within fourteen days of being kept.

- All dogs over the age of 12 weeks must be microchipped.

Animal database
The animal database has been reviewed with all animal owners that have a valid telephone contact, been contacted regarding registered animals.

The next step of this process is to implement invoices for all active registered animals, making Council compliant in the requirements of the *Animal Management (Cats and Dogs) Act 2008.*

Dangerous Dog
A proposed dangerous dog declaration was implemented early December 2025. The owner of the animal has been cooperating with Council to implement action as required.

ENVIRONMENTAL HEALTH

Commercial Food Premises
Inspections of food premises will continue into the New Year, now that we have more resources within the team.

Queensland Health has requested assistance from Council to carry out an inspection on a food business, as they have received a complaint. This inspection will be carried out on Friday 16 January 2026, with a report provided to the Department.

WASTE MANAGEMENT

Charleville Refuse Site
UTL utilities completed a contract management audit for the Charleville Waste Facility, which is managed by Proterra Group. The report is attached for review.

UTL utilities will assist with ensuring the outcomes of the waste contract are fulfilled prior to the completion of this contract, and to ensure that Council has a definitive plan for continued improvement into the future for this facility.

Proterra have been in contact with Council regarding the implementation of CPI increments. It appears there has been an error in calculation by Proterra, as such an adjustment will be made for the December invoice. There will be further discussion with Proterra personnel regarding processes and plans to be completed in line with the contract.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. **Funding Opportunity Exclusion Fencing - Flood Event March/April 2025** ⇩
2. **Obstacle Limitation Survey - Augathella and Charleville 2025** ⇩
3. **Proterra - Contract Management Audit** ⇩



Were you impacted by the 2025 Western Queensland Floods?

You might be eligible for funding to repair damaged exclusion fences on your property.

Email your expression of interest to **EFRG@quilpie.qld.gov.au**
or scan the QR code above to learn more about the grant program.

Financial assistance provided under the joint Australian Government-State Disaster Recovery Funding Arrangements (DRFA).
Quilpie Shire Council is administering the Exclusion Fencing Recovery Grant program for the South West Queensland region.

Quilpie | Balonne | Bulloo | Murweh | Paroo

QUILPIE Shire

Welcome back to all, I hope everyone has had a nice break and smooth introduction into 2026.

Our exclusion fencing grant team are doing another promotional push to increase the number of applicants as we have seen lower than anticipated EOI's and believe we are experiencing a bit of unwillingness to accept a "hand out".

I ask that your Council's please share social media posts as we tag each Council in those to help spread the word.

Maree Tully is out in our communities, assisting applicants and spreading the work. Maree can be contacted on 0439 181 461 and enquiries can be emailed to EFRG@quilpie.qld.gov.au.

A body of work we may require each Council to assist with is identifying land holders who have previously received grant funding towards exclusion fencing but have not applied under the EFRG program.

The funding is not limited to just replacing damaged fencing but it to support the reinstatement of fencing and associated infrastructure (footing etc) to the pre-disaster state. By identifying those that have not applied, a more targeted information campaign could be undertaken to ensure the available scope is understood and applications submitted.

I'm happy to discuss further, alternatively Robert or Maree are also available to assist.

Kind Regards,

Justin Hancock
Chief Executive Officer
www.quilpie.qld.gov.au

QUILPIE Shire

ceo@quilpie.qld.gov.au
07 4656 0510
0448 816 827
50 Brolga St, Quilpie 4480 QLD
PO Box 57, Quilpie 4480 QLD



CHARLEVILLE AIRPORT
2025 TECHNICAL INSPECTION & OLS SURVEY REPORT

CONDUCTED ON

15th to 16th August 2025

PREPARED FOR

Murweh Shire Council

PREPARED BY
JASKO AIRPORT SERVICES

PO Box 154
Mt. Ommaney QLD 4074

PHONE +61 7 3705 2042
EMAIL info@jasko.com.au

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Version History

Version	Version Date	Details	Authorised	
			Name/Position	Signature
0.1	12/10/2025	Draft	Andrew Stewart - Director	
0.2	05/12/2026	Draft Proof	Sheryl de Bruyn	S. de Bruyn
1.0	05/12/2026	Approved - Final	Andrew Stewart - Director	

1.0 CERTIFICATION

The Murweh Regional Council (Council) was granted a certificate (CASA.ADCERT.0031) by the Civil Aviation Safety Authority as the Aerodrome Operator for Charleville Aerodrome on 5th May 2022.

The Part 139 (Aerodromes) Manual of Standards 2019 (Part 139 MOS) requires an aerodrome that, in the course of a financial year, has at least 10 000 but less than 50 000 air transport passenger movements or at least 20 000 but less than 100 000 aircraft movements to establish and implement a technical inspection program (ATI).

As Charleville Aerodrome falls into this category, this inspection was conducted in accordance with the requirements set by the Civil Aviation Safety Authority in Civil Aviation Safety Regulations 1998 (CASR), and the Part 139 MOS.

As a qualified surveyor with more than 20 years' experience conducting Technical Inspections, Lead Inspector, Andrew Stewart, meets the requirements of Part 139 MOS Chapters 12.10(1) and 12.10(2). A record of Andrew's relevant experience and qualifications is included at Appendix C.

I hereby certify that, to the best of my knowledge and, conditional upon the rectification of the indicated deficiencies, the aerodrome facilities, equipment, and procedures, meet the applicable standards for a "Certified" aerodrome. I, Andrew, Stewart, hereby certify that, to the best of my knowledge and, conditional upon the rectification of the indicated deficiencies, the aerodrome facilities, equipment, procedures and OLS meet the applicable standards for a "Certified" aerodrome.

Name	Qualification	Signature	Inspection Date
Andrew Stewart	Bachelor of Surveying		16th August 2025

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1.1 Scope of Inspection

The scope of this inspection covers elements (a) – (c), (e) – (k).

a) an instrument survey of the approach, the take-off and the transitional surfaces and a check of other applicable surfaces associated with the OLS;

b) a check of the aerodrome operator's monitoring of the instrument approach procedure-critical obstacles nominated by the procedure designer for any terminal instrument flight procedures published for the aerodrome;

c) inspection and assessment of the movement area pavements, drainage and associated strips;

d) inspection and testing of the aerodrome lighting and electrical reticulation systems.

e) assessment of visual aids on the aerodrome;

f) inspection of equipment or facilities at the aerodrome used for wildlife hazard management (including aerodrome fencing and gates) and aerodrome emergencies;

g) check of the currency and accuracy of the aerodrome information published in the AIP

h) a check of the aerodrome operating procedures specified in the aerodrome manual and supporting documents;

i) a check that the safety management system or risk management plan (as applicable) is up-to-date and is functioning as documented;

j) an inspection of airside vehicle control arrangements;

k) a check that personnel appointed as a reporting officer or works safety officer have been trained and assessed in accordance with Part 139 MOS and appear to be generally competent to carry out the required duties in accordance with this MOS.

The purpose of the technical inspection is to check for non-compliance with the standards of the Part 139 MOS and to identify any deterioration or defect in the condition of the movement area or visual aids and related equipment that could make the aerodrome unsafe for aircraft operations or where the facilities, equipment, operation, aerodrome personnel or procedures do not comply with current Regulations.

A night-time visual inspection of the lighting systems' operation was undertaken by the inspector, and the results are provided within this report. These observations are not to be confused with the Annual Electrical Technical inspection that is required to be more comprehensive.

2.0 EXECUTIVE SUMMARY

JASKO Airport Services (JASKO) was engaged by the Murweh Shire Council (Council) to complete the 2025 Aerodrome Technical inspection of Charleville Aerodrome. The inspection was carried out on the 15th and 16th August 2025.

This report is written on a by-exception basis where, in most cases, only those issues that are considered non-compliant or hazardous to aircraft operations are mentioned.

Five Compliance Issues have been recommended for remediation within this report. The most urgent of these (Compliance issues 4 and 5) is to lop or remove trees which infringe the transitional surface at either end of runway 12/30.

Two (2) Compliance Issues (Nos. 1 and 2) refer to the need to do remedial works on taxiways A, B, D and E, and the ATO apron, so that water does not pond on the surfaces. The Part 139 MOS does not permit water to pond on runways, taxiways or aprons.

The final Compliance Issue (No 3) refers to the need to have the information in the runway distance supplement (RDS) updated to reflect the results of this OLS survey.

The nine (9) Observations made within this report are not mandatory requirements. Each is, rather, a suggestion made by JASKO that may further improve the facility or procedures.

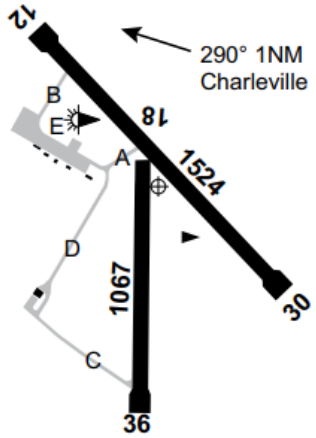
To assist with planning, a Corrective Action Plan has been provided within this report for Management's use.

JASKO would like to acknowledge the cooperation and efforts of Rob (Butch) Gordon in assisting with the facilitation of this inspection.

3.0 MOVEMENT AREAS

The following movement areas are provided at the aerodrome.

RUNWAYS	RWY 12/30
	RWY 18/36
TAXIWAYS/TAXILANES	TWY A
	TWY B
	TWY C
	TWY D
	TWY E
APRONS	ATO Apron
	GA Apron
	RFDS Apron



A visual appraisal of the condition of the above movement areas was conducted. The findings are summarised below for each of the movement areas mentioned.

3.1 RUNWAY PAVEMENTS & DRAINAGE

3.1.1 Runway 12/30

Code	Code 3
Classification	Instrument non-precision approach.
Dimensions	1524m long by 30m wide.

Pavement Rating	Testing of the pavement increased its rating to a PCN 19/F/A/1500 (218PSI)/T. This has recently been updated to the new Pavement Classification Rating (PCR) of PCR 130/F/B/Y/T Sealed, which has been published. • There was nothing to indicate that this rating cannot continue to be met.
Pavement Surface	The runway was last resealed in January 2009 using a two-coat chip seal with the final coat using a nominal 7mm chip. The pavement was considered to be in an overall good condition. The stripping reported in previous ATIs is continuing particularly where the aircraft wheels track, but there was little loose aggregate observed. The runway is regularly swept as part of routine maintenance. • There is evidence (staining) showing that water ponds on the runway after rain. The Part 139 MOS Section 6.08 (1) mandates that the transverse slopes of the runway must not allow water to pond and this ponding must be addressed. • These areas have been marked out for future repair. A marked bump was felt when driving over a join in the sealed surface to the north-east of the taxiway A entrance. This is known to Council and is being monitored for further movement. It did not appear to have gotten worse in the past year. This is one of the areas where water ponds and has been marked out to be patched.
 *Area marked on RWY 12/30 for patching*	
Pavement Texture	A visual check of the surface showed no signs of polishing or other conditions that would reduce the pavement texture. JASKO completed several “Sand Patch” tests on random sections of the pavement in 2022, with each showing that the surface met the texture requirements of Part 139 MOS Section 6.09. • This type of testing is now not required until 2032, or after a reseal.
Slope	The runway slopes down to the northwest at 0.3%.
Contamination	Nil
Rideability	When traversed at speed the overall ride was assessed as good. The pronounced bump mentioned above did make the ride a little uncomfortable when traversed and Council should make attempts to have the hump removed. • This section of pavement has been marked out for patching.

Shoulders	7.5m wide shoulders are provided. They consist of 3.5m of seal and 4.0m of gravel. The first one metre from the edges of the runway was sealed at the same time as the runway (2009). The remaining 2.5m of the sealed section was covered with coarse aggregate (approximately 12mm) and was in an acceptable condition. The gravel section is occasionally rolled and was smooth and well graded.
Sight Distance	When viewed from 3m above ground level the entire length of the runway was visible. This more than meets the half runway length sight distance required by the Part 139 MOS Table 6.07 (1).
Stopway	A stopway has not been provided at either runway end, as they are not required.
Blast Areas	The old seal within the clearways of either runway end provides sufficient erosion control to meet the Part 139 MOS.
Turning Pads	Turning pads are provided on either side of the runway at both ends. • The surface is in a similar condition to the runway.
RUNWAY STRIP	
Dimensions	The strip is 1828m long and maintained to a 90m graded width and an overall width of 150m.
Surface	The runway strip is made up of natural surface with an even cover of grass, which had been mown short. It is smooth and was in good condition. This area is prone to ant nests, but none were observed during this inspection.
Rideability	When tested at 65km/h the runway strip provided a ride that met the Part 139 MOS requirements.
Slopes	The design longitudinal slope values have not been exceeded.
Clearway	Clearways are provided at either end. Each is 152m in length and 150m in width as required by the Part 139 MOS. The central section consists of an old, sealed surface. The old seal is now broken up and is covered with grass, which has bound the loose bits of seal together. The remainder of the clearway is grassed natural surface which was smooth and clear of obstructions.
RESA	A 90m-by-60m runway end safety area (RESA) has been provided outside the defined runway strip at either end of RWY 12/30. • Additional land is not available to provide the 240m RESA desired in Part 139 MOS. A comment on why the desired 240m has not been provided has been included in the AD Manual.
Drainage	The shape of the runway strip allows water to run off the surface. In addition, grated drains are provided down either side of the runway. The pits and grates were clear of any obstacles that might affect the flow of water. • The drainage system provided appeared to work efficiently.
MARKERS & MARKINGS	
RWY Markers	Not required.
RWY Markings	The painted markings provided were all correctly located and in good condition.

	White turning pad edge lines have been installed. The Part 139 MOS, Section 8.33, requires that a runway turn pad marking must be provided at each turning pad. This is a new requirement, and Council has grandfathered this issue in the AD Manual.
RWS Markers	The runway strip boundaries were defined by white fibreglass gable markers which were well aligned, and the majority were in good condition.
LIGHTING	
Runway Lighting	Runway edge, threshold, runway end and turning pad lighting is provided. • An inspection of the lighting system is not within the scope of this ATI.

3.1.2 Runway 18/36

Code	Code 2.
Classification	Non-instrument approach runway.
Dimensions	The runway is 1067m long by 23m wide.
Pavement Rating	Testing in 2014 showed that the pavement was rated at PCN 9/F/A/800(116PSI)/T. This figure has recently been updated to the new Pavement Classification Rating (PCR) of PCR 90/F/B/Y/U Sealed, which has been published. There was nothing to indicate that this rating cannot continue to be met.
Pavement Surface	In January 2009, a re-seal of the entire runway was completed using rubberised bitumen as a binder and 7mm aggregate. In April 2014 the runway was fully re-constructed and coated with a chip seal, including 3.5m shoulders each side, after flood damage. Sealed turning nodes are provided at the southern end only and it was re-constructed with the runway. There are numerous cracks that have formed in the runway surface, along the full length and width (see photograph below). Many have formed into block cracking which indicates that too much stabiliser may have been added to the pavement when it was reconstructed. The block cracking has now extended to almost the full length of the runway. The larger blocks are not breaking into smaller bits and the transition across them is still quite smooth. The cracking is regularly monitored by the ARO team, and any open cracks are sealed as part of routine maintenance. Water can pond on the surface in isolated areas, but it dissipates quickly, once the rain stops.



Block cracking in RWY 18/36

Pavement Texture	A visual check of the surface showed no signs of polishing or other conditions that would reduce the pavement texture. Nor was there excessive rubber build up in the landing zones. The chip seal surface of the runway appears to provide good frictional characteristics and met the texture requirements of Part 139 MOS Section 6.09.
Slope	The runway is level.
Contamination	Nil
Rideability	When tested at speed the runway strip provided an excellent ride that met the Part 139 MOS requirements.
Shoulders	Shoulders are provided on either side of the runway. They are 7.5m wide and consist of 3.5m of new surface that was reconstructed at the same time as the runway and the remainder of very old seal that was part of the original 45m wide runway. • The newer section was in excellent condition, and the remaining outer edges were in fair condition.
Sight Distance	When viewed from 2m above ground level the entire length of the runway was visible. This more than meets the half runway length sight distance required by the Part 139 MOS Table 6.07 (1).
Stopway	A stopway has not been provided at either runway end, as they are not a requirement.
Blast Areas	The old seal within the clearway of the southern end provides sufficient erosion control to meet the Part 139 MOS.
Turning Pads	Sealed turning pads are provided on either side of the threshold at the southern end only. Each was re-constructed at the same time as the runway and were in a similar condition.
RUNWAY STRIP	
Dimensions	The strip is 1187m long by 90m wide.

Surface	The surface is a natural grass cover that had been mown short. It was well graded and met the required standards.
Rideability	When tested at speed in a four-wheel drive vehicle, the ride was assessed as good.
Slopes	The design longitudinal slope values have not been exceeded.
Clearway	Sixty metres of clearway is provided at each runway end. The southern end consists of a natural surface within the marked runway strip, and its condition was similar to the rest of the runway strip. The northern end clearway is provided within the main Runway 12/30's runway strip.
RESA	RESA are not required on a Code 2 non-instrument approach runway.
Drainage	The shape of the runway strip appears to provide adequate drainage. Water runs off the runway strip and into the outer system that takes water away from the aerodrome. There are grated drains down the western side, and each was observed to be clean and clear of obstructions. • There was nothing observed that would hinder the flow of water into the drains.
MARKERS & MARKINGS	
RWY Markers	Not required.
RWY Markings	The painted markings provided were all correctly located and were in good condition.
RWS Markers	The runway strip boundaries were defined by white fibreglass gable markers that were correctly aligned and were in good condition. • The gables were being washed at the time of this inspection.
LIGHTING	
Runway Lighting	Reticulated lighting is not provided for this runway. • The RFDS have installed solar powered lights for this runway. They are maintained by the RFDS, and all were working when inspected at night.

3.2 TAXIWAY PAVEMENTS & DRAINAGE

3.2.1 TWY A

Dimensions	The width is nominally 15m wide.
Classification	The taxiway is a Code C and is suitable for all aircraft with an OMGWS of 6m to < 9m.
Pavement Rating	There was nothing to indicate that the taxiway was of a lesser strength than Runway 12/30.
Pavement Surface	The surface was last re-sealed in January 2009. Works were completed in 2017 to increase the width of the ATO apron and as a result the entrance from the taxiway to ATO apron was also increased in size. The new seal was in excellent condition, and the remainder was in a similar condition to that described for the main runway.

	Bleeding has occurred in the aircraft wheel tracks on either side of the centreline, and this is an ongoing issue. It does not appear to have affected the frictional characteristics of the pavement and nor does it appear to have deteriorated further during the past year. The cracks in the surface are repaired on regular occasions. Evidence that water may pond on this taxiway as it enters RWY 12/30 and the intersection with RWY 18/36. The Part 139 MOS Section 6.41 (1) requires that the transverse slopes of a taxiway do not permit water to pond. Remedial action will need to be taken to ensure water does not pond on the taxiways.
 *Water ponding on surface.*	
Compliance Issue	1 Council to complete remedial works on taxiways A, B, D and E, to ensure that water does not pond on the taxiway surfaces, refer Part 139 MOS Section 6.41(1).
Sight Distance	When viewed from 3m above ground level the entire length of the taxiway is visible. This meets the sight distance required by the Part 139 MOS Table 6.42 (1).
Shoulders	Shoulders are not provided. The Part 139 MOS Section 6.45 requires that a Code C taxiway has a minimum width, including shoulders, of 25m. This standard differs from the superseded MOS Part 139 and the Rules and Practices for Aerodromes, which only require 3m shoulders for jet aircraft. • Evidence was produced to show that this non-conformance has been grandfathered in the AD Manual.
Contamination	Nil
Rideability	The ride was assessed as good, particularly at taxiing speeds.
TAXIWAY STRIP	
Dimensions	The taxiway strip has an ungraded width of 52m as required for Code C aircraft. The graded width of 25m also meets Code C requirements.
Surface	The surface consists of graded natural soil covered in grass that has been mown short. The taxiway strip met the Part 139 MOS requirements.

Rideability	The taxiway strip provides an acceptable ride.	
Drainage	The shape of the taxiway strip is a continuation of the taxiway and drainage appears to be good. Water drains into an open drain on either side of the taxiway. The headwalls of this drain are located outside the graded taxiway strip.	
MARKERS & MARKINGS		
TWY Markings	The painted markings provided were all correctly located, defined and were in good condition. The dimensions for holding position in the Part 139 MOS have changed. These markings now consist of lines that are 300mm wide (refer Part 139 MOS Figure 8.39 (2)) and these markings will need to be adjusted when they next need painting.	
Observation	1	Council to repaint holding position markings at the aerodrome, as the dimensions of these lines have changed.
TWY Markers	Not required.	
TWS Markers	Five yellow cone markers are provided in line with the runway / taxiway boundary intersections, these cones are not required but they clearly show the taxiway's entrances / exits.	
LIGHTING		
TWY Lighting	Blue edge lights and amber holding point lights, either side of the holding point markings, are provided on Taxiway A. • An inspection of the lighting system is not within the scope of this ATI.	

3.2.2 TWY B

Dimensions	The taxiway is 15m wide.
Classification	The taxiway is a Code C and is suitable for all aircraft with an OMGWS of 6m to < 9m.
Pavement Rating	There was nothing to indicate that the taxiway was not of sufficient strength for the aircraft permitted to use it. • It is limited to aircraft with a MTOW of less than 20,000KG.
Pavement Surface	The surface was last re-sealed in January 2009. The seal was in a similar condition to that described for the main runway. Water can pond on the surface, and remedial work to restore the transverse slope in areas where water does pond need to be undertaken (refer to Compliance Issue 1).
Shoulders	4.5m gravel shoulders have been constructed. The Part 139 MOS Section 6.45 requires that a Code C taxiway has a minimum width, including shoulders, of 25m. This standard differs from the superseded MOS Part 139 and the Rules and Practices for Aerodromes, which only require 3m shoulders for jet aircraft. • Evidence was produced to show that this non-conformance has been grandfathered in the new manual.

Sight Distance	When viewed from 3m above ground level the entire length of the taxiway is visible. This meets the sight distance required by the Part 139 MOS Table 6.42 (1).
Contamination	Nil.
Rideability	Provided a smooth ride when tested.
Drainage	The shape appears to allow water to flow off the seal and no ponding or low spots were observed.
TAXIWAY STRIP	
Dimensions	The taxiway strip has an ungraded width of 52m as required for Code C aircraft. The graded width of 25m also meets Code C requirements.
Surface	The surface consists of graded natural soil sparsely covered in grass that is maintained to the correct height. The surface met the Part 139 MOS requirements.
Rideability	The taxiway strip provides an acceptable ride.
Drainage	The shape of the taxiway strip is a continuation of the taxiway and drainage appears to be good. Water drains into an open drain on either side of the taxiway. The headwalls of this drain are located outside the graded taxiway strip.
MARKERS & MARKINGS	
TWY Markings	The painted markings provided were all correctly located, defined and were in acceptable condition. The dimensions for holding position in the Part 139 MOS have changed. These markings now consist of lines that are 300mm wide (refer Part 139 MOS Figure 8.39 (2)) and these markings will need to be adjusted when they next need painting (refer Observation 1).
TWY Markers	Not required.
TWS Markers	Five yellow cone markers are provided in line with the runway / taxiway boundary intersections, these cones are not required but they clearly show the taxiway's entrances / exits.
LIGHTING	
TWY Lighting	Lighting is not provided for this taxiway.

3.2.3 TWY C

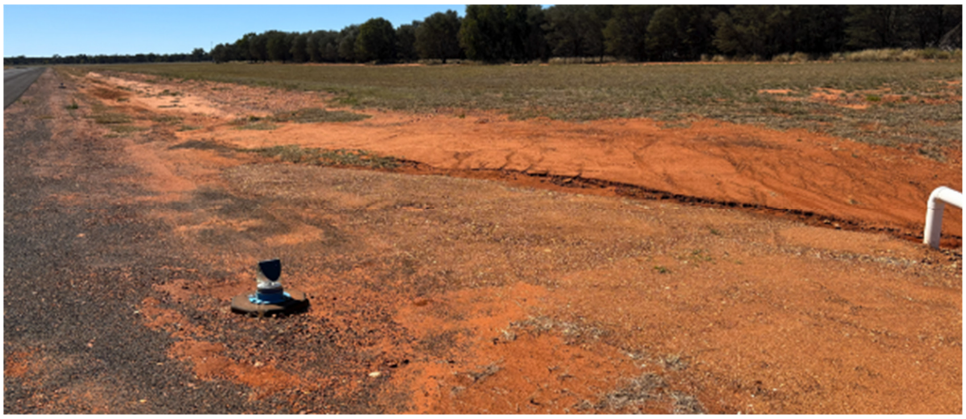
Dimensions	It was measured as 10.5m wide.
Classification	It is classified as a Code B and is suitable for all aircraft with an OMGWS of 4.5m to < 6m.
Pavement Rating	The pavement is limited to aircraft with a maximum take-off weight of 7500kg. There was nothing to indicate that the strength of the taxiway was not sufficient for the aircraft permitted to use it.
Pavement Surface	The sealed surface is very old, and its binder has lost its elasticity. Myriad cracks have formed in the seal and all those observed had been filled. Many of these fine

	cracks are yet to be sealed. Council should seal all the cracks in the sealed surfaces and begin plans to reseal this taxiway. Additional seal was applied to each edge of the taxiway to increase its width to 10.5m (in 2017). This newer seal was in excellent condition.	
Observation	2	Council to consider sealing the cracks in the sealed surfaces of the aerodrome.
Observation	3	To consider resealing the surface of taxiway C.
Shoulders	No shoulders are provided and nor are they required.	
Sight Distance	When viewed from 2m above ground level the entire length of the taxiway is visible. This meets the sight distance required by the Part 139 MOS Table 6.42 (1).	
Contamination	Nil.	
Rideability	Despite the age and cracking of the surface the ride was assessed as quite good.	
TAXIWAY STRIP		
Dimensions	The taxiway strip has an ungraded width of 40m as required for Code B aircraft. The graded width of 25m also meets Code B requirements.	
Surface	The surface consists of graded natural soil sparsely covered with grass that was mown short. The surface met the Part 139 MOS requirements.	
Rideability	The ride provided by the surface was smooth and met the standards.	
Drainage	The taxiway strip is quite flat, but it does still appear to allow water to flow away from the sealed surface and into shallow “spoon” drains.	
MARKERS & MARKINGS		
TWY Markings	The painted markings provided were all correctly located, defined and were in good condition. • The dimensions for holding positions in the new Part 139 MOS have changed. These markings now consist of lines that are 300mm wide (refer Part 139 MOS Figure 8.39 (2)) and these markings will need to be adjusted when they next need painting (refer Observation 1).	
TWY Markers	Not required.	
TWS Markers	Five yellow cone markers are provided in line with the runway / taxiway boundary intersection, these cones are not required but they clearly show the taxiway’s entrances / exits.	
LIGHTING		
TWY Lighting	The taxiway is not lit.	

3.2.4 TWY D

Taxiway Code	Code B
Dimensions	Its width was increased to 12m in the past year.
Classification	Its width restricts its classification to Code A and is suitable for all aircraft with an OMGWS of < 4.5m.

Pavement Rating	There was nothing to indicate that the strength of the taxiway was not sufficient for the aircraft permitted to use it. • It is limited to aircraft with a maximum take-off weight of 7500kg.
Pavement Surface	The surface was last re-sealed in January 2009. The seal is in a similar condition to that of the main runway and it was in good condition. The bitumen binder appears to be lively, and the aggregate has adhered well. Numerous cracks were observed in the surface with many having been filled. Those that are open should be sealed / filled to prevent water from penetrating into the pavement beneath and help to prolong the "life" of the pavement (refer Observation 2). • An additional one meter of seal was applied down either side of the taxiway in the past year, bringing the taxiway to Code B width. This new chip seal is in excellent condition.
Shoulders	Shoulders are not provided and nor are they required.
Sight Distance	When viewed from 1.5m above ground level the entire length of the taxiway is visible. This meets the sight distance required by the Part 139 MOS Table 6.42 (1).
Contamination	Nil.
Rideability	When tested at taxiing speeds the ride was assessed as good.
TAXIWAY STRIP	
Dimensions	The surface was recently reshaped to meet the Part 139 MOS slope requirements and meets Code B standards for width. The distance from the centreline to the RFDS hangar corner is approximately 15m which means that it infringes the total taxiway strip width; a distance of 15.5m either side of the centreline is required to be obstacle free (refer Part 139 MOS 6.48(i)). • Council plans to move the centerline now that the taxiway has been increased in width. Once moved it is expected that the taxiway will have a compliant taxiway strip. Unserviceability cones have been placed at the infringing corner of the RFDS hangar side and any items which used to be stored along the taxiway side of the hangar have been removed to maximise the taxiway strip width. The fence around the RDFS refuelling facility is located outside the taxiway strip. A 22m graded width has been provided as per Code A standards. Culvert headwalls have been constructed 12.5m either side of the taxiway centreline. This places them outside of the graded taxiway strip for Code A and Code B standards.
Surface	The surface was recently reshaped to meet the Part 1309 MOS slope requirements and was void of grass. Scouring in the runway strip was observed, where water flows into the culvert (see photograph below). Works will need to be competed to repair this a scouring.

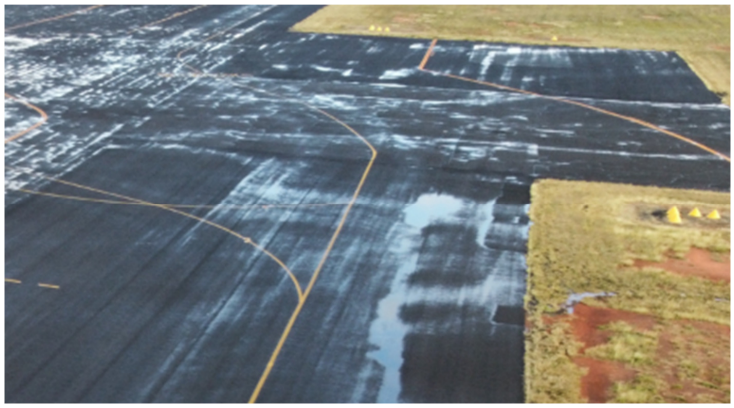


Scouring in taxiway strip D.

Observation	4	To remediate the scouring that has occurred in the taxiway strip of taxiway D.
Rideability	When tested, the rideability of the taxiway strip was found to be compliant.	
Drainage	The reshaped surface appears to drain effectively. Water flows into shallow outer drains.	
MARKERS & MARKINGS		
TWY Markings	The painted markings provided were all correctly located and were in good condition.	
TWY Markers	Not provided.	
TWS Markers	Five yellow cone markers are provided in line with the taxiway boundary intersections; these cones are not required but they clearly show the taxiway's entrances / exits. • Three U/S cones have been placed at the infringing corner of the RFDS hangar. • Non-standard PVC pipes with red reflectors appropriately mark the culvert headwalls.	
LIGHTING		
TWY Lighting	It has solar blue lights down its entire length. All were worked when checked at night.	

3.2.5 TWY E

Dimensions	The width is nominally 15m wide.
Classification	The taxiway is a Code C and is suitable for all aircraft with an OMGWS of 6m to < 9m.
Pavement Rating	There was nothing to indicate that the eastern end of the taxiway (where it crosses the ATO apron) was of a lesser strength than Runway 12/30. It is limited to 20000KG, the apron around it is 5700Kg.

Pavement Surface	The eastern section of taxiway was constructed in 2017 and has a chip sealed surface which was in good condition. Rutting in the aircraft wheel tracks was observed (see photograph below). This has been in the taxiway for a while, and it is unknown whether it was there during construction or has been made by aircraft. It does not appear to have gotten worse over the past year. The ARO team monitor the area for further movement during their daily duties. The remainder of the taxiway, to the west, was last re-sealed in January 2009 and is in poor condition. The surface is very old and brittle, as is confirmed by the number of cracks. These cracks are all open, which allows water to penetrate the pavement below, causing softness and deterioration. Each of the cracks needs to be filled / sealed and then preferably the surface should be resealed. Several areas have failed in recent years, resulting in the weight limit being applied. These have since been repaired. Ideally this section of taxiway would be reconstructed allowing two access points to the ATO apron (from TWY A and B). Water ponds in several area on the taxiway surface (see photograph below). The traverse slope of a taxiway is supposed to ensure that water does not pond (refer Part 139 Mos Section 6.41 91), and these areas will need to be remediated (refer to Compliance Issue 1).	
 *Water ponding and surface rutting on TWY E.*		
Observation	5	To consider reconstructing and resealing the eastern section of TWY E. This will allow two access points to the ATO apron, making its use more effective and efficient.
Shoulders	A mixture of gravel and sealed shoulders are provided. The minimum width of shoulder is 5m either side. This meets the 25m combined width of TWY and shoulder required by the Part 139 MOS 6.45.	
Sight Distance	When viewed from 3m above ground level the entire length of the taxiway is visible. This meets the sight distance required by Part 139 MOS Table 6.42 (1).	
Contamination	Nil.	
Rideability	The surface was smooth when tested.	

TAXIWAY STRIP	
Dimensions	The taxiway strip has an ungraded width of 52m as required for Code C aircraft. The graded width of 25m also meets Code C requirements.
Surface	The surface consists mostly of sealed surfaces, with some graded natural soil covered in grass that has been mown short. The taxiway strip met the Part 139 MOS requirements.
Rideability	The taxiway strip provides an acceptable ride.
Drainage	The shape of the taxiway strip is a continuation of the taxiway and drainage appears to be good. Water drains into an open drain on the northern side and onto the apron areas and their drainage systems to the south.
MARKERS & MARKINGS	
TWY Markings	The painted markings provided were all correctly located and were in an acceptable condition. The southeastern edge of the taxiway is defined by a parking Clearance line.
TWY Markers	Not required.
TWS Markers	Five yellow cone markers are provided in line with the runway / taxiway boundary intersections, these cones are not required but they clearly show the taxiway's entrances / exits.
LIGHTING	
TWY Lighting	The taxiway is not lit.

3.3 APRON PAVEMENTS & DRAINAGE

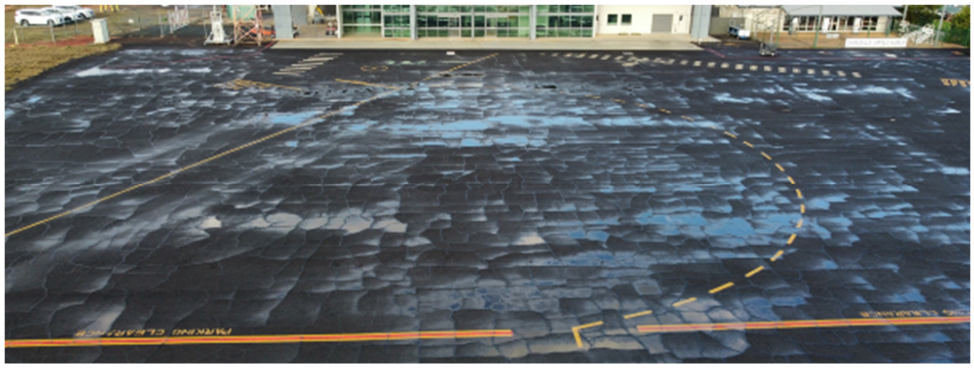
3.3.1 Air Transport Operation (ATO) Apron

Dimensions	The size of the apron appears adequate to cater for permitted aircraft use.
Parking Positions	Two parking positions have been designed for a variety of different aircraft.
ARC Letter	Primary aircraft parking position: Code C Secondary aircraft parking position: Code C
Pavement Surface	The surface was re-sealed in January 2009. It was extended to the north in 2018 to cater for an extra parking position. A reseal of the entire ATO apron was then completed in mid-2020. The granular base layer has cracked and as a result there is now reflective cracking in the bitumen seal. This will continue to occur during seasonal changes in the moisture content of the pavement layers and sub-grade. The only long-term solution is to reconstruct the pavement, and Council should begin budgeting for this to happen. There is rutting where aircraft stop at both bays, a fair bit of aggregate loss and the number of cracks show the seal is well past its use by date (see photograph from 2024 below). The bitumen has lost its elasticity, and the surface needs to be redone. In addition, there are numerous areas where water ponds on the

	apron (refer photograph below). The part 139 MOS Section 8.6 (3) mandates that the shape of the apron must be such that water does not pond. The entire apron will need to be reconstructed to solve this non-compliance, and Council needs to start planning to have the apron remediated. Reconstructing the surface will also solve the rutting at the parking bays.	



Cracking in ATO apron surface, photo from 2024



Water ponding on the ATO apron.

Compliance Issue	2	Council to begin planning to have the entire ATO apron reconstructed as the current surface and much of the pavement beneath has long passed its use by date. The ponding within the surface also makes it dangerous when wet and does not meet the 139 MOS Section 8.6 (3) standards for the slope of an apron surface.
Strength	The main area of the apron appears to be of sufficient strength to cater for the current aircraft.	
Drainage	Poor	
Rideability	When tested in a four-wheel drive vehicle the apron was quite smooth.	
Contamination	Nil.	
MARKERS & MARKINGS		
Apron Markers	Markers have not been provided as they are not needed.	

Apron Markings	The painted markings provided were all correctly located, defined and were in an acceptable condition.
LIGHTING	
Apron Lighting	Two apron flood lights are provided on the main apron but are not connected to the PAL system. They are automatically switched on via a timer switch and remain on each night. • An inspection of the lighting system is not within the scope of this ATI.

Tie Downs	No tie downs are provided on this apron.

3.3.2 GA Apron

Dimensions	The size of the GA apron appears to be more than adequate to cater for the light aircraft that utilise the aerodrome.
Parking Positions	A parking plan has not been designed for this apron.
Pavement Surface	The surface was last re-sealed in January 2009. The eastern section, adjacent to the ATO apron, was resealed in mid-2020. It is restricted to aircraft below 5700kg. The newer surface is in good condition. The older area (at the western end of the apron) is in poor condition. The surface is very old and brittle, as is confirmed by the number of cracks. These cracks are all open, which allows water to penetrate the pavement below, causing softness and deterioration. Each of the cracks needs to be filled / sealed and then preferably the surface should be resealed. The cracking needs to be sealed prior to any reseal (refer Observation 2). • Ideally a surface milling and reseal should be planned.
Strength	The apron appears to be of sufficient strength for the aircraft permitted to use it.
Shoulders	Not required.
Drainage	The taxiway is quite flat with little crowning, but drainage still appears to be efficient.
Rideability	The apron provided an adequate ride when tested at taxiing speeds.
Contamination	Several areas of fuel having been spilt on the surface were observed. This was also reported in the previous ATI reports. These spills will accelerate the degradation of the bitumen binder and pilots should be encouraged not to leave spills untreated.
MARKERS & MARKINGS	
Apron Markers	Yellow cone markers have been provided along the northern and western edges of the apron. They were well aligned and were in good condition.
Apron Markings	The painted markings provided were all correctly located, defined and were in good condition.
LIGHTING	
Apron Lighting	Lighting is not provided for this apron.

3.3.3 RFDS Apron

Parking Positions	A parking plan has not been designed for this apron.
Dimensions	The size of the aprons appears to be adequate to cater for the intended aircraft. • The north-east rear apron area is rarely used as a portion of this area is within the taxiway strip of Taxiway D.
Pavement Surface	The north-eastern section of the apron was re-sealed in 2009. The south-western area was resealed in 2017. The seal at the north-eastern end of the complex is in a similar condition to that of Taxiway D having been resealed at the same time. The main apron area to the south-western side was in quite good condition.
Strength	The apron appeared to be of sufficient strength to cater for the RFDS aircraft.
Shoulders	Not required.
Rideability	The surface provided for a smooth ride when tested.
Contamination	Nil.
Drainage	The apron appeared to drain well with little or no ponding.
MARKERS & MARKINGS	
Apron Markers	Markers are not provided and nor are they required.
Apron Markings	The painted markings provided were all correctly located, defined and were in good condition.
LIGHTING	
Apron Lighting	There are now two poles with three lights in total to illuminate this apron.

Tie Downs	Tie-down cables are not installed on this apron.

4.0 VISUAL AIDS

4.1 Movement Area Guidance Signs

Not provided.

4.2 Airside Parking Position signs

Not provided.

4.3 Airside vehicle control signs

Not provided.

4.4 Protection of communication, navigational, surveillance (CNS) & meteorological (MET) facilities

Appropriate signage has been provided around Navigational Aids.

4.5 Wind Direction Indicator

Location	There are two wind indicators at the aerodrome. • The primary wind indicator is located adjacent to the ATO apron. • The secondary wind indicator (not lit) is located toward the south-eastern end of RWY 12/30.
Condition	The white sleeve on the primary wind indicator was in good condition and flying freely. The secondary wind indicator (not lit) is provided with a yellow sleeve that was flying freely and was in good condition.
Circle	**Primary:** Its surrounding circle was well blackened and was clear of any vegetation. **Secondary:** A darkened circle has been defined. This circle is not required.
Markers	Both wind indicator circles are correctly delineated by 15 standard white cones.
Lighting	The primary wind indicator is illuminated. The secondary wind indicator is not lit.

4.6 Signal Circle

Location	The signal circle is adjacent to the primary wind indicator:
Condition	It has a well blackened surface that was clear of vegetation.
Markers	The 9m diameter circle is correctly defined by 6 standard white cone markers. The cones were correctly spaced and were in good condition.

5.0 EQUIPMENT OR FACILITIES

5.1 Wildlife Hazard Management

Equipment	A shotgun, HMR 17 magnum rifle and a .22 Hornet rifle are provided to help harass bird and animals. • A weapon sign in-and-out register is kept by ARO, and ammunition-use and weapon maintenance are also recorded in this register.
Fencing & gates	The fence is checked daily and was in a good condition. Any damage found during these checks is repaired as part of routine maintenance.

5.2 Aerodrome Emergency

Forward Command Post (FCP)	A mobile command post has been purchased for the SES, and it is stored in the township.
First Aid Equipment	A first aid box is stored in the ARO's vehicle. The airport relies on the township's medical facilities in the event of an emergency.
Fire-fighting Equipment	Six hydrants and several fire extinguishers have been provided around the apron areas. • Each is tested every six months and those checked had been appropriately tagged and were in date.

5.3 Earthing points

Condition	Each was tested for resistance during the latest electrical inspection.
Markings	The five earthing points on the ATO apron were correctly marked with a white painted circle to indicate their serviceability.

6.0 AIRSIDE VEHICLE CONTROL

TSP	The aerodrome is a Tier 3 unscreened Security Controlled airport. The Cyber and Infrastructure Security Centre (CISC) conduct regular audits of the airport to ensure that it meets the required security levels. • Copies of the audits are kept by the Airport Manager. • A review of the TSP is not a part of this audit. A Local Law has been passed to regulate access airside and the control of vehicles on the aerodrome. • Vehicular access to the airline is available only to approved organisations, such as the police, ambulance, fire brigade and refueling company.
Boundary fences / gates	The aerodrome boundary is fully fenced with a 2.1m high security fence. The fence effectively prevents the unauthorised entry of persons, vehicles, equipment, plant, or animals onto the movement area. "NO TRESPASSING" signs are placed at regular intervals around the perimeter fence. • All gates in the boundary fence are kept closed and locked at all times.
Access to Apron	The main access road is sealed and for ease of access a cattle grid is provided at the aerodrome access. The RFDS hangar is within the security fence and access to the airside areas is only available to approved key holders.
General Airside Access (Permits)	All persons permitted to have airside access must first undergo an induction process. They must produce a current driver's license and vehicle registration etc. and must also have an ASIC or a VIC card. The records and inductions are completed and stored by the ARO.

	• Only the ARO staff and the refuellers have long term airside access and the refuellers are restricted to the apron areas. All RFDS staff park their vehicles outside the security fence and access the hangar via a pedestrian key coded gate. All gates to the movement area are kept closed. The duty ARO is in attendance during working hours and carefully controls all vehicular access and movement.
Register	The ARO keeps a register of all keys that have been issued.
Evidence	Records were produced as evidence that this process is being followed.

7.0 CURRENCY & ACCURACY OF AERONAUTICAL INFORMATION PUBLICATIONS (AIP)

ERSA	The data in 12JUN2025 edition was found to be accurate.
RDS	The OLS survey established that the data in the Runway Distance Supplement (RDS) required minor amendment. The numbers in bold in the table below are those that need to be amended.

RWY	CODE	TODA (%)	STODA (m)					
			1.60%	1.90%	2.20%	2.50%	3.30%	5.00%
12	3	1676 (**3.41**)	**1184**	**1344**	**1453**	**1531**	**1663**	--
30	3	1676 (**3.20**)	**1401**	**1535**	**1632**	**1657**		
18	2	1127 (2.66)	828	946	1032	1098	--	--
36	2	1127(1.75)	1054	--	--	--	--	--

NOTAM	JASKO prepared and provided to management a NOTAM that will need to be issued to have these changes reflected in the relevant AIP. The body of the NOTAM is below:

DECLARED DISTANCE CHANGES

RWY TODA
RWY 12 1676(3.41)
RWY 30 1676(3.20)
RWY 18 1127(2.66)
RWY 18 1127(1.75)

SUPPLEMENTARY TAKEOFF DISTANCES
RWY 12 1184(1.6) 1344(1.9) 1453(2.2) 1531(2.5) 1663 (3.3)
RWY 30 1401(1.6) 1535(1.9) 1632(2.2) 1657(2.5)
RWY 18 828(1.6) 946(1.9) 1032(2.2) 1098(2.5)
RWY 36 1054(1.6)

AMD ENR SUP AUSTRALIA

Compliance Issue	3	To update the RDS to reflect the new take-off data resulting from this ATI.
DAP	The most recent DAP in 12JUN2025 edition was found to be accurate.	

8.0 CURRENCY & ACCURACY OF AERODROME INFORMATION & MANUAL OPERATING PROCEDURES

JASKOs review method for this section uses an Evaluation Analysis Report format. The elements are collated into a Table in the exact order of the Aerodrome Manual and assesses them for their **P**resence, **S**uitability, **O**perating, and being **E**ffective (PSOE). The definitions are as follows:

Present: There is evidence that the procedure is clearly visible and is documented within the manual.
Suitable: The procedure is suitable.
Operating: There is evidence that the procedure is in use and records are kept.
Effective: There is evidence that the procedure is effective and is achieving the desired outcome.

Legend to identify outcomes for each element in Section 8.0:	Compliant	Observation	Compliance Issue

The Aerodrome Manual Version used for this audit - Version V7 dated 27th March 2025

8.1 Aerodrome Administration

Compliance + Best Practice Markers		P	S	C	E	Remarks – Observation or Compliance Issue
1.1	Operator's Statement					No action required.
1.2	Organisational Structure					No action required.
1.3	Key personnel					No action required.
1.3.1	Accountable Manager					No action required – Kay Crosby.
1.3.2	Management positions					No action required.
1.3.3	AD operations & safety functions					No action required.
1.4/1.4.1	AD manual admin - Manual control					Need to remove Sheryl De Bruyn name from this section as she has retired.
1.4.2	Manual amendment					No action required.
1.4.3	Manual review					No action required.
1.5	Authorisations:					Nil - No action required.

8.2 Aerodrome Information

Compliance + Best Practice Elements		P	S	O	E	Remarks – Observation or Compliance Issue
2	Aeronautical Information					No action required.

2.1	AD Diagram – ERSA, DAP					No action required.
2.1.2	AD Administration statement					No action required.
2.1.3	AD location statement					No action required.
2.1.4	Movement area info - runways					The gradients and STODA will need to be updated to reflect the results of this OLS survey.
2.1.5	Movement area - RWS availability					No action required.
2.1.6	Movement area - taxiways					No action required.
2.1.7	Movement area - aprons					No action required.
2.1.8	Visual aids – APCH & RWY lights					No action required.
2.1.9	Visual aids – other & secondary power supply					No action required.
2.1.10	NAV aids					There are no navigational aids. No action required.
2.1.11	ARFFS					ARFFS is not provided. No action required.
2.1.12	Ground services					No action required.
2.1.13	AD Ops Proc – std taxi routes					No action required.
2.1.14	AD Ops Proc – special procedures					No action required.
2.1.15	AD Ops Proc – notices					No action required.
2.1.16	AD Ops Proc – Low-visibility					No action required.
2.2	Site Plan					No action required.
2.3	Site Plan – facilities outside boundary					No action required.
2.4	Aerodrome Reference Code (ARC) nominations					No action required.
2.4.1	Runways					No action required.
2.4.2	Taxiways and taxilanes					No action required.
2.4.3	Aircraft parking positions					No action required.
2.4.4	Holding bays (aircraft)					No action required.
2.5	Instrument Classification of each runway					No action required.
2.6	Deviations from Preferred Standards					No action required.
2.6.1	Location of runway threshold					No action required.
2.6.2	Runway turn pad / bypass pad					No action required.
2.6.3	Runway longitudinal slope values					No action required.
2.6.4	Runway transverse slope values					No action required.
2.6.5	Runway surfaces					No action required.
2.6.6	Longitudinal slope design values on graded runway strip					No action required.
2.6.7	Runway end safety area (RESA)					No action required.
2.6.8	Taxiway longitudinal slope values					No action required.
2.6.9	Taxiway transverse slope values					No action required.
2.6.10	Colour of AD markings, markers, signals and signs					No action required.
2.6.11	Runway edge lights on a reduced runway width					No action required.

2.6.12	Spacing of taxiway edge lights					No action required.
2.7	Facilities with retained compliance					
2.7.1	Non-compliant grandfathered facilities					Ten facilities have been included in the grandfather – No action required.
2.7.2	Grandfathered facilities – opted in					No action required.

8.3 Aerodrome Operating Procedures & Systems

3.1	Reporting Aeronautical data & information					No action required.
3.1.1	Personnel with responsibilities – data Originator					The list of NOTAM-Authorise persons needs to be updated as will the persons in the NAIPS group.
3.1.2	Changes to published aeronautical info					No action required.
3.1.3	Advising NOTAM of changes					No action required.
3.1.4	Reporting hazards					No action required.
3.1.5	Record keeping – reports					No action required.
3.1.6	Review of published information					Done March 2025 - No action required.
3.2	Aerodrome Serviceability Inspections					No action required.
3.2.1	Positions with responsibilities					The ARO names need to be updated.
3.2.2	Routine serviceability inspections					Minimum 2 per week. Done each day there is an ATO - No action required.
3.2.3	Additional serviceability inspections					No action required.
3.2.4	Inspection procedures					No action required.
3.2.5	Communicating with ATC during inspection (if applicable)					N/A - No action required.
3.2.6	Reporting inspection results					No action required.
3.2.7	Prompt follow-up action to correct unsafe conditions					No action required.
3.2.8	Technical inspection of identified unsafe condition					No action required.
3.2.9	Maintaining inspection records					No action required.
3.3/3.3.1	Aerodrome Lighting- Personnel with responsibilities					ARO List needs to be updated.
3.3.2	Aerodrome lighting – inspection and maintenance					Generator tested monthly. Records made available - No action required.
3.3.3	Obstacle lighting maintained by aerodrome operator – inspection & mtce					No action required.
3.3.4	Portable runway lights – inspection & maintenance					Checked monthly, records made available - No action required.
3.3.5	Monitoring secondary power supply					Generator tested monthly. Records made available - No action required.
3.3.6	Monitoring standby power supply					No action required.
3.3.7	Lighting inspections and checks					No action required.
3.3.8	Maintaining lighting inspections records and follow-up actions					No action required.
3.3.9	Switching lights on and off & intensity selection					No action required.
3.3.10	Back-up arrangements for PAL system					No action required.

3.3.11	Routine and emergency lighting mtce					No action required.
3.3.12	Partial or total power system failure					No action required.
3.3.13	Monitoring hazardous lights, lasers, reflection or glare					No action required.
3.3.14	Commissioned lighting systems					No action required.
3.3.15	Commissioning a new or upgrading / replacing an existing lighting system					No action required.
3.4/3.4.1	Unauthorised entry to aerodrome Controlling airside access					No action required.
3.4.2	Monitoring airside access points & barriers					No action required.
3.5/3.5.1	Airside vehicle control- Permit system for airside vehicles					No action required.
3.5.2	Vehicles & ground equipment operated airside					No action required.
3.5.3	Airside vehicle lighting requirements					No action required.
3.5.4	Vehicles on manoeuvring area					No action required.
3.5.5	Airside drivers – training					No action required.
3.5.6	Vehicles in proximity to aircraft					No action required.
3.5.7	Movement area speed limits					No action required.
3.5.8	Escort service procedures					No action required.
3.5.9	Monitoring and enforcing traffic rules					No action required.
3.6/3.6.1	Aircraft parking control - Aircraft parking control personnel					No action required.
3.6.2	Liaison with ATC – apron management					No action required.
3.6.3	Allocating aircraft parking positions					No action required.
3.6.4	Engine start & aircraft push-back clearances					No action required.
3.6.5	Aerodrome visual docking guidance systems					No action required.
3.6.6	Marshalling service					No action required.
3.6.7	Leader (van) service or follow-me service					No action required.
3.6.8	Apron safety management procedures					No action required.
3.6.9	Alternative separation distances and apron markings					No action required.
3.7/3.7.1	Aerodrome obstacle control- Obstacle control personnel					No action required.
3.7.2	Monitoring take-off, approach and transitional surfaces					No action required.
3.7.3	Proposed or actual infringements – OLS					No action required.
3.7.4	Height of infringements – OLS					
3.7.5	Monitoring visual segment surfaces and critical obstacles					No action required.
3.7.6	Proposed or actual infringements – PANS-OPS					No action required.
3.7.7	Height of infringements – PANS-OPS					No action required.
3.7.8	Obstacle control within aerodrome boundary					No action required.
3.7.9	Obstacle control outside aerodrome boundary					No action required.

3.7.10	Obstacle lights serviceability monitoring programme					No action required.
3.7.11	Obstacle light outage					No action required.
3.7.12	Charts published by the aerodrome operator					No action required.
3.8/3.8.1	Protection of communication, navigation, surveillance and meteorological facilities Controlling activities near CNS & MET facilities					No action required.
3.8.2	Supply and installation of warning signs					No action required.
3.9/3.9.1	Aerodrome Technical Inspections/ Manual Validations Inspection personnel					No action required.
3.9.2	Inspection items and timeframes					No action required.
3.9.3	Qualified personnel for technical inspections / manual validations					No action required.
3.9.4	Scheduling inspections / manual validations and recording their results					No action required.
3.9.5	Briefing technical inspectors					No action required.
3.9.6	Post-inspection / validation corrective actions					No action required.
3.9.7	Providing CASA with inspection / validation reports					No action required.
3.9.8	Maintaining records of technical inspections / manual validations					No action required.
3.10/3.10.1	Aerodrome Works Safety Works safety personnel					List of WSO needs to be updated.
3.10.2	Preparation of a (MOWP)					Not needed in past 12 months - No action required.
3.10.3	MOWP Notifications					No action required.
3.10.4	Communications with ATC during aerodrome works					N/A - No action required.
3.10.5	Time-limited works or emergency works					No action required.
3.10.6	Notifications of TLW or emergency works					No action required.
3.10.7	Works at closed aerodrome					No action required.
3.11.1	Wildlife Hazard Management Wildlife hazard personnel					Done by ARO - N/A - No action required.
3.11.2	Training of personnel					All current - No action required.
3.11.3	Wildlife hazard management plan					N/A - No action required.
3.11.4	Wildlife hazard monitoring					No action required.
3.11.5	Wildlife hazard assessment					Hazard assessment done as a part of Risk Management Plan
3.11.6	Wildlife hazard mitigation					Yes, have permit, copies in ARO vehicle and by Airport Operations Manager.
3.11.7	Wildlife hazard reporting (AIP, NOTAM, ATC, UNICOM)					No action required.
3.11.8	Liaison with local authorities for wildlife hazard mitigation					No action required.
3.12 3.12.1	Low-visibility operations (LVO) Low-visibility personnel					N/A - No action required.

3.12.2	Vehicular traffic in low-visibility operations					N/A - No action required.
3.12.3	CNS facilities in low-visibility operations					N/A - No action required.
3.12.4	Manoeuvring area inspections in low- visibility operations					N/A - No action required.
3.12.5	Measuring runway visibility					N/A - No action required.
3.12.6	Communicating visibility measurements to ATC or pilots					No action required.
3.12.7	Transmissometers					N/A - No action required.
3.12.8	Low-visibility procedures (LVP)					N/A - No action required.
3.13	Disabled aircraft removal- Aircraft removal personnel					No action required.
3.13.2	Aircraft removal – aerodrome operator & aircraft certificate holder					No action required.
3.13.3	Notifying aircraft certificate holder					No action required.
3.13.4	Liaising with the ATSB, Defence and ATC					No action required.
3.13.5	Equipment and person(s) to remove aircraft					No action required.
3.14	Aerodrome Safety Management System (SMS)					No action required.
3.14.2	Risk Management Plan					No action required.

8.4 Aerodrome Emergency Response

4.1	Emergency Response personnel					No action required.
4.2	Aerodrome emergency response					Although not required at Charleville Airport, Council completed exercise “Mulga”, in September 2024. All the relevant paperwork was made available.
4.2.1	AEP					An AEP is not required - No action required.
4.2.2	Local / state emergency response plan					No action required.
4.3	Aerodrome emergency procedures					No action required.
4.3.1	Aerodrome emergency committee					N/A - No action required.
4.3.2	Emergency service organisations					No action required.
4.3.3	Local emergency planning arrangements					No action required.
4.3.4	Notification and initiation of emergency response					No action required.
4.3.5	Activation, control and coordination of emergency responders					No action required.
4.3.6	Aerodrome emergency facilities					No action required.
4.3.7	Access and management of assembly areas					No action required.
4.3.8	Response to a local stand-by event					No action required.
4.3.9	Initial response to full emergency					No action required.
4.4	Readiness of emergency facilities, access points & assembly areas					No action required.
4.5	Emergency responder preparedness					No action required.
4.5.1	Site inductions for emergency responders					Completed during exercise Mulga in September 2024.

4.5.2	Emergency response training					Completed during the AEX in 2024
4.5.3	Emergency exercises					Not required, but exercise Mulga was completed in September 2024. All relevant documents were made available.
4.6	Post-emergency return to operational status					No action required.

8.5 Radio Procedures

8.5.1	All vehicles, including tractors, fitted with "air band" receivers tuned to CTAF/ground frequency.					No action required.
8.5.2	All ARO hold current AROC					No action required.

8.6 Drugs & Alcohol Management Plan

8.6	Current DAMP available & date					No action required.
Observation	6	Council to incorporate the changes and amendments mentioned in Sections 8.1, 8.2 and 8.3 of this report into the Manual.				

9.0 INSTRUMENT SURVEY OF THE OBSTACLE LIMITATION SURFACES

Scope	Runway 12/30 was surveyed to meet the full requirements of a Code 4 Instrument Non-Precision Approach runway. Instrument Non-Precision Approach procedures have been published for either approach to Runway 12/30, and as a result this survey also covers and assesses the Visual Segment Surface (VSS). The results of this assessment are limited to those obstructions that can be viewed from either runway end. • Note that the VSS is not Part 139 MOS requirements of the ATI. This and other surfaces that are not required to be checked during an ATI (Inner Horizontal and Conical surfaces) have also been assessed as an added service to management JASKO also advise that the tallest obstacles across the OLS have been surveyed in this survey. If any of the obstructions need to be lopped or removed, there may be others in close proximity that are only slightly lower and will also need to be remediated.
Results	The following tables show the results of the surveys. Each details the impact that the surveyed obstacles have on the take-off and approach surfaces. • A KML file has been sent separately to Council for each runway end. These files can be used to locate the obstacles that were surveyed during this annual check of the OLS. Images of the obstacle locations are shown at Appendix B.
COMPLIANCE	The survey satisfies the requirements of the Part 139 MOS as prescribed for Obstacle Limitation Surface surveys.

	Comments: If there are obstacles reported within the OLS survey report that infringe any of the Obstacle Limitation Surfaces, management will need to report the infringement, the obstacle location and obstacle height to the CASA as per the Part 139 MOS Section 7.18 (b).	
Observation	7	To refer any infringements to the OLS to the CASA along with any plans that management have made to remove the infringements.

9.1 RWY 12 Survey results

RWY 12 Take-off data.					
Runway Parameters				**Take-off Parameters**	
Runway Code	Code 3			Inner edge width	180m
Runway length	1526m			Inner edge elevation (AHD)	305.55m
Clearway	152m			Rate of divergence (each side)	12.5%
Stopway	0m			Final width	1800m
TODA	1676m			Final length	15000m
TORA	1526m			Desired gradient	2.00%

Obst No.	Desc	Distance along CL	Obstacle Height (m)	Distance left or right of CL	Gradient (%)	Height (AHD)	Distance from SOT	In / Out Splay?	Beyond splay?	Supplementary Take-off Distances (STODA)						Coordinates WGS 84	
										1.6%	1.9%	2.2%	2.5%	3.3%	5.0%	Easting	Northing
1	Trans tree	-145.30	18.65	-224.60	12.83	324.20	1530.70	Out	Before	--	--	--	--	--	--	427173.27	7077962.43
2	Fence	-24.10	2.29	-121.50	9.49	307.84	1651.90	Out	Before	--	--	--	--	--	--	427181.46	7077803.52
3	Trans tree	-16.60	16.07	-205.00	96.83	321.62	1659.40	Out	Before	--	--	--	--	--	--	427247.34	7077855.37
4	Dead tree	8.60	11.05	-143.60	128.47	316.60	1684.60	Out	In	--	--	--	--	--	--	427219.97	7077794.90
5	Trans tree	38.30	11.08	-146.10	28.93	316.63	1714.30	Out	In	--	--	--	--	--	--	427242.17	7077775.02
6	Trans tree	66.40	12.02	-152.90	18.10	317.57	1742.40	Out	In	--	--	--	--	--	--	427266.40	7077759.25
7	Fence	208.90	2.86	-71.60	1.37	308.41	1884.90	In	In	TODA	TODA	TODA	TODA	TODA	TODA	427305.06	7077599.81
8	Tree	520.80	14.83	-168.60	2.85	320.38	2196.80	Out	In	--	--	--	--	--	--	427589.66	7077439.51
9	Eucalypt	520.30	14.05	-110.00	2.70	319.60	2196.30	In	In	1223	1410	1536	1628	TODA	TODA	427546.69	7077399.66
10	Tree	678.60	14.65	-126.00	2.16	320.20	2354.60	In	In	1376	1564	TODA	TODA	TODA	TODA	427666.97	7077295.50
11	Eucalypt	567.70	12.86	-103.10	2.27	318.41	2243.70	In	In	1377	1543	1656	TODA	TODA	TODA	427574.20	7077360.45
12	Tree	780.90	15.71	-105.70	2.01	321.26	2456.90	In	In	1422	1620	TODA	TODA	TODA	TODA	427722.41	7077207.16
13	Eucalypt	783.70	16.87	-69.80	2.15	322.42	2459.70	In	In	1333	1549	TODA	TODA	TODA	TODA	427698.22	7077180.49
14	Tree	749.20	15.54	-56.40	2.07	321.09	2425.20	In	In	1395	1592	TODA	TODA	TODA	TODA	427664.79	7077196.39
15	Tree	723.50	15.59	-33.90	2.16	321.14	2399.50	In	In	1358	1558	TODA	TODA	TODA	TODA	427630.79	7077199.64
16	Tree	716.10	15.64	-24.90	2.18	321.19	2392.10	In	In	1345	1546	TODA	TODA	TODA	TODA	427619.17	7077198.84
17	Crash gate	243.40	2.79	1.60	1.15	308.34	1919.40	In	In	TODA	TODA	TODA	TODA	TODA	TODA	427275.50	7077524.48
18	Tree	714.90	14.89	12.70	2.08	320.44	2390.90	In	In	1403	1592	TODA	TODA	TODA	TODA	427591.00	7077173.91
19	Tree	708.40	14.72	39.90	2.08	320.27	2384.40	In	In	1408	1595	TODA	TODA	TODA	TODA	427566.75	7077159.97
20	Tree	696.80	14.70	55.60	2.11	320.25	2372.80	In	In	1395	1582	TODA	TODA	TODA	TODA	427547.37	7077157.64
21	Tree	622.90	13.95	59.90	2.24	319.50	2298.90	In	In	1361	1541	1663	TODA	TODA	TODA	427493.53	7077208.44
22	Tree	616.50	14.92	100.70	2.42	320.47	2292.50	In	In	1276	1471	1603	TODA	TODA	TODA	427459.46	7077185.09
23	Tree	540.10	14.12	97.20	2.61	319.67	2216.10	In	In	1243	1429	1556	1647	TODA	TODA	427409.58	7077243.06
24	Tree	550.50	13.85	122.80	2.52	319.40	2226.50	In	In	1277	1459	1583	1672	TODA	TODA	427398.09	7077217.93
25	Fence	275.50	2.78	69.50	1.01	308.33	1951.50	In	In	TODA	TODA	TODA	TODA	TODA	TODA	427248.14	7077454.53
26	Tree	516.20	13.53	153.10	2.62	319.08	2192.20	In	In	1259	1438	1559	1647	TODA	TODA	427352.51	7077222.09
27	Tree	343.40	11.71	125.30	3.41	317.26	2019.40	In	In	1184	1344	1453	1531	1663	TODA	427254.15	7077366.85
28	Tree	340.70	11.84	134.90	3.47	317.39	2016.70	Out	In	--	--	--	--	--	--	427245.31	7077362.23
29	Tree	261.50	12.00	137.30	4.59	317.55	1937.50	Out	In	--	--	--	--	--	--	427189.21	7077418.19
30	Trans tree	205.10	11.61	140.10	5.66	317.16	1881.10	Out	In	--	--	--	--	--	--	427148.47	7077457.29
31	VOR	-29.10	5.72	390.80	19.67	311.27	1646.90	Out	Before	--	--	--	--	--	--	426805.40	7077455.59

32	SWI	-620.00	6.04	161.30	0.97	311.59	1056.00	Out	Before	--	--	--	--	--	--	426566.82	7078042.88
STODA Calculations																	
27	Tree	343.40	11.71	125.30	3.41	317.26	2019.40	In	In	1184	1344	1453	1531	1663			

Infringes desired 2.00% take-off gradient	
Permanent obstruction	
Published Data	

The critical obstacle is a tree (No. 27) with a surveyed gradient of 3.41%. This obstacle is responsible all the calculated STODA.

- Several of the obstructions that were surveyed infringe the desired 2.00% gradient for this runway end, namely: obstructions 9 - 11, 13 - 16, 18 – 24, 26 and 27). Each of these obstructions is a tree and ideally each should be lopped or removed to reduce the take-off gradient to as low as possible.

The gradient and STODA differ from what is currently published in the RDS, and NOTAM action will need to be taken to update this publication (refer to Section 7.0).

Observation	8	To consider lopping or removing each of the trees at the southeastern end of runway 12/30 that create a take-off gradient of more than 2.00%. In particular, Obstacle 27 should be lopped to improve the take-off gradient.

RWY 30 Approach data.					
Runway Parameters		**Approach Parameters**			
Runway Code	Code 3	Inner edge width		150m	
Instrument Procedures	INPA	Inner edge elevation (AHD)		305.32m	
Runway length	1526m	Distance from THR		60m	
Clearway	152m	Divergence		15%	
Stopway	N/A	First Segment	Length	3000m	
TODA	1676m		Slope	3.33%	
LDA	1526m	Second Segment	Length	3600m	
			Slope	2.5%	
		Third Segment	Length	8400m	
			Slope	0%	
		Total Length		15000m	
		Max permitted slope		3.33%	

Obst No.	Description	In / Out Splay?	Beyond splay?	Surveyed Height (m)	Permitted Height (m)	Gradient %	Infringes Approach Surface
1	Trans tree	Out	Behind	18.87	--	--	--
2	Fence	Out	In	2.52	2.19	3.82	--
3	Trans tree	Out	In	16.30	2.44	22.21	--
4	Dead tree	Out	In	11.28	3.28	11.44	--
5	Trans tree	Out	In	11.31	4.27	8.81	--
6	Trans tree	Out	In	12.24	5.21	7.83	--
7	Fence	In	In	3.09	9.95	1.03	Under 6.86m
8	Tree	Out	In	15.06	20.34	2.46	--
9	Eucalypt	In	In	14.28	20.32	2.34	Under 6.04m
10	Tree	In	In	14.88	25.59	1.94	Under 10.72m
11	Eucalypt	In	In	13.09	21.90	1.99	Under 8.81m
12	Tree	In	In	15.94	29.00	1.83	Under 13.06m
13	Eucalypt	In	In	17.10	29.09	1.96	Under 12m
14	Tree	In	In	15.77	27.95	1.88	Under 12.18m
15	Tree	In	In	15.82	27.09	1.94	Under 11.27m
16	Tree	In	In	15.86	26.84	1.97	Under 10.98m
17	Crash gate	In	In	3.02	11.10	0.91	Under 8.08m
18	Tree	In	In	15.12	26.80	1.88	Under 11.68m
19	Tree	In	In	14.95	26.59	1.87	Under 11.64m
20	Tree	In	In	14.93	26.20	1.90	Under 11.27m
21	Tree	In	In	14.18	23.74	1.99	Under 9.56m
22	Tree	In	In	15.15	23.53	2.14	Under 8.37m
23	Tree	In	In	14.35	20.98	2.28	Under 6.63m
24	Tree	In	In	14.08	21.33	2.20	Under 7.25m
25	Fence	In	In	3.00	12.17	0.82	Under 9.17m
26	Tree	In	In	13.76	20.19	2.27	Under 6.42m
27	Tree	In	In	11.94	14.43	2.76	Under 2.49m
28	Tree	In	In	12.06	14.34	2.80	Under 2.28m
29	Tree	Out	In	12.23	11.70	3.48	--
30	Trans tree	Out	In	11.84	9.83	4.01	--
31	VOR	Out	In	5.95	2.03	9.77	--
32	SWI	Out	Behind	6.27	--	--	--

Infringes desired 3.33% approach gradient	
Permanent obstruction	

None of the surveyed obstructions were found to infringe this surface

Inspection Date: August 2025

Version: V1

Data from RWY 12 TKOF survey.							
Transitional Surface Parameters				**Inner Horizontal Surface Parameters**		**Conical Surface Parameters**	
Slope			14.3% or 1:7	Height	45m	Slope	5% 0r 1:20
Height			45m	Radius	4000m	Height	75m
Overall RWS width			150m	Reference Elevation	300.0mm		
Obst No.	**Description**	**Transitional Surface**		**Inner Horizontal Surface**		**Conical Surface**	
		In / Out	**Infringes**	**In / Out**	**Infringes**	**In / Out**	**Infringes**
1	Trans tree	In	Under 6.85m	Out	--	Out	--
2	Fence	In	Under 5.14m	Out	--	Out	--
3	Trans tree	In	Under 3.37m	Out	--	Out	--
4	Dead tree	In	Infringes 0.08m	Out	--	Out	--
5	Trans tree	In	Under 0.6m	Out	--	Out	--
6	Trans tree	In	Under 0.97m	Out	--	Out	--
7	Fence	--	--	Out	--	Out	--
8	Tree	In	Under 5.8m	Out	--	Out	--
9	Eucalypt	--	--	Out	--	Out	--
10	Tree	--	--	Out	--	Out	--
11	Eucalypt	--	--	Out	--	Out	--
12	Tree	--	--	Out	--	Out	--
13	Eucalypt	--	--	Out	--	Out	--
14	Tree	--	--	Out	--	Out	--
15	Tree	--	--	Out	--	Out	--
16	Tree	--	--	Out	--	Out	--
17	Crash gate	--	--	Out	--	Out	--
18	Tree	--	--	Out	--	Out	--
19	Tree	--	--	Out	--	Out	--
20	Tree	--	--	Out	--	Out	--
21	Tree	--	--	Out	--	Out	--
22	Tree	--	--	Out	--	Out	--
23	Tree	--	--	Out	--	Out	--
24	Tree	--	--	Out	--	Out	--
25	Fence	--	--	Out	--	Out	--
26	Tree	--	--	Out	--	Out	--
27	Tree	--	--	Out	--	Out	--
28	Tree	--	--	Out	--	Out	--
29	Tree	In	Under 1.07m	Out	--	Out	--
30	Trans tree	In	Under 1.19m	Out	--	Out	--
31	VOR	Out	Beyond	In	Under	--	--

32	SWI	In	Under 9.01m	Out	--	Out	--

Infringes Surface	
Permanent Obstruction	

Transitional Surface	One obstacle, A dead tree (obstruction 4), was found to infringe this surface by 0.08m. It will need to be lopped or removed.	
Compliance Issue	4	To lop or remove the dead tree (obstacle 4) and any adjacent trees of a similar height at the southeastern end of RWY 12/30, as it infringes the transitional surface.
Inner Horizontal Surface	None of the surveyed obstructions were found to infringe this surface	
Conical Surface	None of the surveyed obstructions were found to infringe this surface	

RWY 30 VSS data.

Runway Parameters			Visual Segment Surface Parameters	
Runway Code	Code 3		Inner edge width	180m
Instrument Procedures	INPA		Distance from threshold	60m
Runway length	1524m		Rate of divergence L side	15.00%
Clearway	152m		Rate of divergence R side	15.00%
Stopway	N/A		Desired Slope	2.00%
TODA	1676m			
LDA	1524m			

Obst No.	Description	In / Out VSS?	Beyond VSS?	Surveyed Height (m)	Permitted Height (m)	Approach Gradient %	Infringes VSS
1	Trans tree	Out	Behind	18.87	--	--	--
2	Fence	Out	In	2.52	15.00	3.82	--
3	Trans tree	Out	In	16.30	15.00	22.21	--
4	Dead tree	Out	In	11.28	15.00	11.44	--
5	Trans tree	Out	In	11.31	15.00	8.81	--
6	Trans tree	Out	In	12.24	15.00	7.83	--
7	Fence	In	In	3.09	15.00	1.03	Under
8	Tree	Out	In	15.06	20.05	2.46	--
9	Eucalypt	In	In	14.28	20.03	2.34	Under
10	Tree	In	In	14.88	25.23	1.94	Under
11	Eucalypt	In	In	13.09	21.59	1.99	Under
12	Tree	In	In	15.94	28.59	1.83	Under
13	Eucalypt	In	In	17.10	28.68	1.96	Under
14	Tree	In	In	15.77	27.55	1.88	Under
15	Tree	In	In	15.82	26.70	1.94	Under
16	Tree	In	In	15.86	26.46	1.97	Under
17	Crash gate	In	In	3.02	15.00	0.91	Under
18	Tree	In	In	15.12	26.42	1.88	Under
19	Tree	In	In	14.95	26.21	1.87	Under
20	Tree	In	In	14.93	25.83	1.90	Under
21	Tree	In	In	14.18	23.40	1.99	Under
22	Tree	In	In	15.15	23.19	2.14	Under
23	Tree	In	In	14.35	20.68	2.28	Under
24	Tree	In	In	14.08	21.02	2.20	Under
25	Fence	In	In	3.00	15.00	0.82	Under
26	Tree	In	In	13.76	19.90	2.27	Under
27	Tree	In	In	11.94	15.00	2.76	Under
28	Tree	In	In	12.06	15.00	2.80	Under
29	Tree	Out	In	12.23	15.00	3.48	--
30	Trans tree	Out	In	11.84	15.00	4.01	--
31	VOR	Out	In	5.95	15.00	9.77	--
32	SWI	Out	Behind	6.27	--	--	--

Infringes VSS	
Permanent obstruction	

None of the surveyed obstructions were found to infringe this surface.

9.2 RWY 30 Survey results

RWY 30 Take-off data.					
Runway Parameters			**Take-off Parameters**		
Runway Code	Code 3		Inner edge width	180m	
Runway length	1526m		Inner edge elevation (AHD)	300.43m	
Clearway	60m		Rate of divergence (each side)	12.5%	
Stopway	0m		Final width	1800m	
TODA	1676m		Final length	15000m	
TORA	1526m		Desired gradient	2.00%	

Obst No.	Desc	Distance along CL	Obstacle Height (m)	Distance left or right of CL	Gradient (%)	Height (AHD)	Distance from SOT	In / Out Splay?	Beyond splay?	Supplementary Take-off Distances (STODA)						Coordinates WGS 84	
										1.6%	1.9%	2.2%	2.5%	3.3%	5.0%	Easting	Northing
1	Trans eucalypt dead	-7.20	13.95	-259.20	193.70	314.38	1668.80	Out	Before	--	--	--	--	--	--	425671.46	7078849.18
2	Trans mulga	79.70	16.11	-222.70	20.21	316.54	1755.70	Out	In	--	--	--	--	--	--	425638.37	7078937.44
3	Trans mulga	94.80	13.39	-171.60	14.12	313.82	1770.80	Out	In	--	--	--	--	--	--	425665.18	7078983.49
4	Tree	132.50	17.23	-193.10	13.01	317.66	1808.50	Out	In	--	--	--	--	--	--	425623.67	7078996.15
5	Eucalypt	581.90	31.09	-322.20	5.34	331.52	2257.90	Out	In	--	--	--	--	--	--	425221.36	7079234.43
6	Eucalypt	427.80	15.85	-192.20	3.71	316.28	2103.80	Out	In	--	--	--	--	--	--	425421.67	7079211.56
7	Eucalypt	715.90	16.91	-191.80	2.36	317.34	2391.90	Out	In	--	--	--	--	--	--	425224.24	7079421.38
8	Fence	251.30	0.13	-65.90	0.05	300.56	1927.30	In	In	TODA	TODA	TODA	TODA	TODA	TODA	425634.66	7079169.86
9	Eucalypt	591.50	11.73	-47.10	1.98	312.16	2267.50	In	In	1559	1654	TODA	TODA	TODA	TODA	425414.86	7079430.20
10	Tree	1206.40	19.65	-41.20	1.63	320.08	2882.40	In	In	1658	TODA	TODA	TODA	TODA	TODA	424997.17	7079881.50
11	Fence	164.10	0.86	-1.00	0.52	301.29	1840.10	In	In	TODA	TODA	TODA	TODA	TODA	TODA	425741.70	7079150.97
12	Palm tree	722.10	16.88	30.10	2.34	317.31	2398.10	In	In	1401	1535	1637	TODA	TODA	TODA	425381.39	7079578.17
13	Tree	1331.30	22.87	90.50	1.72	323.30	3007.30	In	In	1595	TODA	TODA	TODA	TODA	TODA	425007.25	7080062.73
14	Tree	773.00	17.43	79.80	2.25	317.86	2449.00	In	In	1415	1553	1659	TODA	TODA	TODA	425382.61	7079649.30
15	Tree	759.90	19.45	189.05	2.56	319.88	2435.90	Out	In	--	--	--	--	--	--	425471.06	7079714.75
16	Power pole	433.50	8.52	113.60	1.97	308.95	2109.50	In	In	1594	1663	TODA	TODA	TODA	TODA	425640.18	7079425.56
17	Tree	195.30	5.41	57.00	2.77	305.84	1871.30	In	In	1558	1600	1632	1657	TODA	TODA	425762.48	7079213.47
18	Eucalypt	527.50	21.29	191.30	4.04	321.72	2203.50	Out	In	--	--	--	--	--	--	425632.18	7079547.26
19	Hazard lit flood light	533.00	24.25	196.10	4.55	324.68	2209.00	Out	In	--	--	--	--	--	--	425631.90	7079554.55
20	Tree	473.90	21.27	174.80	4.49	321.70	2149.90	Out	In	--	--	--	--	--	--	425656.97	7079496.95
21	Hazard lit flood light	402.75	27.10	227.80	6.73	327.53	2078.75	Out	In	--	--	--	--	--	--	425744.34	7079481.57
22	Fence	60.70	1.94	76.10	3.20	302.37	1736.70	In	In	1626	1641	1652	1661	TODA	TODA	425868.74	7079128.67
23	Fence - ignored	38.20	2.22	92.90	5.82	302.65	1714.20	In	In	1593	1609	1621	1631	1650	1670	425896.40	7079123.84
24	Fence	35.00	2.24	95.20	6.40	302.67	1711.00	Out	In	--	--	--	--	--	--	425900.27	7079123.09
25	Fence - ignored	30.00	2.40	93.70	8.00	302.83	1706.00	In	In	1577	1594	1607	1618	1637	1659	425902.61	7079118.42
26	Tower	3210.70	69.34	-1779.10	2.16	369.77	4886.70	Out	In	--	--	--	--	--	--	422357.624	7080146.666
STODA Calculations																	
12	Palm tree	722.10	16.88	30.10	2.34	317.31	2398.10	In	In	1401	1535	1637	TODA	TODA	TODA	425381.39	7079578.17
17	Tree	195.30	5.41	57.00	2.77	305.84	1871.30	In	In	1558	1600	1632	1657	TODA	TODA	425762.48	7079213.47
22	Fence	60.70	1.94	76.10	3.20	302.37	1736.70	In	In	1626	1641	1652	1661	TODA	TODA	425868.74	7079128.67

Infringes desired 2.00% take-off gradient	
Permanent obstruction	
Published Data	

The critical obstruction is a fence (obstruction 22) which produces a gradient of 3.20%. A Palm tree (obstruction 12) is responsible for the calculated 1.6%, 1.9% STODA figures, while a tree (obstacle 17) is responsible for the remaining STODA figures.

The sections of fenceline which create gradients of more than 5.00% (Nos. 22 and 25) have been ignored in the calculation of STODA and the critical climb out gradient, per Part 139 MOS Section 5.12 (9). Per this Section of the MOS Part 139, information on the location and height of the obstacles, and that is has been ignored in the calculations, has been included in the RDS.

Council could consider lopping or removing those trees that create a gradient greater than the 2.00% desired by the Part 139 MOS. This would improve the take-performance of aircraft using the runway. The trees that were surveyed at a gradient greater than 2.00% are Nos. 12, 14 and 17.

- The critical climb out gradient is unchanged, but the STODA figures have changed as a result of this survey. The data that is currently published in the RDS will need to be updated (refer Section 7.0).

Observation	9	To consider lopping or removing each of the trees at the northwestern end of runway 12/30 that create a take-off gradient of more than 2.00% (Nos. 12, 14 and 17).

RWY 12 Approach data.							
Runway Parameters			**Approach Parameters**				
Runway Code		Code 3	Inner edge width				150m
Instrument Procedures		INPA	Inner edge elevation (AHD)				300.43m
Runway length		1526m	Distance from THR				60m
Clearway		150m	Divergence				15%
Stopway		N/A	First Segment			Length	3000m
TODA		1676m				Slope	3.33%
LDA		1526m	Second Segment			Length	3600m
						Slope	2.5%
			Third Segment			Length	8400m
						Slope	0%
			Total Length				15000m
			Max permitted slope				3.33%

Obst No.	Description	In / Out Splay?	Beyond splay?	Surveyed Height (m)	Permitted Height (m)	Gradient %	Infringes Approach Surface
1	Trans eucalypt dead	Out	In	13.95	2.82	16.45	--
2	Trans mulga	Out	In	16.11	5.72	9.38	--
3	Trans mulga	Out	In	13.39	6.22	7.17	--
4	Tree	Out	In	17.23	7.48	7.68	--
5	Eucalypt	Out	In	31.09	22.44	4.61	--
6	Eucalypt	Out	In	15.85	17.31	3.05	--
7	Eucalypt	In	In	16.91	26.90	2.09	Under 10m
8	Fence	In	In	0.13	11.43	0.04	Under 11.31m
9	Eucalypt	In	In	11.73	22.76	1.72	Under 11.04m
10	Tree	In	In	19.65	43.24	1.51	Under 23.59m
11	Fence	In	In	0.86	8.53	0.34	Under 7.67m
12	Palm tree	In	In	16.88	27.11	2.07	Under 10.23m
13	Tree	In	In	22.87	47.40	1.61	Under 24.53m
14	Tree	In	In	17.43	28.80	2.01	Under 11.38m
15	Tree	In	In	19.45	28.37	2.28	Under 8.92m
16	Power pole	In	In	8.52	17.50	1.62	Under 8.98m
17	Tree	In	In	5.41	9.57	1.88	Under 4.16m
18	Eucalypt	Out	In	21.29	20.63	3.44	--
19	Hazard lit flood light	Out	In	24.25	20.81	3.88	--
20	Tree	Out	In	21.27	18.84	3.76	--
21	Hazard lit flood light	Out	In	27.10	16.48	5.48	--
22	Fence	In	In	1.94	5.08	1.27	Under 3.14m
23	Fence - ignored	In	In	2.22	4.34	1.71	Under 2.11m
24	Fence	Out	In	2.24	4.23	1.76	--
25	Fence - ignored	Out	In	2.40	4.06	1.97	--
26	Tower	Out	In	69.34	107.47	2.10	--

Infringes desired 3.33% approach gradient	
Permanent obstruction	

None of the surveyed obstruction were found to infringe this surface.

Data from RWY 30 TKOF survey.							
Transitional Surface Parameters				**Inner Horizontal Surface Parameters**		**Conical Surface Parameters**	
Slope			14.3% or 1:7	Height	45m	Slope	5% 0r 1:20
Height			45m	Radius	4000m	Height	75m
Overall RWS width			150m	Reference Elevation	300.0mm		
Obst No.	**Description**	**Transitional Surface**		**Inner Horizontal Surface**		**Conical Surface**	
		In / Out	**Infringes**	**In / Out**	**Infringes**	**In / Out**	**Infringes**
1	Trans eucalypt dead	In	Under 13.37m	Out	--	Out	--
2	Trans mulga	In	Under 7.03m	Out	--	Out	--
3	Trans mulga	In	Under 2.63m	Out	--	Out	--
4	Tree	In	Under 2.3m	Out	--	Out	--
5	Eucalypt	In	Under 12.22m	Out	--	Out	--
6	Eucalypt	In	Under 7.06m	Out	--	Out	--
7	Eucalypt	--	--	Out	--	Out	--
8	Fence	--	--	Out	--	Out	--
9	Eucalypt	--	--	Out	--	Out	--
10	Tree	--	--	Out	--	Out	--
11	Fence	--	--	Out	--	Out	--
12	Palm tree	--	--	Out	--	Out	--
13	Tree	--	--	In	Under	--	--
14	Tree	--	--	Out	--	Out	--
15	Tree	--	--	Out	--	Out	--
16	Power pole	--	--	Out	--	Out	--
17	Tree	--	--	Out	--	Out	--
18	Eucalypt	In	Under 2.68m	Out	--	Out	--
19	Hazard lit flood light	In	Under 0.47m	Out	--	Out	--
20	Tree	In	Infringes 0.3m	Out	--	Out	--
21	Hazard lit flood light	In	Under 0.6m	Out	--	Out	--
22	Fence	--	--	Out	--	Out	--
23	Fence - ignored	--	--	Out	--	Out	--
24	Fence	In	Under 2.15m	Out	--	Out	--
25	Fence - ignored	In	Under 1.72m	Out	--	Out	--
26	Tower	Out	Beyond	In	Infringes	--	--

Infringes Surface	
Permanent Obstruction	

Transitional Surface	A tree (obstruction 20), infringes this surface by 0.3m and it needs to be lopped or removed.	
Compliance Issue	5	To lop or remove the tree (obstruction 20) that infringes the transitional surface at the northwestern end of runway 12/30.
Inner Horizontal Surface	The unlit tower (No. 26) infringes the inner horizontal surface by 21.77m. JASKO completed some additional survey works in 2024. This information has been sent to CASA for their consideration. • Council is awaiting instructions from CASA regarding how to address this obstruction.	
Conical Surface	None of the obstructions that were surveyed were found to infringe this surface.	

RWY 12 VSS data.

Runway Parameters			Visual Segment Surface Parameters	
Runway Code			Inner edge width	
Instrument Procedures			Distance from threshold	
Runway length			Rate of divergence L side	
Clearway			Rate of divergence R side	
Stopway			Desired Slope	
TODA			End point from THR	
LDA				

Obst No.	Description	In / Out VSS?	Beyond VSS?	Surveyed Height (m)	Permitted Height (m)	Approach Gradient %	Infringes VSS
1	Trans eucalypt dead	Out	In	13.95	15.00	16.45	--
2	Trans mulga	Out	In	16.11	15.00	9.38	--
3	Trans mulga	Out	In	13.39	15.00	7.17	--
4	Tree	Out	In	17.23	15.00	7.68	--
5	Eucalypt	Out	In	31.09	22.12	4.61	--
6	Eucalypt	Out	In	15.85	17.06	3.05	--
7	Eucalypt	In	In	16.91	26.52	2.09	Under 9.61m
8	Fence	In	In	0.13	15.00	0.04	Under 14.87m
9	Eucalypt	In	In	11.73	22.44	1.72	Under 10.71m
10	Tree	In	In	19.65	42.62	1.51	Under 22.97m
11	Fence	In	In	0.86	15.00	0.34	Under 14.14m
12	Palm tree	In	In	16.88	26.72	2.07	Under 9.84m
13	Tree	In	In	22.87	46.72	1.61	Under 23.85m
14	Tree	In	In	17.43	28.39	2.01	Under 10.96m
15	Tree	In	In	19.45	27.96	2.28	Under 8.51m
16	Power pole	In	In	8.52	17.25	1.62	Under 8.73m
17	Tree	In	In	5.41	15.00	1.88	Under 9.59m
18	Eucalypt	Out	In	21.29	20.33	3.44	--
19	Hazard lit flood light	Out	In	24.25	20.51	3.88	--
20	Tree	Out	In	21.27	18.58	3.76	--
21	Hazard lit flood light	Out	In	27.10	16.24	5.48	--
22	Fence	In	In	1.94	15.00	1.27	Under 13.06m
23	Fence - ignored	In	In	2.22	15.00	1.71	Under 12.78m
24	Fence	Out	In	2.24	15.00	1.76	--
25	Fence - ignored	Out	In	2.40	15.00	1.97	--
26	Tower	Out	In	69.34	108.41	2.10	--

Infringes VSS	
Permanent obstruction	

None of the obstructions surveyed were found to infringe this surface.

9.3 RWY 18 Survey results

RWY 18 Take-off data.			
Runway Parameters		**Take-off Parameters**	
Runway Code	Code 2	Inner edge width	90m
Runway length	1067m	Inner edge elevation (AHD)	303.00m
Clearway	60m	Rate of divergence (each side)	10%
Stopway	0m	Final width	580m
TODA	1127m	Final length	2500m
TORA	1067m	Desired gradient	4.00%

Obst No.	Desc	Distance along CL	Obstacle Height (m)	Distance left or right of CL	Gradient (%)	Height (AHD)	Distance from SOT	In / Out Splay?	Beyond splay?	Supplementary Take-off Distances (STODA)						Coordinates WGS 84	
										1.6%	1.9%	2.2%	2.5%	3.3%	5.0%	Easting	Northing
1	Tree	98.20	14.44	-137.40	14.70	317.44	1225.20	Out	In	--	--	--	--	--	--	426515.53	7077163.69
2	Tree	123.10	11.39	-112.30	9.25	314.39	1250.10	Out	In	--	--	--	--	--	--	426489.72	7077139.52
3	Tree	208.40	12.33	-126.20	5.92	315.33	1335.40	Out	In	--	--	--	--	--	--	426501.15	7077053.85
4	Corner fence post	168.60	2.57	-77.50	1.53	305.57	1295.60	Out	In	--	--	--	--	--	--	426453.62	7077095.04
5	Eucalypt	431.60	18.26	-193.70	4.23	321.26	1558.60	Out	In	--	--	--	--	--	--	426562.18	7076828.80
6	Eucalypt	478.40	16.33	-167.40	3.41	319.33	1605.40	Out	In	--	--	--	--	--	--	426534.54	7076782.78
7	Tree	376.00	11.11	-115.60	2.95	314.11	1503.00	Out	In	--	--	--	--	--	--	426485.72	7076886.63
8	Tree	438.80	11.95	-112.80	2.72	314.95	1565.80	Out	In	--	--	--	--	--	--	426481.10	7076823.94
9	Eucalypt	688.60	16.09	-144.70	2.34	319.09	1815.60	Out	In	--	--	--	--	--	--	426505.78	7076573.32
10	Tree	439.50	11.34	-87.00	2.58	314.34	1566.50	Out	In	--	--	--	--	--	--	426455.30	7076823.98
11	Tree	467.10	12.43	-70.10	2.66	315.43	1594.10	In	In	828	946	1032	1098	TODA	TODA	426437.61	7076796.88
12	Mulga tree	496.00	12.25	-54.20	2.47	315.25	1623.00	In	In	867	983	1068	TODA	TODA	TODA	426420.88	7076768.46
13	Tree	443.60	11.21	-37.20	2.53	314.21	1570.60	In	In	879	985	1063	1122	TODA	TODA	426405.40	7076821.32
14	Tree	531.10	12.55	-31.80	2.36	315.55	1658.10	In	In	883	1002	1089	TODA	TODA	TODA	426397.47	7076734.02
15	Tree	537.00	12.58	-15.80	2.34	315.58	1664.00	In	In	886	1005	1093	TODA	TODA	TODA	426381.31	7076728.58
16	Fence	133.90	2.09	0.40	1.56	305.09	1260.90	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426376.76	7077131.98
17	Tree	469.60	10.92	19.70	2.33	313.92	1596.60	In	In	922	1025	1101	TODA	TODA	TODA	426347.77	7076796.98
18	Tree	489.90	11.72	39.50	2.39	314.72	1616.90	In	In	893	1004	1086	TODA	TODA	TODA	426327.39	7076777.26
19	Tree	561.30	12.39	70.80	2.21	315.39	1688.30	In	In	921	1039	1125	TODA	TODA	TODA	426294.04	7076706.79
20	Tree	664.60	15.23	119.90	2.29	318.23	1791.60	Out	In	--	--	--	--	--	--	426241.98	7076604.95
21	Tree	428.40	10.74	86.50	2.51	313.74	1555.40	Out	In	--	--	--	--	--	--	426282.19	7076840.09
22	Eucalypt	557.10	13.80	126.10	2.48	316.80	1684.10	Out	In	--	--	--	--	--	--	426238.89	7076712.59
23	Eucalypt	698.90	17.17	184.50	2.46	320.17	1825.90	Out	In	--	--	--	--	--	--	426176.42	7076572.53
24	Eucalypt	416.50	13.50	137.00	3.24	316.50	1543.50	Out	In	--	--	--	--	--	--	426232.05	7076853.44
25	Eucalypt	281.20	13.56	128.30	4.82	316.56	1408.20	Out	In	--	--	--	--	--	--	426244.66	7076988.44
26	Eucalypt	258.90	13.11	125.00	5.07	316.11	1385.90	Out	In	--	--	--	--	--	--	426248.60	7077010.63
27	Eucalypt	160.20	12.38	114.60	7.73	315.38	1287.20	Out	In	--	--	--	--	--	--	426261.85	7077108.99
28	Tree	164.10	16.84	154.00	10.26	319.84	1291.10	Out	In	--	--	--	--	--	--	426222.35	7077106.23
29	Eucalypt	-47.70	14.12	132.10	29.60	317.12	1079.30	Out	Before	--	--	--	--	--	--	426250.36	7077317.31

30	Eucalypt	-108.70	12.76	119.50	11.74	315.76	1018.30	Out	Before	--	--	--	--	--	--	426264.72	7077377.92
31	Trans eucalypt	-304.50	18.07	203.10	5.93	321.07	822.50	Out	Before	--	--	--	--	--	--	426186.81	7077576.05
32	Trans eucalypt	-464.00	19.45	163.50	4.19	322.45	663.00	Out	Before	--	--	--	--	--	--	426231.00	7077734.34
33	Eucalypt	-510.50	14.56	116.00	2.85	317.56	616.50	Out	Before	--	--	--	--	--	--	426279.82	7077779.45
STODA Calculations																	
11	Tree	467.10	12.43	-70.10	2.66	315.43	1594.10	In	In	828	946	1032	1098	TODA	TODA	426437.61	7076796.88

Infringes desired 4.00% take-off gradient	
Permanent obstruction	
Published Data	

The critical obstacle is a tree (No. 11) with a surveyed gradient of 2.66%. This obstacle is responsible all the calculated STODA.

- The gradient and STODA differ from what is currently published in the RDS, and NOTAM action will need to be taken to update this publication (refer to Section 7.0).

RWY 36 Approach data.

Runway Parameters		Approach Parameters		
Runway Code	Code 2	Inner edge width		80m
Instrument Procedures	NIA	Inner edge elevation (AHD)		303.00m
Runway length	1067m	Distance from THR		60m
Clearway	60m	Divergence		10%
Stopway	N/A	First Segment	Length	2500m
TODA	1127m		Slope	4.00%
LDA	1067m	Second Segment	Length	N/A
			Slope	N/A
		Third Segment	Length	N/A
			Slope	N/A
		Total Length		2500m
		Max permitted slope		4.00%

Obst No.	Description	In / Out Splay?	Beyond splay?	Surveyed Height (m)	Permitted Height (m)	Gradient %	Infringes Approach Surface
1	Tree	Out	In	14.44	3.93	14.70	--
2	Tree	Out	In	11.39	4.92	9.25	--
3	Tree	Out	In	12.33	8.34	5.92	--
4	Corner fence post	Out	In	2.57	6.74	1.53	--
5	Eucalypt	Out	In	18.26	17.26	4.23	--
6	Eucalypt	Out	In	16.33	19.14	3.41	--
7	Tree	Out	In	11.11	15.04	2.95	--
8	Tree	Out	In	11.95	17.55	2.72	--
9	Eucalypt	Out	In	16.09	27.54	2.34	--
10	Tree	In	In	11.34	17.58	2.58	Under 6.24m
11	Tree	In	In	12.43	18.68	2.66	Under 6.25m
12	Mulga tree	In	In	12.25	19.84	2.47	Under 7.59m
13	Tree	In	In	11.21	17.74	2.53	Under 6.53m
14	Tree	In	In	12.55	21.24	2.36	Under 8.7m
15	Tree	In	In	12.58	21.48	2.34	Under 8.9m
16	Fence	In	In	2.09	5.36	1.56	Under 3.26m
17	Tree	In	In	10.92	18.78	2.33	Under 7.86m
18	Tree	In	In	11.72	19.60	2.39	Under 7.88m
19	Tree	In	In	12.39	22.45	2.21	Under 10.06m
20	Tree	Out	In	15.23	26.58	2.29	--
21	Tree	In	In	10.74	17.14	2.51	Under 6.39m
22	Eucalypt	Out	In	13.80	22.28	2.48	--
23	Eucalypt	Out	In	17.17	27.96	2.46	--
24	Eucalypt	Out	In	13.50	16.66	3.24	--
25	Eucalypt	Out	In	13.56	11.25	4.82	--
26	Eucalypt	Out	In	13.11	10.36	5.07	--
27	Eucalypt	Out	In	12.38	6.41	7.73	--
28	Tree	Out	In	16.84	6.56	10.26	--
29	Eucalypt	Out	Behind	14.12	--	--	--
30	Eucalypt	Out	Behind	12.76	--	--	--
31	Trans eucalypt	Out	Behind	18.07	--	--	--
32	Trans eucalypt	Out	Behind	19.45	--	--	--
33	Eucalypt	Out	Behind	14.56	--	--	--

Infringes desired 4.00% approach gradient	
Permanent obstruction	

None of the obstructions surveyed were found to infringe this surface.

Data from RWY 18 TKOF survey.							
Transitional Surface Parameters				**Inner Horizontal Surface Parameters**		**Conical Surface Parameters**	
Slope			1:5 or 20%	Height	45m	Slope	5%
Height			45m	Radius	2500m	Height	55m
Overall RWS width			90m	Reference Elevation	303.0m		
Obst No.	**Description**	**Transitional Surface**		**Inner Horizontal Surface**		**Conical Surface**	
		In / Out	**Infringes**	**In / Out**	**Infringes**	**In / Out**	**Infringes**
1	Tree	In	Under 6m	Out	--	Out	--
2	Tree	In	Under 4.53m	Out	--	Out	--
3	Tree	In	Under 8.08m	Out	--	Out	--
4	Corner fence post	In	Under 7.3m	Out	--	Out	--
5	Eucalypt	In	Under 20.11m	Out	--	Out	--
6	Eucalypt	In	Under 17.72m	Out	--	Out	--
7	Tree	In	Under 10.53m	Out	--	Out	--
8	Tree	In	Under 10.39m	Out	--	Out	--
9	Eucalypt	In	Under 17.63m	Out	--	Out	--
10	Tree	--	--	Out	--	Out	--
11	Tree	--	--	Out	--	Out	--
12	Mulga tree	--	--	Out	--	Out	--
13	Tree	--	--	Out	--	Out	--
14	Tree	--	--	Out	--	Out	--
15	Tree	--	--	Out	--	Out	--
16	Fence	--	--	Out	--	Out	--
17	Tree	--	--	Out	--	Out	--
18	Tree	--	--	Out	--	Out	--
19	Tree	--	--	Out	--	Out	--
20	Tree	In	Under 13.04m	Out	--	Out	--
21	Tree	--	--	Out	--	Out	--
22	Eucalypt	In	Under 13.56m	Out	--	Out	--
23	Eucalypt	In	Under 24.71m	Out	--	Out	--
24	Eucalypt	In	Under 13.23m	Out	--	Out	--
25	Eucalypt	In	Under 8.72m	Out	--	Out	--
26	Eucalypt	In	Under 8.06m	Out	--	Out	--
27	Eucalypt	In	Under 4.74m	Out	--	Out	--
28	Tree	In	Under 8.24m	Out	--	Out	--
29	Eucalypt	In	Under 4.33m	Out	--	Out	--
30	Eucalypt	In	Under 3.2m	Out	--	Out	--
31	Trans eucalypt	In	Under 14.72m	Out	--	Out	--

32	Trans eucalypt	In	Under 5.5m	Out	--	Out	--
33	Eucalypt	In	Under 0.91m	Out	--	Out	--

Infringes Surface	
Permanent Obstruction	

Transitional Surface	None of the obstructions surveyed were found to infringe this surface.
Inner Horizontal Surface	None of the obstructions surveyed were found to infringe this surface.
Conical Surface	None of the obstructions surveyed were found to infringe this surface.

9.4 RWY 36 Survey results

RWY 36 Take-off data.					
Runway Parameters			**Take-off Parameters**		
Runway Code	Code 2		Inner edge width	90m	
Runway length	1067m		Inner edge elevation (AHD)	303.64m	
Clearway	60m		Rate of divergence (each side)	10%	
Stopway	0m		Final width	580m	
TODA	1127m		Final length	2500m	
TORA	1067m		Desired gradient	4.00%	

Obst No.	Desc	Distance along CL	Obstacle Height (m)	Distance left or right of CL	Gradient (%)	Height (AHD)	Distance from SOT	In / Out Splay?	Beyond splay?	Supplementary Take-off Distances (STODA)						Coordinates WGS 84	
										1.6%	1.9%	2.2%	2.5%	3.3%	5.0%	Easting	Northing
1	AWIS	-298.20	10.13	-127.40	3.40	313.77	828.80	Out	Before	--	--	--	--	--	--	426279.31	7078156.55
2	Tree	763.60	13.34	-120.10	1.75	316.98	1890.60	In	In	1054	TODA	TODA	TODA	TODA	TODA	426317.28	7079217.70
3	Tree	1218.30	18.52	-120.30	1.52	322.16	2345.30	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426330.21	7079672.21
4	Tree	1302.40	18.19	-110.00	1.40	321.83	2429.40	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426342.94	7079755.98
5	Tree	1017.80	13.88	-67.60	1.36	317.52	2144.80	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426377.10	7079470.27
6	Tree	1202.90	13.26	-68.50	1.10	316.90	2329.90	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426381.55	7079655.32
7	Dead tree	648.30	8.76	-24.20	1.35	312.40	1775.30	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426409.81	7079099.67
8	Fence	641.00	2.38	-0.20	0.37	306.02	1768.00	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426433.59	7079091.68
9	Tree	1237.30	16.05	32.70	1.30	319.69	2364.30	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426483.70	7079686.78
10	Closer tree	640.20	7.70	17.50	1.20	311.34	1767.20	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426451.26	7079090.37
11	Tree	1496.70	20.20	57.30	1.35	323.84	2623.70	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426515.78	7079945.37
12	Tree	1494.60	20.92	114.20	1.40	324.56	2621.60	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426572.59	7079941.62
13	Fence	594.40	2.36	49.60	0.40	306.00	1721.40	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426482.02	7079043.66
14	Tree	1246.00	15.76	133.90	1.27	319.40	2373.00	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426585.11	7079692.56
15	Tree	661.90	10.31	102.40	1.56	313.95	1788.90	In	In	TODA	TODA	TODA	TODA	TODA	TODA	426536.75	7079109.61
16	Tree	839.50	23.45	182.90	2.79	327.09	1966.50	Out	In	--	--	--	--	--	--	426622.34	7079284.81
17	Eucalypt	565.90	18.82	174.90	3.33	322.46	1692.90	Out	In	--	--	--	--	--	--	426606.45	7079011.56
18	Trans tree	153.00	9.55	107.20	6.24	313.19	1280.00	Out	In	--	--	--	--	--	--	426526.85	7078600.78
19	Trans tree	121.40	10.23	113.40	8.43	313.87	1248.40	Out	In	--	--	--	--	--	--	426532.13	7078569.02
STODA Calculations																	
2	Tree	763.60	13.34	-120.10	1.75	316.98	1890.60	In	In	1054	TODA	TODA	TODA	TODA	TODA	426317.28	7079217.70

Infringes desired 4.00% take-off gradient	
Permanent obstruction	
Published Data	

The critical obstruction is a tree (Obstruction No. 2) at a surveyed gradient of 1.75%. This tree is responsible for all the calculated STODA.

- The critical climb out gradient and STODA figures differ from those that are published in the AIP and will need to be amended. A proposed NOTAM has been sent with this report for management to issue (refer to Section 7.0).

RWY 18 Approach data.							
Runway Parameters			**Approach Parameters**				
Runway Code		Code 2	Inner edge width				80m
Instrument Procedures		NIA	Inner edge elevation (AHD)				303.60m
Runway length		1067m	Distance from THR				60m
Clearway		60m	Divergence				10%
Stopway		N/A	First Segment			Length	2500m
TODA		1127m				Slope	4.00%
LDA		1067m	Second Segment			Length	N/A
						Slope	N/A
			Third Segment			Length	N/A
						Slope	N/A
			Total Length				2500m
			Max permitted slope				4.00%

Obst No.	Description	In / Out Splay?	Beyond splay?	Surveyed Height (m)	Permitted Height (m)	Gradient %	Infringes Approach Surface
1	AWIS	Out	Behind	10.17	--	--	--
2	Tree	In	In	13.38	30.54	1.75	Under 17.16m
3	Tree	In	In	18.56	48.73	1.52	Under 30.18m
4	Tree	In	In	18.23	52.10	1.40	Under 33.86m
5	Tree	In	In	13.92	40.71	1.37	Under 26.8m
6	Tree	In	In	13.30	48.12	1.11	Under 34.82m
7	Dead tree	In	In	8.80	25.93	1.36	Under 17.14m
8	Fence	In	In	2.42	25.64	0.38	Under 23.22m
9	Tree	In	In	16.09	49.49	1.30	Under 33.4m
10	Closer tree	In	In	7.74	25.61	1.21	Under 17.87m
11	Tree	In	In	20.24	59.87	1.35	Under 39.63m
12	Tree	In	In	20.96	59.78	1.40	Under 38.82m
13	Fence	In	In	2.40	23.78	0.40	Under 21.37m
14	Tree	In	In	15.80	49.84	1.27	Under 34.04m
15	Tree	In	In	10.35	26.48	1.56	Under 16.12m
16	Tree	Out	In	23.49	33.58	2.80	--
17	Eucalypt	Out	In	18.86	22.64	3.33	--
18	Trans tree	Out	In	9.59	6.12	6.27	--
19	Trans tree	Out	In	10.27	4.86	8.46	--

Infringes desired 4.00% approach gradient	
Permanent obstruction	

None of the surveyed obstructions were found to infringe this surface.

Data from RWY 36 TKOF survey.							
Transitional Surface Parameters				**Inner Horizontal Surface Parameters**		**Conical Surface Parameters**	
Slope			1:5 or 20%	Height	45m	Slope	5%
Height			45m	Radius	2500m	Height	55m
Overall RWS width			90m	Reference Elevation	303.0m		
Obst No.	**Description**	**Transitional Surface**		**Inner Horizontal Surface**		**Conical Surface**	
		In / Out	**Infringes**	**In / Out**	**Infringes**	**In / Out**	**Infringes**
1	AWIS	In	Under 6.19m	Out	--	Out	--
2	Tree	--	--	Out	--	Out	--
3	Tree	--	--	In	Under	--	--
4	Tree	--	--	In	Under	--	--
5	Tree	--	--	Out	--	Out	--
6	Tree	--	--	In	Under	--	--
7	Dead tree	--	--	Out	--	Out	--
8	Fence	--	--	Out	--	Out	--
9	Tree	--	--	In	Under	--	--
10	Closer tree	--	--	Out	--	Out	--
11	Tree	--	--	In	Under	--	--
12	Tree	--	--	In	Under	--	--
13	Fence	--	--	Out	--	Out	--
14	Tree	--	--	In	Under	--	--
15	Tree	--	--	Out	--	Out	--
16	Tree	In	Under 20.92m	Out	--	Out	--
17	Eucalypt	In	Under 18.48m	Out	--	Out	--
18	Trans tree	In	Under 5.95m	Out	--	Out	--
19	Trans tree	In	Under 5.88m	Out	--	Out	--
Infringes Surface							
Permanent Obstruction							

Transitional Surface	None of the surveyed obstructions were found to infringe this surface.
Inner Horizontal Surface	None of the surveyed obstructions were found to infringe this surface.
Conical Surface	None of the surveyed obstructions were found to infringe this surface.

9.5 Additional Surveys

Further surveys were completed to check the transitional surface down either side of the runway.

- No further obstructions were found.

10.0 REVIEW OF PREVIOUS ATI RECOMMENDATIONS

JASKO completed a check on the progress of the rectification of the issues found in the previous ATI.
The following was the status of the previous ATI recommendations:

No.	COMPLIANCE ISSUE (2024)	STATUS
	Nil	
	OBSERVATIONS (2024)	**STATUS**
1	Council to consider completing maintenance works to remove the hump in the RWY 12/30 that has formed in a join between seal layers.	Ongoing
2	To consider ripping and grading the sealed sections of clearway at either end of RWY 12/30 and reverting the surface back to gravel.	Not required.
3	Council to paint those marking that are new (turn pad edge lines) or repaint where the dimensions or font have changed, i.e., holding point, intermediate holding point, and parking clearance lines etc. Council also needs to schedule for the repainting of the RWY 12/30 markings.	Mostly completed
4	Council to consider having the block cracking that is developing in the runway surface checked by a pavement engineer.	Ongoing
5	To consider resealing the surface of taxiway C.	Ongoing
6	To consider reconstructing and resealing the eastern section of TWY E. This will allow two access points to the ATO apron, making its use more effective and efficient.	Ongoing
7	Council to continue sealing cracks in the surface of the aprons and TWY D as they occur, and to begin budgeting to reconstruct the ATO apron.	Completed
8	Council to include the amendments mentioned in Section 7.1 of this report, into the Aerodrome Manual.	Completed
9	Council to ensure that familiarisation / inductions of the airside area are completed for the emergency services on a regular basis. Records of each person attending these need to be kept.	Completed

11.0 CORRECTIVE ACTION PLAN

JASKO has prepared the following Corrective Action Plan for use by management as an aid to progressing the rectification of any recommendations made within this report.

2025 Corrective Action Plan					
	ATI Compliance Issues	**Corrective Action Planned**	**By Whom**	**By When**	**Outcome**
1	Council to complete remedial works on taxiways A, B, D and E, to ensure that water does not pond on the taxiway surfaces, refer Part 139 MOS Section 6.41(1).				
2	Council to begin planning to have the entire ATO apron reconstructed as the current surface and much of the pavement beneath has long passed its use by date. The ponding within the surface also makes it dangerous when wet and does not meet the 139 MOS Section 8.6 (3) standards for the slope of an apron surface.				
3	To update the RDS to reflect the new take-off data resulting from this ATI.				
4	To lop or remove the dead tree (obstacle 4) and any adjacent trees of a similar height at the southeastern end of RWY 12/30, as it infringes the transitional surface.				
5	To lop or remove the tree (obstruction 20) that infringes the transitional surface at the northwestern end of runway 12/30.				

	ATI Observations	Corrective Action Planned	By Whom	By When	Outcome
1	Council to repaint holding position markings at the aerodrome, as the dimensions of these lines have changed.				
2	Council to consider sealing the cracks in the sealed surfaces of the aerodrome.				
3	To consider resealing the surface of taxiway C.				
4	To remediate the scouring that has occurred in the taxiway strip of taxiway D.				
5	To consider reconstructing and resealing the eastern section of TWY E. This will allow two access points to the ATO apron, making its use more effective and efficient.				
6	Council to incorporate the changes and amendments mentioned in Sections 8.1, 8.2 and 8.3 of this report into the Manual.				
7	To refer any infringements to the OLS to the CASA along with any plans that management have made to remove the infringements.				
8	To consider lopping or removing each of the trees at the southeastern end of runway 12/30 that create a take-off gradient of more than 2.00%. In particular, Obstacle 27 should be lopped to improve the take-off gradient.				
9	To consider lopping or removing each of the trees at the northwestern end of runway 12/30 that create a				

	take-off gradient of more than 2.00% (Nos. 12, 14 and 17).				

APPENDIX A: DEFINITIONS

ABBREVIATION	DEFINITION
AA	Airservices Australia
ABN	Aerodrome Beacon
AC	Advisory Circular
ACN	Aircraft Classification Number
ADP	Aerodrome Data Package
AEC	Aerodrome Emergency Committee
AEP	Aerodrome Emergency Plan
AFRU	Aerodrome Frequency Response Unit
AIP	Aeronautical Information Publications
AIS	Aeronautical Information Services
ALA	Aeroplane Landing Area
APCH	Approach
ARC	Aerodrome Reference Code comprising of 2 code elements (e.g. 2C)
ARFFS	Aerodrome Rescue and Fire Fighting Service
ARO	Aerodrome Airport Reporting Officer
AROC	Aeronautical Radio Operators Certificate
ARP	Aerodrome Reference Point
ASDA	Accelerate Stop Distance Available
ASI	Aerodrome Safety Inspection/s
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control
ATI	Aerodrome Technical Inspection/s
ATO	Air Transport Operation
ATSB	Australian Transport Safety Bureau
AVGAS	Aviation Gasoline
AVTUR	Aviation Turpentine
AWIS	Automatic Weather Information Station
CAAP	Civil Aviation Advisory Publication
CAO	Civil Aviation Order
CASA	Civil Aviation Safety Authority
CASR 139	Civil Aviation Safety Regulation 1998 Part 139 Aerodromes
CASR 99	Civil Aviation Safety Regulation 1998 Part 99
CISC	Cyber and Infrastructure Security Centre
CTAF	Common Traffic Advisory Frequency
DAMP	Drug and Alcohol Management Plan
DAP	Departure and Approach Procedures (published as Part East or West).

ABBREVIATION	DEFINITION
DHA	Department of Home Affairs
ERSA	En-Route Supplement Australia
FOD	Foreign Object Debris
GA	General Aviation
GRF	Global Reporting Format
IAS	Inner Approach Surface
ICAO	International Civil Aviation Organisation
IHS	Inner Horizontal Surface
INPA	Instrument Non-Precision Approach
IWI	Illuminated Wind Indicator
JASKO	JASKO Airport Services
Jet A1	Jet Aviation Turpentine
LED	Light Emitting Diode
LDA	Landing Distance Available
MAGS	Movement Area Guidance Signs
MIRL	Medium Intensity Runway Lights
MOS 139	Manual Of Standards Part 139 – Aerodromes
MOWP	Method Of Working Plan
MTOW	Maximum Take-off Weight
NDB	Non-Directional Beacon
NOF	NOTAM Office
NOTAM	Notice To Airmen
NPA	Non-Precision Approach
OAS	Obstacle Assessment Surface
OLS	Obstacle Limitation Surfaces
OMGWS	Outer Main Gear Wheel Span
PAL	Pilot Activated Lighting
PANS-OPS	Procedures for Air Navigation Services Operations
PAPI	Precision Approach Path Indicator
PART 139 MOS	Part 139 (Aerodromes) Manual of Standards 2019
PCN	Pavement Classification Number
PCR	Pavement Classification Rating
PE	Photo Electric
PWI	Primary Wind Indicator
RDS	Runway Distance Supplement
RESA	Runway End Safety Area
RMP	Risk Management Plan

ABBREVIATION	DEFINITION
RWS	Runway Strip
RWY	Runway
SES	State Emergency Services
SMS	Safety Management System
SOT	Start Of TORA
STODA	Supplementary Take-off Distance Available
SWI	Secondary Wind Indicator
SWS	Soft Wet Surface
THR	Threshold
TKOF	Take-off
TODA	Take-off Distance Available
TORA	Take-off Run Available
TSP	Transport Security Program
T-VASIS	T-Visual Approach Slope Indicator System
TWS	Taxiway Strip
TWY	Taxiway
VASIS	Visual Approach Slope Indicator System
VSS	Visual Slope Segment, PANS-OPS

APPENDIX B: OBSTACLES TO BE REMOVED / LOPPED

Images (from Google Earth) of the take-off climb surface areas are provided below. They depict the approximate locations of the surveyed obstructions. Those that have been recommended for lopping or removal are identified with red marker.

TKOF 12



TKOF 30





TKOF 18



TKOF 36



APPENDIX C: INSPECTOR QUALIFICATIONS

ANDREW STEWART LEAD AUDITOR

CAREER SUMMARY

Andrew Stewart is an airport operations specialist and safety inspector with more than twenty (20) years practical experience in the management of both the operational and commercial aspects of airports throughout Australia and the pacific.

2017-Now	Director (JASKO Airport Services) – Oversees running of the Company as the Managing Director. Carries out annual aerodrome safety and technical inspections, conducts OLS surveys, prepares aerodrome manuals, provides operational and technical advice and training for airport staff.
2000-2016	Director (Aerodrome Operation Support Pty Ltd) – carried out annual aerodrome safety and technical inspections, conducts OLS surveys, prepares aerodrome manuals, provides operational and technical advice and training for airport operational staff.
1994-2000	Chief Mine Surveyor - 2 IC for all mining operations, supervision of all survey operations and planning of short and long term excavations.

PAST & ONGOING PROJECTS

Airport Inspections and Audits

- Involved in on an average of 40 annual aerodromes each year. Airports range in size from Cairns to Birdsville.

Airspace Management

- Obstacle approach survey for over 45 aerodromes per annum.
- Tabulated and checked surveys for 20 PNG OLS and Type A surveys. Then oversaw the production of Type A charts for each aerodrome.
- Conducts surveys to identify obstructions in the take-off surface areas of aerodromes usually in conjunction with annual safety / technical inspections.

Aerodrome Location Investigations

- Assisted with investigating a viable location of a new runway at Babo in Indonesia

Airport Operations Training

- Conducts training courses in Queensland, New South Wales and PNG for safety officers, reporting officers and airport managers.

Airport Operations

- Prepares aerodrome manuals for certified airports throughout Queensland, New South Wales and the Pacific.
- Conducts TSP audits of security classified aerodromes
- Plans and facilitates Emergency Exercises.

Airport Standards, Regulatory & Technical Advice

- Assisted with the overall compliance and tender process for the Charleville cross runway reconstruction.
- Provided compliance / planning overview of the Miles aerodrome redevelopment.
- Provided technical advice on the upgrading and repairs to the Norfolk Island Airport, runway and apron.
- Providing technical advice and assistance to 50 aerodromes across the eastern seaboard and the pacific.
- Wrote the MOWP for Norfolk Island, Blackall, Bundaberg, Blackwater, Barcaldine and Roma aerodromes (to name a few) overlays/upgrades.
- Assisted with the transition from registered to certified at many aerodromes, including Middlemount Palm Island, Bedourie, Quilpie, and Windorah aerodromes.
- Conduct safety audits of 30 Queensland Health helicopter landing sites.
- Audit 22 aerodrome manuals for the National aerodromes of PNG.
- Conduct external audits for aerodrome TSP.
- Produce aerodrome specific SMS.

JASKO AIRPORT SERVICES

PROFESSION
Qualified Surveyor
CASA approved Aerodrome Safety Inspector
Aerodrome Technical Inspector
Airport Operations and Maintenance Specialist

PRESENT POSITION
Exec Director, JASKO Airport Services

CITIZENSHIP
Australian

QUALIFICATIONS / EXPERIENCE
Matriculation
Qualified Surveyor (Bachelor Degree)
CASA approved Aerodrome Safety Inspector No. CASA.ADSAF.0001
TAE 40110 Cert IV Training and Assessing
AVI 30516 Cert III (Aerodrome Operations)
ISO 9001 Safety & Lead Auditor certificate
Emergency Response Plan training
Safety Management System training

SPECIAL FIELDS OF COMPETENCY
Airport Operations & Maintenance
Airport Inspections & Audits
OLS surveys
Airport Standards, Regulatory & Technical Matters
Reporting Officer / Works Safety officer training.

PAPERS / PUBLICATIONS
Aerodrome Inspecting Officer and Airport Safety Officer Guidebook (JASKO publication)

CONTACT DETAILS
PO Box 154, Mt Ommaney,
QLD Australia 4074
Tel: 07 3705 2042
Email: andrew@jasko.com.au

WEB SITE
www.jasko.com.au

THE UNIVERSITY OF SOUTHERN QUEENSLAND

The Council of the University of Southern Queensland confers on

Andrew Martin Stewart

who has passed all examinations and fulfilled all prescribed conditions, the award of

BACHELOR OF TECHNOLOGY - SURVEYING

Dated this *twenty first* day of *May 2004*

GOOD UNIVERSITIES GUIDES Australia's University of the Year 2000 - 2001

D. S. Stevens
Chancellor

R. B. Leal
Vice-Chancellor



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THIS IS A STATEMENT THAT

Andrew Stewart

HAS ATTAINED

BSBSS00090

AUDITING SKILL SET

These units of competency meet industry requirements to lead quality audits.

BSBAUD402	Participate in a quality audit
BSBAUD501	Initiate a quality audit
BSBAUD503	Lead a quality audit
BSBAUD504	Report on a quality audit

CEO - Andrew Shone

Certificate No: 7875318-5800790
Issue Date: 09/01/2020

Southpac Aerospace Trust - National Provider Number: 32383 - +61 7 5533 9988 - admin@southpac.biz - 2a, 5 Executive Dr., Burleigh Waters, QLD 4220
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Australian Government
Civil Aviation Safety Authority

AERONAUTICAL RADIO OPERATOR CERTIFICATE

Issued in accordance with Part 64 of the *Civil Aviation Safety Regulations 1998*

I COMMONWEALTH OF AUSTRALIA
CIVIL AVIATION SAFETY AUTHORITY

II AERONAUTICAL RADIO OPERATOR CERTIFICATE

III Certificate No: 582480

IV Name: Andrew Martin STEWART

IVa Date of Birth: 26 June 1963

VI Nationality: Australian

VII Signature of holder: .....

VIII Granted in accordance with the *Civil Aviation Safety Regulations 1998* and is subject to any conditions and limitations expressed therein and to the conditions at item XIV.

IX This certificate was first issued on 26 April 2016 and remains in force for the holder's lifetime unless revoked, suspended, or varied.

X Efthimios IPALASKONIS 16 Feb 2018
Delegate of the Civil Aviation Safety Authority

XI Stamp

Issued without erasure or correction. Any removal of printed background may indicate alterations.

XIV Conditions/Certificate Remarks

English Language Proficiency:
This Aeronautical Radio Operators Certificate was issued during transition from CAR Part 83A, as such the holder of this certificate is released from the requirement to hold a current Aviation English Language Proficiency specified in CASR Subpart 64.B.

English Language Proficiency:
-

End of Conditions/Certificate Remarks

XII List of Abbreviations

AROC	Aeronautical Radio Operator Certificate
ARN	Aviation Reference Number
CASA	Civil Aviation Safety Authority
ELP	English Language Proficiency

End of List of Abbreviations

UTL Utilities Pty Ltd | admin@utl-utilities.com.au |

UTILITIES

Draft

Contract Management Audit

Murweh Shire Council – October 2024

LANDFILL
OPERATIONS
SERVICES

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No table of figures entries found.

Version Control

Version	Date	Key review changes	Author	Reviewer	Approver
1.0	05/01/2025	Initial Draft	Troy Uren		

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Introduction

Background

Council operates a landfill at Charleville. A lack of planning and day to day management of the previous landfill operations and contract, has resulted in the haphazard depletion of the asset. As a result, Council is faced with a situation, where if it does not take a greater active role in ensuring the appropriate management of the landfill asset, it may reach its end of life significantly earlier than would otherwise be expected.

Early reviews, identified a distinct lack of data and planning for the operation of the landfill with a concern in Council that the facility may have a very limited life. Early analysis indicated that based on the available knowledge, the life of the facility may have been as low as four (4) years.

The development of a new facility, will likely cost multiple millions of dollars in set up, and then additional transport which will likely far outweigh even the set up costs. As a result, appropriate investment in contract management now will defer this multi-million dollar future cost. In addition to this, even maintaining the asset appropriately can cost more than required if the ongoing and day to day management of the landfill is not conducted in a considered and master-planned manner.

UTL Utilities Pty Ltd (UTL) completed an operational review of landfill operations, prepared a new set of contract documents and is preparing a Contract Management Plan (CMP) on behalf of Council. In addition to the CMP, UTL is providing Council with ongoing support and advice around the landfill development and assistance with contract management.

Part of this ongoing support includes an ongoing audit of the landfill and contract management.

Previous CMP and audits

A draft CMP has been prepared with a number of key tools and provided to Council. The core objective of the CMP is to provide governance and technical oversight and to build capability within Council.

A number of tools have been prepared, and others will be prepared as the CMP develops and further investigations are completed on the landfill, resulting in further and master-planned design attributes.

The pre-contract audit and an audit in September 2023 (year one anniversary) has been completed to date.

Changes in CMP support

The first year CMP support included:

- hourly rate support for CMP development and other one off type issues;
- a subscription based monthly fee which included monthly involvement and support and review of progress; and
- consideration of two (2) but delivery of one (1) annual audit.

Alterations were made in the year two (2) CMP support focused on cost, which included:

- no further CMP tools have been developed;
- a subscription based fee which included a quarterly review of progress; and
- an annual audit (this report).

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The reduction in support has a negative impact which far outweighs the reduction in cost. The impact of this change is discussed in sections below as a result of the outcomes of this audit.

Objectives of audit

Lack of experienced waste management and turnover of staff is a common problem in waste management in Local Government. Murweh has understandably experienced these issues with the management of its Charleville landfill, which has resulted in the inefficient depletion and operation of the facility, and significant cost to bring it back to a manageable point. Landfill is an evolving operation and this management requires ongoing focus and oversight in order to ensure that gains are not lost and ongoing benefits continue to accrue.

Audit is a key tool for an organisation to ensure that its desired plans and policies are actually being implemented in practice. It is common in other facets of governance and operations to have an external audit of various functions of an organisation including Councils, particularly in financial aspects, the value of which are rarely questioned.

In this case, Council has invested in an external contract audit as part of ensuring good governance and that both Council and its contractor are held accountable to ensuring the delivery of the services the community is paying for, along with the efficient use and management of the key community asset.

Council has invested heavily (for a Council this size) to fix up the result of the lack of management of the previous contract/s at the Charleville Landfill. This series of audits is therefore an external review to ensure that the requirements of the contract are being met, with a key focus on ensuring Council receives what is has paid for, and that the operation of the landfill does not return to its former state.

This audit is not aimed at casting blame, and should be used as a tool for Council, Council's management and the contractor to identify areas where performance is good, but also shine a light on areas which require attention. The ultimate goal is oversight to ensure that the community receives value for money, what it has paid for and that day to day management by both Council and the contractor is in accordance with the original plans.

The audit also offers Council the ability to receive review and support from experts in waste management who review operations across Australia.

Audit approach

Dynamic nature of contract

The Charleville landfill operations contract includes an early phase of:

- Tidying up the landfill operations;
- Consolidation landfill operations; and
- Conduct of invasive test pitting to confirm the location of waste and areas which might be further developed.

The key objectives of this early phase is to:

- Take control of the operating areas of the facility;
- Limit access for the majority of customers to a defined and controlled area of the facility;
- Tidy up the historical 'mess' that has been created; and
- Understand the level of depletion of the asset to allow for appropriate forward planning.

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As a result, the contract will move through a number of phases (identified in a draft CMP), including:

- Test Pit Phase (now);
- Design Phase (underway and should have been completed);
- Construction Phase; and
- Operations Phase.

The Operations Phase will continue but evolve as the contract delivery moves through each phase above.

It was the original intent under the contract to complete the tidy up, consolidation, test pitting and design in year one of the contract. This would then allow Council to either fund, or seek funding for construction for the front end transfer station and allow then, the simple ongoing operation and management of the facility in accordance with the design and operational plans.

Contract Management Plan

A draft CMP has been prepared for Council and is yet to be finalised. This document is also dynamic, as the contract will move through the various phases above, some information is not yet available and will be developed as the contract matures.

As a result, the CMP is not a key focus of this audit, however it should be noted that failure to progress through design has resulted in some areas of delivery not being able to met as expected. Many of the tools outstanding relate to design which informs ongoing management and KPIs which track the efficient use of the asset. Council is at serious risk of allowing gains to be lost and for the inefficient depletion of the asset without the continued development and use of these tools.

Audit areas

As part of the CMP, an Annual Planner is under development which will serve as a readily accessible tool for Council to easily identify key requirements and when they are due under the contract. This Annual Planner tool will also assist to inform a staged inspection program.

The draft Annual Planner has been used as a guide for the audit process. UTL sat with Council and worked through the key requirements line by line and identified key areas for the focus of the audit based on:

- Status of the contract;
- Perceived need;
- Key governance areas; and
- Random items.

This provided a guide for the completion of the audit.

An extract of the Annual Planner with the key areas of audit and the key notes are provided as an attachment to this document.

This year the focus of the audit has been on:

- Completion of ongoing management meetings;
- Completion of the Test Pit Program and provision and use of data (knowledge) obtained;
- The preparation of design and management documentation;
- Invoice spend against deliverables
- Use of volumetric survey to allow for life planning and use of KPIs;

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- Tracking of KPIs;
- Waste acceptance criteria;
- Transaction management and data; and
- Social media and contact with councillors.

Auditing process

The audit was completed through a combination of on and off site interviews of key relevant staff, and site inspections.

A certain amount of information was sought for the purposes of the audit either during or shortly after the audit.

A draft of the audit notes was provided to Proterra and Council with the view to resolve any gaps or errors before completion of the audit notes and report.

It is noted that the audit identified significant gaps in progress, and that very little information was able to be provided back to demonstrate delivery of requirements in accordance with the contract.

Audit completion

Timing

The audit was completed on 28 and 29 October 2024. The Morven and Augathella sites were inspected on 30 October 2024 with a view to seeking strategic and management advice related to these facilities also (this is the subject of future works).

The audit was completed by Troy Uren of UTL.

The key parties identified in Table 1 were in attendance for the audit.

Table 1 – Key audit attendees

Person	Position	Organisation
Kay Crosby	~~Acting Director – Corporate Services~~ Manager Regulatory Services and Council's Representative	Murweh Shire Council
Jim O'Dea	Operations Manager	Proterra
Anni Colbran	Waste Manager and Contractor's Representative	Proterra
Troy Uren	Auditor	UTL

Other parties from Proterra attended various sections of the audit on site and related to the delivery of the Test Pit Program.

Site operations staff on duty on the day of inspection were in attendance for relevant sections of the audit also who were greatly helpful – particularly the site operations staff [insert name] who appeared to demonstrate a good grasp of site requirements. Eddie King

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Audit findings

Notes against audit areas

Key comments from the audit are included in detail in the Annual Planner/Audit summary notes spreadsheet attached to this document.

It is not intended to repeat or duplicate the findings in this report in totality. A summary of key issues is provided in the section below[1].

Audit summary

Observations

Whilst there is a lack of documentation, and very little progress in a number of key areas in the last 12 months, on ground, there is a clear improvement in the operation of the site.

The key plans of:

- Tidy up;
- Consolidation; and
- Keeping customers in one area,

have clearly had the desired impact and the site is operating far more effectively and is in a state where it can be managed in accordance with a long term plan (noting that this long term does not yet exist, outside the requirements of the contract).

It is critical these design plans are developed AND tracked and followed in order to maintain the gains that have been experienced and the long term life of the facility is managed.

Overall comment

With the lower level of external oversight and focus, there has been very little progress in the last year.

There was no evidence of monthly meetings being undertaken, and no other design work appears to have been completed in the last year.

In particular, the Test Pit Program has not been completed as per the agreed actions from last years audit with no further action at all.

This is a significant concern as the budget for the completion of these items appears to now be unavailable.

Overall Council has not applied the appropriate resources to the contract and the contractor has also not complied with the requirements of the contract and fallen behind on the delivery of key master-plan items. Actions have not

[1] As raised above, there has been a distinct lack of progress in contract delivery and management over the last 12 month period, meaning that many sections in the Annual Planner/Audit summary notes are simply blank due to that lack of progress/proof of progress.

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been completed and now items which had been funded now appear to be unfunded, whilst still requiring completion (contractually and practically).

Greater focus and oversight are required.

Further identification of key areas is summarised in Table 2.

Table 2 – Key audit summary items

Item	Requirements	Finding
2024 key comments		
Ongoing management meetings	Ongoing conduct of performance meetings	There appear to have been no management meetings in the last 12 months.
Completion of Test Pit Program	**Completion of test pit program as per audit last year** **Use of TPP data into design** **Use of TPP data into KPIs**	**There has been no further progress on the TPP. The TPP now appears to be unfunded.** **Data in its raw form does not appear to have been provided to Council.** **There is no use of TPP data into KPI development.**
Preparation of design and management documentation	WTS Design Landfill Design LEOMP	There has been no further progress on any design or management documentation in the last 12 months. A number of plans have been submitted. Many of these plans appear to be common Proterra documents and do not directly reflect the contract. This may be sufficient, subject to the key issues required by the contract being covered. The documents are therefore in need of detailed review against the contract. The LEOMP does not appear to be any further progressed. See notes form last year. UTL to review documents against the contract.
Invoice spend against deliverables	**Invoice spend vs completion of contract requirements**	**TBC spend against required items, however as above items have not been completed and budget now appears unfunded.** **Council to review budget funding and amount which was 'tied' or grant funding.** **UTL to audit spend against project status and percentage delivery.**
Use of volumetric data	Completion of annual volumetric survey Use of volumetric data in design and landfill life	Annual drone survey appears to have been completed. There is a significant difference in transaction (deemed) data vs actual volumes. There has been no real use of the data against landfill life.

Complete Works Plan

Item	Requirements	Finding
	Use of volumetric data in KPIs	The data has not been prepared into ongoing management of KPIs. In part due to lack of further design data.
Tracking of KPIs	**Development of KPIs and tools** **Tracking of KPIs**	**There has been no further development of KPIs** **KPIs are not being tracked**
Waste Acceptance Criteria	Clear messaging and compliance with WAC. Alignment and application of fees and charges	Operationally it appears as if customers receive directions generally but in a hap hazard manner. No evidence of scripting or key messages to customers. Discussions on site around who and how fees and charges should be applied indicate that there is a need for greater communication here. The contractor should be following Councils requirements here. This is an ongoing issue which has been discussed for some time. A simple but detailed listing of all key materials, and key sources along with descriptions of management would benefit both parties and should be kept up to date. UTL to prepare a template document.
Transaction management data	**Transaction data in accordance with contract**	**Recent data but raw data not provided.** **Not all data requirements captured.**
Social media and contact with Councillors	No contact or release without approval of Council's Representative	Not a contract requirement, but typical expectation and good management. Discussed with contractor on occasions by Council. Contractor not to release any information on social media or otherwise without Council's Representative approval. Contractor not to discuss contract with Councillors.
2023 key comments		
Key plans	Submission of key plans	A number of plans have been submitted. Many of these plans appear to be common Proterra documents and do not directly reflect the contract. This may be sufficient, subject to the key issues required by the contract being covered. The documents are therefore in need of detailed review against the contract. UTL to review documents against the contract.
Performance security	**Provision of performance security within 10 days of Service Commencement**	**No evidence of the provision of the performance security has been provided.** **This must be provided immediately**

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Item	Requirements	Finding
Core Waste Facility Equipment	Provision of WFE in accordance with annexure 4 and price schedule	Not all equipment provided. Provide or review and vary price schedule
Sufficient Personnel	Sufficient Personnel in accordance with annexure 2	Sufficient Personnel on site on time of inspection. Anecdotal and operational evidence that Personnel required for Part B, being used in conduct of Parts A, C and D without replacement.
Landfill Transition Plan	Provide specific LTP to cover period through Test Pit, Design until consolidated operation is in place	Not yet received specifically as per contract. Various elements covered in some Monthly Meeting reports.
Temporary WTS	Put in place temporary WTS as part of LTP	Not yet in place, although landfill operations have been consolidated. Majority of diversion activities have also been consolidated to front end customer interface area. Consider if temporary WTS is required, if not document this decision, its reasons and any impact on resources.
Preliminary Detailed Design	Completion of design for WTS and Landfill	This item was not a focus of the audit, as it is known this work is not completed as it is held up by the completion of the TPP. Having said this, the completion of the design work is a key element which is hindering the completion and management of many other day to day KPI items such as Material Balance, Cover to Waste and Fill Planning.
Material Balance	Contractor to maintain Material Balance during LTP Develop Material Balance as part of LEOMP	There was no evidence of tracking of the amount of cover used or its source in any considered manner. Good work is underway with the TPP which is resulting in the identification of significant additional soil. A focus needs to be placed on how day to day tracking of key landfill operations KPIs and elements are put in place.
Transaction Management	All transactions are recorded and reported	There is no early evidence of documentation of transactions early in the contract. Some recent work appears to be underway for vehicle counts. Summary data only is provided to Council. Raw data will be required in an appropriate flat excel file format, along with continued provision of summary data as part of the Monthly Report.
Waste Acceptance and Directions	Perform WAD, provide relevant messages to customers	Operationally it appears as if customers receive directions generally but in an hap hazard manner.

Item	Requirements	Finding
		There is the potential that the use of staff in Parts A, C&D may be hindering the supervision of the customer interface area at the front of the site. No evidence of scripting or key messages to customers. Discussions on site around who and how fees and charges should be applied indicate that there is a need for greater communication here. The contractor should be following Councils requirements here. A simple but detailed listing of all key materials, and key sources along with descriptions of management would benefit both parties and should be kept up to date. UTL to prepare a template document.
Minimum Diversion Standards	Key infrastructure and removal of material	Not all materials are being diverted, however the ability to divert material is in part hindered by arrangements not yet being in place to remove the material by Council.
Specific Waste Handling	Specific requirements for the storage of key materials	The storage and infrastructure required to handle some key materials is not in place in accordance with the contract. This element requires attention by both Council and the contractor.
Site Maintenance Management Plans	Prepare specific management plans for litter, pest, maintenance and mowing	Specific plans not submitted. General plans across some areas submitted which require detailed review.
Record keeping	General day to day keeping of records	Evidence was sighted of various checklists etc. Moving forward there will need to a concerted effort to ensure that day to day records are completed and accessible, particular around inspections and the use of cover etc.
LEOMP	Preparation of LEOMP	The preparation of the LEOMP is the single most important ongoing management document under the contract. This document should summarise key design information and operationalise this information to ensure that site staff are always aware of where and how the site should operate. The failure to have completed the TPP and design of the facility means this document can not be completed at this point in full. This should be a focus of the next audit, and is critical to ensuring that the investment Council has made into the documentation of the physical characteristics of the site are both recorded for the long term, but also used in design and future planning /management of the site.

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Item	Requirements	Finding
Design and integration – ability to track KPIs	**Tracking and management of KPIs**	**As per the comments around the Material Balance and the LEOMP, there are gaps in the work to date which have resulted in a number of design elements which can not yet be integrated into the operations, and their tracking in the KPIs.** **A key element to this will be the ongoing volumetric and site survey which should be used with other day to day information (transactions, cover usage etc) which will then be used to track the efficient use of the site and the depletion of the asset on at least an annual basis.**
Council inspections and documentation	Conduct of systematic inspections and documentation of contract/site performance	Council has committed to an ongoing inspection program. This program is not yet as effective as it could be due to delays by UTL in preparing the Annual Planner and inspection program. UTL should ensure this framework is completed.

Key actions

Council should review its funding and ensure that funding is available to complete the key requirements of the contract, particularly capital items. This should include a review of the spend vs status of delivery with confirmation of remaining required actions.

The TPP should be completed with data provided to Council immediately.

The landfill design should be completed upon immediate completion of the TPP, but could commence now.

The management documentation should be reviewed and delivered in accordance with the contract. UTL should provide oversight, review and guidance to Council and the contractor on these requirements and the development of the plans.

The relevant tools and KPIs should be developed. UTL should provide oversight, review and guidance to Council and the contractor on these requirements and the development of the tools/KPIs. Previous discussions have indicated that there is benefit in UTL preparing some of these tools for use by the Council and contractor.

There is a need for increased oversight and involvement by UTL to set annual actions and targets in more detail.

Tracking progress against audit actions

Register of actions

The audit summary (attached to this report titled 'Annual Planner - Audit Outcomes Tracking – YYYYMMDD') represents the key notes in detail from the completion of the audit.

This document should be reviewed at least monthly and reported to the Monthly Performance Management Meeting.

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Updates should be made to this document (Annual Planner – Audit Outcomes Tracking – YYYYMMDD) to track completion of audit findings.

It should be noted, that some items may take some time to complete, however it would be anticipated that all audit actions should be resolved prior to the next audit.

Focus for next audit

Key focus areas

Key focus areas for next should include (but not be limited to):

- Completion of all key reports and other management documents;
- Completion of TPP;
- Preparation of all elements of LEOMP;
- Preparation of tools for KPIs and use and tracking of;
- Operationalise key LEOMP and KPI
- Transaction management;
- Evidence of day to day records, inspections and management against KPIs;
- Completion and compliance with design documents, including integration into day to day operations and records;
- Ensuring the asset register reflects any construction completed on site;
- Ensuring the TPP program has been completed, is integrated into design, and appropriate records have been passed to Council;
- Confirmation of various elements of the CMP; and
- Any topical issue and other random items identified prior to the audit.

Timing for next audit

The next site visit is planned for March 2024, with audit planned for September 2024 in anticipation of the third anniversary of the Services Commencement Date.

Consideration was given to the completion of two audits per year in the early stages of this contracts. Based on the outcome of the decreased UTL involvement, Council should increase involvement (albeit this can be restructured form year one somewhat) and perform two audits per annum (which may be one site visit and one more detailed audit).

Contract Management Plan support

Key intent and drivers of support

As raised above, it is common for the provision of external oversight and support in many organisations including Councils.

Council as the elected representatives of the community have allocated resources based on legal and other good practice requirements. Council has a contract with a contractor to deliver and operate a public asset in accordance

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with defined requirements. It is incumbent on the executive to ensure that this asset is managed in accordance with the contracts, legal requirements and expectations of Council.

The intent of the ongoing CMP support is to:

- Provide expert advice at a reasonable cost based on that value of the service and asset;
- Ensure some consistency where the is change over in staff;
- Provide oversight to management, the contractor, the executive and to Council that each party is delivering in accordance with its obligations;
- Develop expert tools and support to guide the development of design and management of the asset; and
- Ensure that the facility does not again deteriorate into the poor standard it was prior to the development of this contract.

There have been four (4) key areas in which support has been designed:

- Ongoing review and assistance with focus;
- The development of tools to assist and support Council and the contractor;
- The completion of an audit; and
- The provision of ad hoc and other technical advice.

Changes in delivery

UTL has provided ongoing support and advice to Council over a number of years now, including the initial review of operations and development of the contract.

The first year of support included:

- Consideration of two (2) audits but delivery of one (1);
- Monthly review of progress and involvement in performance meetings;
- Ad hoc support and advice;
- Capacity building with Council; and
- The development of the CMP and various tools (on an hourly rate basis).

The first year could have been better managed through greater ability for UTL to drive the agenda based on agreed priorities.

In the second year, the level of support was reduced with a focus on cost, to include:

- One (1) audit;
- Quarterly involvement in performance meetings; and
- Ad hoc support and advice.

This reduction in support has arguably not delivered benefits to Council with the lack of progress and non delivery likely far outweighing the savings made, particularly when the potential long term impacts on the landfill asset are considered.

It is prudent for Council to review the level of oversight and support.

Key benefits and outcomes to date

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UTL has been preparing contract documents for three (3) decades. Waste contracts are typically medium to long term (five to ten years typically) and in many cases, UTL has prepared second and even third generation contracts for single Councils resulting in ongoing relationships in the decades.

It is common that on development of a second generation contract, that key issues or difficulties with the historic documentation is reviewed. Unfortunately, during these reviews it is also very common for issues to be raised which have been dealt with, which should never have been an issue, as they were clearly addressed in the contract.

A lack of intimacy and understanding of the contract however, often results in issues being addressed in ways which are costly, or in manners which are not in Council's interests, often to the tune of hundreds of thousands or millions of dollars.

As a result, UTL has been requested more and more often to provide ongoing contract support during the term of a contract. There are significant administrative, cost, operational and other benefits of this ongoing external support. The concept is not dissimilar to a 'Superintendent' in a construction contract in principle.

In the case of the Murweh Council, there are already significant benefits which have accrued to Council as a direct result of UTL's oversight. These benefits have already far exceeded millions of dollars to Council and include:

- Progress in year one significantly greater than second year (with reduced oversight);
- TPP has identified the likelihood that significant life will be opened up where appropriate design and operating principles are maintained – deferring many millions of dollars of expenditure for at least a decade and perhaps longer if appropriate managed;
- The delivery of the TPP has largely been completed (with resounding success noted in the point above, but yet to be confirmed with design due to lack of oversight) significantly below budget. The tendered price to complete the TPP as around $1.3M, with the delivery to date being less than $200K as a direct result of UTL's oversight and expert advice;
- The day to day management of the site is much more effective, with a far greater ability to supervise and manage customers. This allows Council to focus its resources on other areas, such as better landfill operations and increased diversion to extend the life of the facility;
- Council has received expert advice at a fraction of the cost of full time staff, with the benefit of capacity building and the consistency in delivery and management.

Future contract support

Council considered the engagement of UTL for the term of the contract at its commencement, however decided to engage for one year with a view to seeing how the support process unfolded. Positive gains were made in year one.

In year two, support was reduced with a focus on cost and a slightly different approach. As a result, there has been little further development in the second year of the contract at a strategic level, and significant funded items have not been delivered, with the potential that some budget is now unfunded (but still contractually and practically required).

In discussion with Council officers, it is apparent that the consistency in ongoing support is extremely valuable to Council, however a longer term and strategically planned approach is required. Key elements of future support are recommended to include:

- Consider engagement for the remaining term, including extensions;
- Continue with the subscription based approach to ongoing general support, but with a redefined and strategic focus;
- Increase the level of oversight and involvement more akin to year one (1);
- Allow for UTL to perform more ad hoc, or hourly rate work to assist Council to continue to progress key items (noting the success of this approach in year one);

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- Increase the number of audits from one (1) to two (2) per annum – perhaps allow for one and the other to be delivered at cost
- Develop an overarching plan for each 12 month period for targets and key actions;
- Allow UTL to drive some elements of the CMP requirements with the contractor and Council; and
- Utilise UTL to guide the development of the other relevant CMP tools, including guiding the development of KPIs on an hourly rate basis (as was successful in year one).

Council, noting the success of the year one approach, has also sought advice from UTL in the following areas, which should be delivered on a hourly rate basis (with estimate), in key areas focused on:

- Business case and option analysis type work to review the introduction of initiatives to increase waste diversion and regional opportunities;
- A similar review and planning for the Morven and Augathella landfills (life, ongoing operation, data and design);
- Review of Council's collection contract, with potential assistance in CMP support; and
- Overall strategic direction.

Estimates for Council to consider this level of support are contained in a separate transparent estimate as has been used in years one and two provided separately to this report.

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Attachments – Annual Planner

Annual Planner – Audit Outcomes Tracking – YYYYMMDD

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Attachments - General note on the Test Pit Program (2023 Audit)

Hold on TPP

Council placed the Test Pit Program (TPP) on hold around August 2023, as a result of:

- Significant progress had been made toward completion of the TPP;
- Significant potential allocation of resources may be required to resolve some consolidation issues;
- Consolidation issues may have an impact on the completion of test pitting;
- These issues require site inspection to best assess; and
- An upcoming audit was planned (early September – this audit) which would offer an opportunity for all parties be travel to site with no additional cost to that already planned.

At that point, approximately $130K-$140K out of a $218K program had been expended. It was considered there may be an opportunity to re-allocate the remaining funds toward WTS construction (subject to Council approval).

Site inspection outcomes for TPP

This section seeks to summarise the outcomes agreed for the completion of the TPP. Note that in some cases, text is used to seek to describe various physical elements or locations on site.

The overall inspection identified that the majority of the TPP has been completed. Some areas have not yet been test pitted due to items above which have not been consolidated. The majority of these consolidation areas will be gradually completed as part of the normal operations, and test pitting will occur after this.

Some remaining test pitting will occur under the former grass clippings pile and around the road areas adjacent to this location. This along with some data management are the only remaining components which will result in additional cost to the TPP. Remaining funds will be put to Council seeking re-allocation to allow for the construction of some elements of the WTS or other front end customer service locations.

A summary of key specific areas and agreed approaches are provided in Table 3.

Table 3 – Summary of completion of TPP

Location	Description	Action
Front windrow	Most cover but will need to move. Some areas where rubbish. Some concrete, some concrete and dirt.	Part of transition. Cover to be used as part of normal operations. Any waste moved as part of normal operations. Council to further investigate processing of concrete. Test pit under once processed/moved. All future management of this stockpile under normal operational budget at no additional cost to Council.
Eastern windrow	Mostly soil and construction waste. From old green waste and other May be asbestos under, with stockpile over	Cover to be used as part of normal operations. Any waste moved as part of normal operations. Council to further investigate processing of concrete. Test pit under once processed/moved. All future management of this stockpile under normal operational budget at no additional cost to Council.
Middle windrow	Most ash and dirt, with mixed inert.	Test pit up to these stockpiles as part of normal operations.

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Location	Description	Action
	From old green waste. Potentially piles of above ground uncompacted waste above ground but under stockpile	Use soil for cover as part of normal operations. Once get to waste, photo and categorise. Relocate and test pit under if possible. All future management of this stockpile under normal operational budget at no additional cost to Council.
Tyres at rear of site	Tyres with soil and other material under	Council to seek grant to remove tyres Test pit as part of normal operations under tyres once moved. Should not incur operational cost moving forward.
Concrete piles at rear of site	Piles of concrete, soil and other wastes of various levels of cleanliness.	Name and number each stockpile Clean concrete wait for Council to arrange processing Soil start to move and use as cover Soil/waste mix start to move and use as cover and fill to reach profile on top of landfill at front of site – note need to confirm design heights for final profile. Don't place 'huge' concrete as fill on top of landfill, but can be processed or go to bottom of face if required. Site operator to document expectations and what found for each stockpile and report with photos Once moved test pit under likely using excavator and bucket to trench rather than auger given potential for concrete. Work to be completed as part of normal operations should not incur additional cost to Council.
General		Name and number each stockpile on drone map Drone to confirm volumes and locations
Test pitting	Under former grass clippings area Around road adjacent to former grass clipping and near existing	This area will be completed and paid for under TPP but not expected to incur more than one weeks work (if that given number of auger pits per day previously completed. Some cost re data management to come, but anticipate approximately $70K to be available for re-allocation.
Reporting		Report to Council status with summary of TPP and clean pits, along with savings to be re-allocated in October Council report.

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UTILITIES

UTL Utilities Pty Ltd | admin@utl-utilities.com.au |

Murweh Shire Council
Landfill Operations – Contract Management Plan Audit

11.5 FINANCIAL REPORT FOR PERIOD ENDING 31 DECEMBER 2025

Author: **Accountant**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives and notes the Finance Report for the period ending 31 December 2025, including;

1. Cash Position
2. Monthly Cash Flow Estimate
3. Comparative Data
4. Capital Funding – budget vs actual
5. Road Works – budget vs actual
6. Capital Funding Detail
7. Rates Summary
8. Income Statement December 2025
9. Balance Sheet December 2025
10. Financial Statement Actual December 2025

BACKGROUND

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising Council's actual performance against budgeted performance must be provided to Council.

This report provides information to Council regarding actual financial performance for the month ended 31 December 2025 against the Budget FY25/26 as adopted by the Council.

Revenue

1. As at 31 December, total revenue is $26.3 M, or 54 % of the annual budget of $48.4 M.
2. These statements are for 6 months of the financial year and generally would represent 50 % of the overall budget.

The increase in December revenue was primarily due to the receipt of $2.3 million in flood damage claim payments from the Queensland Reconstruction Authority, along with $960,000 received under the Roads to Recovery program.

Expenses

As of 31 December, total expenditure is $ 24.2M, which represents 62.8 % of the budgeted $38.5M.

Actual expenses of 62.8 % is slight over the year-to-date budget of 50%.

The year-to-date unfavourable variance in expenses is mainly attributed to flood damage works, which are currently higher than the year-to-date budget.

Outcome

There is currently a cash balance of $ 18.6 M, (last month $18.3 M).

Restricted cash – grant not yet spent: $ 11.9 M (last month $ 12.2 M).

Actual unrestricted/surplus cash: $ 6.7 M (last month $ 6.1 M).

The total cash balance is sufficient to cover restricted cash.

The net cost to operate the Council's tourism facilities at the end of December were $538,750 compared with the YTD budget of $607,108. A favourable variance of $68,358.

Payments to Bilby fund for tickets sold less management fees are now up to date.

Capital Works

See the Capital Funding Report 2025 – 26 for details of all projects.

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

1. Cash Position as at 31 December 2025

CASH AT BANK							
	Operating Account						$378,412
SHORT TERM INVESTMENTS							
	National Bank of Australia					$	-
	QTC Cash Fund						$18,283,305
				Total		**$**	**18,661,718**
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)						$2,233,697
	Restricted cash - grants/loan received not yet spent						$11,976,787
						$	**14,210,484**
Balance of estimated rates/other **debtors** - estimated **creditors:**							
	(	$6,492,219	-	$830,403	)	$	5,661,816
Plus cash surplus/(deficit)	$	18,661,718	-	$ 14,210,484		$	4,451,233
Working Capital				**Total**		**$**	**10,113,049**

2. Monthly Cash flow Estimate: - January 2026

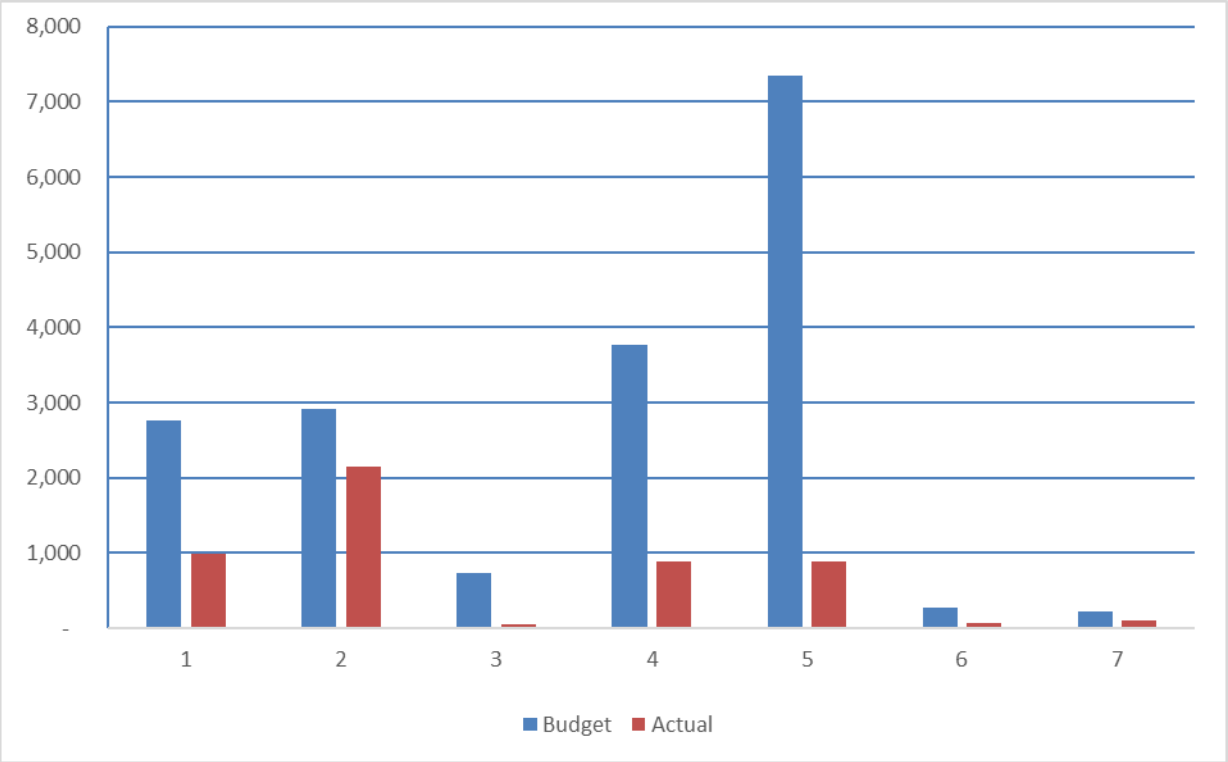
Cash Flow Estimate				
Receipts			**Expenditure**	
Rates	$100,000		Payroll	$880,000
Fees & Charges	$25,000		Creditor Payments	$1,500,000
Debtors	$200,000		Loan Payments	$0
Grants/Claims/Loan QTC	$500,000		Lease Payments	$0
Total	**$825,000**		**Total**	**$2,380,000**
Therefore, cash is expected to decrease by			**$1,555,000**	**in the period.**

3. Comparative Data for the month of 31 December 2025

Comparative Year	2025	2024	2023
	$000	**$000**	**$000**
Cash position	$ 18,662	$ 9,549	$ 7,908
Working capital	$ 10,113	$ 7,860	$ 3,234
Rate arrears	$ 1,216*	$ 931*	$ 813
Outstanding debtors	$ 286	$ 604	$ 353
Current creditors	$ 471	$ 301	$ 6
Total loans	$ 3,114	$ 3,323	$ 3,523

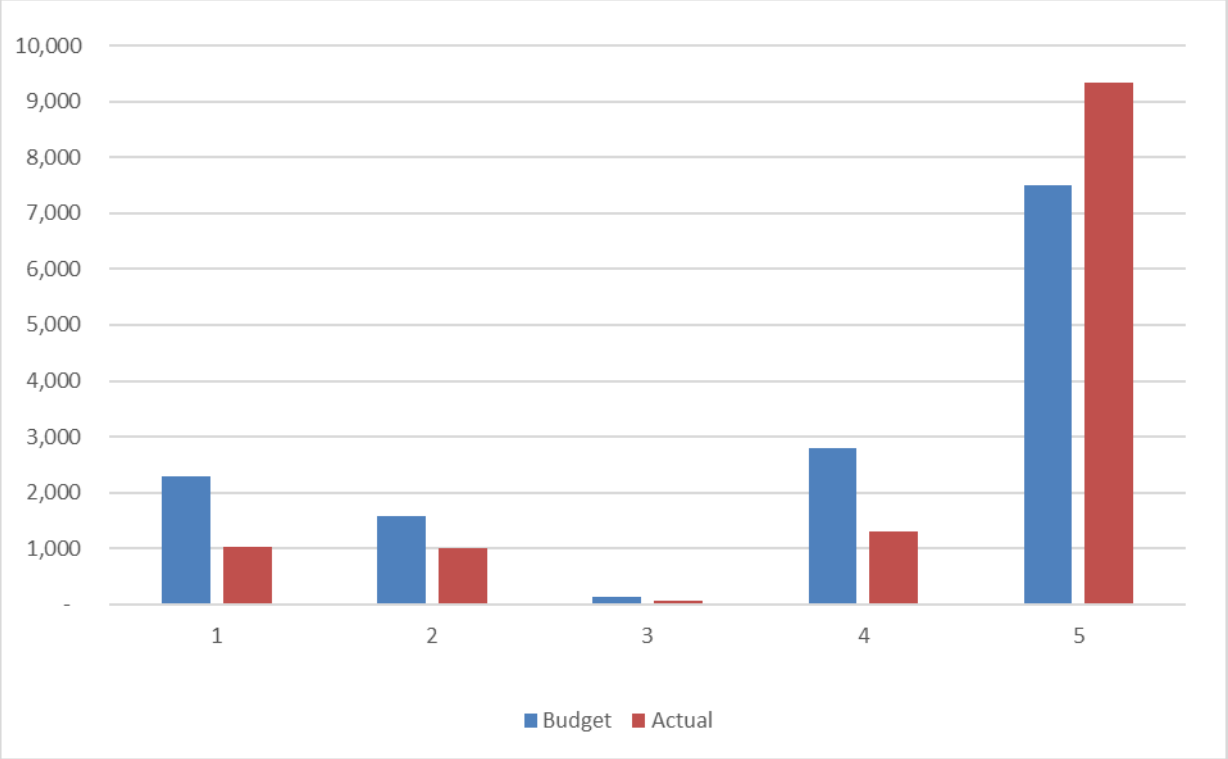
**Net of rates paid in advance of $ 331,466 and due to timing issues.*

4. Capital Funding: Year to 31 December 2025



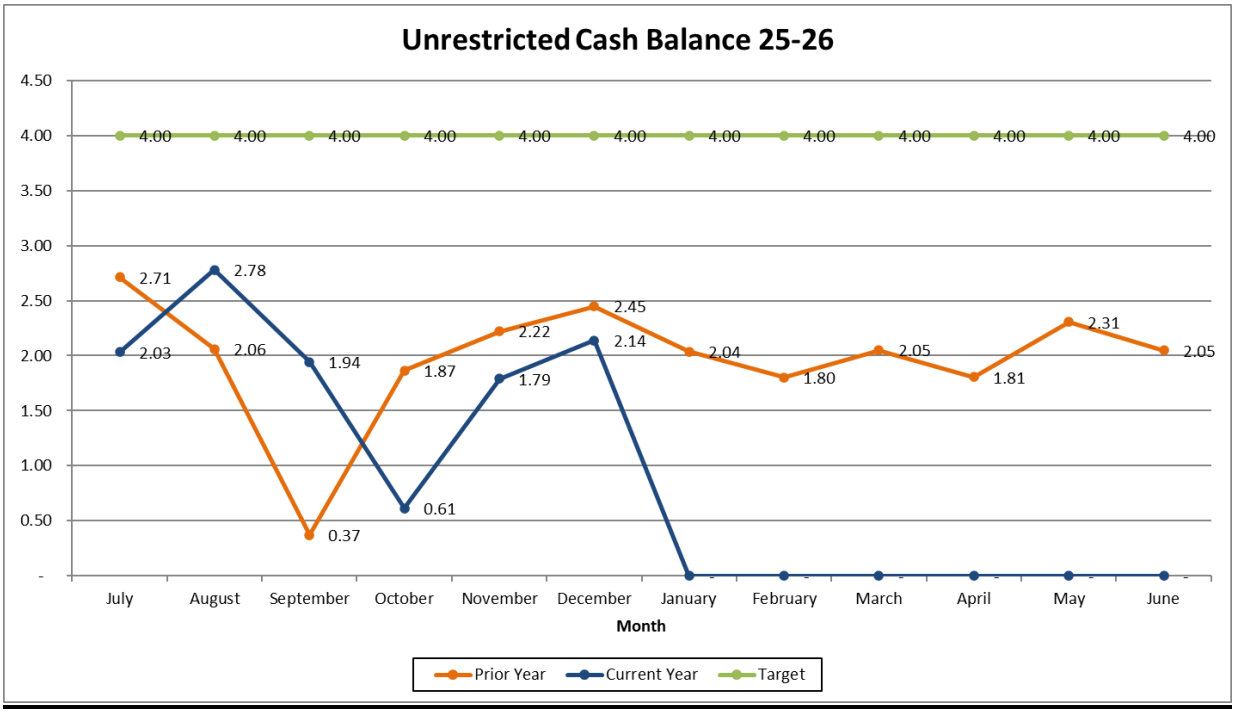
		Budget $(000)	Expended YTD Actual $(000)	% of Budget Expended
	Total Capital Funding	**$18,027**	**$5,149**	**28.56%**
1	**Buildings / Other Structures**	$2,766	$987	35.68%
2	**Plant & Equipment / Furniture & Fittings**	$2,921	$2,155	73.77%
3	**Airport Upgrade**	$727	$50	6.87%
4	**Roads & Drainage Infrastructure**	$3,766	$883	23.45%
5	**Water & Sewerage Infrastructure**	$7,345	$896	12.20%
6	**Office/Other Equip**	$280	$73	26.21%
7	**QTC - Loan Redemption**	$222	$105	47.46%

5. Road Works Expenditure: Year to 31 December 2025



		Budget $(000)	Expended YTD Actual $(000)	% of Budget Expended
	Total Road Expenditure	**$14,390**	**$12,776**	**89%**
1	**Rural Roads**	$2,281	$1,032	**45%**
2	**Town Streets**	$1,589	$1,015	**64%**
3	**Private Works**	$136	$74	**54%**
4	**RMPC Works**	$2,884	$1,310	**45%**
5	**Flood Damage**	$7,500	$9,345	**125%**

6. Unrestricted Cash Expense Cover Ratio: 31 December 2025



		Prior Year	Current Year	Target
	Cash Expense Cover			
1	July	2.7 months	2 months	> 4 months
2	August	2.1 months	2.8 months	> 4 months
3	September	0.4 months	1.9 months	> 4 months
4	October	1.9 months	.6 month	> 4 months
5	November	2.2 months	1.8 months	> 4 months
6	December	2.4 months	2.14 months	> 4 months
7	January	2.0 months	-	> 4 months
8	February	1.8 months	-	> 4 months
9	March	2.0 months	-	> 4 months
10	April	1.8 months	-	> 4 months
11	May	2.3 months	-	> 4 months

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. **W.I.P - December 2025-26 budget** ⇩
2. **Rates and Charges 31 Dec 25** ⇩
3. **Income Statement Dec 2025** ⇩
4. **Balance Sheet Dec 2025** ⇩
5. **Financial Statements Actual Dec 2025** ⇩

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS
2024-25

DECEMBER 2024

Projects											
Asset Class/GL Number	**Job Number**	**Project Description**	**Funding source**	**30/06/2025 Balance carry over projects**	**Actual year to date 2025-26**	**% of 2025-26 budget**	**Budget Project Costs 2025-26**	**Responsible Officer**	**Officers update, ie % of completion, what's been done, commitments, etc**	**Project Status (traffic lights)**	**Progress (%)**
Land Improvements											
217-4000-0	1500-0040-0000	Aurora Estate Stage 2	Housing Support Program (Fed)	$ 242,506	$190,735	56.75%	$336,078	DES	Progress to clear the project site by end of January 2026. Easement establishmet across multiple lots for services and EA amendment lodge for fill material, Project tender package released for pricing in January 2026.		
	Sub total			**$ 242,506**	**$ 190,735**		**$ 336,078**				
Airport											
242-4000-0	8000-3609-0000	Charleville Airport Masterplan	W4QLD 24-27	$ -	$49,945	99.89%	$50,000	DES	Complete.		
	8000-3608-0000	Augathella Airstrip-Old Tambo road - Augathella LRCIP 4	LRCIP 4	$ 22,775	$0	0.00%	$77,225	DES	Clearing works completed, just waiting on OLS Survey to be provided.		
	8000-3610-0000	Charleville Airport Reseal Project - RAUP Funding	50% funded by Dept of Industry, Science and Resources under the Remote Airstrip Upgrade Program	$ -	$0	0.00%	$600,000	DES	Funding secured. Planning delivery for late this financial year. Currently engaging consultant to prepare tender documents to put work package out to open tender.		
	Sub total			**$ 22,775**	**$ 49,945**		**$ 727,225**				
Buildings & Other											
360-4000-0	8000-1750-0000	Executive Housing	Loan	$ 502,099	$427,185	85.79%	$497,915	CEO	Project complete - Council has settled for the premises at 23 Racecourse Drive on 31 July		
	8000-2592-0000	Cosmos Upgrade	Dept Tourism& Sport	$ 115,964	$55,764	130.79%	$42,637	DEDT	Works completed and Grant fully acquitted. Over-run from Cosmos general budget for additional works while Xzibit were on site.		
	8000-2593-0000	Construct amenities to support Multi -sport at Charleville Showgrounds-Dept of Tourism/sport	Dept Tourism& Sport	$ 26,755	$269,369	48.84%	$551,534	DES	Schedule delays in December 2025 due to issues with ground conditions (building settlement). Rectification plan in place to complete by end of January 2026.		
	8000-2591-0000	King Edward Park Precinct Masterplan	W4QLD 24-27	$ -	$0	0.00%	$50,000	DEDT	Awaiting instruction		
	8000-2590-0000	Council Facility Infrastructure Program	W4QLD 24-27	$ 201,496	$1,000	0.25%	$398,504	DES	Augathella Depot & Charleville water & sewerage shed complete.		
	8000-2555-0000	Replace A/C at the Art Gallery	General	$ -	$0	0.00%	$80,000	DEDT	Quotes obtained from local suppliers with work to commence the last week of February.		
	8000-2700-0000	Charleville Racecourse Jockey Room Replacement	Racing Qld 258K and Central Wareego Race Club 51K	$ -	$0	0.00%	$360,000	DES	Project to be scoped - Warrego racing Club and Racing Queensland to lead this process, with council to support where requested.		
	8000-2551-0000	Charleville Town Hall Refurbishment Project	General	$ -	$0	0.00%	$100,000	DES	Scope currently in development and will include cost estimate/schedule to accompany SOW. Possibly use preferred supplier list for external trade assistance		
370-4000-0	8000-2953-0000	Charleville Racecourse Upgrades LRCIP 4	LRCIP 4	$ 243,623	$6,472	7.42%	$87,266	DES	Main switch board replacement remaining. Planned to be completed in December but had to moved to early February 2026 and includes back up power generator		
	8000-2962-0000	New Lawn Cemetery Beams	General	$ -	$28,208	96.27%	$29,300	DES	Complete.		
	8000-2401-0000	Solar Projects	50% funded by Community Energy Upgrade Fund(Dept of Industry Science and Resources)	$ -	$0	0.00%	$202,900	DEDT	Awaiting instruction		
	8000-2400-0000	Area Promotion Signage Renewals	General	$ -	$0	0.00%	$20,000	DEDT			
	8000-2966-0000	Qantas Heritage Trail Monument	General	$ -	$8,320	83.20%	$10,000	CEO	Qantas Heritage Trail Monument installed - project completed.		
	Sub total			**$1,089,938**	**$796,318**		**$2,430,055**				
Plant Clearing Account											
445-4000-0	8000-1200-0000	Plant Purchase	General	$ 2,078,905	$2,154,886	73.77%	$2,921,095	DES	Ongoing.		
	Sub total			**$ 2,078,905**	**$2,154,886**		**$2,921,095**				
Road Infrastructure											
525-4000-0	8000-3024-0000	Town Street Rehabilitation Program	W4Qld 24-27. Additonal 50K from the compatibility project not approved	$ -	$0	0.00%	$100,000	DES	Planning to undertake reseal prep works in Augathella towards end of financial year, to support the town reseal planned for ~November 2026.		
	8000-2305-0000	Kerb and Channel renewals	General	$ -	$34,122	22.75%	$150,000	DES	Ongoing. Planning to undertake Morven kerbing works when builders deployed for Works Depot improvement in Q4 this financial year.		
	8001-3040-0000	Footpath renewals	General	$ -	$28,991	14.50%	$200,000	DES	Next section of footpath to be renewed is Watson St in front of St Mary's, Charleville. Weather pending, January 2025 delivery.		
	8000-3025-0000	Town Street Rehabilitation Program	W4Qld 24-27. Additonal 50K from the compatibility project not approved	$ -	$0	0.00%	$300,000	DES	Planning to undertake reseal prep works in Augathella towards end of financial year, to support the town reseal planned for ~November 2026.		
	8005-1002-0000	R2R/TIDS project - Alfred Street Charleville Refurbishment	R2R/TIDS	$ -	$46,643	3.11%	$1,500,000	DES	Preliminary design provided and project kick-off meeting completed in August. Expected kick-off early 2026		
	8000-3041-0000	R2R/TIDS project - Rural Road Reseal - Biddenhan & Mount Tabor	R2R/TIDS	$ -	$0	0.00%	$640,126	DES	Reseal sections expected by the complete in September		
	8000-3996-0000	R2R - Resheeting & Reseals - Rural	R2R	$ -	$11,885	2.71%	$437,843	DES	Project complete. Urban reseals delivered using combined R2R funding (no resheeting in accordance with recent road hierarchy review, with policy update to follow).		
	8000-3995-0000	R2R - Resheeting & Reseals - Urban	R2R	$ -	$761,387	173.90%	$437,842	DES	Project complete. Urban reseals delivered using combined R2R funding (no resheeting in accordance with recent road hierarchy review, with policy update to follow).		

MURWEH SHIRE COUNCIL

CAPITAL WORKS PROJECTS
2024-25

DECEMBER 2024

Asset Class/GL Number	Job Number	Project Description	Funding source	30/06/2025 Balance carry over projects	Actual year to date 2025-26	% of 2025-26 budget	Budget Project Costs 2025-26	Responsible Officer	Officers update, ie % of completion, what's been done, commitments, etc	Project Status (traffic lights)	Progress (%)
	Sub total			**$0**	**$883,028**		**$3,765,811**				
Water Infrastructure											
555-4000-0	8000-5270-0000	Water and Sewerage CA & Programming	W4QLD 24-27	$ -	$0	0.00%	$100,000	DES	Project still to be scoped and allocated		
	8000-5254-0000	Charleville water renewals	General	$ -	$411,129	205.56%	$200,000	DES	Minor works completing entire Brunel St mains replacement. Is this project complete as it has exceeded budget. Cost allocation issue, Brunel St should have been booked to Morven Water Renewals. Total water renewals may exceed $500k across all three townships for the financial year but will be offset against the planned underspend for sewerage renewals.		
	8000-5260-0000	Morven water renewals	General	$ -	$55,921	37.28%	$150,000	DES	Additional main replacements being planned for Roma St in early 2026		
	8000-5252-0000	Augathella water renewals	General	$ -	$19,756	13.17%	$150,000	DES	Not on 6 month plan, but expect some critical renewals in the next 12 months ahead of town street reseals.		
	Sub total			**$ -**	**$ 486,806**		**$ 600,000**				
Sewerage Infrastructure											
585-4000-0	8000-5370-0000	Augathella CED Scheme	LGSSP 22-24	$ 596,551	$178,390	16.97%	$1,051,348	DES	Design complete, contract out to market, tender closes 19 January 2025.		
	8000-5372-0000	Augathella CED Scheme Design	BOR	$ 334,282	$647	0.19%	$334,282	DES	Complete - all reporting submitted.		
	8000-5375-0000	Charleville Sewerage Treatment Plant Upgrade	LGSSP 22-24	$ 1,151,019	$230,093	4.89%	$4,709,847	DES	Engineering Design to 70%., with inlet works are 100% and contract scope out to market with the Augathella CED Scheme.		
	8000-5350-0000	Augathella sewerage renewals	General	$ -	$0	0.00%	$100,000	DES	Not planned for this financial year - funds directed into water. The outcome of the SWQWSA infrastructure strategy being funded will dictate the extent of sewerage renewals in the shorted term,		
	8000-5360-0000	Charleville Sewer Network Renewal Program	General	$ -	$0	0.00%	$150,000	DES	Not planned for this financial year - funds directed into water. The outcome of the SWQWSA infrastructure strategy being funded will dictate the extent of sewerage renewals in the shorted term,		
	Sub total			**$ 2,081,853**	**$409,131**		**$6,345,478**				
Equipment Clearing Account											
597-4000-0	8000-1798-0000	Computer network replacements	General	$ -	$0	0.00%	$100,000	DCS	Proposals Received and currently being evaluated.		
	8000-1799-0000	Computer Replacement Program	General	$ -	$73,398	91.75%	$80,000	DCS	Bulk program completed. Ancilliary items to be completed in November. Remainder of budget will be used for unplanned items.		
	8000-1794-0000	Dental Equipment	General	$ -	$0	0.00%	$100,000	DCS	Quote for equipment received. Awaiting priority listing from surgery to progress further.		
	Sub total			**$ -**	**$73,398**	**0.00%**	**$280,000**				
	Total Capital			**$5,515,976**	**$5,044,247**		**$17,405,743**				
Loan repayments		Current Loans Payments	General	$ -	$105,149	47.46%	$221,539	DCS			
	Sub total				**$105,149**	**47.46%**	**$221,539**				
GRAND TOTAL				**$5,515,976**	**$5,149,396**		**$17,627,282**				

STATEMENT OF RATES AND CHARGES

31 December 2025

	ARREARS 30 JUNE 2025	LEVIES	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	PENSIONER STATE	PENSIONER COUNCIL	BALANCE
Charleville	$290,738.24	$808,107.89	$13,512.22	$639,955.10	$66,559.46	$27.94	$21,407.27	$37,809.78	$346,598.80
Augathella	$34,029.24	$88,906.78	$1,120.27	$70,538.60	$6,737.08	$1.40	$4,343.60	$8,600.00	$33,835.61
Morven	$19,953.71	$47,584.93	$1,072.77	$36,110.08	$4,046.11	$4.58	$2,121.60	$4,200.00	$22,129.04
Total Urban	$344,721.19	$944,599.60	$15,705.26	$746,603.78	$77,342.65	$33.92	$27,872.47	$50,609.78	$402,563.45
Rural	$218,135.54	$1,659,021.25	$9,573.19	$1,462,073.08	$148,074.82	$403.12	$3,769.96	$6,539.91	$265,869.09
TOTAL GENERAL	$562,856.73	$2,603,620.85	$25,278.45	$2,208,676.86	$225,417.47	$437.04	$31,642.43	$57,149.69	$668,432.54
CLEANSING	$157,076.94	$432,439.39	$7,078.82	$370,378.00	$35,779.11	$30.50	$4,714.36	$0.00	$185,693.18
SEWERAGE	$166,394.40	$522,064.00	$7,560.85	$456,239.26	$44,982.55	$23.55	$0.00	$0.00	$194,773.89
WATER	$296,155.29	$673,741.50	$13,556.45	$598,932.11	$56,652.45	$89.84	$114.80	$0.00	$327,664.04
WATER CONSUMPTION	$39,203.87	$257,028.60	$0.00	$243,003.94	$0.00	$25.16	$0.00	$0.00	$53,203.37
C.E.D.	$29,361.91	$52,489.50	$826.76	$46,915.74	$3,866.25	$0.96	$0.00	$0.00	$31,895.22
LEGAL FEES	$11,207.11	$4,400.00	$0.00	$9,267.48	$0.00	$83.82	$0.00	$0.00	$6,255.81
LAND CHARGES	$752.23	$0.00	$0.00	$99.00	$0.00	$0.00	$0.00	$0.00	$653.23
TOTALS	$1,263,008.48	$4,545,783.84	$54,301.33	$3,933,512.39	$366,697.83	$690.87	$36,471.59	$57,149.69	$1,468,571.28
								STATE EMERGENCY LEVY	$79,255.03
								TOTAL CURRENT & ARREARS	**$1,547,826.31**

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	
$531,540.32	$420,396.17	$217,043.56	$105,188.54	$53,118.42	$41,184.58	$179,354.72	$1,547,826.31
						RATES PAID IN ADVANCE	$331,466.49
						NET OUTSTANDING AS PER RATES GL	$1,216,359.82

General Ledger2023.6.13.1 Revenue and Expenditure Summary Page - 1
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Level 4. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:09:14 PM

		REVENUE			EXPENDITURE			SURPLUS/(DEFICIENCY)		
		31 Dec 2025		Budget	31 Dec 2025		Budget	31 Dec 2025		Budget
1000-0001	EXECUTIVE MANAGEMENT									
1100-0002	CORP GOVERNANCE SUB PROGRAM	0.00	0%	0	292,922.80	46%	635,879	(292,922.80)	46%	(635,879)
1300-0002	DISASTER MANAGEMENT SUB PROGRAM	17,684.75	13%	140,319	112,887.69	67%	169,143	(95,202.94)	330%	(28,824)
1500-0002	HUMAN RESOURCES SUB PROGRAM	2,454.53	---%	0	116,469.11	37%	313,040	(114,014.58)	36%	(313,040)
1000-0001	EXECUTIVE MANAGEMENT	20,139.28	14%	140,319	522,279.60	47%	1,118,062	(502,140.32)	51%	(977,743)
2000-0001	CORPORATE SERVICES									
2100-0002	REVENUE SUB PROGRAM	4,916,702.66	37%	13,299,913	0.00	0%	0	4,916,702.66	37%	13,299,913
2200-0002	STORES OPERATION SUB PROGRAM	0.00	0%	0	131,573.17	136%	96,955	(131,573.17)	136%	(96,955)
2300-0002	ADMINISTRATION SUB PROGRAM	66,000.00	33%	200,000	1,777,214.99	53%	3,382,281	(1,711,214.99)	54%	(3,182,281)
2400-0002	FINANCE SUB PROGRAM	0.00	0%	0	66,692.84	77%	87,038	(66,692.84)	77%	(87,038)
2500-0002	ONCOSTS SUB PROGRAM	0.00	0%	0	272,235.21	-200%	(135,985)	(272,235.21)	-200%	135,985
2600-0002	LIBRARY SUB PROGRAM	38,861.87	100%	38,980	148,625.49	49%	300,433	(109,763.62)	42%	(261,453)
2700-0002	AERODROMES SUB PROGRAM	270,523.11	64%	422,575	661,834.16	59%	1,131,193	(391,311.05)	55%	(708,618)
2800-0002	AREA PROMOTION/DEVT SUB PRO									
2800-0003	ECONOMIC DEVELOPMENT	1,724,334.43	18%	9,614,069	202,612.10	35%	576,645	1,521,722.33	17%	9,037,424
2805-0003	COUNCIL HOUSING	10,248.00	45%	22,867	48,906.32	38%	128,376	(38,658.32)	37%	(105,509)
2815-0003	CULTURAL DEVELOPMENT	30,000.00	100%	30,000	84,281.66	38%	221,280	(54,281.66)	28%	(191,280)
2820-0003	TOURISM & PROMOTION									
2855-0004	TOURISM AND PROMOTION	987,152.67	65%	1,519,799	1,694,209.47	58%	2,940,921	(707,056.80)	50%	(1,421,122)
2820-0003	TOURISM & PROMOTION	987,152.67	65%	1,519,799	1,694,209.47	58%	2,940,921	(707,056.80)	50%	(1,421,122)
2800-0002	AREA PROMOTION/DEVT SUB PRO	2,751,735.10	25%	11,186,735	2,030,009.55	52%	3,867,222	721,725.55	10%	7,319,513
2000-0001	CORPORATE SERVICES	8,043,822.74	32%	25,148,203	5,088,185.41	58%	8,729,137	2,955,637.33	18%	16,419,066
3200-0001	HEALTH/ENVIRONMENTAL SERVICES									
3200-0002	SPORT, REC & COMMUNITY FACILITIES									
3200-0003	SPORTS & RECREATION FACILITIES									
3200-0004	PARKS GARDENS & RESERVES	0.00	0%	0	1,123,407.56	55%	2,042,793	(1,123,407.56)	55%	(2,042,793)
3220-0004	RACECOURSE	11,629.27	15%	75,088	106,385.28	36%	292,397	(94,756.01)	44%	(217,309)
3240-0004	SWIMMING POOLS	0.00	0%	0	208,132.42	55%	375,546	(208,132.42)	55%	(375,546)
3200-0003	SPORTS & RECREATION FACILITIES	11,629.27	15%	75,088	1,437,925.26	53%	2,710,736	(1,426,295.99)	54%	(2,635,648)
3260-0003	COMMUNITY FACILITIES									
3260-0004	TELEVISION, CCTV and WIFI	0.00	0%	0	61,710.40	38%	161,135	(61,710.40)	38%	(161,135)

General Ledger2023.6.13.1 Revenue and Expenditure Summary Page - 2
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Level 4. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:09:14 PM

		REVENUE			EXPENDITURE			SURPLUS/(DEFICIENCY)		
		31 Dec 2025		Budget	31 Dec 2025		Budget	31 Dec 2025		Budget
3270-0004	HALLS & CENTRES	9,649.40	14%	69,283	257,871.77	55%	471,055	(248,222.37)	62%	(401,772)
3280-0004	SHOWGROUNDS	14,840.97	48%	30,636	104,889.07	39%	272,218	(90,048.10)	37%	(241,582)
3290-0004	CEMETERIES & MEMORIALS	38,180.79	72%	52,937	125,706.67	67%	187,093	(87,525.88)	65%	(134,156)
3320-0004	PUBLIC CONVENIENCES	0.00	0%	0	197,416.11	76%	259,308	(197,416.11)	76%	(259,308)
3330-0004	AGED CARE	45,295.60	47%	96,340	118,076.05	108%	109,653	(72,780.45)	547%	(13,313)
3260-0003	COMMUNITY FACILITIES	107,966.76	43%	249,196	865,670.07	59%	1,460,462	(757,703.31)	63%	(1,211,266)
3200-0002	SPORT, REC & COMMUNITY FACILITIES	119,596.03	37%	324,284	2,303,595.33	55%	4,171,198	(2,183,999.30)	57%	(3,846,914)
3400-0002	ENVIRONMENTAL SUB PROGRAM									
3410-0003	COMMUNITY HEALTH	18,160.00	103%	17,620	51,064.94	26%	199,073	(32,904.94)	18%	(181,453)
3435-0003	ANIMAL CONTROL	35,398.63	54%	65,792	126,278.91	34%	376,802	(90,880.28)	29%	(311,010)
3460-0003	RESERVES	0.00	0%	0	141,030.54	52%	270,965	(141,030.54)	52%	(270,965)
3475-0003	STOCK ROUTES	65,123.64	31%	209,000	261,465.26	39%	663,905	(196,341.62)	43%	(454,905)
3400-0002	ENVIRONMENTAL SUB PROGRAM	118,682.27	41%	292,412	579,839.65	38%	1,510,745	(461,157.38)	38%	(1,218,333)
3500-0002	REFUSE MANAGEMENT SUB PROGRAM									
3500-0004	CHARLEVILLE REFUSE MANAGEMENT	362,720.47	44%	824,386	409,784.13	44%	929,519	(47,063.66)	45%	(105,133)
3540-0004	MORVEN REFUSE MANAGEMENT	13,608.98	---%	0	19,109.82	48%	39,686	(5,500.84)	14%	(39,686)
3570-0004	AUGATHELLA REFUSE MANAGEMENT	31,814.41	---%	0	20,059.16	52%	38,665	11,755.25	-30%	(38,665)
3500-0002	REFUSE MANAGEMENT SUB PROGRAM	408,143.86	50%	824,386	448,953.11	45%	1,007,870	(40,809.25)	22%	(183,484)
3200-0001	HEALTH/ENVIRONMENTAL SERVICES	646,422.16	45%	1,441,082	3,332,388.09	50%	6,689,813	(2,685,965.93)	51%	(5,248,731)
4000-0001	ENGINEERING SERVICES									
4100-0002	ENGINEERING OFFICE SUB PROGRAM	0.00	0%	0	2,320,059.83	52%	4,419,282	(2,320,059.83)	52%	(4,419,282)
4200-0002	BUILDING & PLANNING SUB PROGRAM	115,348.63	110%	104,603	175,412.48	70%	249,039	(60,063.85)	42%	(144,436)
4300-0002	PLANT OPERATIONS SUB PROGRAM	101,932.51	77%	133,066	(1,499,171.57)	424%	(353,914)	1,601,104.08	329%	486,980
4400-0002	PRIVATE WORKS ACTIVITIES	2,175,128.37	29%	7,590,094	2,121,047.68	53%	4,006,154	54,080.69	2%	3,583,940
4500-0002	OTHER ROAD ACTIVITIES SUB PROGRAM	14,022,182.09	128%	10,961,155	10,757,822.58	104%	10,312,842	3,264,359.51	504%	648,313
4000-0001	ENGINEERING SERVICES	16,414,591.60	87%	18,788,918	13,875,171.00	74%	18,633,403	2,539,420.60	>999%	155,515
5100-0001	WATER & SEWERAGE SERVICES									
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM									
5100-0003	CHARLEVILLE WATER	482,517.81	26%	1,837,612	389,962.50	37%	1,044,179	92,555.31	12%	793,433
5200-0003	MORVEN WATER	48,989.41	>999%	1,017	74,713.75	36%	207,941	(25,724.34)	12%	(206,924)
5300-0003	AUGATHELLA WATER	102,416.88	>999%	2,099	63,853.07	33%	195,919	38,563.81	-20%	(193,820)

General Ledger2023.6.13.1 Revenue and Expenditure Summary Page - 3
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Level 4. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:09:14 PM

		REVENUE			EXPENDITURE			SURPLUS/(DEFICIENCY)		
		31 Dec 2025		Budget	31 Dec 2025		Budget	31 Dec 2025		Budget
5390-0003	WATER DEPRECIATION	0.00	0%	0	329,036.16	51%	648,324	(329,036.16)	51%	(648,324)
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM	633,924.10	34%	1,840,728	857,565.48	41%	2,096,363	(223,641.38)	87%	(255,635)
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM									
5400-0003	CHARLEVILLE SEWERAGE	484,664.65	51%	943,609	191,859.21	33%	582,685	292,805.44	81%	360,924
5450-0003	AUGATHELLA SEWERAGE	49,449.05	51%	96,711	16,954.96	19%	88,519	32,494.09	397%	8,192
5490-0003	SEWERAGE DEPRECIATION	0.00	0%	0	265,825.43	50%	531,446	(265,825.43)	50%	(531,446)
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM	534,113.70	51%	1,040,320	474,639.60	39%	1,202,650	59,474.10	-37%	(162,330)
5100-0001	WATER & SEWERAGE SERVICES	1,168,037.80	41%	2,881,048	1,332,205.08	40%	3,299,013	(164,167.28)	39%	(417,965)
	TOTAL REVENUE AND EXPENDITURE	26,293,013.58	54%	48,399,570	24,150,229.18	63%	38,469,428	2,142,784.40	22%	9,930,142

General Ledger2023.6.13.1 Balance Sheet Page - 1
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Details. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:07:31 PM

		OPENING BALANCE	YEAR TO DATE 31 Dec 2025		YEAR TO DATE BUDGET	CURRENT BALANCE 31 Dec 2025		CURRENT BALANCE BUDGET
	CURRENT ASSETS							
0100-0001	CURRENT ASSETS							
0105-3000	Cash at Bank - General Account	673,576.12	(297,533.71)	---%	0	376,042.41	56%	673,576
0110-3000	Cash on Hand	1,570.00	0.00	0%	0	1,570.00	100%	1,570
0115-3000	QTC - Cash Investments	21,512,886.15	(3,229,580.99)	48%	(6,702,024)	18,283,305.16	123%	14,843,520
0116-3000	NAB - Term Deposits	0.00	0.00	0%	0	0.00	0%	0
0117-3000	Cash: Cosmos Centre Float	500.00	0.00	0%	0	500.00	100%	500
0118-3000	Cash: Visitor Info Centre	300.00	0.00	0%	0	300.00	100%	300
0120-3000	Accounts Receivable - Rates	997,134.52	218,653.15	---%	0	1,215,787.67	122%	997,135
0121-3000	Acct Rec - Rates EOY Receipts	341,384.99	0.00	0%	0	341,384.99	---%	0
0127-3000	Provision for Doubtful Rates	(194,186.04)	0.00	0%	0	(194,186.04)	118%	(165,033)
0130-3000	Stores and Materials	466,176.33	13,020.29	---%	0	479,196.62	103%	466,176
0132-3000	Inventory - Cosmos Centre	64,973.26	0.00	0%	0	64,973.26	59%	109,910
0140-3000	Prepaid Expenses	244,212.34	(132,182.98)	---%	0	112,029.36	46%	244,212
0147-3000	Accrued Revenue - General	319,685.76	(319,685.76)	---%	0	0.00	0%	0
0148-3000	Contract Assets	3,676,344.81	1,161,098.00	---%	0	4,837,442.81	192%	2,524,219
0150-3000	Workers Compensation Receivable	25,617.49	14,143.07	---%	0	39,760.56	155%	25,617
0155-3000	Accounts Receivable - Debtors	801,154.12	(515,133.20)	---%	0	286,020.92	36%	801,154
0156-3000	Accts Rec - Debtors EOY Receipts	(529,713.50)	529,713.50	---%	0	0.00	0%	0
0160-3000	Provision for Doubtful Debts	(2,089.80)	0.00	0%	0	(2,089.80)	13%	(16,023)
0165-3000	GST Receivable/Suspense	130,011.00	(16,805.33)	---%	0	113,205.67	89%	126,772
0170-3000	Industrial Land for Resale	1,156,028.41	0.00	0%	0	1,156,028.41	100%	1,156,028
0171-3000	Provision for Obsolescence	(603,028.40)	0.00	0%	0	(603,028.40)	100%	(603,028)
0100-0001	CURRENT ASSETS TOTAL	29,082,537.56	(2,574,293.96)	38%	(6,702,024)	26,508,243.60	125%	21,186,605
	TOTAL CURRENT ASSETS	29,082,537.56	(2,574,293.96)	38%	(6,702,024)	26,508,243.60	125%	21,186,605

General Ledger2023.6.13.1 Balance Sheet Page - 2
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Details. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:07:31 PM

		OPENING BALANCE	YEAR TO DATE 31 Dec 2025		BUDGET	CURRENT BALANCE 31 Dec 2025		BUDGET
	NON-CURRENT ASSETS							
0200-0001	NON-CURRENT ASSETS							
0200-4000	Land at Cost	0.00	0.00	0%	0	0.00	0%	0
0205-4000	Land for Resale	0.00	0.00	0%	0	0.00	0%	0
0210-4000	Land at Valuation	3,517,500.00	0.00	0%	0	3,517,500.00	111%	3,166,675
0211-4000	Land Improvements at Valuation	0.00	0.00	0%	0	0.00	0%	0
0215-4000	Land Clearing Account	32,826.62	(42,640.03)	---%	0	(9,813.41)	-30%	33,150
0217-4000	WIP - Land Improvements	259,760.64	190,735.36	57%	336,078	450,496.00	76%	595,839
0221-4000	Aerodrome Landing Strip at Cost	307,501.22	0.00	0%	0	307,501.22	100%	307,501
0231-4000	Aerodrome Landing Strip at Valuation	16,434,911.07	1,133,821.85	---%	0	17,568,732.92	115%	15,231,158
0241-4000	Accum Depn - Aerodrome Landing Strip	(4,632,991.95)	301,812.92	-66%	(457,242)	(4,331,179.03)	90%	(4,807,155)
0242-4000	WIP - Aerodrome Upgrade	126,384.20	49,945.00	7%	727,225	176,329.20	22%	815,004
0300-4000	Buildings at Cost	16,833,111.25	0.00	0%	0	16,833,111.25	400%	4,205,879
0310-4000	Buildings at Valuation	77,713,363.69	0.00	0%	0	77,713,363.69	107%	72,476,484
0320-4000	Accum Depn - Buildings	(42,189,259.21)	(1,430,069.21)	150%	(953,523)	(43,619,328.42)	147%	(29,660,939)
0330-4000	Other Structures at Cost	5,322,094.06	0.00	0%	0	5,322,094.06	163%	3,268,739
0340-4000	Other Structures at Valuation	6,156,383.55	0.00	0%	0	6,156,383.55	80%	7,659,914
0350-4000	Accum Depn - Other Structures	(3,940,736.40)	(124,810.81)	17%	(756,269)	(4,065,547.21)	114%	(3,571,068)
0360-4000	WIP - Buildings	361,481.93	754,402.30	36%	2,080,590	1,115,884.23	12%	9,328,328
0370-4000	WIP - Other Structures	1,064,003.37	264,593.34	76%	349,466	1,328,596.71	50%	2,661,480
0380-4000	Parks at Cost	994,160.58	0.00	0%	0	994,160.58	100%	994,161
0381-4000	Accum Depn - Parks	(6,611,647.39)	(257,046.75)	---%	0	(6,868,694.14)	93%	(7,418,251)
0382-4000	WIP - Parks	0.00	0.00	0%	0	0.00	0%	0
0383-4000	Parks at Valuation	17,978,629.42	0.00	0%	0	17,978,629.42	105%	17,106,581
0400-4000	Equipment and Furniture Fittings	3,554,578.63	0.00	0%	0	3,554,578.63	105%	3,369,774
0410-4000	Accum Depn - Equipment and FF	(1,937,010.32)	22,661.50	-32%	(69,833)	(1,914,348.82)	95%	(2,006,843)
0411-4000	Plant	19,280,419.87	213,626.98	-17%	(1,221,094)	19,494,046.85	108%	18,059,326
0415-4000	Accum Depreciation - Plant	(8,613,752.94)	153,954.13	---%	0	(8,459,798.81)	98%	(8,613,753)
0420-4000	Furniture and Fittings	2,112,888.28	0.00	0%	0	2,112,888.28	100%	2,112,888
0430-4000	Accum Depn - Furniture and Fittings	(2,478,710.10)	0.00	0%	0	(2,478,710.10)	100%	(2,478,710)
0445-4000	Plant Clearing Account	113,537.67	815,989.62	28%	2,921,095	929,527.29	31%	2,965,722
0500-4000	Road Infrastructure at Cost	13,694,675.95	0.00	0%	0	13,694,675.95	100%	13,691,483
0510-4000	Road Infrastructure at Valuation	369,344,237.43	581,675.00	---%	0	369,925,912.43	108%	343,531,069
0520-4000	Accum Depn - Road Infrastructure	(82,549,676.27)	(3,542,730.97)	98%	(3,628,810)	(86,092,407.24)	107%	(80,509,906)
0525-4000	WIP - Road Infrastructure	3,546,092.57	883,027.80	23%	3,765,811	4,429,120.37	61%	7,296,798
0530-4000	Water Infrastructure at Cost	2,446,642.08	0.00	0%	0	2,446,642.08	100%	2,446,642
0540-4000	Water Infrastructure at Valuation	37,677,292.49	0.00	0%	0	37,677,292.49	100%	37,677,292
0550-4000	Accum Depn - Water Infrastructure	(18,241,497.48)	(320,145.83)	49%	(648,324)	(18,561,643.31)	98%	(18,889,821)
0555-4000	WIP - Water Infrastructure	356,809.08	515,207.62	52%	1,000,000	872,016.70	66%	1,330,674
0560-4000	Sewerage Infrastructure at Cost	589,318.30	0.00	0%	0	589,318.30	100%	589,318
0570-4000	Sewerage Infrastructure at Valuation	36,753,847.50	0.00	0%	0	36,753,847.50	100%	36,753,848
0580-4000	Accum Depn - Sewerage Infrastructure	(20,586,514.44)	(261,914.92)	49%	(531,446)	(20,848,429.36)	99%	(21,117,960)
0585-4000	WIP - Sewerage Infrastructure	2,318,962.47	409,130.75	6%	6,345,477	2,728,093.22	32%	8,641,060

General Ledger2023.6.13.1 Balance Sheet Page - 3
(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Details. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:07:31 PM

		OPENING BALANCE	YEAR TO DATE 31 Dec 2025		BUDGET	CURRENT BALANCE 31 Dec 2025		BUDGET
0586-4000	WIP - Aurora Estate Stage 2	0.00	0.00	0%	0	0.00	0%	0
0587-4000	WIP - Aurora Estate Stage 3	0.00	0.00	0%	0	0.00	0%	0
0588-4000	WIP State Gov - Bradleys Gully Div	0.00	0.00	0%	0	0.00	0%	0
0589-4000	WIP - Industrial Estate	0.00	0.00	0%	0	0.00	0%	0
0595-4000	Residential Land Resale (NCA)	0.00	0.00	0%	0	0.00	0%	0
0596-4000	Right of Use Assets	0.00	0.00	0%	0	0.00	0%	221,276
0596-4001	Accumulated Amortisation	0.00	0.00	0%	0	0.00	0%	(221,276)
0597-4000	Equipment Clearing Account	0.02	73,398.24	26%	280,000	73,398.26	16%	464,805
0599-4000	Landfill Asset	0.00	0.00	0%	0	0.00	0%	0
0200-0001	NON-CURRENT ASSETS TOTAL	447,109,617.44	384,623.89	4%	9,539,201	447,494,241.33	102%	437,707,186
	TOTAL NON-CURRENT ASSETS	447,109,617.44	384,623.89	4%	9,539,201	447,494,241.33	102%	437,707,186
	TOTAL ASSETS	476,192,155.00	(2,189,670.07)	-77%	2,837,177	474,002,484.93	103%	458,893,791
	CURRENT LIABILITIES							
0600-0001	CURRENT LIABILITIES							
0600-5000	Accounts Payable	94,853.15	376,050.44	---%	0	470,903.59	496%	94,853
0605-5000	Accrued Expenses - All	2,480,389.75	(2,480,389.75)	---%	0	0.00	0%	0
0610-5000	Fire Services Levy Payable	37,846.67	182,853.80	---%	0	220,700.47	109%	203,071
0612-5000	Contract Liabilities	14,226,954.63	(2,326,686.00)	---%	0	11,900,268.63	354%	3,360,065
0613-5000	Prepaid Rates	341,384.99	0.00	0%	0	341,384.99	---%	0
0614-5000	Unearned Revenue	0.00	0.00	0%	0	0.00	0%	0
0615-5000	PAYG Payable	0.00	0.00	0%	0	0.00	0%	0
0616-5000	Progress Association	145,200.99	(6,402.15)	---%	0	138,798.84	101%	137,776
0617-5000	Bookeasy - Outside Operators	5,003.00	5,906.90	---%	0	10,909.90	114%	9,533
0618-5000	QWRAP Banker	81,599.36	(36,130.51)	---%	0	45,468.85	56%	81,599
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	12,804.31	(1,705.83)	---%	0	11,098.48	46%	24,003
0635-5000	Stock Routes Fees Payable	0.00	3,972.30	---%	0	3,972.30	293%	1,355
0636-5000	Finance Lease - Current	0.00	0.00	0%	0	0.00	0%	0
0640-5000	Office Extension Current Loan	0.00	0.00	0%	0	0.00	0%	0
0645-5000	Cosmos Centre Current Loan	0.00	0.00	0%	0	0.00	0%	0
0650-5000	Medical Centre Current Loan	0.00	0.00	0%	0	0.00	0%	0
0660-5000	Morven Rail Current Loan	63,457.23	(31,298.25)	-50%	62,268	32,158.98	51%	62,886
0665-5000	Plant Replacement Current Loan	0.00	0.00	0%	0	0.00	0%	0
0666-5000	Plant Replacement No 2 Current Loan	0.00	0.00	0%	0	0.00	0%	0
0670-5000	Residential Current Loan	53,356.14	(25,502.23)	-51%	49,773	27,853.91	54%	51,612

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(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Details. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:07:31 PM

		OPENING BALANCE	YEAR TO DATE 31 Dec 2025		BUDGET	CURRENT BALANCE 31 Dec 2025		BUDGET
0671-5000	Flood Mitigation Current Loan	49,772.57	(24,264.52)	-51%	47,841	25,508.05	52%	48,831
0672-5000	Airport Upgrade Current Loan	49,473.52	(24,084.11)	-51%	47,640	25,389.41	52%	48,590
0675-5000	Annual Leave payable	1,088,059.71	11,657.32	---%	0	1,099,717.03	102%	1,074,801
0680-5000	Long Service Leave Payable	1,176,876.86	(53,714.74)	---%	0	1,123,162.12	103%	1,086,027
0685-5000	Sick Leave Payable	0.00	(280.76)	---%	0	(280.76)	-3%	9,438
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	400,299.33	25,757.14	---%	0	426,056.47	106%	400,299
0698-5000	Salary Sacrifice Deduct - After Tax	(404,433.52)	(17,036.51)	---%	0	(421,470.03)	104%	(404,434)
0699-5000	Suspense Account: General Account	(6,083.53)	36,342.46	---%	0	30,258.93	6%	523,630
0600-0001	CURRENT LIABILITIES TOTAL	19,889,815.16	(4,384,955.00)	<999%	207,522	15,504,860.16	228%	6,806,935
	TOTAL CURRENT LIABILITIES	19,889,815.16	(4,384,955.00)	<999%	207,522	15,504,860.16	228%	6,806,935
	NON-CURRENT LIABILITIES							
0700-0001	NON-CURRENT LIABILITIES							
0700-6000	Non-Current Long Service Leave	190,094.93	0.00	0%	0	190,094.93	89%	213,770
0701-6000	Finance Lease - Non current	0.00	0.00	0%	0	0.00	0%	0
0740-6000	Office Extension Non-Current Loan	0.00	0.00	0%	0	0.00	0%	0
0745-6000	Cosmos Centre Non-Current Loan	0.00	0.00	0%	0	0.00	0%	0
0750-6000	Medical Centre Non-Current Loan	0.00	0.00	0%	0	0.00	0%	0
0760-6000	Morven Rail Non-Current Loan	696,833.11	0.00	0%	(62,268)	696,833.11	100%	697,451
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	852,174.98	0.00	0%	(49,773)	852,174.98	100%	854,014
0771-6000	Flood Mitigation Non-Current Loan	880,278.19	0.00	0%	(47,841)	880,278.19	100%	881,268
0772-6000	Airport Upgrade Non-Current Loan	573,581.44	0.00	0%	(47,640)	573,581.44	100%	574,531
0780-6000	Landfill Restoration Provision	2,043,032.54	0.00	0%	0	2,043,032.54	90%	2,271,434
0700-0001	NON-CURRENT LIABILITIES TOTAL	5,235,995.19	0.00	0%	(207,522)	5,235,995.19	95%	5,492,468
	TOTAL NON-CURRENT LIABILITIES	5,235,995.19	0.00	0%	(207,522)	5,235,995.19	95%	5,492,468
	TOTAL LIABILITIES	25,125,810.35	(4,384,955.00)	---%	0	20,740,855.35	169%	12,299,403
	NETT ASSETS/(LIABILITIES)	451,066,344.65	2,195,284.93	77%	2,837,177	453,261,629.58	101%	446,594,388

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(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 51% of year elapsed. To Details. Excludes committed costs)
MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2026 Printed(TOMASO): 03-01-2026 2:07:31 PM

		OPENING BALANCE	YEAR TO DATE 31 Dec 2025		BUDGET	CURRENT BALANCE 31 Dec 2025		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%	47,026,756
0807-7000	Retained Surplus-Cosmos	(1,275,671.18)	0.00	0%	0	(1,275,671.18)	100%	(1,275,671)
0810-7000	Asset Revaluation Reserve - Roads	219,686,254.78	12,211.47	---%	0	219,698,466.25	110%	199,538,474
0811-7000	Asset Revaluation Reserve - W & S	35,576,612.26	3,217.16	---%	0	35,579,829.42	100%	35,576,612
0812-7000	Asset Reval Res - Bldgs & Structures	38,652,881.27	36,534.55	---%	0	38,689,415.82	94%	41,171,211
0813-7000	Asset Revaluation Reserve-Land	1,113,147.34	0.00	0%	0	1,113,147.34	146%	762,322
0815-7000	Asset Revaluation Reserve Aerodrome	13,553,782.85	537.35	---%	0	13,554,320.20	107%	12,633,109
0816-7000	Asset Revaluation Reserve - Plant	0.00	0.00	0%	0	0.00	0%	0
0820-7000	Current Surplus / Deficit	0.00	2,142,784.40	22%	9,930,142	2,142,784.40	22%	9,930,142
0825-7000	Year End Surplus/Deficit	96,732,581.74	(0.00)	---%	0	96,732,581.74	89%	108,324,396
0800-0002	SHIRE CAPITAL TOTAL	451,066,344.65	2,195,284.93	22%	9,930,142	453,261,629.58	100%	453,687,351
0830-0002	RESERVES							
0800-0001	EQUITY TOTAL	451,066,344.65	2,195,284.93	22%	9,930,142	453,261,629.58	100%	453,687,351
	TOTAL COMMUNITY EQUITY	451,066,344.65	2,195,284.93	22%	9,930,142	453,261,629.58	100%	453,687,351

Murweh Shire Council
Statement of Comprehensive Income

	Dec 25 Actual $000	Jun-26 Budget $000
Revenue		
Operating revenue		
Net rates, levies and charges	3,826	7,972
Fees and charges	1,565	2,721
Interest received	457	681
Sales revenue	1,954	3,611
Other income	283	101
Grants, subsidies, contributions and donations	15,800	21,139
Total operating revenue	23,885	36,224
Capital revenue		
Grants, subsidies, contributions and donations	2,320	12,066
Total revenue	26,205	48,290
Capital income		
Total Capital Income	88	109
Total income	26,293	48,399
Expenses		
Operating expenses		
Employee benefits	5,226	10,890
Materials and services	14,152	19,177
Finance costs	79	136
Depreciation and amortisation	4,693	8,267
Total operating expenses	24,150	38,469
Net result	2,143	9,930

Murweh Shire Council
Statement of Financial Position

	Dec 25 Actual	Jun-26 Budget
Assets	**$000**	**$000**
Current assets		
Externally restricted component	11,977	14,227
Unrestricted component	6,685	3,085
Cash and cash equivalents	18,662	17,312
Trade and other receivables	1,912	1,374
Inventories	1,097	1,010
Contract Assets	4,837	2,524
Other current assets	-	264
Total current assets	26,508	22,484
Non-current assets		
Property, plant & equipment	447,494	446,536
Total non-current assets	447,494	446,536
Total assets	474,002	469,020
Liabilities		
Current liabilities		
Trade and other payables	2,371	2,260
Contract Liabililites	11,900	3,360
Borrowings	111	228
Provisions	1,123	1,156
Total current liabilities	15,505	7,004
Non-current liabilities		
Borrowings	3,002	2,760
Provisions	2,233	2,395
Total non-current liabilities	5,235	5,155
Total liabilities	20,740	12,158
Net community assets	453,262	456,862
Community equity		
Asset revaluation surplus	308,635	297,000
Retained surplus	144,626	159,862
Total community equity	453,262	456,862

Murweh Shire Council
Statement of Cash Flows

	Dec 25 Actual $000	Jun-26 Budget $000
Cash flows from operating activities		
Receipts from customers	9,159	14,440
Payments to suppliers and employees	(25,982)	(30,698)
Interest received	457	681
Non-capital grants and contributions	15,800	22,579
Borrowing costs	(79)	(98)
Other cash flows from operating activities	-	-
Net cash inflow from operating activities	(644)	6,904
Cash flows from investing activities		
Payments for property, plant and equipment	(5,098)	(17,806)
Proceeds from sale of property, plant and equipment	-	109
Grants, subsidies, contributions and donations	2,320	12,066
Net cash inflow from investing activities	(2,778)	(5,631)
Cash flows from financing activities		
Repayment of borrowings	(105)	(222)
Net cash inflow from financing activities	(105)	(222)
Total cash flows		
Net increase in cash and cash equivalent held	(3,527)	1,051
Opening cash and cash equivalents	22,189	16,261
Closing cash and cash equivalents	**18,662**	**17,312**

11.6 WORKPLACE HEALTH & SAFETY REPORT

Author: **Administration**

Authoriser: **Director of Corporate Services**

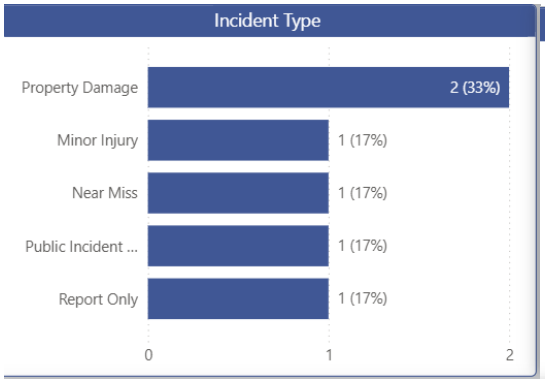
RECOMMENDATION

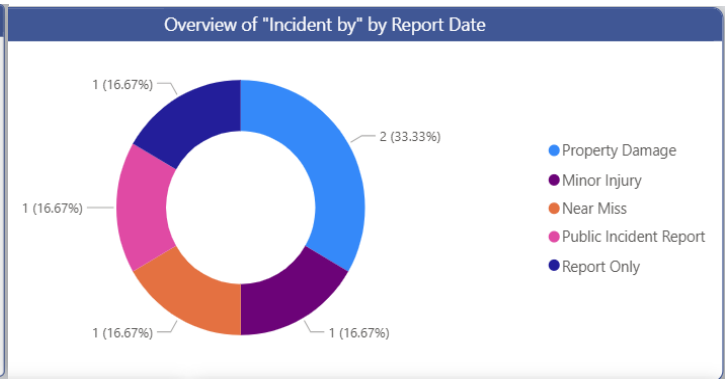
That Council receives and notes the Workplace Health and Safety Report.

BACKGROUND

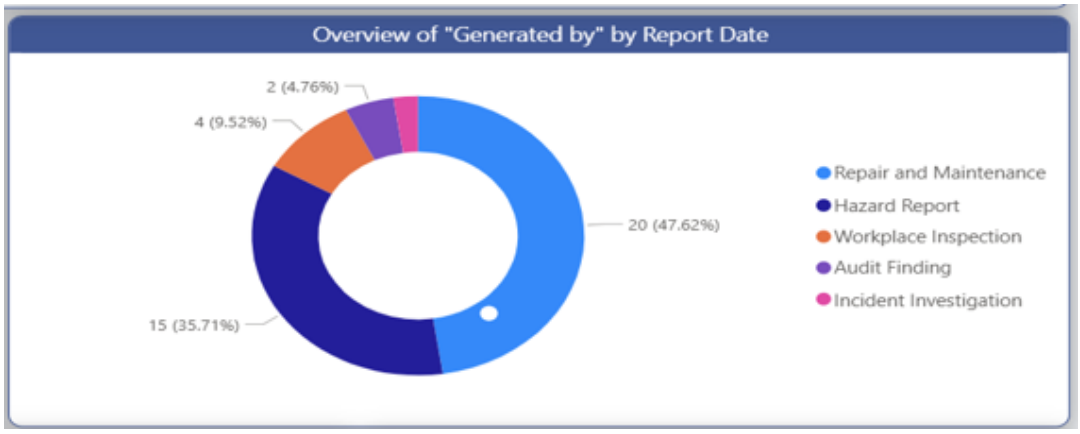
INCIDENT REPORTS (since last report)

Ref No.	Date of Incident	Incident Type	Due Date	Brief Overview	Location	Workplace
INC0151	2026-01-13	Minor Injury	2026-02-10	Trying to lift tail gate as toe ball was left in and was catching. Tail gate fell off hurt my hand.	Charleville WTP	Parks and Gardens
INC0150	2026-01-07	Property Damage	Closed	Unit 588, tyre in the cutting deck failed on John Deer ride on mower. Operato Initial report , e felt the non serviceable bearing has collapsed and failed, allowing the tyre to run on the supporting structure and come apart, this is a non inflatable tyre and no explosion was caused.	Charleville Town	Murweh Shire Council
INC0149	2026-01-02	Report Only	Closed	Reversed into parked van in driveway at partridge Street Charleville	Charleville Town	Water and Sewage
INC0148	2025-12-17	Near Miss	Closed	Geko concrete were moving the agitator truck. While reversing, he was turning, and his bumper came extremely close to the council truck. One of the council workers yelled stop and prevented the collision.	Charleville Town	Murweh Shire Council
INC0147	2025-12-12	Public Incident Report	Closed	Walk in guest callapsed	Cosmos Centre	Tourism
INC0146	2025-12-10	Property Damage	Closed	unit 117 grader up top of a batter losing the rill of dirt off the top. hidden under the dirt was a old twisted up old gate or gate post. when I've pushed the dirt over the batter the twisted up metal came up and smashed left hand side window. couldn't see the metal under the dirt or would have pushed it out of the way first.	Other: wellwater road	Road Maintenance
INC0145	2025-12-04	Report Only	Closed	hydraulic hose joint snap	Other: old Tambo road	Road Maintenance





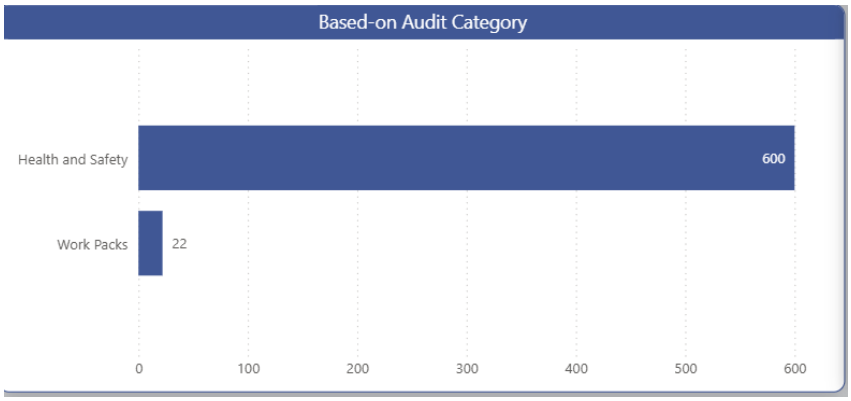
HAZARD / ACTION



Total Actions Reported	% Actions Reported within 2-days	Total Actions Open	Total Actions Closed
42	17%	17	25

Inspections/Checklists/Work Packs

Total Inspections Completed	% Average Inspection Score	% Inspections completed within Deadline Date
622	92%	99%



SAFETY CHAMPION

We are still working hard in the background to develop the Safety Champion system to suit our workforce needs. Training has been ongoing and conducted at various work area sites based on daily needs.

WHS COMMITTEE MEETINGS

Last meeting held: 15.12.2025 Next meeting: March 2025

OTHER INFORMATION

Training for first quarter if this year

- Forklift
- Chainsaw
- Pool Safety Inspector
- First Aid and CPR
- ACDC Chemicals
- Traffic Control Assesement

Wormald Defect notice (COSMOS Centre emergency lights) has been approved and will be fixed in the coming weeks.

Test and Tag quotes have been sought and South West Tech have been successful in getting that job. This job will begin in the coming weeks also.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

Nil

11.7 PLANNING MONTHLY REPORT

Author: **Director of Corporate Services**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives and notes the Planning Report for the January 2026 Council Meeting.

BACKGROUND

The following report outlines that activity undertaken in relation to planning and development services for the last month.

Activity	Current Month	Prior Period Still Active	Comments
Development Application Lodged	0	1	
Decision Appeals	0	0	
Future Enquiries	4	1	
Projects and Systems	0	4	
Decision Notices	1	0	

LINK TO CORPORATE PLAN

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

ATTACHMENTS

Nil

12 ENGINEERING SERVICES

12.1 ENGINEERING SERVICES REPORT

Author: **Director Engineering Services**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives and notes the Engineering Services Report for January 2025.

BACKGROUND

Executive Update

Local Roads

- Augathella and Charleville locations scoped for next financial year.
- Flood damage works continuing.
- Footpath remediation along Watson Street in front of St Mary's primary school (Charleville).

TIDS

- FY25/26 asphalt works in Alfred & Wills Street Charleville construction drawings received 13 January 2026. Tender documents under development.

Water and Sewerage

- Water main replacements ongoing (Morven and Augathella will be the next large replacement locations).
- Peak water demand during warmer days is showing similar consumptions patterns to what was observed last summer. A Water Scheduling Policy has been prepared and included in this agenda to consider reducing the overall peak demand on our water infrastructure to ensure adequate supply pressure can be maintained across the reticulation network.

Disaster Ready Fund

- Funding approved for the old Bureau of Meteorology Weather Station building at the Charleville Airport to be repurposed as a Disaster Coordination Centre. Construction commenced December 2025 with completion expected this calendar year before the next wet season.

Works for Queensland (W4QLD)

- Morven works depot renewals planned to commence in March 2026.

Charleville & Augathella Sewerage Treatment Plant Upgrades

- Augathella & Charleville STP construction contract out to market – Tender period closes mid-January 2026.

Charleville Aurora Estate Development

- Sod turn ceremony held 16 December 2025.
- Tender documents to go out January 2026.

Minor Infrastructure and Inclusive Facilities Fund

- Construction of the new amenities block to support multi-sport at Charleville Showgrounds delayed due to wet weather in December 2025 impacting temporary works on site.
- Works now scheduled for completion end of January 2026.

Local Shire Roads

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

Road Name	Activity Name	Chainage From (km)	Chainage To (km)	Remarks
Caroline Crossing Road	Inspections	0.00	28,430.00	Racas run - Category 2
Naaraga Raincourt Road	Inspections	0.00	16,280.00	Racas run - Category 2
Noorooloo Road	Routine Grid Work	92,120.00	92,120.00	Place premix at lip of grid
Orange Tree Crossing Road	Inspections	0.00	18,250.00	Racas run - Category 3 maintenance grade
Waterford Road	Inspections	0.00	13,080.00	Racas run - Category 3
Wellwater Road	Patrol Grading	51,500.00	54,910.00	Full maintenance grade complete, started stripping section for tomorrow
Wellwater Road	Patrol Grading			Full maintenance grade - 8kms 2 days 9th and 10th

Construction crew and maintenance graders are currently doing REPA work on the Laguna Road.

Road Maintenance Performance Contract (RMPC)

December 2025 Maintenance Works on National Highways and State Controlled Roads

Location	Activity Name	Chainage From (km)	Chainage To (km)	Quantity	Costs ($)
Diamantina Dev Road (Charleville - Quilpie)	Gravel Supply - Heavy Shoulder Grading	37.00	42.00	300.00	$13,500.00
Diamantina Dev Road (Charleville - Quilpie)	Gravel Supply - Heavy Shoulder Grading	37.00	42.00	400.00	$18,000.00
Diamantina Dev Road (Charleville - Quilpie)	Heavy Shoulder Grading - Rural	38.00	42.00	3.00	$35,085.00
Diamantina Dev Road (Charleville - Quilpie)	Pavement Repairs Gravel (Mechanical) Minor	87.97	87.98	30.00	$6,000.00
Diamantina Dev Road (Charleville - Quilpie)	Repair or Replace Guide Markers	0.01	106.15	110.00	$11,000.00
Diamantina Dev Road (Charleville - Quilpie)	Traffic Control Jet Patcher	87.97	87.98	4,200.00	$4,200.00
Landsborough Highway (Augathella - Tambo)	Inspections for Forward List of Works	0.01	57.09	4,180.00	$4,180.00
Landsborough Highway (Augathella - Tambo)	Rest Area Servicing	0.01	57.09	8,002.00	$8,002.00

Mitchell Highway (Cunnamulla - Charleville)	Gravel Supply - Heavy Shoulder Grading	133.00	136.00	50.00	$2,250.00
Warrego Highway (Morven - Charleville)	Inspections for Forward List of Works	0.01	86.91	7,942.00	$7,942.00
Warrego Highway (Morven - Charleville)	Rest Area Servicing	0.01	86.91	10,108.00	$10,108.00
				TOTAL	**$120,267.00**

RMPC 25-26 Works Expenditure

Schedules	Allocated Budget	UpToDate Expenditure	Remaining
Schedule 1 (National Highways)	$444,400.00	$176,336.00	$268,064.00
Schedule 2 (Other State Controlled Roads)	$2,336,437.00	$1,564,968.00	$771,469.00
Schedule 3 – Invasive Plants & Animals (National Highways)	$16,000.00	$0.00	$16,000.00
Schedule 4 – Invasive Plants & Animals (Other State Controlled Roads)	$24,000.00	$0.00	$24,000.00
Schedule 5 – Fire Risk Management (National Highways)	$16,000.00	$0.00	$16,000.00
Schedule 6 – Fire Risk Management (Other State Controlled Roads)	$24,000.00	$0.00	$24,000.00
Schedule 7 (National Highways)	$323,096.00	$0.00	$323,096.00
TOTALS	**$3,183,933.00**	**$1,741,304.00**	**$1,442,629.00**

Water & Sewerage

Maintenance works carried out in December 2025.

Water Works

Charleville

Activities	Completed
Service Line Breaks	6
Repair Water Mains	2
Meters Replaced/ checked	2
Pump Station Faults	4
Water Bore Maintenance	1
Disconnections	0
New Connections	0

General Comment

- Replace 4 service lines
- Flow meter installed at Bore 6

Morven

Activities	Completed
Service Line Breaks	1
Repair Water Mains	3
Meters Replaced/ checked	0
Pump Station Faults	3
Water Bore Maintenance	1
Disconnections	0
New Connections	0

General Comment

- UV service
- Mains flush

Augathella

Activities	Completed
Service Line Breaks	2
Repair Water Mains	1
Meters Replaced/ checked	0
Pump Station Faults	3
Water Bore Maintenance	1
Disconnections	0
New Connections	0

General Comment

- UV service
- Water main flushing + chlorine dose water tank

Sewerage Works

Charleville

Activities	Completed
Main line Chokes	3
Service Line Chokes	4
Pump Station Faults	3
Toilet Faults	2
New Connections	0
Unblock Sewer House / Main Connections	1

General Comment

- Replace 30m of sewerage main on Alfred Street.
- Water and sewerage connection point for toilet block at the Showgrounds completed.

Morven

Activities	Completed
Main line Chokes	0
Service Line Chokes	0
Pump Station Faults	0
Toilet Faults	0
New Connections	0
Unblock Sewer House / Main Connections	0

General Comment – Nil.

Augathella

Activities	Completed
Main line Chokes	0
Service Line Chokes	0
Pump Station Faults	3
Toilet Faults	2
New Connections	0
Unblock Sewer House / Main Connections	0

General Comment – Nil.

Building

Building works from the month of December 2025.

Activity
- River walk lights completed
- Depot roof new sheeting
- Fix leak in roof at the Charleville Camp
- Put together office furniture at the admin building
- 251 Alfred Street – Replace fencing on levee bank
- Driveway works on Watson Street
- Welded and screwed off roof at Showgrounds sheep yards
- Repair broken post at Racecourse playground fence
- Old Tambo Road – completed bulk head for John Luhrmann
- Replaced and painted timber spike barricade at WWII entrance
- Demo wall and floor at new Local Disaster Coordination Centre ready for renovation of building



New lights installed along River Walk

Electrical

Works completed by Council's Preferred Supplier's for Electrical Services.

Patto's Electrical
- Restore power at Airport Depot
- Restore power to above ground diesel tank at Depot
- Inspect / repair portable evap aircon at Workshop
- Repair Christmas lights in Morven
- Replace light fittings from bugs and replace light at Charleville Camp
South West Tech
- Disconnect electrical services to Cosmos outbuilding for renovations

Town Maintenance

Activity	Charleville	Augathella	Morven
Grave Digging	1	1	0
Edge Break			
Pothole Patching			
Repair Seal Defects			
Bitumen Sealing (Reseal)			
Heavy Patching/Pavement Repair			
Gravel Resheeting			
Table Drain & Floodway Maintenance			
Clear Culverts			
Subsurface Drains			
Slashing	✓	✓	✓
Hand Mowing	✓	✓	
Clearing	✓	✓	✓
Weed Spraying	✓	✓	✓
Maintain Signs			
Guidepost Maintenance			
Footpath Works			
Line Marking	✓		
Kerb & Channel			
Street Furniture Maintenance			
Riverwalk Maintenance	✓		
Litter Collection	✓	✓	✓
Pit Maintenance	✓	✓	✓
Dead Animals	✓		
Other			
Works Requests	✓	✓	✓
Playground Inspections	✓	✓	✓

Clean BBQs	✓	✓	✓
Slash Gully			
Plant Flowers			
Fix Sprays in Park	✓	✓	✓
Water pots in Main Street	✓	✓	✓
Mow Ovals & Parks	✓	✓	✓
Service Plant	✓	✓	✓
New Signs			

Completed Town Works

- General town maintenance in all three towns.

Workshop

MSC WORKSHOP MONTHLY REPORT DECEMBER 2025	
SAFTEY	Zero incidents and zero accidents
WORK CARRIED OUT ON VEHICLES	
Unit 664	Replaced EGR cooler, replaced clutch throw out bearing, replaced coolant hose, replaced thermostat
Unit 657	Repaired spotlight wiring
Unit 685	Replaced Cel fi unit
Unit 687	Replaced aerial mount
WORK CARRIED OUT ON GRADERS	
Unit 115	Repaired spare wheel carrier
Unit 117	Replaced LH window
WORK CARRIED OUT ON TRUCKS	
Unit 46	Repaired rear broom mount
Unit 49	Carried out service, replaced condenser fan, replaced condenser fan wiring
Unit 39	Replaced thermostats, cleaned radiator, replaced RH headlight, replaced radiator fan and should
Unit 52	Repaired spray arm switch, cleaned evaporator, replaced firefighting pump
Unit 60	Repaired centre broom, replace bin safety prop mechanism, replaced centre broom bearings, repaired engine idle up cylinder
Unit 34	Charged batteries
Unit 41	Replaced air cooler
Unit 50	Replaced hydraulic hose
Unit 58	Installed load cover
WORK CARRIED OUT ON TRAILERS	

Unit 539	Repaired wiring, replaced jockey wheel
Unit 208	Replaced towing eye
Unit 590	Carried out service
WORK CARRIED OUT ON NAVMAN	
Unit 63	Installed new Naman system
Unit 115	Removed Navman system
Unit 668	Removed Navman
WORK CARRIED OUT MOWERS AND TRACTORS	
Unit 181	Replaced sun visor
Unit 599	Repaired roof
Unit 596	Repaired roof
Unit 190	Replaced washer bottle and pump
Unit 593	Replaced catcher drive belts
Unit 598	Repaired roof
Unit 183	Repaired exhaust
Unit 192	Replaced battery, replace A/C clutch relay
Unit 190	Repaired PTO cover
WORK CARRIED OUT ON MISCELLANEOUS	
Unit 156 – Skid Steer	Repaired attachment harness
Unit 154 – Mini Excavator	Replaced armrest strut, replaced drive motor seals
Unit 164 - Backhoe	Replaced fire extinguishers
Unit 490 - Jetter	Repair toolbox
Unit 203 – Multi Tyre Roller	Repaired oil leaks, repaired air leaks, replaced air leaks
Unit 996 - Bus	Replaced batteries, replaced starter relays
Unit 210 – Nifty Lift	Repaired mud guard, replaced handbrake cable
Unit 177 - Backhoe	Replaced LHR window
Unit 191 – Drum Roller	Replaced dash fuse block, carried out service, replaced dip stick
Unit 201 – Multi Tyre Roller	Carried out service, replaced RHR taillight
PLAN FOR JANUARY	
Continue with workshop organising, preventive maintenance and prepare for Christmas shutdown.	

Murweh Shire Flood Restoration Works – December Report

Monthly Progress Report

Enginfra Consulting
Engineers and Project Managers

Project Name	Murweh Shire January and April 2024 and March 2025 Flood Restoration Delivery		
Date	7 January 2026	Report Period	December 2025
Project Manager	Russell Hood		
Reporting To	Bruce Scott, Jacob Barton, Troy McQueen		

1.	**Current Status**
	Overall progress for the January and April 2024 events from the 23-24 year to the end of December 2025 as reported to QRA is 84%. Of the total 1537 damage sites, there are 248 remaining. This work must be completed prior to 30 June 2026. Overall progress for the March 2025 event from the 24-25 year to end of December 2025 is 19% for the 10 submissions approved to date. Of the total 872 damage sites, there are 579 remaining. This work must be completed prior to 30 June 2027. The Bradleys Gully diversion culvert repair is subject to condition assessment, options analysis and further review by Council prior to submission, which is still outstanding.
2.	**Delivery**
	○ Heavy formation grading is complete on Mt Tabor, Hoganthulla, Derbyshire, Nimboy, Loddon West and Cooladdi Langlo Road from Nimboy Road south. ○ Heavy formation grading is in progress on Laguna, Oxford Downs and Cargara Road. ○ Pavement repairs are complete on Old Tambo Road with the final seal to be done in January. ○ Works on Welllwater and Noorooloo Roads will commence in late January due to rain and storms delaying work during December. ○ Patch repairs were done on Killarney Road.
3.	**Submissions**
	○ All submissions under the January and April 2024 events are approved and the total funding for these events including project management, contingencies and escalation is $16,914,785. ○ All road network submissions under the March 2025 event have been submitted to QRA with 10 submissions approved and 3 being assessed by QRA. The total estimated funding including project management, contingencies and escalation is currently $9,025,176. ○ A condition assessment on the Bradleys Gully diversion culvert was done in the last week of November 2025, with a report being prepared to enable submission preparation.
4.	**Overall Program Progress**
	○ January & April 2024 events overall program progress is 84% to end of December 2025. ○ March 2025 event overall program progress is 19% to end of December 2025.
5.	**Budget**
	○ Total claimed expenditure for the January & April 2024 events to end of December 2025 - $12,139,719 ○ Estimated cost to complete - $2,840,000 ○ Estimated final cost - $14,979,719 ○ Total claimed expenditure for the March 2025 event to end of December 2025 - $1,285,853 ○ Estimated cost to complete - $5,066,300 (for the 10 approved submissions) ○ Estimated final cost - $6,352,153 (for the 10 approved submissions)
6.	**Reporting, Claims and Close outs**
	○ QRA monthly progress reporting and payment claims have been lodged with QRA on 7 January 2026 for the January 2024, April 2024 and March 2025 events.
7.	**Risks and other issues**
	○ There is no longer any unclaimed expenditure for the March 2025 event, due to the submission including the additional pavement repairs on Old Tambo Road being approved in December. ○ The submission for the Bradleys Gully diversion culvert will be submitted when the condition assessment report is complete.

JANUARY & APRIL 2024 EVENTS FLOOD RESTORATION

Asset / road name	Recommended Value	Claimed Expenditure	% Complete	Timing
Belrose Road	$63,546.60	$44,657.93	100%	
Greenstead Road	$65,942.09	$42,244.87	100%	
Wellwater Road	$631,164.95	$408,206.71	100%	
Adavale Road (Jan 24)	$7,830.18	$4,110.50	100%	
Bollon Road (Jan 24)	$141,167.76	$148,503.45	100%	
Caroline Crossing Road	$10,198.89	$15,965.36	100%	
Meigunya Access Road	$4,535.42	$3,938.00	100%	
Mt Tabor Road (Jan 24)	$612,785.06	$298,363.68	90%	4 patches left
Bilbie Park Road	$5,055.99	$2,520.00	100%	
Merrigang Road	$4,333.71	$2,160.00	100%	
Noorooloo Road	$827,761.61	$449,713.51	100%	
Shelbourne Road	$58,393.88	$30,074.62	100%	
Bakers Bend Road	$11,809.01	$9,706.00	100%	
Croxdale Road	$35,933.60	$33,322.00	100%	
Glenbrook Road	$8,125.68	$1,552.90	100%	
Guestling Road	$21,487.93	$18,840.00	100%	
Hythe Road	$101,140.03	$82,806.00	100%	
Murweh Road	$16,789.01	$14,774.00	100%	
Palmers Road	$9,570.26	$7,536.00	100%	
Wallal Riverleigh Road	$105,415.74	$84,701.00	100%	
Wheatleigh Road	$32,311.17	$28,214.00	100%	
Yanna Bridge Road	$13,007.69	$11,304.00	100%	
Biddenham Road	$1,442,590.38	$1,900,496.40	100%	
Balmacarra Road	$80,644.79	$60,915.65	100%	
Black Ward Road	$172,313.98	$81,320.80	100%	
Burrandilla Road	$34,850.20	$17,485.80	100%	
Creswell Access Road	$7,583.98	$3,805.20	100%	
Middle Creek Road	$125,134.55	$61,274.40	100%	
Red Ward Road	$364,062.39	$188,121.94	100%	
Alice Downs Road	$43,996.30	$43,950.00	100%	
Armidilla Road	$32,537.44	$29,585.00	100%	
Coolaman Road	$2,889.13	$2,512.00	100%	
Dundee Road	$21,126.80	$15,072.00	100%	
Maryvale Road	$19,074.79	$18,840.00	100%	
Mt Maria Road	$150,623.36	$135,918.00	90%	Floodway left
Nebine Road	$367,422.39	$241,871.90	100%	
Newstead Road	$39,489.62	$51,106.32	100%	
No 7 Block Road	$3,071.06	$3,014.00	100%	

Old Charleville Road	$55,383.40	$49,617.00	100%	
Rocky Road	$12,515.14	$11,526.00	100%	
Tregole Road	$902.85	$879.00	100%	
Winnebah Road	$50,681.68	$49,198.50	100%	
Allendale Warrah Road	$608,714.72	$510,968.90	100%	
Borea Road	$59,147.67	$52,763.45	100%	
Clara Creek Road	$205,309.15	$109,724.00	100%	
Gundare Road	$128,729.87	$138,081.45	100%	
Hill Street	$23,093.90	$32,250.03	100%	
Killarney Road	$39,415.93	$52,476.58	90%	4 patches left
Ouida Downs Road	$61,612.22	$73,545.29	100%	
Rainmore Road	$4,761.00	$4,486.00	100%	
Tantellon Road	$55,312.28	$42,558.00	100%	
Uabba Road	$109,064.84	$72,858.00	100%	
Adavale Road	$79,176.94	$87,902.35	100%	
Langlo Mt Morris Road	$216,003.84	$190,504.52	90%	1 patch left
Newholme Road	$73,397.35	$75,700.80	100%	
Nungil Maruka Road	$7,214.64	$7,160.00	100%	
Red Lane Road	$6,139.42	$6,302.00	100%	
Valeravale Road	$105,965.69	$103,770.70	100%	
Wardsdale Road	$88,219.74	$71,833.05	100%	
Wiringa Road	$7,222.83	$7,160.00	100%	
Bollon Road	$280,388.01	$292,360.15	95%	3 patches left
Doobiblah Road	$68,699.11	$67,750.50	100%	
Loddon East Road	$40,380.94	$39,746.00	100%	
Merrigol Road	$12,648.11	$12,830.00	100%	
Old Quilpie Road	$60,607.52	$58,810.00	100%	
Riccatoon Road	$13,542.82	$12,982.00	100%	
Wongalee South Road	$27,356.50	$18,147.25	100%	
Wongamere Road	$2,708.57	$0.00	0%	Descoped
Wooyenong Road	$5,442.51	$5,824.00	100%	
Wyandra Boatman Road	$39,545.04	$35,933.70	100%	
Caldervale Road	$42,386.30	$21,647.74	100%	
Cargara Road	$91,167.65	$0.00	0%	Jan-26
Caroline Crossing Road	$40,084.27	$19,678.00	100%	
Khyber Road	$490,346.96	$108,779.09	30%	Seal patches left
Laguna Road	$470,057.47	$225,362.49	50%	In progress
Raincourt Road	$150,931.40	$139,514.70	100%	
Oxford Downs Road	$169,065.24	$44,612.31	25%	In progress
Roselyn Road	$16,973.66	$14,803.00	100%	
Barngo Road	$540,637.20	$324,655.69	90%	Seal patches left
Bogarella Road	$133,808.10	$93,080.00	100%	

Cunno Road	$97,276.82	$47,707.00	100%	
Orange Tree Crossing	$5,413.84	$1,268.44	100%	
Derbyshire Downs Road	$27,278.89	$19,986.70	100%	
Hoganthulla Road	$139,147.50	$51,544.60	100%	Not yet invoiced
Mt Tabor Road (Apr 24)	$1,428,268.70	$1,013,987.15	80%	In progress
Waterford Road	$101,213.70	$97,680.85	100%	
Old Tambo Road	$3,447,447.01	$2,616,842.55	80%	Final seal left
Project Management	$1,278,259.30	$404,415.93	32%	
Total	**$16,914,785.66**	**$12,139,719.40**	**94%**	
Weighted Percentage Complete from QRA Progress Report			84%	

MARCH 2025 EVENT FLOOD RESTORATION

Asset / road name	Recommended Value	Expenditure	% Complete	Timing
Belrose Road	$24,096.38	$0.00	0%	Feb-26
Greenstead Road	$5,762.27	$0.00	0%	Feb-26
Wellwater Road	$307,681.98	$1,645.00	0%	Jan-26
Bilbie Park Road	$25,010.14	$0.00	0%	Feb-26
Noorooloo Road	$213,884.93	$1,166.00	0%	Feb-26
Shelbourne Road	$12,238.76	$0.00	0%	Feb-26
Allendale Warrah Road	$283,404.82	$0.00	0%	Jan-26
Bendee Street	$12,368.58	$0.00	0%	Mar-26
Cavanagh Street	$6,712.60	$0.00	0%	Mar-26
Gundare Road	$5,870.10	$4,719.00	100%	
Main Street	$34,177.15	$0.00	0%	Mar-26
Barngo Road	$164,906.90	$130,826.40	100%	
Caroline Crossing Road	$62,649.84	$42,977.78	100%	
Clara Creek Road	$91,246.98	$45,216.00	100%	
Hoganthulla Road	$103,286.76	$0.00	100%	Not yet invoiced
Khyber Road	$83,745.72	$0.00	0%	Feb-26
Auburnvale Road	$8,801.57	$8,051.00	100%	
Bannermans Road	$7,154.20	$8,614.35	100%	
Doobiblah Road	$174,561.71	$171,232.00	100%	
Loddon East Road	$11,305.96	$8,758.00	100%	
Merrigol Road	$30,886.73	$26,285.00	100%	
Old Quilpie Road	$132,324.82	$128,988.00	100%	
Riccatoon Road	$16,603.03	$18,784.00	100%	
Wooyenong Road	$30,719.02	$29,844.00	100%	
Yarronvale Road	$56,981.33	$56,530.00	100%	

Cooladdi Langlo Road	$427,541.90	$151,074.00	35%	In progress
Loddon West Road	$8,303.59	$0.00	100%	Not yet invoiced
Nimboy Road	$79,916.24	$78,966.00	100%	
Norah Park Road	$14,338.09	$0.00	0%	Apr-26
Adavale Road	$8,294.39	$0.00	0%	Mar-26
Columbo Road	$3,882.85	$0.00	0%	Mar-26
Langlo Mt Morris Road	$10,707.79	$0.00	0%	Apr-26
Old Ward Road	$3,630.21	$5,527.09	100%	
Rhylstone Road	$3,428.01	$0.00	0%	Apr-26
Wallal Riversleigh Road	$49,651.85	$0.00	0%	Apr-26
Wardsdale Road	$39,789.50	$0.00	0%	Apr-26
Fortland Road	$73,317.35	$0.00	0%	Mar-26
Guestling Road	$21,698.28	$0.00	0%	Feb-26
Hythe Road	$123,832.17	$0.00	0%	Feb-26
Murweh Road	$11,594.63	$0.00	0%	Feb-26
Wheatleigh Road	$195,019.20	$0.00	0%	Mar-26
Yanna Bridge Road	$2,935.05	$0.00	0%	Feb-26
Bollon Road	$95,744.60	$0.00	0%	Apr-26
De Warra Road	$5,481.67	$0.00	0%	Apr-26
Dundee Road	$31,976.41	$0.00	0%	May-26
Nebine Road	$111,894.40	$0.00	0%	May-26
Nebine Shortcut Road	$6,509.49	$0.00	0%	Apr-26
Killarney Road	$2,197,614.74	$7,083.48	1%	Jul-26
Old Tambo Road	$566,986.66	$269,672.45	50%	In progress
Project Management	$488,450.64	$89,893.88	20%	
Total	**$6,488,921.99**	**$1,285,853.43**	**36%**	
Weighted Percentage Complete from QRA Progress Report			19%	
Not all submissions approved by QRA to date				

LINK TO CORPORATE PLAN

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

2.4.1 Road and street infrastructure investment is strategic and effective to accomplish maintenance priorities and development opportunities

ATTACHMENTS

1. Engineering Services Costing Report ⇩

MURWEH SHIRE COUNCIL ENGINEERING SERVICES COSTING SUMMARY

ROAD MAINTENANCE AND FLOOD DAMAGE

Road No	Road Name	Routine Maintenance Expenditure	QRA Apr 2024 (EW) Flood Damage Expenditure	QRA Apr 2024 (REPA) Flood Damage Expenditure
4001	Adavale Road	$ 23,119	$ -	$ 87,902
4002	Alice Downs Road	$ 7,417	$ -	$ -
4003	Allambie Road	$ -	$ -	$ -
4004	Allendale - Warrah Road	$ 1,712	$ -	$ 510,969
4005	Armadilla Road	$ -	$ -	$ -
4006	Bakers Bend Road	$ 494	$ -	$ -
4007	Balmacarra Road	$ 8,194	$ -	$ -
4008	Bannermans Road	$ 1,116	$ -	$ -
4009	Barngo Road	$ 17,663	$ -	$ 109,474
4010	Biddenham Road	$ 23,529	$ -	$ 1,406,806
4011	Bilbie Park Road	$ 425	$ -	$ -
4012	Biloola Road	$ 412	$ -	$ -
4013	Blackburn Road	$ 465	$ -	$ -
4014	Loddon Road Black Tank	$ 867	$ -	$ 39,746
4015	Black Ward Road	$ 40,040	$ -	$ 59,288
4016	Boggarella Road	$ 2,307	$ -	$ -
4017	Belrose Road	$ 945	$ -	$ -
4018	Burrandulla Road	$ 2,177	$ -	$ 0
4019	Albury Road	$ 494	$ -	$ -
4020	Caldervale - Khyber Road	$ 304	$ -	$ 21,648
4021	Auburnvale Road	$ 425	$ -	$ -
4022	Calowrie Road	$ 17,776	$ -	$ -
4023	Cargara Road	$ -	$ -	$ -
4024	Caroline Xing Road	$ 219	$ -	$ 19,678
4025	Clara Creek Road	$ 3,171	$ -	$ 109,724
4026	Cooladdi Access Road	$ 1,726	$ -	$ -
4027	Cooladdi-Langlo Crossing	$ 4,232	$ -	$ -
4028	Cooladdi-Yarronvale Road	$ 2,654	$ -	$ -
4029	Coolamon Road	$ 1,900	$ -	$ -
4030	Croxdale Road	$ -	$ -	$ 33,322
4031	Cunno Road	$ 742	$ -	$ 47,707
4032	Derbyshire Road	$ 494	$ -	$ 19,987
4033	De Warra Road	$ -	$ -	$ -
4034	Dilallah Bridge Road	$ 2,054	$ -	$ -
4035	Doobiblah Road	$ 3,647	$ -	$ 67,751
4036	Dundee Road	$ 10,552	$ -	$ -
4037	Durella Road	$ 1,183	$ -	$ -
4038	Fortland Road	$ 916	$ -	$ -
4039	Glenallen Road	$ 494	$ -	$ -
4040	Glenbrook Road	$ 762	$ -	$ -
4041	Greenstead Road	$ 2,461	$ -	$ -
4042	Guestling Road	$ -	$ -	$ -
4043	Gundare Road	$ 25,964	$ -	$ 138,081
4044	Gunnawarra Road	$ 5,672	$ -	$ -
4045	Hillgrove Road	$ 494	$ -	$ -
4046	Hoganthulla Road	$ 494	$ -	$ 51,545
4047	Hythe Road	$ 3,226	$ -	$ -
4048	Joylands Road	$ -	$ -	$ -
4049	Khyber Road	$ 23,081	$ -	$ 106,132
4050	Killarney Road	$ 66,625	$ -	$ 48,603
4051	Laguna Road	$ 45,211	$ -	$ 298,433
4052	Langlo River Road	$ 14,916	$ -	$ 135,732
4053	Maruga Road	$ -	$ -	$ 7,160
4054	Maryvale Road	$ -	$ -	$ -
4055	Merrigang Road	$ 1,456	$ -	$ -
4056	Merrigol Road	$ 38,887	$ -	$ 12,830
4057	Middle Creek Road	$ 31,566	$ -	-$ 0
4058	Mona Road	$ -	$ -	$ -
4059	Mt Maria Road	$ 3,446	$ -	$ 104,508
4060	Meigunya Access road	$ 409	$ -	$ -
4061	Mt Tabor Road	$ 25,854	$ -	$ 616,916
4062	Murweh Road	$ 1,489	$ -	$ -
4063	Narrga (Raincourt) Road	$ 19,232	$ -	$ 139,515
4064	Nebine Road	$ 57,644	$ -	$ -
4065	Nebine Bollon Shortcut	$ 3,799	$ -	$ -
4066	Nebine Comm. Ctr Road	$ 439	$ -	$ -
4067	New Farm Road	$ -	$ -	$ -
4068	Newholme Road	$ 2,701	$ -	$ 75,701
4069	Newstead Road	$ 833	$ -	$ -
4070	Nimboy Road	$ 253	$ -	$ -
4071	Nooraloo Road	$ 77,155	$ -	$ -
4072	Norah Park Road	$ 479	$ -	$ -
4073	No 7 Block Road	$ 2,569	$ -	$ -
4074	Old Charleville Road	$ 993	$ -	$ -
4075	Old Quilpie Road	$ 4,100	$ -	$ 58,810
4076	Old Tambo Road	$ 134,294	$ -	$ 2,589,609
4077	Orange Tree Xing Road	$ 219	$ -	$ 1,268
4078	Ouida Road	$ -	$ -	$ -
4079	Ouida Downs Road	$ -	$ -	$ 87,352
4080	Oxford Downs Road	$ 21,107	$ -	$ 62,743
4081	Perola Park Road	$ 439	$ -	$ -
4082	Pinnacle Road	$ -	$ -	$ -
4083	Red Ward Road	$ 28,613	$ -	$ -
4084	Rhylstone Road	$ -	$ -	$ -
4085	Rocky Road	$ 4,092	$ -	$ -
4086	Rosebank Road	$ 511	$ -	$ -
4087	Roslin Road	$ 2,200	$ -	$ 14,803
4088	Rose Park Road	$ -	$ -	$ -
4089	Rosewood Road	$ -	$ -	$ -
4090	Shelbourne Road	$ 4,388	$ -	$ -
4091	Sherwood Road	$ -	$ -	$ -
4092	Loddon Road West	$ 1,328	$ -	$ -
4093	Tantellon road	$ 1,479	$ -	$ 42,558
4094	Tregole Road	$ -	$ -	$ -
4095	Uabba Road	$ -	$ -	$ 72,858
4096	Urana Road	$ 1,907	$ -	$ -
4097	Valeravale Road	$ 1,526	$ -	$ 103,771
4098	Wallal-Riversleigh Road	$ 2,756	$ -	$ -
4099	Wardsdale Road	$ 561	$ -	$ 64,710
4100	Waterford Road	$ 494	$ -	$ 97,681
4101	Wellwater Road	$ 80,040	$ -	$ -
4102	Wheatleigh Road	$ 5,003	$ -	$ -
4103	Winneba Road	$ 16,872	$ -	$ -
4104	Wiringa Road	$ -	$ -	$ 7,160
4105	Wongalee South Rd	$ 414	$ -	$ -
4106	Wongalee North Rd	$ -	$ -	$ -
4107	Wongamere Road	$ 950	$ -	$ -
4108	Woolabra	$ -	$ -	$ -
4109	Wooyanong Road	$ 1,034	$ -	$ 5,824
4110	Boatman Wyandra Road	$ 16,496	$ -	$ -
4111	Red Lane Road	-$ 0	$ -	$ 6,302
4112	Borea Access Road	$ -	$ -	$ 52,763
4113	Clara Access Road	$ -	$ -	$ -
4114	Caledonia Road	-$ 0	$ -	$ -
4115	Wintara Road	$ 948	$ -	$ -
4117	Riccartoon Road	$ 38,638	$ -	$ 12,982
4118	Yanna Bridge Road	$ 1,320	$ -	$ -
4119	27 Mile Gardens Road	$ -	$ -	$ -
4120	Bollon Road	$ 28,186	$ -	$ 63,499
4121	Breakaway Road	$ -	$ -	$ -
4122	Claren Park Road	$ -	$ -	$ -
4123	Columbo Road	$ -	$ -	$ -
4124	Cooladdi Pump Road	$ -	$ -	$ -
4125	Creswell Access Road	$ 865	$ -	$ 0
4128	Lango Hall Road	-$ 0	$ -	$ -
4129	Lasso Gowrie Road	$ -	$ -	$ -
4130	Rosemount Road	$ -	$ -	$ -
4131	Aronfield Road	$ -	$ -	$ -
4132	Monamby Park Road	$ -	$ -	$ -
4133	Northview Road	$ -	$ -	$ -
4134	Palmers Road	$ 67	$ -	$ -
4135	Lyons Road	$ 734	$ -	$ -
4136	Percival Road	$ -	$ -	$ -
4137	Rainmore Road	$ -	$ -	$ 4,486
4138	Westlyn Road	$ -	$ -	$ -
4139	Old Ward Road	$ 1,021	$ -	$ -
	Total	**$ 1,044,576**	**$ -**	**$ 7,618,334**
	Budget	$ 2,280,997		
	Percentage Expended	46%		
	Percentage through Year	54%		

PLANT MAINTENANCE

Item	2024-2025 Expenditure	2025-2026 Expenditure
Wages	$ 528,617	$ 219,490
Parts	$ 876,610	$ 425,035
Tyres & Tubes	$ 168,274	$ 68,421
Fuels & Oils	$ 1,029,591	$ 513,704
Registration	$ 110,648	$ 120,537
Wages (supervision)	$ 249,212	$ 152,572
Consumables	$ 46,453	$ 26,134
Insurance	$ 62,460	$ 63,609
Total Expenditure	**$ 3,071,865**	**$ 1,589,502**
	Budget Expenditure	$ 3,406,209
	Percentage Expenditure	47%
	Revenue to Date	$ 3,424,440
	Budget Revenue	$ 5,208,953
	Percentage Revenue	66%
	Percentage through Year	54%

URBAN STREET MAINTENANCE

Item	2024-2025 Expenditure	2025-2026 Expenditure
Augathella Street Lighting	$ 23,146	$ 8,384
Morven Street Lighting	$ 296	$ -
Charleville Street Lighting	$ 39,869	$ 10,377
Augathella Street Maintenance	$ 322,456	$ 187,844
Morven Street Maintenance	$ 122,873	$ 72,947
Charleville Street Maintenance	$ 891,668	$ 552,271
Augathella Street Cleaning	$ 56,225	$ 24,882
Morven Street Cleaning	$ 26,361	$ 26,354
Charleville Street Cleaning	$ 345,539	$ 195,636
Total Expenditure	**$ 1,828,433**	**$ 1,078,695**
	Budget	$ 1,588,991
	Percentage Spent	68%
	Percentage through Year	54%

PUBLIC FACILITIES MAINTENANCE

Item	2024-2025 Expenditure	2025-2026 Expenditure
Augathella Public Facilities Maintenance	$ 53,855	$ 39,683
Morven Public Facilities Maintenance	$ 63,646	$ 35,584
Charleville Public Facilities Maintenance	$ 97,468	$ 64,325
Augathella Vandalism Expenses	$ -	$ -
Charleville Vandalism Expenses	$ -	$ -
Morven Vandalism Expenses	$ 1,553	$ 421
Total Expenditure	**$ 216,522**	**$ 140,013**
	Budget	$ 210,556
	Percentage Spent	66%
	Percentage through Year	54%

PARKS AND GARDENS MAINTENANCE

Item	2024-2025 Expenditure	2025-2026 Expenditure
Augathella Parks & Garden	$ 80,370	$ 44,187
Morven Parks & Garden	$ 114,861	$ 70,082
Charleville Parks & Garden	$ 851,935	$ 527,068
Total Expenditure	**$ 1,047,166**	**$ 641,337**
	Budget	$ 1,056,084
	Percentage Spent	61%
	Percentage through Year	54%

WATER & SEWERAGE MAINTENANCE

Item	2024-2025 Expenditure	2025-2026 Expenditure
Charleville		
Charleville Water Pump Maintenance	$ 78,075	$ 15,423
Charleville Water Telemetry Maintenance	$ 56,460	$ 2,874
Charleville Water Retic Maintenance	$ 646,168	$ 305,899
Charleville Water Meter Maintenance	$ 17,582	$ 11,165
Charleville Sewerage Treatment Maintenance	$ 15,604	$ 6,650
Charleville Sewerage Pump Station Maintenance	$ 128,286	$ 12,635
Charleville Sewerage Retic Maintenance	$ 102,916	$ 56,548
Augathella		
Augathella Water Pump Maintenance	$ 116,490	$ 29,148
Augathella Water Telemetry Maintenance	$ 6,986	$ 483
Augathella Water Retic Maintenance	$ 44,086	$ 13,273
Augathella Water Meter Maintenance	$ 17,498	$ 7,726
Augathella Sewerage Treatment Maintenance	$ 2,675	$ 1,366
Augathella Sewerage Pump Station Maintenance	$ 33,585	$ 13,896
Augathella Sewerage Retic Maintenance	$ 4,708	$ 2,322
Morven		
Morven Water Pump Maintenance	$ 69,903	$ 13,460
Morven Water Telemetry Maintenance	$ 1,375	$ 1,775
Morven Water Retic Maintenance	$ 41,153	$ 16,062
Morven Water Meter Maintenance	$ 4,769	$ 656
Morven Rail Hub Water Maintenance	$ 5,830	$ -
Morven Sewerage Works	$ 17,125	$ 10,402
Capital Works		
Augathella Water Renewals	$ -	$ 19,756
Morven Water Renewals	$ 135,795	$ 55,921
Charleville Water Renewals	$ 51,516	$ 411,129
Augathella Sewerage	$ -	$ -
Charleville Sewerage	$ 153,379	$ -
Total Expenditure	**$ 1,751,964**	**$ 1,008,568**
	Budget	$ 2,869,243
	Percentage Spent	35%
	Percentage through Year	54%

CAPITAL WORKS - FOOTPATH & KERB/CHANNEL

Item	2024-2025 Expenditure	2025-2026 Expenditure
Footpath Renewals	$ 27,658	$ 28,991
Kerb and Channel Renewals	$ 7,478	$ 34,122
Total Expenditure	**$ 35,136**	**$ 63,113**
	Budget	$ 350,000
	Percentage Spent	18%
	Percentage through Year	54%

12.2 ENG-003 WET WEATHER LOCAL ROAD CLOSURE POLICY

Author: **Special Project Officer/Disaster Management Officer**

Authoriser: **Director Engineering Services**

RECOMMENDATION

That Council adopts the Wet Weather Local Road Closure Policy as presented.

BACKGROUND

To seek Council's endorsement to adopt the **Wet Weather Road Closure Policy (ENG-003)**, which provides authority and procedures for closing unsealed roads during wet conditions to protect public safety and Council infrastructure.

Council experiences recurring wet weather events impacting the shire's extensive unsealed road network. The draft policy sets out when closures apply, exemptions, delegated decision-making, notification channels, signage requirements, and review cycles.

The policy enables Council to exercise powers under the **Local Government Act 2009 (Sections 69–70)** to close roads where there is a risk to public safety or infrastructure due to wet weather.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. ENG-003 Wet Weather Local Road Closure Policy ⇩

Wet Weather Road Clouser Policy

Policy No:	ENG-003
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	
Responsible Officer:	Director Engineering Services

Purpose

The purpose of this Policy is to ensure safety to all road users and to mitigate damage to road infrastructures, in particular unsealed roads.

Commencement of Policy

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

Application

This policy applies to

(a) Any vehicles
(b) When unsealed roads receive rainfall of 10 mm or more
(c) Local traffic (For example: where a residence is situated on a road which have been closed) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
(d) The Director of Engineering Services or his delegate may exempt other certain vehicles that require access (for example school buses).
(e) Affected agencies shall include but are not limited to:
(g) Heavy Haulage carriers; mail contractors, emergency services.

This policy does not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.

Policy

If there is a risk of damage to Council road infrastructure and/or to public safety due to inclement or persistent wet weather the Council shall exercise its right under the Local Government Act to close affected roads.

(1) The Director Engineering Services is delegated the power to:
(a) Close roads; and
(b) Define and impose conditions for road use.

(2) Condition of delegated power:
(a) Installing “Road Closed” signs where possible;
(b) Providing an information bulletin to affected agencies, distributed via email, local radio and by posting on the Murweh Shire Council website, social media and community messaging.
(c) Install “ fine applies up to 200 penalty units “ signs

Wet Weather Road Clouser Policy

Audit and Review

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

Definitions

"Unsealed roads "means is a made road but is not sealed.

References

- Local Government Act 2009, Section 69 and 70

Version Control

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

Approval

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

12.3 ADOPTION OF WATERING SCHEDULE POLICY

Author: **Director Engineering Services**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council:

1. Adopts the Watering Schedule Policy as presented at Attachment 1, to take effect immediately.
2. Approves the Water Schedule Application Form at Attachment 2 for use by customers seeking exemptions under the policy.
3. Authorises the Chief Executive Officer to make minor administrative amendments to the policy and form as required, and to appoint Authorised Officers for enforcement purposes.

BACKGROUND

Council operates potable water supply systems in Charleville, Augathella, and Morven. During summer months, peak demand from outdoor watering creates significant stress on reticulation networks, potentially affecting flow and pressure to all consumers.

Council has historically managed peak demand through informal watering schedules communicated via media releases. However, there is no formal policy framework establishing the schedules, exemption processes, or enforcement procedures.

The proposed Watering Schedule Policy formalises these arrangements under the authority of the Water Supply (Safety and Reliability) Act 2008, which provides the head of power for water restrictions and sets maximum penalties for contravention.

Purpose

The purpose of this report is to seek Council adoption of the Watering Schedule Policy, which establishes permanent watering schedules, documents the exemption process, and sets out the enforcement framework for non-compliance.

Discussion

The proposed policy takes a demand management approach to water infrastructure by spreading peak usage across different days, rather than requiring expensive capital upgrades to bores, reservoirs, pumps, and pipes.

The policy establishes four restriction levels. Level 1 (Minor) applies as the standard permanent schedule, with higher levels (Medium, High, Critical) available for Council to declare by resolution when circumstances require more stringent conservation measures.

Under the standard schedule, properties are allocated watering days based on odd or even street numbering. During summer (1 September to 31 March), watering is restricted to before 9am and after 4pm to reduce evaporation losses. Winter restrictions are less stringent, permitting watering at any time on allocated days.

The policy includes a formal exemption process for circumstances such as new turf establishment (maximum 10 days), commercial operations, and health reasons. Approved applicants receive an Exemption Permit that must be displayed on the property.

Enforcement provisions align with the Water Supply (Safety and Reliability) Act 2008 and State Penalties Enforcement Act 1999, enabling Authorised Officers to issue Penalty Infringement Notices for contraventions.

Consultation

Internal consultation was undertaken with:

- Director of Engineering Services (water operations, infrastructure capacity)
- Water and Sewerage Supervisor (operational implementation)
- Chief Executive Officer (policy framework, legislative compliance)

No external consultation was undertaken.

Financial Risks

The policy is cost-neutral to implement. Administration of exemption applications and enforcement activities will be absorbed within existing operational budgets.

By managing peak demand, the policy supports deferral of capital upgrades to water infrastructure, representing a significant long-term saving to Council and ratepayers.

Penalty revenue from infringement notices is not expected to be material and should not be relied upon as a funding source.

Environmental Risks

The policy supports water conservation and sustainable use of water resources. Restricting watering to cooler hours during summer reduces evaporation and promotes efficient water use.

The policy specifically permits alternative water supplies (rainwater tanks, bores, dams) without restriction, encouraging diversification of water sources.

Social Risk

The policy applies equitably to all customers—residential, commercial, and industrial—within the three water supply areas. The odd/even numbering system is transparent and easily understood.

The exemption process provides flexibility for genuine hardship or special circumstances, reducing the risk of unfair outcomes.

Clear communication of the policy through Council's website, social media and traditional media such as radio will support compliance.

Legal Risk

Council has clear legal authority to impose water restrictions under the Water Supply (Safety and Reliability) Act 2008. Section 41 provides the head of power for restrictions based on climatic conditions, water conservation needs, and demand management. Section 43(5) sets the maximum penalty for contravention.

The policy establishes an appeals process for Penalty Infringement Notices, reducing the risk of legal challenge.

Failure to adopt a formal policy may expose Council to criticism for inconsistent or arbitrary enforcement.

References

- Water Supply (Safety and Reliability) Act 2008
- State Penalties Enforcement Act 1999
- State Penalties Enforcement Regulation 2014
- Local Government Act 2009

LINK TO CORPORATE PLAN

2.6.1 Water supply and storages are managed to achieve the highest standard of quality, efficiency, delivery, and sustainability

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

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

ATTACHMENTS

1. **MSC Watering Schedule Policy V1** ⇩
2. **Water Schedule Application Form** ⇩

Watering Schedule Policy

Policy No:	
Adopted By:	Council Resolution XXX
Date Adopted:	
Review Date:	
Version No:	1.0
Responsible Officer:	Director of Engineering Services

1. Purpose

This policy regulates outdoor water usage to ensure peak demand is reduced, thereby avoiding costly capital upgrades to water infrastructure while maintaining adequate flow and pressure to all consumers.

The policy establishes permanent watering schedules that apply across the Murweh Shire, documents the process for granting exemptions, and sets out the enforcement framework for non-compliance.

2. Scope

1.1. Application

This policy applies to all customers—residential, commercial, and industrial—that receive water from Council through a metered water connection in the following water supply areas:

- Charleville
- Augathella
- Morven

1.2. Exclusions

This policy does not apply to:

- Properties using an alternative water supply (rainwater tank, bore, dam) that is not connected to Council's reticulated water system
- Water used for firefighting or emergency purposes
- Domestic use inside premises (drinking, cooking, washing, cleaning, heating, and cooling)
- Water used by Council for essential public infrastructure maintenance

3. Principles

Council will apply the following principles when implementing this policy:

- **Water conservation:** Water is a limited and valuable resource that must be used efficiently
- **Equity:** All customers share responsibility for managing peak demand
- **Transparency:** Restriction levels and enforcement processes are clearly communicated
- **Proportionality:** Enforcement action is proportionate to the nature and frequency of the offence

Watering Schedule Policy

4. Content

1.3. Need for Watering Schedules

Peak water demand occurs in summer due to outdoor watering. When most consumers water simultaneously, this creates significant stress on the reticulation network. This demand can be met by expensive upgrades to bores, reservoirs, pumps, and pipes, or alternatively by reducing the peak through watering schedules that allow only half the town to water at any one time.

In summer, watering hours are also restricted because there is strong evidence that watering during the heat of the day is ineffective and wasteful.

1.4. Legal Authority

Council has the legal authority to impose water restrictions under the Water Supply (Safety and Reliability) Act 2008:

- **Section 41(1)** provides the head of power for implementation of water restrictions
- **Section 41(2)** provides the conditions for restriction of water including climatic conditions, water conservation needs, and demand management
- **Section 43(5)** sets the maximum penalty for contravention of a water restriction

The State Penalties Enforcement Act 1999 provides the head of power for infringement notices issued under Section 43(5) of the Water Supply (Safety and Reliability) Act 2008.

1.5. Standard Watering Schedule (Level 1)

The following watering schedule applies to all potable water users in Charleville, Augathella, and Morven unless a higher restriction level is declared by Council resolution.

Summer Watering Schedule (1 September – 31 March)

- **Odd numbered properties** may water before 9am and after 4pm on Tuesdays, Thursdays, and Saturdays
- **Even numbered properties** may water before 9am and after 4pm on Wednesdays, Fridays, and Sundays
- **On Mondays** hand-held hoses are permitted at both odd and even numbered properties, but no unattended hoses or sprinklers may be used unless prior written approval has been granted

Winter Watering Schedule (1 April – 31 August)

- **Odd numbered properties** may water at any time of day on Tuesdays, Thursdays, and Saturdays
- **Even numbered properties** may water at any time of day on Wednesdays, Fridays, and Sundays
- **On Mondays** hand-held hoses are permitted at both odd and even numbered properties, but no unattended hoses or sprinklers may be used unless prior written approval has been granted

1.6. Restriction Levels

Council may declare higher restriction levels by Council resolution when circumstances require more stringent water conservation measures. The restriction levels are:

- **Level 1 (Minor):** Standard watering schedule as described above
- **Level 2 (Medium):** Reduced watering methods and frequency
- **Level 3 (High):** Watering by bucket or watering can only
- **Level 4 (Critical):** No outdoor watering permitted

The activities permitted under each restriction level are detailed in Appendix A – Watering Schedule.

Watering Schedule Policy

1.7. Alternative Water Supplies

Residents with alternative water supplies (rainwater tanks, bores, dams) are able to use them at any time without restriction. Council recommends displaying a sign indicating a private water source is being used on the property to avoid confusion regarding compliance with water restrictions.

1.8. Exemptions

Where an exemption or amendment to the watering schedule is sought, applicants must apply for each individual property or circumstance.

Application process:

- Applications must be submitted in writing to the Chief Executive Officer using the Water Schedule Exemption Application Form
- Applications may be approved unconditionally, approved subject to conditions, or not approved
- Applications will only be considered where reasonable grounds for exemption have been presented
- Approval, if granted, will be in writing and takes effect from the date of approval

Exemption conditions:

- Exemptions for watering new turf will only be issued for a maximum of 10 days
- Applications for new turf exemptions must be submitted at least one week prior to laying the turf
- Approvals may be modified or withdrawn at any time Council sees fit
- Extensions may only be issued in special circumstances upon review and require a new application

Exemption permits:

- Approved applications will be issued with an Exemption Permit
- The permit must be displayed in a prominent position on the approved property
- The permit must be removed on expiry and returned to Council
- Displaying an expired permit or a permit on any property other than the approved property is an offence

1.9. Compliance and Offences

During a period in which the watering schedule is in effect, water from the water supply system must not be used except in accordance with the declared restriction level or as contained in any approved exemption.

Investigation and enforcement:

- A person allegedly contravening a water restriction will be investigated by an Authorised Officer
- Where an Authorised Officer determines an offence has occurred, the Authorised Officer may issue a Penalty Infringement Notice
- The fine amount (penalty units) will be in accordance with the State Penalties Enforcement Regulation 2014
- For subsequent offences, Council may issue a Penalty Infringement Notice and/or restrict domestic water supply and/or instigate legal action

Appeals:

- Where a Penalty Infringement Notice is issued and the alleged offender feels aggrieved, an Application for Waiving of the Penalty Notice must be lodged in writing to the Chief Executive Officer
- The application must state the grounds and all related circumstances
- The application must be lodged within 28 days of the issue date of the Penalty Infringement Notice

Watering Schedule Policy

- The Chief Executive Officer or delegated officer will consider the appeal on its merits and determine whether it will be upheld or dismissed

1.10. Responsibilities

Council is responsible for:

- Declaring the current restriction level and communicating changes to the community
- Processing exemption applications within 10 business days of receipt
- Investigating alleged contraventions
- Issuing Penalty Infringement Notices where offences are established
- Maintaining records of exemptions and enforcement actions
- Reviewing this policy at least every two years

Water customers are responsible for:

- Complying with the watering schedule applicable to their property
- Applying for an exemption if their circumstances require watering outside the schedule
- Displaying exemption permits in a prominent location
- Returning expired permits to Council
- Paying any Penalty Infringement Notices issued for non-compliance

5. Relevant Legislation

- Water Supply (Safety and Reliability) Act 2008
- State Penalties Enforcement Act 1999
- State Penalties Enforcement Regulation 2014
- Local Government Act 2009
- Local Government Regulation 2012

6. Related Policies and Documents

Council policies:

- Nil

Other documents:

- Water Schedule Exemption Application Form
- Schedule of Fees and Charges

7. Definitions

Term	Definition
Active playing surface	A grass area for playing sports such as a tennis court, turf cricket pitch, running track, hockey pitch, bowling green, croquet green, golf green or tee, football, soccer, volleyball, netball or basketball field, and any similar area.
Alternative water supply	A water source other than Council's reticulated water system, including rainwater tanks, bores, and dams.
Authorised Officer	A person appointed by Council under the Local Government Act 2009 to exercise powers and perform duties under this policy.

Watering Schedule Policy

Council	Murweh Shire Council.
Domestic use	Potable water taken from the water supply system inside any premises for drinking, cooking, washing persons and clothes, dishwashing, cleaning, heating, and cooling a building.
Drip system	A watering system that restricts the flow of water to a nominal amount using an emitter and applies water directly to the soil around plants, incorporating a manual or automatic timer in operational condition.
Hand-held trigger or twist nozzle	A hose or pipe connected to a trigger or twist nozzle device to convey water, held in the physical possession of a person, controlling the efficient distribution of water that positively shuts off the supply of water when released.
Microspray	A watering system that creates a fine jet or mist of water and incorporates a manual or automatic timer in operational condition.
Non-active playing surface	The area of any sports ground that is not an active playing surface as defined.
Odd/even numbered property	Properties are classified based on the street number. Properties without a street number are classified as odd.
Paved area	A footpath, driveway, hard standing area, or similar having an impervious surface such as concrete, asphalt, paving stones, or tiles.
Penalty Infringement Notice	A notice issued under the State Penalties Enforcement Act 1999 for contravention of a water restriction.
Water toys/facilities	Any entertainment toy, facility, or structure which is operated by or uses non-recirculating running water from a hose or pipe as part of its use.

8. Appendix A – Watering Schedule

Table – Activities Permitted by Restriction Level

Purpose	Level 1 (Minor)	Level 2 (Medium)	Level 3 (High)	Level 4 (Critical)
Private gardens and lawns	Watering permitted within approved hours on approved alternate days with sprinkler, hand-held trigger nozzle, or irrigation system. Watering can or bucket permitted daily outside approved hours.	Watering permitted within approved hours on approved alternate days with hand-held trigger nozzle or irrigation system (gardens only, no grassed areas). Watering can or bucket permitted daily (gardens only).	Watering permitted within approved hours on approved alternate days with watering can or bucket only.	No watering permitted.
Public parks, gardens, and sports grounds	Watering permitted within approved hours on approved alternate days with sprinkler, hand-held	Watering permitted within approved hours on approved alternate days with hand-held trigger	Watering permitted within approved hours on approved alternate days with watering can or	No watering permitted.

Watering Schedule Policy

	trigger nozzle, or irrigation system. Watering can or bucket permitted daily outside approved hours.	nozzle or irrigation system (gardens only). Non-active playing surfaces must not be watered.	bucket only. Non-active playing surfaces must not be watered.	
Commercial market garden and plant nursery	Watering permitted within approved hours with sprinkler, hand-held trigger nozzle, irrigation system, or watering can/bucket.	Watering permitted within approved hours with hand-held trigger nozzle, irrigation system, or watering can/bucket.	Watering permitted within approved hours with water-efficient irrigation (microspray or drip system) or watering can/bucket.	Watering permitted within approved hours with watering can or bucket only.
Swimming pools and spas	Private and public pools/spas may be filled or topped up as required.	Private and public pools/spas must only be filled or topped up to minimum operating level.	Existing pools/spas may only be topped up to minimum operating level. New pools/spas must not be filled except by exemption. Portable wading pools must not be filled.	Pools/spas must not be filled or topped up except by exemption.
Ponds, fountains, and water ornaments	May be filled or topped up to required operating level. May operate as required.	Must only be filled or topped up to minimum operating level. Must not operate unless water is recirculated.	Must only be topped up if sustaining fish or bird life. Must not operate unless water is recirculated.	Must not operate unless sustaining fish or bird life.
Water toys/facilities	May be used provided operated efficiently to prevent water wastage.	May be used provided operated efficiently. Water must be recirculated through equipment.	Must not be used except by exemption.	Must not be used.
Vehicles and boats	May be cleaned with hand-held trigger nozzle, high-pressure water blaster, watering can/bucket, or commercial car wash. Must be washed on grassed areas where possible.	May be cleaned with hand-held trigger nozzle, watering can/bucket, or commercial car wash (recycling 50%+ of water).	May be cleaned with watering can/bucket or commercial car wash (recycling 50%+ of water).	Must not be cleaned except for health/safety reasons or to prevent permanent damage.
Paved areas, driveways, house and	Must not be cleaned except with hand-held trigger nozzle, high-pressure water	Must not be cleaned except with watering can or bucket.	Must not be cleaned unless required for accident, fire, health/safety,	Must not be cleaned unless for health or safety reasons.

Watering Schedule Policy

window cleaning	blaster, or watering can/bucket.		construction, or emergency.	
Commercial businesses	Water may be used provided used efficiently with hand-held trigger nozzle or bucket, and equipment relying on water supply is used to prevent wastage.	Water may be used provided used efficiently with hand-held trigger nozzle or bucket, and equipment is used to prevent wastage.	Water may be used provided used efficiently with hand-held trigger nozzle or bucket, and equipment is used to prevent wastage.	Water may be used provided used efficiently with hand-held trigger nozzle or bucket, and equipment is used to prevent wastage.
Other purposes	Water must not be used except by exemption (excluding domestic use, firefighting, and public health).	Water must not be used except by exemption.	Water must not be used except by exemption.	Water must not be used except by exemption.

Version Control

Version No.	Date	Approved	Amendment
1.0	dd/mm/yyyy	CEO	

Approval

Chief Executive Officer		Bruce Scott	
Date:	dd/mm/yyyy	Signature:	

MURWEH SHIRE COUNCIL

Water Schedule Exemption Application Form

Use this form to apply for an exemption or amendment to the watering schedule under the Watering Schedule Policy. Applications must be submitted in writing to the Chief Executive Officer. Please complete all sections.

SECTION 1: APPLICANT DETAILS	
Name:	
Postal Address:	
Phone:	
Email:	

SECTION 2: PROPERTY DETAILS	
Property Address:	
Lot on Plan (if known):	
Water Supply Area:	☐ Charleville ☐ Augathella ☐ Morven
Property Classification:	☐ Odd numbered ☐ Even numbered ☐ No street number
Property Use:	☐ Residential ☐ Commercial ☐ Industrial

SECTION 3: TYPE OF EXEMPTION REQUESTED	
☐ New turf establishment (max 10 days)	☐ New garden establishment
☐ Commercial/business operation	☐ Pool/spa filling
☐ Construction/development	☐ Health/medical reasons
☐ Other (please specify): _____	

SECTION 4: EXEMPTION PERIOD REQUESTED			
Start Date:	/ /	**End Date:**	/ /
Watering Days:	☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐ All days		
Watering Hours:	☐ Standard hours (before 9am / after 4pm) ☐ All hours		

SECTION 5: REASON FOR EXEMPTION

Please provide detailed reasons why an exemption is required. Attach additional pages if necessary.

SECTION 6: APPLICANT DECLARATION

I declare that the information provided in this application is true and correct to the best of my knowledge. I understand that:

- Applications may be approved unconditionally, approved subject to conditions, or not approved
- Exemptions for new turf will only be issued for a maximum of 10 days
- Approvals may be modified or withdrawn at any time Council sees fit
- If approved, the Exemption Permit must be displayed in a prominent position on the property
- The permit must be returned to Council upon expiry
- Displaying an expired permit or a permit on any property other than the approved property is an offence

Signature:		**Date:**	/ /
Print Name:			

OFFICE USE ONLY

Date Received:	Application No:	Received By:
/ /		

DECISION:

☐ Approved unconditionally

☐ Approved subject to conditions (see below)

☐ Not approved

CONDITIONS / REASONS FOR REFUSAL:

13 ECONOMIC DEVELOPMENT

Nil

14 COMMUNITIES, COMMUNITY SERVICES & COMMUNITY INFRASTRUCTURE

14.1 COMMUNITY ASSISTANCE APPLICATIONS FOR PROJECTS 1 JANUARY TO 30 JUNE 2026

Author: **Director Community, Community Services, and Community Infrastructure**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council approves the Community Assistance Grants (for assistance required up to 30June 2026) 2025-206 as tabled.

Or

That Council approves the Community Assistance Grants (for assistance required up to 30 June 2026) 2025-2026 as tabled with the following conditions….

BACKGROUND

Each year council calls for applications from the community for Council's Community Assistance Program. The spreadsheet attached details the applications received for assistance required up to 30 June 2026.

A review of the current policy will be undertaken within the next couple of months.

Applications in previous years have totalled as follows;

20-21	$112,636.00
21-22	$110,300.00
22-23	$125,354.00
23-24	$117,400.00
24-25	$120,315.00
25-26	$167,888.00 (round 1)

LINK TO CORPORATE PLAN

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

3.1.1 Health and wellbeing services meet community needs and expectations

ATTACHMENTS

1. Council Assistance Application - 1 January to 30 June 2026 ⇩

COMMUNITY ASSISTANCE

Applications Received 1 January to 30 June 2026

ORGANISATION NAME:	COST:
Warrego Equestrian Inc	
Lions Club of Charleville Inc	
Lions Club Charleville Inc	
Adrian Vowles Cup Rugby League Association Inc	
Vietnamese Community	
Multicultural Events - Independence Day - Solomon Islander	
Augathella Race Club	
CRABS - Charleville Runners & Bikers	
Charleville School of Distance Education	
Charleville Comets Junior Rugby League	
Guides Queensland - Charleville District	
Charleville Small Bore Rifle Club	
The Central Warrego Race Club	
NBHA South West D4	
Morven State School P & C	
Charleville Polocrosse club	

Organisation Name	**Warrego Equestrian Inc**
Contact	Michelle Gordon
Position in club	Treasurer
Email	gordonpm@bigpond.net.au
Phone number	427166127
Postal address	P.O. Box 489 Charleville QLD 4470
ABN	27 591 580 784
Is the organisation incorporated?	Yes
Organisation Details	President - Maureen Scott Secretary - Lesley MacDonald Treasurer - Michelle Gordon
Role of the organisation in Murweh	We are a social equestrian club that holds clinics and competitions for riders of all ages.
Assistance Requested	Waiver of hire fees for use of council facilities. Possible arena ground preparation.
Date of Assistance Required	3/6/2026
Description of Assistance We are asking for waiver of hire fees for use of facilities at the showgrounds for a number of dates from the period 01/01/2026 to 30/06/2026 Pony club arena, campdraft arena and stables and camping. We are looking at 6 - 9th March 10-13th July (tentative) and another clinic yet to be booked. We may also need assistance to prepare the ground in the campdraft arena.	
What is the organisation contribution?	Paying for the clinicians to attend. In kind member support to set up and pack up any equipment needed for the clinics.
How will the community benefit?	Council acknowledgement will be made in out club emails, facebook page and on clinic booking forms.
Any other information?	These clinics have been held every year since out club started
Acknowledgement	Council acknowledgement will be made in out club emails, facebook page and on clinic booking forms.
Person making the application	Michelle Gordon

Organisation Name	**Lions Club of Charleville Inc**
Contact	Olivia Taylor
Position in club	Secretary
Email	charlevillelionsclub@gmail.com
Phone number	484236688
Postal address	47 Hilda Street, Charleville 4470
ABN	53 684 570 683
Is the organisation incorporated?	Yes
Organisation Details	Elizabeth Creagh - president Jenifer Seymour - treasurer Olivia Taylor - secretary
Role of the organisation in Murweh	The Lions Club has been in Charleville for over 50 years, supporting the community. For 2025, the club has provided financial assistance to the residents of Adavale, performing arts festival and the battle of the shires events. Futhermore, it has run events for mental health month and provided the jumping castle at various events.
Assistance Requested	Utility Charges (water, sewage, garbage and others) Raffle bond / permit to use footpath
Date of Assistance Required	1/1/2026
Description of Assistance The Lions Club requests the ongoing support from Council to waiver utility charges to lower the day-to-day running costs of the group as well as the waiver of charges associated with running fundraising raffle events.	
What is the organisation contribution?	The Lions Club still pays the levy waiver and supports other events in the community.
How will the community benefit?	The Lions Club will announce support to members through email and meetings. The club can also do a thank you post on Facebook for the ongoing support from Council.
Any other information?	The event is the day to day running of the club, not a specific event.
Acknowledgement	The Lions Club will announce support to members through email and meetings. The club can also do a thank you post on Facebook for the ongoing support from Council.
Person making the application	Olivia Taylor

Organisation Name	**Lions Club Charleville Inc**
Contact	Elizabeth Creagh
Position in club	President
Email	ecreagh57@gmail.com
Phone number	427813536
Postal address	7 Elizabeth Street, Charleville 4470
ABN	53684570683
Is the organisation incorporated?	Yes
Organisation Details	Elizabeth Creagh President Olivia Taylor Secretary Jennifer Seymour Treasurer
Role of the organisation in Murweh	Lions Club Charleville has been providing community support in Charleville and surrpunds for over 50 years. Recent examples are supporting flood affected families in Adavale ($1000 donation per household), building a new shaded sandpit in Adavale, providing information during mental health week in Charleville, assisting with the success of the Australian Van gathering by providing an evening meal for 200 people, and participating in local events with the jumping castle.
Assistance Requested	We are asking for soil and mulch supplied and delivered to 47 Hilda Street, Charleville.
Date of Assistance Required	2/2/2026
Description of Assistance We have two Lions based services, Hunger and Environmental. We are combining our planning for these by utilusing the area behind our den in Hilda Street to build a community food garden for any member of the community to work in, help themselves to available food, socialise with others and learn sustainable food growing practices. The better soil and mulch will reduce the amount of water required to sustain the garden and improve productivity.	
What is the organisation contribution?	The members of the Lions Club will provide the labour, knowledge, reticulation system, netting, design, advertising, plants, and continued development of the garden.
How will the community benefit?	The Lions club will acknowledge the supply of the soil and mulch by the council in our advertising flyers and Facebook posts when we are advertising the community garden to the community. We will be posting throughout the year to show the progress of the garden. We can place a sign on the gate into the garden acknowledging council's contribution.
Any other information?	This is an ongoing project which, once established, will continue by community and Lions members involvement.
Acknowledgement	The Lions club will acknowledge the supply of the soil and mulch by the council in our advertising flyers and Facebook posts when we are advertising the community garden to the community. We will be posting throughout the year to show the progress of the garden. We can place a sign on the gate into the garden acknowledging council's contribution.
Person making the application	Elizabeth Creagh

Organisation Name	**Adrian Vowles Cup Rugby League Association Inc**
Contact	Leslie McKay & Adrian Vowles
Position in club	Treasuser
Email	AdrainVowlesCup@outlook.com
Phone number	421664141
Postal address	68 Wills Street, Charleville QLD 4470
ABN	74471516277
Is the organisation incorporated?	Yes
Organisation Details	Adrian Vowles - Founder/President Lyn Capewell - Secretary Leslie McKay - Treasurer
Role of the organisation in Murweh	The Cup is dedicated to providing children in regional and remote communities—the kids in the bush—greater access to play rugby league. Our aim is to create meaningful pathways for young players to develop their skills and aspire to higher levels of competition, should they wish to pursue them. More importantly, we want to ensure that every child gets the chance to simply enjoy a game of footy with their mates, having fun while competing against kids they might not otherwise meet. By bringing together kids from diverse rural backgrounds, we are making sure the opportunities available to children in the bush are on par with those enjoyed by their city cousins. This initiative helps to level the playing field, fostering a sense of inclusion, healthy competition, and mate ship—values at the heart of rugby league and the Australian spirit.
Assistance Requested	Waiver of Hire Fees & In-Kind Assistance
Date of Assistance Required	2/25/2026
Description of Assistance Waiver of Hire Fees and In-Kind Assistance Event Location The event will take place at the following locations: • Charleville Showground • Racecourse Complex • Bakers Oval In-Kind Assistance Provided • Mowing of Fields: Scheduled for the 24th and 25th, at both the Showground and Bakers Oval. • Placement of Grandstand: To be completed on the 25th at the Showground. • Grounds Person Support: Available across the 26th, 27th, and 28th at both the Showground and Bakers Oval.	
What is the organisation contribution?	As a non-for-profit organisation, we currently have a deposit held by the shire from last year. We are hopeful that this existing deposit will be sufficient to cover the necessary requirements or fees for our upcoming activities or obligations. If further clarification or documentation is needed regarding the status or application of this deposit, please let us know so we can provide additional details.
How will the community benefit?	The Murweh Shire has long demonstrated outstanding support for the carnival. In recognition of their ongoing contribution, we ensure their logo is prominently displayed on all event apparel,

	including polos and jerseys. Additionally, we provide public acknowledgment of their support at the event and ensure they receive coverage on our Facebook page. These measures highlight our appreciation for the Murweh Shire's valued partnership and help to further promote their involvement within the community.
Any other information?	Not that can be though of right now.
Acknowledgement	The Murweh Shire has long demonstrated outstanding support for the carnival. In recognition of their ongoing contribution, we ensure their logo is prominently displayed on all event apparel, including polos and jerseys. Additionally, we provide public acknowledgment of their support at the event and ensure they receive coverage on our Facebook page. These measures highlight our appreciation for the Murweh Shire's valued partnership and help to further promote their involvement within the community.
Person making the application	Leslie McKay

Organisation Name	**Vietnamese Community**
Contact	Pan Sen or Tanya Sentinella
Position in club	Representative
Email	bsm@westernmeatexporters.com.au
Phone number	488139770
Postal address	PO Box 646, Charleville
ABN	No ABN
Is the organisation incorporated?	No
Organisation Details	Pan Sen
Role of the organisation in Murweh	Pan Sen unofficially represents the Vietnamese Community in Charleville who predominantly work or are related to workers at Western Meat Exporters Pty Ltd (Estimated 100 people attending which includes parents and children)
Assistance Requested	Free hire of the Town Hall, kitchen and grounds for the Annual Lunar New Year event to be held on Saturday 14 February 2026
Date of Assistance Required	2/14/2026
Description of Assistance The Vietnamese community gather with food, music to celebrate the Lunar New Year every year. In the past this has been held in private residences however it is difficult to keep cold food refrigerated and hot food hot with limited resources in private homes. In addition with such large gathering having this event held in the Town Hall will reduce the impact of noise from the event on neighbouring properties.	
What is the organisation contribution?	Food, Music and Decorations
How will the community benefit?	The representative of Vietnamese Community Pan Sen (who has been living in Charleville since 2006) will write a letter of thanks to Council on behalf of the Vietnamese Community
Any other information?	They will be self catering for event and will have BYO alcohol
Acknowledgement	The representative of Vietnamese Community Pan Sen (who has been living in Charleville since 2006) will write a letter of thanks to Council on behalf of the Vietnamese Community
Person making the application	Tanya Sentinella for an on behalf of Pan Sen

Organisation Name	**Multicultural Events - Independence Day - Solomon Islander**
Contact	Benjamin Porai John Regis or Tanya Sentinella
Position in club	Representative
Email	bsm@westernmeatexporters.com.au
Phone number	488139770
Postal address	PO Box 646, Charleville
ABN	No ABN
Is the organisation incorporated?	No
Organisation Details	John Regis and Benjamin Porai representatives for the Solomon community
Role of the organisation in Murweh	Charleville has approximately 60 + Islander (Solomon) adults plus children as part of our multi cultural community. This unofficial group willingly participate throughout the year in community events with sharing their cultural dances and singing and teaching other community members how to play their traditional musical instruments.
Assistance Requested	In Kind hire of Town Hall grounds and kitchen facilities
Date of Assistance Required	7/11/2026
Description of Assistance In Kind Hire of the Town Hall, grounds and Kitchen to hold the Solomon and Islander cultural event to celebrate Independence Day on Saturday 11 July 2026 (Independence Day 7 July 2026)	
What is the organisation contribution?	Providing Food and entertainment for the group as well as singing and playing traditional musical instruments
How will the community benefit?	The Solomon and Islander Community leader will write a letter to Council thanking them for their in kind contributions of the Town Hall grounds and its facilities to allow them to hold this event for their own culture as well as any other community members who may wish to attend.
Any other information?	There will be BYO alcohol at this event.
Acknowledgement	The Solomon and Islander Community leader will write a letter to Council thanking them for their in kind contributions of the Town Hall grounds and its facilities to allow them to hold this event for their own culture as well as any other community members who may wish to attend.
Person making the application	Tanya Sentinella for and on behalf of Benjamin Porai and John Regis

Organisation Name	**Augathella Race Club**
Contact	Andrea Delforce
Position in club	Secretary
Email	augathellaraceclub@outlook.com
Phone number	427724385
Postal address	P O Box 186 Augathella Queensland 4477
ABN	34291678715
Is the organisation incorporated?	Yes
Organisation Details	President: Peter Creedon, Vice President: Sean Lyons, Secretary: Andrea Delforce, Treasurer: Laraine Steedman. Committee Members: Andrew Delforce, Sam Tomlinson, Ben Delforce, John McKay, Kieran Delforce, Bec McKerring, Cameron Delforce, Jack Creedon, Grant Frazer, Jack Knickel, Kristyarna Creedon,
Role of the organisation in Murweh	The role that the Augathella Race Club has within the Murweh Shire, it concludes the Easter Weekend in Augathella. The day has always had a great following from our Patrons. The day starts at 11.30am and continues into the evening.
Assistance Requested	In- Kind Support.
Date of Assistance Required	4/6/2026
Description of Assistance Stage for Fashions on the Fields plus PA System, Water Truck for wetting the Track, Grader if required, Slashing around the outside of the Complex an maybe some spraying of weeds if needed, Extra Rubbish Bins,	
What is the organisation contribution?	We hold our annual Race Day each year on Easter Monday in Augathella, which is always supported well by the Community.
How will the community benefit?	The Murweh Shire Council will be acknowledged through the Race Book and spoken about on the PA through out the day.
Any other information?	No
Acknowledgement	The Murweh Shire Council will be acknowledged through the Race Book and spoken about on the PA through out the day.
Person making the application	Andrea Delforce

Organisation Name	**CRABS - Charleville Runners & Bikers**
Contact	Jennifer Peacock
Position in club	Treasurer
Email	secretary.crabs@outlook.com.au
Phone number	429637137
Postal address	Charleville Swimming Pool - Cnr Warrego and Parry St Charleville
ABN	98332419275
Is the organisation incorporated?	Yes
Organisation Details	President - Robert Eckel Secretary - Melissa Cleary Treasurer - Jennifer Peacock
Role of the organisation in Murweh	Promoting physical activity and supporting health and wellbeing in the Murweh Shire. Organising community events - Charleville Triathlon and CRABS Half Marathon.
Assistance Requested	Road closures on course and ensuring roads, paths, or venues are in optimal condition for the event.
Date of Assistance Required	3/22/2026
Description of Assistance Approval of temporary road closures Ensuring relevant roads, paths and venues are safe and well maintained In-kind support for: o Placement and removal of event signage o Street sweeping o Mowing or maintenance where required	
What is the organisation contribution?	The Charleville Triathlon, organised by volunteers for over a decade, attracts over 200 participants of all ages. Its success relies on a dedicated organising committee and volunteers, making the triathlon a celebration of sport and community spirit.
How will the community benefit?	The Murweh Shire will be acknowledged on our social media pages, throughout the event, and during official presentations. There will also be an opportunity for the Shire to display banners at the event.
Any other information?	A formal letter has been sent to the CEO requesting Council's approval and support for the use of Council-managed roads, as well as assistance with obtaining TMR road approvals.
Acknowledgement	The Murweh Shire will be acknowledged on our social media pages, throughout the event, and during official presentations. There will also be an opportunity for the Shire to display banners at the event.
Person making the application	Jennifer Peacock

Organisation Name	**Charlevulle School of Distance Education**
Contact	Libby Kajewski
Position in club	Administration Officer
Email	lkaje15@eq.edu.au
Phone number	46568920
Postal address	230 Parry Street, Charleville Q 4470
ABN	41851165089
Is the organisation incorporated?	No
Organisation Details	We are Charleville School of Distance Education with nearly 40 staff members.
Role of the organisation in Murweh	We provide support and education to students and families in rural and remote areas, students who cannot attend mainstream for medical conditions and those who are traveling for work related activities. We allow children to gain an education no matter their situation.
Assistance Requested	The assistance we are asking for is to have our fee waivers throughout the year for when we have field events. Field events allow students for all over to connect, learn and feel a part of the school community. Most of our families are isolated on propert
Date of Assistance Required	2/2/2026
Description of Assistance This assistance includes keeping our deposit secure for the racecourse and waiving any table and chair hire fees, helping us run our field events smoothly and provide a positive experience for our students and families.	
What is the organisation contribution?	To help overcome isolation, the school organises periodic “field events” weeks, muster type gatherings, sports, and in-person catch-ups. These events allow remote students to meet classmates and teachers face-to-face, build friendships, social skills, and a sense of community.
How will the community benefit?	Public acknowledgement at events, written recognition, social media acknowledgement and invite council representatives to events.
Any other information?	No
Acknowledgement	Public acknowledgement at events, written recognition, social media acknowledgement and invite council representatives to events.
Person making the application	Libby Kajewski

Organisation Name	**Charleville Comets Junior Rugby League**
Contact	Joeli-Rae Anderson
Position in club	Secretary
Email	charlevillejrl@yahoo.com.au
Phone number	428888712
Postal address	PO Box 518
ABN	89026358602
Is the organisation incorporated?	Yes
Organisation Details	Les Baker - President, Leslie McKay - Treasurer, Joeli-Rae Anderson - Secretary, Evan Brassington - Vice President
Role of the organisation in Murweh	Charleville Comets Junior Rugby League provides sports opportunities to local children aged 6 to 12. The club organizes annual carnivals in Charleville, contributing significantly to the town's economy. Our weekly training sessions give kids a chance to learn new skills, participate in team activities, and stay engaged in positive pursuits.
Assistance Requested	We are asking for the council to assist with our local games, our carnivals which will be two for the year. Waive hire fees and allowing assistance for facilities such as the canteen, showground access and race course complex during the carnivals which wi
Date of Assistance Required	2/1/2026
Description of Assistance Our season runs from - March 2026-September 2026. Specific carnivals will be Outback Challenge 25, 26 & 27th of June 2026 and Mulga Cup Carnival September 2026 confirming dates with QRL asap.	
What is the organisation contribution?	Our committee will also be offering our time when setting up for events and functions in regards to the carnivals.
How will the community benefit?	Our club consistently recognizes the Murweh Shire Council at carnivals for the valuable support they provide. We also acknowledge council staff who demonstrate exceptional dedication. Additionally, we express our appreciation for the council on our Facebook page.
Any other information?	Not at this stage.
Acknowledgement	Our club consistently recognizes the Murweh Shire Council at carnivals for the valuable support they provide. We also acknowledge council staff who demonstrate exceptional dedication. Additionally, we express our appreciation for the council on our Facebook page.
Person making the application	Joeli-Rae Anderson

Organisation Name	**Guides Queensland - Charleville District**
Contact	Sam Owczarek
Position in club	District Manager
Email	CharlevilleDM@guidesqld.org
Phone number	411253607
Postal address	P. O. Box 6, Charleville, QLD, 4470
ABN	60 260 642 103 (Guides Queensland)
Is the organisation incorporated?	Yes
Organisation Details	District Manager - Sam Owczarek President - Rickie Itzstein Vice-President - Jessica Carr Secretary - Jenny Swadling Treasurer - Freya Kenafake
Role of the organisation in Murweh	Guiding provides a non-formal educational and recreational program for females from 5 years of age that is dynamic, flexible and values-based training in life skills, decision making and leadership. Trained volunteer leaders are committed to enabling girls and young women to grow into confident, self-respecting, responsible community members. The program empowers members to try a wide range of activities appropriate to their age and abilities. It encourages teamwork and progressive self-development. In the past years Guides have participated in Clean Up Australia Day and holding ground at the cenotaph on the eve of Anzac Day as well as the Anzac parade and Welcome to Charleville Party. Members are actively encouraged to participate in local events such as the Charleville Show and Performing Arts Festival through their involvement in Guiding.
Assistance Requested	Assistance to the Charleville Girl Guides by covering our rates and fees ($700) and help with a replacement flag pole ($3000) will be greatly appreciated.
Date of Assistance Required	3/1/2026
Description of Assistance Cost of rates for Girl Guide Hut in Watson St. This is to include general rates, water rates, sewerage, garbage and any excess water fees. Purchase and installation of a flagpole to replace our current one that is affected by termites.	
What is the organisation contribution?	Guides Qld - Charleville District will pay the State Government Emergency Services Levy on the rates and provide flags for flagpole.
How will the community benefit?	We would acknowledge Council's assistance through the addition of a plaque on the flagpole and share photos of it in newsletters, including the Murweh Mail.
Any other information?	The original flagpole was erected by the boys of the old hostel that was once situated behind the Guide Hut when it was a chapel. We would like to keep a part of the pole and place it on the fence for display for historical reasons.
Acknowledgement	We would acknowledge Council's assistance through the addition of a plaque on the flagpole and share photos of it in newsletters, including the Murweh Mail.
Person making the application	Sam Owczarek

Organisation Name	**Charleville Small Bore Rifle Club**
Contact	Travis Dixon
Position in club	Secretary
Email	csbrclub@gmail.com
Phone number	430717999
Postal address	PO Box 237, Charleville QLD 4470
ABN	56 841 688 254
Is the organisation incorporated?	No
Organisation Details	President - Robert Eckel Secretary - Travis Dixon Treasurer - Barbara Bruton
Role of the organisation in Murweh	Provides a community organisation/facility that promotes active engagement and participation in a world recognised sport. The organisation attracts a range of people from around Queensland for the annual competition, contributing the visibility of the Charleville community.
Assistance Requested	Slashing of grounds inside fenceline. Slashing outside of fenceline, as deemed suitable for the purpose of fire prevention. Rates relief (2x$400)
Date of Assistance Required	1/2/2026
Description of Assistance Assistance to maintain the grounds and rate relief.	
What is the organisation contribution?	N/A
How will the community benefit?	A formal letter of thanks.
Any other information?	N/A
Acknowledgement	A formal letter of thanks.
Person making the application	Travis Dixon

Organisation Name	**The Central Warrego Race Club**
Contact	Brooke Power
Position in club	President
Email	cwrc@outlook.com.au
Phone number	428305207
Postal address	PO 95, Charleville QLD 4470
ABN	75 467 409 517
Is the organisation incorporated?	Yes
Organisation Details	3
Role of the organisation in Murweh	Thoroughbred Racing
Assistance Requested	Cleanup of tie up stalls after race meeting.
Date of Assistance Required	3/15/2026
Description of Assistance Hose down tie up stalls after race meeting	
What is the organisation contribution?	Cleanup of grounds.
How will the community benefit?	MC will acknowledge Murweh Shires Contribution throughout the race meeting, Racing QLD Pr, Race Magazine articles etc.
Any other information?	We require this assistance for our 2 race meetings held within this 6 monthly period. 17/03/2026 and 18/05/2026 thank you
Acknowledgement	MC will acknowledge Murweh Shires Contribution throughout the race meeting, Racing QLD Pr, Race Magazine articles etc.
Person making the application	Brooke Power

Organisation Name	**NBHA South West D4**
Contact	Kirsty Doyle
Position in club	President
Email	nbhad4@hotmail.com
Phone number	437336434
Postal address	Lot 3 Adavale Road Charleville Qld 4470
ABN	74809151828
Is the organisation incorporated?	Yes
Organisation Details	Kirsty Doyle- President/Secretary Jen Richardson-Treasurer Sandy Jackson- Social Media Manager Natasha Purvis- Sponsorship/ Fundraising Tonia Purvis- Sponsorship/ Fundraising Hope Doyle & Montana Richardson Merchandise Coordinator Teneile Nelder-Canteen Coordinator
Role of the organisation in Murweh	Our Barrel Racing Club NBHA D4 Southwest is a not-for-profit club run by a small, dedicated committee and is built on the concept of Divisional Barrel Racing based in Charleville Southwest Queensland. We are a district run off the National Barrel Horse Association (NBHA) of Australia with some major incentives available to our members. Competitive or not we are a family friendly club, encouraging great sportsmanship and with an inspiring atmosphere with limited travel involved. As all our events are within a couple of hours radius relieving hardships faced by many in our area with the great distances usually required to travel to an event. We also think we offer a great social space and bring a community hub to our township. In a rural area we think we provide a sense of belonging and social interaction
Assistance Requested	We are asking for any contribution that may help the Committee to hold successful a weekend or weekends during our 2026 campaign. Any available funding from the "in kind" assistance scheme and the local Council would be greatly appreciated by our committ
Date of Assistance Required	9/1/2026

Description of Assistance

As we live in a small rural town our sporting groups needs any assistance from local council due to specific challenges they face, including limited financial resources, smaller volunteer bases and the impacts of distance that competitors need to travel to compete at a barrels competition.
Our local Councils support would help ensure the long-term sustainability of our club and the well-being of the broader community.
We have three venues that we use throughout the year which include Charleville, Augathella and Roma were we have a canteen operating and we encourage visitors and spectators to come along and support our club and competitors over these weekends. It is a great afternoon and morning that brings all together to support each other. Our committee works extremely hard to provide a safe, fun and family friendly environment for all.
Our end of year final is what our competitors work hard towards with prizes such as 3 x saddles and various other prizes that have been donated or purchased through Sponsorship. This Finale is where we as a committee would like to give back to the competitors and committee who have kept our Club being successful throughout the year.

What is the organisation contribution?	Our club is genuinely committed to all projects and not solely reliant on the grant funding. We have the necessary resources, experience, and partnerships to successfully execute a project that may come from the "in kind" assistance. Shared Investment: That the project is a shared investment, leveraging other resources beyond the funder's money. Our sponsorship coordinators send letters or correspondence to various organizations and businesses to see if they would like to come on board to assist us to run a successful year. We rely heavily on our volunteers who are very willing and are the backbone of many initiatives for our Club throughout the year.
How will the community benefit?	If successful, our Club will acknowledge the Murweh Shire Council's support through specific text on publicity materials, such as Murweh Shire Council, NBHA South West D4 facebook page, on flyers, public announcements at events, and potentially a formal thank you in reports, as you require community notification of public funding use.
Any other information?	Small sporting groups are crucial for rural towns as they act as community hubs, fostering social connection, improving physical and mental health, teaching vital life skills like teamwork and discipline, building community identity, and even providing ec
Acknowledgement	If successful, our Club will acknowledge the Murweh Shire Council's support through specific text on publicity materials, such as Murweh Shire Council, NBHA South West D4 facebook page, on flyers, public announcements at events, and potentially a formal thank you in reports, as you require community notification of public funding use.
Person making the application	Carol Slater Sponsorship Coordinator

Organisation Name	**Morven State School P & C**
Contact	Cassie Ryan
Position in club	President
Email	cassandra.ryan13@bigpond.com
Phone number	428383987
Postal address	4246 Nebine Road, Morven QLD 4468
ABN	0
Is the organisation incorporated?	No
Organisation Details	10
Role of the organisation in Murweh	The Morven State School P & C actively raises funds within the community which directly goes back to supporting the Morven State School Students and School.
Assistance Requested	The Morven State School P&C together with the Morven Progress Association are running a horse & motorbike gymkhana in Morven at the Morven Race Club on the 18th April 2026. This is the first gymkhana for many years. We are seeking in-kind assistance from
Date of Assistance Required	4/18/2026
Description of Assistance In Kind - Use of the portable council stage - to be delivered to the Morven Race Club on Friday 17/04/26 In Kind - Water truck to water the event grounds on 17/04 & 18/04/26 In Kind - Slashing - If Required In Kind - Pumping out of sepic tanks In Kind - Grading of the event area In-Kind - Morven Rubbish Trailer and Chairs from the Rec Grounds.	
What is the organisation contribution?	The Morven State School P&C and MPA will be providing volunteers to run & organise the event. They have already started ploughing up the area with privately owned equipment. They will also provide all event equipment required on the day.
How will the community benefit?	Through Social Media and announcements on the day.
Any other information?	The Morven Community and surrounds are very excited about the return of the Morven Gymkhana. Any support the Council can provide to help support the event is very much appreciated.
Acknowledgement	Through Social Media and announcements on the day.
Person making the application	Cassie Ryan

Organisation Name	**Charleville Polocrosse club**
Contact	Jacqui Tickell
Position in club	Secretary
Email	charlevillepolox@gmail.com
Phone number	412236700
Postal address	2705 Adavale Road, Charleville Q 4470
ABN	81120754416
Is the organisation incorporated?	No
Organisation Details	Evan Brassington President Kirsty Maidment treasurer Jacqui Tickell Secretary
Role of the organisation in Murweh	Sporting club
Assistance Requested	Pre and post Charleville Polocrosse carnival Assistance such as skip bins, waste management porta loos, plumbing if required, backhoe and truck if required, sand cement and loam, tractor
Date of Assistance Required	5/22/2026
Description of Assistance We need council to provide the above mentioned in kind support to get ready for our annual Polocrosse carnival and clean up post carnival.	
What is the organisation contribution?	Polocrosse club members assist in getting ready for the carnival.
How will the community benefit?	We will acknowledge Murweh Shire Council in our speeches.
Any other information?	No
Acknowledgement	We will acknowledge Murweh Shire Council in our speeches.
Person making the application	Jacqui Tickell

14.2 DECEMBER MONTHLY LIBRARY REPORTS

Author: **Charleville Librarian**

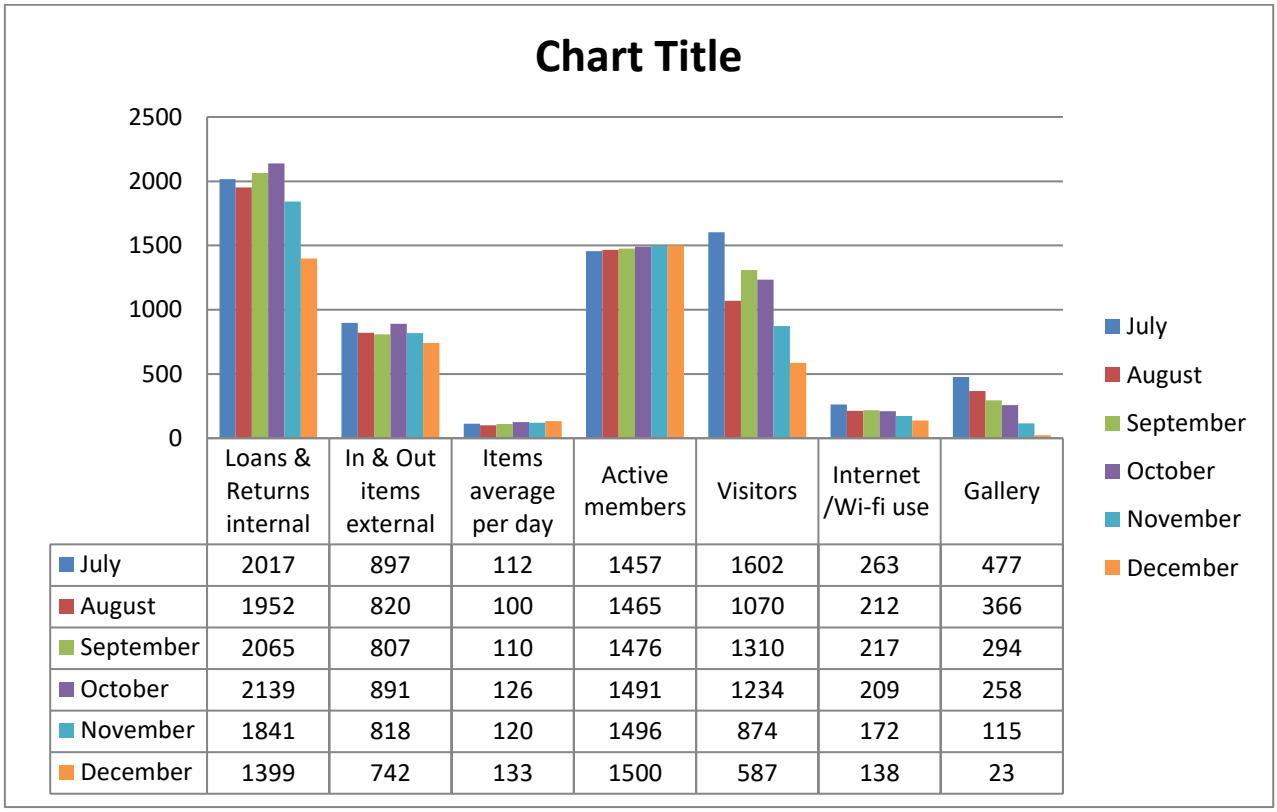
Authoriser: **Director Communities, Community Services, and Community Infrastructure**

RECOMMENDATION

That Council receives and notes the January Library Report.

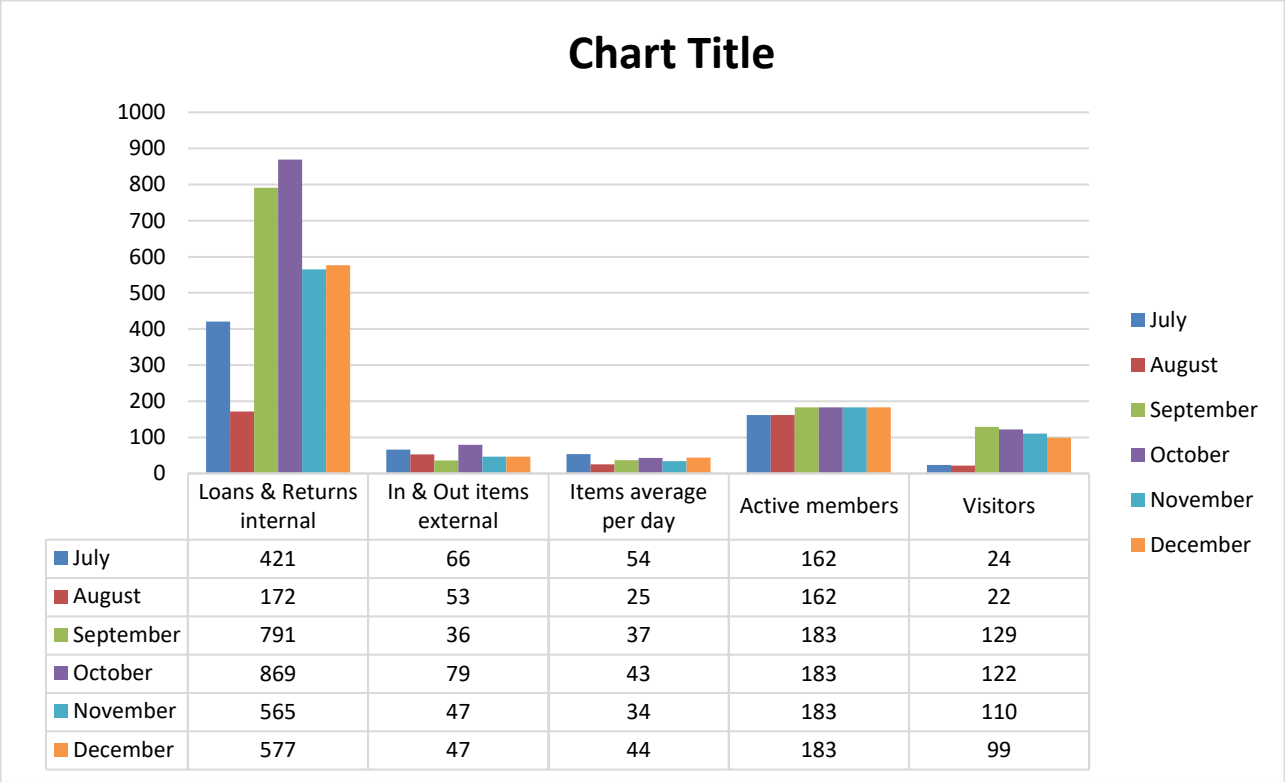
BACKGROUND

Charleville



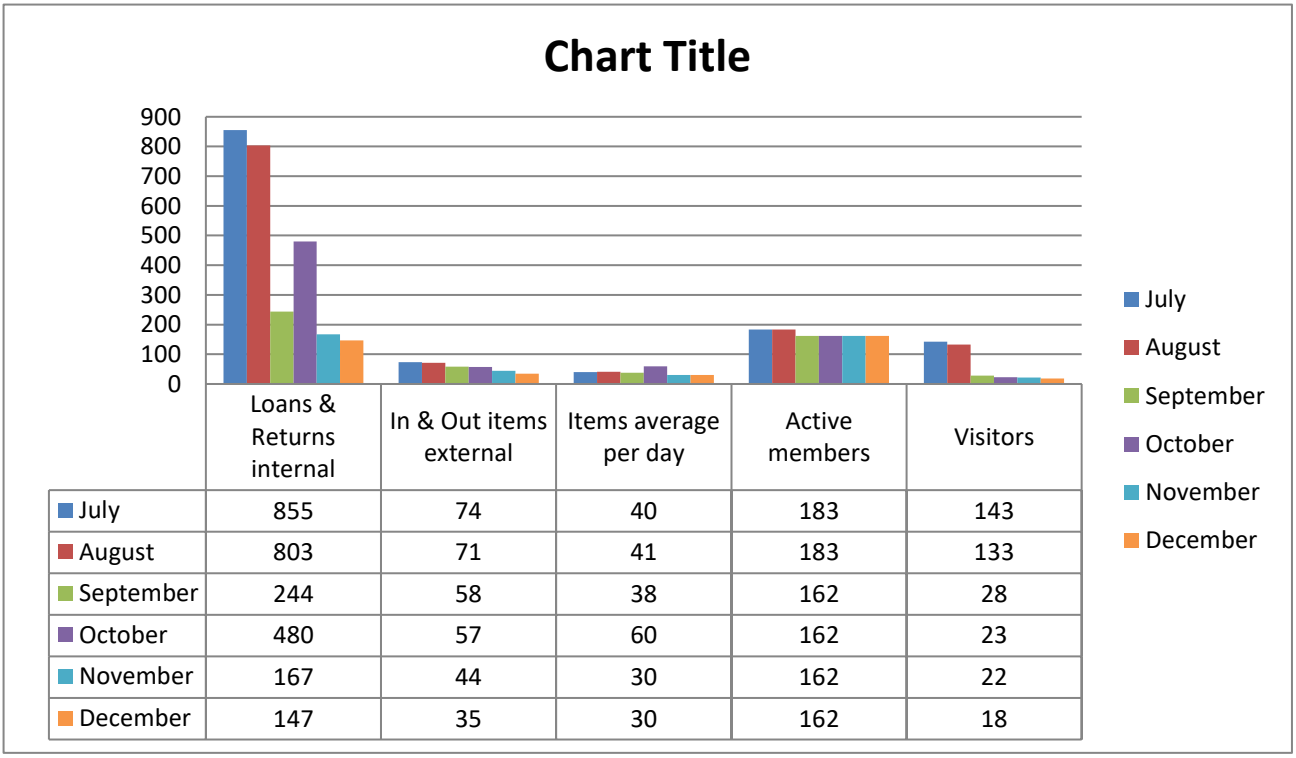
	Loans & Returns internal	In & Out items external	Items average per day	Active members	Visitors	Internet /Wi-fi use	Gallery
July	2017	897	112	1457	1602	263	477
August	1952	820	100	1465	1070	212	366
September	2065	807	110	1476	1310	217	294
October	2139	891	126	1491	1234	209	258
November	1841	818	120	1496	874	172	115
December	1399	742	133	1500	587	138	23

Augathella



	Loans & Returns internal	In & Out items external	Items average per day	Active members	Visitors
July	421	66	54	162	24
August	172	53	25	162	22
September	791	36	37	183	129
October	869	79	43	183	122
November	565	47	34	183	110
December	577	47	44	183	99

Morven



	Loans & Returns internal	In & Out items external	Items average per day	Active members	Visitors
July	855	74	40	183	143
August	803	71	41	183	133
September	244	58	38	162	28
October	480	57	60	162	23
November	167	44	30	162	22
December	147	35	30	162	18

Operational Information

Charleville Library

The library closed for the December holidays but even so we had an exciting end of year.

- **Lego Club & Battle of the Shires**
  The library, in collaboration with Anglicare, held the final Lego Club of the year and announced Murweh the victor of the Battle of the Shires.
  We had a total of 46 participants attend Lego club in December. Lego club has concluded for the year and is planned to resume on the 20th and 21st of January with a LEGO Spike programming event.

  This is the type of event supported by Service Development Subsidy (SDS) funding from the State Library of Queensland, which helps us provide resources and accessible programming for families in the Murweh community. The initiative aims to support children's development. It also offers a valuable opportunity to strengthen community engagement and build partnerships with local organisations.

- **Holiday decorations**
  For the holiday season we asked members of the community to decorate flags that were strung up with tinsel for all of December.







- **Library visitors** – 587 visitors
- **Current Library Memberships** – 1500 (4 new members added in November)
- **Mulga Lands Gallery –** 23 visitors (Elemental Elegance – Closed on the 6th of December)

First5 Forever –

A statewide program providing strong early literacy foundations for all Queensland children aged 0-5 years.

Charleville

We had a total of 21 parents and children attend the Storytime programming in December. Storytime programming has concluded for the year and will start up again in late February 2026.

Morven Library

**Statistics compiled by Morven library staff and sent to Charleville Library for monthly report for the graph.*

Augathella Library

**Statistics compiled by Augathella library staff and sent to Charleville Library for monthly report for the graph.*

LINK TO CORPORATE PLAN

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

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

ATTACHMENTS

Nil

14.3 CHARLEVILLE SWIMMING POOL MONTHLY REPORT FOR NOVEMBER AND DECEMBER 2025

Author: **Director Communities, Community Services, and Community Infrastructure**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council receives and notes the Charleville Swimming Pool Reports for November and December 2025.

BACKGROUND

The Charleville Swimming Pool contractor provides a monthly report on the activities and issues related to the operation, maintenance and risks associated with the swimming pool operations.

For this report, the Charleville Swimming Pool contractor has also provided the Charleville Swimming Pool Reports for both November and to December 2025 due to a miss alignment of meeting dates and the provision of the November report.

As the reports note, there have been good patronage of the Charleville Swimming Pool facility for both public use and for special events.

The Charleville Swimming Pool contractor has noted or reported a number of maintenance issues and component failures in these reports. Through conversations with the Murweh Shire Council Plumber – these issue have been addressed or are scheduled in routine maintenance and special requests.

I have taken the time to visit the Charleville Swimming Pool and engaged with the contractors. I will report more on this engagement as I grow this relationship and gain a better understanding of the Charleville Swimming Pool operations.

LINK TO CORPORATE PLAN

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

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

ATTACHMENTS

1. **Charleville Swimming Pool Report November 2025** ⇩
2. **Charleville Swimming Pool Report December 2025** ⇩

Charleville Swimming Pool

November 2025 Report

Patron/swimming Numbers November 2025- 3587

Lessons & Bookings
Sunday 9th Hosted Swim Australia Level 1 swim teacher course. 18 people attended. Will try and offer this each season, very well supported.
Monday 10th Hosted Swim Australia Swimming with disability swim teacher course.
Charleville State School 6 week swimming block completed. St Marys School Full school learn to swim block commenced 11th- 19th St Marys School swimming carnival Friday 21st Charleville State School swimming carnival Friday 28th Hosted Swim Australia (Development Level) coaching coarse Saturday 29th. Six people attended including members from the Tambo swimming club. Charleville swimming club juniors competed in Chinchilla, St Geroge and Blackall carnivals.

Maintenance and Repair
Heat exchange repaired and up and running. Noticed that it has got a couple of new leaks since the repairs have been completed.
Loose tiles repaired on pool edge.
New flag poles installed on pool deck. Sharp edges buffed off new grandstand. Loose Pool fence panel repaired.

Closures and Opening Times
Unsafe weather closures due to storms Tues 4th Closed at 11am...25th closed 3-6pm

Charleville Swimming Pool

December 2025 Report

Patron/swimming Numbers December 2025 - 2541

Lessons & Bookings
2nd of December Charleville School of Distance ed swimming carnival. Closed to public 12-3pm
3rd of December Charleville State High School PBL rewards activities. Closed to public 12-3pm
4th of December Swimming Club wrapped up for the year. 6th of December Charleville Christian Outreach Youth Club. Private function 5:30-8pm, kiosk supplied dinner. 9th of December CWAATSICH Mums and Bubs Christmas Morning Tea. 10-12noon 17th of December Vital Health wrapped up Aqua therapy classes for the year. Charleville swimming club juniors competed in Augathella carnival. Continued with Junior squad levels through the School Holidays.

Maintenance and Repair
Noticed very bad leak coming from the main pump for the 50m pool. Contacted Les Baker to inspect.
After inspection the main mech seal will have to be replaced. Hopefully to be completed early in the new year. Pool closure will be required.

Closures and Opening Times
Unsafe weather closures due to storms Dec 10th 2.30-5pm Dec15th 3-6pm Dec 16th 1.30-3pm Dec 17th 4-6pm Dec 22nd 3-5pm
Power Outage 10pm-1am Ergon planned maintenance. Operated generator to save frozen stock in kiosk. Isolated new 50m pool chemical dosing system. Closed Christmas, Boxing and New Years Day

14.4 REVIEW COM-001 COUNCIL HOUSING AGED POLICY

Author: **Director Communities, Community Services, and Community Infrastructure**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council adopts Policy Com-001 Council Housing Aged Policy

BACKGROUND

Purpose

The purpose of this report is to seek Council's endorsement and adoption of the **Housing Aged Policy** and to maintain Murweh Shire's commitment to providing suitable and adequate housing for our aged community.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. COM-001 Council Housing Policy - Aged ⇩

Council Housing Policy - Aged

Policy No:	COM-001
Council Resolution Ref:	
Date Adopted:	
Review Date:	
Version No:	2
Responsible Officer:	Director Corporate Services

Purpose

Purpose of this policy is to:

1. Provide safe and secure housing to those residents that qualify and are accepted as tenants.
2. The tenants are surrounded by people who have similar interest and life skills.
3. Maintain the quality of life and enhance the wellbeing of all tenants.

Commencement of Policy

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

Application

This Policy is applicable to all Council owned Housing for the Aged.

Eligibility

Priority will be given to applicants that meet the following criteria:

1. An aged pensioner with a Centrelink aged pensioner card.
2. Capable of living independently.
3. Australian citizenship.
4. Must not own or part-own property in Australia or overseas.
5. Liquid assets limit – Single person $116,375.00 – Couple $148,625.00.
6. Vacancies will be filled from the waiting list with the applicant who has been on the list for the longest period of time receiving first preference and will be appointed by a Council committee.
7. To be placed on the waiting list a Council application form must be filled in and returned to Council.
8. If there is no-one on the waiting list, the unit is to be advertised locally.

Audit and Review

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

Maintenance

1. Housing inspections will be carried out on a minimum six monthly basis by Council staff.
2. Maintenance will be carried out as soon as possible.
3. Maintenance items will be prioritised in line with the annual budget.
4. Upgrade will be prioritised in line with the annual budget and at the discretion of the Council committee.

Council Housing Policy - Aged

Council owned aged pension units – map attached

1. Unit 1, 10 Delta Court, Charleville – 1 bedroom unit
2. Unit 2, 10 Delta Court, Charleville – 1 bedroom unit
3. Unit 3, 10 Delta Court, Charleville – 1 bedroom unit
4. Unit 4, 10 Delta Court, Charleville – 1 bedroom unit
5. Unit 5, 10 Delta Court, Charleville – 2-bedroom unit
6. Unit 6, 10 Delta Court, Charleville – 2-bedroom unit – Fully Disabled access

7. Unit 1, 29 Alfred Street, Charleville – 1 bedroom unit
8. Unit 2, 29 Alfred Street, Charleville – 1 bedroom unit
9. Unit 3, 29 Alfred Street, Charleville – 1 bedroom unit
10. Unit 1, 208 Alfred Street, Charleville – 1 bedroom unit
11. Unit 2, 208 Alfred Street, Charleville – 1 bedroom unit

12. Unit 1, 10 Wildie Street, Charleville – 1 bedroom unit
13. Unit 2, 10 Wildie Street, Charleville – 1 bedroom unit

14. Unit 1, Forest Street, Augathella – 1 bedroom unit
15. Unit 2, Forest Street, Augathella – 1 bedroom unit
16. Unit 3, Forest Street, Augathella – 1 bedroom unit
17. Unit 4, Forest Street, Augathella – 1 bedroom unit

18. Unit 1, Cavanagh Street, Augathella – 2-bedroom unit
19. Unit 2, Cavanagh Street, Augathella – 2-bedroom unit
20. Unit 3, Cavanagh Street, Augathella – 2-bedroom unit
21. Unit 4, Cavanagh Street, Augathella – 2-bedroom unit

22. Unit 1, Main Street, Augathella – 2-bedroom unit – Fully disabled access
23. Unit 2, Main Street, Augathella – 2-bedroom unit

Rent

1. Rent is set by Council and reflected in Council's fees and charges.

Tenants are required to:

1. Sign a Residential Tenancy Agreement at the commencement of the rental arrangement.
2. Sign and lodge a bond form and pay bond of four weeks rent which is lodged by the Council with the Residential Tenancy Authority.
3. Pay two weeks rent in advance, then fortnightly thereafter. Payment method preferred is via Centrelink.
4. Be responsible for utilities e.g. electricity and telephone.
5. Is obliged to abide by the terms and conditions of the agreement as agreed by both parties.
6. When vacating the premises be responsible for cleaning the residence which will be inspected by Council.

Animals

Council Housing Policy - Aged

1. Application in writing, approval is at the discretion of the committee.

Version Control

Version No.	Date	Approved	Amendment
1.0			Council Resolution

Approval

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

14.5 VIETNAM NURSES MEMORIAL FUNDRAISER - STAGE 3 REQUEST FOR SPONSORSHIP.

Author: **Director Communities, Community Services, and Community Infrastructure**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council consider providing sponsorship to the value of $5,000 to support the Stage 3 monument for the Vietnam Nurses Memorial at Morven.

BACKGROUND

The Vietnam Nurses Memorial (VNM) which is located in the grounds of the Morven Historical Museum, in Morven, in South West Queensland is the only memorial in Australia dedicated solely to the Australian women who served as nurses in either the Civilian Surgical Teams, the Royal Australian Airforce Nursing Service (RAAFNS) or the Royal Australian Army Nursing Corps (RAANC) in Vietnam between 1964-1972.

The first two stages included a permanent photographic exhibition on the walls of the Memorial Room and three Honour Boards which name the nurses and stand in the garden in individual beds of Australian Natives.

Proposal

The Morven Historical Museum would like to extend an invitation to potential sponsors to help fund the final stage of the Vietnam Nurses Memorial - which will be a monument incorporating five-life-sized bronze figures created by renowned Queensland sculptor, Mela Cooke and cast in a Queensland based foundry.

The Vietnam Nurses Monument will collectively illustrate the roles undertaken by these courageous and, until recently, invisible women. It will stand on a sandstone block, on a paved area, in front of the Memorial Room.

The Morven Historical Museum have applied for an appropriate grant to cover some of the cost, however, with the recent rise in copper prices, they need around $330,000 (inc GST), and would very much appreciate any assistance in achieving this goal so they can complete this project during the lifetime of the surviving nurses.

Sponsorship Opportunities

Supporter: $1000-$4999 will ensure your name appears on the Commemorative Booklet for the Opening of the
Monument.

Advocate: $5000-$9999 will ensure your name appears in Commemorative Booklet and on the Donor’s Board on
the front wall of the VNM Room.

Visionary: $10,000 and over, will ensure your name appears in the Commemorative Booklet and on a brass plaque on the sandstone base of the Monument.

LINK TO CORPORATE PLAN

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

3.3.1 The education needs of the community are represented and pursued

ATTACHMENTS

1. VIETNAM NURSES MEMORIAL FUNDRAISER - STAGE 3 - MONUMENT ⇩



L-R: Trish Ferguson, RAANC, Ann Sierakowski, RAANC, Jo Mahoney, RFDS Charleville, Bev Milner, RAAFNS, June Naughton, RAANC, Anne Young, RAAFNS, Janet Glasson, Civ Surg Teams, Di Dowrick RFDS Charleville at the VNM Opening 24 April 2025

Link to video footage VNM OPENING 2025



The Vietnam Nurses Memorial
Stage 3
FUNDRAISER

The Vietnam Nurses Memorial (VNM) - which is located in the grounds of the Morven Historical Museum, in Morven, in South West Queensland - is the only memorial in Australia dedicated solely to the Australian women who served as nurses in either the Civilian Surgical Teams, the Royal Australian Airforce Nursing Service (RAAFNS) or the Royal Australian Army Nursing Corps (RAANC) in Vietnam between 1964-1972.

The first two stages included a permanent photographic exhibition on the walls of the Memorial Room and three Honour Boards which name the nurses and stand in the garden in individual beds of Australian Natives.

On behalf of the Morven Historical Museum, I would like to extend an invitation to you to help fund the final stage which will be a monument incorporating **five-life-sized bronze figures** created by renowned Queensland sculptor, **Mela Cooke** and cast in a Queensland based foundry.

The Vietnam Nurses Monument will collectively illustrate the roles undertaken by these courageous and, until recently, invisible women. It will stand on a sandstone block, on a paved area, in front of the Memorial Room.

We have applied for an appropriate grant to cover some of the cost, however, with the recent rise in copper prices, we need around $330,000 incl gst, so we would very much appreciate your help in achieving this goal so that we can complete this project during the lifetime of the surviving nurses, some of whom are in the attached photo.

Please note that, because the Museum does not enjoy charity status, your participation will be an act of pure, unclaimable generosity and appreciation of these magnificent women.

SPONSORSHIP

Supporter: $1000-$4999 will ensure your name appears on the Commemorative Booklet for the Opening of the Monument.

Advocate: $5000-$9999 will ensure your name appears in Commemorative Booklet and on the Donor's Board on the front wall of the VNM Room.

Visionary: $10,000 and over, will ensure your name appears in the Commemorative Booklet and on a brass plaque on the sandstone base of the Monument.

If you have questions, please do not hesitate to contact the Vietnam Nurses Memorial Curator, Annabelle Brayley on M: 0428603855 or E: vietnamnursesmemorial@gmail.com





The Vietnam Nurses Memorial

Stage Three Sponsorship

Please complete this form electronically if you can, or print and scan and return to vietnamnursesmemorial@gmail.com
Please indicate in your email if you wish to receive an invoice or deposit directly: BSB - 064407 ACC - 00903533 using the name that appears on this form as reference.

☐ **$.....Supporter: $1,000-$4,999 will ensure your name appears on the Commemorative Booklet for the Opening of the Monument**

☐ **$.....Advocate: $5,000-$9,999 will ensure your name appears in Commemorative Booklet and on the Donor's Board on the front wall of the VNM Room**

☐ **$.....Visionary: $10,000 and over, will ensure your name appears in the Commemorative Booklet and on a brass plaque on the sandstone base of the Monument**

NAME.....

NAME TO APPEAR IN ACKNOWLEDGMENT.....

PHONE NUMBER.....

EMAIL.....

POSTAL ADDRESS.....

DATE.....

ADAPTED EXCERPTS FROM ***OUR VIETNAM NURSES*** published in 2016 by Penguin Books Australlia

Enchanted at first glance by Long Xuyen and by the lush greenness of the surrounding area, Janet remembers it as a lovely country town full of friendly people. Although many were obviously poor, she says there was a quiet dignity about them, especially the graceful, gentle women. And the scruffy but beautiful kids instantly touched all of their hearts…
Conversely, the primitive conditions at the hospital assaulted their sensibilities. Even though Janet had read about the hospital before she left Australia, comprehending it in House of Love and seeing it for herself were two different things. Walking into the hospital for the first time, seeing the results of the conflict, counting the bodies in the beds, registering the absence of linen and the shortage of appropriate resources made a significant impact on her; more than anything, it illuminated the reality of her new circumstances. 'There were so many people everywhere. There were two and three people in the beds and, for much of the day and all night, all their relatives were there as well. And there were so many sick children.' The hospital smelt rank and unhygienic and the bathrooms were revolting… -
OUTBACK NURSE, Janet Glasson, Civilian Surgical team, Long Xuyen, October 1967 – October 1968

She was met at Vung Tau by Matron Jean O'Neill. It was 21 May 1968, Jan's twenty-eighth birthday. Standing outside the dull grey hospital, which was located within the dull grey Australian Logistic Support Group compound, on a dull-coloured, dusty sandhill, on a very hot, very dry, dull grey day, Jan took a deep breath and wondered, What on earth have I got myself into?
They dealt with amputations, gunshot wounds, grenade and shrapnel wounds, bomb blast wounds and occasionally burns, but some of the most horrifying damage was caused by Viet Cong booby traps. The VC would drive strong, thin shafts of wood into the ground beside jungle pathways, leaving their sharp pointed ends angled back towards the track. They drenched the points with every dirty, filthy contaminant they could lay their hands on, including their own faeces. Then they'd wait for the allied soldiers to come along and ambush them, causing them to dive spontaneously off the track. Invariably, some of the soldiers fell on the spikes.
THE MAKING OF A MATRON IN CHIEF - Jan McCarthy, RAANC, 1st Australian Field Hospital, May1968 – May1969

Between 1966 and 1972, 32 of the Australian RAAF nursing officers based at Butterworth RAAF Base in Malaysia were seconded to USAF (based at Clark AirField in the Philippines) for 60 day rotations, ostensibly to upskill but, according to folklore and without exception, they punched above their weight and contributed an enormous amount to the health and welfare of all the men they nursed on the USAF medivac flights.
When they flew into Vietnam, the medivacs regularly returned soldiers who had recovered from their injury or illness to their bases. One of the young men Margaret (Curgenven) remembers most was an eighteen-year-old Marine Corps boy who returned to Vietnam on a flight with her, then turned up on her manifest again a week later, once again a casualty. This time he had both legs amputated above the knees. Margaret clearly remembers him whispering to her as they unloaded him, 'They won't get me again, ma'am. I'm not going back.'
MORE THAN A MEMORY, Margaret Curgenven, RAAFNS, Butterworth RAAF Base August 1966 - June 1967 and USAF, Clark AirField, January - March 1967

One day in the autumn of 1968 Phillip and Norm rode in from mustering and found Mrs Kemp waiting for them at the saddle shed. With tears streaming down her face, she told Phillip he'd been called up for national service and he might have to go to Vietnam. Having lived the whole of his life between Calen and the station, Phillip didn't even know for sure where Vietnam was. He had, however, registered his name, as required by law, at the beginning of the half-year block that contained his twentieth birthday, never imagining that his birthdate would come up in the ballot. He was only nineteen…
The first two weeks in Vietnam were the worst.He felt unprepared for the challenges ahead and unsure of his capacity to fill the role (as medic) he'd been allotted. On his first day, Phillip was posted straight into the surgical ward, surrounded by post-op patients with stitched-up wounds and missing limbs. It was frightening but he was determined to learn and do the best job he could. Although he'd had basic training prior to deployment, like most of the medics, he learnt on the run. Rembering Sister Patricia Yorke (RAANC) he says, 'On night duty, at 2 o'clock in the morning after you'd done everything, Sister Yorke would want the patients to have a good three hours' undisturbed rest before we got them up to change their dressings and that. She'd always tell me to pull up a bed in intensive care and have a rest. I thought it was great of her and it helped me get through it all.'
ONCE UPON A MEDIC, Phillip Campman, Medic 1st Australian Field Hospital, Vung Tau, June 1969-June 1970

Scott Young was a teenager when he walked into the kitchen of the family home in Newcastle one day in 1992 and found his parents huddled together in conversation, his father looking concerned, and his normally calm and twinkly-eyed mother patently anxious. Glancing from one to the other, Scott asked, 'What's up?'
Reggie Young nodded encouragement to his wife, but Anne said nothing. After a moment, Reggie told Scott that they were discussing the upcoming dedication of the Vietnam Veterans' Memorial in Canberra. 'Your mother wants to go,' he explained. Looking at his mother curiously, Scott asked, 'Why would you want to do that, Mum?'
Taking a deep breath to quell her obvious apprehension, Anne looked him squarely in the eye and (and for the first time in her life) said, tentatively, 'Because I'm a Vietnam veteran.'
For a couple of seconds, Scott just stared at her. 'You're kidding, yeah?'
Shaking her head slightly, Anne determinedly repeated, 'I'm a Vietnam veteran.'
COMING OUT - Anne Laurence, RAAFNS, Butterworth RAAF Base March 1967 - January 1968 and USAF, Clark AirField, July - August 1967

14.6 REQUEST TO WAIVE HALL HIRE FEES FROM THE CHARLEVILLE NEIGHBOURHOOD CENTRE

Author: **Director Communities, Community Services, and Community Infrastructure**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council approves request to waive fees for the Charleville Neighbouhood Centre use of the Augathella and Morvern Halls on the 4th & 5th of March 2026

BACKGROUND

Council has received a request from the Charleville Neighbourhood Centre for the wavier of the hire fees for the Augathella and Morvern Halls on the 4th & 5th of March 2026 for their hosting of the 2026 QLD Women's Week activities.

Purpose

The Neighbourhood Centre are hosting the 2026 QLD Women's Week activities and have a suite of activities and engagement planned for the boarder community across Charleville, Augathella and Morven. This inclusive community event engages a consortium of local service providers, aimed at celebrating the achievements of women and girls within our community. All events are provided free of charge.

Discussion

Correspondence with the CEO and Director of Communities.

Financial Risks

Nil

Social Risk

Nil

Legal Risk

Nil

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. **Neighbourhood Centre letter** ⇩
2. **Murweh Women's Week Planning 4.12.26** ⇩

CHARLEVILLE NEIGHBOURHOOD CENTRE
Charleville and District Community Support Association Inc.

(07) 4654 1307
reception@charlevillenc.org.au
114-118 Alfred Street, Charleville QLD 4470
ABN: 34 022 593 124

6th January 2026

Mr Bruce Scott
Chief Executive Officer
Murweh Shire Council
95-101 Alfred Street
Charleville Qld 4470

Subject: Request to Waive Hall Hire Fees – Qld Women's Week Events

Dear Bruce,

On behalf of the 2026 Queensland Women's Week Planning Committee, I would like to request a waive of fees for hall hire in Augathella on 4 March and Morven on 5 March.

Over the course of Queensland Women's Week, a consortium of local service providers come together to host events aimed at celebrating the achievements of women and girls within our community, while also promoting gender equality, and highlighting important issues such as economic security, healthy relationships, safety, resilience and leadership.

This year we plan to hold events in Charleville, Augathella and Morven to ensure Qld Women's Week is as inclusive as possible within the Murweh Shire. At this stage we are proposing the following:

- "Filling the Cup" Charleville – Tuesday, 3 March – Morning Tea, Guest Speakers (Women's Health & Equity), Health Checks (SQRH Students), Service Provider Stalls, Bingo.
- "Filling the Cup" Augathella – Wednesday, 4 March – As above plus Fitness Circuits & Gym Equipment Use Demonstrations (SQRH Exercise Physiologist)
- "Filling the Cup" Morven – Thursday, 5 March (am) – As per Augathella Activities
- Body Image Workshop – Mums & Daughters – Thursday, 5 March (pm) - presented by SQRH and Vital Health
- "Poison & Passion" Trivia Night – Saturday, 7 March (pm) – presented by the Neighbourhood Centre
- Graham Andrews Parkrun – Saturday, 7 March (am) – organized by Jenny Peacock

All events are provided free of charge and offer women and girls of all ages and backgrounds an opportunity to gather, share, learn and celebrate in a safe and supportive environment.

As all the funding required to hold these events is drawn from the budgets of our consortium of providers, any assistance provided is always very much appreciated and gratefully acknowledged. We thank you for considering this request.

Yours sincerely,

Angela Young
Community Support Service
Charleville and District Community Support Association Inc.

Australian Government Queensland Government

Queensland Women's Week 2026 – Planning Meeting Minutes

Date & Time: Thursday, 4 December 2025 – 11:00 am
Venue: Charleville Neighbourhood Centre
Chair: Angela Young
Minute Taker: Jenny Peacock

Attendees:

- Jenny Peacock – SWHHS
- Donna Mitchell – FWIFVS
- Angela Young – Charleville Neighbourhood Centre
- Emma Gordon – SQRH
- Emily Cole – Healthy Ageing
- Tammy Wagner-Milsom – Stride
- Tegan Russell – TRAAC
- Carmen Holstein – Acacia Country Practice
- Leonie Edwards – Services Australia
- Sheryl Lawton - CWAATSICH
- Sandy Gurney – MSC
- Robyn Richen - MSC
- Elise Hay - Women's Health and Equality Queensland eliseh@wheq.org.au
- Sue Pager - Women's Health and Equality Queensland
- Natalie Stokell Women's Health and Equality Queensland natalies@wheq.org.au
- Sharon Young – SWHHS

Apologies: Shelley Lawton

1. Overview

Discussions were held to plan for Queensland Women's Week 2026 in Charleville, Augathella and Morven scheduled for 2–9 March 2026.

2. Event Ideas and Planning

Activity / Event	Proposed Date & Time	Resources / Funding	Person Responsible	Actions / Notes	venue
"Filling the Cup" Charleville Morning Tea & Bingo Guest speakers – Women's Health & Equality Health checks (SQRH students) Service provider stalls	Tuesday 3 March 9:30am – 12:30pm	Funding required - Morning tea supplies Bingo prizes	All	Women's Health & Equality have confirmed attendance. Ang has booked the hall and Work Camp assistance	Town Hall
"Filling the Cup" Augathella Morning Tea & Bingo Guest Speakers – Women's Health? Health checks (SQRH students) Service provider stalls Fitness circuits and demonstrations at the gym	Wednesday 4 March 10am – 12pm	Funding required - Morning tea supplies Bingo prizes SQRH provide EP for fitness sessions	All	Ang to book hall Jenny to contact community members Emma to organise EP to deliver fitness sessions	Town Hall and Gym
"Filling the Cup" Morven Morning Tea & Bingo Health checks (SQRH students) Service provider stalls Guest Speakers – Women's Health?	Thursday 5 March 10am – 12pm	Funding required - Morning tea supplies Bingo prizes SQRH provide EP for fitness sessions	All	Emma to organise EP to deliver fitness sessions Ang to book hall Jenny to contact community members	Town Hall and Gym

Activity / Event	Proposed Date & Time	Resources / Funding	Person Responsible	Actions / Notes	venue
Fitness circuits and demonstrations at the gym					
Body Image Workshop Mum & Daughter	Thursday 5 March 5pm-7pm	SQRH Vital Health	Supported by SQRH Abby Smith – Vital Health		SQRH
Trivia Night "Poison & Passion" (PG rated event)	Saturday, 7 March	Charleville Neighbourhood Centre	Angela Young	Ang to organise and promote	Charleville Race Course
Graham Andrews Parkrun	Saturday, 7 March	Nil	Jenny Peacock	Jenny to organise and promote	Graham Andrews Park

3. Additional Ideas

- **Sheryl** – Suggested adding a trivia networking game
- **Robyn** – To contact Motherland Village
- **Tammy** – Contacted Zonta; budget request to be submitted ($1,000)
- **Donna** – CACH budget proposal ($1,000)
- **Women's Health and Equality** – Will hold a stall and activity

4. Next Meeting

Wednesday, 14 January 2026, 11am.

14.7 PROTECTION OF BUSH GRAVE SITES - PROJECT UPDATE INFORMATION.

Author: **Director Communities, Community Services, and Community Infrastructure**

Authoriser: **Chief Executive Officer**

BACKGROUND

Council has been working towards assisting the protection and restoration of Bush Grave sites within our region. The attached report highlights the recent update of the work done to mitigate the erosion controls at Cooladdi at the graveside of Vera Tighe (Bush Grave 161)

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. Erosion Control at the Cooladdi Bush Grave ⇩

Erosion control at the gravesite of Vera Tighe (Bush Grave 161), Cooladdi

Background

Nine-year-old Vera Tighe died on 13th March 1914. She is buried beside Quilberry Creek near Cooladdi. The discovery of her century-old headstone was reported by the ABC in July 2022.
https://www.abc.net.au/news/2022-07-30/century-old-headstone-to-be-displayed-in-outback-queensland

September 2023



Flood waters from nearby Quilberry Creek had, in the past, caused significant erosion along two sides of the grave. This situation was noted with concern.

October 2025



The March 2025 floods resulted in further erosion. Following discussions with Cr. Robert Eckel, Murweh Shire Council provided sufficient rock to install erosion control works which will last at for at least next 50 years.

Installation of this rock is to be undertaken by Work Camp personnel once the weather had cooled down sufficiently.

"Before photo" taken late December 2025



Recent rainstorms had advanced the erosion to the point that the western fence was about to be breached. That was unacceptable. Therefore it was decided to install a short-term erosion control structure.

Early January 2026

Carol Yarrow and Jo Cornel at the Fox Trap mustered up help from the local community.



Lynda Springall and Jack McKnight helped install the retaining wall (recycled scrap steel & big rocks) and the erosion control barrier (small rocks & gravel).



Mel Ruddy moved the stockpiled rock into position with his tractor.

"After photo"



The rock & gravel erosion control barrier was stabilised with Davco K10 Plus. This is a polyurethane waterproofing compound which has been used successfully for erosion control at a gravesite on the Kyabra floodplain.) These works are now guaranteed to provide protection against floods, at least in the short-term.

The job will be completed for long-term protection of the grave using the remaining rock provided by Council.

Update of the Register

Vera Tighe's entry in the 'Register of Bush Graves in Far Southwest Queensland' will be updated.
www.Registerofbushgravesinfarswq.org

Acknowledgements

Installing these works at short notice would not have been possible without assistance from the Cooladdi community.

Rob Savory CPESC
Keeper of the Bush Graves
EROMANGA

10th January 2026

14.8 DECEMBER 2025 TOURISM AND EVENTS REPORT

Author: **Tourism Manager**

Authoriser: **Tourism Manager**

RECOMMENDATION

That Council receives and notes the January 2025 Tourism and Events Report.

BACKGROUND

Visitor Information Centres in the Shire

Charleville Visitor Information Centre interestingly notes that for the second month in a row, our numbers have increased compared to the same period last year (12.12% increase). This is indicative of more people on the move and holidaying, despite weather trends.

New directional signage for the Visitor Information Centre has been installed.





2026 advertising for various travel magazines and guides is underway.

All staff have completed the *QLD Welcomes You* online training, offered by the Queensland Government.

Morven Visitor Information Centre is now closed until the 2026 season.

Augathella Visitor Centre remains open due to the library, but no visitors were received during December.

Transport

Queensland Rail Tickets: Charleville Visitor Information Centre booked for 11 people.

Greyhound Tickets: Charleville Visitor Information Centre booked for 4 people.

Rex Airline: Charleville Visitor Information Centre had 0 enquiries about air travel.

Charleville Cosmos Centre

December and the holiday season showed a steady baseline across most of our services, with guest numbers staying fairly consistent with previous years. The clear standout continues to be the Big Sky Observatory (now Outback Stargazing) tour. The observatory tour has shifted from being just another option, to a key “anchor” experience that’s driving most of our seasonal growth.

Running tours on selected dates over the holiday period worked well and matched strong demand. As expected, weekends were the busiest, with keen interest also shown for New Year’s Eve. This highlights a strong opportunity to create more intentional end-of-year programming going forward, depending on staff availability at this time of the year.

WWII Secret Base

December's quieter period gave us the opportunity to focus on future planning and partnership development.

We visited the Caboolture Military Museum to assess items they're willing to donate. Their collection includes several valuable pieces, with one highlight being Len Waters' original flight helmet, along with larger items suitable for the exhibit. We're currently working out transport logistics with Caboolture.

Ausco has confirmed they will donate a modular building to the WWII Secret Base. This will provide dedicated storage for higher-value items and give us the capacity to receive loans from higher end museums to create rotating exhibits and allow us to develop a behind the scenes / educational tour on preservation of military items.

We are currently navigating the cost of transporting the building and are awaiting quotes from Ausco to better understand the implications should we proceed. At the same time, we are exploring potential grant opportunities to help cover the transportation costs.

Site Improvements

The tank trap fencing at the front of the building has been refreshed with new spikes, cleaning up the look of the front entrance for the next tourism season.

Events:

Council-supported community events for December included:

- Christmas Street Party, including Brendon Walmsley performance
- Augathella Christmas Lights Competition
- Morven Christmas Lights Competition

Council owned events for December:

- Aurora Estate Stage 2 Sod Turn Ceremony: 16 December
- Christmas Lights Competition and Tour: 17 December

The Tourism Manager has shared the first draft of the Event Planning Guide, which will serve as a go-to resource for community groups when planning events, helping ensure processes and protocols are followed smoothly. The guide is currently under review by the Executive Leadership Team (ELT) and is expected to be ready for distribution in the coming weeks.

Upcoming events which our tourism coordinators will attend:

Australasian Planetarium Conference: 2 – 5 February

Moreton Bay Caravan and Camping Expo: 13 – 15 February (in conjunction with SWQROC)

Adelaide Camping and Caravan Show: 27 February - 1 March (in conjunction with SWQROC)

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. December Visitor Stats ⇩

DECEMBER VISITOR NUMBER STATISTICS FOR TOURISM FACILITIES

Charleville VIC

Charleville VIC Walk in Stats													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2023	677	656	1184	2947	4290	6582	6002	4646	4206	1665	695	411	33961
2024	525	506	1103	2537	3929	5213	6678	5024	4807	1924	687	527	33460
2025	644	536	704	1706	2762	4032	5325	4184	4002	2309	806	595	27605

Charleville VIC Phone Stats													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2023	159	206	314	488	800	1075	1010	709	666	454	238	147	6266
2024	271	242	383	747	631	1055	1263	1008	581	403	204	527	7315
2025	261	241	401	478	522	719	801	608	595	279	124	101	5130

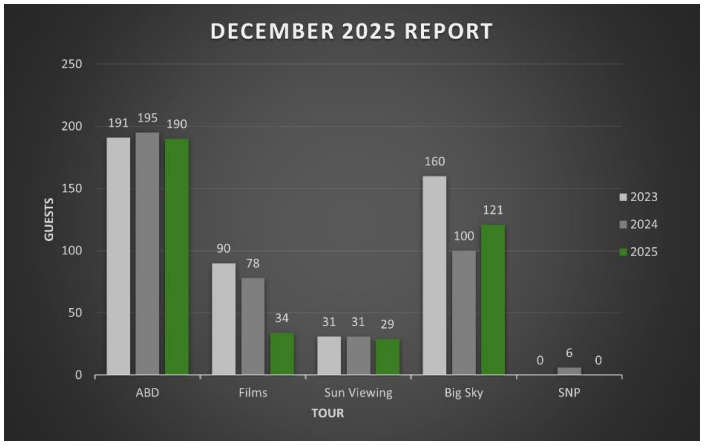
Information Packs Sent Out													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2023	4	8	6	3	7	6	2	1	0	2	0	0	39
2024	0	7	4	10	3	9	6	1	4	4	3	2	53
2025	4	4	8	3	6	7	3	5	4	1	2	0	47

Email Enquiries													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2024	15	24	16	18	32	31	22	22	42	32	35	11	300
2025	22	13	11	35	36	33	23	23	18	15	5	2	236

Bilby Experience Pax													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2023	76	105	288	1159	1442	2454	2144	1656	1730	543	180	0	11777
2024	10	51	342	845	1054	1832	2221	1838	1717	545	66	0	10521
2025	0	0	0	682	1040	1635	2304	1556	1898	807	88	0	10010

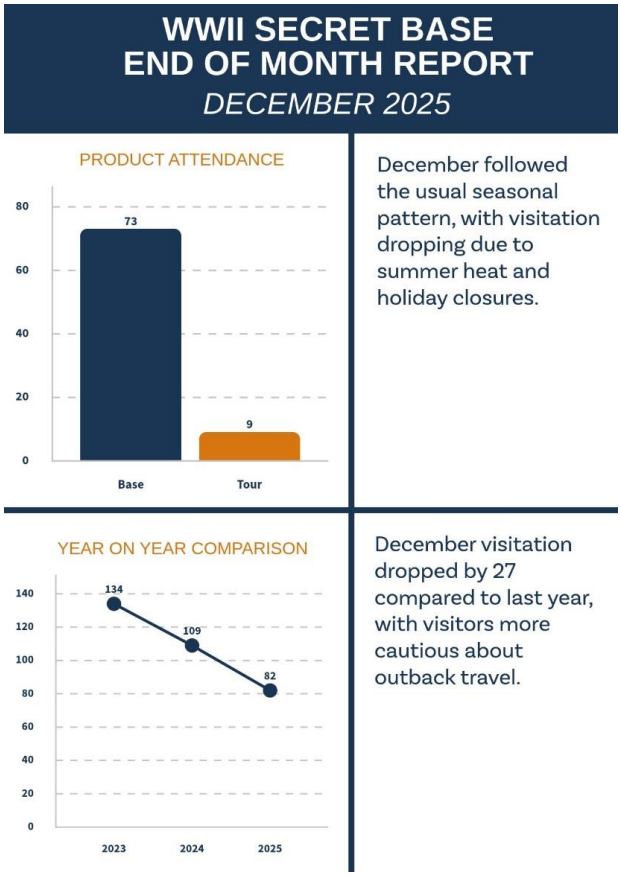
Bilby Experience Shows													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2023	8	11	26	58	64	75	59	55	64	32	21	0	473
2024	3	6	29	51	49	47	71	68	65	40	W/Ts	0	429
2025	0	0	0	48	66	61	69	63	61	50	11	0	429

Charleville Cosmos Centre



"ABD" is Astronomy by Day - interactive exhibit | "Films" are the Planetarium movies | "Big Sky" is the Big Sky Observatory – our main night tour | "SNP" is the Small and Personal tour with the 30" telescope.

WWII Secret Base



14.9 CORRESPONDENCE RECEIVED FROM BRIAN O'ROURKE RE: JUSTICE OF THE PEACE TRAINING

Author: **Tourism Manager**

Authoriser: **Tourism Manager**

RECOMMENDATION

That Council receives and notes correspondence received from Brian O'Rourke following the Justice of the Peace Training conducted in Charleville in November 2025.

BACKGROUND

From: Brian O'Rourke <brianoro@bigpond.net.au>
Sent: Sunday, 21 December 2025 6:21 PM
To: shaun.radnege@murweh.qld.gov.au; Robyn Richen <Robyn_Richen@murweh.qld.gov.au>
Subject: FW: Your QJA Quarterly – Summer Edition is Here!

Good afternoon Shaun and Robyn,

I am a little tardy in sending on this email to you, such are the pressures of life these days. I wish to offer my sincerest gratitude to you both, as well as congratulations on offering such a first class facility as a venue for the recent training for Justices of the Peace in Charleville. I can say without any fear of contradiction, that in all my years as a professional trainer, this would have to be the classiest venue I have had the opportunity to lecture in. The Council is to be commended on for having such a first class venue. In Addition, a big shout out to all and anyone who rendered assistance in any way with booking, access etc. Robyn was exceptionally helpful as was the young lad who worked at the Cosmos Centre. Their idea of Customer Service is par excellence. I would recommend their efforts be noted, recorded and commented upon.

I also offer these comments on behalf of the management team of Qld. Justices Association. I took a few photos while the classes were in session. I forwarded these onto the Executive Manager as well as the Training Co-Ordinator, to give them an idea of the splendour of it all. Their response on seeing the photos was summed up in one word, "WOW!!".

I returned home from Charleville and completed all the post training paperwork (Students evaluation and feedback, time sheet attendance sheets, Instructors report etc.) which I then forwarded onto Q.J.A. with photos attached, and had a bit of a "chatty" informal report at the end of this email. Little did I realise what was about to happen. My report, minus the administrative paperwork was filed away and has just appeared in the Quarterly Journal of the Q.J.A. This will appear in the mail box of every Justice of the Peace across the length and breadth of Qld. They have printed every word I said, unexpurgated with photos attached. Every J.P. in Qld will now be aware of Charleville and the Cosmos centre.

If you're interested, open the publication. I think the article appears on Page 23.

Thanking you once again. Merry Christmas to all in Charleville.

Kind regards,

Brian O'Rourke. J.P. (Qual.)

OUT AND ABOUT

CHARLEVILLE - JP/Cdec Pre-Appointment Training Course



I have returned safely to my hometown, pleased with the success of the training program.

The course went extremely well. I will forward you the students' sign-in/sign-out sheets and evaluation papers. Everybody was extremely receptive and attentive. Most importantly above all else, they were punctual - we started and finished right on time.

I have attached some photos taken within the venue. It was absolutely superb.

I want venues like this everywhere from now on!!!

I had intentions right at the beginning, but I am even more committed now to send a personal email of gratitude and commendation to the Mayor of Murweh Shire Council because of the excellent facility.



In this photo (left) Front row L to R: Flora Rolf, John Wallace, Jana Anderson, Sandra Washington. Back row L to R: Tracey Yaun, Russell Hancock.



The training videos went down a treat. The final shot (right) shows up the huge electronic notice board outside the Shire Council chambers, bearing the public notice to all of the training.

I hope you find this interesting – feel free to share with the others if the opportunity presents itself.

Brian O'Rourke, JP(Qual), QJA Trainer

LINK TO CORPORATE PLAN

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

ATTACHMENTS

Nil

14.10 AUSTRALIA DAY QUERY - TRISH AGAR

Author: **Tourism Manager**

Authoriser: **Tourism Manager**

RECOMMENDATION

That Council provides guidance on the matter of Australia Day decorations for future years.

BACKGROUND

The email attached was received by local business owner of the Bush Store, Tricia Agar.

Council has not traditionally undertaken street decorations for Australia Day celebrations. The primary focus has been on the delivery of the Australia Day Awards and Citizenship Ceremony, accompanied by a community event. Individual businesses retain full discretion regarding whether they choose to decorate their shopfronts.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. Australia Day Email from Tricia Agar ⇩

From: Tricia Agar <info@bushstore.net.au>
Sent: Wednesday, 7 January 2026 3:14 PM
To: mail <mail@murweh.qld.gov.au>
Cc: Shaun Radnedge <Shaun_Radnedge@murweh.qld.gov.au>; Teri Sommerfield <Teri_Sommerfield@murweh.qld.gov.au>; Michelle Ebsworth <Michelle_Ebsworth@murweh.qld.gov.au>; Robert Eckel <Robert_Eckel@murweh.qld.gov.au>; Peter Alexander <Peter_Alexander@murweh.qld.gov.au>
Subject: Australia Day 2026

Dear Bruce

Hope you had a wonderful Christmas and Happy New Year!

Bruce, I'm just writing to enquire regarding the Murweh Shires plan to decorate Wills Street for Australia Day? I was told last year that the Council lacked the funds to purchase bunting etc to fly to help celebrate our most important cultural day. Is this still the case? If it is, I am most willing to help purchase bunting to make our Main Street festive for Australia Day.

I have found 20m bunting from a Flag Specialist company Australian Flag Makers that would be very easy to procure for the Main Street. I am happy to start the ball rolling by buying 6 x 20m for the Shire to use for Australia Day Celebrations.

I could enquire with other retailers if they would be prepared to contribute as well if the Shire is unable to expend money on Australian Flag?

I await your reply, so that we can action the decoration of Wills Street for Australia Day.

Thank you.

Kind regards



The Bush Store
www.bushstore.net.au
info@bushstore.net.au
Phone: 0427 33 49 08

14.11 QUEENSLAND TOURISM INDUSTRY COUNCIL - SEASONAL MOBILITY AND STAFF ACCOMMODATION EXCHANGE

Author: **Tourism Manager**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council endorses the Seasonal Mobility and Staff Accommodation Exchange (SMASE) initiative in principle; and provides a formal letter of support to the Queensland Tourism Industry Council to assist in securing funding and progressing the initiative.

BACKGROUND

Council is requested to note and support the Queensland Tourism Industry Council's (QTIC) proposed Seasonal Mobility and Staff Accommodation Exchange (SMASE) initiative. The initiative is being developed to address ongoing seasonal workforce shortages in the tourism and hospitality sector, particularly in regional Queensland, by improving access to short-term accommodation, transport, and workforce mobility.

QTIC is seeking Council support to help demonstrate demand and strengthen the proposal. There are no immediate financial implications associated with providing a statement of support, and any future participation in pilot activities would be subject to further Council consideration.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. QTIC Seasonal Mobility and Staff Accommodation Exchange ⇩

From: Kathryn Moody <kathryn.moody@qtic.com.au>
Sent: Tuesday, 13 January 2026 10:18 AM
To: Robyn Richen <Robyn_Richen@murweh.qld.gov.au>
Subject: Letters of Support Request - Seasonal Mobility and Staff Accommodation Exchange

QUEENSLAND TOURISM INDUSTRY COUNCIL

Seasonal Mobility and Staff Accommodation Exchange

Dear Robyn,

I am writing on behalf of the Queensland Tourism Industry Council (QTIC) to seek your organisation's support for a proposed workforce initiative currently under development: the Seasonal Mobility and Staff Accommodation Exchange (SMASE).

Queensland's tourism and hospitality industry continues to face acute seasonal workforce shortages, particularly in regional destinations during peak periods. Industry feedback consistently points to the same structural barriers limiting workforce supply: access to short-term accommodation, the cost of relocation and travel, and limited transport connectivity between worker source areas and tourism hubs.

The SMASE program has been designed to directly address these challenges through a coordinated, industry-led solution. The proposed initiative would deliver:

- A digital exchange platform to match employers, workers and available accommodation in real time
- Verified short-term accommodation brokerage, underpinned by minimum safety and quality standards

- Coordinated transport and relocation support for seasonal workers
- Regional pilot hubs in key tourism destinations, supported by local partners
- Pastoral care and wellbeing supports to improve retention and season completion

QTIC is seeking industry support to demonstrate demand, strengthen the proposal, and ensure the program is practical and fit-for-purpose. Support can be provided in a number of ways, including:

- A letter or statement of support for the proposal
- Willingness to participate in a pilot (e.g. as an employer, accommodation provider, or transport partner)
- Input into co-design of standards, processes, or pilot logistics
- Participation in consultation or advisory activities as the program progresses

Your support would play an important role in helping QTIC secure funding and deliver a solution that responds directly to industry needs, while strengthening workforce attraction and retention across Queensland's tourism regions.

I would welcome the opportunity to discuss the proposal further or answer any questions you may have. Please feel free to contact me directly.

Thank you for your time and consideration.

Learn more

Kind regards,

Kathryn Moody

Industry Skills and Jobs Advisor, QTIC

Email: kathryn.moody@qtic.com.au

14.12 CHARLEVILLE TRIATHLON REPORT

Author: **Tourism Manager**

Authoriser: **Chief Executive Officer**

RECOMMENDATION

That Council Approve the Charleville Triathlon to be held on 22 March 2026 at the Charleville Swimming Pool, Netball Courts and approved local road network, subject to the following conditions:

a. Submission of a comprehensive Event Management Plan, including:

- A detailed Risk Assessment
- An Emergency Management Plan
- A Traffic Guidance Scheme, including all required approvals from the Department of Transport and Main Roads (TMR) and any road closure permits required.
- Approval from Murweh Shire Council's Engineering department with regards to signage and road closures.

b. Provision of a current Public Liability Insurance Certificate, noting Murweh Shire Council as an interested party.

c. Require that all documentation listed above be submitted and approved by Council officers prior to the commencement of the event.

BACKGROUND

Council has received an application to hold the Charleville Triathlon, organised by CRABS – Charleville Runners & Bikers Inc. The application was lodged by Ms Jennifer Peacock on 9 December 2025. The Charleville Triathlon is an inclusive, family-friendly sporting event consisting of swimming, cycling and running components. The event has been designed to encourage community participation, promote active lifestyles and attract fitness enthusiasts to Charleville.

The event will be based at the Charleville Swimming Pool, with the transition area located at the netball courts, and the cycling and running components conducted on local roads within Charleville. The event is open to the public and is expected to attract approximately 200 participants and spectators.

The event is expected to have a positive impact on the local community by promoting health, wellbeing and active lifestyles, while encouraging community participation across age groups. The triathlon will also showcase Charleville as a destination for regional sporting events.

The applicant has indicated that fire safety arrangements will be managed in accordance with the Charleville Swimming Pool Evacuation Plan and Fire Safety Management Plan.

The applicant has further indicated that emergency vehicle access will be maintained at all times and road use and any required traffic control will be managed in accordance with approved traffic management and road closure permits, to be submitted prior to the event.

The applicant has submitted a Community Assistance request, which is attached with this report.

The applicant has advised that an application must be lodged with AusTriathlon, the national governing body for triathlon and multisport in Australia, within 30 days of the event. Accordingly, Council approval is required to enable the applicant to meet this external approval timeframe.

LINK TO CORPORATE PLAN

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

ATTACHMENTS

1. **Request for Assistance** ⇩
2. **Application Form** ⇩
3. **Application to TMR** ⇩
4. **Route Map for Adult Run** ⇩
5. **Route Map for Adult Bike Course** ⇩
6. **Route Map Adult Sprint Bike** ⇩
7. **Route Map for Kids Course** ⇩
8. **Community Assistance Application** ⇩

9.12.2025

Chief Executive Officer
Murweh Shire Council

Subject: Request for Approval and In-Kind Support – 2026 Charleville Triathlon

Dear Bruce,

On behalf of CRABS (Charleville Runners & Bikers), we formally seek Murweh Shire Council's approval to hold the 2026 Charleville Triathlon on Sunday, 22 March 2026. The event will commence at 6:00am and conclude by approximately 1:00pm.

The swim leg will be held at the Charleville Swimming Pool (corner of Parry Street and Warrego Street), with the cycle and run legs utilising surrounding roads and pathways. As part of our planning, we request Council's support in relation to:

- Approval of temporary road closures
- Ensuring relevant roads, paths and venues are safe and well maintained
- In-kind support for:
    - Placement and removal of event signage
    - Street sweeping
    - Mowing or maintenance where required

A Community Assistance form has also been submitted to Council.

The Charleville Triathlon, organised by volunteers for over a decade, attracts over 200 participants of all ages. Sponsor support allows free participation for children, encouraging family and community involvement. The event also boosts the local economy and supports community fundraising.

Its success relies on a dedicated organising committee and volunteers, making the triathlon a celebration of sport and community spirit.

We appreciate Council's support and look forward to collaborating again in 2026. Please contact us if further information is required.

Yours sincerely,

JPeacock

Jennifer Peacock
On behalf of CRABS – Charleville Runners & Bikers
Treasurer
0429637137
secretary.crabs@outlook.com.au

SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA

95 - 101 Alfred Street
Charleville QLD 4470

P: 07 465 68 355
W: www.murweh.qld.gov.au
E: mail@murweh.qld.gov.au

APPLICATION FOR HOLDING AN EVENT WITHIN THE MURWEH SHIRE

APPLICANT DETAILS			
The applicant is person responsible for making the application.			
Organisation Name	CRABS - Charleville Runners & Bikers INC.		
ABN			
Applicant Name	Jennifer Peacock		
Postal Address	Charleville Swimming Pool - Parry & Warrego St Charleville		
Contact Phone Number/s	0429637137		
Email Address	secretary.crabs@outlook.com.au		

EVENT INFORMATION				
Name of the Event	Charleville Triathlon			
Location of the Event	Charleville Swimming Pool			
Name of the Landowner	Murweh Shire			
Landowner's Postal Address	Parry & Warrego St Charleville			
Property Description (Park, Hall, Showgrounds, etc)	Swimming Pool			
Date of Event	**Start Date**	21.3.26	**End Date**	22.3.26
Time of Event (Including setup time if applicable)	**Start Time**	2.00 ~~am~~/pm	**End Time**	1.00 ~~am~~/pm
Bump-in & Bump-out dates				
Description of the Event / Entertainment	The Charleville Triathlon is an inclusive community sporting event for participants of all ages, consisting of a swim, cycle and run. The event starts at the Charleville Swimming Pool, with the transition a area located at the netball courts, and the cycling and running legs conducted on local roads.			
Current public liability insurance of $20 million must be provided and a copy of the policy or Certificate of Currency must be submitted to Council. Murweh Shire Council **MUST** be listed as an interested party.				

Is the event open to the public?	✔ Yes	○ No
Are more than 100 people attending the event?	✔ Yes	○ No
Number of staff on site during the event		
Estimated number of customers that will visit the event per performance?	200	

Number of toilets provided

Male	Number of hand wash basins		Number of toilets	
Female				

Is access provided for emergency vehicles? (If yes, detail on map)	✔ Yes	○ No

Number of bins provided					
Do you require any road closures?				☑ Yes	○ No
If yes, please complete necessary applications and attach					
List all fire safety precautions (i.e. fire exits, evacuation plan, smoke alarms, fire hoses, fire extinguishers, etc.)					
Charleville Swimming pool – evacuation plan and Fire Safety Management Plan.					
Will you be requesting any in-kind /waiving of fees assistance?				☑ Yes	○ No
If yes, please give details and attach supporting evidence					
Will there be BYO food at the event? (If yes, please provide details)	☑ Yes ○ No	Details: Attendess are able to bring their own food.			
Will food be sold at the event? (If yes, please provide details – registered kitchen / vehicle / food stalls / types of food, business licence numbers, etc)	☑ Yes ○ No	Details: Charleville Swimming Pool convenors will be providing food for the event			
NOTE: Any persons intending to sell food at this event must hold a Food Licence or contact Council to discuss food hygiene requirements at least 14 days prior to the event.					
Will alcohol be served? (If yes, please provide a copy of the liquor licence)				○ Yes	☑ No
Will there be a fireworks display? (If yes, provide a copy of notification)				○ Yes	☑ No
Will there be inflatable entertainment / amusement rides? (e.g. jumping castle)	○ Yes ☑ No	Size		How many?	
		Details			
		No. Pegged		No. Unpegged	
Will there be live music / entertainment / amplification equipment?				☑ Yes	○ No
Will there be any animal activity?				○ Yes	☑ No
Will there be Marquees / Tents / Stalls (Only portable, self-supporting marquees / shelters are permitted)	☑ Yes ○ No	Size	6x3 & 3x3	How many?	8
		No. Pegged	all	No. Unpegged	
Will there be a stage? (Please specify size)	○ Yes ☑ No	Size			
Will there be any signage installed? (All signage is to be free standing and not on road reserves)				☑ Yes	○ No
Will there be tables and chairs?	☑ Yes ○ No	No. of tables	6	No. of chairs	
Cross Country or fun run? (If yes, you must supply a map of the route)				☑ Yes	○ No
Has an Event Management Plan been developed for the event? (If yes, copy to be provided)				○ Yes	○ No

The following information should be addressed in the event management plan:

- Community consultation plan
- Event operational plan
- Security services plan
- Emergency management plan
- Alcohol management plan
- Noise management plan
- Traffic management plan
- Waste management plan
- Risk management strategy
- Public safety plan
- Details of the quality and condition of equipment to be used in the activity.
- Details of compliance with the requirements of the State and Commonwealth legislation and government agencies (if applicable).

Has the applicant notified surrounding properties of the proposed event? (please provide a copy of the notification to the surrounding properties)	○ Yes ○ No closer to the event
Has the applicant submitted a site plan of the event?	○ Yes ○ No

The site plan must include the following:

- Emergency access routes
- Parking including disable parking
- Fire suppression measures
- Spectator areas
- Security, crowd control and/or police locations
- First aid post/stations
- Approved liquor consumption areas and bars
- Site entrance/exits
- Emergency exits
- Litter/refuse locations
- Structure locations, including buildings.
- Food vendor locations
- Fireworks location
- Camping areas (if approved)
- Location and direction of speakers/PA system
- Fencing locations

Has the applicant notified the following emergency services of the event?	○ Yes ○ No

The following Emergency Services must be notified of the event and copies of their confirmation must be attached to this application:

- Queensland Police Service
- Queensland Ambulance Service
- Queensland Fire and Emergency Rescue Service

CHECKLIST AND APPLICANT DECLARATION

Have you attached the mandatory supporting document identified as required on this form?

- ☐ Current Public Liability Insurance Certificate of Currency ($20 million) nominating Murweh Shire Council as an interested party.
- ☐ Risk Assessment
- ☐ Emergency Management Plan
- ☐ Supporting evidence for waiver of fees or in-kind support (if applicable)
- ☐ Event Management Plan (if applicable)
- ☐ Liquor Licence (if applicable)
- ☐ Fireworks notification (if applicable)
- ☐ Notification to surrounding properties (if applicable)
- ☐ Emergency Service confirmation
- ☐ Site Plan (if applicable)
- ☐ Map of the route (if applicable)
- ☐ Road Closure permits (if applicable)

- I declare that the information provided by me in this application is true and correct.
- I understand that any approval that may be issued as a consequence of this application will be issued to me the applicant.
- I acknowledge that the event organisers are responsible for cleaning the venue and leaving it in the same condition as it was found.

Name & Signature	Jpeacock Jennifer Peacock	**Date**	14.1.26

Privacy Notice: *Murweh Shire Council is collecting your personal information for the purpose of processing your application. If you choose not to provide your personal information, the application may not be approved. Your personal information will only be accessed by authorised Council employees. Your personal information will not be used for any other purpose or disclosed to any other person or entity unless you have given us permission, or we are required by law.*

Department of Transport and Main Roads

Events on a State-controlled Road (SCR)

If you are holding an event that will use a SCR or impact on an adjoining SCR please complete this form, including any supporting documentation and return to the Department of Transport and Main Roads (TMR) **at least two months** prior to the event by email to SouthWest.office@tmr.qld.gov.au.

Event Name: Charleville Triathlon

Event Date/s: 22 March 2026 **Event time/s:** 6am - 11am

Organisation Name: CRABS - Charleville Runners and Bikers

Contact person: Jennifer Peacock

Phone: 0429637137 **Email:** secretary.crabs@outlook.com.au

Event Location:

On a SCR (may require a Road Corridor Permit) ☐ Adjacent to a SCR, but may impact a SCR ☑
(may require a Traffic Management permit)

Please provide specific details about the location of the event/s, such as road name/s, nearest intersection, GPS coordinates:

Bike Leg – Charleville Triathlon Course Description:

The bike leg starts at the Charleville Swimming Pool on Warrego Street. Riders head along Warrego Street, then turn left onto Edward Street, followed by another left turn onto Sturt Street. From there, the course continues out of town along the Mitchell Highway, before turning left onto Adavale Road. Cyclists then take a left turn onto Red Road, followed by another left onto Frawley Street, heading back towards town along Sturt Street.

The route finishes with a left onto Edward Street, and finally left onto Warrego Street, returning to the Charleville Swimming Pool transition area.

Event Description:

The Charleville Triathlon is a community - focused event that challenges participants across swimming,cycling and running. The event kicks off at the Charleville Swimming Pool with the swim leg followed by a bike course through town streets and highways. The triathlon concludes with a run leg finishing back at the pool.

To assist us, if you have a map/plan of the event location, an event brochure/flyer or require additional space, please attach seperate pages.

Number of people expected to attend: approximately 50 participants in the adult event

How is the traffic being managed for the event/s:

Traffic along the course is managed with the support of SES and Rural Fire Brigade volunteers, positioned at each corner, with flashing light trucks at major turns. Council Road safety signage is placed along the route and in advance to warn motorists of the event.

Cyclists are required to adhere to standard road rules, and traffic retains the right of way at all times. This is a non-drafting event, ensuring that riders do not bunch together in groups, which promotes safe riding and clear visibility on the roads. Adults only on this part of the course.

CRABS (Charleville Runners, Bikers, and Swimmers) is affiliated with AusTriathlon, which supports the planning and risk mitigation of the event once road approvals are secured.

Have the Police been notified about the event/s: Yes ☑ No ☐

Have you notified your local Council of the event/s: Yes ☑ No ☐

If you have any questions about this form please phone Linda on phone 4622 9511.

Privacy Statement: We are collecting the information on this form for the purposes knowing what events are being held on or near a State-controlled road. TMR may give some or all of this information to Queensland Police Service and/or Regional and Shire Councils. Your personal details will not be disclosed to any other third party without your consent unless required to do so by law.

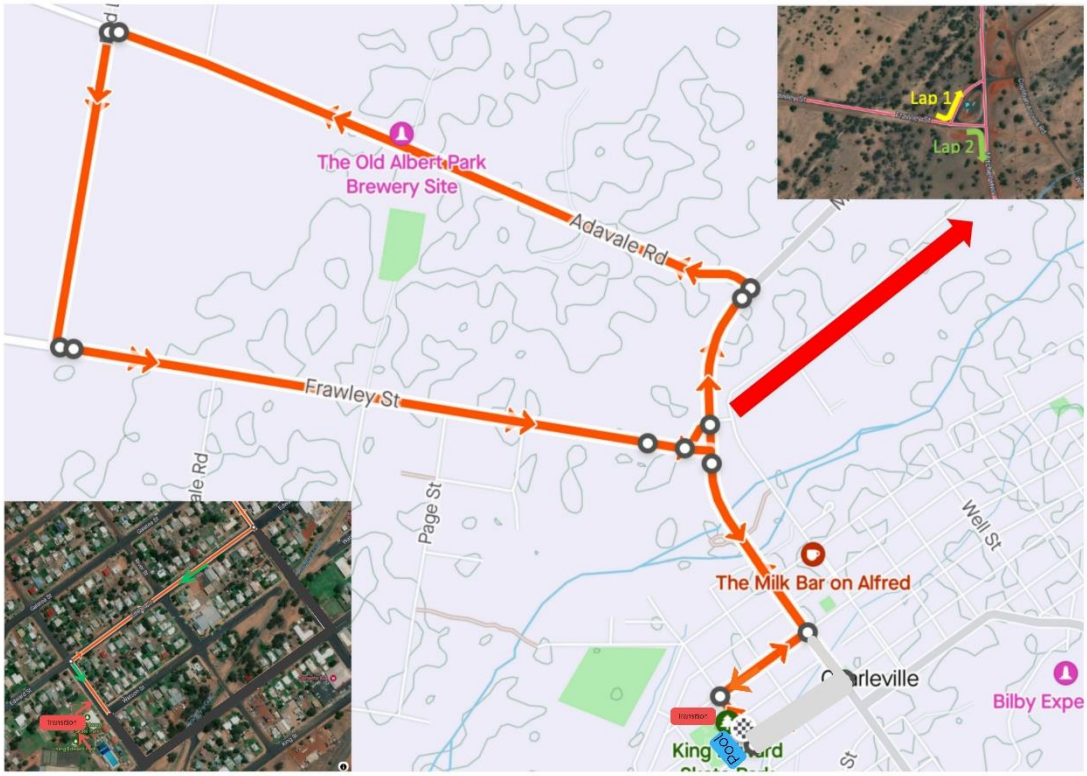
Queensland Government

Charleville Triathlon – Adult Run Course

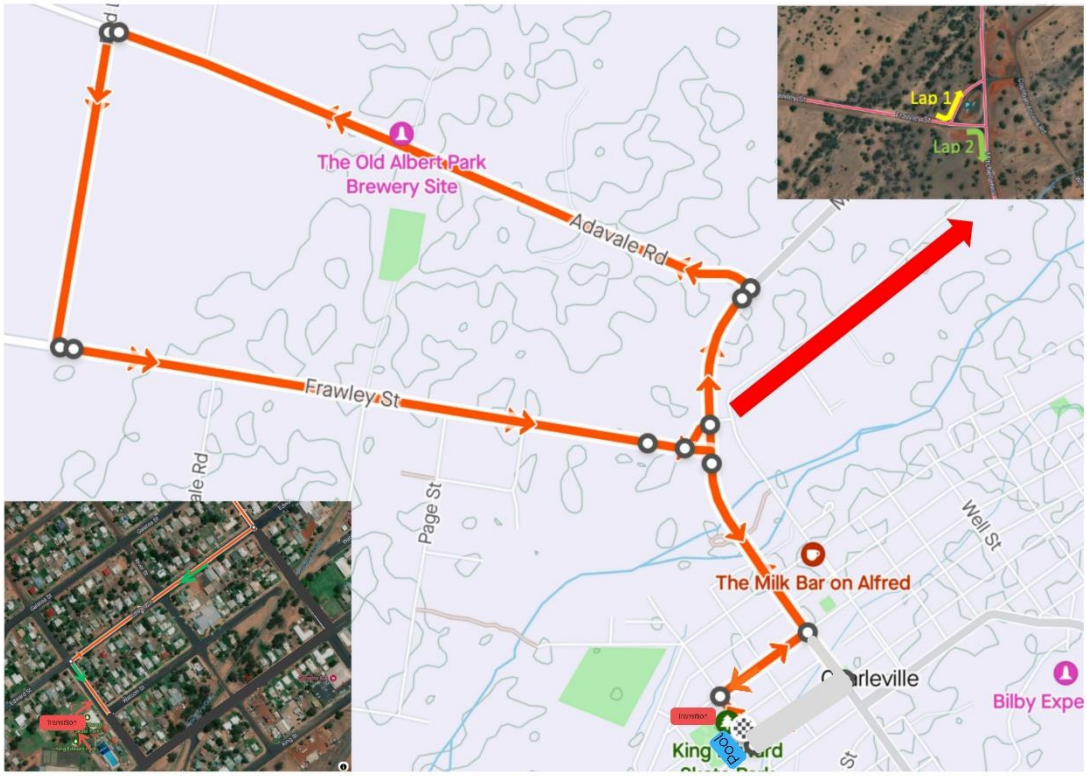
ADULT SPRINT: 5 LAPS **ADULT MINI ENTICER:** 1 LAP



Charleville Triathlon – Sprint Bike 20km



Charleville Triathlon – Sprint Bike 20km



CHILDREN'S BIKE & RUN COURSE

	BIKE	RUN
7-8yrs	1km (1 Lap)	500m (1 Lap Green)
9-10yrs	2km (2 Laps)	1km (1 Lap Red)
11-12yrs	3km (3 Laps)	1km (1 Lap Red)



Organisation Name	**CRABS - Charleville Runners & Bikers**
Contact	Jennifer Peacock
Position in club	Treasurer
Email	secretary.crabs@outlook.com.au
Phone number	429637137
Postal address	Charleville Swimming Pool - Cnr Warrego and Parry St Charleville
ABN	98332419275
Is the organisation incorporated?	Yes
Organisation Details	President - Robert Eckel Secretary - Melissa Cleary Treasurer - Jennifer Peacock
Role of the organisation in Murweh	Promoting physical activity and supporting health and wellbeing in the Murweh Shire. Organising community events - Charleville Triathlon and CRABS Half Marathon.
Assistance Requested	Road closures on course and ensuring roads, paths, or venues are in optimal condition for the event.
Date of Assistance Required	3/22/2026
Description of Assistance Approval of temporary road closures Ensuring relevant roads, paths and venues are safe and well maintained In-kind support for: o Placement and removal of event signage o Street sweeping o Mowing or maintenance where required	
What is the organisation contribution?	The Charleville Triathlon, organised by volunteers for over a decade, attracts over 200 participants of all ages. Its success relies on a dedicated organising committee and volunteers, making the triathlon a celebration of sport and community spirit.
How will the community benefit?	The Murweh Shire will be acknowledged on our social media pages, throughout the event, and during official presentations. There will also be an opportunity for the Shire to display banners at the event.
Any other information?	A formal letter has been sent to the CEO requesting Council's approval and support for the use of Council-managed roads, as well as assistance with obtaining TMR road approvals.
Acknowledgement	The Murweh Shire will be acknowledged on our social media pages, throughout the event, and during official presentations. There will also be an opportunity for the Shire to display banners at the event.
Person making the application	Jennifer Peacock

15 CORRESPONDENCE FOR CONSIDERATION

Nil

16 CONFIDENTIAL MATTERS

Nil

17 CLOSURE