



SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA

Council Meeting

21 May 2020



**Brisbane Line building is
nearing completion**

MURWEH SHIRE COUNCIL MEETING

To be held Thursday 21 May 2020
Commencing at 9:00am

1. Opening Prayer
2. Apologies
3. Confirmation of minutes ; Ordinary Meeting 23 April 2020
4. Business arising from minutes
5. Correspondence for members' information
6. **Councillors to advise on any declaration of personal interest relating to agenda items.**
7. **Councillors to advise of any update or changes to their Register of Interests**
8. Chief Executive Officers Reports;
 - i. Finance
 - ii. HR
 - iii. WH&S
 - iv. Tourism
 - v. Library
 - vi. Environment and Health
 - vii. Engineering
9. Correspondence for consideration
10. Closure

11:00am
Deputation

Rob Sheerer
Re: Charleville Gun Club Inc. Request



FINANCIAL REPORT COUNCIL MEETING 21st May 2020

**Mayor and Councillors
Murweh Shire Council
CHARLEVILLE QLD 4470**

Highlights of this month's Financial Report:

Report - Period Ending 30 April 2020

Revenue

Total revenue of \$17.766M to 30 April 2020 represents 52% of the total budget of \$34.181M.

These statements are for 10 months of the financial year and generally would represent 82% of the overall budget.

Generally budgets are on track after 10 months of the financial year. If you take into consideration the FAGs payment of \$1,762,862, revenue would put total revenue at \$19.392M, or 57% of the budget.

Rates discount ends on the 11 May, currently \$1,529,241 outstanding.

Overall Council's working capital is getting low, with the outstanding grants and reimbursements. Council has applied for an overdraft facility.

Expenses

Total expenditure of \$19.327M to 30 April 2020 represents 83% of the total budgeted expenditure of \$23.182M.

Over the next 2 months Council will incur some major costs for capital works however claims should offset these costs.

Outcome

There is currently a cash Deficit of \$1.560M.

Capital Works

See the Capital Funding Report 2019 – 20 for details of all projects.

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

1. Cash Position as at 30 April 2020

CASH AT BANK			
Operating Account			\$154,304
SHORT TERM INVESTMENTS			
National Bank of Australia		\$	-
QTC Cash Fund			\$1,557,646
	Total	\$	1,711,950
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)			\$2,177,402
		\$	2,177,402
Balance of recoverable debtors - estimated creditors :			
(\$112,781	-	\$896,244)
		-\$	783,463
Plus cash surplus	\$ 1,711,950	-	\$ 2,177,402
		-\$	465,452
Working Capital	Total	-\$	1,248,915

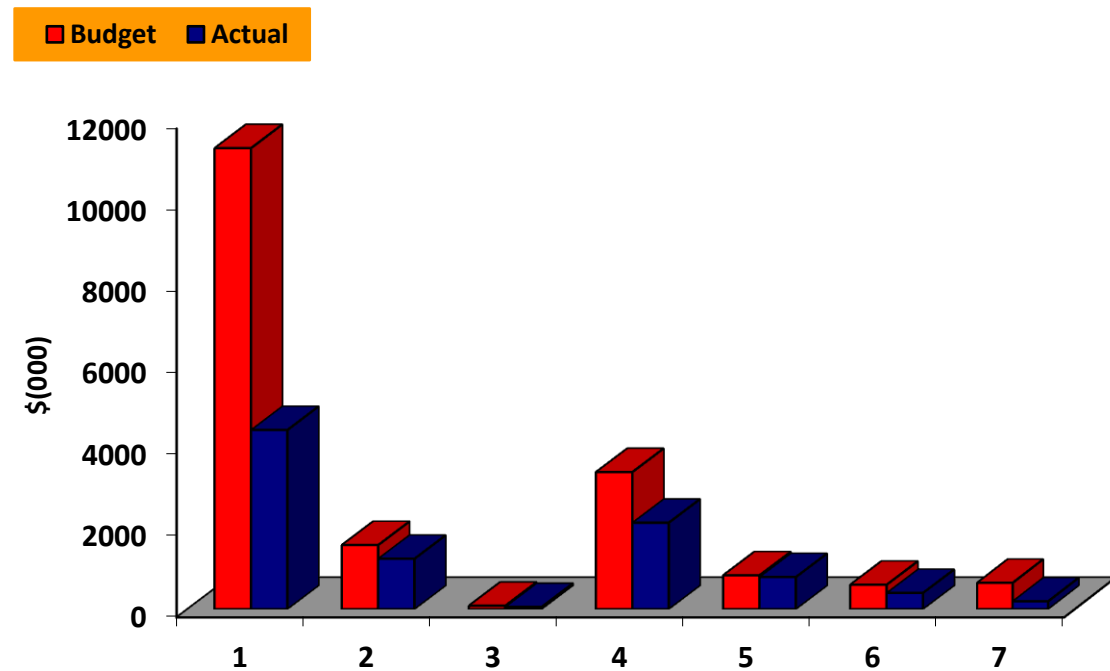
2. Monthly Cash Flow Estimate: - May 2020

Rates	\$600,000	Payroll	\$900,000
Fees & Charges	\$4,500	Creditor Payments	\$3,000,000
Debtors	\$300,000	Loan Payments	\$0
Grants/Claims/Loan QTC	\$3,700,000	Lease Payments	\$4,000
Total	\$4,604,500	Total	\$3,904,000
Therefore cash is expected to increase by \$700,500 in the period.			

3. Comparative Data for the month of April 2020

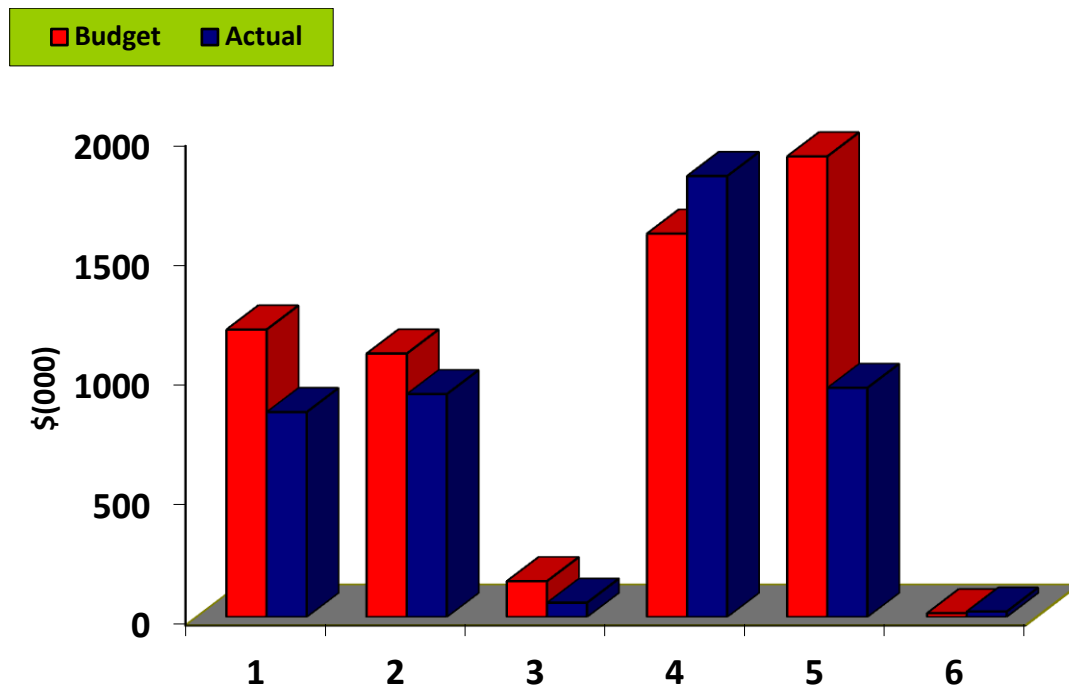
<u>Comparative Year</u>	2020	2019	2018
	\$000	\$000	\$000
Cash position	\$1,712	\$4,990	\$5,986
Working capital	\$-1,249	\$3,008	\$3,767
Rate arrears	\$1,708	\$1,141	\$1,129
Outstanding debtors	\$154	\$412	\$186
Current creditors	\$896	\$239	\$159
Total loans	\$2,239	\$2,793	\$2,991

4. Capital Funding: Year to 30 April 2020



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	Total Capital Funding	\$18,435	\$9,211	49.96%
1	Buildings / Other Structures	\$11,316	\$4,406	38.94%
2	Plant & Equipment / Furniture & Fittings	\$1,577	\$1,241	78.69%
3	Charleville Airport Upgrade	\$84	\$54	64.29%
4	Road Infrastructure	\$3,374	\$2,127	63.04%
5	Water & Sewerage Infrastructure	\$833	\$790	94.84%
6	Office Equip	\$602	\$399	66.28%
7	QTC - Loan Redemption	\$649	\$194	29.89%

5. Road Works Expenditure: Year to 30 April 2020



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	Total Road Expenditure	\$5,988	\$4,667	78%
1	Rural Roads	\$1,200	\$856	71%
2	Town Streets	\$1,100	\$931	85%
3	Private Works	\$150	\$60	40%
4	RMPC Works	\$1,600	\$1,840	115%
5	Flood Damage	\$1,922	\$957	0%
6	Other	\$16	\$23	0%

6. ATTACHMENTS

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

Capital Expenditure as at 30 April 2020

Projects								
Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Budgeted Project Costs 2019-20	Total - Actual Project Costs	Total - Budgeted Project Costs
Airport	8000-1751-0	Charleville Airport Security Upgrade	W4Qld	\$0	0.00%	\$0		
242-4000-0	8000-3600-0	Café in the Mulga Upgrade		\$45,009	60.01%	\$75,000		
	8000-3560-0	Runway Resheet		\$9,060	100.00%	\$9,060		
	Sub total			\$54,069	64.32%	\$84,060		
Land	8000-0070-0	Industrial Estate		\$731,463	167.75%	\$436,051	\$831,520	\$500,000
589-4000-0	8000-0071-0	industrial Estate \$400K		\$169,958	0.00%	\$0	\$428,176	\$400,000
	8000-0072-0	Industrial Estate Water	W4Qld	\$802	0.00%	\$0	\$98,735	\$200,000
	8000-0073-0	Industrial Estate \$1.01M		\$197,993	17.07%	\$1,160,000	\$197,993	\$1,160,000
	Sub total			\$1,100,216	68.93%	\$1,596,051		
Buildings	8000-1785-0	Life on the Brisbane Line	OTI	\$990,045	58.24%	\$1,700,000	\$990,045	\$1,700,000
360-4000-0	8000-1885-0	Planetarium at Cosmos (BoR)	BoR	\$225,021	133.95%	\$167,985	\$600,294	\$635,000
	8000-1886-0	Augathella Smiley Museum		\$28,883	99.60%	\$29,000	\$245,242	\$233,910
	8000-1890-0	New VIC Morven	Drought	\$45,839	113.94%	\$40,230	\$266,076	\$290,230
	8000-1891-0	Cosmos Upgrade - Stage 3	GTI	\$422,537	35.21%	\$1,200,000	\$422,537	\$1,200,000
	8000-1898-0	Planetarium at Cosmos	W4Qld	\$11,277	100.00%	\$11,277	\$275,638	\$211,277
	8000-1899-0	Tiles Morven		\$0	0.00%	\$5,000		
	8000-1900-0	Upgrade to toilets at depot		\$61,858	99.77%	\$62,000	\$152,112	\$150,000
	8000-2550-0	Solar fitout to Buildings	W4Qld	\$39,405	19.70%	\$200,000		

	8000-2501-0	Charleville Aged Care Upgrade - Drought	Drought			\$125,000		
	8000-2502-0	Augathella Aged Care Upgrade - Drought	Drought			\$125,000		
	8000-2521-0	Showground Meter Box-Drought	Drought			\$55,000		
	Sub total			\$1,824,865	49.05%	\$3,720,492		
Other Structures	8000-1781-0	WWII Tourism project		\$48,194	160.65%	\$30,000	\$157,187	\$100,000
370-4000-0	8000-1892-0	Morven Rail (Freight) Hub		\$955,338	23.28%	\$4,103,510	\$1,155,102	\$4,103,510
	8000-2350-0	Shire Parks Landscaping		\$3,034	100.00%	\$3,034		
	8000-2351-0	Shire Streetscaping		\$21,050	100.00%	\$21,050		
	8000-2358-0	Upgrade Children Pool - Drought	Drought	\$0	0.00%	\$150,000		
	8000-2360-0	Swimming Pool Roof		\$0	0.00%	\$40,000		
	8000-2365-0	Regional Connectivity		\$206,825	22.07%	\$937,250		
	8000-2366-0	Augathella TV Upgrade - Drought	Drought	\$0	0.00%	\$70,000		
	8000-2367-0	Morven TV Upgrade - Drought	Drought	\$82,082	117.26%	\$70,000		
	8000-2368-0	Morven Rec Lighting - Drought	Drought	\$0	0.00%	\$110,000		
	8000-2400-0	Relocate Augathella Skate Park		\$99,462	99.46%	\$100,000		
	8000-2510-0	Rest Area Charleville		\$64,588	99.37%	\$65,000	\$349,947	\$375,000
	8000-2520-0	Charleville Racecourse		\$0	0.00%	\$100,000		
	8000-3022-0	Charleville River Clearing (Drought)	Drought	\$0	0.00%	\$200,000		
	Sub total			\$1,480,573	24.68%	\$5,999,844		
Plant Replacement	8000-1200-0	Heavy and Light Plant		\$1,161,058	77.40%	\$1,500,000		
445-4000-0	8000-1777-0	CCTV Cameras in the street		\$79,674	103.47%	\$77,000		
	Sub total			\$1,240,732	78.68%	\$1,577,000		

	8000-1010-0	Old Cunamulla Rd/Carter St		\$19,945	0.00%	\$0		
	8000-1100-0	Kurrajong St Road Widening		\$32,837	0.00%	\$0		
Roads	8000-2301-0	Footpaths Annual allocation (will be moved to 8001-3040-0)		\$10,551	0.00%	\$0		
525-4000-0	8000-2305-0	Kerb & Channel Annual allocation		\$88,817	88.82%	\$100,000		
	8000-3016-0	Mt Tabor Rd (will be moved to 8002-3016)	R2R Tids	\$0	0.00%	\$0		
	8000-3021-0	Charleville River Clearing	W4Qld	\$0	0.00%	\$400,000		
	8000-3040-0	Killarney Rd (will be moved to 8001-4050)	R2R Tids	\$0	0.00%	\$0		
	8000-3041-0	Biddenham Rd	R2R	\$76,731	102.31%	\$75,000		
	8000-4049-0	Khybar Rd Reseal	R2R	\$120,741	120.74%	\$100,000		
	8000-4059-0	Mt Maria Rd Reseal	R2R	\$33,626	84.07%	\$40,000		
	8001-3016-0	Reseal Program	R2R	\$11,202	186.70%	\$6,000		
	8001-3040-0	Footpaths Annual allocation		\$124,603	83.07%	\$150,000		
	8001-3041-0	Biddenham Rd Reseal	R2R	\$46,254	462.54%	\$10,000		
	8001-4001-0	Advale Rd	R2R Tids	\$260,217	104.09%	\$250,000		
	8001-4050-0	Killarney Rd	R2R W4Qld	\$9,357	1.39%	\$675,000		
	8001-4061-0	Mt Tabor Rd	R2R Tids	\$885	0.44%	\$200,000		
	8001-4120-0	Bollon Rd	R2R Tids	\$799,372	106.58%	\$750,000		
	8002-3016-0	Mt Tabor Rd Reseal	R2R	\$75,540	397.58%	\$19,000		
	8002-4001-0	R2R Adavale Road	R2R	\$82,734	41.37%	\$200,000		
	8002-4050-0	R2R Killarney Road 70.45-71.80	R2R	\$333,539	83.57%	\$399,133		
	Sub total			\$2,126,951	63.04%	\$3,374,133		
Water	8000-5252-0	Water Mains Augathella		\$78,324	78.32%	\$100,000		
555-4000-0	8000-5254-0	Water Mains Charleville		\$165,157	165.16%	\$100,000		
	8000-5260-0	Water Mains Morven		\$69,596	46.40%	\$150,000		
	8000-5271-0	Replace Cover Charleville Reservoir		\$182,361	140.28%	\$130,000		
	8000-5272-0	Charleville Showground Retic Drought		\$0	0.00%	\$75,000		

	8000-5273-0	Augathella Brassington Retic - Drought		\$0	0.00%	\$75,000		
	Sub total			\$495,438	78.64%	\$630,000		
Sewerage	8000-5300-0	Sewer Infrastructure Repl/New (will be moved to 8000-5360)		\$164,662	5020.18%	\$3,280		
585-4000-0	8000-5350-0	Sewerage Augathella		\$52,762	105.52%	\$50,000		
	8000-5360-0	Sewerage Charleville		\$77,165	51.44%	\$150,000		
	Sub total			\$294,589	144.92%	\$203,280		
	8000-1774-0	Communications		\$6,070	0.00%	\$0		
Office Equip	8000-1787-0	Animal control		\$0	0.00%	\$2,500		
597-4000-0	8000-1782-0	Desktop PC's		\$9,116	91.16%	\$10,000		
	8000-1783-0	IT Hardware		\$0	0.00%	\$10,000		
	8000-1788-0	ECM Software		\$0	0.00%	\$80,000		
	8000-1786-0	LG Subsidy - Wireless		\$384,118	76.82%	\$500,000	\$390,512	\$500,000
						\$0		
	Sub total			\$399,304	66.27%	\$602,500		
	Total Capital			\$9,016,737	50.69%	\$17,787,360		
Int & Redemp	No Job #	Current Loans Payments		\$194,242	29.92%	\$649,206		
640-672-5000								
	Sub total			\$194,242	29.92%	\$649,206		
GRAND TOTAL				\$9,210,979	49.96%	\$18,436,566		

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2020

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
		31 Mar 2020	Budget	31 Mar 2020	Budget	31 Mar 2020	Budget
1000-0001	EXECUTIVE MANAGEMENT						
1100-0002	CORP GOVERNANCE SUB PROGRAM	0.00	0%	0	308,176.46	62%	498,747
1200-0002	SPECIAL OPERATIONS SUB PROGRAM	0.00	0%	0	8,160.32	77%	10,585
1300-0002	DISASTER MANAGEMENT SUB PROGRAM	17,103.24	100%	17,103	44,425.57	56%	78,750
1500-0002	HUMAN RESOURCES SUB PROGRAM	0.00	0%	500	85,379.56	61%	140,030
1000-0001	EXECUTIVE MANAGEMENT	17,103.24	97%	17,603	446,141.91	61%	728,112
2000-0001	CORPORATE SERVICES						
2100-0002	REVENUE SUB PROGRAM	5,401,799.53	58%	9,242,304	0.00	0%	0
2200-0002	STORES OPERATION SUB PROGRAM	0.00	0%	0	75,898.78	75%	101,000
2300-0002	ADMINISTRATION SUB PROGRAM	73,310.00	105%	70,000	2,137,119.58	85%	2,514,794
2400-0002	FINANCE SUB PROGRAM	0.00	0%	0	55,021.67	156%	35,239
2500-0002	ONCOSTS SUB PROGRAM	0.00	0%	0	37,597.34	---	0
2600-0002	LIBRARY SUB PROGRAM	9,291.80	73%	12,700	200,961.28	76%	265,500
2700-0002	AERODROMES SUB PROGRAM	320,919.95	88%	363,500	786,204.98	87%	903,738
2800-0002	AREA PROMOTION/DEVT SUB PRO						
2800-0003	ECONOMIC DEVELOPMENT	3,158,556.35	27%	11,887,796	551,722.27	77%	716,770
2805-0003	COUNCIL HOUSING	0.00	0%	0	84,340.45	91%	93,000
2815-0003	CULTURAL DEVELOPMENT	23,000.00	92%	25,000	183,471.87	110%	167,000
2820-0003	TOURISM & PROMOTION						
2855-0004	COSMOS CENTRE	368,796.74	50%	742,000	1,298,176.89	77%	1,688,629
2820-0003	TOURISM & PROMOTION	368,796.74	50%	742,000	1,298,176.89	77%	1,688,629
2880-0003	LAND FOR RESALE	0.00	0%	0	6,450.28	90%	7,183
2800-0002	AREA PROMOTION/DEVT SUB PRO	3,550,353.09	28%	12,654,796	2,124,161.76	79%	2,672,582
2000-0001	CORPORATE SERVICES	9,355,674.37	42%	22,343,300	5,416,965.39	83%	6,492,853
3200-0001	HEALTH/ENVIRONMENTAL SERVICES						
3200-0002	SPORT, REC & COMMUNITY FACILITIES						
3200-0003	SPORTS & RECREATION FACILITIES						
3200-0004	PARKS GARDENS & RESERVES	8,832.70	---	0	1,035,876.80	87%	1,187,486
3220-0004	RACECOURSE	25,726.46	74%	35,000	124,004.08	69%	180,000
3240-0004	SWIMMING POOLS	0.00	0%	0	216,602.60	74%	294,000
3200-0003	SPORTS & RECREATION FACILITIES	34,559.16	99%	35,000	1,376,483.48	83%	1,661,486

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2020

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
		31 Mar 2020	Budget	31 Mar 2020	Budget	31 Mar 2020	Budget
3260-0003	COMMUNITY FACILITIES						
3260-0004	TELEVISION, CCTV and WIFI	0.00	0%	22,769.96	76%	(22,769.96)	76%
3270-0004	HALLS & CENTRES	40,520.53	67%	190,739.78	79%	(150,219.25)	83%
3280-0004	SHOWGROUNDS	18,161.66	70%	165,212.59	65%	(147,050.93)	64%
3290-0004	CEMETERIES & MEMORIALS	26,685.49	67%	126,574.84	115%	(99,889.35)	143%
3320-0004	PUBLIC CONVENIENCES	0.00	0%	91,161.60	57%	(91,161.60)	57%
3330-0004	AGED CARE	59,507.00	54%	129,808.68	82%	(70,301.68)	145%
3260-0003	COMMUNITY FACILITIES	144,874.68	61%	726,267.45	76%	(581,392.77)	81%
3200-0002	SPORT, REC & COMMUNITY FACILITIES	179,433.84	66%	2,102,750.93	80%	(1,923,317.09)	82%
3400-0002	ENVIRONMENTAL SUB PROGRAM						
3410-0003	COMMUNITY HEALTH	16,871.99	87%	70,046.72	95%	(53,174.73)	98%
3435-0003	ANIMAL CONTROL	37,884.34	58%	180,121.70	77%	(142,237.36)	84%
3460-0003	RESERVES	0.00	0%	121,015.57	72%	(121,015.57)	72%
3475-0003	STOCK ROUTES	0.00	0%	535,536.23	56%	(535,536.23)	56%
3400-0002	ENVIRONMENTAL SUB PROGRAM	54,756.33	64%	906,720.22	63%	(851,963.89)	63%
3500-0002	REFUSE MANAGEMENT SUB PROGRAM						
3500-0004	CHARLEVILLE REFUSE MANAGEMENT	517,318.21	101%	358,569.86	72%	158,748.35	929%
3540-0004	MORVEN REFUSE MANAGEMENT	23,661.24	103%	19,084.36	43%	4,576.88	-21%
3570-0004	AUGATHELLA REFUSE MANAGEMENT	51,173.33	99%	17,828.74	70%	33,344.59	128%
3500-0002	REFUSE MANAGEMENT SUB PROGRAM	592,152.78	101%	395,482.96	70%	196,669.82	903%
3200-0001	HEALTH/ENVIRONMENTAL SERVICES	826,342.95	87%	3,404,954.11	74%	(2,578,611.16)	70%
4000-0001	ENGINEERING SERVICES						
4100-0002	ENGINEERING OFFICE SUB PROGRAM	0.00	0%	2,792,051.73	76%	(2,792,051.73)	76%
4200-0002	BUILDING & PLANNING SUB PROGRAM	18,615.15	66%	81,196.46	114%	(62,581.31)	146%
4300-0002	PLANT OPERATIONS SUB PROGRAM	46,107.18	51%	(305,629.79)	48%	(633,990)	49%
4400-0002	PRIVATE WORKS ACTIVITIES	2,369,680.17	56%	1,711,925.12	70%	657,755.05	37%
4500-0002	OTHER ROAD ACTIVITIES SUB PROGRAM	2,381,509.94	60%	2,392,539.91	66%	(11,029.97)	-3%
4000-0001	ENGINEERING SERVICES	4,815,912.44	58%	6,672,083.43	73%	(1,856,170.99)	213%
5100-0001	WATER & SEWERAGE SERVICES						
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM						
5100-0003	CHARLEVILLE WATER	1,414,640.54	102%	422,775.77	67%	991,864.77	131%
5200-0003	MORVEN WATER	97,603.53	102%	90,318.91	87%	7,284.62	-93%

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Level 4. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2020 Printed(KENT): 01-04-2020 1:20:36 PM

		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)			
		31 Mar 2020	Budget	31 Mar 2020	Budget	31 Mar 2020		Budget	
5300-0003	AUGATHELLA WATER	181,627.53	101%	178,987	77,960.02	47%	167,374	103,667.51	893%
5390-0003	WATER DEPRECIATION	0.00	0%	0	355,264.10	76%	469,660	(355,264.10)	76%
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM	1,693,871.60	102%	1,657,118	946,318.80	69%	1,367,624	747,552.80	258%
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM								
5400-0003	CHARLEVILLE SEWERAGE	842,005.96	102%	824,503	207,648.56	49%	422,520	634,357.40	158%
5450-0003	AUGATHELLA SEWERAGE	78,111.97	102%	76,922	32,470.73	78%	41,853	45,641.24	130%
5490-0003	SEWERAGE DEPRECIATION	0.00	0%	0	237,971.60	75%	316,719	(237,971.60)	75%
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM	920,117.93	102%	901,425	478,090.89	61%	781,092	442,027.04	367%
5100-0001	WATER & SEWERAGE SERVICES	2,613,989.53	102%	2,558,543	1,424,409.69	66%	2,148,716	1,189,579.84	290%
TOTAL REVENUE AND EXPENDITURE		17,629,022.53	52%	34,180,631	17,364,554.53	75%	23,181,605	264,468.00	2%

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2020 Printed(KENT): 01-04-2020 1:20:41 PM

		OPENING	-----	YEAR TO DATE	-----	-----	CURRENT BALANCE	-----
		BALANCE	31 Mar 2020		BUDGET	31 Mar 2020		BUDGET
CURRENT ASSETS								
=====								
0100-0001	CURRENT ASSETS							
0105-3000	Cash at Bank - General Account	217,057.77	(91,486.12)	-38%	242,878	125,571.65	19%	644,980
0110-3000	Cash on Hand	1,570.00	0.00	0%	0	1,570.00	109%	1,438
0115-3000	QTC - Cash Investments	7,549,049.98	(4,496,434.90)	---	0	3,052,615.08	59%	5,147,732
0116-3000	NAB - Term Deposits	0.00	0.00	0%	0	0.00	0%	0
0117-3000	Cash: Cosmos Centre Float	800.00	0.00	0%	0	800.00	200%	400
0118-3000	Cash: Visitor Info Centre	300.00	0.00	0%	0	300.00	---	0
0120-3000	Accounts Receivable - Rates	922,698.81	2,264,992.73	---	0	3,187,691.54	519%	613,788
0121-3000	Acct Rec - Rates EOY Receipts	267,865.03	(267,865.03)	---	0	0.00	0%	0
0127-3000	Provision for Doubtful Rates	0.00	0.00	0%	0	0.00	0%	0
0130-3000	Stores and Materials	213,935.57	(16,397.05)	---	0	197,538.52	86%	230,151
0132-3000	Inventory - Cosmos Centre	47,338.59	0.00	0%	0	47,338.59	130%	36,515
0140-3000	Prepaid Expenses	183,083.55	(183,083.55)	---	0	0.00	0%	170,792
0147-3000	Accrued Revenue - General	26,851.99	(26,851.99)	---	0	0.00	0%	0
0150-3000	Workers Compensation Receivable	33,225.45	252.69	---	0	33,478.14	108%	31,131
0155-3000	Accounts Receivable - Debtors	460,482.33	(279,967.03)	---	0	180,515.30	8%	2,327,260
0156-3000	Accts Rec - Debtors EOY Receipts	0.00	0.00	0%	0	0.00	0%	0
0160-3000	Provision for Doubtful Debts	0.00	0.00	0%	0	0.00	0%	(15,000)
0165-3000	GST Receivable/Suspense	96,494.00	161,534.19	---	0	258,028.19	<999%	(13,934)
0170-3000	Residential Land for Resale	0.00	0.00	0%	0	0.00	0%	0
-----		-----						
0100-0001	CURRENT ASSETS TOTAL	10,020,753.07	(2,935,306.06)	<999%	242,878	7,085,447.01	77%	9,175,253
-----		-----						
TOTAL CURRENT ASSETS		10,020,753.07	(2,935,306.06)	<999%	242,878	7,085,447.01	77%	9,175,253

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2020

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		OPENING	-----	YEAR TO DATE	-----	-----	CURRENT BALANCE	-----
		BALANCE	31 Mar 2020		BUDGET	31 Mar 2020		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	3,438,638.30	0.00	0%	0	3,438,638.30	62%	5,544,000
0211-4000	Land Improvements at Valuation	0.00	0.00	0%	0	0.00	0%	50
0215-4000	Land Clearing Account	71,697.01	0.00	0%	0	71,697.01	75%	95,500
0217-4000	WIP - Land Improvements	3,536.27	0.00	0%	0	3,536.27	1%	503,240
0221-4000	Aerodrome Landing Strip at Cost	0.00	331,049.92	---	0	331,049.92	---	0
0231-4000	Aerodrome Landing Strip at Valuation	13,819,360.07	(992.01)	---	0	13,818,368.06	135%	10,205,033
0241-4000	Accum Depn - Aerodrome Landing Strip	(4,210,918.55)	(215,067.46)	145%	(148,200)	(4,425,986.01)	174%	(2,549,322)
0242-4000	WIP - Aerodrome Upgrade	321,988.97	(310,752.61)	-370%	84,060	11,236.36	0%	5,237,759
0300-4000	Buildings at Cost	5,665,763.87	2,050,432.06	337%	608,326	7,716,195.93	863%	893,860
0310-4000	Buildings at Valuation	56,028,887.33	1,178,753.48	---	0	57,207,640.81	111%	51,544,674
0320-4000	Accum Depn - Buildings	(21,410,945.53)	(851,289.93)	126%	(674,342)	(22,262,235.46)	187%	(11,927,311)
0330-4000	Other Structures at Cost	309,297.86	349,947.71	---	0	659,245.57	>999%	15,937
0340-4000	Other Structures at Valuation	8,159,113.88	(15,937.03)	---	0	8,143,176.85	101%	8,051,460
0350-4000	Accum Depn - Other Structures	(2,742,866.03)	(166,752.64)	106%	(157,630)	(2,909,618.67)	122%	(2,394,252)
0360-4000	WIP - Buildings	1,651,954.76	(667,369.47)	-18%	3,720,492	984,585.29	11%	8,732,447
0370-4000	WIP - Other Structures	1,245,126.66	(129,537.91)	-2%	5,999,844	1,115,588.75	9%	12,302,855
0380-4000	Parks at Cost	541,455.06	684,795.09	---	0	1,226,250.15	---	0
0381-4000	Accum Depn - Parks	(444,422.82)	150,435.47	<99%	(1,229)	(293,987.35)	43%	(686,223)
0382-4000	WIP - Parks	0.00	0.00	0%	0	0.00	0%	0
0383-4000	Parks at Valuation	1,937,651.00	(1,249,331.00)	---	0	688,320.00	39%	1,768,771
0400-4000	Equipment	1,734,705.13	27,414.45	---	0	1,762,119.58	100%	1,759,800
0410-4000	Accum Depn - Equipment	(1,104,890.84)	(7,477.01)	13%	(59,628)	(1,112,367.85)	85%	(1,310,616)
0411-4000	Plant	12,606,847.83	354,476.70	21%	1,698,447	12,961,324.53	92%	14,121,301
0415-4000	Accum Depreciation - Plant	(5,751,154.54)	(374,331.88)	55%	(676,167)	(6,125,486.42)	73%	(8,387,668)
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	(2,555,368.74)	(1,014.46)	5%	(20,342)	(2,556,383.20)	96%	(2,674,519)
0445-4000	Plant Clearing Account	6,572.73	530,162.39	34%	1,577,000	536,735.12	13%	4,103,628
0500-4000	Road Infrastructure at Cost	2,291,766.40	0.00	0%	2,457,335	2,291,766.40	54%	4,274,042
0510-4000	Road Infrastructure at Valuation	324,540,794.13	(1,196,256.05)	---	0	323,344,538.08	141%	228,870,632
0520-4000	Accum Depn - Road Infrastructure	(57,269,291.30)	(1,070,200.97)	73%	(1,459,983)	(58,339,492.27)	140%	(41,772,894)
0525-4000	WIP - Road Infrastructure	309,327.12	1,916,517.51	57%	3,374,133	2,225,844.63	14%	15,997,931
0530-4000	Water Infrastructure at Cost	122,707.44	0.00	0%	197,828	122,707.44	45%	272,167
0540-4000	Water Infrastructure at Valuation	27,951,158.64	(563,295.32)	---	0	27,387,863.32	143%	19,180,926
0550-4000	Accum Depn - Water Infrastructure	(12,657,687.14)	208,031.22	-73%	(286,923)	(12,449,655.92)	173%	(7,177,961)
0555-4000	WIP - Water Infrastructure	390,307.48	304,929.99	48%	630,000	695,237.47	23%	3,032,997
0560-4000	Sewerage Infrastructure at Cost	0.00	0.00	0%	182,498	0.00	0%	218,421
0570-4000	Sewerage Infrastructure at Valuation	23,537,285.63	0.00	0%	0	23,537,285.63	111%	21,255,545
0580-4000	Accum Depn - Sewerage Infrastructure	(12,299,968.29)	(237,971.60)	90%	(264,452)	(12,537,939.89)	194%	(6,473,211)
0585-4000	WIP - Sewerage Infrastructure	100,058.41	292,478.68	144%	203,280	392,537.09	59%	665,287

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2020 Printed(KENT): 01-04-2020 1:20:41 PM

		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Mar 2020	BUDGET	31 Mar 2020	BUDGET
0586-4000	WIP - Aurora Estate Stage 2	12,067.70	0.00	0%	12,067.70	100%
0587-4000	WIP - Aurora Estate Stage 3	18,650.00	0.00	0%	18,650.00	100%
0588-4000	WIP State Gov - Bradleys Gully Div	0.00	0.00	0%	0.00	0%
0589-4000	WIP - Industrial Estate	456,208.16	975,790.84	61%	1,431,999.00	68%
0595-4000	Residential Land Resale (NCA)	0.00	0.00	0%	0.00	0%
0597-4000	Equipment Clearing Account	6,394.02	383,098.12	64%	389,492.14	30%
0599-4000	Landfill Asset	0.00	0.00	0%	0.00	0%
0200-0001 NON-CURRENT ASSETS TOTAL		368,944,696.36	2,680,736.28	14%	371,625,432.64	110%
TOTAL NON-CURRENT ASSETS		368,944,696.36	2,680,736.28	14%	371,625,432.64	110%
TOTAL ASSETS		378,965,449.43	(254,569.78)	-1%	378,710,879.65	109%
CURRENT LIABILITIES						
0600-0001 CURRENT LIABILITIES						
0600-5000	Accounts Payable	0.00	760,511.40	---	760,511.40	---
0605-5000	Accrued Expenses - All	966,042.74	(966,042.74)	---	0.00	0%
0610-5000	Fire Services Levy Payable	6,467.34	189,788.81	---	196,256.15	>999%
0612-5000	Unearned Revenue	0.00	0.00	0%	0.00	0%
0625-5000	Payroll Suspense	0.00	(189.02)	---	(189.02)	---
0630-5000	Wages Advance	0.00	0.00	0%	0.00	0%
0632-5000	RDO & Toil Accumulated	25,330.47	(11,073.85)	---	14,256.62	70%
0635-5000	Stock Routes Fees Payable	41,498.85	65.45	---	41,564.30	121%
0636-5000	Finance Lease - Current	0.00	0.00	0%	0.00	0%
0640-5000	Office Extension Current Loan	17,635.52	(12,957.37)	111%	4,678.15	-17%
0645-5000	Cosmos Centre Current Loan	38,338.04	(28,168.16)	111%	10,169.88	-17%
0650-5000	Medical Centre Current Loan	31,855.48	(23,310.78)	104%	8,544.70	-17%
0660-5000	Roadworks Current Loan	0.00	0.00	0%	0.00	0%
0665-5000	Plant Replacement Current Loan	0.00	0.00	0%	0.00	0%
0666-5000	Plant Replacement No 2 Current Loan	0.00	0.00	0%	0.00	0%
0670-5000	Residential Develop Current Loan	141,565.03	(104,742.86)	111%	36,822.17	-16%
0671-5000	Flood Mitigation Current Loan	131,757.03	(95,390.35)	---	36,366.68	>999%
0672-5000	Airport Upgrade Current Loan	40,708.45	(29,464.20)	---	11,244.25	-30%
0675-5000	Annual Leave payable	898,092.45	(73,012.44)	---	825,080.01	97%
0680-5000	Long Service Leave Payable	1,196,142.85	(98,373.03)	---	1,097,769.82	89%
0685-5000	Sick Leave Payable	243,510.12	(25,957.03)	---	217,553.09	93%
0690-5000	Land Rebate Holding Account	(7,000.00)	0.00	0%	(7,000.00)	100%
0697-5000	Salary Sacrifice Deduct - Before Tax	665.85	21,270.02	---	21,935.87	---
0698-5000	Salary Sacrifice Deduct - After Tax	659.10	(20,797.40)	---	(20,138.30)	---

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2020 Printed(KENT): 01-04-2020 1:20:41 PM

		OPENING	YEAR TO DATE		CURRENT		BALANCE	
		BALANCE	31 Mar 2020	BUDGET	31 Mar 2020	BUDGET		
0699-5000	Suspense Account: General Account	1,984.18	(1,170.02)	---	0	814.16	5%	17,294
0600-0001	CURRENT LIABILITIES TOTAL	3,775,253.50	(519,013.57)	80%	(649,206)	3,256,239.93	235%	1,385,266
	TOTAL CURRENT LIABILITIES	3,775,253.50	(519,013.57)	80%	(649,206)	3,256,239.93	235%	1,385,266
	NON-CURRENT LIABILITIES							
0700-0001	NON-CURRENT LIABILITIES							
0700-6000	Non-Current Long Service Leave	65,936.01	0.00	0%	0	65,936.01	44%	150,781
0701-6000	Finance Lease - Non current	0.00	0.00	0%	0	0.00	0%	0
0740-6000	Office Extension Non-Current Loan	39,334.15	0.00	0%	(17,400)	39,334.15	61%	64,263
0745-6000	Cosmos Centre Non-Current Loan	85,508.99	0.00	0%	(37,800)	85,508.99	61%	139,728
0750-6000	Medical Centre Non-Current Loan	120,154.52	0.00	0%	(33,700)	120,154.52	75%	159,648
0760-6000	Roadworks Non-Current Loan	0.00	0.00	0%	0	0.00	0%	0
0765-6000	Plant Replacement Non-Current Loan	0.00	0.00	0%	0	0.00	0%	0
0766-6000	Plant Replacement No 2 Non-Current	0.00	0.00	0%	0	0.00	0%	0
0770-6000	Residential Develop Non-Current Loan	0.00	0.00	0%	(115,521)	0.00	0%	249,501
0771-6000	Flood Mitigation Non-Current Loan	1,045,607.96	0.00	0%	(141,200)	1,045,607.96	89%	1,172,288
0772-6000	Airport Upgrade Non-Current Loan	841,364.96	0.00	0%	0	841,364.96	91%	925,503
0780-6000	Landfill Restoration Provision	1,833,956.00	0.00	0%	0	1,833,956.00	---	0
0700-0001	NON-CURRENT LIABILITIES TOTAL	4,031,862.59	0.00	0%	(345,621)	4,031,862.59	141%	2,861,712
	TOTAL NON-CURRENT LIABILITIES	4,031,862.59	0.00	0%	(345,621)	4,031,862.59	141%	2,861,712
	TOTAL LIABILITIES	7,807,116.09	(519,013.57)	52%	(994,827)	7,288,102.52	172%	4,246,978
	NETT ASSETS/(LIABILITIES)	371,158,333.34	264,443.79	1%	20,420,603	371,422,777.13	108%	343,780,471

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 76% of year elapsed. To Details. Excludes committed costs)
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2020 Printed(KENT): 01-04-2020 1:20:41 PM

		OPENING	-----	YEAR TO DATE	-----	-----	CURRENT BALANCE	-----
		BALANCE	31 Mar 2020		BUDGET	31 Mar 2020		BUDGET
COMMUNITY EQUITY								
=====								
0800-0001	EQUITY							
0800-0002	SHIRE CAPITAL							
0805-7000	Retained Surplus	47,026,755.59	0.00	0%	0	47,026,755.59	100%	47,026,756
0807-7000	Retained Surplus-Cosmos	42,875.00	0.00	0%	0	42,875.00	100%	42,875
0810-7000	Asset Revaluation Reserve - Roads	186,277,564.76	0.00	0%	0	186,277,564.76	156%	119,269,628
0811-7000	Asset Revaluation Reserve - W & S	21,812,333.46	0.00	0%	0	21,812,333.46	91%	23,900,593
0812-7000	Asset Reval Res - Bldgs & Structures	33,190,987.25	0.00	0%	0	33,190,987.25	87%	38,355,807
0813-7000	Asset Revaluation Reserve-Land	929,460.63	0.00	0%	0	929,460.63	29%	3,203,461
0815-7000	Asset Revaluation Reserve Aerodrome	10,065,151.29	0.00	0%	0	10,065,151.29	115%	8,723,400
0816-7000	Asset Revaluation Reserve - Plant	0.00	0.00	0%	0	0.00	0%	0
0820-7000	Current Surplus / Deficit	0.00	264,468.00	2%	10,999,026	264,468.00	2%	10,999,026
0825-7000	Year End Surplus/Deficit	71,813,205.36	0.00	0%	1,646,131	71,813,205.36	83%	86,200,632
		-----	-----		-----	-----		-----
0800-0002	SHIRE CAPITAL TOTAL	371,158,333.34	264,468.00	2%	12,645,157	371,422,801.34	110%	337,722,178
		-----	-----		-----	-----		-----
0830-0002	RESERVES							
0800-0001	EQUITY TOTAL	371,158,333.34	264,468.00	2%	12,645,157	371,422,801.34	110%	337,722,178
		-----	-----		-----	-----		-----
	TOTAL COMMUNITY EQUITY	371,158,333.34	264,468.00	2%	12,645,157	371,422,801.34	110%	337,722,178

Rates Arrears as at 31 March 2020

Rate Category	Arrears b/f 30 Jun 2019	August & February Levies	Levy Adjustment s	Interest	Receipts	Discount	Write Offs	State Govt & Council Subsidies	Arrears 31/3/2020
Category 1 (Charleville)	802,951.29	4,244,359.56	10,446.94	29,950.03	2,934,898.03	238,275.40	90,468.63	104,250.00	1,719,815.76
Category 2 (Augathella)	69,364.30	471,249.96	- 4,301.64	2,721.47	297,320.01	26,179.54	13,444.51	25,844.80	176,245.23
Category 3 (Morven)	21,184.80	219,954.28	- 1,590.00	776.88	139,720.38	11,658.82	2,126.50	12,185.84	74,634.42
Category 6 (< 700 ha)	172,685.01	682,401.32	19,605.12	7,464.22	456,980.13	32,910.78	8.99	13,576.94	378,678.83
Category 7 (> 700 - < 5000 ha)	79.00	89,108.97	- 2,051.27	1.17	48,073.14	4,402.37	0.35	560.00	34,102.01
Category 8 (> 5000 - < 10000 ha)	56,851.56	544,847.29	- 4,196.91	2,240.19	304,615.60	25,852.25	1.43	560.00	268,712.85
Category 9 (> 10,000ha)	67,447.88	1,472,287.83	- 1.45	2,247.79	847,228.65	81,540.28	10.69	-	613,202.43
Totals	1,190,563.84	7,724,209.21	17,910.79	45,401.75	5,028,835.94	420,819.44	106,061.10	156,977.58	3,265,391.53
Rates Arrears									3,265,391.53
Less rates payments made in advance									- 141,186.55
Rates Control Total									3,124,204.98

Aged Arrears as at 31 March 2020

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	Total
2,666,752.53	266,589.31	151,699.85	54,373.88	11,471.44	6,421.80	108,082.72	3,265,391.53



Recommendation / Report

From: Claire Alexander – Contract Accountant
Ordinary Meeting – 21 May 2020

Subject

Third Budget Review 2019-20

PROPOSED RESOLUTION:

That Council adopt the Third Budget Review 2019-20.

BACKGROUND:

Purpose

Section 170 (C) of the *Local Government Financial Regulation 2012* states that the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

This report is based on the Budget Review 2019/20 recently conducted by the Executive Management. It incorporates new items and changes not previously identified in the original budget and changes to the budget due to events arising since the beginning of the financial year.

Financial Risks: Expenditure in the financial year must have a budget allocation.

At a high level, the following table shows the changes between the Original Budget, First Budget Review, the Second Budget Review and this budget review 2019/20.

Description	Original Budget 2019/20	First Budget Review 2019/20	Second Budget Review 2019/20	Third Budget Review 2019/20	Inc/Dec
Operating revenue	18,570,488	18,622,773	20,224,701	20,368,417	143,717
Operating expenditure	(14,419,265)	(15,377,224)	(17,078,201)	(17,786,554)	(708,353)
Interest (financing costs)	(138,896)	(138,896)	(138,896)	(138,896)	0
Depreciation	(5,964,416)	(5,964,416)	(5,964,416)	(5,964,416)	0
Grants received 2018-19	0	784,314	784,314	784,314	0
Operating result	(1,952,089)	(2,073,449)	(2,172,498)	(2,737,134)	(564,636)
Add: Unfunded Depreciation	1,952,089	2,073,449	2,172,498	2,737,134	564,636
Net appropriation result	0	0	0	0	0
Capital revenue	12,106,514	13,950,929	14,100,929	10,131,350	(3,969,579)
Proceeds from sale of Assets	300,000	300,000	300,000	300,000	0
Capital expenditure	(15,919,014)	(17,637,360)	(17,787,360)	(13,976,781)	3,810,579
Funded Depreciation	4,012,327	3,890,967	3,791,918	3,227,282	(564,636)
Principal loan repayments	(395,651)	(395,651)	(395,651)	(395,651)	0
Surplus/(Deficit)	104,176	108,885	9,836	(713,801)	(723,636)

Key budget changes are as follows:

- Estimated carry over capital projects and associated capital grant funding \$3.9 million
- Flood gauges funded by NDRRA – this is revenue neutral with a minimal amount of contribution by Council of \$45,417
- Decrease in Cosmos fees and charges \$353,000
- Café in the Mulga Sales decrease by \$20,000
- Hall and recreational facilities hire fees down by \$21,700
- COVID-19 provision \$10K

Summary of budget review changes by line item are shown in the following table.

GL/Job No.	GL/Job Number Description	From	To	Inc/Dec	Comments
Operating Revenue:					
2150-1000-0	Investment Interest	179,000	106,667	(\$72,333)	Based on actual YTD and projection based on current QTC interest rates and Cash balance
2801-1100-0	Events Fees	6,000	-	(\$6,000)	No fees received year to date
2803-1100-0001	contributions	-	641,750	\$641,750	Grant and other councils contribution
2855-1000-0	Cosmos ticket sales	490,000	230,000	(\$260,000)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
2856-1000-0	MSC Visitor guide	47,000	23,500	(\$23,500)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
2857-1000-0	Cosmos souvenir sales	145,000	75,500	(\$69,500)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
2858-1000-0	Café in the mulga	60,000	40,000	(\$20,000)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3220-1000-0	Racecourse Complex Fees	25,000	19,200	(\$5,800)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3222-1000-0	Racecourse Fees	5,000	3,800	(\$1,200)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3225-1000-0	Racecourse Horse Stall Rent	5,000	4,000	(\$1,000)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3272-1000-0	Shire Hall Hire Fees	14,000	9,200	(\$4,800)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3276-1000-0	Art Gallery Fees	5,000	1,100	(\$3,900)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3282-1000-0	Showground Fees	26,000	21,000	(\$5,000)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3437-1000-0	Animal Control Fees	17,000	8,000	(\$9,000)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
3455-1000-0	Grazing Fees (Agistment Fees)	45,000	35,000	(\$10,000)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
4205-1000-0	Town Planning & Building Fees	28,000	22,000	(\$6,000)	Based on year to date actuals. Assuming no more revenue to come in until EOY.
Total increase in operating revenue		1,097,000	1,240,717	\$143,717	
Less: Operating Exp					
2312-2000-0	Information Technology	241,000	300,000	\$59,000	New internet agreement - Telstra
2310-2000-0	General Advertising	65,000	75,000	\$10,000	One off advertising 150 years \$17K
2345-2000-0	Office Buildings - Operation/Maint	100,000	135,000	\$35,000	Ergon energy, cleaning, utility charges
2804-2011-0	Flood Gauges Project Expenses	184,314	886,667	\$702,353	Expenses for grant/contribution to be received
2819-2000-0	Council Donations	70,000	110,000	\$40,000	Based on year to date actual
3418-2000-0	Health Disaster Operations	-	10,000	\$10,000	COVID-19 costs, actual costs YTD \$4,576
4220-2000-0	Expenses	71,000	82,000	\$11,000	Based on year to date actuals. PY \$111K
5440-2000	Charleville Sewerage Operations	422,520	263,520	(\$159,000)	Reallocate funds to capital
Total increase in operating costs		1,153,834	1,862,187	\$708,353	
Net Result - Operating Level (deficit)					
				(\$564,636)	

Capital Revenue					
2803-1111-1100	Capital Grant - State and Federal	11,631,796	7,662,217	(\$3,969,579)	
Total decrease in capital grants				(\$3,969,579)	
8000-1785-0	Life of the Brisbane Line - OTI	1,700,000	1,400,000	(\$300,000)	Outback Tourism - carry over
8000-1891-0	GTI - Cosmos Upgrade	1,200,000	800,000	(\$400,000)	Growing Tourism - carry over
8000-2501-0	Charleville Aged Care Upgrade -	125,000	-	(\$125,000)	Drought Communities - carry over
8000-2502-0	Augathella Aged Care Upgrade -	125,000	-	(\$125,000)	Drought Communities - carry over
8000-2550-0	W4Q Buildings Solar Panels	200,000	-	(\$200,000)	Work for Qld - carry over
8000-1892-0	Morven Rail (Freight) Hub	4,103,510	2,503,510	(\$1,600,000)	Department of Industry, Science, Energy and Resources - Carry over
8000-2358-0	Upgrade Children Pool - Drought	150,000	-	(\$150,000)	Drought Communities - carry over
8000-2366-0	Augathella TV Upgrade - Drought	70,000	-	(\$70,000)	Transfer funding to below project
8000-2367-0	Morven TV Upgrade - Drought	70,000	140,000	\$70,000	As above
8000-2368-0	Morven Rec Lighting - Drought	110,000	-	(\$110,000)	Drought Communities - carry over
8000-2520-0	Charleville Racecourse Works	100,000	-	(\$100,000)	Work for Qld - carry over
8000-3022-0	Charleville River Clearing	200,000	-	(\$200,000)	Drought Communities - carry over
8000-1010-0	Old Cunnamulla Rd/Carter St	-	19,945	\$19,945	Roads to Recovery
8000-1100-0	Kurrajong St Road Widening	-	32,837	\$32,837	Roads to Recovery
8000-3021-0	W4Q Charleville River Clearing	400,000	-	(\$400,000)	Work for Qld - carry over
8000-4049-0	Khyber Rd Reseal R2R	100,000	120,741	\$20,741	Roads to Recovery
8001-4049-0	Khyber Rd Reseal R2R	-	254,134	\$254,134	Roads to Recovery
8000-4059-0	Mt Maria Reseal R2R	40,000	33,636	(\$6,364)	Roads to Recovery
8001-4050-0	R2R/W4Qld- Killarney Road	675,000	200,000	(\$475,000)	Roads to Recovery reprogrammed to 2020-21
8000-4052-0	R2R - Langlo Rd	-	200,000	\$200,000	Roads to Recovery
8001-4120-0	R2R/TIDS Bollon Road	750,000	809,000	\$59,000	Roads to Recovery
8002-3016-0	Mt Tabor Rd Reseal R2R	19,000	75,540	\$56,540	Roads to Recovery
8002-4050-0	R2R Killarney Road 70.45-71.80	399,133	327,721	(\$71,412)	Roads to Recovery
8000-5254-0	Charleville Water Renew	150,000	170,000	\$20,000	Reallocate budget from below project
8000-5260-0	Morven Water Renew	100,000	80,000	(\$20,000)	Reallocate budget to above project
8000-5272-0	Drought	75,000	-	(\$75,000)	Drought Communities - carry over
8000-5273-0	Augathella Brassington Retic - Drought	75,000	-	(\$75,000)	Drought Communities - carry over
8000-5300-4500	Sewer Infrastructure Repl/New	-	159,000	\$159,000	Installation switchboard and pump upgrade
8000-0070-0	Industrial Estate - BOR (State)	436,051	1,036,051	\$600,000	Move budget from below. Carry Over \$200K
8000-0073-0	Industrial Estate (\$1.01 m)	1,010,000	210,000	(\$800,000)	Move budget to above, remaining \$210K council contribution
Total decrease in capital expenditure (mainly carry over to 2020/21)				(\$3,810,579)	
Net capital result				(\$159,000)	
Net Total Operating and capital deficit				(\$723,636)	

Environment Risks: Nil

Social Risks: Nil

Recommendation That Council adopt the Third Budget Review 2019-20 as presented.



Recommendation / Report

From: Claire Alexander – Contract Accountant

Subject

Overdraft/Working Capital Facility

PROPOSED RESOLUTION:

That Council endorse the actions of the CEO in progressing an overdraft limit to \$2M to accommodate current cash flow concerns through the COVID19 downturn.

BACKGROUND:

Purpose

The purpose of this report is to inform Council that an application to an overdraft/working capital facility limit to \$2 million has been submitted to the Department of Local Government, Racing and Multicultural Affairs. A QTC monthly cash flow model was also submitted and is currently being assessed by Queensland Treasury Corporation.

Financial Risks: Unable to pay debts if facility is not in place when need arises

Environment Risks: Nil

Social Risks: Nil

Recommendation:

That Council endorse the actions of the CEO in progressing an overdraft limit to \$2M to accommodate current cash flow concerns through the COVID19 downturn.

Attachment: Working capital facility application



2019-20 Local Government Borrowing Program

Application Checklist

This checklist contains two sections, **Part A** and **Part B**.

Please complete the relevant section/s for the type of financing arrangement you are applying for. The signed original is to be retained by the Local Government with an electronic (scanned) copy of the application checklist and any supporting documentation emailed to the Department.

Summary

Please complete the relevant sections of the table below with the summary details of your application. Leave other areas blank.

Financing Arrangement/s Sought			
Borrowings (Part A)		Working Capital Facility (Part B)	
Amount (\$)	N/A	New Facility Limit (\$)	\$2,000,000
		Type (all that apply)	<input type="checkbox"/> New Ongoing Facility <input checked="" type="checkbox"/> New Fixed-Term Facility <input type="checkbox"/> Expiry Extension <input type="checkbox"/> Limit Increase
		Expiry (if applicable)	

Submission Contact Details

Name	Ken Timms		
Position	Director Corporate Services		
Phone / E-mail	(07) 4656 8355	Ken_timms@murweh.qld.gov.au	

Application Declarations

Please complete the relevant declarations for Part A and/or Part B below (depending on the type/s of financial arrangement sought).

Part A – Borrowings – Not Applicable

I declare:

Any approved borrowings will only be used for capital purposes.



	Planned borrowings (including loan terms) correspond with the Local Government's adopted 2019-20 debt policy.
	A current Local Government Forecasting Model (LGFM) has been/will be submitted to QTC and the Department which has been reviewed for completeness and reasonableness.
	A brief explanation of large fluctuations in growth rates / forecast line items of the submitted LGFM has been provided.
	The Local Government's forecast level of restricted cash (both internal and external) has been accurately represented in the submitted LGFM.
	Asset registers and asset management plans are in place for all asset classes held by the Local Government.
	Projects proposed for funding form part of the long-term asset management plan, and whole of life project costs have been considered and included in the LGFM.
	A native title risk assessment has been conducted on any relevant land.




Part B – Working Capital Facilities

I declare:

✓	Any approved WCF will only be used for operational liquidity management purposes.
✓	The WCF will maintain a floating balance in line with its nature as a cash management tool.
✓	A current QTC Cash Flow Monitoring Tool has been submitted as part of this application, with projected cash balances aligned to Council's financial forecasts.
✓	A brief explanation of assumptions and large fluctuations in forecast line items of the submitted QTC Cash Flow Monitoring Tool has been provided.
	(For ongoing WCFs) A current Local Government Forecasting Model (LGFM) has been/will be submitted to QTC which has been reviewed for completeness and reasonableness.
	(For ongoing WCFs) A brief explanation of large fluctuations in growth rates / forecast line items of the submitted LGFM has been provided.
✓	The applicant acknowledges that the Department reserves the right to immediately cancel any approved WCF if the Local Government fails to comply with its attached conditions.

Mayor and Chief Executive Officer (CEO) Sign-off

In signing this application, the Mayor and CEO (or authorised delegate) verify that the information contained within both **Part A and Part B** is true and correct, the financing arrangements sought will be used for lawful purposes, and that the signatories are authorised to make this application.

Mayor sign-off		
CEO sign-off		
	Signature	Print name and date 8.05.2020



Part A – Borrowings – Not Applicable

Required Documentation

Please attach the following required documentation to your application for borrowings for 2018-19.

	Adopted 2019-20 Debt Policy
	Adopted Long-Term Asset Management Plan
	This checklist (completed and signed)

Adopted 2019-20 Debt Policy

Any borrowings requested for 2019-20 must be consistent with a Local Government's adopted debt policy. Should the total borrowings sought exceed the amount in the originally adopted policy, a Local Government must adopt an updated debt policy which reflects the new amount.

Adopted Long-Term Asset Management Plan

A Local Government applying for borrowings for 2019-20 must submit a copy of its current adopted Long-Term Asset Management Plan. The capital projects (or classes of assets) for which borrowings are sought must be consistent with this plan. This may necessitate the inclusion of additional explanatory notes.

The Department will not approve borrowings for capital expenditure which is not consistent with a Local Government's adopted Long-Term Asset Management Plan.

Requested Borrowings Breakdown

This section helps the Department understand to which major project areas the proposed borrowings are planned to be allocated. Please include a short description of all projects for which borrowings are being sought (multiple smaller projects with similar characteristics may be grouped together to minimize repetition).

Major project areas	(\$)	Details of borrowing purpose
Water		
Sewerage and waste		
Roads, drainage and bridges		
Buildings and community assets		
Specific purpose		



Part B – Working Capital Facilities

Required Documentation

Please attach the following required documentation to your application for a new (ongoing or fixed term), extended and/or increased working capital facility (WCF).

✓	QTC Cash Flow Monitoring Tool
	This checklist (completed and signed)

QTC Cash Flow Monitoring Tool

The QTC Cash Flow Monitoring Tool template can be obtained from QTC¹, and must be completed and submitted as part of a Local Government's application for a new (ongoing or fixed term), extended and/or increased WCF. Further supporting documentation or notes may be provided to explain any assumptions or large fluctuations in the forecasts.

The cash flow forecast must show monthly cash balances over the WCF period sought and the intended use of the facility over time. Where an ongoing facility is sought, a Local Government must provide three years of monthly cash flow forecast information. The Department encourages local governments to engage with QTC in completing the Cash Flow Monitoring Tool.

Requested Facility Details

Please complete this section with the relevant details of the WCF sought.

Desired Total Facility Limit (\$)	\$2,000,000
Facility Type Requested	<input type="checkbox"/> New Ongoing Facility <input checked="" type="checkbox"/> New Fixed-Term Facility <input type="checkbox"/> Existing Facility Expiry Date Extension <input type="checkbox"/> Existing Facility Limit Increase
Facility Purpose	Cash required to fund projects that are on a reimbursable agreement. Also delay in rates collection, due date extended for payment to May 2020.
Previous Facility Limit (if applicable)	
New Expiry Date (if applicable)	

Ongoing Facilities

Should a Local Government seek to establish an ongoing WCF limit, a completed QTC LGFM must be attached to the application in addition to the Cash Flow Monitoring Tool, with projected cash balances in the LGFM aligning with forecast balances in the Cash Flow Monitoring Tool. The long-term financial forecast must be submitted in the prescribed format as outlined in Bulletin 3/19.

The appropriateness and serviceability of a Local Government's ongoing WCF will be reviewed annually by QTC and the Department. Where a Local Government is not complying with the conditions of its approved WCF, the Department reserves the right to immediately cancel the WCF.

¹ The QTC Cash Flow Monitoring Tool is available on QTC Link.



Human Resources Report

From: Kerry-Ann Reading – Human Resources Manager
Ordinary Meeting – May 2020

RECRUITMENT		
VACANCIES	APPOINTMENTS	RESIGNATIONS
Internal 1. Multiskilled Plant Operator 2.		
External 1. EOI Plant Operators 2. 2 x Diesel Fitters	Open 12 months	

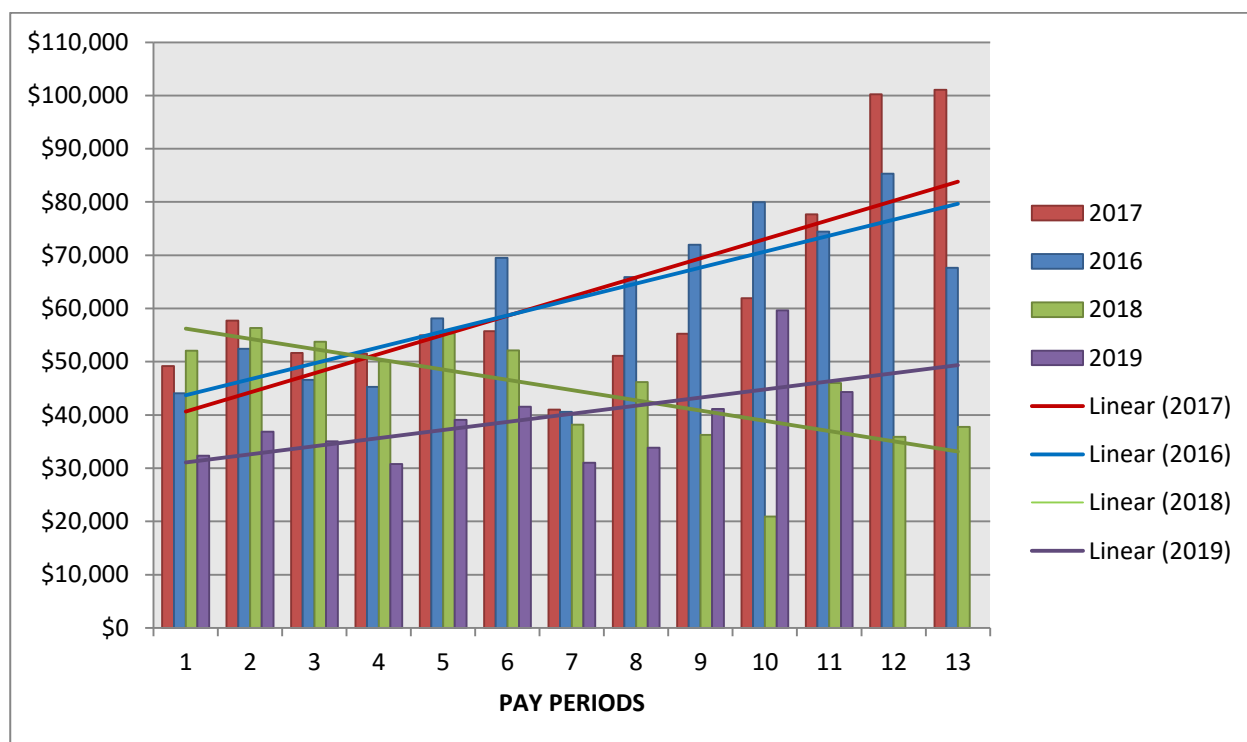
TRAINEES/APPRENTICES

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

Pay Periods	Dates	2019 - 2020		2018 - 2019	
		Hours	Amount	Hours	Amount
1 – 2	22/06/2019 – 19/07/2019	769	\$32,352	1254	\$52,076
3 – 4	20/07/2019 – 16/08/2019	850	\$36,864	1345	\$56,328
5 – 6	17/08/2019 – 13/09/2019	789	\$35,032	1326	\$53,731
7 – 8	14/09/2019 – 11/10/2019	724	\$30,806	1248	\$50,091
9 - 10	12/10/2019 – 9/11/2019	947	\$39,055	1415	\$55,305
11 - 12	10/11/2019 – 6/12/2019	985	\$41,575	1339	\$52,149
13 - 14	7/12/2019 – 3/01/2020	728	\$31,018	1010	\$38,190
15 - 16	4/01/2020 – 31/01/2020	760	\$33,865	1117	\$46,163
17 – 18	1/02/2020 – 28/02/2020	895	\$41,131	907	\$36,228
19 - 20	29/02/2020 – 27/03/2020	1251	\$59,664	528	\$20,953
21 - 22	28/03/2020 – 24/04/2020	1036	\$44,301	1084	\$45,992
23 - 24				880	\$35,916
25 - 26				921	\$37,746

ENTERPRISE BARGAINING

n/a



TRAINING

Course	No. Attended
NIL	

POLICIES

Drafts	Due for Review
<ol style="list-style-type: none"> HR-010 Leave (other than parental and domestic violence) HR-023 Parental Leave HR-025 Staff Travel & Related Expenses 	<ol style="list-style-type: none"> Recruitment & Selection Bullying & Harassment
Repealed (for Council Approval)	
Nil	
OTHER	
<ul style="list-style-type: none"> Performance Appraisals – now Employee Training Evaluation, emailed to staff 6/05/2020 Next Staff Breakfast – June 2020? 	



Murweh Shire Council

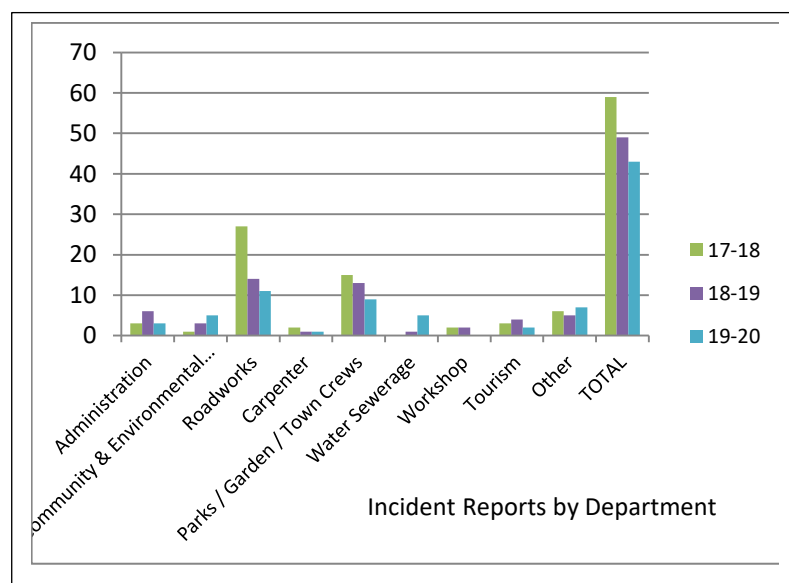
WORKPLACE HEALTH & SAFETY REPORT

MAY 2020

Written by: John Wallace (WHS)

INCIDENT REPORTS RECORDED SINCE LAST REPORT

Report No	Date	Incident type
IR-265	Vehicle Damage to 3 rd Party	Slasher
IR-266	Vehicle Damage	At bore 5 (air)
IR-267	Abdo Pain	Lifting



Inductions 19-20

Contractor Inductions - 28 (total 46)
 Council Induction - 2 (total 21)
 Work Experience - (total 4)
 Work Camp - (total 6)

Contractor Inductions can now be done online from the MSC Website.

Safety Breaks & Take 5's returns

July: 72%	75%
Aug: 75%	79%
Sept: 89%	59%
Oct: 79%	91%
Nov: 87%	84%
Dec: 85%	57%
Jan: 79%	73%
Feb: 73%	69%
Mar: 80%	75%
April: 69%	77%

General Business

Online Inductions

This has been a great success. More convenient to do at home and less printed paper.

Online Safety Breaks

Safety Break "Incident Reporting" was emailed to all employees this week after a small problem with the training program. It is the first one so we will have to wait and see of the success rate of returns.

Safety Audit

Due to the COVID 19 virus Jardine Lloyd have been negotiating with TMR over the last three weeks to have all Councils who TMR registration is due for renewal this year extended without the need for full verifications audits to be conducted. Completion of the Surveillance Audit tools are a way of checking the compliance of the site and will identify any gaps in your documentation that needs to be addressed. Council is populating evidence folders for the up and coming Audit.

Drug & Alcohol Testing

Any Place, Any Time.

Date: Tested:



Testing has been put on hold due to COVID-19 virus.

Test n Tag

There are 6 people doing Online Training in Test n Tagging. Hopefully this will allow all Council facilities to be up to date with their Test n Tagging.



Next WHS Meeting –25 May 2020

Think Safe

Work Safe

Home Safe



SHIRE OF MURWEH
MORVEN - CHARLEVILLE - AUGATHELLA



Experience Charleville
Outback Queensland

Murweh Shire Council Tourism Report
Report for April 2020

Community Programs - Meetings with Individuals and Groups

Meetings/engagements	Issue/s	Actual Date
Natural Sciences Loop	Zoom meeting re our brand & going forward	1/4/2020
Imagine Media	Returned Charleville Servicemen/women DVD	3/4/2020
Golden West	Signing on of fulltime trainees	6/4/2020
Anita Clark Tourism	Packaging product for coach groups	9/4/2020
Peter Dunn: Ozatwar	Updating info on our WWII handout	8/4/2020
SWRED/OQTA	Zoom meeting with members to cover any issues	21/4/2020
Hotelbeds	Signing up to international packaging markets	23/4/2020

Events – non existent ATM

Events-<https://www.facebook.com/experiencecharleville/> www.experiencecharleville.com.au
Please forward any events via email or text. It must have *Who, What, Where & When* details and a good hi res image if wanting it added to App or event list.

Charleville App -<http://charleville.eventapp.com.au/>

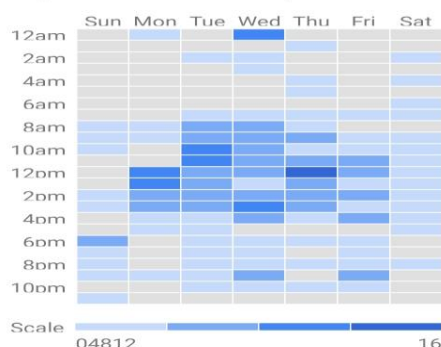
The Charleville App is currently being updated with the events all changing and businesses also having facelifts. This is in the hands of one of our new Tourism Trainees and she owns this project!
We invite all local businesses to put their product on the App and promote one application rather than having many social sites for everything. Details to be emailed to monique_johnson@murweh.qld.gov.au

Experience Charleville Website stats – Data collection



Users by time of day

Segment: Tablet and Desktop Traffic



Shared from the Google Analytics mobile app

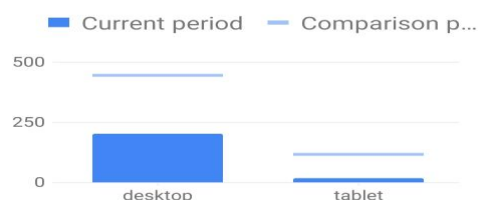


Users by device category

Segment: Tablet and Desktop Traffic

221

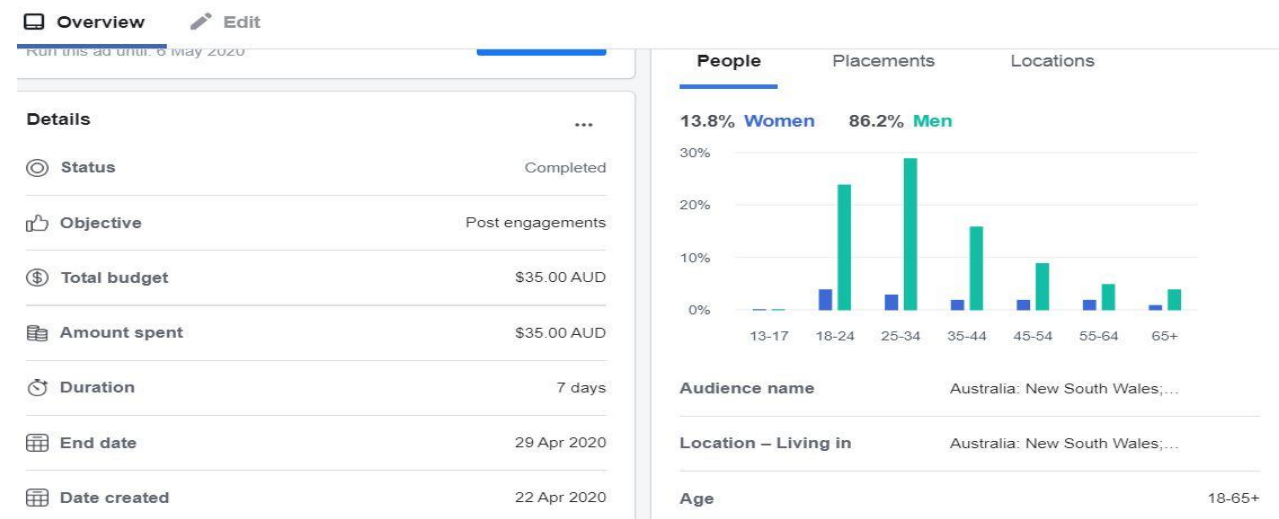
-342 (-60.75%)



Shared from the Google Analytics mobile app

The above Google Analytics show a very expected trend in searches. It does help us though to understand when the users are spending most of their time on social media and when/what time they are using so we know when to share our boosted posts.

Other trends we have recently seen are the move to marketing on Facebook. We have spent a total of \$100 over the last month on advertising and targeted particular markets that are coming to our region doing these boosted posts and have had a 'reach total' of over 50,000 people. To put this in perspective, some ads we do in big glossy magazines cost \$2500 per page and only print 30,000 copies & those people aren't always necessarily coming to our region. We have just targeted our direct market with glossy images (or not so glossy, just eye-catching) and also know when to post this image and who to target, gender and all.



Science, technology & engineering

Send Message

41,069
People reached

8,723
Engagements

Boost again

Boosted on 22 Apr 2020
By Monique Johnson

Completed

People reached 18.5K

Post engagement 1.8K

View results

You and 193 others

49 comments 202 shares

Like

Comment

Share

Above is a post that was shared on the Natural Sciences Loop page around the week of what was supposed to be the flood event and we reached 20,000 people before we boosted (paid post) the post so it made sense to boost that post so it would get better coverage and address points of interest in our region. You can also see that we can target age groups, gender, where people live and a whole lot more.

I would like to give you another example below of a post that wasn't boosted (a free post, no cost) it was just a local post and has reached 156,412 people. This goes to show if the right images, information & what heart strings are attached, we can achieve good coverage with less money.



One very important thing though is our image/video library. Images must be clear and high resolution so they capture a second glance. ***Our image library for the region is something we do need to update.***

General Business for the month of March.

We are having a fabulous month getting down and dirty so to speak. All the outside & inside jobs are being taken on and all hands have been on deck. We have a fantastic team this season, each individual has strengths in different areas & are all working really well as a team. Although we don't have a full team, just our trainees and full time/contract staff, we are doing some great things.

We have finished up with two tourism trainees at the Cosmos Centre, both excelling in different areas and bringing lots of ideas to the table. They will both be with us for two years and already showing a lot of potential. Both will be working in the areas of the Top Secret Precinct covering WWII and Cosmos.

A number of Zoom meetings have been held around the region of late and they have been with SWRED/OQTA & Natural Sciences Loop members. Majority of us are all members of the same groups & have discussing what our products are, what we have done during the Covid-19 period, how we are moving forward etc. Great to chat with those in a similar boat and learn from each other for the moving forward period. Also it was fantastic to finally have interaction with our OQTA Southern Qld rep.

We have received the final copy of the DVD 'Conflict & Connections, Charleville Remembers'. This was put together with interviews & stories from men and women that enlisted in the forces from Charleville. The DVD is available from the Cosmos Centre & Visitor Information Centre and for those involved have received their copy. Funded by RADF and all done by locals, music and all.

It would be lovely if council could have one minute silence in memory of Henry Maris.
#RIPHenryMaris

We are always working on coach packages and updates/pricing etc but recently we have been working with Anita Clark to develop other tours to display on the new Queensland Southern Outback website once it's complete. We have training next week for the new site being developed by Liz Ward. This is a project funded from State Development and will cover all 6 Shires in the Southern Outback once complete. Not sure who is driving this at the moment while Fiona Gaske has moved on but it will be a great product to share once complete.

While we are updating info every where during this on/off season we have also taken time to go back to our WWII notes and update the fliers we hand out to guests. Peter Dunn OAM, has been working with us for a few years now sending and updating info for our region re the USAAF. Peter has taken time to follow up on particular planes, war bride info and other details he is discovering all the time. One of our new trainees has developed a new handout to give customers after the tour and used some of Peters newly discovered information for the flier. Guests love a 'takeaway'.

Last but not least we have some very exciting news re our packaged products. We have been trying for two and a half years to have our Stars and Secrets product listed on Hotelbeds. They are the world's leading Bedbank, redefining accommodation, transfers, activities and car rental products with a global network of travel distributors. So as of one week ago the Charleville Cosmos Centre and Top Secret WWII products are now live globally to distributors around the world. We are so looking forward to seeing the growth in this travel market and just what a difference packaging tours will make. No longer are we just in Flight Centre and Helloworld, we are the world ☺

Another little good news piece for us is if/when we are up and running by August full steam ahead, we have a group booked in very night for the month of August. We will hit the ground running when the gates are open.

That's me for April and we look forward to further good news in May.
Take Care.

**Kind Regards,
Monique Johnson
Tourism Manager**





Murweh Shire Council Cosmos Report

From: Mike Dalley
Cosmos Centre Manager.



CHARLEVILLE
**COSMOS CENTRE
& OBSERVATORY**
OUTBACK QUEENSLAND

Report for

Month of April 2020

Information

As the season continues to be influenced by the lockdowns of Covid-19 the staff at the Cosmos Centre continue to achieve project accomplishment after accomplishment. Little projects are being tucked away while work progresses on track for the bigger projects (planetarium hard drive and show install, new wet weather presentation for planetarium that will last 2021 and 2022, new interactives, star cannon observatory, workshop and time-warp).

Ever mindful of the future and the fact that Covid-19 restrictions are starting to ease for Queensland, we are now hopeful that we will get the end of the season, but also a stronger quiet season. Last years quiet season was the strongest we've had due to the Year of the Outback marketing, but this year we are expecting that after being caged up for so long, people from especially Brisbane will be stretching their legs and visiting here at Charleville.

It is impractical to do the big projects while we are open and since we are forecasting to be open by August, we are trying to ensure all big projects will be done by end of June, July at the latest. This will allow all of July to be focused on training and refreshing staff on telescope use, guest interactions, etc. This means the next 2-3 months will be extremely busy at the Cosmos Centre as we start to see the light at the end of this Covid tunnel.

Mike Dalley
Co-ordinator of Charleville Cosmos Centre



Murweh Shire Council VIC Report

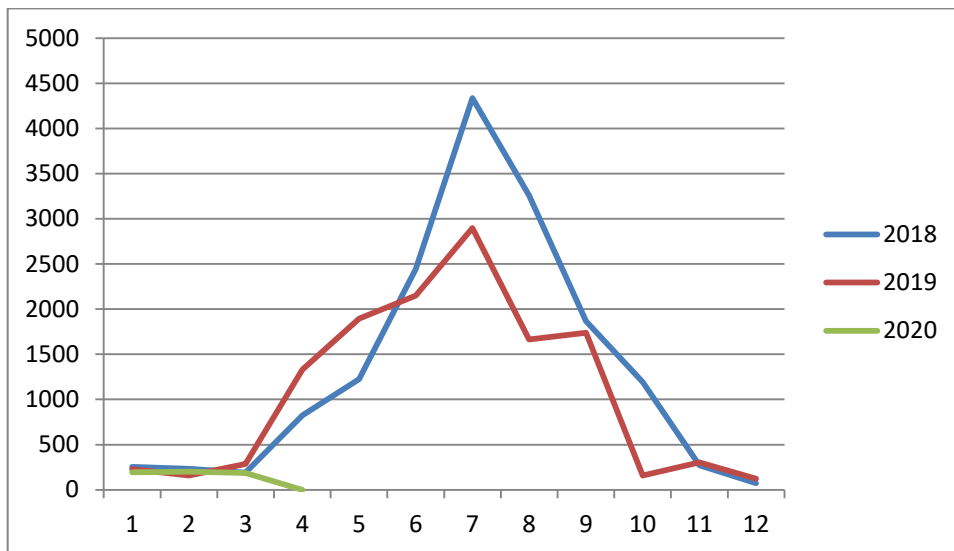
Ty Sherrington – Charleville Visitor Information Centre Co-ordinator
April 2020.

REPORT ON OPERATIONS OF THE CHARLEVILLE VISITOR CENTRE – April 2020

Monthly Statistics:

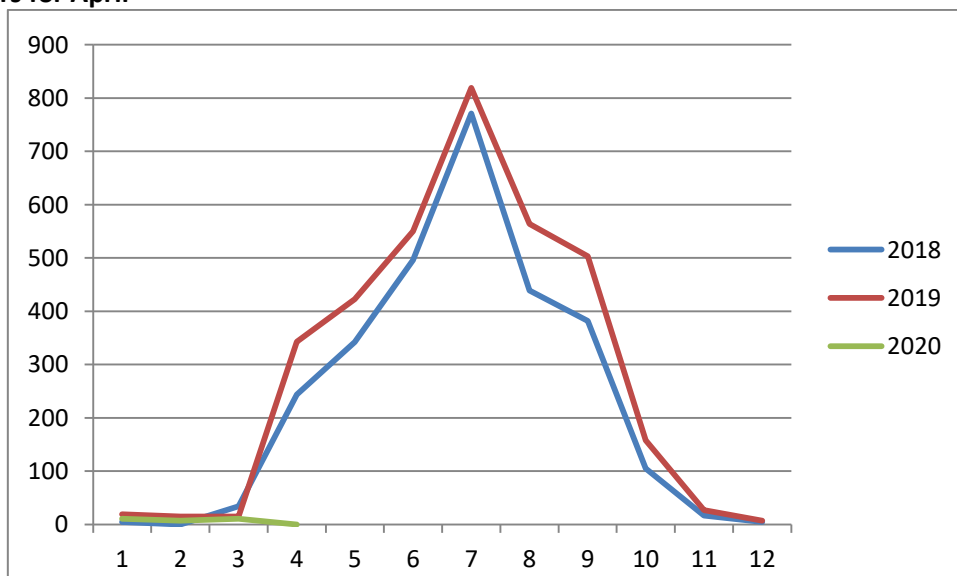
Visitor Numbers for April: 2020

Charleville Visitor Numbers – April 2020. Closed due to Covid 19



Tour Numbers – April 2020. Closed due to Covid 19.

Tour Numbers for April



Operational Information:

With the stop of all non essential travel throughout Australia, this has impacted on all areas of tourism greatly. A lot of us in the tourism industry we looking forward to a busy and prosperous season as our regions had received decent rainfalls and the regions were looking welcoming and green. With the compliance of the Australian people we are slowly seeing a change in the spread of the virus and hopefully soon the restrictions a lifted state by state then Australia wide. Until then we are currently closed to the public but still available for email and telephone call enquires. There has been an increasing amount of enquiries for information on our region in the past week so it looks like our travellers are just waiting for the all clear from the government as to when they can travel. We can only hope the restrictions are lifted soon so we can welcome visitors to our region.

Update on Air conditioning:

Still no further updates from Qld rail in regards to the air conditioner and installation of the doors to the platform.

Refurbishment of the Gardens at the Railway station:

We are still waiting for Qld rail and the tree lopper to start work on the removal of the trees along the front of the railway station. With the outbreak of the corona virus and with the stop of all non essential travel now would have been the ideal time to start this as the car park area is empty and we currently have no visitors.

Ty Sherrington

Visitor Information Centre Coordinator.



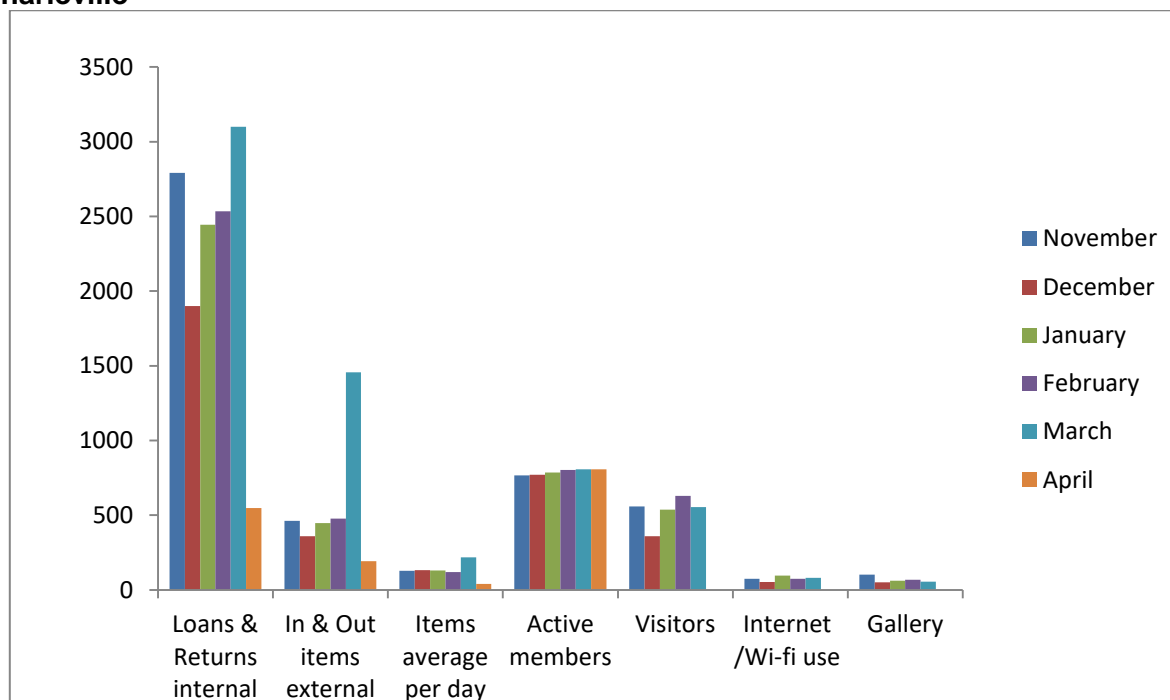
Experience Charleville
Outback Queensland

Murweh Shire Council Library Reports

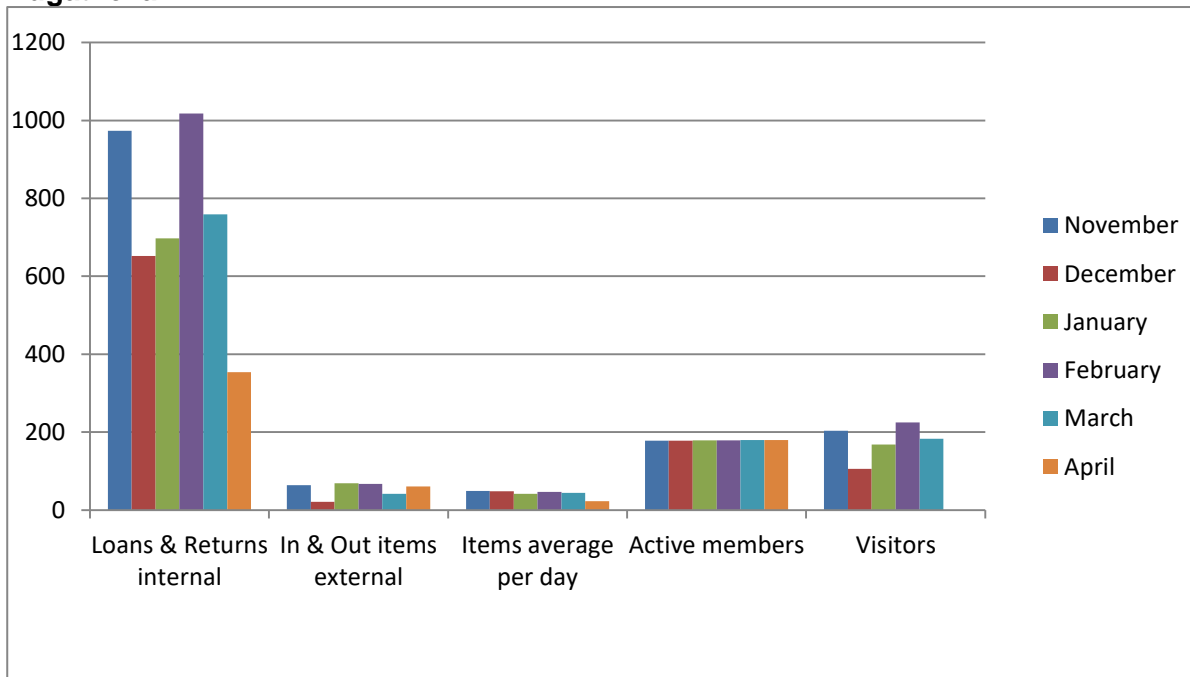
From: **Martina Manawaduge - Librarian**

Report for April 2020 – Charleville / Augathella

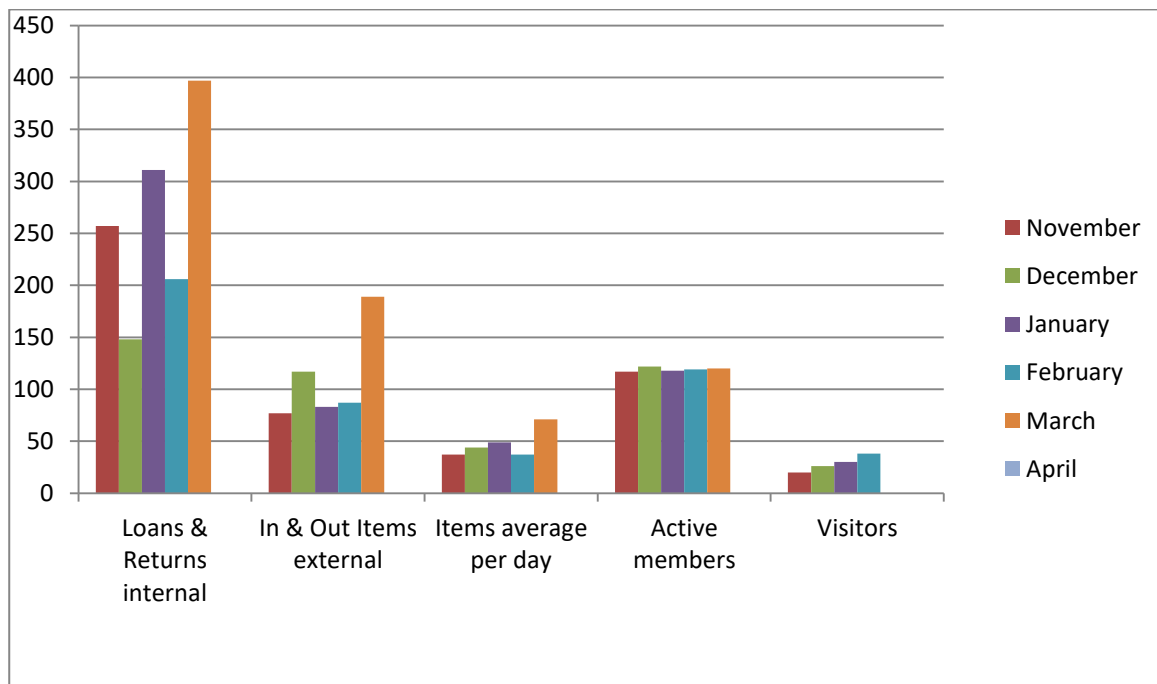
Charleville



Augathella



Morven Library



Operational Information - all Libraries closed from to the public since 26th of March

Charleville Library – Martina Manawaduge

We are still providing customers with books by arranging a pickup from our trolley outside the Library. I have delivered books to customers, if they are unable to arrange a pick up. A return book bin has been placed at the Council Office. I assist customers with enquiries regarding electronic resources and their book orders/pick up.

First5Forever

Closed

Mulga Lands Gallery – Statistics

Closed

Augathella Library – Laraine Steedman

No comment

Morven Library – Marie Williams & Maree Green



Environmental & Health Services Report

From: Richard Ranson – Director of Environmental & Health Services
Ordinary Meeting – 21st May 2020

WATER TESTING

Water testing conducted in Charleville, Augathella and Morven. No contamination detected.

SEWERAGE / WASTEWATER

No issues to report.

DOG CONTROL

Registrations

Lifetime	6 for April	Total 1042
Annual	0 for April	Total 36 (for 2019/2020)

Seized Dogs

Total seized	9	Reclaimed	0
Adopted	3	Euthanized	3

Wild Dog Scalps 2019/2020

Male 555, Female 450, Puppies 56 total 1061

Wild Dog Destruction Budget Remaining

\$14,526

FINES ISSUED / REVENUE

Offence	Number Issued	Total Value
Impounded Dogs	0	\$0
Barking Dog	0	\$0
Unregistered Dog	0	\$0
Wandering Dog	1	\$266.90
Littering	0	\$0
Wandering Stock	0	\$0
Total	1	\$266.90

COMPLAINTS MANAGEMENT

Type	Received	Resolved	Pending
Dogs	1	1	0
Overgrown allotments	2	2	0
Other	3	2	1

LANDFILLS

Charleville	No issues to report.
Augathella	No issues to report. New signage installed.
Morven	No issues to report.

FOOD PREMISES

Inspections conducted	0
Complaints	0

OTHER ENVIRONMENTAL CONTROL CONDUCTED

Stock Routes. 1080 Baiting conducted from 4th to 8th May. Participation was up considerably on May 2019 baiting. A full report will be available by next councillors' briefing session.

Swimming Pool. Maintenance works being conducted in readiness for next season. Overview report attached.

SWIMMING POOL REPORT (Provided by Michael Winton)

Overview of 2019/2020 Season

The season opened 10 days later than the scheduled opening date due to various technical issues which unfortunately took longer than normal to rectify which unfortunately affected our first months' figures. The swimming club started up its season with good numbers in attendance for its club nights which was pleasing to see. Swimming squad sessions also commenced with increased numbers attending, lots of new families in town and wanting their kids in squad lessons.

Learn to swim enrolments dramatically increased this season as more families from the surrounding areas like Morven, Augathella and some from Cunnamulla and the Charleville locals. A parent playtime group was introduced this season on Saturday mornings which took the place of the old Mums and Bub's group and it was surprising how many couples enrolled in the parent playtime group.

A number of families from Morven asked if we would come to Morven to do some learn to swim lessons on Saturday mornings. However, technical problems with their school pool would not allow us to commence. Our facility also held a Learn to Swim course over a weekend and it was conducted by a learn-to-swim technical adviser from Quilpie with a number of local school teachers in attendance. Immediately after the school holidays, School swimming programs commenced with St Mary's, Distance Education school, Charleville Primary school and the Wyandra State school. We were also asked to assist with Augathella State schools swim program which meant each Friday of the term I would drive to Augathella to conduct the lessons. We have enjoyed being a part of all the schools swim programs and have been asked to continue with lessons by all the schools for the following season.

As you will know through our monthly reports a number of events have been staged throughout the past 6 months at the pool and here is a summary of those events:- Cwaatsich vocational care week, Swimming club's annual swim carnival which was a qualifying meet for Qld swim titles for the first time, St Mary's swim carnival, State school swimming carnival, Distance Education swim carnival, Cwaatsich Xmas party, large number of birthday parties held for children, Inflatable up monthly during the season which was well received by children and their parents, High School and District Primary school swimming carnival, South West Regional selection Swimming Carnival, Scout movement using the pool to instruct kids in Canoeing activities and water safety measures, District Swim Camp with Qld swimming coach in attendance and myself assisting with the camp.

We would like to take this opportunity to thank Council for the improvements they have made to the pool this season, the top dressing of the pool grounds so as to level the ground so grass can grow more evenly. The grassed areas finally took shape towards the end of the season and the grounds received favourable comments from travellers/visitors. The purchase of the deck Chairs and lockers have also been well received and used by the general public and visitors to the pool.

A special mention must be made to the local swimming club as they were fortunate enough to have 3 of their club swimmers qualify for the Queensland State Sprint titles held in February 2020 along with 1 swimmer from Augathella Swim club. These local kids were swimming against the best in their age group in the state and some age groups had some 160 swimmers in their age group. They all swam well and bettered their personal best times by 2-3 seconds in some instances and as a coach witnessing them swim in the Qld titles for the first time I was very proud!! We are hopeful more kids will get the opportunity to compete at the Qld titles next season. Despite the season opening late and the early season closure due to the pandemic it has been amazing and very successful. Visitors and locals continue to compliment the facility which we love passing onto Council and we hope you are as proud of our facility as we are. We would like to again thank Council for allowing us to manage this amazing facility.

End of Report



Engineering Services Report

From: Paul O'Connor – Director of Engineering Services
Ordinary Meeting – 21 May 2020

Local Roads

- Adavale Rd shoulders
- Mt. Tabor Road
- Flood damage assessment – 80% complete
- Barngo Rd



Shoulder widening – Adavale Rd



Thirsty work...

Projects Update

- Warrego River Clearing Charleville – permit June
- Industrial Estate – see report later
- TMR project – progressing well – 75% complete

Local Shire Roads

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

Road Name	Shoulder Resheet (km)	Patrol Grade (km)	Flood Damage	Maintenance Grading (km)	Clearing	Slashing (km)	New Seal (km)	Grid Replacement	Signs
Mt Tabor Road						44			
Khyber Road						30			
Arranfield Road				1.7					
Waterford Road				13					
Barngo Road		15	All 2019 flood damage completed	19					
Wheatleigh Road					Cleared fallen trees				
Adavale Road	10								
Fortland Road					Removed fallen trees				
Croxdale Road				6.3					
Perola Park Road								0.85km grid replacement	
Old Quilpie Road								10.80km grid replacement	
Killarney Road							1.4		
Wellwater Road									6 new signs
Clara Creek Road									4 new signs
TOTAL	10	15		40		74	1.4		10

RMPC

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

Road No	Road Name	Herbicide Spraying (L)	Edge Repairs (m ³)	Shoulder Grading (km)	Gravel Used (m ³)	Slashing (h)	Hand Mowing (m ²)
13A	Morven - Augathella	1600				89	3278
13B	Augathella - Tambo	4500				58	2158
18F	Mitchell - Morven						
18G	Morven - Charleville			10.96	1350		
23B	Cunnamulla - Charleville						
23C	Charleville - Augathella						
93A	Charleville - Quilpie		3				
	TOTAL	6100	3	10.96	1350	147	5436

Water & Sewerage

WATER							
Town	Service Line Breaks	Repair Water Mains	Meters Replaced/ Checked	Pump Station Faults	Water Bore Maintenance	New Connect	Fire Hydrant
Charleville	5	3	3	2			1
Other Comments:							
Morven		2					
Other Comments:							
Augathella	1	2					
Other Comments:							
SEWERAGE							
Town	Main Line Chokes	Service Line Chokes	Pump Station Faults	Toilets Faults	Unblock Sewer House/Main Connections	New Connection	
Charleville	4	4	2				
Morven							
Augathella			1				

Electrical

Activity	Charleville	Augathella	Morven
Replace blown hydrovar (soft starter) at water tower pump #1	✓		
Lighting and exhaust fans at Charleville Town Hall	✓		
Aged care at Delta Court lighting and visual inspection	✓		
Water tower augmentation works in association with Ergon and CRE	✓		
SPS#2 sump pump/removal and replacement test and commission	✓		
Cosmos 'New Observatory' cabling and roof motor U.G. power supply and A/C	✓		
Replacement property pole for Morven Museum			✓
RCD annual testing	✓	✓	✓
New pump booster station at Airport compound and power augmentation at Airport workshops	✓		
New power for new interactive at Cosmos following re-furb and power install for upgraded internet and data installation	✓		
Re-furb of front office and desk at Shire Office. Relocate power and data	✓		
Augathella Pharmacy check of U.V. systems at Augathella and Morven		✓	✓

Building

Activity	Charleville	Augathella	Morven
Built shed at Graham Andrews Park for Park Run	✓		
Sand gazebo in Graham Andrews Park	✓		
Pull wall out at Cosmos Centre	✓		
Put in shelves at Cosmos Centre	✓		
Locks at Main Street, Forrest Street and Cavanagh Street Augathella aged housing units		✓	
Tree trimming -Hunter Street	✓		
Put in new counters and lay new floor at the Council Office	✓		

Town Maintenance

Activity	Charleville	Augathella	Morven
Grave Digging	1	0	1
Edge Break			
Pothole Patching	✓		
Repair Seal Defects			
Bitumen Sealing (Reseal)			
Heavy Patching/Pavement Repair			
Gravel Resheeting			
Shoulder Grading			
Table Drain & Floodway Maintenance	✓	✓	
Clear Culverts			
Subsurface Drains			
Slashing	✓	✓	✓
Hand Mowing	✓	✓	✓
Clearing	✓	✓	✓
Weed Spraying	✓	✓	✓
Maintain Signs	✓	✓	✓
Guide Post Maintenance	✓		
Footpath Works	✓		✓
Line Marking	✓		
Kerb & Channel			
Street Furniture Maintenance	✓		
Riverwalk Maintenance	✓		
Litter Collection	✓	✓	✓
Pit Maintenance	✓	✓	✓
Dead Animals	✓	✓	✓
Other			
Works Requests	✓	✓	✓
Put Up Street Banners			
Playground Inspections	✓	✓	✓
Clean BBQs	✓	✓	✓
Slash Gully	✓		
Plant Flowers	✓	✓	
Fix Sprays in Park	✓	✓	✓
Water pots in Main Street	✓	✓	
Mow Ovals & Parks	✓	✓	✓
Service Plant	✓	✓	✓
New Signs			

Workshop

No workshop report for April due to workshop Foreman being away at late notice.

Assets Department

Flood Damage Works

- Progress report and close out for March 2018 event.
 - Sort completed works photos by treatment and line item and sent it to RLO (Regional Liaison Officer).
 - Completed final report and submitted for validation.
- Progress report and Project Management for March 2019 event.
- Progress report for NDRP (Natural Disaster Resilience Program) Flood Gauges.
- Feb 2020 Event:
 - Damage inspection for REPA (Restoration Essential Public Assets) and IRW's (Immediate Reconstruction Works) on Killarney and Red Lane.
 - Weekly meetings with QRA's RLO (Qld Reconstruction Authority, Regional Liaison Officer) and meeting with PM (Project Manager) for planning and updates.

Capitalisation and Asset Management

1. Capitalisation of Transport assets for Current Financial year.
 2. Update of all transport related mapping systems incl. Roads, Footpaths, Kerb and Channel.
 3. Reply to the consultant queries regarding valuation.
- Quality Assurance audit meetings and query replies.
 - R2R quarterly expenditure report and new work schedule reported.
 - Liaison with DNRME for riverine protection permit's application processing.
 - Submitted supplementary data.
 - Quarry permit holder no objection letter.

Flood Restoration – Contractor Assessment

Assessment of quotes for inspection and project management of flood restoration program:

- Four suppliers – GHD, Proterra Group, Shepherd Services, St. George Project Services
- All suppliers have experience in the area of Project management for flood restoration.
- Three of the suppliers have worked in the region –
 1. GHD – Bulloo
 2. Proterra Group – Quilpie
 3. Shepherd Services - Murweh
- Referee Comments:
GHD:
 - Contacted Scenic Rim Regional Council. GHD worked on design works rather than project management and haven't got any useful feedback regarding their project management capabilities in the area.

Proterra Group:

- Contacted Goondiwindi Regional Council. Proterra provided project management services but have not done initial inspection and scoping. They are willing to engage them again for the current year's program including damage inspections.

Shepherd Services:

- Shepherd Services were the project manager for Murweh for 2016 flood restoration works.
- They have also developed Asset management Plans for the Council.
- The project manager they have proposed but has significant experience in the area.

Pricing

	St. George	Shepherd	GHD	Proterra
Inspector	130	140	126	145
Project Manager	165	159	198	165
Meals and Accommodation	200/person	190/day	A+10%	200/day
Vehicle	0	150/day	V+10%	1/KM

V = the hire cost of vehicle and A = Accommodation.

St. George Project Services cannot mobilise more than a 3 person crew without a notice of at least 3 weeks after they are awarded the contract. This is due to their ongoing Flood restoration Project Management in other regions.

GHD are currently working in other region (Bulloo) - they could mobilise the team within 3 weeks of contract.

Shepherd Services were awarded the contract due to their existing experience with Murweh Shire for the following reasons:

- Previous experience in Murweh Shire
- Ability to have up to 6 two-man crews on site within a week of award.
- Value for money
- Already engaged for MSC road asset valuation – can do both projects together

Technical Officer Report

- Developing Safety System for Quarry and developing the forms and documents needed (90% Completed)
- Road Runs for 2020 Flood Event
- Completing Quarry Mapping Database (70%)
- Organising quarries for flood damage works
- Working with Sheppard Service on plant documents for quarries
- Organising auction materials
- TMR Site Plans
- DNRME property addressing
- Kerb N Channel inspections Augathella
- Footpath inspections Augathella

Industrial Estate

Stage 2 Milestone 2

The Milestone documents were compiled and sent to the Department of State Development.

This was a non-financial milestone.

Water Reticulation

Reticulation designs and tender documents were received from George Bourne & Associated.

These were reviewed by the Project Manager, DES and W&S TO. A refinement process ensued to ensure that Murweh Shire Council's requirements were included along with the technical details. These were mainly concerned with risk management and WH&S.

Power Supply

The newly constructed transmission line to the estate was connected and energised by Ergon.

Ergon made an offer for construction of overhead power reticulation into the estate.

However, the allocated power consumption per lot was 15 KVA rather than the 30 kVA offered for Stage 1. This was reviewed by Ergon and their subsequent offer for 30 kVA per lot for Stage 2 was accepted and paid for.

General

The month of April has been occupied with a wide variety of management issues in preparation for a fairly intense program of construction over the next three months.

Development Approvals

BA Number	Lot_Plan	Applicant Name	Service Address	Type of Works	Approval Date
7479	L53 SP253460	Murweh Shire Council	Cnr Qantas Drive & John Flynn Way, Charleville Q 4470	Construction of Brisbane Line Building	01/04/2020
7486	L22 C14035	B.M. Gentle Builder	72 Howitt St, Charleville Q 4470	Construction of steel framed skillion	01/04/2020
7488	L1 RP907849	Charleville Construction & Tiles	144 Alfred St, Charleville Q 4470	Construction of rear deck & carport	01/04/2020
7489	L1 RP88601	Timothy Hicks	34 Hilda St, Charleville Q 4470	Construction of front deck	14/04/2020

MURWEH SHIRE COUNCIL ENGINEERING SERVICES COSTING SUMMARY

ROAD MAINTENANCE AND FLOOD DAMAGE

May Council Meeting

Road No	Road Name	Routine Maintenance Expenditure	Flood Damage Estimate	Flood Damage Expenditure
4001	Adavale Road	\$ 95,522.60		
4002	Alice Downs Road	\$ 3,107.02		
4003	Allambie Road	\$ -		
4004	Allendale - Warrah Road	\$ 1,137.13		
4005	Armadilla Road	\$ 4,008.75		
4006	Bakers Bend Road	\$ -		
4007	Balmacarra Road	\$ 11,463.84		
4008	Bannermans Road	\$ 1,248.92		
4009	Barngo Road	\$ 83,681.08		
4010	Biddenham Road	\$ 43,410.44		
4011	Bilbie Park Road	\$ 368.64		
4012	Biloola Road	\$ 448.75		
4013	Blackburn Road	\$ -		
4014	Loddon Road Black Tank	\$ 7,953.74		
4015	Black Ward Road	\$ 14,613.06		
4016	Boggarella Road	\$ -		
4017	Belrose Road	\$ -		
4018	Burrandulla Road	\$ 886.16		
4019	Albury Road	\$ -		
4020	Caldervale - Khyber Road	\$ -		
4021	Auburnvale Road	\$ 978.07		
4022	Calowrie Road	\$ -		
4023	Cargara Road	\$ 460.14		
4024	Caroline Xing Road	\$ 5,840.41		
4025	Clara Creek Road	\$ 40,948.69		
4026	Cooladdi Access Road	\$ -		
4027	Cooladdi-Langlo Crossing	\$ 2,644.05		
4028	Cooladdi-Yarronvale Road	\$ 1,655.22		
4029	Coolamon Road	\$ 2,471.96		
4030	Croxdale Road	\$ 1,039.19		
4031	Cunno Road	\$ 3,240.00		
4032	Derbyshire Road	\$ -		
4033	De Warra Road	\$ -		
4034	Dilallah Bridge Road	\$ -		
4035	Doobiblah Road	\$ 412.57		
4036	Dundee Road	\$ 6,306.19		
4037	Durella Road	\$ 3,532.92		
4038	Fortland Road	\$ 1,214.63		
4039	Glenallen Road	\$ 501.16		
4040	Glenbrook Road	\$ -		
4041	Greenstead Road	\$ 1,679.41		
4042	Guestling Road	\$ 391.88		
4043	Gundare Road	\$ 1,232.68		
4044	Gunnawarra Road	\$ 1,214.05		
4045	Hillgrove Road	\$ -		
4046	Hoganthulla Road	\$ -		
4047	Hythe Road	\$ 198.35		
4048	Joylands Road	\$ -		
4049	Khyber Road	\$ 58,788.49		

4050	Killarney Road	\$ 57,292.19		
4051	Laguna Road	\$ 13,309.15		
4052	Langlo River Road	\$ 55,437.50		
4053	Maruga Road	\$ 3,724.55		
4054	Maryvale Road	\$ 802.62		
4055	Merrigang Road	\$ -		
4056	Merrigol Road	\$ 9,846.73		
4057	Middle Creek Road	\$ 21,388.05		
4058	Mona Road	\$ -		
4059	Mt Maria Road	\$ 18,192.90		
4060	Meigunya Access road	\$ 3,333.30		
4061	Mt Tabor Road	\$ 55,230.98		
4062	Murweh Road	\$ 449.36		
4063	Narrga (Raincourt) Road	\$ -		
4064	Nebine Road	\$ 41,214.17		
4065	Nebine Bollon Shortcut	\$ 2,616.07		
4066	Nebine Comm. Ctr Road	\$ 2,520.13		
4067	New Farm Road	\$ -		
4068	Newholme Road	\$ 5,739.02		
4069	Newstead Road	\$ 373.72		
4070	Nimboy Road	\$ 1,153.60		
4071	Nooraloo Road	\$ 3,359.74		
4072	Norah Park Road	\$ 145.11		
4073	No 7 Block Road	\$ 2,126.73		
4074	Old Charleville Road	\$ 12,124.64		
4075	Old Quilpie Road	\$ 6,916.68		
4076	Old Tambo Road	\$ 5,655.51		
4077	Orange Tree Xing Road	\$ 4,587.90		
4078	Ouida Road	\$ 428.36		
4079	Ouida Downs Road	\$ 5,062.31		
4080	Oxford Downs Road	\$ 136.25		
4081	Perola Park Road	\$ 4,107.31		
4082	Pinnacle Road	\$ 1,964.05		
4083	Red Ward Road	\$ 29,844.40		
4084	Rhylstone Road	\$ -		
4085	Rocky Road	\$ -		
4086	Rosebank Road	\$ -		
4087	Roslin Road	\$ 799.74		
4088	Rose Park Road	\$ 552.59		
4089	Rosewood Road	\$ 3,759.17		
4090	Shelbourne Road	\$ -		
4091	Sherwood Road	\$ -		
4092	Loddon Road West	\$ 602.21		
4093	Tantellon road	\$ -		
4094	Tregole Rioad	\$ 2,441.66		
4095	Uabba Road	\$ 3,007.30		
4096	Urana Road	\$ -		
4097	Valeravale Road	\$ 2,898.87		
4098	Wallal-Riversleigh Road	\$ 139.99		
4099	Wardsdale Road	\$ 3,012.74		
4100	Waterford Road	\$ 3,980.03		
4101	Wellwater Road	\$ 19,778.12		
4102	Wheatleigh Road	\$ 7,295.32		

4103	Winneba Road	\$ 12,115.20		
4104	Wiringa Road	\$ 545.03		
4105	Wongalee South Rd	\$ 378.54		
4106	Wongalee North Rd	\$ -		
4107	Wongamere Road	\$ 302.86		
4108	Woolabra	\$ 1,375.86		
4109	Wooyanong Road	\$ 210.91		
4110	Boatman Wyandra Road	\$ 18,035.99		
4111	Red Lane Road	\$ -		
4112	Borea Access Road	\$ -		
4113	Clara Access Road	\$ -		
4114	Caledonia Road	\$ -		
4115	Wintara Road	\$ -		
4117	Riccartoon Road	\$ 4,543.88		
4118	Yanna Bridge Road	\$ -		
4119	27 Mile Gardens Road	\$ -		
4120	Bollon Road	\$ 17,136.11		
4122	Claren Park Road	\$ 1,987.35		
4123	Columbo Road	\$ -		
4124	Cooladdi Pump Road	\$ 854.66		
4129	Lasso Gowrie Road	\$ -		
4130	Rosemount Road	\$ 712.86		
4131	Aronfield Road	\$ 729.83		
4132	Monamby Park Road	\$ 1,095.47		
4133	Northview Road	\$ -		
4134	Palmers Road	\$ -		
4136	Percival Road	\$ 542.32		
4137	Rainmore Road	\$ -		
4138	Westlyn Road	\$ -		
Total		\$ 880,517.83	\$ -	\$ -
Budget		\$ 1,200,000.00		
Percentage Expended		73%		
Percentage through Year		87%		

PLANT MAINTENANCE

Item	2018-2019 Expenditure	2019-2020 Expenditure
Wages	\$ 215,145.40	\$ 161,696.66
Parts	\$ 452,291.51	\$ 525,542.30
Tyres & Tubes	\$ 128,723.86	\$ 80,293.05
Fuels & Oils	\$ 638,530.96	\$ 568,892.27
Registration	\$ 94,411.11	\$ 105,401.90
Consumables	\$ 234,667.15	\$ 236,987.31
Insurance	\$ 45,904.13	\$ 45,904.13
Total Expenditure	\$ 1,809,674	\$ 1,724,717.62
Budget Expenditure		\$ 1,615,033.00
Percentage Expenditure		\$ 1,724,717.62
Revenue to Date		\$2,854,253.24
Budget Revenue		\$ 3,468,000.00
Percentage Revenue		82%
Percentage through Year		87%

URBAN STREET MAINTENANCE

Item	2018-2019 Expenditure	2019-2020 Expenditure
Augathella Street Lighting	\$ 16,003.15	\$ 13,770.25
Morven Street Lighting	\$ 432.89	\$ 5,147.26
Charleville Street Lighting	\$ 61,096.75	\$ 52,512.42
Augathella Street Maintenance	\$ 159,128.99	\$ 115,174.12
Morven Street Maintenance	\$ 104,584.19	\$ 83,120.41
Charleville Street Maintenance	\$ 397,577.41	\$ 446,150.71
Augathella Street Cleaning	\$ 14,729.30	\$ 20,803.78
Morven Street Cleaning	\$ 32,871.97	\$ 24,312.41
Charleville Street Cleaning	\$ 253,329.61	\$ 210,886.79
Charleville Mowing/Slashing/Weeds	\$ 11,643.35	\$ 14,360.04
Morven Mowing/Slashing/Weeds	\$ 9,079.55	\$ 19,822.64
Augathella Mowing/Slashing/Weeds	\$ 64,378.33	\$ 50,144.94
Total Expenditure	\$ 1,124,855	1,056,205.77
Budget		\$ 1,100,000.00
Percentage Spent		96%
Percentage through Year		87%

PUBLIC FACILITIES MAINTENANCE

Item	2018-2019 Expenditure	2019-2020 Expenditure
Augathella Public Facilities Maintenance	\$ 24,958.40	\$ 16,395.62
Morven Public Facilities Maintenance	\$ 29,292.78	\$ 27,458.02
Charleville Public Facilities Maintenance	\$ 68,232.82	\$ 45,348.11
Charleville Public Facilities Vandalism	\$ -	
Augathella Vandalism Expenses	\$ -	\$ 250.46
Charleville Vandalism Expenses	\$ 15.86	\$ -
Morven Vandalism Expenses	\$ 55.04	\$ 139.84
Total Expenditure	\$ 122,554.90	\$ 89,592.05
Budget		\$ 140,000.00
Percentage Spent		64%
Percentage through Year		87%

PARKS AND GARDENS MAINTENANCE

Item	2018-2019 Expenditure	2019-2020 Expenditure
Augathella Parks & Garden	\$ 85,029.14	\$ 128,264.54
Morven Parks & Garden	\$ 53,866.72	\$ 99,988.28
Charleville Parks & Garden	\$ 513,787.37	\$ 524,053.15
Total Expenditure	\$ 652,683.23	\$ 752,305.97
Budget		\$ 635,000.00
Percentage Spent		118%
Percentage through Year		87%



Recommendation / Report

From: Neil Polglase – Chief Executive Officer
Ordinary Meeting – 21st May 2020

Subject

Procurement Policy Review

PROPOSED RESOLUTION:

That Council adopt the attached procurement policy as reviewed.

BACKGROUND:

Purpose

Under Section 104 of the Qld Local Government Act 2009 a local government must establish a system of financial management that—

(a) ensures regard is had to the sound contracting principles when entering into a contract for—

(i) the supply of goods or services; or
ii) the disposal of assets;

I enclose for Council's consideration procurement policy in relation to the above requirement.

Further I enclose CEO delegations policy and relevant sections of the Qld Local Government Regulation 2012 for your attention.

Financial Risks

Policy to establish procedures for all contracts with Council to limit any financial exposure

Environment Risks

N/A

Social Risks

N/A

Recommendation

That Council adopt the attached procurement policy as reviewed.



Murweh Shire Council Procurement Policy

Policy No:	FIN-001	Date adopted:	July 2019
Council Resolution Ref:		Review Date:	June 2020
Responsible Officer:	Director of Corporate Services	Version No:	2

1. 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 the *Financial Management Systems* as laid down in Section 104 of the *Local Government Act 2009*.

2. Commencement of Policy

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

3. 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—

- value for money
- open and effective competition
- the development of competitive local business and industry
- environmental protection; and
- ethical behaviour and fair dealing

4. Process

4.1 Key Objectives

The key objectives of the Purchasing Policy are to:

- Advance shire interests;
- Achieve value for money; and
- Ensure probity and accountability for outcomes

4.2 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 \$200,000 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.

4.3 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. (Refer financial delegation policy)

4.4 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 \$200,000 subject to Clause 8. The purchase of goods and services must be provided in the annual budget.

4.5 Class A – Large sized contractual arrangements >\$200,000 – 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 \$200,000 subject to Clause 8. The purchase of goods and services must be provided in the annual budget.

Class A decisions shall be made by a resolution of Council.

4.6 Class B – Medium sized contractual arrangements >\$15,000 < \$200,000 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 services involving costs of between \$15,000 and \$200,000 subject to Clause 8.

The purchase of goods and services must be provided in the annual budget.

4.7 Class C – Policy for acquisition of goods and services < \$15,000

The following procedure will apply to the purchase of goods and services with a value less than \$15,000 subject to Clause 8. The purchase of goods and services must be provided in the annual budget.

- < \$1,000 - Guided by sound contracting principles
- \$1,000 < \$5,000 - At least two verbal quotations must be sought and documented;
- \$5,000 < \$15,000 - 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.

4.8 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. Where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:
 - Creation of local employment opportunities
 - More readily available servicing support
 - More convenient communications for contract management
 - Economic growth within the local area
 - Benefit to Council of associated local commercial transaction
2. Council may accept a tender, quote or offer from a local supplier in preference to a comparable tender or offer from a non-local supplier even if the tender or offer from a non-supplier has been assessed as more favourable in terms of one or more of the assessment criteria applied (including but not limited to price), so long as the overall differences are not substantial, and so long as it is clear that the selected local supplier can meet Council's requirements at an acceptably high standard which is generally comparable to that of other offers.

In this policy a 'local supplier' is a supplier which:

- Is beneficially owned by persons who are residents or ratepayers in the local government area of Murweh Shire Council, or

- Has its principle place of business within the local government area of Murweh Shire Council, or
- Otherwise has a place of business within the local government area of Murweh Shire Council which solely or primarily employs persons who are residents or ratepayers of the local government area.

A 'non-local supplier' is a supplier which is not a local supplier.

4.9 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 \$200,000 without a tender or a contract above \$15,000 and less than \$200,000 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 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 body.

4.10 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 where required Council will pay a price premium of up to 5% for goods or services from within the local area assuming all other selection criteria are equal.

4.11 Goods and services tax (GST)

Council will compare pricing of tenders or quotations on the basis of net cost to Council after input tax credits are claimed.

4.12 Disposal of valuable non-current assets

In accordance with Section 227 of the *Local Government Regulation 2012* Council will dispose valuable noncurrent 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—\$5,000;
 - for another type of non-current asset—\$10,000

4.13 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 the following principles:-

- (a) Open and effective competition;
- (b) The best return for Council;
- (c) Environmental protection; and
- (d) Ethical behaviour and fair dealing.

4.14 Exemption to disposal by tender or auction

In accordance with Section 236 of the *Local Government Regulation 2012* Council may dispose of non-current assets other than by tender or auction if:

- (a) The disposal is to a government body; or
- (b) The disposal is to a community organisation that is a non-profit entity or exists for a public purpose; or
- (c) The non-current asset has been offered for sale by tender or auction but was not sold; and
- (d) Is sold for more than the highest tender or auction bid that was received; or
- (e) For non-current assets other than land, the disposal is by way of a trade-in for the supply of goods or services to Council.
- (f) The Minister exempts Council from complying with section 236 of the *Local Government Regulation 2012*.

4.15 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.

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.

4.16 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.

4.17 Splitting orders

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 or calls for tenders.

4.18 Repeat orders

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.

5. Variations

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

6. Audit and Review

This policy shall be reviewed every three years or as required by changes to process of legislation, relevant Standards and industry best practice.

7. References

- *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

Division 2 Entering into particular contracts

224 What div 2 is about

- (1) This division explains what a local government must do before it enters into—
 - (a) a medium-sized contractual arrangement; or
 - (b) a large-sized contractual arrangement; or
 - (c) a valuable non-current asset contract.
- (2) A *medium-sized contractual arrangement* is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.
- (3) A *large-sized contractual arrangement* is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.

Example—

A contractual arrangement for the supply of a service over a 5 year period that is expected to be worth, exclusive of GST, \$80,000 each year has a total expected value of \$400,000.

- (4) For subsections (2) and (3), the expected value of a contractual arrangement with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all of the local government's contracts with the supplier for goods and services of a similar type under the arrangement.
- (5) A *valuable non-current asset contract* is a contract for the disposal of a valuable non-current asset.
- (6) The *disposal* of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset.

Example—

the grant of a lease over land or a building

- (7) 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 a limit set by the local government.
- (8) A limit set by the local government under subsection (7)(b) can not be more than the following amount—
 - (a) for plant or equipment—\$5,000;
 - (b) for another type of non-current asset—\$10,000.

225 Medium-sized contractual arrangement—quotes needed first

- (1) A local government can not enter into a medium-sized contractual arrangement unless the local government first invites written quotes for the contract.
- (2) The invitation must be given to at least 3 persons who the local government considers can meet the local government's requirements at competitive prices.
- (3) The local government may decide not to accept any of the quotes it receives.
- (4) However, if the local government does decide to accept a quote, the local government must accept the quote most advantageous to it having regard to the sound contracting principles.
- (5) This section is subject to division 3.

226 Large-sized contractual arrangement—tenders needed first

- (1) A local government can not enter into a large-sized contractual arrangement unless the local government first invites written tenders for the contract under section 228.
- (2) This section is subject to division 3.

227 Valuable non-current asset contract—tenders or auction needed first

- (1) A local government can not enter into a valuable non-current asset contract unless it first—
 - (a) invites written tenders for the contract under section 228; or
 - (b) offers the non-current asset for sale by auction.
- (2) This section is subject to division 4.

228 Tender process

- (1) This section is about how a local government must invite written tenders for—
 - (a) a large-sized contractual arrangement; or
 - (b) a valuable non-current asset contract.
- (2) The local government must either—
 - (a) invite written tenders under subsection (4); or
 - (b) invite expressions of interest under subsection (5) before considering whether to invite written tenders under subsection (6)(b).
- (3) However, the local government may invite expressions of interest under subsection (5) only if the local government—
 - (a) decides, by resolution, that it would be in the public interest to invite expressions of interest before inviting written tenders; and
 - (b) records its reasons for making the resolution in the minutes of the meeting at which the resolution was made.
- (4) The invitation for tenders must—
 - (a) be made by an advertisement in a newspaper that circulates generally in the local government area; and

- (b) allow written tenders to be given to the local government for at least 21 days after the advertisement is published.
- (5) The invitation for expressions of interest must—
 - (a) be made by an advertisement in a newspaper that circulates generally in the local government area; and
 - (b) allow written expressions of interest to be given to the local government for at least 21 days after the advertisement is published.
- (6) If the local government invites expressions of interest under subsection (5), the local government may—
 - (a) prepare a short list from the persons who respond to the invitation for expressions of interest; and
 - (b) invite written tenders from those persons.
- (7) If—
 - (a) an invitation to tender under subsection (4) or (6)(b) states that the local government might later invite all tenderers to change their tenders to take account of a change in the tender specifications; and
 - (b) the local government does change the tender specifications;

the local government may invite all the persons who submitted a tender to change their tender to take account of the change, before making a decision on the tenders.
- (8) A local government may decide not to accept any tenders it receives.
- (9) However, if the local government does decide to accept a tender, the local government must accept the tender most advantageous to it, having regard to the sound contracting principles.

Division 3 Exceptions for medium-sized and large-sized contractual arrangements

229 What div 3 is about

This division explains when a local government may enter into—

- (a) a medium-sized contractual arrangement without first inviting written quotes; or
- (b) a large-sized contractual arrangement without first inviting written tenders.

230 Exception if quote or tender consideration plan prepared

- (1) A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government—
 - (a) decides, by resolution, to prepare a quote or tender consideration plan; and
 - (b) prepares and adopts the plan.
- (2) A *quote or tender consideration plan* is a document stating—
 - (a) the objectives of the plan; and
 - (b) how the objectives are to be achieved; and
 - (c) how the achievement of the objectives will be measured; and
 - (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
 - (e) the proposed terms of the contract for the goods or services; and
 - (f) a risk analysis of the market from which the goods or services are to be obtained.

231 Exception for contractor on approved contractor list

- (1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for services.
- (2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list.
- (3) An *approved contractor list* is a list of persons who the local government considers to be appropriately qualified to provide the services.
- (4) The local government must put together the approved contractor list by—
 - (a) inviting expressions of interest from suitably qualified persons, by an advertisement in a newspaper that circulates generally in the local government area; and
 - (b) allowing expressions of interest to be given to the local government for at least 21 days after the invitation is advertised; and
 - (c) choosing persons for the approved contractor list on the basis of the sound contracting principles.

232 Exception for register of pre-qualified suppliers

- (1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for the supply of goods or services.
- (2) A local government may enter into the contract without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers that is made in compliance with subsections (3) to (6).
- (3) A local government may establish a register of pre-qualified suppliers of particular goods or services only if—
 - (a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or

- (b) the capability or financial capacity of the supplier of the goods or services is critical; or
 - (c) the supply of the goods or services involves significant security considerations; or
 - (d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or
 - (e) the ability of local business to supply the goods or services needs to be discovered or developed.
- (4) A local government must invite suppliers to tender to be on a register of pre-qualified suppliers.
- (5) The invitation must—
- (a) be made by an advertisement published in a newspaper that circulates generally in the local government area; and
 - (b) allow tenders to be given to the local government for at least 21 days after the advertisement is published in the newspaper.
- (6) When selecting a supplier to be a pre-qualified supplier for the register, the local government must have regard to the sound contracting principles.
- (7) A *pre-qualified supplier* is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

233 Exception for a preferred supplier arrangement

- (1) This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for goods or services if a local government—
- (a) needs the goods or services—
 - (i) in large volumes; or
 - (ii) frequently; and

- (b) is able to obtain better value for money by accumulating the demand for the goods or services; and
 - (c) is able to describe the goods or services in terms that would be well understood in the relevant industry.
- (2) A local government may enter into a contract for the goods or services without first inviting written quotes or tenders if the contract is entered into with a preferred supplier under a preferred supplier arrangement that is made in compliance with subsections (3) to (8).
- (3) A local government must invite persons to tender for a preferred supplier arrangement.
- (4) The invitation to tender for a preferred supplier arrangement must—
 - (a) be made by an advertisement in a newspaper that circulates generally in the local government area; and
 - (b) allow tenders to be given to the local government for at least 21 days after the advertisement is published; and
 - (c) describe the terms of the preferred supplier arrangement.
- (5) When selecting a person to be a preferred supplier under a preferred supplier arrangement, the local government must have regard to the sound contracting principles.
- (6) The local government must ensure the terms of the preferred supplier arrangement allow the contract to be cancelled for the poor performance of the preferred supplier.
- (7) A preferred supplier arrangement may be entered into for a term of more than 2 years only if the local government is satisfied the longer term will result in better value for the local government.
- (8) For subsection (7), the term of a preferred supplier arrangement includes any period provided for under the arrangement by which the term of the arrangement can be extended.

234 Exception for LGA arrangement

- (1) A local government may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement.
- (2) An **LGA arrangement** is an arrangement that—
 - (a) has been entered into by—
 - (i) LGAQ Ltd.; or

Note—
See section 287 of the Act.

 - (ii) a company (the **associated company**) registered under the Corporations Act, if LGAQ Ltd. is its only shareholder; and
- (b) if LGAQ Ltd. or the associated company were a local government, would be either—
 - (i) a contract with an independent supplier entered into under section 232 by LGAQ Ltd. or the associated company; or
 - (ii) a contract with an independent supplier entered into under a preferred supplier arrangement under section 233.
- (3) An **independent supplier** is an entity other than a subsidiary (a **relevant subsidiary**) of LGAQ Ltd. or the associated company under the Corporations Act.
- (4) Despite subsection (2)(b), an **LGA arrangement** may include a contract with a relevant subsidiary from a register of pre-qualified suppliers or a preferred supplier arrangement with a relevant subsidiary if the arrangement is approved by the Minister.
- (5) For deciding whether to approve an LGA arrangement under subsection (4), the Minister—
 - (a) must have regard to the sound contracting principles; and

- (b) may ask LGAQ Ltd. or the associated company to give the Minister information or documents relevant to the arrangement.

Examples of relevant information or documents—

- information or documents relating to assessment of the relevant subsidiary's suitability to be on the register of pre-qualified suppliers or the tender process for the preferred supplier arrangement
- information or documents relating to the potential impact of the arrangement on local government employees

235 Other exceptions

A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the 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, or under an arrangement with, a government agency.

Division 4 Exceptions for valuable non-current asset contracts**236 Exceptions for valuable non-current asset contracts**

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—
- (a) the valuable non-current asset—
 - (i) was previously offered for sale by tender or auction but was not sold; and
 - (ii) is sold for more than the highest tender or auction bid that was received; or
 - (b) the valuable non-current asset is disposed of to—
 - (i) a government agency; or
 - (ii) a community organisation; or
 - (c) for the disposal of land or an interest in land—
 - (i) the land will not be rateable land after the disposal; or
 - (ii) the land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom; or
 - (iii) the disposal is for the purpose of renewing the lease of land to the existing tenant of the land; or
 - (iv) the land is disposed of to a person who owns adjoining land if—
 - (A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and

- (B) there is not another person who owns other adjoining land who wishes to acquire the land; and
 - (C) it is in the public interest to dispose of the land without a tender or auction; and
 - (D) the disposal is otherwise in accordance with sound contracting principles; or
- (v) all or some of the consideration for the disposal is consideration other than money, for example, other land given in exchange for the disposal, if—
 - (A) it is in the public interest to dispose of the land without a tender or auction; and
 - (B) the disposal is otherwise in accordance with sound contracting principles; or
- (vi) the disposal is for the purpose of a lease for a telecommunication tower; or
- (vii) the disposal is of an interest in land that is used as an airport or for related purposes if—
 - (A) it is in the public interest to dispose of the interest in land without a tender or auction; and
 - (B) the disposal is otherwise in accordance with sound contracting principles; or
- (d) for the disposal of a valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to the local government—
 - (i) the supply is, or is to be, made under this part; and
 - (ii) the disposal is, or is to be, part of the contract for the supply; or
- (e) for the disposal of a valuable non-current asset by the grant of a lease—the grant of the lease has been previously offered by tender or auction, but a lease has not been entered into; or

- (f) the Minister exempts the local government from complying with section 227.
- (2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.
- (3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.
- (4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).
- (5) For subsection (3), a written report about the market value of land or an interest in land from a valuer registered under the *Valuers Registration Act 1992* who is not an employee of the local government is evidence of the market value of the land or the interest in land.
- (6) An exemption under subsection (1)(f) may be given subject to conditions.

Part 4 Publishing details of particular contractual arrangements

237 Publishing details of contractual arrangements worth \$200,000 or more

- (1) A local government must, as soon as practicable after entering into a contractual arrangement worth \$200,000 or more (exclusive of GST)—
 - (a) publish the relevant details of the contractual arrangement on the local government's website; and



Murweh Shire Council

Financial Delegation

Policy No:	FIN-013	Date adopted:	12 February 2020
Council Resolution Ref:		Review Date:	June 2021
Responsible Officer:	Chief Executive Officer	Version No:	1

1. 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 the *Financial Management Systems* as laid down in Section 104 of the *Local Government Act 2009*.

2. Application

The Council delegates the Chief Executive Officer (CEO) the authority to incur financial expenditure on behalf of Council under the following provisions:

- Where expenditure has been provided for in Council's budget; or
- In the opinion of the Chief Executive Officer such expenditure is required because of genuine emergency or hardship (Section 173 LGR 2012 refers).

Other officers may only incur expenditure on behalf of the Council if;

- The officer has been granted financial delegation by the Chief Executive Officer; and
- Expenditure is provided for in Council's budget; or
- In the case of genuine emergency or hardship and the power to incur expenditure in these circumstances has also been delegated.

Any officer incurring expenditure may only do so in accordance with any constraints imposed by the Council or the Chief Executive Officer in respect to a financial delegation.

Procurement Delegation Limits*

Authorised Officer	Officer	Authority Limit
Chief Executive Officer or Acting CEO	N Polglase	Up to \$200,000 plus GST
Director of Corporate Services	K Timms	Up to \$200,000 plus GST
Director of Engineering Services	P O'Connor	Up to \$200,000 plus GST
Director of Environment Health Services	R Ranson	Up to \$200,000 plus GST
Economic Development Officer	J Nicholson	Up to \$50,000 plus GST
Asset Engineer	S Surapaneni	Up to \$50,000 plus

		GST
WH&S Advisor	J Wallace	Up to \$5,000 plus GST
Human Resource Manager	K Reading	Up to \$5,000 plus GST
Workshop Foreman	J Faulkner	Up to \$5,000 plus GST
Store Person	S O'Connell B Reynolds	Up to \$5,000 plus GST
Tourism Manager	M Johnson	Up to \$5,000 plus GST
Chief Executive Officer's Assistant	J Usher	Up to \$1,000 plus GST

* These delegation limits are provided for purchases contained within each area of responsibility (e.g. Engineering – Works and Services/Roads), purchases requiring to be authorised in absence of the respected Authorised Officer are to be referred to the respective Supervisors (e.g. Stores to Director of Corporate Services, Director of Engineering Services to Chief Executive Officer)

All reimbursements for staff and Councillors expenses must be authorised by either the Chief Executive Officer or Directors.

3. 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

Approved by:



Neil Polglase
Chief Executive Officer



Recommendation / Report

From: Neil Polglase – Chief Executive Officer
Ordinary Meeting – 21st May 2020

Subject

Investigation Policy

PROPOSED RESOLUTION:

That Council adopt the Investigation Policy.

BACKGROUND:

Purpose

This is Murweh Shire Council's investigation policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the Local Government Act 2009 (the LGA). However, this policy does not relate to more serious Councillor conduct.

Recommendation That Council adopt GOV-008 Investigation Policy.



Murweh Shire Council Investigation Policy

Policy No:	GOV-008	Date adopted:	
Council Resolution Ref:		Review Date:	
Responsible Officer:	CEO	Version No:	1

1. Authority

This is Murweh Shire Council's investigation policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the Local Government Act 2009 (the LGA). However, this policy does not relate to more serious Councillor conduct.

2. Commencement

This Policy will commence on adoption.

3. Scope

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

4. Definitions

Term	Meaning
<i>Assessor</i>	means the Independent Assessor appointed under section 150CV of the LGA
<i>behavioural standard</i>	means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA
<i>conduct includes</i>	(a) failing to act; and (b) a conspiracy, or attempt, to engage in conduct
<i>Councillor conduct register</i>	means the register required to be kept by Council as set out in section 150DX of the LGA
<i>inappropriate conduct</i>	see section 150K of the LGA
<i>investigation policy</i>	refers to this policy, as required by section 150AE of the LGA
<i>investigator</i>	means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor
<i>LGA</i>	means the Local Government Act 2009
<i>local government meeting means a meeting of</i>	- a local government; or - committee of a local government.
<i>misconduct</i>	see section 150L of the LGA
<i>model procedures</i>	see section 150F of the LGA
<i>natural justice</i>	a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
<i>referral notice</i>	see section 150AC of the LGA
<i>Tribunal</i>	means the Councillor Conduct Tribunal as established under section 150DK of the LGA
<i>unsuitable meeting conduct</i>	see section 150H of the LGA

5. Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

6. Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- the investigator(s) should be objective and impartial (absence of bias), and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence require that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

7. Assessor's Referral

The Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly.

8. Receipt of Assessor's Referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the

complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

9. Investigation

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant, then

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

10. Early Resolution

Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process. If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

11. Timeliness

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

12. Assistance For Investigator

If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

13. Possible Misconduct or Corrupt Conduct

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

14. Completion of Investigation

On the completion of an investigation, the investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA.

15. Notice About The Outcome Of Investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

16. Councillor Conduct Register

The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the

Councillor Conduct register.

Where a complaint has been resolved under section 10 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

17. Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- a mediator engaged under this investigation policy
- a private investigator engaged on behalf of or by the investigator
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal advice
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.

Any costs incurred by complainants or the subject Councillors will not be met by Council.

18. Related Documents

Standing Orders for Council Members

GOV-003

Acceptable Request Guidelines

GOV-004

19. References

Department of Local Government, Racing and Multicultural Affairs example

Investigation Policy (October 2018)

20. Review

Review Trigger – Change of Legislation



Recommendation / Report

From: Neil Polglase – Chief Executive Officer
Ordinary Meeting – 21st May 2020

Subject

Acceptable Requests Guidelines Policy

PROPOSED RESOLUTION:

That Council adopt the attached acceptable requests guidelines policy as reviewed.

BACKGROUND:

Purpose

Murweh Shire Council promotes a culture within its organisation which values a close working relationship between elected members and staff so that elected members are able to quickly access information and seek advice from appropriate staff to enable them to undertake their duties effectively.

Financial Risks N/A

Environment Risks N/A

Social Risks N/A

Recommendation That Council adopt the attached acceptable request guidelines policy

Acceptable Request Guidelines Policy

Policy No:	GOV-004	Date adopted:	
Council Resolution Ref:		Review Date:	
Responsible Officer:	Chief Executive Officer	Version No:	1

1. Purpose

Murweh Shire Council promotes a culture within its organisation which values a close working relationship between elected members and staff so that elected members are able to quickly access information and seek advice from appropriate staff to enable them to undertake their duties effectively.

2. Commencement of Policy

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

3. Application

This policy applies to all requests for advice, information and assistance from Councillors to staff.

4. Principles

4.1 INTRODUCTION

Section 13(3)(f) of the Local Government Act 2009 (*the Act*) provides that the Chief Executive Officer has, inter alia, the following responsibilities: -

(f) complying with requests from councillors under section 170A—

(i) for advice to assist the councillor carry out his or her role as a Councillor; or

(ii) for information, that the local government has access to, relating to the local government.

Section 170A of the Local Government Act 2009 provides as follows:—

1. A Councillor may ask a local government employee provide advice to assist the councillor carry out his or her responsibilities under this Act.
2. A Councillor may, subject to any limits prescribed under a regulation, ask the Chief Executive Officer to provide information, that the local government has access to, relating to the local government.

Example of a limit prescribed under a regulation—

A regulation may prescribe the maximum cost to a local government of providing information to a Councillor.

3. Subsection (2) does not apply to information—
 - a. that is a record of the regional conduct review panel or the tribunal; or
 - b. if disclosure of the information to the Councillor would be contrary to an order of a court or tribunal; or
 - c. that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
4. A request of a Councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.
5. Subsection (4) does not apply to—
 - a. the Mayor; or
 - b. the chairperson of a committee of the Council if the request relates to the role of the chairperson.
6. The **acceptable requests guidelines** are guidelines, adopted by resolution of the local government, about—
 - a. the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and
 - b. reasonable limits on requests that a councillor may make.
7. In this section a **local government employee** includes a person prescribed under a regulation.
8. The Chief Executive Officer must make all reasonable endeavours to comply with a request under subsection (2).
Maximum penalty for subsection (8)—10 penalty units.

The requirement to direct all Councillor requests for advice or information through the Chief Executive Officer is impractical. Section 170A enables the Council to prepare guideline for the necessary Councillor / employee interaction.

These guidelines enable interaction to occur by establishing rules for dealing with Councillor requests for advice.

4.2 ADVICE TO ASSIST THE COUNCILLOR CARRY OUT HIS OR HER ROLE AS A COUNCILLOR

Councillors may request advice to assist them carry out their roles, from the following employees:

Department	Position
Governance	CEO
Corporate Services	CEO Director Corporate Services
Engineering Services	CEO Director Engineering Services
Environmental Health	CEO Director Environmental Health Services

Planning	CEO
Work Place Health Safety	CEO

Councillor's request for advice to assist them carry out their roles, must be made in accordance with the following:

- Councillors' requests for advice must be made in writing (e.g. Letter, memo, facsimile or email) unless the staff member receiving the request agrees to accept the request orally.

4.3 ACCESS TO INFORMATION

4.3.2 Council Officers To Provide Councillors With Information

The following Council officers are to deal with Councillor's request for provision of information:

Department	Position
Governance	CEO
Corporate Services	CEO Director Corporate Services
Engineering Services	CEO Director Engineering Services
Environmental Health	CEO Director Environmental Health Services
Planning	CEO
Work Place Health Safety	CEO

4.3.3 Councillor Requests For Provision Of Information

Councillors may request information in accordance with the following:

- A "Councillor Access to Information" request form is to be completed and given to the appropriate officer identified in the above table. A copy of that request must also be forwarded to the office of the CEO.
- In completing the request form, the councillor will indicate the information required and the reason for seeking access.
- Where a councillor is unsure as to what information to request, he or she should contact the appropriate officer for assistance.
- Upon receipt of the request, the appropriate officer must determine if the councillor has a right to access the information (see section 170A(3) of the Local Government Act 2009).
- If it is appropriate to provide access, the appropriate officer must:
 - record the information to which access is available on the Councillor Access to Information request form;

- ensure that the requesting Councillor is provided with access to all relevant information;
- explain any issues in the information which relate to confidentiality or other sensitive matters;
- if appropriate, provide any other information necessary to place the information being accessed, in context.

If it is not appropriate to provide access, the officer must advise the Councillor as to the reasons for this decision and record these reasons on the Councillor Access to Information request form.

Completed “Councillor Access to Information” request forms must be forwarded to the Chief Executive Officer prior to filing.

In accessing the information, Councillors are reminded of their obligations under Section 171 of the Local Government Act 2009, and any confidentiality policy made by Council under section 171(3). Section 171 provides: -

171 Use of information by Councillors

1. A person who is, or has been, a Councillor must not use information that was acquired as a councillor to—
 - (a) gain, directly or indirectly, a financial advantage for the person or someone else; or
 - (b) cause detriment to the local government.
 Maximum penalty—100 penalty units or 2 years imprisonment.
2. Subsection (1) does not apply to information that is lawfully available to the public.
3. A Councillor must not release information that the Councillor knows, or should reasonably know, is information that is confidential to the local government.

Note—

A contravention of subsection (3) is misconduct that is dealt with by the tribunal.

171A Prohibited conduct by Councillor in possession of inside information

1. This section applies to a person (the ***insider***) who is, or has been, a councillor if the insider—
 - a. acquired inside information as a councillor; and
 - b. knows, or ought reasonably to know, that the inside information is not generally available to the public.
2. The insider must not cause the purchase or sale of an asset if knowledge of the inside information would be likely to influence a reasonable person in deciding whether or not to buy or sell the asset.

Maximum penalty—1000 penalty units or 2 years imprisonment.
3. The insider must not cause the inside information to be provided to another person the insider knows, or ought reasonably to know, may use the information in deciding whether or not to buy or sell an asset.

Maximum penalty—1000 penalty units or 2 years imprisonment.
4. In this section—

cause, in relation to an action, includes the following—

 - a. carry out the action;

- b. instigate the action;
- c. direct, or otherwise influence, another person to carry out or instigate the action.

Corporate entity means a corporation that is owned by the local government.

Inside information, in relation to a local government, means information about any of the following—

- a. the operations or finances of the local government (including any business activity of the local government) or any of its corporate entities;
- b. a proposed policy of the local government (including proposed changes to an existing policy);
- c. a contract entered into, or proposed to be entered into, by the local government or any of its corporate entities;
- d. a tender process being conducted by or for the local government or any of its corporate entities;
- e. a decision, or proposed decision, of the local government or any of its committees;
- f. the exercise of a power, under a Local Government Act, by the local government, a Councillor or a local government employee;
- g. the exercise of a power, under an Act, by the State, a Minister, a statutory body or an employee of the State or statutory body, that affects the local government, any of its corporate entities or land or infrastructure within the local government's area;
- h. any legal or financial advice created for the local government, any of its committees or any of its corporate entities.

5 Related Policies| Legislation | Other Documents

Local Government Act 2009

Local Government Regulation 2012

6 Attachment A – Access to Information Request Form



Murweh Shire Council

95-101 Alfred St, Charleville Q 4470
 PO Box 63, Charleville Q 4470
 mail@murweh.qld.gov.au
 ☎ 07 4656 8355

ACCESS TO INFORMATION - Request Form

To be completed by the Councillor	
Councillor name	
Relevant officer position and name	
Information requested	
Reason for requiring information	
Format required (electronic, hard copy etc)	
To be completed by the relevant Officer	
Access permitted under the LGA?	YES / NO
If NO Councillor advised?	YES / NO
Summary of information provided	
Signed	
Date	
Form forwarded to CEO?	YES / NO



Recommendation / Report

From: Neil Polglase – Chief Executive Officer
Ordinary Meeting – 21st May 2020

Subject

Standing Orders for Council Meetings, Including Standing Committees 'Best Practice Guide' Policy

PROPOSED RESOLUTION:

That Council adopt the attached Standing Orders for Council Meetings, Including Standing Committees 'Best Practice Guide' Policy as reviewed.

BACKGROUND:

Purpose

To provide written rules for the orderly conduct of Council Meetings

Financial Risks N/A

Environment Risks N/A

Social Risks N/A

Recommendation

That Council adopt the attached Standing Orders for Council Meetings, Including Standing Committees 'Best Practice Guide' Policy as reviewed.



Murweh Shire Council

Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'

Policy No:	GOV-003	Date adopted:	
Council Resolution Ref:		Review Date:	
Responsible Officer:	Chief Executive Officer	Version No:	1

Intent

To provide written rules for the orderly conduct of Council Meetings

Commencement of Policy

This Policy will commence on adoption. It replaces all other policies relating to Standing Orders.

Standing Orders

- 1.1 These Standing Orders apply to all meetings of Council and any standing Committees.
- 1.2 Any provision of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.3 Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

Procedures for Meetings of Council

Presiding Officer

- 2.1 The Mayor will preside at a meeting of Council.
- 2.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 2.3 If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 2.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

Order of Business

- 3.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 3.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.3 Unless otherwise altered, the order of business shall be as follows:
- attendances
 - apologies and granting of leaves of absence
 - confirmation of Minutes
 - Officers Reports.
- 3.4 The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

Agendas

- 4.1 The Agenda may contain:
- Notice of meeting
 - Minutes of the previous meetings
 - Business arising out of previous meetings
 - Business which the Mayor wishes to have considered at that meeting without notice
 - Matters of which notice has been given
 - Committees' reports to Council referred to the meeting by the CEO
 - Officers' reports to Council referred to the meeting by the CEO
 - Deputations and delegations
 - Any other business Council determines by resolution be included in the agenda paper.
- 4.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.

Petitions

- 5.1 Any petition presented to a meeting of Council shall:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 5.2 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report to Council; or not be received because it is deemed invalid.

5.3 Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

Deputations

- 6.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 6.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 6.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 6.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 6.5 The Chairperson may terminate an address by a person in a deputation at any time where:
- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 6.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

Motions

Motion to be moved

- 7.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 7.2 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 7.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 7.4 A motion brought before a meeting of Council in accordance with the *Local Government Act 2009* or these Standing Orders shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 7.5 The Chairperson may call the notices of motion in the order in which they appear on the

agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

Absence of Mover of Motion

- 8.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
- moved by another Councillor at the meeting, or
 - deferred to the next meeting.

Motion to be seconded

- 9.1 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

Amendment of Motion

- 10.1 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 10.2 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 10.3 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 10.4 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

Speaking to motions and amendments

- 11.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 11.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 11.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 11.4 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 11.5 The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.

- 11.6 Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.
- 11.7 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.
- 11.8 In accordance with Section 273 of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Method of taking vote

- 12.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 12.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division.
- 12.3 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 12.4 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

Repealing or amending resolutions

- 13.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the *Local Government Act 2009* or the Local Government Regulation 2012.
- 13.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

Procedural motions

- 14.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- that the question/motion be now put
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceed to the next item of business
 - that the question lie on the table
 - a point of order
 - a motion of dissent against the Chairpersons decision
 - that this report/document be tabled

- to suspend the rule requiring that (insert requirement)
- that the meeting stand adjourned.

14.2 A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson shall immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

14.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:

- a further motion may be moved to specify such a time or date, or
- the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.

14.4 Where a procedural motion, that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion shall cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.

14.5 A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

14.6 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:

- has failed to comply with proper procedures
- is in contravention of the Local Government Act/Regulations, or
- is beyond the jurisdiction power of Council.

Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended pursuant to clause 10.2. The Chairperson shall determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.

14.7 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.

- 14.8 The motion, ‘that this report/document be tabled’, may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 14.9 A procedural motion, “to suspend the rule requiring that”, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 14.10 A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor’s time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

Conduct during Meetings

- 15.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 15.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.
- 15.3 Councillors shall speak of each other during the Council meeting by their respective titles, “Mayor” or “Councillor”, and in speaking of or addressing officers shall designate them by their respective official or departmental title and shall confine their remarks to the matter then under consideration.
- 15.4 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 15.5 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

Questions

- 16.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next Meeting.
- 16.2 A Councillor who asks a question at a meeting, whether or not upon notice, shall be

deemed not to have spoken to the debate of the motion to which the question relates.

- 16.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

Maintenance of Good Order

Disorder

- 17.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and Non-Attendance

Attendance of public and the media at meeting

- 18.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 18.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 18.3 The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 275 Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

Public participation at meetings

- 19.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 19.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 19.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may

require the person to cease making the submission or comment.

19.4 For any matter arising from such an address, Council may take the following actions:

- refer the matter to a committee
- deal with the matter immediately
- place the matter on notice for discussion at a future meeting
- note the matter and take no further action.

19.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.

19.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

Version Control

This policy is to remain in force until otherwise determined by Council.

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
1	__/__/__	Procedure drafted	
	__/__/__	Procedure adopted	
	__/__/__	Due date for revision	



Recommendation / Report

From: Ken Timms – Director of Corporate Services
Ordinary Meeting – 21st May 2020

SUBJECT

Lease/s of the Old Qantas Hangar

PROPOSED RESOLUTION:

"That Council advise RFDS that Council is prepared to amend their lease over the Old Qantas Hanger in Charleville to cover area 1 instead of area 2, the lease will also be amended to reflect that maintenance can be undertaken in their area (ie area 2). Further any power / electricity / security equipment alterations will their responsibility.

Subject to the above being finalised, Council will rent out area 1 to private light aircraft owners and such rental agreements will be managed by Council. Further, general maintenance can be carried out on the light aircraft by their respective owner. "

BACKGROUND:

Purpose

Requests have been received to take on the lease or part of the lease of the Old Qantas Hangar at the Charleville Airport.

Discussion

At the Last Council Meeting on Thursday 23rd April, Council received comments from 2 interested parties looking at Leasing floor space in the Qantas Hangar which was occupied by Mark Roberson.

Acknowledging RFDS requirements, but also the requirements of several light aircraft owners that are looking for hangar space, a balanced approach is desirable

Overall RFDS would prefer area 1 as identified on the attached drawing, as logistically it is closer to their facilities and refuelling. As they now have 2 planes based in Charleville, they also need more room to maintain their aircraft and this can be accommodated with the change. As Council has spent considerable money on setting up area 2, any move would be at their cost. The lease amount will be the same as before.

Due to the number of light aircraft looking for parking, it is best that it is managed by Council, to ensure there is a fair and equitable way of giving everyone an opportunity to the parking space. Council's ARO will manage the day to day parking of the light aircraft in area 2. Light maintenance will be allowed in this area. Council will establish a nominal weekly rental rate.

If additional hangar space is required by RFDS, they are welcome to establish same in the RFDS precinct, subject to the necessary Council approvals.

Also Council has planned for additional hangar space near the main apron.

Financial Risks: **Low** – Rental / Lease agreements should streamline the payment of hangar space and Council should receive more with the additional light aircraft parking.

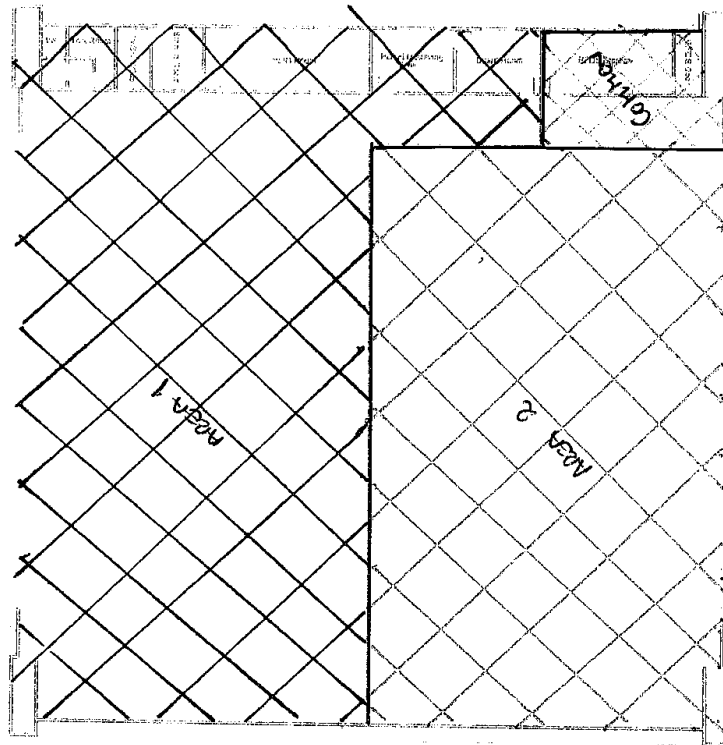
Environment Risks: Nil

Social Risks **Low** – This recommendation should see a balance of the needs of various aircraft owners and that of business verse private ownership.

Recommendation *`That Council advise RFDS that Council is prepared to amend their lease over the Old Qantas Hanger in Charleville to cover area 1 instead of area 2, the lease will also be amended to reflect that maintenance can be undertaken in their area (ie area 2). Further any power / electricity / security equipment alterations will their responsibility.*

Subject to the above being finalised, Council will rent out area 1 to private light aircraft owners and such rental agreements will be managed by Council. Further, general maintenance can be carried out on the light aircraft by their respective owner.

Ken Timms
Director of Corporate Services



MURWEH SHIRE COUNCIL

No. Description Date

MSC

RFDS HANGER
UPGRADE

RFDS HANGER PLAN

Project Number: 100000000
Date: 10/01/2019
Drawn by: [Signature]
Checked by: [Signature]

A103

1 of 1



lat: -26.41768
long: 146.25668

1:583

2D 3D 360

< Previous Next >



Recommendation / Report

From: Ken Timms – Director of Corporate Services
Ordinary Meeting – 21st May 2020

SUBJECT

Morven VIC fitout proposal

PROPOSED RESOLUTION:

“That Council advise the community that in the short term, it will place displays and some furnishing in the centre and open it to the public. Long term, Council will develop in consultation with the community a tourism plan for Morven.”

BACKGROUND:

Purpose

Seeking Councils view on what should be done with the Morven VIC.

Discussion

At the last Morven Community meeting it was raised, what was Council doing with the new VIC in Morven?

Initially Council organised the building on Council land with the view that the Morven Community would operate same.

Subject to some necessary repairs to the New VIC, myself and the Tourism Manager meet with the Executive of the Morven Progress Ass to discuss what would be best with the building going forward. Please find attached a proposal by the Morven Progress Ass.

Also, I called on a local business owner who was part of the previous executive to find out what the original proposal was for. Although not in writing, the then committee had a view that it would be an unmanned site with static displays and tourism brochures. The building would be open only for business hours. The committee would maintain the building and Council would supply the fitout.

Either option would see Council fitting the building space out.

Council in the short term could start with option 2 and commence with fitout until a longer term option is developed. Short term fitout would be less than \$5,000.

Council should undertake further consultation to develop a long term plan for tourism in Morven. This would include other Council structures (ie Library etc.)

Financial Risks: **Moderate** – Cost to Council less than \$5,000.

Environment Risks: Nil

Social Risks **Moderate** – Through consultation, this may be an opportunity to resolving differences in the community.

Recommendation *That Council advise the community that in the short term, it will place displays, brochure stands and some furnishing in the centre and open it to the public. Council to put up informational signs and display opening hours, with staff opening the building. Long term, Council will develop a plan for tourism in consultation with the community.”*

Ken Timms
Director of Corporate Services

Ken Timms

From: Mary Josey <morven.progress.secretary@gmail.com>
Sent: Thursday, 12 March 2020 5:24 PM
To: Neil Polglase; CEO; mail
Cc: Ken Timms; Shaun Radnedge; Red Alexander; Robert Eckel; Lyn Capewell; Annie Liston; morven.progress@hotmail.com
Subject: Visitor Information Centre

Dear CEO,

We would like to acknowledge Murweh Shire Council's intent to distribute funding in the Morven township with regards to the lighting of the Rec Grounds.

We would like to highlight an item from our 5 year plan that we would like to see accomplished within the next year, with Council funding. The Visitor Information Centre (VIC) will be a huge part in the economic development of Morven, encouraging visitors to stop in our town, whilst giving us the opportunity to identify the tourism opportunities the rest of the shire has to offer.

Through our insightful meeting with Ken and Monique last week, we brainstormed a few ideas that we believe would make it feasible to staff the VIC to be operational during the tourist season (Easter - September). We propose that the library become integrated with the VIC, better utilising the already funded staff members.

The Morven community have discussed the ideas around the VIC and have come up with the concept of a Mulga Exhibit. This is something that is very special to our region, allowing property owners to stay afloat during the awful drought. We hope to include some interactive pieces to the exhibit, understanding that these will take time and funding. The Morven Progress Association wish to push for the VIC to be open for the upcoming tourist season. Moving the library into the space, adding some furniture, and obtaining a few brochure stands and posters, it is possible for it to be functioning come Easter. This will not be the final fit out of the Centre, but will at least be a start.

The Morven Progress Association are happy to consult directly with the Murweh Shire Council in order to ensure all works are effectively achieving what we as a community have envisioned for the space.

We also propose that the old library space be offered to the Playgroup. Our current Morven community is made up by a majority of young families. The Playgroup consists of 23 children under 5 years old, 2 babies on the way, and another 3 children who do not attend regularly. Giving this community group a designated space to meet will mean the group is able to increase their offerings, in turn, increasing the likelihood of young families coming to town.

We hope that you will be on board with our proposals, and together we can achieve creating a unique tourist stop in Morven.

Regards,
Mary Josey
PH: 0488 094 088
Secretary
Morven Progress Association
[Facebook Page](#)



Recommendation / Report

From: Ken Timms – Director of Corporate Services
Ordinary Meeting – 21st May 2020

SUBJECT

Augathella Cultural Ass Inc. – Request for assistance.

PROPOSED RESOLUTION:

“That Council contributes \$8,000 to the Augathella Cultural Ass Inc. to assist in the operation of a Rural Transaction Centre in Augathella for the 2020/2021 financial year.”

BACKGROUND:

Purpose

Augathella Cultural Ass Inc. is seeking assistance to operate Augathella Rural Transaction centre.

Discussion

As per the attached letter and documentation, Augathella Cultural Ass is seeking support to operate the RTC in Augathella.

Council receive this request annual and for the last 2 years, Council has contributed \$8,000.

The request is usually on receive of their bank statement details.

For information Council also pays for the cleaner at the site and recently agreed to another tenant who I believe will be paying the RTC.

Council usually pays this amount every year at the beginning of the financial year (ie July).

There is another looming issue with regard to the use of electricity by the Chemist. I will discuss in more detail at the Council meeting.

Financial Risks: **Low** – Allowed for in each budget.

Environment Risks: Nil

Social Risks **Moderate** – Non-support may see the centre close and this would have a major impact on the town.

Recommendation *“That Council contributes \$8,000 to the Augathella Cultural Ass Inc. to assist in the operation of a Rural Transaction Centre in Augathella.”*

Ken Timms
Director of Corporate Services

AUGATHELLA CULTURAL ASSOCIATION INC
PO BOX 149
AUGATHELLA QLD 4477

Neil Polglase

22nd March 2020

CEO

Murweh Shire Council

PO Box 603

Charleville 4470

Dear Neil,

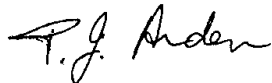
We are all entering uncharted waters with an almost daily update on how the Coronavirus (COVID-19) may affect our businesses & lifestyle. As we all come to terms with the growing challenges of the Coronavirus pandemic, our focus is clear, to continue to support the Augathella community with government, health & welfare services also their financial needs.

With the ongoing financial crisis since the GFC & now the Coronavirus we find that the Augathella Cultural Association will require a higher contribution from Murweh Shire Council in the upcoming budget to maintain banking, health, welfare & QGAP services to the Augathella community. We respectfully petition consideration of \$12,000 for the Augathella Rural Transaction in next year's budget.

We are restricted in fundraising efforts with new Government national crowd rules, limiting indoor crowds & the need to practice social distancing.

Attached docs reflecting the decline in Commissions we receive on deposits also projected Budget.

Yours Sincerely



Trish Arden

President



Bank of Queensland Limited
ACN 009 656 740 ABN 32 009 656 740
Established 1874

Lvl 7, 100 Skyring Tce, Newstead Qld 4006
GPO Box 898 Brisbane Qld 4001
Telephone (07) 3212 3387
Email: Commissions@boq.com.au

RECIPIENT CREATED TAX INVOICE

RESTRICTED CONFIDENTIAL

The Owner Manager
Augathella Transaction Centre
BSB 124-966

INTERNAL MAIL ONLY

Commission: Augathella

Date of Issue: 15 December 2019

Invoice Number: 966/320

Augathella Cultural Association Inc.
ABN: 82 946 053 912

Invoice Details

	Details	Amount
November 2019	Gross Commission This Month (before GST)	\$ 2,037.28
	RM Prior Month's Adjustment	\$ 1,300.00
	Less EF Commission paid during the month (before GST)	\$ -
	Gross Commission & Adjustment payable this invoice	\$ 3,337.28
	GST Payable to Supplier	\$ 333.73
	Total (Inclusive of GST) [1]	\$ 3,671.01
	less:	
	Expense charged by BoQ	\$ 270.49
	GST Payable by Supplier	\$ 27.05
	Total (Inclusive of GST) [1]	\$ 297.54
	Net Commission Payable this Month	\$ 3,373.47

[1] For details refer attached Statement of Commission Calculations

The amount of \$3,373.47 has been credited to your nominated Bank Account.

In 12 months from 15th December 2018 to 15th December 2019, the commission on the deposits for the month of December declined by \$357 with total deposits only reducing by \$34,000.

Commission for 15th December 2018

Total Deposits = \$4,491,000;

Commission on deposits = \$1,043

Commission for 15th December 2019

Total Deposits = \$4,457,000;

Commission on deposits = \$686

The below table shows the (1) total deposits, (2) average margin and (3) commission - for pre global financial crisis 2008, post global financial crisis 2009, most recent figures 2019 and a scenario of commission/month on deposits if we were receiving an average margin of 3.0%

DATE	TOTAL DEPOSITS	AVERAGE MARGIN on which BOQ pays our commssion	Commission/month for deposits only (We receive 20% of the BOQ margin)
15 TH June 2008	\$1,258,940	3.37%	\$719
15 th December 2009	\$1,794,581	1.99%	\$607
15 th December 2019	\$4,457,422	0.97%	\$686
Commission/month @ IF we were receiving an average margin of 3.0%			
15 th December	\$4,457,422	3.0%	\$2228

Opening Bank Balances	1/07/2019		1/01/2020	1/02/2020	1/03/2020	1/04/2020	1/05/2020	1/06/2020	1/07/2020
RC Work a/c	\$ 1,375.86		\$ 698.23						
RTC Websaver a/c	\$ 13,419.93		\$ 19,696.53						
RTC Commission a/c	\$ -		\$ 3,373.47						
RTC Long Service a/c	\$ 3,138.53		\$ 3,154.61						
Total	\$ 17,934.32		\$ 26,922.84						

Total actual funds held in bank

Reconciliation

Budgeted bank balance			\$ 18,603.84	\$ 17,929.84	\$ 16,835.84	\$ 11,361.84	\$ 10,287.84	\$ 8,513.84	-\$ 9,420.48
INCOME		December	January	February	March	April	May	June	Totals
BOQ Commission	Budget		\$ 3,600.00	\$ 3,800.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 21,000.00
	Actual		\$ 3,245.98	\$ 3,479.80					\$ 6,725.78
Bank Interest	Budget		\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 72.00
	Actual								\$ -
Counter Sales	Budget							\$ 300.00	\$ 300.00
	Actual								
Internal Transfers	Budget		\$ 3,240.00	\$ 3,420.00	\$ 3,240.00	\$ 3,240.00	\$ 3,420.00	\$ 3,240.00	\$ 19,800.00
	Actual								
TOTAL	Budget		\$ 6,852.00	\$ 7,232.00	\$ 6,652.00	\$ 6,652.00	\$ 6,832.00	\$ 6,952.00	\$ 41,172.00
	Actual								
EXPENDITURE									
Bank Fees	Budget		\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 36.00
	Actual								\$ -
Cleaning Consumables	Budget				\$ 20.00				\$ 20.00
	Actual								\$ -
Electricity	Budget		\$ 1,100.00						\$ 1,100.00
	Actual								\$ -
Insurance	Budget							\$ 1,000.00	\$ 1,000.00
	Actual								
Office Consumables	Budget		\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 120.00
	Actual								\$ -
Superannuation	Budget		\$ 1,500.00			\$ 1,400.00			\$ 2,900.00
	Actual								\$ -
Telstra	Budget		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 600.00
	Actual								\$ -
Wages	Budget		\$ 6,200.00	\$ 4,360.00	\$ 4,360.00	\$ 4,360.00	\$ 4,360.00	\$ 4,360.00	\$ 28,000.00
	Actual								\$ -
Long Service Leave	Budget		\$ 5.00						\$ 5.00
	Actual								\$ -
Internal Transfers	Budget		\$ 3,240.00	\$ 3,420.00	\$ 3,240.00	\$ 3,240.00	\$ 3,420.00	\$ 3,240.00	\$ 19,800.00
	Actual								\$ -
ATO GST & Payroll	Budget		\$ 3,000.00			\$ 3,000.00			\$ 6,000.00
	Actual								\$ -
TOTAL	Budget	\$ -	\$ 15,171.00	\$ 7,906.00	\$ 7,746.00	\$ 12,126.00	\$ 7,906.00	\$ 8,726.00	\$ 59,581.00
	Actual								
Monthly profit/loss	Budget	\$ -	-\$ 8,319.00	-\$ 674.00	-\$ 1,094.00	-\$ 5,474.00	-\$ 1,074.00	-\$ 1,774.00	
Monthly profit/loss	Actual								

Bank Balances



Recommendation / Report

From: Ken Timms – Director of Corporate Services
Ordinary Meeting – 21st May 2020

SUBJECT

Charleville District Cultural Ass Inc. – Drought Funding Request

PROPOSED RESOLUTION:

“That Council advises the Charleville District Cultural Association Inc. that supports the request in principle, however it is unable to contribute financially to the project at this point in time.”

BACKGROUND:

Purpose

The Charleville District Cultural Association Inc. is requesting Drought Funding to host workshops within the community.

Discussion

Please find attached correspondence from the Charleville District Cultural Association Inc. relating to this request

The request was received during the caretaker period and as it did not fall within existing Council Policy, Management was unable to decide on same. It is now forwarded for your consideration.

There is funds available (untied or not committed to under the Drought Funding Program) for distribution to worthy projects. Further there is other funding opportunities available to assist this organisation achieve its goals (RADF, Community Assistance, etc.).

The Community Assistance budget has already been over expended for the year.

Financial Risks: **Low** – As there is funding available, that is currently not being utilised.

Environment Risks: Nil

Social Risks **Moderate** – Supporting one organisation and not consulting the greater community for other possible project/s may set a precedent and be seen as unfair.

Recommendation *“That Council advise the Charleville District Cultural Association Inc. that it is unable to support their request at present.”*

Ken Timms
Director of Corporate Services

CHARLEVILLE & DISTRICT CULTURAL ASSOCIATION INC

Po Box 174 Charleville 4470

09 March 2020

CEO

MURWEH SHIRE COUNCIL

PO BOX 63

CHARLEVILLE 4470

Neil,

Re: Drought Funding Request

Charleville & District Cultural Association is an incorporated, non-profit entity providing a platform for cultural activities in Charleville and SWQ. The activities involve all age groups from school students to age pensioners and some activities are extended to the Nursing Home residents.

The Centre conducts several workshops annually and participants are drawn from all over western Qld.

The Centre is looking to conduct a weekend of workshops, providing participants with an affordable weekend of fun/art/craft to enable them to escape from the perils of drought, battling communities, and improve mental health. The weekend will be a series of four half-day workshops which will be fun, inviting, challenging, and rewarding, where participants will complete a take home article at each workshop. It is intended that participants will be introduced to new art/craft disciplines, not necessarily enhancing pre-existing skills, and encouraging social/community activities. Participants will be encouraged to look outside their boundaries and try new mediums. It will provide an excellent opportunity for participants to network with each other over life's issues including the rigors of drought and the overbearing effect it has on both rural and small business communities, and the mental health issues that go with a difficult economic environment.

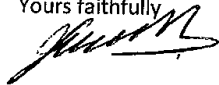
Funding will be applied to securing experienced tutors to attend Charleville. Expenses include tutor costs, travel and accommodation, and materials. Participants will be required to pay an affordable workshop fee. It is anticipated that tutor fees and associated costs will approximate \$23000 (five tutors) and participants will contribute \$250 – \$300 each for the full weekend. It is anticipated that in excess of two hundred art/craft experiences will be delivered over the weekend.

Expectations are that somewhere between \$5000-\$10000 will be injected into the community through travel and accommodation, meals, materials, and other expenses paid directly by tutors and participants.

A one-off workshop conducted during 2019 involving one tutor resulted in the participation of approximately fifty participants drawn from Charleville residents, Augathella residents, and rural residents from around the shire. If sufficient funding is achieved, it is intended to conduct one workshop exclusively for men, another for upper school students, and a third directed towards the indigenous community. These workshops are intended to be outside of the four half-day weekend sessions.

We would be pleased if Murweh Shire Council would consider applying \$10000 of Drought/Community Development funding towards our efforts to conduct this weekend and showcase Charleville & District Cultural Association, Mulga Lands Gallery, Charleville, and the greater Murweh Shire.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jeanelle Everitt', with a stylized flourish at the end.

Jeanelle Everitt

(President)



Recommendation / Report

From: S K Mizen, Town Planning Consultant

SUBJECT

Development Application Material Change of Use
Mr N Swadling – Veterans Retreat

PROPOSED RESOLUTION:

That the development application – Material Change of Use to use premises situated at 30055 Mitchell Highway, and described as Lot 4 on RP 907311 to establish short term accommodation as a Veterans Retreat be approved subject to the following conditions:

- That building and plumbing approvals be obtained
- That only veterans from the Armed Services or Emergency Services be permitted to stay in the Retreat
- That a maximum of two, single bedroom units, plus an amenity block be provided on site
- That the maximum duration of time a veteran can stay on site be restricted to three (3) months.

BACKGROUND:

Mr N Swadling has made an application under Council's Planning Scheme to construct two single bedroom units on land situated in Magpie Lane, Charleville, and described as Lot 4 RP 907311.

It is proposed that the units and facilities be provided for the use as a Veterans' Retreat for serving and ex-members of the Armed Services or Emergency Services.

An amenity block will also be provided on site.

The site has an area of 1269 hectares and is equipped with a bore. Main power is also on site.

The proposal complies with the provisions of Council's Planning Scheme.

Consultation

Discussions have taken place between Mr Swadling and I, and the proposal was advertised.

No public submissions were received.

Legal Implications

The Planning Act 2016 and Council's Planning Scheme apply.

Policy Implications

Council's Planning Policies apply.

Financial and Resource Implication

Nil to Council.

Chief Executive Officer			
Meeting	Task	Action	Delete Y/N
April 20	Please nominate Cr Robyn Fuhrmeister as representative for District 3-11 on LGAQ Policy Executive	Nomination Forwarded 24/4	Y
April 20	Please write to DG of TMR and request action regarding acid grass on sides of roads	Not acid grass or SA Love Grass No correspondence necessary	Y
Accountant/DCS			
Meeting	Task	Action	Delete Y/N
April 20	Council has approved the airport fees and charges as presented	Correspondence sent	Y
Director of Health & Environmental Services INSTRUCTIONS			
Meeting	Task	Action	Delete Y/N
April 20	Please advise the ombudsman of Council's decision as per minutes	Advised	Y