



## Community Freight Policy

**NOTE:** Council regularly reviews and updates its policies and procedures. The latest controlled version can be obtained from the Policy Register by contacting Council's Customer Service.

<b>Policy Number</b>	POL-001
<b>Policy Category</b>	Corporate Policy
<b>Policy Owner</b>	Chief Executive Officer
<b>Approval Date</b>	23 March 2022
<b>Resolution Number</b>	OM0322-16
<b>Review Date</b>	2 years from approval date – 23/03/2024

### 1. INTRODUCTION

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#### 1.1 Objective

There is limited general freight delivery services to Woorabinda from the surrounding business areas. To assist the community to transport goods purchased from outside the Woorabinda Shire area, Council makes a Council vehicle available to transport general freight on behalf of Woorabinda community members

The objective of this policy is to detail the conditions of use where Woorabinda Aboriginal Shire Council agrees to transport freight on behalf of Woorabinda community members.

#### 1.2 Scope

This policy applies to all persons utilising the Council community freight service.

#### 1.3 Key Responsibilities

The Town Foreman will be responsible for confirming the size of the consignment and liaising with the hirer to arrange collection and delivery of goods.

#### 1.4 Policy Review

This Policy is to be reviewed when any of the following occur:

1. At intervals of no more than two years.
2. The related information is amended or replaced; or
3. Other circumstances as determined from time to time by Council.

## 2. POLICY

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### 2.1 Policy Statement

Woorabinda Aboriginal Shire Council will provide a general freight service for community members.

Council will transport general freight to / from Woorabinda and Rockhampton in conjunction with Councils weekly freight service.

Transport of general freight to / from areas other than Rockhampton will be assessed on a case-by-case basis and will be subject to approval by the Chief Executive Officer in consultation with the Mayor.

Council will make a Council vehicle available to transport household furniture within the Woorabinda town area, however this service is limited to transport only. Loading and unloading of the goods is the responsibility of the individual hiring the service.

### 2.2 Guiding Principles

The following principles underline this policy:

- Council goods will take priority over community freight.
- Council will not be responsible for any loss or damage incurred during transport of freight.

## 3. GUIDELINES

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### 3.1 Definitions

Chief Executive Officer	means the person appointed to the position of chief executive officer under the <i>Local Government Act 2009</i> and anyone acting in that position
Council	means Woorabinda Aboriginal Shire Council
General Freight	Parcels, furniture, and other general household goods
Mayor	means the councillor elected to the position under the <i>Local Government Act 2009</i> and anyone acting in that position

### 3.2 Availability

Council's community freight service is available in conjunction with council's weekly freight service to Rockhampton

Bookings for freight services to locations other than Rockhampton are subject to approval by the Chief Executive Officer.

All booking enquiries are subject to Council's freight demands.

### 3.3 Bookings

Bookings are to be made through Councils Customer Service Section.

Bookings can be made by attending the council office or calling Council during business hours.

Council reserves the right to reject any booking.

### 3.4 Fees and charges

Fees will be charged based on freight volume as per Councils Fees and Charges Schedule.

Small Consignment	Goods up to a small bar fridge in size
Medium Consignment	Goods up to standard Refrigerator or Washing machine in size
Large Consignment	All other goods.