



**RICHMOND SHIRE COUNCIL
LATE AGENDA
FOR**

**ORDINARY MEETING
TUESDAY 17 JANUARY 2023
COMMENCING AT 8:00AM**

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.2 Employee Assistance Policy

EXECUTIVE SUMMARY

Council to review the Employee Assistance Policy with Changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Employee Assistance Policy with changes.

Budget & Resource Implications

Nil

Background

The Employee Assistance Policy has been reviewed and changes have been made.

Highlighted red is to remove, and highlighted blue is to add in.

Consultation (Internal/External)

Internal: Peta Mitchell

Attachments

Attachment A – Policy

Report prepared by **Tiana Grant**



COUNCIL POLICY

POLICY TITLE:	EMPLOYEE ASSISTANCE POLICY
POLICY NUMBER:	025
INFOPERT REF:	65851
DATE OF ADOPTION:	18 February 2014
TIME PERIOD OF REVIEW	2 Year
DATE OF NEXT REVIEW:	December 2024

1. OBJECTIVE

The purpose of this Policy is to outline the entitlement of employees to access Council's Employee Assistance Program, which will provide employees with access to confidential and professional telephone counselling.

2. SCOPE

This Policy applies to all employees.

3. POLICY

Council places priority on the health, safety and general well-being of its employees, and recognises the importance of a safe and supportive environment for its staff. Council is therefore committed to providing an accessible, confidential telephone counselling service to assist with the resolution of issues and concerns which may affect an employee's quality of personal or professional life. Council recognises the Employee Assistance Program as a vital intervention measure, and encourages early participation to prevent escalation of problems.

Supervisors who are aware that an employee may be suffering from work-related stress may offer them counselling via the Employee Assistance Program.

4. PROCEDURE

4.1 Access to Employee Assistance Program

At the adoption of this Policy, OnBundock Counselling and Consulting Services, Townsville, is Council's Employee Assistance Program provider. The Employee Assistance Program may be accessed by all employees who desire professional counselling assistance. OnBundock provides the services of registered psychologists and accredited social workers to address a wide range of personal and work-related issues including:

- anxiety and depression;
- grief and bereavement;
- financial stress;
- addictions/substance abuse;
- workplace conflicts or disharmony;
- relationship difficulties;

- job or career issues.

Council will contract OnBundock Counselling and Consulting Services to provide up to **four (4) x 50-minute sessions of private telephone counselling** per calendar year to an employee.

At the initial consultation the OnBundock counsellor will help to identify goals and expectations of treatment along with the formulation of a treatment plan.

After the maximum number of sessions has been reached, or when OnBundock deems it appropriate, the counsellor may liaise with the employee's General Practitioner to provide referral to other health professionals, which would be at personal cost. Council will not bear the cost of counselling above and beyond maximum entitlement of its arrangement with OnBundock, or any other associated service, unless approved in writing by the Chief Executive Officer.

To utilise the service, employees can contact OnBundock directly on **telephone number (07) 4724 0861** or email reception@onbundock.com.au. Where the employee has access to Skype, they may wish to use that instead of telephone counselling, or they may choose to travel to Townsville for a face-to-face appointment.

The service is available outside of Council's normal working hours, including on Saturday. That said, the employee may use Sick Leave for any work time taken to undertake private counselling (including travelling to Townsville if they wish to have a face-to-face appointment). The normal leave application and approval process will apply – the employee can advise their supervisor that the employee has a medical appointment to attend, and if they are taking a day or two to travel to Townsville and back, they will need to submit a Leave Application Form.

If the participating employee does not have sufficient Sick Leave for a telephone, Skype or face-to-face appointment they may use Time In Lieu, Annual Leave, or Leave Without Pay.

Note that **the requirements to provide a Medical Certificate as outlined in Council's Certified Agreement 2018, and Council's related Sick Leave Policies, will apply**. If an employee is not aware of these requirements, they need to contact their supervisor, the Director or the Human Resources Officer prior to taking Sick Leave for an Employee Assistance Program appointment.

Where possible, the employee is expected to liaise with their supervisor regarding their proposed absence to ensure that the counselling session times suit the work program. The supervisor is expected to make every effort to accommodate the employee and will act with discretion and sensitivity towards the employee's request. The employee is not required to provide details of their session or discuss their issues with their supervisor.

Council will not contribute toward travel expenses such as fuel.

OnBundock cannot conduct sessions outside of their normal operating hours, and cannot travel to see employees, unless OnBundock has received advance approval from Council's Chief Executive Officer.

Participation in the Employee Assistance Program will not affect future employment or career advancement opportunities.

4.2 Information from the Employee Assistance Program

OnBundock are required to make and keep client records as per the Australian Psychological Society Code of Ethics and relevant legislation. Strict confidentiality will be adhered to by OnBundock. All personal information gathered by the practitioner during the provision of the psychological service will remain confidential and secure except when:

- It is subpoenaed by a court; or
- Failure to disclose the information would place a person at risk; or
- The person's prior approval has been obtained to:
 - Provide a written report to another professional or agency e.g. doctor, lawyer; or
 - Discuss the material with another person e.g. parent, employer.

Senior Council representatives (e.g. Chief Executive Officer, **Director of Works, Organisational Development Manager**) will have limited access to information generated by the Employee Assistance Program, for instance a monthly report indicating utilisation of the Program, and general issues discussed to assist in identifying organisation-wide issues and concerns.

Where a serious or criminal work-related offence (e.g. workplace harassment; sexual harassment) is reported to the Employee Assistance Program provider, the provider will encourage the affected person to report this to management, in the interests of workplace health and safety and ethical disclosure.

4.3 Additional Services

On occasion, Council may access additional OnBundock services – or other counselling/mediation services – which fall outside the scope of the Employee Assistance Program. For instance, counselling of an employee may occur as a performance management tool, designed to address unacceptable performance or conduct (e.g. counselling to assist with anger management or to address harassing behaviour). It should be noted that such counselling is distinct from the Employee Assistance Program and therefore the voluntary and confidential aspects of the Employee Assistance Program may not apply or apply to a lesser degree. Also, management may be entitled to access information from the provider regarding the employee's progress in relation to identified performance/conduct issues, and such information may be retained on the employee's personnel file.

Additional services may also be retained by Council to offer group counselling sessions, trauma counselling, or mediation as appropriate.

At various times OnBundock may visit the Council workplace to promote themselves and their service to the staff.

Accessing such additional services will require approval from the Chief Executive Officer.

4.4 Cancellation and Failure to Attend

Where an individual has scheduled a counselling session with the Employee Assistance Program provider, cancellation notice of a minimum of twenty-four (24) hours is requested. Failure to attend scheduled counselling, or to provide sufficient notice of cancellation, will be monitored by OnBundock and may decrease the employee's Employee Assistance Program entitlement, as Council may still be charged a fee.

5. LOCAL HEALTH PROGRAMS

The federal government's Townsville-Mackay Medicare Local program offers free allied health services, including Dietician, Diabetes Educator, Occupational Therapist, Physiotherapist and Podiatrist, and also Psychology services. These services are through the Rural Primary Health Services Program (RPHS) which people can self-refer to (i.e. a referral from a doctor is **not** required). Practitioners visit Richmond regularly. If employees wish to access this program, or wish to recommend it to friends or family members, they should contact a RPHS Support Officer on telephone (07) 4421 7730 or email RPHS@tmml.com.au, or visit the website <http://www.tmml.com.au/>.

Also, a Personal Helpers and Mentor (PHaMs) program operates in the Richmond Shire. This program delivers support services to people whose ability to live independently in the community is affected by a functional limitation resulting from a severe mental illness. Further information on this program can be obtained by contacting Flinders Shire Community Care on telephone (07) 4741 2960 or email ccc@flinders.qld.gov.au.

Otherwise, the Richmond Shire General Practitioner will be able to provide further information on mental health treatment and other health options.

6. DEFINITIONS

Employee – for the purposes of this Policy, “employee” refers to any Council employee, including casual, maximum/fixed term contract and permanent employees, trainees and apprentices, and excludes volunteers, work experience students, consultants and contractors.

Employee Assistance Program – an objective, professional, confidential counselling service provided to employees to assist with resolution of personal and work-related issues which may affect an employee’s quality of life or work performance.

7. IMPLEMENTATION

This Policy will be made available to all corporate staff on Council’s intranet site, and to all outdoor staff at the Depot and via their Supervisor/Coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time.

8. APPROVAL

Reviewed at the Council Meeting 17 January 2023.

Next review December 2024.

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.3 Travel Policy

EXECUTIVE SUMMARY

Council to review the Travel Policy with Changes.

OFFICER'S RECOMMENDATION

That Council: Adopt the Travel Policy with changes.

Budget & Resource Implications

Nil

Background

The Travel Policy has been reviewed and changes have been made.

Highlighted red is to remove, and highlighted blue is to add in.

Consultation (Internal/External)

Internal: Peta Mitchell

Attachments

Attachment B – Policy

Report prepared by **Tiana Grant**



COUNCIL POLICY

POLICY TITLE:	TRAVEL POLICY
POLICY NUMBER:	062
INFOXPRT REF:	76320
DATE OF ADOPTION:	13 December 2011
TIME PERIOD OF REVIEW	2 Year
DATE OF NEXT REVIEW:	December 2024

1. OBJECTIVE

To reimburse employees of the Richmond Shire Council for expenses incurred when required to travel within Australia on official duty.

2. SCOPE

This Policy applies to all employees [or apprentices engaged by a 3rd party](#). This Policy does not form part of any employee's contract of employment.

3. RELEVANT LEGISLATION

Local Government Act 2009
Public Service Act 2008

DEFINITIONS:

Employee	This policy applies to all employees of the Richmond Shire Council including those employed under the Local Government Industry Award State or contract.
Training	A training course provided by a registered training provider or equivalent eg. LGAQ, DLGPSR, LGMA
Conference	An event usually provided for networking and professional development for members/observers of associations such as IEWPA, LGAQ or LGMA
Official duty	Includes training and conferences and any other meeting or business trip related to council's official duties such as meetings with state government representatives and regional groups or collection of plant or equipment from outside the Shire
Family	Includes spouse/de facto and children

4. PROCEDURE

4.1 Approval process

Staff must have prior approval from their Director/supervisor to attend a training course, conference or meeting outside the Shire to be eligible to claim reimbursement of expenses. (Travel leave form attached)

4.2 Entitlement

An employee who is required to travel on official duty shall be allowed actual and reasonable expenses for accommodation, meals and incidental expenses necessarily incurred. (refer to clauses 4 – 7).

4.3 Options for payment

The chief executive officer may determine the method of payment of travelling expenses.

Payment options will include:

- Payment direct to the supplier by purchase order
- Payment direct to the supplier through the use of corporate credit card
- Reimbursement to employee for actual, reasonable costs incurred by the employee (upon production of receipts)

A combination of these options may be used.

If an employee has specific reasons or believes they will be financially disadvantaged by a particular method of payment, they may apply as a special case to the chief executive officer for payment by a different method.

4.4 Minimum standard of accommodation:

Employees are to be provided with accommodation that is at least consistent with the 3 star rating used in RACQ accommodation directories. The Chief Executive Officer may approve a higher standard where appropriate (eg. conference venue, location in relation to work site, competitive rates).

The employee is responsible for all mini bar expenses.

4.5 Standard of travel

Options for travel:

- Employees may be provided with a council vehicle to attend official engagements.
- An employee may seek the Chief Executive Officer's to use their own vehicle and will be reimbursed actual fuel costs. (Upon production of receipts)
- Employees travelling within Australia will travel economy class and should seek to obtain the most cost effective fare for Council.
- Employees requiring car hire will be provided with a standard full size (4 door) vehicle eg. Holden Commodore. The Chief Executive Officer will determine whether additional features such as satellite navigation or 4WD are necessary depending on the location.
- Actual taxi, bus or rail expenses may be reimbursed upon production of receipts.

4.6 Meals

The actual and reasonable costs allowed for meals are not to exceed \$100.00 per day. An employee is not entitled to claim expenses for a meal that is provided as part of a conference, training course or meeting.

The employee is entitled to include one non-alcoholic drink/coffee with their meal. Any further beverages are at the employee's expense.

4.7 Telephone calls, facsimiles and postage

Official telephone calls, facsimiles and postage costs will be reimbursed by the Council (upon production of receipts). An employee may use Council's official mobile phone for one limited duration (eg. 5 minutes) private call to their immediate family when travelling overnight.

4.8 Incidental expenses

Incidental expenses are paid to employees to cover expenditure of the following nature, such as:

- Toll fees
- Parking fees
- Laundry

4.9 Hours of work

- Should the employee travel on a weekend it is in the employees own time, unless required to leave on or return on a weekend due to flights or course starting/finishing on the Monday/Friday and not appropriate to travel straight through. This time will then be paid at ordinary hours.
- The employee is expected to work the designated hours of the course, training event or conference.
- The employee will be paid a standard day regardless of the hours travelled or the starting/finishing time as a standard working day, exclusive of the time that would normally be time accumulated for an RDO.
- The employee is expected to report to work before travel or immediately upon return where the anticipated travel time is 5 hours or less.
- The employee may seek approval to take an RDO or annual leave to extend the number of hours/days away subject to prior approval and provided there is no additional cost to council. Appropriate leave form to be completed for addition time required.

Examples:

An employee is required to travel to Townsville for training. The training commences 9am Tuesday and finishes 5pm Tuesday.

Approval would be given for the employee to depart work Monday 12noon and return to work Wednesday as soon as practical.

An employee has to travel to Brisbane for a conference and has a 5.00pm flight. The employee needs to be at the airport at least 1 hour before the flight. If the employee wants to take the whole day off to travel they should seek approval and apply for leave to do some personal business prior to the flight. This should be included on the leave form.

An employee is required to pick up heavy machinery from Townsville and travel is expected to take longer than the usual 5 hours. This should be noted on the leave form.

4.10 Method of Reimbursement

Before an expense is paid, the employee is required to produce documentary evidence that the expenditure has occurred –

- Receipts
- Itemised statements

The Chief Executive Officer may determine that an EFTPOS receipt is not sufficient to claim reimbursement of expenses and require a written receipt showing the items purchased.

Reimbursement will be made by completion of the appropriate form (that can be accessed on Council's intranet page) and reimbursed through creditors on the next available run. **The Chief Executive Officer will use some discretion to make a payment by direct deposit in exceptional circumstances.**

4.11 Time limit on claim

A claim shall not be paid unless it is submitted within three months of the date incurring the expense.

4.12 Conduct

Staff should adhere to the code of conduct provisions and act in a professional manner at all times when representing Council so as not to harm Council's reputation.

4.13 Family

Council believes a family friendly policy is an integral part of the retaining and attracting employees. Therefore employees may take their family when they participate in approved official functions.

Council will pay the standard double room rate and the employee will be responsible for the difference between a standard double room rate and family room rate.

The employee is responsible for the partner/family meals.

Council will contribute 25% towards an employee's partner's (or one immediate family member) air fare when attending a conference or training session as approved by the Chief Executive Officer (or in the case of the CEO, Council [will approve](#)). Employees seeking to extend their stay for annual leave, RDOs or over a weekend shall be responsible for the extra costs associated with the extended time. For example Council will pay for an employee's accommodation/meals etc. if they are returning late from their destination into Townsville and the employee will be responsible for accommodation/meals etc. for any subsequent days spent in Townsville for personal reasons.

Council will pay the Partners meal at any official dinner (such as the LGAQ conference program) subject to prior approval by the CEO (or in the case of the CEO, Council [will approve](#)).

5. IMPLEMENTATION

This Policy will commence from the Approval Date (see Section 6). This Policy replaces all other Travel Policies of Richmond Shire Council (whether written or not).

This Policy will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff at the Depot and via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g. audit recommendations), or when legislative requirements change.

6. APPROVAL

Reviewed and Adopted at the Council Meeting held on 15 December 2020.

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.4 Complaints about Public Officials Policy

EXECUTIVE SUMMARY

Council to review the Complaints about Public Officials Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Complaints about Public Officials Policy as presented.

Budget & Resource Implications

Nil

Background

The Complaints about Public Officials Policy has been reviewed.

Consultation (Internal/External)

Internal: Peta Mitchell

Attachments

Attachment C – Policy

Report prepared by **Tiana Grant**



COUNCIL POLICY

POLICY TITLE: **COMPLAINTS ABOUT THE PUBLIC OFFICIAL:
SECTION 48A OF THE CRIME AND CORRUPTION ACT 2001**

POLICY NUMBER: 071
INFOXPRT REF: 91238
DATE OF ADOPTION: 15 May 2018
TIME PERIOD OF REVIEW 2 Year

DATE OF NEXT REVIEW: December 2024

POLICY BACKGROUND

The Chief Executive Officer (CEO) is the public official of the Richmond Shire Council within the meaning of the *Crime and Corruption Act 2001* (CC Act).

The objective of this policy is to set out how the Council will deal with a complaint (also information or matter)¹ that involves or may involve corrupt conduct ² of its CEO.

ORGANISATIONAL POLICY

The policy is designed to assist the Council to:

- Comply with s48A of the CCAct.
- Promote public confidence in the way suspected corrupt conduct of the CEO for the Council is dealt with (s34(c) CC Act).
- Promote accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

DEFINITIONS

Crime and Corruption Commission (CCC)	The Commission continued in existence under the <i>Crime and Corruption Act 2001</i>
CC Act	<i>Crime and Corruption Act 2001</i>
Complaint	Includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>
Corrupt conduct	See s15 of the <i>Crime and Corruption Act 2001</i>

Deal with

See Schedule 2 (Dictionary) of the *Crime and Corruption Act 2001*

Employees	See s 199 <i>Local Government Act 2009</i>
Public Official/CEO	See Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>
Reasonably suspects	See Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>

1 See s48A of the CC Act and definitions below

2 See s15 of the CC Act and definitions below

POLICY APPLICATION

This policy applies:

- If there are grounds to suspect that a complaint may involve corrupt conduct of the CEO of the Council.
- To all persons who hold an appointment in, or are employees³ of the Council. For the purpose of this policy a complaint includes information or matter⁴.

NOMINATED PERSON

Having regard to s48A (2) and (3) of the CC Act, this policy nominates the Mayor as the nominated person to notify⁵ the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.⁶

The CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the Mayor⁷.

COMPLAINTS ABOUT THE CEO

Where a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to the Mayor or a person to whom there is an obligation to report under an Act⁸ (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, Council employees should report the conduct to the Mayor.

If the Mayor reasonably suspects the complaint may involve corrupt conduct of the CEO, the Mayor will:

- Notify the CCC of the complaint⁹; and
- Deal with the complaint, subject to the CCC's monitoring role, when —
 - directions issued under s40 apply to the complaint, if any, or
 - pursuant to s46, the CCC refers the complaint to the Mayor to deal with¹⁰.

If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, the CEO must:

- Report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
- Take no further action to deal with the complaint unless requested to do so by the Mayor.

Where directions are issued under s40 of the CC Act:

- The Mayor is to deal with the complaint.
- The CEO is to take no further action to deal with the complaint unless requested to do so by the Mayor.

3	<i>S 199 Local Government Act 2009 and definitions above</i>
4	<i>Examples of information or matter involving corruption that may be given to the commission can be found in s36(5) of the CC Act</i>
5	<i>Under ss37 or 38 of the CC Act</i>
6	<i>Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act</i>
7	<i>See s48A(3) CC Act</i>
8	<i>See s39(2) of the CC Act</i>
9	<i>Under ss37 or 38, subject to s40 of the CC Act</i>
10	<i>Under ss41 and 42 and/or ss43 and 44 of the CC Act</i>

CONFIDENTIALITY

The CEO, the Mayor, and persons responsible for dealing with the complaint about corrupt conduct (including external investigators) have a duty to maintain confidentiality in relation to the complaint.

The duty to maintain confidentiality extends to the identity of the person making the complaint, the person who is subject of the complaint, and sometimes even the existence of the complaint.

Consideration will also need to be given to whether the complainant is making a public interest disclosure, and is therefore subject to the provisions of the Public Interest Disclosure Act 2010.

In particular the following should be kept confidential:

- The identity of the source of information (including the names of any disclosers).
- The identity of those involved in the investigation including witnesses.
- The nature and content of oral and documentary evidence gathered during the investigation.

RESOURCING THE MAYOR

If pursuant to ss40 or 46, the Mayor has responsibility to deal with the complaint¹¹:

- The Council will ensure that sufficient resources are available to enable the Mayor to deal with the complaint appropriately¹², and
- The Mayor is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State, or
 - the consent of the Mayor.
- The Mayor must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the CC Act¹³.
 - the importance of promoting public confidence in the way suspected corrupt conduct in Richmond Shire Council is dealt with¹⁴.
 - Richmond Shire Councils' statutory, policy and procedural framework.

For the purpose of dealing with the complaint only, the Mayor is delegated the same authority, functions and powers of the CEO to:

- direct and control staff of the Council, and
- enter into contracts on behalf of the Council.

LIAISING WITH THE CCC

The CEO is to keep the CCC informed of:

- The contact details for the CEO and the Mayor.
- Any proposed changes to this policy.

CONSULTATION WITH THE CCC

The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

POLICY REVIEW

This policy will be reviewed Dec 2022

Version Control:

Version	Reason/Trigger	Endorsed/Reviewed By	Date
1.0	New	Resolution 20180515.12	15/05/2018

- 11 *Under ss41 and 42 and/or ss43 and 44 of the CC Act*
- 12 *See the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the Council's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint*
- 13 *See ss57 and the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act*
- 14 *See s34(c) CC Act*

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.5 Use of Councils Plant and Vehicles Policy

EXECUTIVE SUMMARY

Council to review the Use of Councils Plant and Vehicles Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Use of Councils Plant and Vehicles Policy as presented.

Budget & Resource Implications

Nil

Background

The Use of Councils Plant and Vehicles Policy has been reviewed.

Consultation (Internal/External)

Internal: Peta Mitchell

Attachments

Attachment D – Policy

Report prepared by **Tiana Grant**



COUNCIL POLICY

POLICY TITLE:	USE OF COUNCILS PLANT & VEHICLES POLICY
POLICY NUMBER:	072
INFOPERT REF:	91239
DATE OF ADOPTION:	15 May 2018
TIME PERIOD OF REVIEW	1 Year
DATE OF NEXT REVIEW:	December 2023

1. INTRODUCTION

1.1 PURPOSE:

To give clear guidance to staff and contractors on the use and management of Council's Plant and Vehicle's. This policy does not apply to Richmond Shire Council staff that have been allocated a vehicle as part of their terms and conditions of employment under the Vehicle Policy – Key Personnel.

1.2 POLICY OBJECTIVES:

The primary aim of this policy is to ensure the effective, efficient and safe use of Council's plant, machinery and motor vehicle fleet.

The policy is intended to ensure that the:

- (a) operators have access to appropriate training and support; and
- (b) fleet is appropriately managed and maintained.

1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces all other specific Use of Council's Plant and Vehicles policies of Council (whether written or not).

1.4 SCOPE:

This policy addresses a number of aspects of plant, machinery and motor vehicle usage including:

- (a) Maintenance responsibilities
- (b) Safe driving and operating
- (c) Records relating to qualifications, tickets and licenses
- (d) Accidents
- (e) Fines and traffic infringements
- (f) Damage repairs and insurance claims

2. POLICY

2.1 CONTEXT:

This policy applies to the use of Council plant and vehicles for Council business only except where private use has been authorised by the CEO in accordance with clause 3.1.6.

2.2 POLICY STATEMENT:

All users of Council plant and vehicles must be appropriately qualified and licensed and abide by the guidelines provided in this policy.

3. STANDARDS AND PROCEDURES

3.1 SPECIFIED AND STANDARD

3.1.1 Plant and Vehicle Operators

Employees must have a current Queensland driver's license to operate any Council vehicle or plant whether on public roads or not.

Employees who operate vehicles or plant must also hold the necessary license or certificate of competency usually a current Occupational Health and Safety License or Certificate of Competency. Evidence of appropriate training and instruction for the type of plant to be operated could include:

- o a statement of attainment or other nationally recognised qualification
- o training completed at an industry training school
- o On-the-job training conducted by an experienced competent person.

NOTE: As per the Work Health and Safety Act 2011 (WHS Act) in Queensland on 1 January 2012, earthmoving or particular crane (EPC) occupational classes are no longer required to be licensed. Plant which falls under the EPC class is:

- o backhoe
- o front end loader
- o excavator
- o skid steer loader
- o road roller
- o grader
- o scraper
- o dozer
- o bridge and gantry remote control crane.

3.1.2 Responsibilities of Driver/Operator

- Keep the vehicle or plant clean and tidy and treat it with respect.
- Lock the vehicle or plant when left unattended or parked. Keys must be stored in the camp office, nearest depot or administration building. If garaged at a private residence the keys must not be left in the vehicle under any circumstance.
- Reverse Park all vehicles or plant whenever possible.
- Ensure that cargo, chemicals and dangerous goods are carried in cargo areas in a safe manner. Do not overload a vehicle or plant.
- Perform regular routine maintenance including checking tyre pressures (including spares), tyre condition, oil levels and water levels. The manufacturer's handbook is the primary reference for the routine maintenance issues including recommended tyre pressures.
- Ensure there is always an inflated spare tyre in the vehicle and change or repair punctured tyres as soon as practicable. Do not drive on deflated tyres.
- Do not drive or operate vehicles or plant when tired.
- Avoid driving at night and at dusk and dawn because of the risk of colliding with kangaroos.
- Do not knowingly drive an un-roadworthy vehicle.

- Report all incidents and accidents as soon as possible.
- Complete Timesheets and Daily Checks Logbook.
- In accordance with Council's Smoking Policy, do not smoke inside any Council vehicle or plant.
- In accordance with Councils Drug and Alcohol Policy do not operate any Council vehicle or plant when under the influence of prescription drugs, illegal drugs or alcohol.

3.1.3 Records

- The Operator/Driver will complete Timesheets (kms & fuel) and Daily Checks Logbook as required.
- The Workplace Safety Officer will ensure that all new employees provide copies of required qualifications/licenses. All copies of certificates and licenses will be stored on the employees personnel file in InfoXpert.
- The Workplace Safety Officer will maintain a skills register.
- All supervisory staff must be familiar with the qualifications and licenses that their staff hold.

3.1.4 Incidents and Accidents

- An incident or accident is defined as any situation that results in damage to plant or vehicle or injury to person.
- In the case of an accident that involves another vehicle:
 - Full names, addresses, workplace details, telephone numbers, insurance and registration of all drivers, passengers, witnesses and other motor vehicles are to be recorded.
 - No discussion about negligence or fault of any party is to be entered into.
 - Police must be notified if:
 - any driver fails, has failed or is refusing to provide details;
 - death or injury (requiring medical attention from a qualified ambulance office, nurse or doctor) has occurred;
 - there is confirmed involvement of drugs and/or alcohol.
 - If police are unable to attend the scene, the employee should report to the nearest Police Station and make a written statement.
- An ambulance must be called if any person is seriously injured.
- Where the vehicle has to be towed ensure that the tow truck operator supplies all documentation confirming the tow and the details of where the vehicle will be taken.
- The Workplace Safety Officer and the manager/supervisor of the employee should be advised as soon as possible after the incident or accident so that the necessary investigations and reporting arrangements can be made.
- The employee must report all incidents and accidents, using Incident Report Form, to the Workplace Safety Officer as soon as possible.
- The Workplace Safety Officer receives and reviews all incident forms and will continuously monitor the condition of plant to ensure that employees are meeting their requirements to report damage.
- The Workshop Coordinator will report all damage to plant or vehicles to the Workplace Safety Officer.

3.1.5 Fines and Traffic Infringements

- Parking and other traffic fines associated with the use of Council vehicles are the responsibility of the employee using the vehicle at the time the infringement occurs.
- However, if the fine relates to un-roadworthy condition of the vehicle and the employee was unaware of the vehicle's condition, the employee will not be held liable.
- Any outstanding fines that are paid by Council will be invoiced to the employee.

3.1.5 Use of Private Vehicle for Council Business

Use of private vehicles for Council business must be approved in writing by the Chief Executive Officer.

3.1.6 Use of Council Plant – Private Works

Other than in the case of vehicles which are approved for private use under the Vehicle Policy – Key Personnel, no non-Council employees should be on or in Council plant, machinery or vehicles unless specifically authorised by the CEO. In order to encourage private business operators, wherever possible Council will refrain from making plant available for private works when this is in competition with private operators.

3.1.7 Use of Council Vehicle or Plant – Assistance in Non-Emergency Situations

Council will if required will provide assistance under its normal private works arrangements if vehicles break down or become bogged or stuck whilst travelling on closed roads, against Councils advice or if negligent or illegal actions have resulted in their predicament and penalties/fines will apply.

4. REFERENCE AND SUPPORTING INFORMATION

4.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	Means Richmond Shire Council
Accident or Incident	Where a situation results in damage to plant and/or injury to person.

4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Vehicle Policy
Incident Report Form
Daily Checks Logbook/Timesheet

4.3 VERSION CONTROL

I,(insert name) declare that I have read and understood the Use of Council Plant and Vehicle Policy.

Signed:.....Date:.....

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.6 Domestic and Family Violence Policy

EXECUTIVE SUMMARY

Council to review the Domestic and Family Violence Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Domestic and Family Violence Policy as presented.

Budget & Resource Implications

Nil

Background

The Domestic and Family Violence Policy has been reviewed.

Consultation (Internal/External)

Internal: Peta Mitchell

Attachments

Attachment E – Policy

Report prepared by **Tiana Grant**



COUNCIL POLICY

POLICY TITLE:	DOMESTIC AND FAMILY VIOLENCE EMPLOYEE SUPPORT
POLICY NUMBER:	074
INFOXPRT REF:	93282
DATE OF ADOPTION:	18 SEPTEMBER 2018
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	DECEMBER 2024

Purpose

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

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

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

All employees of Richmond Shire Council are committed to making it a great place to work. Richmond Shire Council will support employees affected by DFV by providing appropriate support.

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

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

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

Commencement of this Policy

This Policy will commence from 18 September 2018.

Application of this Policy

This policy applies to employees of Richmond Shire Council including contractors, agency and volunteers.

Policy

Confidentiality and disclosure

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

Should an employee wish to disclose information to Council they are encouraged to contact their immediate supervisor in order to ensure that the information disclosed is treated confidentially in accordance with lawful requirements.

Awareness raising

Richmond Shire Council will make available and promote awareness of DFV issues within its workplace as appropriate.

Documentation

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

Leave entitlement

- a) Richmond Shire Council employees who are affected by DFV will be able to access paid or unpaid leave in accordance with legislative and industrial instrument provisions.
- b) The reasons for this leave may include, but are not limited to, attending medical, legal, police or counselling appointments; attending court and other legal proceedings; and organising alternative accommodation and care or education arrangements for the purposes of attending to matters arising from DFV or supporting the person affected by DFV.
- c) Leave should be granted where the Chief Executive Officer is satisfied that the employee requires leave because the employee is affected by DFV.
- d) The employee does not have to use other leave entitlements before accessing DFV leave. DFV leave can be taken as consecutive days, single days or part of a day.
- e) The employee may also request access to further paid or unpaid leave, including leave without pay, sick leave, carers leave, recreation leave, long service leave or other accrued time to attend to matters arising from DFV. Approval for this leave will be in accordance with the standard processes for accessing the leave type or at the discretion of the Chief Executive Officer.

Work performance and attendance

Work performance or attendance may be influenced by factors not connected with work. Employees will be supported and encouraged to raise concerns about their personal

circumstances, including whether DFV is a contributing factor to work performance and attendance.

Flexible working arrangements

Richmond Shire Council will consider options to provide employees affected by DFV with access to flexible working arrangements. Employees are encouraged to discuss their request for flexible working arrangements with their Manager/Supervisor in the first instance.

Other workplace support and role adjustments

Richmond Shire Council may also consider:

- a) workplace safety needs and arrangements to protect the employee and colleagues following a risk assessment, including increased security measures
- b) supporting employees to have the workplace included in a Domestic Violence Order issued by the courts, where appropriate
- c) provision of other support and reasonable adjustments.

Responsibilities

Chief Executive Officer/ Directors/ Supervisors will:

- model organisational values, including behaviour in a way that promotes a work environment free from any form of violence
- promote DFV options in the workplace
- sensitively communicate with employees affected by DFV
- take prompt and appropriate action to address any reports of employees affected by DFV
- ensure appropriate levels of support are provided to employees affected by DFV
- ensure appropriate management of work performance and monitoring of attendance issues.

Employees will:

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

Variations

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

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.7 Complaints Policy

EXECUTIVE SUMMARY

Council to review the Complaints Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Complaints Policy as presented.

Budget & Resource Implications

Nil

Background

The Complaints Policy has been reviewed.

Consultation (Internal/External)

Internal: Peta Mitchell

Attachments

Attachment F – Policy

Report prepared by **Tiana Grant**



COUNCIL POLICY

POLICY TITLE:	Complaints Management Policy
POLICY NUMBER:	076
INFOXPRT REF:	104109
DATE OF ADOPTION:	21 July 2020
TIME PERIOD OF REVIEW:	1 Year
DATE OF NEXT REVIEW:	December 2023

1. OBJECTIVE

To formalise the Council process in relation to the receiving, actioning and reporting of complaints.

This policy also sets out procedures for resolving administrative action complaints as required by section 268 of the Local Government Act 2009 and section 306 of the Local Government Regulation 2012.

2. SCOPE

This policy applies to the community and all staff who wish to lodge an official complaint.

This policy applies to all administrative action complaints and the way they are handled.

An “administrative action complaint” has the meaning given to that term under the *Local Government Act 2009*.

Examples of an administrative action include:

- a decision or failure to make a decision, including a failure to provide reasons for the decision in writing;
- making a recommendation.

An administrative action complaint includes complaints that are:

- fixed quickly;
- made verbally;
- made anonymously.

An affected person is someone who appears to be directly affected by an administrative action

of Council.

3. RECEIVING A COMPLAINT

When a complaint is first received a Service Request Form is to be completed and forwarded to the relevant officer. If the complainant feels they did not receive the expected outcome or do not agree with the outcome, they may make an official complaint in line with this policy.

Council will accept anonymous complaints, but Council Officers will advise the complainant that information such as the complainant's name and contact details will assist Council to deal with their complaint effectively. If an anonymous complaint does not contain sufficient detail, Council may not be able to assess the complaint.

Verbal complaints – Verbal complaints can be received over the phone or in person. If possible, complaints should be resolved at this first point of contact. If the complaint has been resolved at the first point of contact, there is no need to record the complaint. If not, the Officer receiving the complaint should endeavour to:

- Obtain the complainant's name and contact details
- Document basic details of their complaint (when, where, what and who it involved); and
- Identify the complainant's desired outcome
- The complainant must complete and sign the complaints form. If over the phone the employee may sign on their behalf with a note "over the phone".

Written complaints – If a complaint has been received via email, Council will endeavour to notify the complainant within 24 hours that the complaint has been received will endeavour to notify the complainant within 24 hours that the complaint has been received. A complaints form will be provided for them to complete and return to Council.

If the complaint has been received by letter, Council must attach it to the complaints form. This can be enough evidence for a signature by the complainant.

Referral by External Agencies – All correspondence received from external agencies such as Queensland Ombudsman, Department of State Development, Infrastructure and Planning or the Crime and Corruption Commission is to be reviewed by the Chief Executive Officer (CEO).

Once reviewed the CEO will forward the complaint onto relevant staff to action the complaint.

Council will ensure administrative action complaints are treated with sensitivity and take into account any special needs of the complainant.

Council may refuse to deal with a complaint if the complaint is considered to be frivolous or vexatious. If a complaint is identified as such it will be managed in accordance with this policy. For the purpose of this paragraph:

- (a) **A frivolous complaint** means a complaint that has no serious purpose or value. It may have little merit and be trivial; investigating would be out of proportion to the seriousness of the issue complained about.
- (b) **A vexatious complaint** means a complaint which is considered to be pursued without merit and intends to cause inconvenience, harassment or expense to Council and/or employees.

4. ASSESSMENT OF COMPLAINT

The initial assessment is to be completed within three (3) business days from receipt of the complaint. The relevant Officer will coordinate the collection of sufficient information in regard

to the complaint to allow an assessment of the matter to be made. This will occur in consultation with the Director of the relevant area, unless there is a specific reason why such consultation cannot occur (such as when the complaint may involve those people). It may be possible to action the matter immediately.

Consideration should always be given to contacting the Complainant, preferably by telephone or written correspondence (as evidence), to seek further clarity about their complaint and their desired outcome.

Matters involving suspected corrupt conduct must be reported to the Crime and Corruption Commission (CCC) in accordance with the Crime and Corruption Act 2001.

Even if a complainant is not deemed to be an affected person, consideration should be given to factors that may still warrant the matter being treated as a complaint, such as the impact of the issue on the Community and/or Council.

5. RECORDING A COMPLAINT

Once a complaints form has been lodged, the Officer receiving the complaint will forward it onto the Records Officer.

The Records Officer will record the complaint in the Complaints Register and then forward it onto the relevant officer.

The relevant officer will document any information available and follow up on the complaint until concluded. It is essential that every action and decision made regarding the complaint is recorded in the complaints database.

When the complaint process has concluded, the information is forwarded onto the Records Department to add to the Records Management system.

6. RESPOND AND RESOLVE

When a complaints form has been received, the relevant Officer will endeavour to notify the complainant by writing within three (3) business days of receipt of the complaints form.

The relevant Officer will endeavor to send a follow up letter or notice of completed complaint within ten (10) business days from the date the complaint was received by Council and any further information or clarity requested by the Officer in accordance with item 4 of this Policy.

If the complaint cannot be solved within the ten-day period, Council will advise the complainant of an estimated timeframe in writing.

In certain situations, it may be clear that despite the dissatisfaction expressed by the complainant, the issue complained about is the result of a routine Council process and the complainant has not identified any departure from Council policies, procedures or relevant legislation. For example, a person may complain about their rates being too high but in the absence of any indication that a mistake has been made, no further action is required, other than possibly an explanation as to how rates are calculated.

7. REVIEW PROCESS

If the complainant is dissatisfied with the outcome of the complaint process or the process itself, they can request a review by the CEO or their delegate.

The complainant must request the review within fourteen (14) days of receipt of correspondence advising the outcome.

The decision to conduct a review, the resources to be applied and whether a review will be conducted internally or externally will be at the discretion of the CEO.

The Complainant should be advised of the outcome of the review in a similar format to Section 6.

A person may at any time refer their matter of concern to an external agency (for example, the Queensland Ombudsman or the Crime and Corruption Commission), including if they are dissatisfied with the outcome of any complaint process review.

8. RESPONSIBILITIES OF COUNCILLORS

If a Councillor receives a complaint from a community member, the Councillor must advise the complainant to speak with either Council's Administration or with the CEO.

9. EXTERNAL REPORTING

Council's annual report will contain information about Council's administrative action complaints as required by section 187 of the Local Government Regulation 2012.

10. HUMAN RIGHTS

Where Council receives a complaint that is a human rights complaint within the meaning of the Human Rights Act 2019, Council will apply the Human Rights Act 2019 to its assessment of that complaint.

11. ASSOCIATED POLICIES / FORMS

Complaints Form located in H Drive – Forms.
Richmond Shire Council Website

12. REFERENCES

Human Rights Act 2019
Local Government Act 2009
Local Government Regulation 2012

13. APPROVAL

Adopted at the 07 December 2021 Council Meeting.

Item 2. Reports for Consideration – Office of the Chief Executive Officer

Item 2.8 Complaints About the Chief Executive Officer Policy

EXECUTIVE SUMMARY

Council to review the Complaints About the Chief Executive Officer Policy as presented.

OFFICER'S RECOMMENDATION

That Council: Adopt the Complaints About the Chief Executive Officer Policy as presented.

Budget & Resource Implications

Nil

Background

The Complaints About the Chief Executive Officer Policy has been reviewed.

Consultation (Internal/External)

Internal: Peta Mitchell

Attachments

Attachment G – Policy

Report prepared by **Tiana Grant**



COUNCIL POLICY

POLICY TITLE:	Complaints about the Chief Executive Officer
POLICY NUMBER:	077
INFOXPRT REF:	104547
DATE OF ADOPTION:	18 August 2020
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	December 2024

OBJECTIVE

The objective of this policy is to set out how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer and to comply with the requirements of Section 48A of the *Crime and Corruption Act 2001*. (CCC Act 2001)

SCOPE

This policy applies if there are grounds to suspect that a Complaint may involve corrupt conduct of the CEO of Council.

To all persons who hold an appointment in or are employees of Richmond Shire Council.

NOMINATED PERSON

Having regard to Section 48A(2) and (3) of the CC Act, this policy nominates the Director of Corporate Services as the Nominated Person to notify the Crime & Corruption Commission of a Complaint and to deal with the Complaint under the CC Act.

The CC Act applies if a reference about notifying or dealing with the Complaint to CEO is a reference to the Nominated Person.

COMPLAINTS ABOUT THE CEO

If the Complaint involves an allegation of Corrupt Conduct of the CEO of Council the Complaint must be reported to:

- a) the Nominated Person; or
- b) a person to whom there is an obligation to report under the CC Act (this does not include an obligation imposed by Sections 37, 38 and 39(1) of the CC Act.

If the Nominated Person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

- a) notify the CCC of the complaint; and
- b) deal with the complaint, subject to the CCC's monitoring role,

When —

- (i) directions issued under Section 40 of the CC Act apply to the complaint, if any, or
- (ii) pursuant to Section 46 of the CC Act, the CCC refers the complaint to the Nominated Person to deal with.

If the CEO reasonably suspects that their actions may involve corrupt conduct on their part, the CEO must:

- a) report their actions to the Nominated Person as soon as practicable and may also notify the CCC, and
- b) take no further action to deal with the complaint unless requested to do so by the Nominated Person in consultation with Council.

If directions issued under Section 40 of the CC Act apply to the complaint:

- (i) the Nominated Person is to deal with the complaint, and
- (ii) the CEO is to take no further action to deal with the complaint unless requested to do so by the Nominated Person in consultation with Council.

RESOURCING THE NOMINATED PERSON

If pursuant to Section 40 or 46 of the CC Act, the Nominated Person has responsibility to deal with the complaint:

- a) Council will ensure that sufficient resources are available to the Nominated Person to enable them to deal with the complaint appropriately, and
- b) The Nominated Person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without authorisation under a law of the Commonwealth or the State.
- c) The Nominated Person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - (i) purposes of the CC Act;
 - (ii) the importance of promoting public confidence in the way suspected corrupt conduct in Council is dealt with; and
 - (iii) Council's statutory, policy and procedural framework.

The Nominated Person:

- (i) is delegated the same authority, functions and powers as the CEO to direct and control staff of Council as if the Nominated Person is the CEO of Council for the purpose of dealing with the complaint only;
- (ii) is delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of Council for the purpose of dealing with the complaint;
- (iii) do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either Council or the CEO, to the Nominated Person.

LIAISING WITH THE CCC

The CEO is to keep the CCC and the Nominated Person informed of any proposed changes to this policy.

CONSULTATION WITH THE CCC

The CEO will consult with the CCC when preparing any policy about how Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

STATUTORY REFERENCES

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*.

DEFINITIONS

To assist with interpreting the policy the following definitions are relevant:-

CCC means Crime and Corruption Commission.

CC Act means *Crime and Corruption Act 2001*.

CEO means the Chief Executive Officer of the Richmond Shire Council.

Complaint includes information or matter – refer to the definition in Section 48A(4) of the CC Act.

Corrupt Conduct see Section 15 of the CC Act.

Corruption see Schedule 2 (Dictionary) of the CC Act.

Council means Richmond Shire Council.

Deal with see Schedule 2 (Dictionary) of the CC Act.

Nominated Person see Item 5 of this policy.

APPROVAL

Adopted and reviewed at the 17 January 2023 Council Meeting.

Item 3 Reports for Consideration – Corporate Services

Item 3.2 Monthly Financial Report

EXECUTIVE SUMMARY

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2022/2023 Operational Plan at the end of the December quarter is tabled for Council's consideration.

OFFICER'S RECOMMENDATION

That Council: receive and note the Quarter 2 progress report of RSC 2022/2023 Operational Plan for the December 2022 reporting period.

Budget & Resource Implications

Nil

Background

As required by Section 174(3) of the *Local Government Regulation 2012*, a progress report on the implementation of Council's 2022/2023 Operational Plan at the end of the December quarter is tabled for Council's consideration.

Consultation (Internal/External)

Internal: Peta Mitchell – Director of Corporate Services

Attachments

Attachment H

- Operational Plan 2022-2023

Report prepared by **Peta Mitchell (Director of Corporate Services)**



2022-2023

Operational Plan



OPERATIONAL PLAN 2022-2023

Finance and Administration

Activity Identified:	Upgrade Staff Housing
Budget Implication:	\$140,000
Activity Objectives:	Upgrade to 1 Carter Street and 84 Simpson Street
Corporate Plan Objective:	Property Management

Activity Identified:	Upgrade to Council Buildings
Budget Implication:	\$25,000
Activity Objectives:	Maintenance issues such as painting and minor repairs
Corporate Plan Objective:	Property Management

Activity Identified:	Depot Upgrade
Budget Implication:	\$50,000
Activity Objectives:	Upgrade at the Crawford Street Depot
Corporate Plan Objective:	Asset Management

OPERATIONAL PLAN 2022-2023

Activity Identified:	Land Purchase
Budget Implication:	\$250,000
Activity Objectives:	Purchase of Land
Corporate Plan Objective:	Corporate Governance

OPERATIONAL PLAN 2022-2023

Works and Services

Activity Identified:	Town Streets and Rural Roads Maintenance
Budget Implication:	\$900,000
Activity Objectives:	Maintenance grading, pothole patching, other stormwater and sealing as required.
Corporate Plan Objective:	Roads

Activity Identified:	Croydon Road New Seal
Budget Implication:	\$300,000
Activity Objectives:	Continue to upgrade the Croydon Road utilising TIDS, R2R and other funding sources.
Corporate Plan Objective:	Roads

Activity Identified:	Crawford Street Upgrade
Budget Implication:	\$900,000
Activity Objectives:	Full reconstruction of Crawford Street
Corporate Plan Objective:	Roads

OPERATIONAL PLAN 2022-2023

Activity Identified:	QRA betterment projects
Budget Implication:	\$5,494,284
Activity Objectives:	Burleigh Crossing
Corporate Plan Objective:	Roads

Activity Identified:	QRA betterment project
Budget Implication:	\$548,046
Activity Objectives:	Mountain Creek Crossing
Corporate Plan Objective:	Roads

Activity Identified:	Croydon Road Reseal
Budget Implication:	\$200,000
Activity Objectives:	Continue to reseal various sections of the Croydon Road
Corporate Plan Objective:	Roads

OPERATIONAL PLAN 2022-2023

Activity Identified:	Stormwater Upgrade
Budget Implication:	\$1,114,416
Activity Objectives:	To reinstate stormwater drainage at 16 sites identified
Corporate Plan Objective:	Roads

Activity Identified:	Rural Addressing
Budget Implication:	\$51,200
Activity Objectives:	To Place Rural Address for all Rural Properties
Corporate Plan Objective:	Roads

Activity Identified:	Flood Damage – Local Roads
Budget Implication:	\$5,819,030
Activity Objectives:	To work through and repair all flood damage from 2022 flooding events.
Corporate Plan Objective:	Roads

OPERATIONAL PLAN 2022-2023

Activity Identified:	Grid Replacement Program
Budget Implication:	\$50,000
Activity Objectives:	Continuous Replacement of Old Grids
Corporate Plan Objective:	Roads

Activity Identified:	Continuous upgrade of Council Plant
Budget Implication:	\$2,247,380
Activity Objectives:	Upgrade plant and equipment in accordance with Council's replacement program to maintain a quality fleet.
Corporate Plan Objective:	Asset Management

Activity Identified:	Bulk kerbside waste collections
Budget Implication:	\$10,000
Activity Objectives:	Provide a bulk kerbside waste collection annually to help maintain a tidy town.
Corporate Plan Objective:	Cleansing

OPERATIONAL PLAN 2022-2023

Activity Identified:	Water Treatment Plant – Replace Filter Medium
Budget Implication:	\$445,000
Activity Objectives:	Replace Filter Medium to Ensure Water Quality.
Corporate Plan Objective:	Water

Activity Identified:	Digital Water Meters
Budget Implication:	\$60,000
Activity Objectives:	Install digital water meters on all water meters in Richmond to provide up-to-date readings for water billing.
Corporate Plan Objective:	Water

Activity Identified:	Refuse Tip – Clean up
Budget Implication:	\$75,000
Activity Objectives:	Clean up and organisation of refuse tip
Corporate Plan Objective:	Cleansing

OPERATIONAL PLAN 2022-2023

Activity Identified:	Richmond Airport Runway Upgrade
Budget Implication:	\$1,750,000
Activity Objectives:	Install a new runway
Corporate Plan Objective:	Aerodrome

Activity Identified:	Maxwelton Saleyards
Budget Implication:	\$10,000
Activity Objectives:	To upgrade troughs and pens
Corporate Plan Objective:	Saleyards

Activity Identified:	Footpaths
Budget Implication:	\$160,000
Activity Objectives:	To improve the footpath access in town
Corporate Plan Objective:	Roads

OPERATIONAL PLAN 2022-2023

Community Development and Services

Activity Identified:	Caravan Park Upgrades
Budget Implication:	\$70,000
Activity Objectives:	Landscape, fencing work and laundry building at Caravan Park
Corporate Plan Objective:	Lakeview Caravan Park

Activity Identified:	Community Gym Entry Upgrade
Budget Implication:	\$5,000
Activity Objectives:	Upgrade gym facilities
Corporate Plan Objective:	Asset Management

Activity Identified:	Provide support to local community events
Budget Implication:	\$45,000
Activity Objectives:	Continue to provide support to community clubs and organisations
Corporate Plan Objective:	Community Events

OPERATIONAL PLAN 2022-2023

Activity Identified:	BMX Track
Budget Implication:	\$10,000
Activity Objectives:	Construct a BMX Track at the Skate Park
Corporate Plan Objective:	Sport and Rec