



**SHIRE OF MURWEH**

**MORVEN - CHARLEVILLE - AUGATHELLA**

# **Council Meeting**

**13 December 2018**

*Pallet Bauble decorating the Council Offices  
as part of the RESQ Pallet Tree Project*



MURWEH SHIRE COUNCIL MEETING  
TO BE HELD ON THURSDAY 13 DECEMBER 2018

1. Opening Prayer
2. Apologies
3. Confirmation of minutes – Ordinary Meeting 8 November 2018
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/WH&S
  - iii. Tourism
  - iv. Stock Routes
  - v. Environment and Health
  - vi. Engineering
9. Correspondence for consideration
10. Closure

MINUTES OF AN ORDINARY MEETING  
OF THE MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 8 NOVEMBER 2018 AT 9:00AM

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<b>Present</b>	Mayor Annie Liston, Cr Peter Alexander, Cr Lyn Capewell, Cr Shaun Radnedge, Cr Robert Eckel, A/Chief Executive Officer, Mr Ken Timms.	
<b>Opening Prayer</b>	Fr. Peter delivered a prayer for the guidance of Council.	
<b>Apology</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Capewell</b>
	"That the apology received from the Chief Executive Officer, Mr Neil Polglase be accepted."	
	<b><u>Carried</u></b>	
<b>Minutes of Previous Meeting</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Radnedge</b>
	"That the minutes of the ordinary council meeting held 13 September 2018 be taken as read, confirmed and signed as a correct record of proceedings."	
	<b><u>Carried</u></b>	
<b>Attendance</b>	<i>Accountant, Ms Claire Alexander entered the meeting at 9.10am.</i>	
<b>Annual Report</b>	<b>Moved: Cr Capewell</b>	<b>Seconded: Cr Alexander</b>
	"That the Council adopts the Annual Report 2017/18 including the signed Financial Statements 2017/18."	
	<b><u>Carried</u></b>	
<b>Attendance</b>	<i>Ms Claire Alexander exited the meeting at 9.18am.</i>	
<b>Financial Report</b>	<b>Moved: Cr Radnedge</b>	<b>Seconded: Cr Alexander</b>
	"That the Financial Report be received."	
	<b><u>Carried</u></b>	
<b>Human Resources Report</b>	<b>Moved: Cr Capewell</b>	<b>Seconded: Cr Eckel</b>
	"That the Human Resources report be received."	
	<b><u>Carried</u></b>	
<b>Workplace Health &amp; Safety Report</b>	<b>Moved: Cr Capewell</b>	<b>Seconded: Cr Eckel</b>
	"That the Workplace Health and Safety report be received."	
	<b><u>Carried</u></b>	

MINUTES OF AN ORDINARY MEETING  
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- Tourism Report**      **Moved: Cr Radnedge**                              **Seconded: Cr Capewell**  
"That the report from the Tourism section be received."  
**Carried**
- Meeting Adjourn**      The meeting adjourned for a morning Tea break at 10.05am.
- Meeting Resume**      The meeting resumed 10.30am
- Library Report**      **Moved: Cr Alexander**                              **Seconded: Cr Capewell**  
"That the report from the Libraries be received."  
**Carried**
- Attendance**              The Director of Environment and Health entered the meeting at 10.32am.
- Stock Routes Report**      **Moved: Cr Capewell**                              **Seconded: Cr Radnedge**  
"That the report from the Stock Routes section be received."  
**Carried**
- Environment and Health Services Report**      **Moved: Cr Radnedge**                              **Seconded: Cr Eckel**  
"That the report from the Environment and Health section be received."  
**Carried**
- Attendance**              Director of Environment and Health exited the meeting at 10.44am  
Director of Engineering entered the meeting at 10.44am.
- Engineering Report**      **Moved: Cr Alexander**                              **Seconded: Cr Radnedge**  
"That the Engineering section report be received."  
**Carried**
- Attendance**              The Director of Engineering Services exited the meeting at 11.10am.
- Augathella Cultural Association**      **Moved: Cr Alexander**                              **Seconded: Cr Radnedge**  
"That Council contributes \$8,000.00 to the Augathella Cultural Association Inc. for the operation of the Rural Transaction Centre in Augathella for the 2018-2019 financial year."  
**Carried**

MINUTES OF AN ORDINARY MEETING  
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<b>Application for Conversion of Lease to Freehold</b>	<b>Moved: Cr Capewell</b>	<b>Seconded: Cr Radnedge</b>
	"That Council advise the Department of Natural Resources and Mines that it has no objections to the conversion of GHPL 10/3912 over Lots 5 & 6 on RS19 and Lot 7 on RS20 to freehold."	
	<b><u>Carried</u></b>	
<b>Request for Assistance – Outback Fella Productions</b>	That the matter lay on the table until more information is received.	
<b>Close Meeting to the Public</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Eckel</b>
	"Pursuant to section 275 of the Local Government Regulation 2012, that the meeting be closed to the public so that Councillors can discuss individual rating matters."	
	<b><u>Carried</u></b>	
<b>Resume Normal Proceedings</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Radnedge</b>
	"That the meeting resumes normal proceedings."	
	<b><u>Carried</u></b>	
<b>Rates Concessions Category 1 Charleville, properties incorrectly assessed</b>	<b>Moved: Cr Capewell</b>	<b>Seconded: Cr Alexander</b>
	"That in terms of sections 119, 120 and 121 of the Local Government Regulation Council applies a rebate to properties listed below contained in Rate category 1 (Charleville township) for half-yearly levies to apply for the 2018-2019 financial year due to incorrect assessment and payment of the rates and charges will cause hardship to the land owner:-  0950-00000-000, 0951-00000-000, 0952-10000-000, 0952-30000-000, 0952-50000-000"	
	<b><u>Carried</u></b>	
<b>Meeting Closed</b>	There being no further business the Mayor declared the meeting closed at 11.25am.	
	Cr A M Liston MAYOR	



**Murweh Shire Council  
Monthly Financial Report  
Meeting 13<sup>th</sup> December 2018**

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

Councillors

**Highlights of this month's Financial Report include:**

**Revenue**

Total revenue of \$9.800M to 30 November 2018 represents 33% of the total budget of \$29.5M.

These statements are for 5 months of the financial year and generally would represent 43% of the overall budget.

There are some TMR and Flood claims which are due for payment. In addition to this in the next month Council should receive a quarterly payment of the Financial Assistance Grants.

**Expenses**

Total expenditure of \$8.707M to 30 November 2018 represents 43% of the total budgeted expenditure of \$20.1M.

Some expenses are slightly over budget and these are being monitored by Management.

**Outcome**

There is currently a cash surplus of \$1.093M.

## Capital Works

See the Capital Funding Report 2018 – 19 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 at 31 November 2018

<b>CASH AT BANK</b>			
Operating Account			\$179,493
<b>SHORT TERM INVESTMENTS</b>			
National Bank of Australia		\$	-
QTC Cash Fund			\$7,540,183
			<u>\$ 7,719,676</u>
The following items should be backed by cash and investments, plus any increases in the surplus of Debtors over Creditors.			
Cash backed <b>Current Liabilities</b> (AL,LSL,SL,RDO)			\$2,421,987
			<u>\$ 2,421,987</u>
Balance of recoverable <b>debtors</b> - estimated <b>creditors</b> :			
( \$564,689 - \$343,168 )		\$	221,521
Plus cash surplus	\$ 7,719,676	- \$ 2,421,987	\$ 5,297,689
<b>Working Capital</b>			<u>\$ 5,519,210</u>

**2. Monthly Cash Flow Estimate: December 2018**

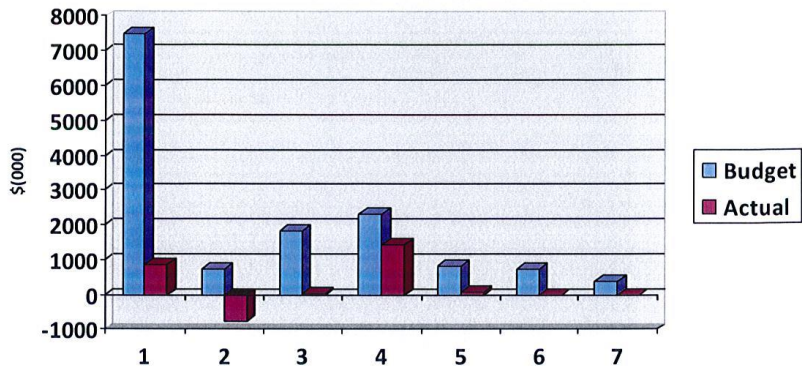
<b>Receipts</b>		<b>Expenditure</b>	
Rates	\$150,000	Payroll	\$1,275,000
Fees & Charges	\$6,000	Creditor Payments	\$1,000,000
Debtors	\$300,000	Loan Payments	\$85,598
Grants/Claims/Loan QTC	\$1,550,000	Lease Payments	\$4,300
<b>Total</b>	<b>\$2,006,000</b>	<b>Total</b>	<b>\$2,364,898</b>
Therefore cash is expected to decrease by		<b>\$358,898</b>	in the period.

**3. Comparative Data**

	<b>November 2018</b>	<b>November 2017</b>
	<b>\$000</b>	<b>\$000</b>
<b>Cash position</b>	\$7,719	\$6,471
<b>Working capital</b>	\$5,519	\$4,596
<b>Rate arrears</b>	\$960	\$828
<b>Outstanding debtors</b>	\$565	\$827
<b>Current creditors</b>	\$343	\$290
<b>Total loans</b>	\$2,991	\$3,246

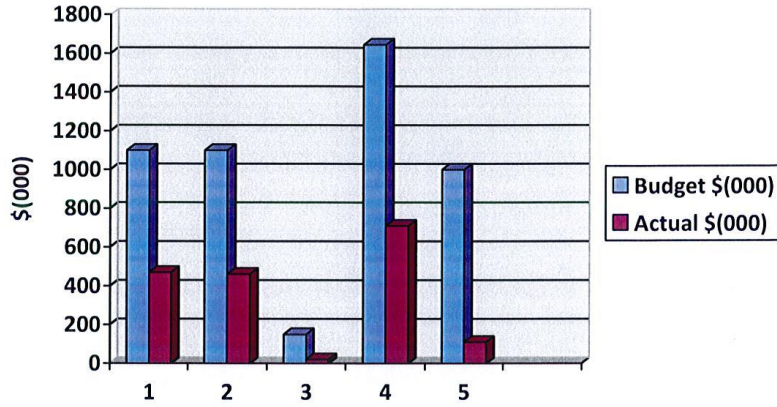


4. Capital Funding: Year to 30 November 2018



		Budget \$(000)	Actual \$(000)	% of Budget
	<b>Total Capital Funding</b>	<b>\$14,282</b>	<b>\$1,663</b>	11.64%
1	Buildings / Other Structures	\$7,474	\$871	11.65%
2	Plant & Equipment / Furniture & Fittings	\$750	-\$741	-98.80%
3	Charleville Airport Upgrade	\$1,840	\$21	1.14%
4	Road Infrastructure	\$2,310	\$1,452	62.86%
5	Water & Sewerage Infrastructure	\$805	\$60	7.45%
6	Office Equip	\$735	\$0	0.00%
7	QTC - Loan Redemption	\$368	\$0	0.00%

**5. Road Works Expenditure: Year to 30 October 2018**



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	<b>Total Road Expenditure</b>	\$4,995	\$1,781	36%
1	Rural Roads	\$1,100	\$470	43%
2	Town Streets	\$1,100	\$462	42%
3	Private Works	\$150	\$29	19%
4	RMPC Works	\$1,645	\$710	43%
5	Flood Damage	\$1,000	\$110	11%
6	Other			

**6. ATTACHMENTS**

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

**Capital Expenditure** as at 30 November 2018

Projects					Funding Sources							Asset Class <sup>a</sup>
Asset Class/GL Number	Asset Category/Class	Project Description	Actual to date	% of budget	Budgeted Project Costs	Grants (R2R, other Federal)	Grants/Contribution (TIDS, other State, Other)	Work for Qld	Other Contribution	Reserves	General Revenue (budget amt less external funding source)	
Airport	8000-3550-0	Runway Resheet			\$300,000						\$300,000	Airport Infrastructure
242-4000-0	8000-3501-0	RFDS Apron Lighting			\$40,000				\$10,000		\$30,000	Airport Infrastructure
	8000-3600-0	Airport Furniture	\$20,779		\$0							
	8000-1751-0	Fencing, runway linemarking, installation of screening equipment			\$1,500,000	\$1,500,000					\$0	Airport Infrastructure
	<b>Sub total</b>		<b>\$20,779</b>	<b>1.13%</b>	<b>\$1,840,000</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$330,000</b>	
Land	8000-0070	Industrial Estate Infrastructure (Drought Comm)	\$15,400	3.08%	\$500,000	\$500,000					\$0	Land development
217-4000-0	<b>Sub total</b>		<b>\$15,400</b>	<b>3.08%</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Buildings	8000-1760-0	Community housing (\$440K 2017-18)	\$191,819		\$251,000						\$251,000	Buildings
360-4000-0	8000-1899-0	Tiles Morven			\$5,000						\$5,000	Buildings
	8000-1900-0	Upgrade to toilets at depot			\$50,000						\$50,000	Buildings
	8000-1898-0	W4Qld 2017/18 - Planetarium at Cosmos			\$185,713			\$185,713			\$0	Buildings
	8000-1750	Arts & Craft Centre	\$6,028		\$0							
	8000-1885-0	Planetarium at Cosmos (BoR)	\$119,780	18.86%	\$635,000		\$500,000				\$135,000	Buildings
		W4Qld 2017/18 - Tourism Information Centre			\$88,880			\$88,880			\$0	Buildings
	8000-1768-0	W4Qld 2017/18 - Augathella Town Hall upgrade	\$104,313	70.05%	\$148,920			\$148,920			\$0	Buildings
	8000-1895-0	Drought Communities Augathella Projects \$125K for clearing & \$125K for Smiley Museum			\$250,000	\$250,000					\$0	Buildings
	8000-1890-0	Drought Comm - New VIC Morven			\$250,000	\$250,000					\$0	Buildings
	8000-1747-0	Community housing projects			\$50,000						\$50,000	Buildings
	8000-1896-0	Tiles at racecourse toilet			\$15,000						\$15,000	Buildings
	8000-1897-0	Erect shed at depot			\$25,000						\$25,000	Buildings
	<b>Sub total</b>		<b>\$421,940</b>	<b>21.59%</b>	<b>\$1,954,513</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$423,513</b>	<b>\$0</b>	<b>\$0</b>	<b>\$531,000</b>	
Other Structures	8000-1892-0	Morven Rail Hub	\$6,332		\$4,181,157	\$4,181,157					\$0	Other Structures
370-4000-0	8000-1781-0	WWII Tourism project			\$33,000						\$33,000	Other Structures
	8000-2357-0	Lighting Netball court			\$20,000						\$20,000	Other Structures
	8000-2358-0	Charleville Pool - Expansion Joints			\$10,000						\$10,000	Other Structures
	8000-2359-0	Charleville Pool - Painting	\$63,000		\$60,000						\$60,000	Other Structures
		W4Qld 2017/18 - Shire Parks Landscaping	\$112,575	44.78%	\$251,375			\$251,375			\$0	Other Structures
	8000-2350-0	W4Qld 2017/18 - Shire Parks Streetscape	\$98,355	53.33%	\$184,413			\$184,413			\$0	Other Structures
	8000-2351-0	W4Qld 2017/18 - Shire Parks Streetscape	\$98,355	53.33%	\$184,413			\$184,413			\$0	Other Structures
	8000-2355-0	W4Qld 2017/18- Half pipe skate park	\$13,970	13.97%	\$100,000			\$100,000			\$0	Other Structures



### Rates Arrears as at 30 November 2018

Rate Category	Arrears b/f 30 Jun 2018	August & February Levies	Levy Adjustments	Interest	Receipts	Discount	Write Offs	State Govt & Council Subsidies	Arrears 30/11/2018
Category 1 (Charleville)	682,475	2,137,160	-15,900	24,105	1,831,969	156,446	1	52,510	786,914
Category 2 (Augathella)	61,972	263,693	-6,353	2,116	219,080	17,461	0	12,072	72,815
Category 3 (Morven)	29,876	111,027	-892	933	94,822	7,611	0	6,361	32,150
Category 6 (< 700 ha)	171,465	367,699	-1,540	5,626	338,100	21,994	0	6,480	176,675
Category 7 (> 700 - < 5000 ha)	0	37,669	0	0	33,075	3,511	0	280	803
Category 8 (> 5000 - < 10000 ha)	35,621	286,099	0	1,268	252,251	24,864	0	280	45,593
Category 9 (> 10,000ha)	52,803	723,935	-2,617	1,608	658,836	62,793	0	0	54,100
<b>Totals</b>	<b>1,034,212</b>	<b>3,927,282</b>	<b>-27,303</b>	<b>35,657</b>	<b>3,428,132</b>	<b>294,680</b>	<b>1</b>	<b>77,984</b>	<b>1,169,050</b>
<b>Rates Arrears</b>									<b>1,169,050</b>
Less rates payments made in advance									-211,018
Rates Control Total									958,032

### Aged Arrears as at 30 November 2018

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	Total
368,144	368,698	204,221	85,844	18,032	4,063	120,048	1,169,050

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 43% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2019

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)				
		30 Nov 2018	Budget	30 Nov 2018	Budget	30 Nov 2018	Budget			
1000-0001	EXECUTIVE MANAGEMENT									
1100-0002	CORP GOVERNANCE SUB PROGRAM	0.00	0	141,348.56	31%	458,709	(141,348.56) 31%	(458,709)		
1200-0002	SPECIAL OPERATIONS SUB PROGRAM	0.00	0	3,415.05	27%	12,848	(3,415.05) 27%	(12,848)		
1300-0002	DISASTER MANAGEMENT SUB PROGRAM	0.00	22,425	18,846.86	25%	76,870	(18,846.86) 35%	(54,445)		
1500-0002	HUMAN RESOURCES SUB PROGRAM	0.00	1,000	66,334.23	42%	157,530	(66,334.23) 42%	(156,530)		
1000-0001	EXECUTIVE MANAGEMENT	0.00	23,425	229,944.70	33%	705,957	(229,944.70) 34%	(682,532)		
2000-0001	CORPORATE SERVICES									
2100-0002	REVENUE SUB PROGRAM	3,211,438.61	36%	8,820,917	0.00	0	3,211,438.61	36%	8,820,917	
2200-0002	STORES OPERATION SUB PROGRAM	0.00	0	0	0%	0	(31,069.57)	31%	(101,000)	
2300-0002	ADMINISTRATION SUB PROGRAM	56,000.00	287%	19,500	1,117,009.76	47%	2,372,111	(1,061,009.76)	45%	(2,352,611)
2400-0002	FINANCE SUB PROGRAM	0.00	0	0	13,727.70	43%	31,674	(13,727.70)	43%	(31,674)
2500-0002	ONCOSTS SUB PROGRAM	0.00	0	0	220,535.66	<999%	(2,000)	<999%	2,000	
2600-0002	LIBRARY SUB PROGRAM	6,051.24	86%	7,000	106,336.46	40%	265,500	(100,285.22)	39%	(258,500)
2700-0002	AERODROMES SUB PROGRAM	165,246.39	47%	354,000	392,744.63	51%	770,670	(227,498.24)	55%	(416,670)
2800-0002	AREA PROMOTION/DEVT SUB PRO									
2800-0003	ECONOMIC DEVELOPMENT	1,140,677.83	13%	9,048,458	105,764.69	28%	371,338	1,034,913.14	12%	8,677,120
2805-0003	COUNCIL HOUSING	0.00	0	0	32,379.88	34%	96,500	(32,379.88)	34%	(96,500)
2815-0003	CULTURAL DEVELOPMENT	25,000.00	100%	25,000	63,481.95	35%	180,000	(38,481.95)	25%	(155,000)
2820-0003	TOURISM & PROMOTION									
2855-0004	COSMOS CENTRE	276,438.04	63%	442,000	640,410.09	59%	1,093,246	(363,972.05)	56%	(651,246)
2820-0003	TOURISM & PROMOTION	276,438.04	63%	442,000	640,410.09	59%	1,093,246	(363,972.05)	56%	(651,246)
2880-0003	LAND FOR RESALE	0.00	0	0	5,467.71	30%	18,002	(5,467.71)	30%	(18,002)
2800-0002	AREA PROMOTION/DEVT SUB PRO	1,442,115.87	15%	9,515,458	847,504.32	48%	1,759,086	594,611.55	8%	7,756,372
2000-0001	CORPORATE SERVICES	4,880,852.11	26%	18,716,875	2,728,928.10	52%	5,298,041	2,151,924.01	16%	13,418,834
3200-0001	HEALTH/ENVIRONMENTAL SERVICES									
3200-0002	SPORT, REC & COMMUNITY FACILITIES									
3200-0003	SPORTS & RECREATION FACILITIES									
3200-0004	PARKS GARDENS & RESERVES	0.00	0	0	455,985.11	43%	1,070,200	(455,985.11)	43%	(1,070,200)
3220-0004	RACECOURSE	17,255.17	49%	35,000	53,726.42	30%	180,000	(36,471.25)	25%	(145,000)
3240-0004	SWIMMING POOLS	0.00	0	0	98,279.24	28%	355,200	(98,279.24)	28%	(355,200)
3200-0003	SPORTS & RECREATION FACILITIES	17,255.17	49%	35,000	607,990.77	38%	1,605,400	(590,735.60)	38%	(1,570,400)

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 43% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2019

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)			
		30 Nov 2018	Budget	30 Nov 2018	Budget	30 Nov 2018	Budget		
3260-0003	COMMUNITY FACILITIES								
3260-0004	TELEVISION	0.00	500	3,306.73	30,000	(3,306.73)		11%	(29,500)
3270-0004	HALLS & CENTRES	14,586.95	24,500	122,196.20	235,900	(107,609.25)		51%	(211,400)
3280-0004	SHOWGROUNDS	12,368.92	26,000	76,647.62	256,000	(64,278.70)		28%	(230,000)
3290-0004	CEMETERIES & MEMORIALS	19,600.69	35,000	69,865.09	110,000	(50,264.40)		67%	(75,000)
3320-0004	PUBLIC CONVENIENCES	0.00	0	66,708.63	152,900	(66,708.63)		44%	(152,900)
3330-0004	AGED CARE	32,811.81	110,000	66,963.08	140,600	(34,151.27)		112%	(30,600)
3260-0003	COMMUNITY FACILITIES	79,368.37	196,000	405,687.35	925,400	(326,318.98)		45%	(729,400)
3200-0002	SPORT, REC & COMMUNITY FACILITIES	96,623.54	231,000	1,013,678.12	2,530,800	(917,054.58)		40%	(2,299,800)
3400-0002	ENVIRONMENTAL SUB PROGRAM								
3410-0003	COMMUNITY HEALTH	14,827.17	11,500	8,778.89	91,000	6,048.28		-8%	(79,500)
3435-0003	ANIMAL CONTROL	30,399.77	49,500	116,269.36	234,500	(85,869.59)		46%	(185,000)
3460-0003	RESERVES	0.00	0	59,520.06	147,500	(59,520.06)		40%	(147,500)
3475-0003	STOCK ROUTES	0.00	1,000	48,254.34	360,600	(48,254.34)		13%	(359,600)
3400-0002	ENVIRONMENTAL SUB PROGRAM	45,226.94	62,000	232,822.65	833,600	(187,595.71)		24%	(771,600)
3500-0002	REFUSE MANAGEMENT SUB PROGRAM								
3500-0004	CHARLEVILLE REFUSE MANAGEMENT	253,875.00	492,255	186,502.57	473,352	67,372.43		356%	18,903
3540-0004	MORVEN REFUSE MANAGEMENT	11,262.48	22,063	9,701.41	44,405	1,561.07		-7%	(22,342)
3570-0004	AUGATHELLA REFUSE MANAGEMENT	25,190.87	49,406	6,721.21	25,400	18,469.66		77%	24,006
3500-0002	REFUSE MANAGEMENT SUB PROGRAM	290,328.35	563,724	202,925.19	543,157	87,403.16		425%	20,567
3200-0001	HEALTH/ENVIRONMENTAL SERVICES	432,178.83	856,724	1,449,425.96	3,907,557	(1,017,247.13)		33%	(3,050,833)
4000-0001	ENGINEERING SERVICES								
4100-0002	ENGINEERING OFFICE SUB PROGRAM	0.00	0	1,590,455.87	3,498,580	(1,590,455.87)		45%	(3,498,580)
4200-0002	BUILDING & PLANNING SUB PROGRAM	8,665.00	25,000	32,862.61	71,000	(24,197.61)		53%	(46,000)
4300-0002	PLANT OPERATIONS SUB PROGRAM	25,906.86	95,000	(135,702.52)	(600,800)	161,609.38		23%	695,800
4400-0002	PRIVATE WORKS ACTIVITIES	1,803,274.73	3,888,144	961,861.15	2,350,000	841,413.58		55%	1,538,144
4500-0002	OTHER ROAD ACTIVITIES SUB PROGRAM	1,268,194.45	3,433,678	1,002,250.17	3,136,489	265,944.28		89%	297,189
4000-0001	ENGINEERING SERVICES	3,106,041.04	7,441,822	3,451,727.28	8,455,269	(345,686.24)		34%	(1,013,447)
5100-0001	WATER & SEWERAGE SERVICES								
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM								
5100-0003	CHARLEVILLE WATER	763,070.46	1,337,372	241,541.90	618,080	521,528.56		73%	719,292
5200-0003	MORVEN WATER	49,967.14	89,746	48,409.02	102,000	1,558.12		-13%	(12,254)

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 43% of year elapsed. To Level 4. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2019 Printed(KENT): 03-12-2018 10:04:34 AM

		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
		30 Nov 2018	Budget	30 Nov 2018	Budget	30 Nov 2018	Budget
5300-0003	AUGATHELLA WATER	116,145.35	68% 171,214	46,540.14	28% 166,075	69,605.21	>999% 5,139
5390-0003	WATER DEPRECIATION	0.00	0% 0	201,133.59	99% 203,300	(201,133.59)	99% (203,300)
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM	929,182.95	58% 1,598,332	537,624.65	49% 1,089,455	391,558.30	77% 508,877
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM						
5400-0003	CHARLEVILLE SEWERAGE	412,746.00	51% 806,416	144,914.70	35% 420,000	267,831.30	69% 386,416
5450-0003	AUGATHELLA SEWERAGE	38,699.83	51% 76,212	19,616.04	49% 40,000	19,083.79	53% 36,212
5490-0003	SEWERAGE DEPRECIATION	0.00	0% 0	144,380.41	72% 200,300	(144,380.41)	72% (200,300)
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM	451,445.83	51% 882,628	308,911.15	47% 660,300	142,534.68	64% 222,328
5100-0001	WATER & SEWERAGE SERVICES	1,380,628.78	56% 2,480,960	846,535.80	48% 1,749,755	534,092.98	73% 731,205
	TOTAL REVENUE AND EXPENDITURE	9,799,700.76	33% 29,519,806	8,706,561.84	43% 20,116,579	1,093,138.92	12% 9,403,227



	OPENING BALANCE	YEAR TO DATE		BUDGET	CURRENT BALANCE		BUDGET	
		30 Nov 2018			30 Nov 2018			
<u>CURRENT ASSETS</u>								
0100-0001	CURRENT ASSETS							
0105-3000	Cash at Bank - General Account	429,847.86	(250,354.89)	-107%	233,537	179,492.97	27%	663,385
0110-3000	Cash on Hand	1,570.00	0.00	0%	0	1,570.00	100%	1,570
0115-3000	QTC - Cash Investments	6,773,518.85	766,664.62	---	0	7,540,183.47	111%	6,773,519
0116-3000	NAB - Term Deposits	0.00	0.00	0%	0	0.00	0%	0
0117-3000	Cash: Cosmos Centre Float	400.00	0.00	0%	0	400.00	100%	400
0120-3000	Accounts Receivable - Rates	774,676.89	184,985.17	---	0	959,662.06	124%	774,677
0121-3000	Acct Rec - Rates EOY Receipts	259,534.64	0.00	0%	0	259,534.64	---	0
0127-3000	Provision for Doubtful Rates	0.00	0.00	0%	0	0.00	0%	0
0130-3000	Stores and Materials	210,155.81	(23,100.95)	---	0	187,054.86	89%	210,156
0132-3000	Inventory - Cosmos Centre	37,155.55	0.00	0%	0	37,155.55	120%	30,876
0140-3000	Prepaid Expenses	75,297.12	(75,297.12)	---	0	0.00	0%	76,209
0147-3000	Accrued Revenue - General	956,798.72	(956,798.72)	---	0	0.00	0%	0
0150-3000	Workers Compensation Receivable	33,830.86	(2,093.88)	---	0	31,736.98	83%	38,262
0155-3000	Accounts Receivable - Debtors	2,369,273.56	(1,804,584.72)	---	0	564,688.84	24%	2,369,274
0156-3000	Accts Rec - Debtors EOY Receipts	(125,000.00)	125,000.00	---	0	0.00	0%	0
0160-3000	Provision for Doubtful Debts	0.00	0.00	0%	0	0.00	0%	0
0165-3000	GST Receivable/Suspense	(69,244.97)	94,010.91	---	0	24,765.94	-36%	(69,245)
0170-3000	Residential Land for Resale	0.00	0.00	0%	0	0.00	0%	0
0100-0001	CURRENT ASSETS TOTAL	11,727,814.89	(1,941,569.58)	-831%	233,537	9,786,245.31	90%	10,869,083
	TOTAL CURRENT ASSETS	11,727,814.89	(1,941,569.58)	-831%	233,537	9,786,245.31	90%	10,869,083

		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	30 Nov 2018	BUDGET	30 Nov 2018	BUDGET
NON-CURRENT ASSETS						
=====						
0200-0001	NON-CURRENT ASSETS					
0200-4000	Land at Cost	0.00	0.00	0%	0	0
0205-4000	Land for Resale	0.00	0.00	0%	0	0
0210-4000	Land at Valuation	3,438,638.30	0.00	0%	3,438,638.30	62%
0211-4000	Land Improvements at Valuation	0.00	0.00	0%	0	0
0215-4000	Land Clearing Account	71,697.01	0.00	0%	71,697.01	30%
0217-4000	WIP - Land Improvements	3,536.27	0.00	0%	3,536.27	100%
0221-4000	Aerodrome Landing Strip at Cost	0.00	0.00	0%	0	0
0231-4000	Aerodrome Landing Strip at Valuation	13,819,360.07	0.00	0%	13,819,360.07	135%
0241-4000	Accum Depn - Aerodrome Landing Strip	(3,891,976.39)	(133,693.53)	41%	(329,700)	(4,025,669.92)
0242-4000	WIP - Aerodrome Upgrade	0.00	20,779.32	1%	1,840,000	20,779.32
0300-4000	Buildings at Cost	4,837,932.53	0.00	0%	4,837,932.53	116%
0310-4000	Buildings at Valuation	56,028,887.33	0.00	0%	56,028,887.33	109%
0320-4000	Accum Depn - Buildings	(20,436,932.02)	(402,525.64)	75%	(539,270)	(20,839,457.66)
0330-4000	Other Structures at Cost	166,800.55	0.00	0%	166,800.55	633%
0340-4000	Other Structures at Valuation	8,159,113.88	0.00	0%	8,159,113.88	101%
0350-4000	Accum Depn - Other Structures	(2,528,843.41)	(88,939.63)	59%	(151,567)	(2,617,783.04)
0360-4000	WIP - Buildings	664,243.66	421,940.01	22%	1,954,513	1,086,183.67
0370-4000	WIP - Other Structures	487,771.25	448,813.27	9%	5,019,945	936,584.52
0380-4000	Parks at Cost	410,026.18	0.00	0%	410,026.18	---
0381-4000	Accum Depn - Parks	(377,867.17)	(27,702.03)	8%	(365,200)	(405,569.20)
0382-4000	WIP - Parks	0.00	0.00	0%	0	0
0383-4000	Parks at Valuation	1,937,651.00	0.00	0%	1,937,651.00	110%
0400-4000	Equipment	1,745,950.49	(76,856.00)	---	0	1,669,094.49
0410-4000	Accum Depn - Equipment	(1,115,811.05)	(9,489.33)	36%	(26,200)	(1,125,300.38)
0411-4000	Plant	12,038,216.25	569,563.98	---	0	12,607,780.23
0415-4000	Accum Depreciation - Plant	(6,049,079.23)	88,602.95	-12%	(712,200)	(5,960,476.28)
0420-4000	Furniture and Fittings	2,112,888.28	0.00	0%	0	2,112,888.28
0430-4000	Accum Depn - Furniture and Fittings	(2,630,872.15)	76,289.00	-390%	(19,560)	(2,554,583.15)
0445-4000	Plant Clearing Account	740,756.18	(740,756.17)	-99%	750,000	0.01
0500-4000	Road Infrastructure at Cost	0.00	0.00	0%	0	0
0510-4000	Road Infrastructure at Valuation	324,540,794.13	0.00	0%	324,540,794.13	142%
0520-4000	Accum Depn - Road Infrastructure	(54,284,440.61)	(1,248,002.98)	46%	(2,729,830)	(55,532,443.59)
0525-4000	WIP - Road Infrastructure	107,508.80	1,451,855.00	63%	2,310,000	1,559,363.80
0530-4000	Water Infrastructure at Cost	0.00	0.00	0%	0	0
0540-4000	Water Infrastructure at Valuation	27,951,158.64	0.00	0%	27,951,158.64	146%
0550-4000	Accum Depn - Water Infrastructure	(12,175,613.46)	(201,133.59)	99%	(203,300)	(12,376,747.05)
0555-4000	WIP - Water Infrastructure	87,384.02	60,009.75	11%	550,000	147,393.77
0560-4000	Sewerage Infrastructure at Cost	0.00	0.00	0%	0	0
0570-4000	Sewerage Infrastructure at Valuation	23,537,285.63	0.00	0%	23,537,285.63	111%
0580-4000	Accum Depn - Sewerage Infrastructure	(11,955,532.05)	(144,380.41)	72%	(200,300)	(12,099,912.46)
0585-4000	WIP - Sewerage Infrastructure	0.00	0.00	0%	255,000	0.00

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 43% of year elapsed. To Details. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2019 Printed(KENT): 03-12-2018 10:05:06 AM

	OPENING BALANCE	30 Nov 2018	YEAR TO DATE	BUDGET	30 Nov 2018	CURRENT BALANCE	BUDGET
0586-4000 WIP - Aurora Estate Stage 2	12,067.70	0.00	0%	0	12,067.70	100%	12,068
0587-4000 WIP - Aurora Estate Stage 3	18,650.00	0.00	0%	0	18,650.00	100%	18,650
0588-4000 WIP State Gov - Bradleys Gully Div	0.00	0.00	0%	0	0.00	0%	0
0589-4000 WIP - Industrial Estate	0.00	15,400.00	3%	500,000	15,400.00	3%	500,000
0595-4000 Residential Land Resale (NCA)	0.00	0.00	0%	0	0.00	0%	0
0597-4000 Equipment Clearing Account	0.00	0.00	0%	735,000	0.00	0%	679,423
0200-0001 NON-CURRENT ASSETS TOTAL	367,471,350.61	79,773.97	1%	8,637,331	367,551,124.58	116%	315,934,407
TOTAL NON-CURRENT ASSETS	367,471,350.61	79,773.97	1%	8,637,331	367,551,124.58	116%	315,934,407
TOTAL ASSETS	379,199,165.50	(1,861,795.61)	-21%	8,870,868	377,337,369.89	115%	326,803,490
<b>CURRENT LIABILITIES</b>							
<b>0600-0001 CURRENT LIABILITIES</b>							
0600-5000 Accounts Payable	0.00	343,167.79	---	0	343,167.79	---	0
0605-5000 Accrued Expenses - All	2,232,775.81	(2,232,775.81)	---	0	0.00	0%	0
0610-5000 Fire Services Levy Payable	0.00	26,770.64	---	0	26,770.64	69%	38,774
0612-5000 Unearned Revenue	1,032,463.32	(1,032,463.32)	---	0	0.00	0%	0
0625-5000 Payroll Suspense	0.00	0.00	0%	0	0.00	0%	0
0630-5000 Wages Advance	0.00	0.00	0%	0	0.00	0%	0
0632-5000 RDO & Toil Accumulated	17,545.30	(1,638.80)	---	0	15,906.50	79%	20,129
0635-5000 Stock Routes Fees Payable	37,218.43	0.00	0%	0	37,218.43	100%	37,218
0636-5000 Finance Lease - Current	0.00	0.00	0%	0	0.00	0%	0
0640-5000 Office Extension Current Loan	16,073.44	(3,911.50)	24%	(16,122)	12,161.94	-75%	(16,122)
0645-5000 Cosmos Centre Current Loan	34,940.30	(8,503.25)	24%	(35,047)	26,437.05	-75%	(35,047)
0650-5000 Medical Centre Current Loan	28,998.65	(7,064.75)	24%	(29,083)	21,933.90	-75%	(29,083)
0660-5000 Roadworks Current Loan	0.00	0.00	0%	(119,543)	0.00	0%	(119,543)
0665-5000 Plant Replacement Current Loan	0.00	0.00	0%	0	0.00	0%	0
0666-5000 Plant Replacement No 2 Current Loan	0.00	0.00	0%	0	0.00	0%	0
0670-5000 Residential Develop Current Loan	129,720.93	(31,549.36)	24%	(130,121)	98,171.57	-75%	(130,121)
0671-5000 Flood Mitigation Current Loan	127,537.06	(29,095.30)	---	0	98,441.76	>999%	8,319
0672-5000 Airport Upgrade Current Loan	38,059.71	(9,404.27)	25%	(38,112)	28,655.44	-75%	(38,112)
0675-5000 Annual Leave payable	884,115.93	42,565.41	---	0	926,681.34	105%	886,627
0680-5000 Long Service Leave Payable	1,282,451.31	6,991.55	---	0	1,289,442.86	105%	1,225,306
0685-5000 Sick Leave Payable	195,056.57	(5,100.66)	---	0	189,955.91	96%	198,017
0690-5000 Land Rebate Holding Account	(7,000.00)	0.00	0%	0	(7,000.00)	100%	(7,000)
0699-5000 Suspense Account: General Account	6,120.15	(11,972.90)	---	0	(5,852.75)	-96%	6,120
0600-0001 CURRENT LIABILITIES TOTAL	6,056,076.91	(2,953,984.53)	803%	(368,028)	3,102,092.38	152%	2,045,482

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 43% of year elapsed. To Details. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2019 Printed(KENT): 03-12-2018 10:05:06 AM

	OPENING BALANCE	YEAR TO DATE		BUDGET	CURRENT BALANCE	BALANCE	
		30 Nov 2018			30 Nov 2018		BUDGET
TOTAL CURRENT LIABILITIES	6,056,076.91	(2,953,984.53)	803%	(368,028)	3,102,092.38	152%	2,045,482
NON-CURRENT LIABILITIES							
=====							
0700-0001 NON-CURRENT LIABILITIES							
0700-6000 Non-Current Long Service Leave	70,900.48	0.00	0%	0	70,900.48	57%	124,575
0701-6000 Finance Lease - Non current	0.00	0.00	0%	0	0.00	0%	0
0740-6000 Office Extension Non-Current Loan	57,070.40	0.00	0%	0	57,070.40	78%	73,192
0745-6000 Cosmos Centre Non-Current Loan	124,067.92	0.00	0%	0	124,067.92	78%	159,114
0750-6000 Medical Centre Non-Current Loan	152,185.48	0.00	0%	0	152,185.48	84%	181,268
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	142,398.99	0.00	0%	0	142,398.99	52%	272,520
0771-6000 Flood Mitigation Non-Current Loan	1,169,719.27	0.00	0%	0	1,169,719.27	91%	1,289,262
0772-6000 Airport Upgrade Non-Current Loan	882,179.42	0.00	0%	0	882,179.42	96%	920,291
0700-0001 NON-CURRENT LIABILITIES TOTAL	2,598,521.96	0.00	0%	0	2,598,521.96	86%	3,020,222
TOTAL NON-CURRENT LIABILITIES	2,598,521.96	0.00	0%	0	2,598,521.96	86%	3,020,222
TOTAL LIABILITIES	8,654,598.87	(2,953,984.53)	803%	(368,028)	5,700,614.34	113%	5,065,704
NETT ASSETS/(LIABILITIES)	370,544,566.63	1,092,188.92	12%	9,238,896	371,636,755.55	116%	321,737,786

	OPENING BALANCE	YEAR TO DATE 30 Nov 2018	BUDGET	CURRENT BALANCE 30 Nov 2018	BUDGET
COMMUNITY EQUITY					
=====					
0800-0001 EQUITY					
0800-0002 SHIRE CAPITAL					
0805-7000 Retained Surplus	47,026,755.59	0.00	0%	47,026,755.59	100%
0807-7000 Retained Surplus-Cosmos	42,875.00	0.00	0%	42,875.00	100%
0810-7000 Asset Revaluation Reserve - Roads	186,277,564.76	0.00	0%	186,277,564.76	156%
0811-7000 Asset Revaluation Reserve - W & S	21,812,333.46	0.00	0%	21,812,333.46	91%
0812-7000 Asset Reval Res - Bldgs & Structures	33,190,987.25	0.00	0%	33,190,987.25	87%
0813-7000 Asset Revaluation Reserve-Land	929,460.63	0.00	0%	929,460.63	29%
0815-7000 Asset Revaluation Reserve Aerodrome	10,065,151.29	0.00	0%	10,065,151.29	115%
0816-7000 Asset Revaluation Reserve - Plant	0.00	0.00	0%	0.00	0%
0820-7000 Current Surplus / Deficit	0.00	1,093,138.92	12%	1,093,138.92	12%
0825-7000 Year End Surplus/Deficit	71,199,438.65	0.00	0%	71,199,438.65	97%
0800-0002 SHIRE CAPITAL TOTAL	370,544,566.63	1,093,138.92	10%	371,637,705.55	115%
0830-0002 RESERVES					
0800-0001 EQUITY TOTAL	370,544,566.63	1,093,138.92	10%	371,637,705.55	115%
TOTAL COMMUNITY EQUITY	370,544,566.63	1,093,138.92	10%	371,637,705.55	115%



# Human Resources Report

From: Kerry-Ann Reading – Human Resources Manager  
**Ordinary Meeting – 13<sup>th</sup> December 2018**

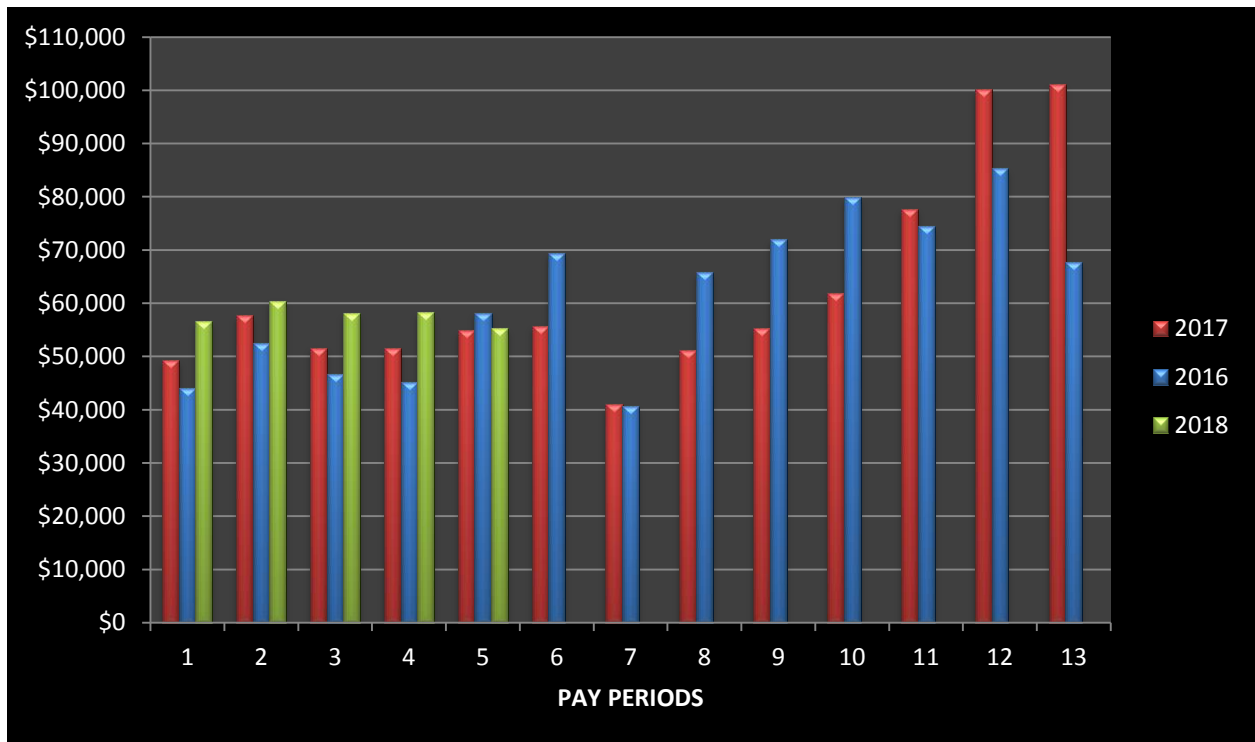
RECRUITMENT		
VACANCIES	APPOINTMENTS	RESIGNATIONS
<b>Internal</b> 1. Multiskilled Operator (Loader) 2. Multiskilled Operator (Grader) 3. Multiskilled Operator (Tractor)		Geoffrey Delforce Luke Richardson
<b>External</b> 1. Diesel Fitter 2. Town Foreman 3. Admin Trainee 4. Apprentice Plumber	Vacant	Neville Steer

## TRAINEES/APPRENTICES

1. Plumbing Apprentice – Buddy Peacock
2. Diesel Fitter Apprentice – Jaidyn Erickson

First Start Program 2018/19 – 2 trainees approved (advertised – see above)

OVERTIME 2018-19			
Pay Periods	Dates	Hours	Amount
1 - 2	23/06/2018 – 20/07/2018	1537	\$56,932
3 - 4	21/07/2018 – 17/08/2018	1614	\$60,487
5 - 6	18/08/2018 – 14/09/2018	1613	\$58,077
7 - 8	15/09/2018 – 12/10/2018	1636	\$58,330
9 - 10	13/10/2018 – 9/11/2018	1594	\$55,289
11 - 12			
13 - 14			
15 - 16			
17 - 18			
19 - 20			
21 - 22			
23 - 24			



### ENTERPRISE BARGAINING

- Operational Certified Agreement – QIRC for certification - wage increase of 2.2% payable from first full pay after 1<sup>st</sup> July 2018.

### TRAINING

Course	Date	No. Attended
Mini Excavator		4
Backhoe		1
Risk Management	22/11/2018	12

### POLICIES

Drafts	Due for Review
<ol style="list-style-type: none"> <li>HR-010 Leave Policy</li> <li>HR-017 Relocation Assistance</li> <li>HR-016 Corporate Uniform</li> <li>HR-020 Recognition of Service</li> <li>HR-023 Anti-Discrimination</li> </ol>	<ol style="list-style-type: none"> <li>Code of Conduct</li> <li>Social Media</li> <li>Recruitment &amp; Selection</li> </ol>
Repealed (Approved)	Repealed (for Council Approval)
<ol style="list-style-type: none"> <li>EEO Policy and Management Plan</li> </ol>	Nil

### OTHER

- Reviewing of Position Descriptions - nearing completion
- Monthly Newsletter distributed to all staff
- Performance Appraisals – 40% completed



# Murweh Shire Council

## WORKPLACE HEALTH & SAFETY REPORT

From: John Wallace – WHSA

### REPORT FOR DECEMBER COUNCIL MEETING

Month of **NOVEMBER** 2018

### INCIDENT REPORTS RECORDED IN OCTOBER 2018

Report No	Date	Incident type	Reportable to WH&SQ	Time lost	Department
IR-197	8/8/18	Vehicle Damage found-cause unknown	No	No	Town Crew
IR-198	2/10/18	Broken Windscreen	No	No	Town Crew
IR-199	11/11/18	Cut Finger	Yes	Yes	Workshop

### TRAINING & INDUCTIONS

#### Safety Breaks – % returned

Pay 9 & Pay 11

- Lifting
- Working in the Sun

#### QAP

2<sup>nd</sup> Quarter of 2018-2019 (1 November to 31 January) The 1<sup>st</sup> Quarter will be carried over due to risks not being complete.

#### Audit- 3 Party Audit LGW

Is In and the Audit Report Attached.

#### Take 5 Risk Assessments – % returned

November

December – still coming in

#### Drug & Alcohol Testing

This is now being done randomly, Any Place, Any Time.

... .. Non Negative

..... Negative

#### Inductions

Contractor Inductions - 2 (84)

Council Induction - (23)

Work Experience - (3)

### General

*Hazard Inspections* have been completed on:

1. Bore Stations Augathella & Morven
2. Cosmos Centre
3. Augathella Library
4. Workshop

#### **LGW Staff Training (Risk Management)**

Was conducted on the 22<sup>nd</sup> of November 12 Staff attended

No Incident Report Graph as Yvonne is a way.





## Murweh Shire Council Tourism Report

*From: Monique Johnson – Tourism Manager*

### Report for November 2018

#### Community Programs - Meetings with Individuals and Groups

Meetings/engagements	Issue/s	Actual Date
OQTA Symposium	Workshops, Awards evening	1-3/11/18
Kim Goulter -TEQ	Best of Queensland products – 80 points +	1/11/18
Matt Bron – TEQ Andrew Dineen-Parker Travel	Further Packaging our product to appeal to the Summer traveller	1/11/18
Matilda Way	Committee meeting, discuss Sean Scott photography package	1/11/18
DTB Advertising	Brand design/style guide for ‘Experience Charleville’.	5/11/18
Adam @Entegy	App design, updates, promotions	7/11/18
QTIC	ATAP, Australian Tourism Accreditation finalised for WWII Product, now concentrated on Cosmos.	9/11/18
Rob Byrnes	4RRFM – Rundown on 2018 Tourism	21/11/18
Risk Management training	A-Z on risk management & how it really works.	22/11/2018
Photographers	Competition to cover the local guide front page	23/11/18
Camille Johnson	Golden West grants to fund next lot of trainees.	28/11/18
Darren Weatherall	Outback Golf Masters - TBC	29/11/18
David Bell- Maintenance tech @Amberley	Discussion re Norden Bomb sights available for new ‘Brisbane Line’ product.	30/11/18

## Calendar of events for 2019 so far.

		<b>Murweh Shire 2019 Calendar of Events</b>		
Date	Event	Location		
31st December 2018	New Year's Diggers Augathella Rodeo	Augathella		
31st December 2018	Charleville New Years Eve event	Charleville		
28th January - 2019	Australia Day Celebrations	Charleville		
TBC February	Welcome to Charleville Party	Charleville		
22nd & 23rd February	Adrian Vowles Cup	Charleville		
9th March	Tom Curtains' 'Katherine, Outback Experience - Speak Up Tour'	Charleville		
18th March	Charleville Races	Charleville		
24th March	Charleville Triathlon	Charleville		
18th - 22nd April	Smith Family Cod Classic (including the Steve Fox Memorial)Charleville Fishing Competition	Charleville		
20th April	Augathella Diggers Easter Rodeo	Augathella		
22nd April	Augathella Easter Races	Augathella		
4th May	Outback Seniors Games	Charleville		
4th - 6th May	May Day Bowls Carnival	Charleville		
TBC May	High Tea Miss Showgirl	Charleville		
TBC	Charleville Junior Fishing Competition	Charleville		
16th to 18th May	Charleville & District Agricultural Show	Charleville		
18th May	Charleville Show Races	Charleville		
18th May	Charleville Show Rodeo	Charleville		
22nd - 23rd June	Outback Golf Masters - Charleville Golf Club/ Cosmos Centre	Charleville		
6th July	Charleville Races	Charleville		
12th July	Charleville Half Way There Shindig	Charleville		
10th August	Charleville Races	Charleville		
4th September	Opera In the Outback	Charleville		
6th to 9th September	Charleville Bilby Festival, Street Parade	Charleville		
9th September	Charleville National Bilby Day	Charleville		
8th September	Morven Races	Morven		
TBC September	Performing Arts Festival	Charleville		
TBC September	Carp Busters Fishing Comp	Charleville		
21st September	Charleville Auxiliary & Ambulance Gymkhana	Charleville		
26th October	Charleville Races	Charleville		
2nd to 5th November	Charleville Cup Festival	Charleville		
5th November	Charleville Cup Races	Charleville		
TBC November TBC	Charleville State School Rodeo	Charleville		
31st December	New Year's Diggers Augathella Rodeo	Augathella		
31st December	Charleville New Years Eve Fireworks	Charleville		
Monthly Events				
1st Saturday of each month – Markets at Historic House Museum				
Last Sunday of each month – Charleville CBD Local Markets				

### Snapshot of 2019 events as at 30/11/2018

For local events go to <https://www.facebook.com/experiencecharleville/> Facebook page (events Calendar/News Feed) or to [www.experiencecharleville.com.au](http://www.experiencecharleville.com.au). This website also incorporates some events from other SWRED regions as those tourism operators can also enter events into this particular program, however ours will always have the town name in front..

Please forward me any events via email or text. It must have the main Who, What, Where and When details.

## Charleville App

<http://charleville.eventapp.com.au/>

Total Views: 24338

Total Unique Views: 13106

Page ▼	Unique	Total
About the Murweh Shire	557	1004
Business Directory	411	995
Charleville Cosmos Centre Facebook page	19	31
Community Directory	339	695
Cosmos Centre	592	1109
Events	571	1790
Events	20	41
Maps	122	209
Murweh Shire Council	286	574
Murweh Shire Website	103	197
Notifications	156	259
Places to Eat	518	943
Places to Stay	398	734
Things to See & Do	720	1594
Towns	527	963
Visitor Centres	425	799
Weather	250	1260
What's On	2	5
What's on in the Murweh Shire	690	2792

## November in review

November has come and gone fairly quickly but there is still a lot that has happened in the 30 days.

The OQTA awards/symposium was held in Maranoa this year. We will be nominating some of our products next season for the Tourism awards. They are looking at the process that is involved and hopefully changing it as it currently takes too much time and way too much pressure is put on the operators. This year saw minimal entrants for that reason.

TEQ, in consultation with RTOs and the QTIC has recently launched the Best of Queensland Experiences Program to identify those tourism products that best bring the Queensland story to life and consistently deliver a high-quality visitor experience.

The program is based on a set of criteria that are determined by online customer reviews, social media content, online bookings and the regularity of it. This means that the program is largely driven by customer sentiment and expectations which will not only provide a clear focus for our marketing activities but also set measurable benchmarks for our tourism industry on what constitutes a high-quality visitor experience.

The Best of Queensland Experiences will feature in TEQ's promotional activity to drive increased visitation and expenditure to Queensland. I am very happy to announce that the Charleville Cosmos Centre and the Top Secret WWII Tour have now entered this top category as of the 1<sup>st</sup> of November 2018. We needed to score 80+ points and on both occasions, we scored 93%. So it was thank you to our online booking for getting us over the line, now to continue the good work.

Packaging is something we have been working on for the last few years and this summer we have started our first summer packages. These packages are available online but also through Travel agents such as Helloworld, Flight Centre and Sun Lover. The first package for the season has been booked for the 3<sup>rd</sup> of January.

You may have noticed the smart new tourism brand on emails, social media and soon to be website. We can now work as a uniform tourism department. All marketing tools, handouts etc will be stamped with the brand. I always say as soon as you see the golden arches you know what is there, this is what we are aiming for with the 'Experience Charleville' brand. We have had some great feedback from Morven & Augathella also, sharing the love.

We will be concentrating this coming season on directing people to the Charleville App for up to date information from the Visitor Guide, websites and word of mouth. The builders of that App are working on promotion material for the new season.

Next season we hope to employ trainees again as we have done for the last two seasons. We will welcome back Kirsty Wade as one of them, to do her Cert III in business administration and we are yet to hear if we have funding for the others.

Congratulations to Scott Higgins of Brisbane who won the competition with one of his photos for the front page of the new look Murweh Shire Visitor Guide. We had 62 photos entered in the competition so tremendous effort.

Can I thank Melitta Grant for the 110% she puts into the Murweh Tourism products and wish her well with the birth of her first child soon.

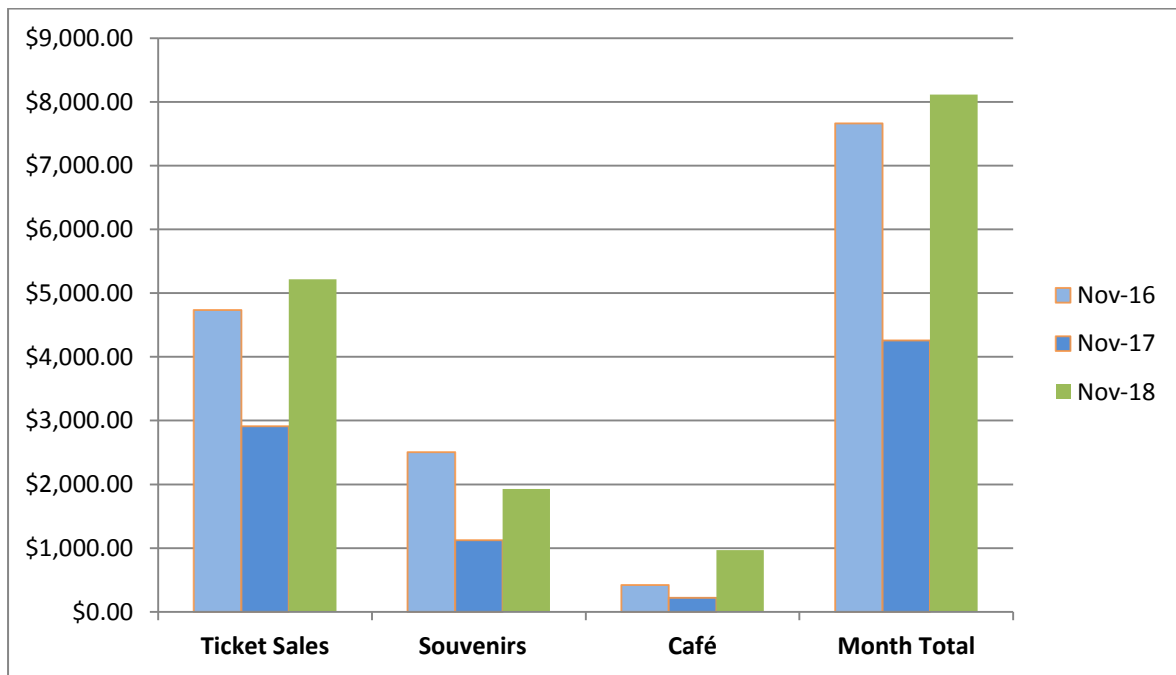
I would like to thank council for all your efforts and support over the last 12 months. We have ticked a lot of boxes and will continue to move forward. I would like to wish you all a very Merry Christmas and a happy and safe New Year, until 2019.

***Regards,  
Monique Johnson.  
Tourism Manager.***

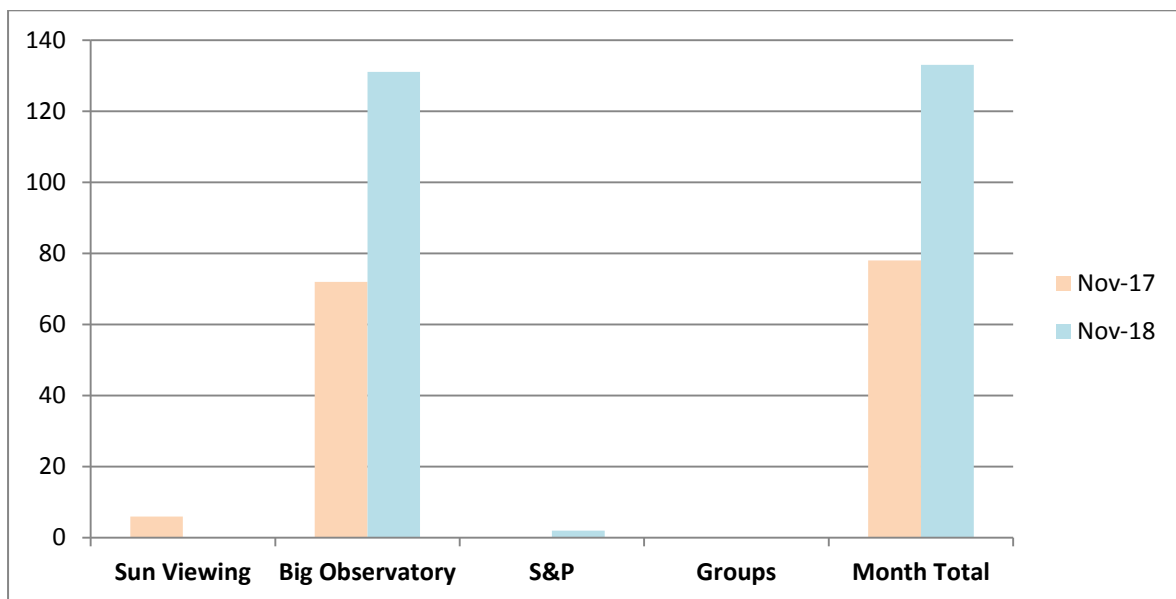


Even though we have hit our quiet period we still show signs of growth in revenue that the Cosmos Centre brings in. The growth in revenue from last year (2017) to this year (2018) was 90%. This big number can be attributed to the number of guests coming on the Big Observatory tours. Usually we would only run if we reached the minimum of 8 people, this year has been different though. As I am fulltime I have been able to adjust my hours so that I can work nights and run the tours even if we have 4 people on the tour. Running the tour alone, combined with only a few guests means there is no need for a casual so therefore we are not paying casual wages as well. This has meant that we were able to bring more people onto the tours each night, thus increasing revenue.

This will continue into next year but made easier when our times change to be open more at night than early morning.



**Figure 1: September Revenue**



**Figure 2: Number of people attending tours**

We have arrived into the quiet period.

<b>Attendees</b>	<b>NOV 2017 – 2018</b>	
<b>Summary</b>	<b>NOV 2017 – 2018 % Growth</b>	<b>#’s</b>
Sun Viewing	- Decrease	-6 Attendees
Big Obs	+59% Increase	+59 Attendees
S&P	+ Increase	+2 Attendees
Group	N/A	N/A
<b>All Tours Combined</b>	<b>+55% Increase</b>	<b>+55 Attendees</b>

<b>Revenue Summary</b>	<b>Nov-16</b>	<b>Nov-17</b>	<b>Nov-18</b>
Ticket Sales	\$4,138.00	\$2,911.00	\$5,218.00
Souvenirs	\$2,043.75	\$1,126.70	\$1927.75
Café	\$393.00	\$222.00	\$970.60
<b>Month Total</b>	<b>\$7,663.25</b>	<b>\$4,259.70</b>	<b>\$8,116.35</b>

## Operational Information

### Events:

I have started to communicate to different groups about their support in hosting a massive event for Charleville next year - the 50<sup>th</sup> anniversary of the Moon Landing back in 1969. This should bring in lots of revenue for not only the centre but the entire team as well. I have also approached the reps of actor Sam Neill to be the ambassador for the event. I have decided to see if Mr Neill can do it as he played one of the main characters in the most revered Australian astronomy movies, The Dish. His agents will get back to us in January to let us know if he will be able to participate.

### Staff Training:

I’m working on producing training material for next year. The training being developed for the Cosmos Centre 2019 will start in January and is as follows:

#### 2019 Training Programs

##### **Customer Service 101 (everyone)**

- Face to Face
- Phone
- Sales
- Conflict Resolution

##### **Shop/Floor Operations (everyone)**

- Stock Display
- Stock Filling
- Understanding Floor Operations and Logistics (Everyone)

##### **Café Operations (everyone)**

- Coffee Making
- Understanding Café Operations and Logistics (Everyone)

### **Tour guiding 101 (guides only)**

- Operational Logistics
- Public Speaking
- Understanding Tour Operations and Logistics (Everyone)

### **Astronomy 101 (guides only)**

- Information Sourcing for finding basic astronomy knowledge and latest research/findings
- Individual Topics (Examples: Sun, Galaxies, Cosmology, Planets, Exoplanets, Asteroids/Comets/Meteors, Light, Gravity, Distance Ladders, Stars Birth/Life/Death, Periodic Table, Basic Laws of Physics, Space Travel, Space-Time, Cultural Stories, etc.).

### **Astrophotography 101 (astrophoto guides only)**

- Information sourcing for finding latest photography software, image processing techniques and Manuals of Guests Cameras.
- Individual Topics (Examples: Camera Usage, Different Lenses for Which Purpose, Manual Settings – What Does Each Mean, etc.).

### **Telescopes 101 (all guides)**

- Operating Telescopes
- Trouble Shooting Issues
- Servicing and Repairing Telescopes

### **BookEasy Training (everyone)**

### **Risk and Safety Management (everyone)**

#### **Grounds:**

The trees blocking line of site from the carpark to the front door of the Cosmos Centre will be removed over the Christmas period while we are closed. This will help guests see where to head when they arrive at night and reduce the OHS concerns of them walking in the wrong area or cutting across the vegetation.

*Mike Dalley*

*Charleville Cosmos Centre Co-ordinator*

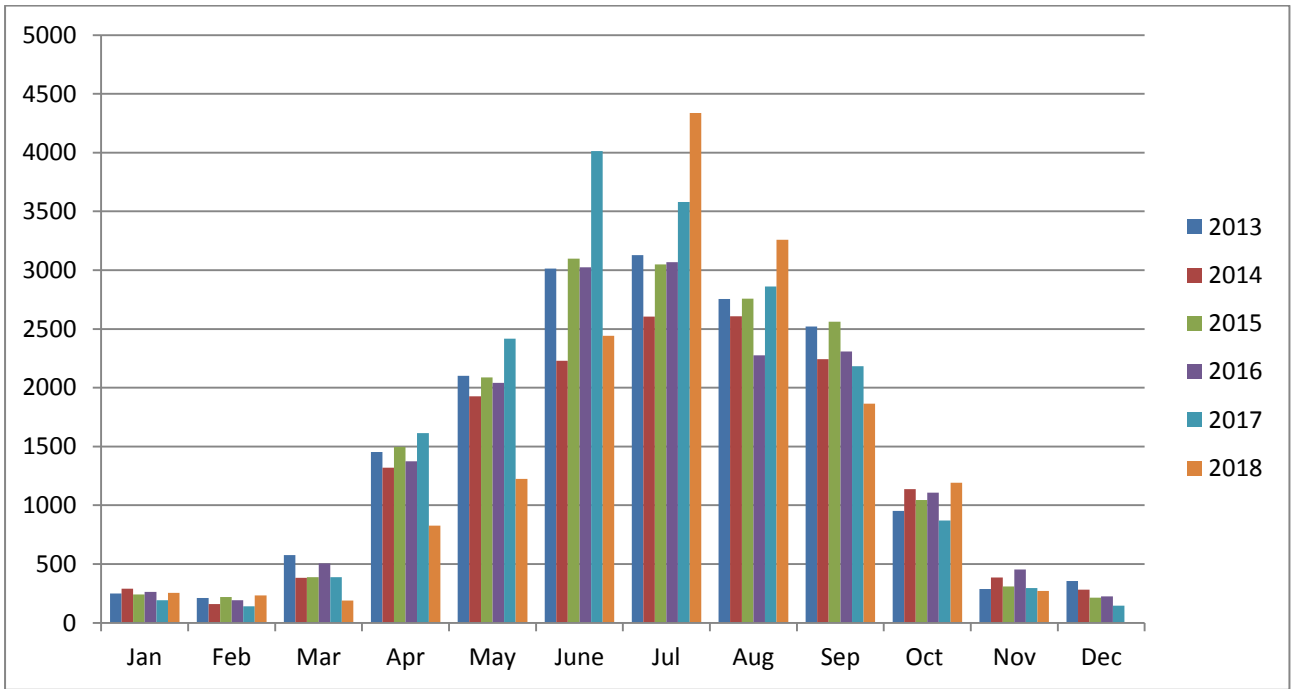
### ***VIC Operations***

### **REPORT ON OPERATIONS OF THE CHARLEVILLE VISITOR CENTRE – NOVEMBER 2018**

**The quiet season has really set in with some day's only seeing a handful of visitors coming through.**

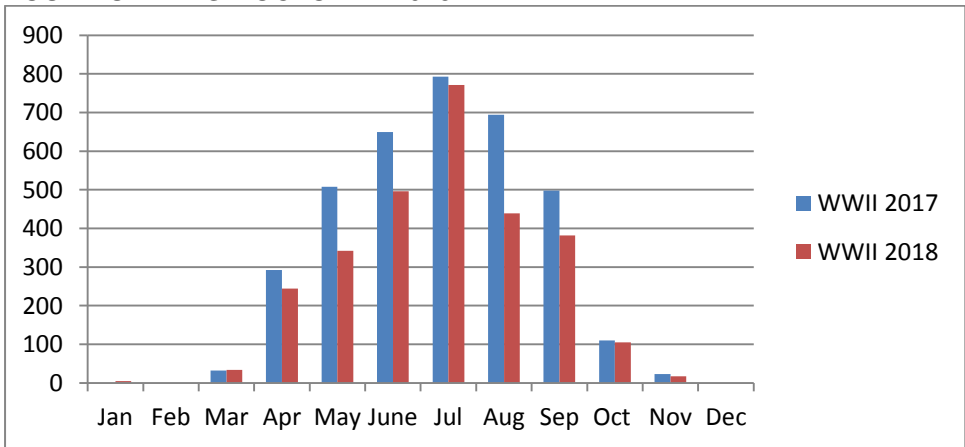
### **Monthly Statistics**

### **Monthly reporting CHARLEVILLE VISITOR NUMBERS – OCTOBER 2018.**



**NOTE:** November figures are up to and including, 30<sup>th</sup> November 2018. Not complete.

**TOUR NUMBERS – OCTOBER 2018.**



**Operational Information**

**Charleville Tourism**

**CHARLEVILLE VISITOR INFORMATION CENTRE OPERATIONS:**

**Additional Power Point-**

Queensland Rail have organised a quote with CRE to install an extra power point in the foyer for the installation of a vending machine. Waiting on QR to approve quote as they are looking after this for us.



**Update: After several further unsuccessful attempts to contact the Queensland Rail Senior leasing Officer there is nothing further to report. Emails & messages have been left all unanswered.**

#### **Security Grill-**

Queensland rail are organising with their building maintenance crew to install a security grill above the platform gates so the centre is fully secured. Measurements have been taken and we are just waiting on Qld Rail.

**Update: After several further unsuccessful attempts to contact the Queensland Rail Senior leasing Officer there is nothing further to report. Emails & messages have been left all unanswered.**

#### **New Printer at the VIC:**

The VIC finally has its own printer. This will assist to make the centre more self sufficient and independent within its operations and will not have to email and ask other council departments for printing which then needs to be delivered/picked up.

#### **CHARLEVILLE VISITOR INFORMATION CENTRE ACCREDITATION.**

In late February to early March of 2019, the Charleville Visitor Information is due to have its annual Accreditation Audit.

Although 2019's audit is an online audit, there are several areas of essential criteria that need be put in place prior to this if we are to retain our accreditation.

These include:

- Merchandise [in particular locally produced]. **Working on a plan [location of merchandise, display units etc.]**
- After hours information system. **In progress liaising with council carpenter**
- Staff induction and training manual/programs [these are in place however will need adjustment and alteration to fit in with the new centre] – **Work has started**
- Business Plan [again in place, needs re-doing and adjusting to fit the new centre operations] **Work has started**

We will be working on the above over the coming months to ensure we have plans, systems and facilities in place that will be adequate to satisfy our accreditation requirements to continue to enhance on and grow into the future.

#### **MURWEH SHIRE VISITOR GUIDES ON THE WESTLANDER.**

Recently we were contacted by a representative of QR to send a box of our Visitor Guide to be placed in the back of the seats of the West lander for QR clients to read and study as they travel into the area. Copies have been sent and should be on the train on Wednesday, 31<sup>st</sup> of October. Travellers can now study and know what's available to them as they step from the train, we are then right there to assist them with there bookings and further enquiries as they arrive. A wonderful opportunity in our service and promotions.

**UPDATE: This is now in place and the Murweh Shire Visitor Guide in the back seat pocket of every seat in the train. Feedback from visitors arriving on this service has been great as they like how they can read what's available on the journey out and have their further questions & bookings ready for us as soon as they arrive. QR will contact the VIC when further copies are required and they will simply be placed on the train from our end.**

### **WORK PLACE HEALTH & SAFETY**

There have been several areas identified that pose a safety risk to not only members of the public but directly to the employees of the Murweh Shire Council that work at the Railway Station for the Visitor Centre.

In liaison with council Work Place Health and Safety Officer, a whole of workplace assessment will be carried out. As this is not a council owned building an in addition to a whole of workplace assessment, in addition to the whole of workplace assessment individual assessment will be done on each to look for solutions that are able to be presented to QR to rectify/minimise these hazards for a safer work environment.

Rachel Wilson  
Charleville Visitor Information Centre  
30<sup>th</sup> November 2018.

# Murweh Shire Council Library Report

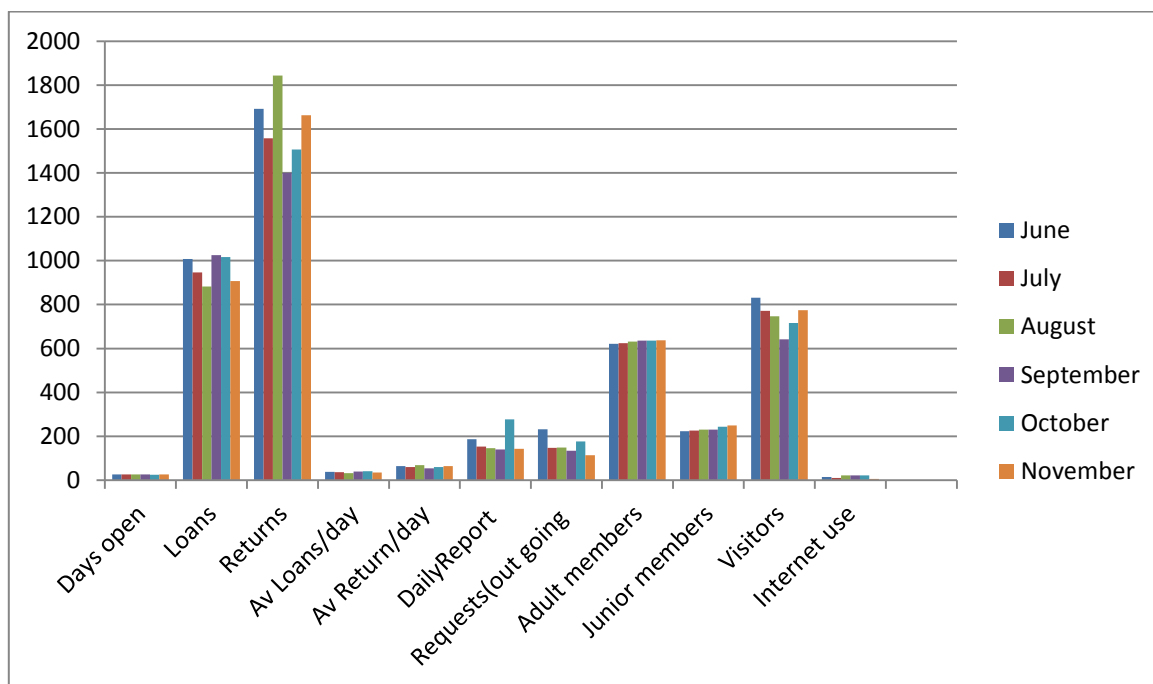
From: Lyndy Steer - Librarian

## Monthly Statistics

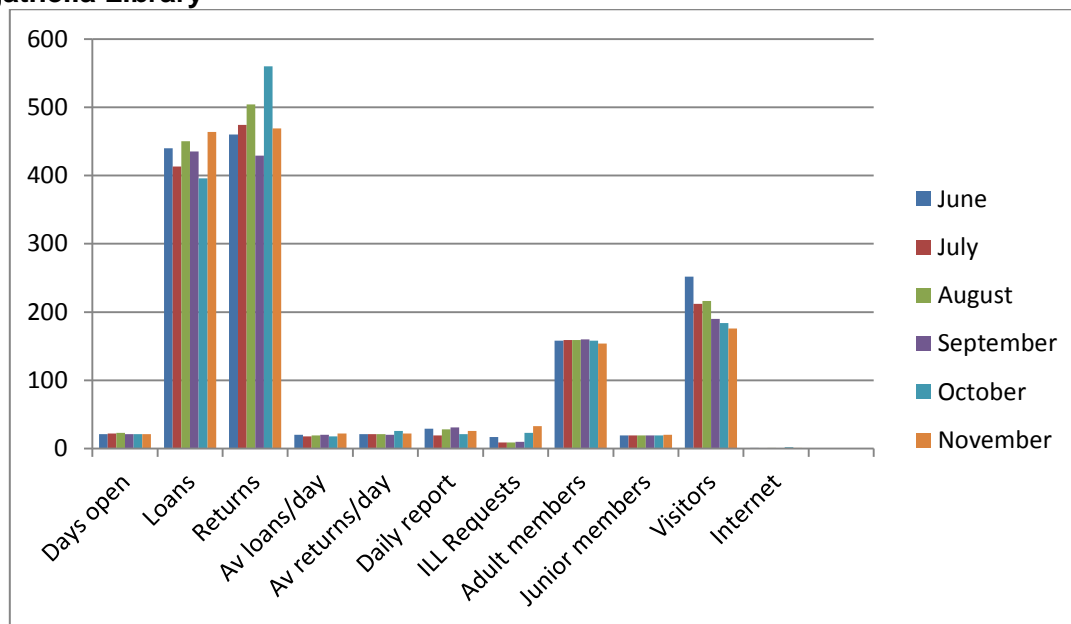
### Monthly Reporting

Please find below reporting for the month on Council's 3 Libraries.

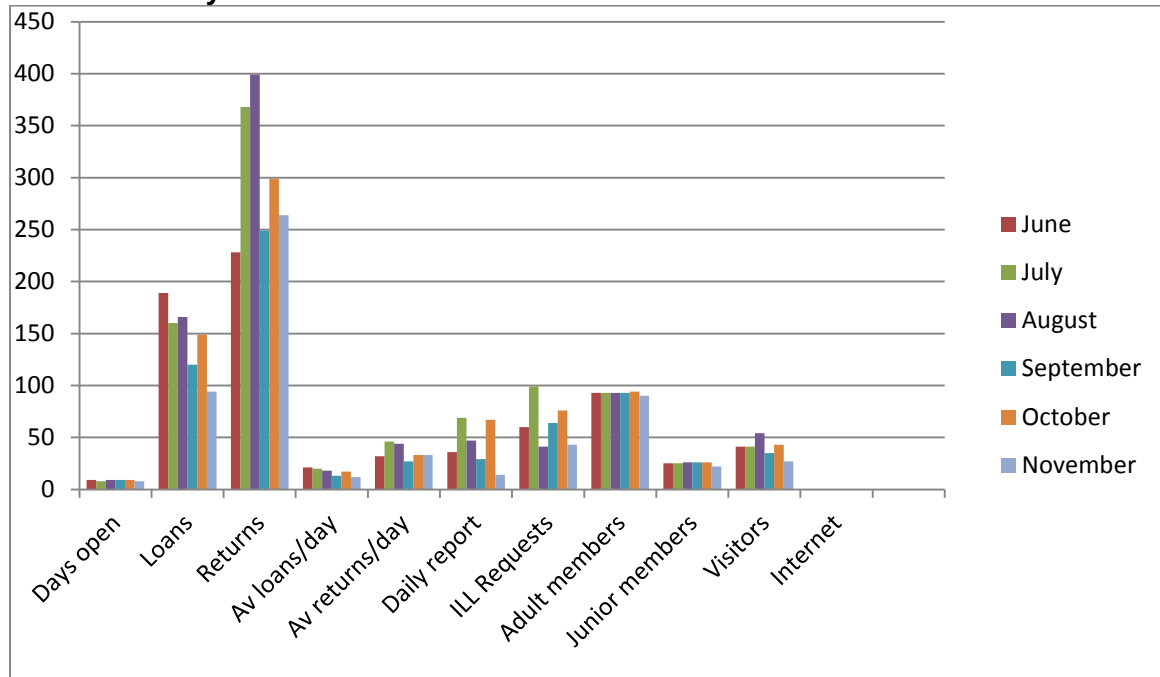
#### Charleville Library



#### Augathella Library



## Morven Library



## Operational Information

### Charleville Library

There were 12 new members this month 6 adults and 6 junior, deletions totalled 13 with 10 adults and 3 juniors.

### **First5Forever**

For the month of November r 4 programs run with 33 children and 58 mum/carers. The children are very excited about the First5Forever Christmas party.

### **Robotics**

About 10 students from the Charleville State High school with teacher Brad Lines have been visiting the library every Thursday to code, programme and play with the Robotics. .On Thursday 22<sup>nd</sup> November the students will be demonstrating to 21 students from St. Mary's and 5 students from the Augathella State Primary and their teachers.

### **Charleville Kindergarten**

Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> November a combined total of 38 children, Teacher and Teacher Aides with some mum decorated the Library Christmas tree. The children listened eagerly to story read by Alison - Christmas at grandads farm by Claire Saxby

### **Giveaway at Christmas**

I have put together Christmas bags of goodies for all 3 shire libraries to giveaway to one of their library members. There is also competition in our library to find how

many 'Christmas Puddings' are hidden around the library this is a popular with all our members.

### **Mulga Lands Gallery – Statistics**

Visitor via the library 78 , via the Gallery 42 giving total of 120 for the month.

I would like to wish all Councillors and staff a Merry Christmas and a Happy and safe New Year. A big thank you all staff who have helped me through the year.

**Augathella Library** There are no comments available.

### **Morven Library**

Our November exchange arrived in the middle of the month so returns were up a little. Morven Library was closed for Melbourne Cup Day.

We will be running a Christmas draw during the month of December thank you again Lyndy at the Charleville Library for organising prizes for the members draw.

We are currently planning a Christmas Craft and Story morning – story, reading, puzzles and crafts on Friday 21<sup>st</sup> December, 9am – 11am. This is usually a popular morning for our young members...and their mums.!

***Lyndy Steer***  
***Charleville Librarian***

***Laraine Steadman***  
***Augathella Librarian***

***Marie Williams/Maree Green***  
***Morven Librarian***

## REPORT FROM THE STOCK ROUTES SECTION

November 2018

### Watering Facilities

2064	Narrga	Windmill/Solar in good order, turkey nest full
310	Cunalama	Windmill is in good order, turkey nest full.
1515	Barford	Windmill is in good order, turkey nest full.
214	Clara Creek	Windmill is in good order, tanks full. Dam ¼ full.
2009	Armadilla	Windmill is in good order.
666	Tregonning	Windmill is in good order, tanks full. Dam full.
1657	Combanning	Bore is in good order.
664	Glengarry	Windmill requires repairs, tanks empty, dam dry.
309	Yo Yo	Windmill is in good order, turkey nest full.
885	Junction	Windmill is in good order, tank full.
2227	Biddenham	Windmill is in good order, tanks full.
2338	Charleville	Windmill is in good order, tanks full.
1359	Brunel	Windmill is in good order, tanks empty. Dam dry.
1411	Durella	Windmill is in good order, tanks full.
2228	Rosemount	Windmill/Solar is in good order, tanks full.
232	Nive	Windmill is in good order, tanks and Dam empty.
1412	Bakers	Bore is in good order.
1219	Fortland	Windmill is in good order, tank full but needs replacement
1516	Victoria	Windmill requiring repairs, turkey nest dry. Dam dry.
665	Mailchange	Windmill is in fair order, dam dry.
428	Augathella	Tanks full.
1521	Auga Clara	Windmill is in good order, turkey nest dry, dam dry.
1884	Highway	Windmill is in good order, tank full.
2293	Westlyn	Pumping unit is in good order, tank full.
2634	Buckeys Creek	New tank in excellent condition, full.
1654	Morven	Watering facility in good order, tanks full.

## **Stock Route Management-**

### **Capital Works-**

New tanks have been ordered for Westlyn and Brunel water facilities. Work will commence soon when machinery becomes available to demolish the existing tanks and clear the sites.

New EOI's will be submitted for 2019 stock routes Capital Work funding. Projects will be to install solar panels and submersible pumps at Cunalama and Barford bores on the Old Tambo Rd stock route.

### **Noxious Weeds-**

Coral Cactus- Bio Control is very active at all sites released, with very pleasing results so far. Inspections at the Yanna Bridge area showed an estimated 90% infection of the core infestation, perimeter approximately 20% and spreading. In another 12 months this infestation will be potentially reduced by 80% by Bio control alone. The initial release date was 12<sup>th</sup> January 2017; SWNRM also released more during August 2017.



\*Yanna Bride infestation- all plants in view are infected and dying, picture represents only a small area of the infected core area.

Inspection at the Myall Ck section of the Ward River stock route showed the Bio has spread rapidly, at least 150m from release sites without help, in some cases up to 400m. Surprisingly the open and less dense areas showed infection as well. Infected cladodes will be collected and spread manually throughout the core infestation. It is estimated up to 25% of the whole infestation is infected.



\*Myall Ck infestation- All plants in view are infected and dying, white powdery substance can be seen on the plant- the active bio control



\*A small cladode infected with bio control. This piece is about 25mm long. Small pieces like this are quite often missed during herbicide treatment and continue the growing cycle, presenting challenging circumstances over large infestations like this one. The bio control finds these small cladodes easily and will break the cycle. Harrissia Cactus- Cameron Wilson from Biosecurity Qld and myself attended 'Oakleigh' at Morven to show and distribute a Bio control 'mealy bug' to 5 landholders in the area. We demonstrated collection and breeding methods, as well as how and when to distribute into infestations. The Bio was also released at the 'Orange Tree Crossing' infestation in collaboration with the adjoining landholder. Hudson Pear has been detected 6km north of the Tiranna house, the origin of the infestation. This is a fair way north of the previously known 2km extension. Cameron Wilson of Biosecurity Qld was notified and the plants were destroyed. Further surveying of the area will take place to determine extent of the outlier.



## **Routes/ Reserves**

Stock routes and reserves remain dry, recent rain has given little response.

## **1080 Baiting**

The spring 1080 baiting program was undertaken during the 12<sup>th</sup>-16<sup>th</sup> November. 8260kg of meat was ordered by 46 interested landholders, at a subsidised rate of \$1/kg. In total 61 properties baited using 8650kg of dog baits. Feedback provided by landholders was positive, everyone pleased with the subsidised meat arrangement. A wild dog advisory group meeting is scheduled for the 11<sup>th</sup> December to review the results and present other items.

## **Travelling Stock**

No travelling stock for the month.

28 days agistment has been granted to Bill Tomlinson of YoYo of Park Augathella for 500 head at the Mailchange reserve. Agistment commenced 26<sup>th</sup> November.

## **Vehicle & Motorbike**

Nissan- 160000km

Motorbike- 1600km

**Erron Heinemann**  
**Stock Routes Supervisor**  
**04/12/2018**

## **Environment and Health Services Report – December 2018**

### **Water**

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

### **Sewerage/Wastewater**

No issues to report.

### **Dog Control**

Registrations for 2017/2018

Lifetime – 5 for November (Total Lifetime Dog Registrations 938)

Annual – 3 for November (Total Annual Registrations 39)

Dogs impounded (November) – 13  
Dogs reclaimed (November) – 8  
Dogs adopted (November) – 2  
Dogs euthanized (November) – 3

Wild dog scalps 2017/2018 – Male 355, Female 280, Puppies 71. Total 706

### **Fines issued (November)**

<u>Offence</u>	<u>No issued</u>	<u>Total amount</u>
Barking Dog	0	\$0
Unregistered dog	0	\$0
Wandering Dog	0	\$0
Littering	0	\$0
Wandering Stock	1	\$652.75
Total	1	\$652.75

### **Complaints Management**

	Received	Resolved	Pending
Dogs	1	0	1
Overgrown Allotments	0	0	0
Other	0	0	0

### **Landfills**

Charleville – No issues to report. Augathella – No issues to report. Morven – No issues to report.

### **Food Premises (November)**

Inspections conducted 0  
Complaints 0

### **Swimming Pool**

Monthly report attached.

## **Monthly Report**

### Charleville Swimming Pool attendance figures:

<u>MONTH</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
<i>September</i>	<b>292</b>	<b>983</b>	<b>789</b>
<i>October</i>	<b>902</b>	<b>1233</b>	<b>1420</b>
<i>November</i>	<b>1361</b>	<b>1175</b>	<b>1210</b>
<i>December</i>	<b>1703</b>	<b>1601</b>	
<i>January</i>	<b>1749</b>	<b>2091</b>	
<i>February</i>	<b>1230</b>	<b>1107</b>	
<i>March</i>	<b>1124</b>	<b>890</b>	
<i>April</i>	<b>255</b>	<b>516</b>	
<b>TOTAL</b>	<b>8618</b>	<b>9596</b>	<b>3390</b>

General Remarks: (Adults 424: Children 786)

*November was a good month with the extreme hot weather ensuring people used the pool to cool off.*

*Schools also used the facility for their school swimming programs culminating in their swimming carnivals being held.*

*The inflatable was set up twice during the month with good children participation numbers. Charleville swimming club attended 2 swim meets at Roma and Augathella and broke a number of pool records and won a number of age champion trophies.*

*It would appear the hot weather will be with us till at least the end of the year and December will be busy with school break up events, school holiday period, Christmas and CWAATSICH annual Christmas party.*

*Michael Winton (Pool Manager)*

# Engineering Services – November 2018

## In Brief

### Newholme Road

Council received complaints from the property owner 500m along Newholme Rd (Property ID 3012518) regarding speeding vehicles travelling past the house. The occupants have young children, animals and poultry.

The road currently runs between the house and property sheds.

20 & 40km/hr signs have been installed on both approaches to the property.

Passing traffic is still disregarding the speed limit and the owner is unhappy with the situation.

A solution to the problem is to realign the road so that it runs north of the house and sheds.

An estimate for these works is \$100,000.

**Recommendation** That Council allocate \$100,000 in the 2019/20 budget to realign Newholme Road. See attached map.

### TIDS

#### 2018-19 Program

- Killarney Rd : 58.1 – 64.66km – 100%
- Adavale Road : 51.6 – 62.84km – 44% (5 of 11km sealed)

### R2R

- Biddenham Rd : 34.28 – 36.75km – 0%

### W4Q

- Half Pipe – February construction
- Town Entrance Signs – installation January 2019
- GA Park – solar lights, fencing & car park to be completed

### Coming Up

- Kerb for Augathella
- Ladies toilets at depot – suspended
- Lights for netball courts
- Airport pavement upgrade
- Footpath adjacent Outback Spares
- Augathella – Warrego River Cleaning
- Augathella – Library extension

### Local Shire Roads

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

Road Name	Guide Posts	Mtce Grading	Patrol Grade	Heavy Shoulder Grade	Signs
Blackward			43km		
Adavale	43	13km		12km	.
Norah Park			31km		
Newholme Road					6
Loddon East		20km			
Auburnvale		2.3km			
<b>TOTALS</b>	<b>43</b>	<b>35.3km</b>	<b>74km</b>	<b>12km</b>	<b>6</b>

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

Road No	Road Name	Pot Hole Patching (m <sup>3</sup> )	Pavement Repairs (m <sup>3</sup> )	Shoulder Grading (km)	Surface Correction	Guide Posts	Gravel Carting (m <sup>3</sup> )
13A	Morven - Augathella				2t		
13B	Augathella - Tambo	2					
18F	Mitchell - Morven					25	
23B	Cunnamulla - Charleville			5.55		20	1268
23C	Charleville - Augathella		80				
93A	Charleville - Quilpie		40				
	<b>TOTAL</b>	<b>2m<sup>3</sup></b>	<b>120m<sup>3</sup></b>	<b>5.55km</b>	<b>2t</b>	<b>45</b>	<b>1268m<sup>3</sup></b>

## Water & Sewage

### WATER

Town	Service Line Breaks	Repair Water Mains	Meters Replaced/ Checked	Pump Station Faults	Water Bore Connections	New Connections	Hydrants
Charleville	6	8	5		2		
Other Comments -							
Morven	2	1		2			
Other Comments -							
Augathella	4	6		5			

### SEWER

Town	Main Line Chokes	Service Line Chokes	Pump Station Faults	Toilets Faults	Unblock Sewer House/Main Connections	New Connections
Charleville	3	4		3		
Morven				2		
Augathella	3					

## Town Maintenance Reporting

Activity	Charleville	Augathella	Morven
Grave Digging	4	1	1
Edge Break			
Pothole Patching	✓	✓	
Repair Seal Defects			
Bitumen Sealing (Reseal)			
Heavy Patching/Pavement Repair	✓	✓	
Gravel Resheeting			
Shoulder Grading			
Table Drain & Floodway Mtce			
Clear Culverts			
Subsurface Drains			
Slashing	✓	✓	✓
Hand Mowing	✓	✓	✓
Clearing	✓	✓	✓
Weed Spraying	✓		
Maintain Signs	✓		
Guide Post Mtce	✓		
Footpath Works	✓	✓	✓
Line Marking			
Kerb & Channel		✓	
Street Furniture Mtce	✓		
Gowrie Crossing Weir			
Riverwalk Mtce	✓		

Litter Collection	✓	✓	✓
Pit Maintenance	✓		
Dead Animals	✓	✓	✓
<b>Other</b>			
Works Requests	✓	✓	✓
Put Up Street Banners			
Job Requests	✓	✓	✓
Playground Inspections	✓	✓	✓
Clean BBQs	✓	✓	✓
Slash Gully			
Plant Flowers			
Fix Sprays in Park	✓		
Water pots in Main Street	✓		
Mow Ovals & Parks	✓	✓	✓
Service Plant	✓	✓	✓
Clear Trees from Road	✓	✓	✓

### **Workshop Report**

<b>Plant No</b>	<b>Kms/ Hours</b>	<b>Vehicle Type</b>	<b>Details</b>
47	-	Hino 300 Truck	Check fan belts + replace A/C belt
51	-	Fuso 1024 Truck	Reclamp hyd hose, remove airflow control + repair
155	-	JCB 3cx Backhoe	Find electrical fault + repair
-	-	-	Repair hyd leak, replace hydraulic hoses on rear
50	-	Fuso 1024 Truck	Service, A/C repairs, rear brakes repair, wheel bearings repair,
55	-	-	Rerail fuel tank in tray, repair leak
115	-	770G Grader	Remove + replace fan hyd hose
996	-	Mitsubishi Bus	Charge battery + test
607	-	Ford Ranger	Service
334	-	Sweeper 60	Replace hyd hoses
469	-	MFT7 120 EWP	Check E stop + manual let down controls
217	-	Digger Road Broom	Replace 3 point linkage bracket
493	-	Pressure Spray Trailer	Replace tow hitch
152	-	130B Cat Trailer	Replace broke away safety wire
52	-	Isuzu Truck	60000km service
113	-	770G Grader	Check inlet + exhaust system, remove + clean EGR valve
171	-	930H Loader	Remove hydraulic valve + replace o rings + test
381	-	Generator	Replace + repair
215	-	Sweeper	Replace brooms, make up adjusters
51	-	Fuso Truck	5000km service

## **Electrical Report**

<b>Activity</b>	<b>Charleville</b>	<b>Augathella</b>	<b>Morven</b>
Racecourse Maintenance	✓		
Aged Housing	✓		
SPS #4	✓		
STP	✓		
Water Tower		✓	
Camp Maintenance	✓	✓	
Wills St Lighting	✓		
Telemetry			✓
SPS #11	✓		
Cosmos Maintenance	✓		
Airport Maintenance	✓	✓	
Town Hall Maintenance	✓		
Shire Office Maintenance	✓		
Soccer Field Lighting	✓		
Cultural Centre	✓		
Pharmacy Maintenance		✓	
Library Maintenance	✓		
Pumps Maintenance	✓	✓	✓
Pool maintenance	✓		
Floodlights		✓	

## **Building Report**

<b>Activity</b>	<b>Charleville</b>	<b>Augathella</b>	<b>Morven</b>
Town Hall Maintenance		✓	✓
Bore Shed	✓		
Library Maintenance	✓		✓
Rec Grounds Shade			✓
Airport Locks	✓		
Aged Housing		✓	

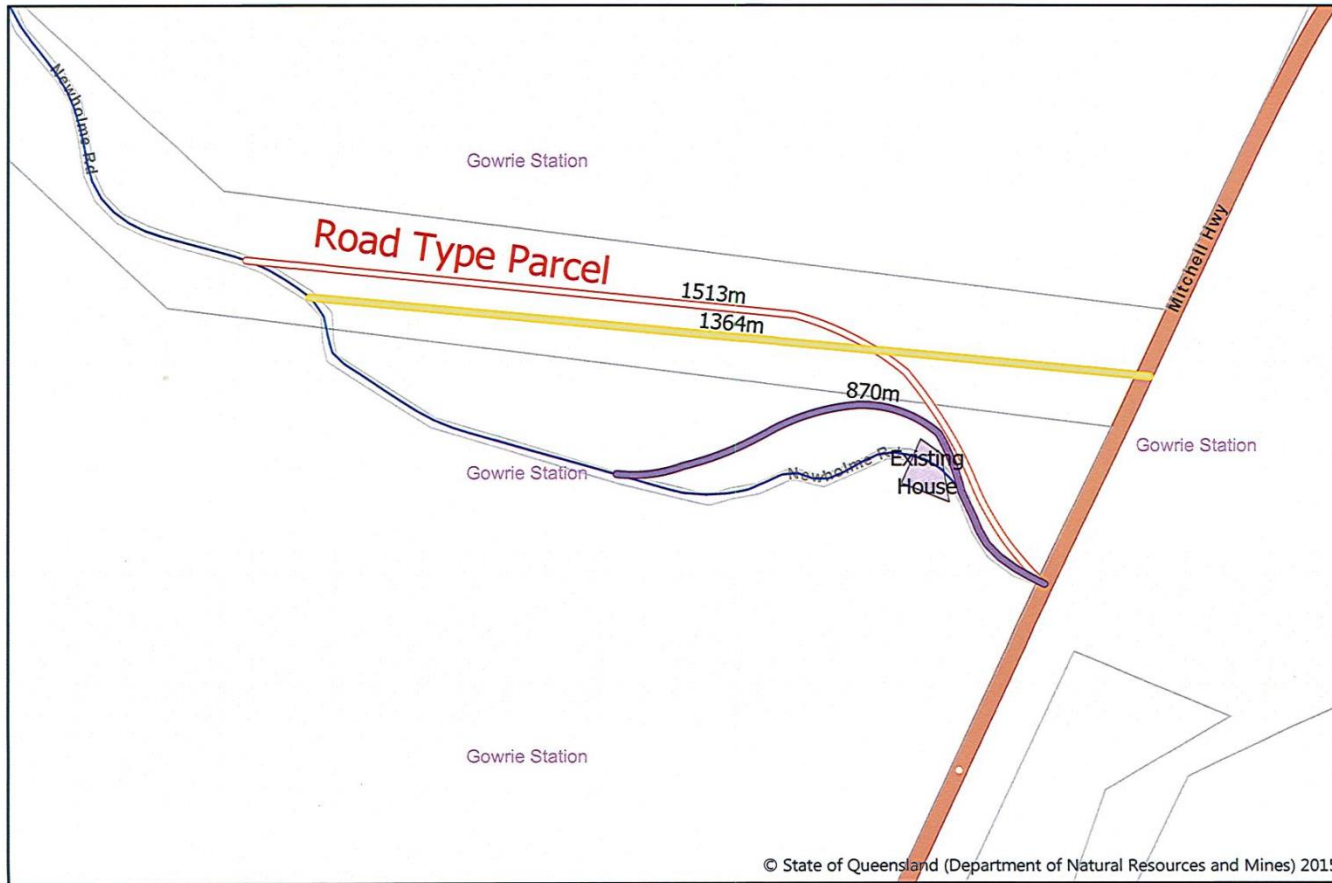
## **Asset Engineer**

- Flood Damage project management works:
  1. Monthly report for November.
- New Work Order System App design
  1. Created the data source and connected for updates the database.
  2. Tested the app for errors and updating the app for email.
  3. New desktop application using C#.
- Plant replacement meetings
- Configure the ARCGIS Online portal and ArcGIS pro
  1. Web meeting with ESRI for setting up the portal.
  2. New water distribution and sewerage distribution network for collection and validation of data using collector for ArcGIS.
- Augathella Main Street Kerb and Channel design and set out.
- Augathella River clearing tender document preparation.
- Attended Brandon associates Symposium in Roma
- ArcGIS maps for barrier fence and TIDS planning





# Newholme Road Realignment



## Works

- Proposal 1
- Proposal 2
- Proposal 3
- <all other values>
- Landmarks

Property Name: Gowrie  
 Property ID: 3012518  
 Owner's Name: Donald N.Mobbs  
 Distance From Highway: 0.5Km  
 Address: 33825, Mitchell HWY QLD

Spatial Reference  
 Name: GDA 1994 MGA Zone 55  
 PCS: GDA 1994 MGA Zone 55  
 GCS: GCS GDA 1994  
 Datum: GDA 1994

Scale: 1:10,000





# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 13<sup>th</sup> December, 2018

## Subject

**Council Policies - Belcarra legislation**  
**Model Meeting Procedures**  
**Standing Orders for Council Meetings**  
**Example Investigation Policy**  
**Councillor Conduct Examples**

## PROPOSED RESOLUTION:

That Council adopt the Model Meeting Procedures and Standing Orders for Council Meetings as presented and available on the website.

## BACKGROUND:

### Purpose

Letter received from Mr Warwick Agnew, Director General Department of Local Government, Racing and Multicultural Affairs advising of the finalisation of the following policies in preparation for the commencement of the new Councillor Complaints system:

- Model Meeting Procedures
- Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'
- Example Investigation Policy
- Councillor Conduct Examples

Council is now required to adopt the model meeting procedures and /or Standing Orders.

**Financial Risks** N/A

**Environment Risks** N/A

**Social Risks** Policies will provide accountability and transparency when dealing with Councillor Complaints in line with the new Belcarra legislation.

**Recommendation** That Council adopt the Model Meeting Procedures and Standing Orders for Council Meetings as presented and available on the website.



Department of Local Government,  
Racing and Multicultural Affairs

Our ref: DGBN18/1190

8 November 2018

Mr Neil Polglase  
Chief Executive Officer  
Murweh Shire Council  
PO Box 63  
CHARLEVILLE QLD 4470

Dear Mr Polglase

As you are aware, with the passing of the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018* on 21 May 2018, the *Local Government Act 2009* now provides for a more effective and streamlined system for dealing with Councillor complaints and imposes a mandatory Code of Conduct for Councillors.

On 7 September 2018, the new Code of Conduct which sets out the principles and standards of behaviour expected of Councillors and Mayors was released to Local Governments. The Code of Conduct and the new Councillor complaints system will commence on 3 December 2018.

To prepare for the implementation of the new Councillor complaints system, I wrote to all Councils seeking comments on the draft documents. These documents were aimed at providing Local Governments and Councillors with assistance in understanding the requirements around handling Councillors' personal interests and conduct while participating in Council and standing committee meetings.

Following Councils' feedback, I can confirm that the following enclosed documents have been finalised and are available for Councils to use in preparation for the commencement of the new Councillor complaints system:

- Model Meeting Procedures
- Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'
- Example Investigation Policy
- Councillor Conduct Examples.

These documents will also be published on the Department of Local Government, Racing and Multicultural Affairs website at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au).

1 William Street Brisbane  
PO Box 15009 City East  
Queensland 4002 Australia  
Telephone +61 7 3452 7009  
ABN 251 66 523 889

Councils must either adopt the Model Meeting Procedures or prepare and adopt their own procedures that are consistent with the Model Meeting Procedures. Similarly, if a Local Government chooses to continue using their existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures. To assist Local Governments, the Department has also provided best practice standing orders that Councils can choose to adopt.

If a Council has not adopted meeting procedures when the new Councillor complaints system commences on 3 December 2018, the Council will be taken to have adopted the enclosed Model Meeting Procedures until it formally adopts the Model Meeting Procedures or its own procedures.

I have asked for Mr Daniel Westall, Manager Governance, Local Government and Regional Services in the Department to assist you with any further queries. You may wish to contact Mr Westall on 3452 6713 or by email at [daniel.westall@dlgrma.qld.gov.au](mailto:daniel.westall@dlgrma.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'W Agnew', written in a cursive style.

Warwick Agnew  
**Director-General**

Enc (4)



# Murweh Shire Council

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

<b>Policy No:</b>	GOV-003	<b>Date adopted:</b>	
<b>Council Resolution Ref:</b>		<b>Review Date:</b>	
<b>Responsible Officer:</b>	Chief Executive Officer	<b>Version No:</b>	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	



# Model Meeting Procedures

October 2018

Working towards White Ribbon accreditation





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## Purpose of the Meeting Procedures

The purpose of the Model Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings.

It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Local Government to deal with the conduct of Councillors in meetings.

## Background

In particular, as required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:

- the process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
- the process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

## Application

A Local Government must either adopt the Model Meeting Procedures or prepare and adopt other procedures for the conduct of its meetings and meetings of its committees that are consistent with the Model Meeting Procedures.

If a Local Government chooses to continue using existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures. To assist Local Governments, the Department of Local Government, Racing and Multicultural Affairs (the Department) has published best practice standing orders that Councils can choose to adopt<sup>1</sup>.

A Local Government must conduct its meetings in a manner that is consistent with either the Model Meeting Procedures or its own procedures.

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<sup>1</sup> Section 150G of the LGA





## Processes

### 1. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 1.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.
- 1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, refer to 1.7 for the steps to be taken.
- 1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
  - 1.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
  - 1.3.2 Apologising for their conduct
  - 1.3.3 Withdrawing their comments.
- 1.4 If the Councillor complies with the Chairperson's **request** for remedial action, no further action is required.
- 1.5 If the Councillor fails to comply with the Chairperson's **request** for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 1.6 If the **Councillor complies with the Chairperson's warning and request for remedial action**, no further action is required.
- 1.7 If the Councillor still continues to fail to comply **with the Chairperson's request** for remedial actions, the Chairperson may make one or more of the orders below:
  - 1.7.1 an order reprimanding the Councillor for the conduct
  - 1.7.2 an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.<sup>2</sup>
- 1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.<sup>3</sup>
- 1.9 Following the completion of the meeting, the Chairperson must ensure:
  - 1.9.1 details of any order issued is recorded in the minutes of the meeting<sup>4</sup>
  - 1.9.2 if it is the third (3<sup>rd</sup>) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting,

<sup>2</sup> Section 150I(2) of the LGA.

<sup>3</sup> Section 150I(2)(c) of the LGA.

<sup>4</sup> Section 150I(3) of the LGA.



these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA<sup>5</sup>

- 1.9.3 **the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register pursuant to the LGA.**

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

## **2. Meeting process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government**

Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor or under paragraph 1.9.2 of this document of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct.

After the completion of the investigation, the Local Government must decide whether the Councillor has engaged in inappropriate conduct in a Council meeting, unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:

- 2.1 Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the *Local Government Regulation 2012* (the LGR).
- 2.2 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in Section 4.
- 2.3 The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.
- 2.4 If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:
  - 2.4.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
  - 2.4.2 an order reprimanding the Councillor for the conduct
  - 2.4.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the **Councillor's expense**
  - 2.4.4 an order that the Councillor be excluded from a stated Local Government meeting
  - 2.4.5 an order that the Councillor is removed, or must resign, from a position representing

<sup>5</sup> Section 150J of the LGA.



the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee

- 2.4.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
- 2.4.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's **inappropriate conduct**.
- 2.5 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.
- 2.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.
- 2.7 The Local Government must ensure the meeting minutes reflect the resolution made.

### 3. Material Personal Interest

Councillors are ultimately responsible for informing of a material personal interest on matters to be discussed at a Council or committee meeting. When dealing with a material personal interest, Councillors must abide by the following procedures:

- 3.1 A Councillor with a material personal interest must inform the meeting of the Local Government of their material personal interest and set out the nature of the interest, including:
  - 3.1.1 The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
  - 3.1.2 How a person or other entity stands to gain the benefit or suffer the loss
  - 3.1.3 If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor – **the nature of the Councillor's relationship to the person or entity**.
- 3.2 The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 3.3 Once the Councillor has left the area where the meeting is being conducted, the Local Government can continue discussing and deciding on the matter at hand.
- 3.4 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 3.5 The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from item 3.1.
- 3.6 In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:



- 3.6.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, or
- 3.6.2 if the matter cannot be delegated under section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- 3.7 Where a Councillor informs a meeting of a material personal interest in a matter, the **Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:**
  - 3.7.1 The name of the Councillor who has a material personal interest in the matter
  - 3.7.2 The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest
  - 3.7.3 Whether the Councillor participated in the meeting, or was present during the meeting, under an approval granted by the Minister for Local Government.

#### 4. Conflict of Interest

Councillors are ultimately responsible for informing of any personal interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings (other than ordinary business matters). When dealing with a conflict of interest, Councillors must abide by the following procedures:

- 4.1 A Councillor with a real or perceived conflict of interest must inform the meeting of the Local Government of their personal interest and set out the nature of the interest, including:
  - 4.1.1 The nature of the interest
  - 4.1.2 If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:
    - 4.1.2.i the name of the other person
    - 4.1.2.ii the nature of the relationship or value and date of receipt of the gift or benefit received, and
    - 4.1.2.iii **the nature of the other person's interests in the matter.**
- 4.2 The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.
- 4.3 The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under section 175E(4) as to whether another Councillor may stay in the meeting.
- 4.4 If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.
- 4.5 If the other Councillors decide there is a conflict of interest they must then decide whether



the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way

- 4.6 When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:
  - 4.6.1 The size or significance of the benefit the subject Councillor stands to receive or benefit
  - 4.6.2 The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision
  - 4.6.3 The closeness of any relationship the subject Councillor may have with a given person or group.
- 4.7 In making the decision under 4.6, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.8 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 4.9 The Chairperson then should ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from item 4.1.
- 4.10 In the event the majority of Councillors inform of a personal interest in a matter:
  - 4.10.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, or
  - 4.10.2 if the matter cannot be delegated under the section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- 4.11 Where a Councillor informs a meeting of a personal interest in a matter, the Chairperson **must ensure the minutes of the meeting (to be posted on the Council's website) record:**
  - 4.11.1 The name of the Councillor who has declared the conflict of interest
  - 4.11.2 The nature of the personal interest, as described by the Councillor
  - 4.11.3 The decisions made under 4.3 and 4.5 above
  - 4.11.4 Whether the Councillor participated in the meeting under an approval by the Minister
  - 4.11.5 If the Councillor voted on the matter, how they voted
  - 4.11.6 How the majority of Councillors voted on the matter.



## 5. Closed Meetings

Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

- Appointment, dismissal or discipline of employees
- Industrial matters affecting employees
- **Local Government's budget**
- Rating concessions or contracts proposed to be made by the Local Government or starting or defending legal proceedings involving the Local Government
- Any action to be taken by the Local Government under the *Planning Act 2016 (PA)*, including applications made to it under the PA
- Business for which a public discussion would be likely to prejudice the interests of the Local Government or someone else or enable a person to gain a financial advantage.

A Local Government or committee must not make a resolution (other than procedural) in a closed session meeting. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.

- 5.1 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 5.2 In the interests of accountability and transparency, the Local Government must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.
- 5.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 5.4 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

# Example Investigation Policy

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**October 2018**

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## 1. Authority

This is [insert Council’s name] 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

The investigation policy was adopted by Council resolution on [insert date] and applies from [insert date].

## 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

**Assessor** means the Independent Assessor appointed under section 150CV of the LGA

**behavioural standard** means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA

**conduct** includes—

(a) failing to act; and

(b) a conspiracy, or attempt, to engage in conduct

**Councillor conduct register** means the register required to be kept by Council as set out in section 150DX of the LGA

**inappropriate conduct** see section 150K of the LGA

**investigation policy**, refers to this policy, as required by section 150AE of the LGA

**investigator** means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor

**LGA** means the *Local Government Act 2009*

**local government meeting** means a meeting of—

(a) a local government; or

(b) a committee of a local government.

**misconduct** see section 150L of the LGA

**model procedures** see section 150F of the LGA

**natural justice** – 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.

**referral notice** see section 150AC of the LGA

**Tribunal** means the Councillor Conduct Tribunal as established under section 150DK of the LGA

**unsuitable meeting conduct** 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 requires 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. Investigator**

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 endeavors 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.

# Councillor Conduct Examples

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## For Queensland Local Governments

### Purpose

This document is aimed at providing working examples of the types of conduct of Local Government Councillors.

This document is to be read in conjunction with the Code of Conduct for Queensland Local Governments.

### Complaints about Councillor Conduct

A complaint about the conduct of a Councillor must be submitted to the Independent Assessor who will assess the complaint and determine the category of the allegation.

In order of most to least serious, the categories of complaint are *corrupt conduct*, *misconduct*, *inappropriate conduct* and then *unsuitable meeting conduct*.

### Unsuitable meeting conduct

Under section 150H of the *Local Government Act 2009* (the Act), any conduct, but not inappropriate, misconduct or corruption, by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council, is dealt with as ***unsuitable meeting conduct***.

Examples of unsuitable meeting conduct by a Councillor may include:

- a Councillor behaves in a Council meeting, in a way that intimidates, bullies or harasses a member of the community, another Councillor or a Council employee
- a Councillor continually interrupts or disrupts a speaker at a Council meeting
- a Councillor behaves in an offensive or disorderly way in a Council meeting.

### Inappropriate conduct

Under section 150K of the Act, any conduct by a Councillor that is contrary to standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a Council and is not unsuitable meeting conduct (i.e. occurs outside of a meeting of Council), misconduct or corrupt conduct is dealt with as ***inappropriate conduct***.

Examples of inappropriate conduct of a Councillor may include:

- a Councillor publicly makes derogatory comments about staff
- a Councillor purports to speak to the media on behalf of Council when not properly authorised under a Council policy
- a Councillor fails to comply with an order made by the Chairperson of a meeting to leave and stay away from the place at which the meeting is being held
- a Councillor has been reprimanded 3 times in 12 months for interrupting other Councillors during meetings.

### Misconduct

Councillors are required to comply with all laws that apply to Local Governments. This includes refraining from engaging in ***misconduct***.

Examples of misconduct of a Councillor may include:

- a Councillor knowingly provides false or misleading information during a meeting of the Council in order to affect a decision
- a Mayor fails to carry out the performance evaluation of the Chief Executive Officer in the manner determined by Council
- a Councillor releases private information about a member of the community acquired as a Councillor
- a Councillor directs a Council employee (other than the Mayor directing the Chief Executive Officer or other senior executive employees) to perform a duty
- a Councillor provides confidential information to the media that came from a closed meeting of Council
- a Councillor has a reasonable suspicion that another Councillor has a material personal interest or conflict of interest but did not disclose it to the presiding officer when the other Councillor failed to disclose it
- a Councillor fails to pay a fine ordered by the Tribunal
- a Councillor sought assistance or advice from an officer that is not in accordance with Council's acceptable request guidelines
- a Councillor uses a Council vehicle for private use that is not authorised by Council's expenses policy.

#### Corrupt conduct

***Corrupt conduct*** is defined by, and dealt with, under the *Crime and Corruption Act 2001* and must be referred to the Crime and Corruption Commission.

Examples of corrupt conduct of a Councillor may include:

- a Councillor fails to declare a material personal interest in a Council meeting
- a Councillor intentionally fails to update a register of interests in order to hide an interest that could gain a benefit or a loss to the person
- a Councillor engages in fraud against the Council
- a Councillor uses information acquired by a Councillor to gain a financial benefit for the Councillor or someone else
- a Councillor directs a Local Government employee to gain a benefit or cause a detriment to the Councillor or another person
- a Councillor engages in the act of stealing against the Local Government.

#### More information

The Department's website provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Local Government employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within Local Government and Regional Services in the Department on:

**Telephone:** 13 QGOV (13 74 68)

**Post:** PO Box 15009, City East, Queensland 4002



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 13<sup>th</sup> December, 2018

## Subject

**Request for Assistance – Morven Race Club Inc (provision of a 10m x 10m cement slab)**

## PROPOSED RESOLUTION:

That Council provide assistance to the Morven Race Club Inc through the provision of a 10m x 10m concrete slab to enable provision of a covered dual purpose entertainment area and betting ring.

-Or- / And

That Council provide a letter of support to the Morven Race Club Inc in support of an application for the provision of a covered dual purpose entertainment area and betting ring.

## BACKGROUND:

**Purpose** Letter received from Ms Cassie Ryan, Secretary Morven Race Club Inc seeking council assistance in the provision of a 10m x 10m cement slab for the provision of a dual purpose entertainment area and betting ring.

Should Council agree to the funding for the slab the Morven Race Club Inc will cover the cost of the building / structure.

Quotation has been obtained from Charleville Concrete in February, 2017 for the provision of the slab at a cost of \$12,000.00 with the building / structure anticipated to cost around \$17,000.00.

**Financial Risks** While this assistance has not been included in current budget assistance, Council may wish to consider the next round of the W4Q funding, unexpended footpath program or encourage the Morven Race Club Inc. to submit an application to the Qld Gaming Benefit Fund with the next round to close in February, 2019.

**Environment Risks** N/A

**Social Risks** Create a positive image for patrons at the Morven Racecourse due to the undercover betting ring and entertainment area. A showcase facility for the residents of Morven township.

**Recommendation** That Council provide assistance to the Morven Race Club Inc through the provision of a 10m x 10m concrete slab to enable provision of a covered dual purpose entertainment area and betting ring.

-Or- / And

That Council provide a letter of support to the Morven Race Club Inc in support of an application for the provision of a covered dual purpose entertainment area and betting ring.





# **Morven Race Club Inc**

**ABN 45 872 818 870**



PO Box 72  
MORVEN QLD 4468

14<sup>th</sup> November 2018

The Chief Executive Officer  
Murweh Shire Council  
PO Box 63  
CHARLEVILLE QLD 4470

Dear Mr Polglase, Mayor & Murweh Shire Council Councillors

The Morven Race Club wishes to seek assistance from the Murweh Shire Council, through the Drought Communities Program to partially fund the building of a dual purpose entertainment area and betting ring. We are asking that this letter be tabled at the next Murweh Shire Council General Meeting as an agenda item.

The Club is requesting assistance in the pouring of a 10m x 10m cement slab for the structure. We obtained a quote from Charleville Concrete in February 2017 and the cost quoted at that time was \$12,000.00. The Race Club is willing cover the remaining cost of building which is approximately \$17,000.00.

We believe that providing a sun safe, WHS compliant area for book makers and patrons is paramount to the comfort and wellbeing of our members, their guests, visitors and the book makers on race days. We envisage providing a covered concreted area with power connected we can reduce trip hazards, heat related illness and provide a clean environment for bookmakers and patrons. The structure will be dual purpose, as it will also be used as a stage/dance floor on race days. The building of this structure will have a flow on effect for the Murweh Shire as all supplies purchased and trades used will be based in the Shire, therefore putting money back into local businesses & the economy.

The community would also benefit, as the race club facilities are often used for private functions including weddings and birthday parties along with other community events. This will provide an additional powered covered area when using the Race Club facilities. This is something the facility currently lacks and is in great need of.

As such, the race club now has 4 bookings in the December/January period alone. Functions and events such as these bring visitors into our town where they also support local businesses.

President:	Mr Sam Usher	PH: 0429 820 765
Secretary:	Mrs Cassie Ryan	PH: 46 349 316
Treasurer:	Miss Candice Roberts	PH: 0415 806 002



## **Morven Race Club Inc**

**ABN 45 872 818 870**



As you would be aware, since 2012 the Morven Race Club has been extremely pro-active in upgrading the facilities to meet industry standards and also provide an excellent facility for the community.

The Morven Races is the biggest event held in Morven each year and brings hundreds of people to our town for a great family day out. This not only benefits the club but also the town & community.

Most recently, the Race Club has installed an automated sprinkler system installed along with laying 28 pallets of turf in the public area and saddling enclosure. This has complimented and added to the club aesthetics greatly, and we feel by building a Betting Ring, this will complete all of the major works needed in the public area.

The Morven Race Club greatly values all of the support and assistance provided by the Murweh Shire Council has provided to date.

We look forward to hearing your favourable outcome in due course.

Yours sincerely,

Cassie Ryan  
Secretary  
Morven Race Club Inc



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 13<sup>th</sup> December, 2018

## Subject

### Use of the Newmarket Bar Charleville Racecourse Pavilion – SA Meat Research Council – 13<sup>th</sup> & 14<sup>th</sup> February, 2019

#### PROPOSED RESOLUTION:

That Council agrees to the use and to waive normal hire fees for the Newmarket Bar Charleville Racecourse Complex by the South Australian Meat Research Council for a Meat & Livestock forum to be held on 13<sup>th</sup> & 14<sup>th</sup> February, 2019.

#### BACKGROUND:

<b>Purpose</b>	Letter received from Ms Andrea McKenzie, Department of Agriculture and Fisheries, seeking use of the Newmarket Bar Charleville Racecourse Complex and to waive hire fees for a meat & livestock forum to be held on 13 <sup>th</sup> & 14 <sup>th</sup> February, 2019.
<b>Financial Risks</b>	Nil adopted as per previous policy.
<b>Environment Risks</b>	N/A
<b>Social Risks</b>	Positive public image for Council supporting community events
<b>Recommendation</b>	That Council agrees to the use and to waive normal hire fees for the Newmarket Bar Charleville Racecourse Complex by the South Australian Meat Research Council for a meat & livestock forum to be held on 13 <sup>th</sup> & 14 <sup>th</sup> February, 2019.

**Neil Polglase**  
Chief Executive Officer

27 Nov 2018

Andrea McKenzie  
Department of Agriculture and Fisheries  
Hood Street, Charleville 4470  
Phone: 07 4530 1262

Chief Executive Officer  
Murweh Shire Council  
95-101 Alfred Street, Charleville 4470

To the CEO Murweh Shire Council,

I am writing to request a waiver for the fees associated with hire of the Newmarket Room, at the Raceview Complex Charleville on the 13<sup>th</sup> and 14<sup>th</sup> of February 2019.

I am booking these rooms for the Southern Australian Meat Research Council. As a non-for-profit organisation, they are supporting producers by acting as the conduit from producers to organisations such as Meat and Livestock Australia, directing research and development funded by levy payers. We are striving to keep these events to a minimum cost as the priority is to contribute to successful and appropriate research for Queensland livestock production and in particular, the Queensland sheep industry.

We appreciate your support. Please let me know if you would like more information about these events or Southern Australian Meat Research Council.

Yours sincerely,



Andrea McKenzie

Senior Extension Officer (acting)



# Recommendation / Report

Ordinary Meeting – 13<sup>th</sup> December 2018

## SUBJECT

### Anti-Discrimination, Bullying and Harassment Policy

#### PROPOSED RESOLUTION:

*That Council adopt the Anti-Discrimination, Bullying and Harassment Policy HR-009 for all employees.*

#### BACKGROUND:

##### **Purpose**

The purpose of the Anti-Discrimination, Bullying and Harassment Policy is to provide a work environment where employees are treated fairly, with respect and free from discrimination, bullying, sexual harassment and vilification.

##### **Discussion**

- Discrimination – what constitutes
- Bullying – what is bullying?
- Sexual harassment – unwanted or unwelcome sexual attention
- Vilification – public act inciting hatred
- Victimisation – retaliation against person making the complaint
- Complaint procedure

**Financial Risks:** legal costs, lost work time, workers compensation claims

**Environment Risks:** Nil

**Health Risks:** Stress and mental illness

**Social Risks** Race, ethnicity, gender, social relationships

**Recommendation:** *That Council adopt the Anti-Discrimination, Bullying and Harassment Policy HR-009 as presented.*

**Kerry-Ann Reading**  
**Human Resources Manager**



# Anti-Discrimination, Bullying and Harassment Policy

<b>Policy No:</b>	HR-009
<b>Date Adopted:</b>	
<b>Responsible Officer:</b>	Human Resources Manager
<b>Review Date:</b>	Sept 2021
<b>Version No:</b>	2.0

## Purpose

Murweh Shire Council is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. The purpose of this policy is to outline Council's position on discrimination, bullying, sexual harassment and vilification.

Discrimination, bullying, sexual harassment and vilification are risks to the health and safety of employees and contractors in the workplace. It is unacceptable and will not be tolerated by Council.

## Commencement of Policy

This policy does not form part of any employee's contract of employment. The policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

This policy covers all behaviour considered bullying, discrimination, sexual harassment and vilification within and external to the workplace.

## Application

This Policy applies to all employees and contractors of Murweh Shire Council.

This policy is not limited to the workplace or work hours. This policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

## Discrimination

Discrimination can be direct or indirect. Direct discrimination occurs when a person with an identified attribute (such as their race, sex or pregnancy) is treated less favourably than a person without that attribute in the same or similar circumstances.

Indirect discrimination occurs when an unreasonable policy or condition, which applies to everyone has an unfair impact on a person or group of persons because of a certain attribute.

Legislation prohibits discrimination on the basis of a number of identified attributes including:

- sex;
- relationship status;
- pregnancy;
- parental status;
- breastfeeding;
- age;
- race;
- impairment;
- religious belief or religious activity;
- political belief or activity;
- trade union activity;
- lawful sexual activity;
- gender identity;
- sexuality;
- family responsibilities;
- association with, or relation to, a person identified on the basis of any of these attributes.

Discrimination can occur in all aspect of the workplace. Employees have rights to equal employment opportunities, and to be treated fairly as they go about their daily duties, irrespective of their association with an identified attribute.

## Bullying

Bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It does not need to be intentional.

‘Repeated behaviour’ refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time.

‘Unreasonable behaviour’ means behaviour that a reasonable person, having regard to all circumstances, would expect to victimise, humiliate, undermine or threaten another person.

### Bullying Examples

Examples of bullying, include:  
language or comments that are:

- ✓ abusive;
- ✓ insulting;
- ✓ offensive;
- unjustified criticism or complaints;
- deliberately excluding someone from workplace activities;
- not sharing important information that a person needs to work effectively;
- setting unreasonable timelines or constantly changing deadlines;
- setting tasks that are unreasonably below or beyond a person's skill level;
- spreading misinformation or malicious rumours;
- changing rosters or leave to deliberately inconvenience someone.

A person's intention is irrelevant when determining if bullying has occurred.

A single incident of unreasonable behaviour does not constitute bullying; however, it may constitute inappropriate conduct and therefore will not be tolerated by Murweh Shire Council.

### **What does NOT constitute workplace bullying?**

Reasonable management action taken in a reasonable way is not bullying.

Reasonable management action can include:

- setting reasonable performance goals, standards and deadlines;
- informing a worker of their unsatisfactory work performance;
- deciding not to select a worker for promotion where a reasonable process was followed;
- informing a worker of their inappropriate behaviour in an objective and confidential way;
- rostering and allocating working hours where the requirements are reasonable;
- transferring a worker for operational reasons;
- implementing organisational changes or restructuring; and
- taking disciplinary action, including suspension or termination of employment, when warranted.

## **Sexual Harassment**

Sexual harassment is any unwanted or unwelcome sexual attention which makes a person feel humiliated, offended or intimidated. It does not have to be repeated or ongoing.

Sexual harassment includes:

- unwelcome physical touching;
- sexual or suggestive comments, jokes or taunts;
- unwelcome requests for sex;
- the display of sexual material (e.g. photos or pictures);
- sexual reading matter (e.g. emails, faxes or letters).

Sexual harassment applies to both men and women. Sexual harassment such as obscene phone calls, indecent exposure or sexual assault may be a criminal offence.

## **Vilification**

Vilification involves publicly inciting hatred, serious contempt or severe ridicule of someone because of their race, religion, sexuality or gender identity. Vilification is an offence if it includes actual or threatened physical harm to someone or their property.

It can include:

- writing letters to the public;
- speaking in a public place;
- putting up notices;
- posts on the internet or social networking sites; and
- publicly wearing or displaying clothing, signs, emblems or insignias in order to vilify.



## Complaint Process

If an employee feels that they have been discriminated against, bullied, sexually harassed, or vilified, they should not ignore it.

Murweh Shire Council encourages employees to try to resolve the matter with the person involved in the first instance. However, Council acknowledges that employees may not always feel confident with this approach.

Where an employee feels they cannot address the matter directly with the person involved, or they have done so, and this has not stopped the behaviour, they can make a complaint to their manager, Human Resources, or a Director.

If an employee or contractor witnesses discrimination, bullying, sexual harassment or vilification in the workplace they should encourage the other person to speak up or seek support. Otherwise, the person witnessing the incident could also make a complaint.

All complaints will be dealt with confidentially and all participants must maintain confidentiality

No employee or contractor will be subject to adverse actions or victimisation, as a result of making a complaint.

Employees and contractors can also make a complaint and seek remedies or orders from an external organisation, depending on the specifics of their matter. External complaints can be directed to:

- Queensland Industrial Relations Commission;
- Work Health and Safety Queensland;
- Anti-Discrimination Commission Queensland;
- Australian Human Rights Commission; and
- The Police.

## Breach of this Policy

Discrimination, bullying, sexual harassment and vilification is taken very seriously by Murweh Shire Council and will not be tolerated. Employees found in breach of this policy and to have participated or abetted discrimination, bullying, sexual harassment and/or vilification of another employee, employee group or contractor, will be subject to disciplinary action up to and including dismissal.

## Variations

MSC reserves the right to vary, replace or terminate this policy from time to time.

## Variations

Industrial Relations Act 2016  
Anti-Discrimination Act 1991 (Qld)  
Work Health and Safety Act 2011 (Qld)

Local Government Act 2009  
 Sex Discrimination Act 1984 Cth  
 Age Discrimination Act 2004 Cth  
 Racial Discrimination Act 1975 Cth  
 Disability Discrimination Act 1992 Cth  
 Australian Human Rights Commission Act 1986 Cth  
 Local Government Regulations 2012  
 Public Sector Ethics Act 1994

### VERSION CONTROL

Version No.	Date	Approved	Amendment
V1.0			Council Resolution
V2.0			Add anti-discrimination and sexual harassment

### APPROVAL

Chief Executive Officer		Neil Polglase	
Date:		Signature:	

**From:** Reis, David [mailto:David.Reis@qr.com.au]  
**Sent:** Tuesday, 13 November 2018 11:57 AM  
**To:** CEO  
**Cc:** Gainey, Patrick D  
**Subject:** Proposed Closure Park Street Connection through Queensland Rail Land

Good Morning,

Queensland Rail has identified an issue at Charleville where the public are accessing Queensland Rail land to drive from the Warrego Highway via Park Street to Goldsmith Street.

This trespass needs to be addressed by Queensland Rail as it presents a public liability issue for our organisation and vehicles are creating a dust hazard and damaging Queensland Rail access roads.

The Lot owned by Queensland Rail is Lot54SP136877 and is detailed in blue in the attached diagram.

Queensland Rail plans to close off access to this land to reduce the incidents of trespass, before this occurs I am seeking Councils feedback in relation to any objections with this proposal.

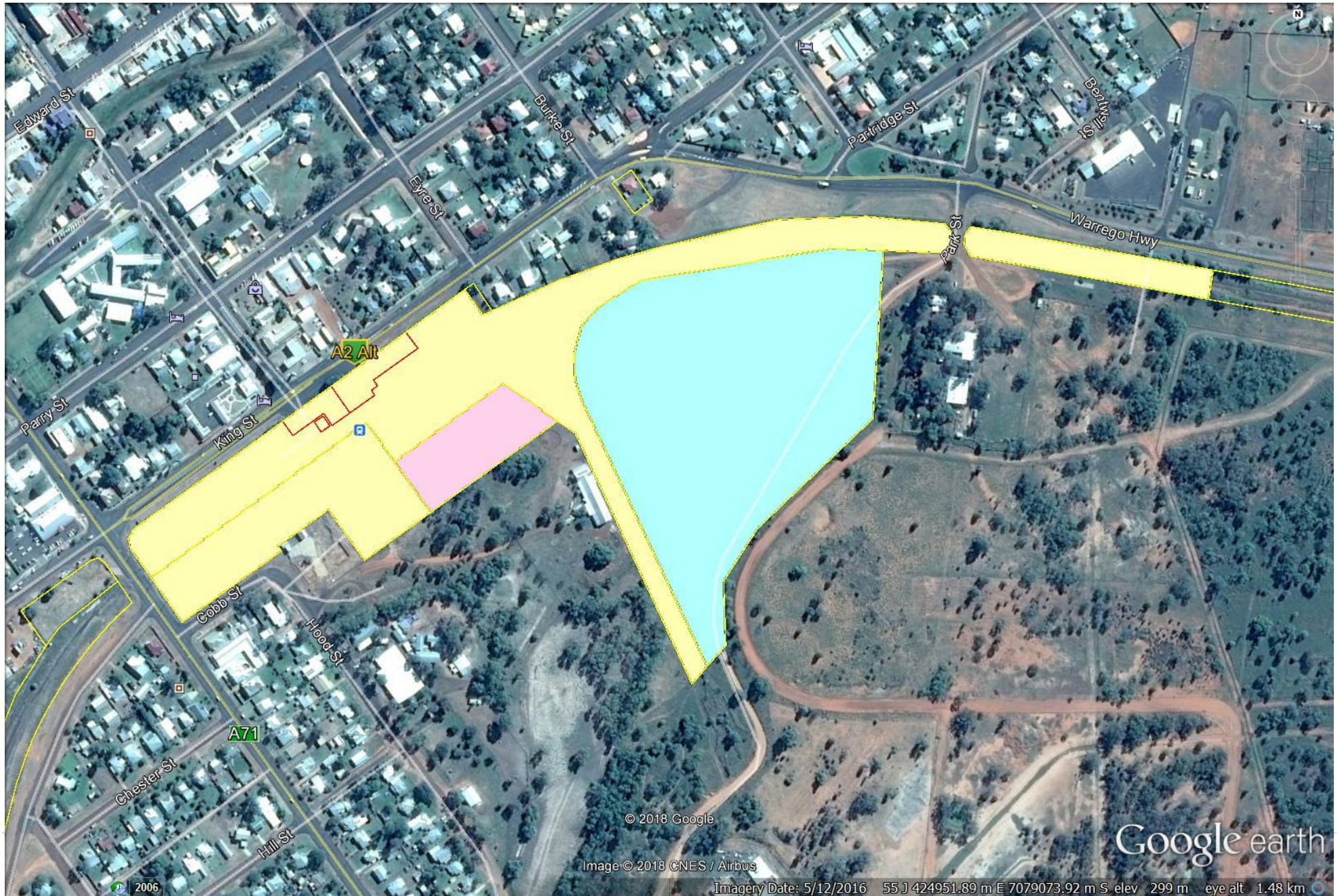
Regards

David



**DAVID REIS**  
**CUST AND STAKEHOLDER INTERFACE MANAGER**

Tba Stn-1,  
Cnr Railway & Russell St PO Box3357 Tba 4350 • Toowoomba,  
Queensland  
T: +61 7 4631 3337  
M: 0438723244  
F: +61 7 4631 3447  
W: queenslandrail.com.au





# Recommendation / Report

From: Paul O'Connor, D.E.S.

Ordinary Meeting – 13 December 2018

## Subject

**Purchase of two trucks**

## PROPOSED RESOLUTION:

That council approve the purchase of 2 trucks from Black Toyota for \$327,800.

## BACKGROUND:

Tenders were sought for 2 new trucks (water trucks) as replacements for Units 36 & 37.

The Plant Replacement committee chose the least expensive option – Black's Toyota – LocalBuy Contract # 5510-0004.

Each truck is priced at \$163,900 ex gst.

As the total price of the 2 trucks is in excess of \$200,000 this purchase must be approved by Council

## Recommendation

That council approve the purchase of 2 trucks from Black Toyota for \$327,800.



**Toowoomba BRANCH**  
494-498 Boundary Road  
Toowoomba Qld 4350  
Ph: (07) 4631 4200 Fax: (07) 4631 4299

Murweh Shire Council  
95-101 Alfred Street  
Charleville Qld 4470

Attn: Mr John Holley

**Quotation to supply an Isuzu Giga CXY 240-460 18 Speed 6 x 4 - Bogie Drive  
Local Buy Contract # 5510-0004**

Black Truck Sales is pleased to supply you with this proposal for an Isuzu Giga CXY 240-460 18 speed 6x4 rigid truck that meets all of application requirements.

**ISUZU Giga CXY 240-460**

6x4 configuration

With: Isuzu 6WG1 15 litre engine 460HP, 350kW 1,721 lb/ft torque  
Air controlled Exhaust Brake  
24,000kg GVM/57,000kg GCM – Single trailer application  
ADR 80-03 / Euro 5 emission level  
Eaton RTLO 18918B 18 speed manual transmission  
Meritor S Cam brakes, with Auto slack adjusters  
Meritor RT-46-160 GP rear axle, with inter-axle and cross locks to both diffs  
Hendrickson HAS461 airbag rear suspension  
Fully integrated air-conditioning  
ABS brakes  
400 litre alloy fuel tank with lockable cap  
Steel ten stud rims, Michelin X-Multi 295/80 steer tyres  
Michelin X-Multi 11R22.5 drive tyres  
Spare wheel & tyre included  
Cab over configuration, full floating, on air suspension  
Driver air bag with seat belt pre-tensioner  
ISRI 6860 air suspension driver's seat  
Steel heavy duty bumper bar  
Air horn under cab  
Heated and electrically adjustable mirrors  
Convex spotter mirrors to both sides  
Tilt and telescope steering column  
Cup holders  
Radio CD / DVD player, with integrated Bluetooth

**Isuzu Warranty:** 3 year / 500,000 km / 6,500 hour base warranty

**Toowoomba Dalby Roma Goondiwindi Moree Kingaroy**

Page 1 of 3

**OTHER ITEMS INCLUDED:**

- Window Tint to maximum legal level
- Cabin air duster
- Isuzu heavy duty canvas seat covers & Rubber Floor Mats
- TWE 5 Post Alloy Bullbar
- Narva 215 Ultima LED Drive Lights
- Alloy walkboard
- Heavy Duty Rubber Flexi Guards on drive
- Jost Turntable - Greasable
- Hydraulics for single trailer application
- Air & Electrics to rear of cab on hockey stick
- Sump/Radiator Guard
- GME TX4500 UHF
- Narva LED beacons mounted on roof bar
- Windscreen Stone Guard
- Sunvisor
- Toolbox with shelf
- 25 litre water tank with soap dispenser
- 4.5Kg Fire Extinguisher
- Tare, RGVM and RGCM decals
- Spare parts and workshop manuals
- 3 x Emergency Triangles
- Full front & rear wheel alignment

**PRICING AS FOLLOWS (Local Buy):**

<b>Total Excluding GST</b>	<b>\$ 163,900.00</b>
<b>10% GST</b>	<b>\$ 16,390.00</b>
<b>Total including GST</b>	<b>\$ 180,290.00</b>

**Delivery:**

Delivery of vehicle 6-8 weeks from placement of order.

**TRAINING:**

Vehicle operator training provided upon delivery.

**REGISTRATION:**

Concessional registration to Murweh Shire Council common due date and invoiced separately.

Thank you for the opportunity to provide this information

Regards

*Tony Collins*

**Tony Collins**

Isuzu Sales Consultant

Mob: 0407 – 640 380 Email: [tcollins@blacktrucksales.com.au](mailto:tcollins@blacktrucksales.com.au)

**Toowoomba**

**Dalby**

**Roma**

**Goondiwindi**

**Moree**

**Kingaroy**

Page 2 of 3



# Recommendation / Report

From: Paul O'Connor, D.E.S.

Ordinary Meeting – 13 December 2018

## Subject

**Application for town water connection to Lot 4/OR27 Diamantina Road**

## PROPOSED RESOLUTION:

That council approve the connection of town water to Lot 4/OR27 Diamantina Development Road.

## BACKGROUND:

The applicants purchased this block believing they were eligible for connection to town water.

They have had 2 previous applications for water connection declined.

Applicants have made 4 unsuccessful attempts to drill a bore at a cost of \$30,000 and are currently having to purchase water.

The applicants have agreed to pay for the installation and maintenance of the water line through a formalised agreement.

This recommendation is:

- The applicant funds the supply of materials and the cost of installation of approximately 100 metres of 100mm water main and approximately 2km of 63mm poly trickle system.
- Council will be responsible for maintenance of this asset after installation.
- Council will undertake the installation.
- A Water Agreement with the applicant will be prepared which includes a storage tank and water pump.
- The water is for human consumption only.
- Other connections to this line will also be subject to a Water Agreement.

## Recommendation

That council approve the application to connect water to Lot 4/OR27 Diamantina Development Road.





# Recommendation / Report

From: Ken Timms – Director of Corporate Services  
Ordinary Meeting – 13<sup>th</sup> December 2018

## SUBJECT

### Proposed Closure - Park Street, Connection through Queensland Rail Land.

#### PROPOSED RESOLUTION:

*“That Council advise Queensland Rail that it has no objections to the access from Park Street Charleville through Queensland Rail land being closed to public.”*

#### BACKGROUND:

##### Purpose

Please find attached correspondence from Queensland Rail with regard to a unauthorised road across their land that the public are using.

##### Discussion

The attached map identifies a parcel land owned by Queensland Rail. It is highlighted in blue.

As stated in the correspondence from Queensland Rail, public are driving vehicles across their land and as such Queensland Rail are liable for any instant / accident on this road / track.

The road / track

- Is not gazetted, no legal right way for public use
- Past track for road transport delivering stock to the rail head.
- It would assist Council in restricting access at this point to the airfield.
- It will be Queensland Rail’s responsibility to fence or restrict access.

**Financial Risks:** Nil

**Environment Risks:** Nil

**Social Risks** Perception that the road is for public use and has been for several years. The Community still want to drive that way.

**Recommendation** *‘That Council offer no objections to the closure.’*

**Ken Timms**  
**Director of Corporate Services**

## Ken Timms

---

**From:** Jill Usher  
**Sent:** Tuesday, 13 November 2018 11:58 AM  
**To:** Neil Polglase; Ken Timms; Paul O'Connor  
**Subject:** FW: Proposed Closure Park Street Connection through Queensland Rail Land  
**Attachments:** Charleville.jpg

---

**From:** Reis, David [<mailto:David.Reis@qr.com.au>]  
**Sent:** Tuesday, 13 November 2018 11:57 AM  
**To:** CEO  
**Cc:** Gainey, Patrick D  
**Subject:** Proposed Closure Park Street Connection through Queensland Rail Land

Good Morning,

Queensland Rail has identified an issue at Charleville where the public are accessing Queensland Rail land to drive from the Warrego Highway via Park Street to Goldsmith Street.

This trespass needs to be addressed by Queensland Rail as it presents a public liability issue for our organisation and vehicles are creating a dust hazard and damaging Queensland Rail access roads.

The Lot owned by Queensland Rail is Lot54SP136877 and is detailed in blue in the attached diagram.

Queensland Rail plans to close off access to this land to reduce the incidents of trespass, before this occurs I am seeking Councils feedback in relation to any objections with this proposal.

Regards

David



**DAVID REIS**  
**CUST AND STAKEHOLDER INTERFACE MANAGER**

Tba Stn-1,  
Cnr Railway & Russell St PO Box3357 Tba 4350 • Toowoomba,  
Queensland  
T: +61 7 4631 3337  
M: 0438723244  
F: +61 7 4631 3447  
W: [queenslandrail.com.au](http://queenslandrail.com.au)

Queensland Rail's number one priority is safety. Queensland Rail has a program of testing for alcohol and illicit substances. Please be aware any person who enters a Queensland Rail premises for business purposes may be randomly tested for alcohol (breath test) and illicit substances (oral fluids test). Please also ensure you are wearing the appropriate Personal Protective Equipment for the site you are visiting. Call your Queensland Rail contact person if you need more information. This email (which includes all attachments and linked documents) is intended for and is confidential to the addressee; it may also be subject to legal professional privilege or otherwise protected from disclosure. If the addressee is a government agency in





**Recommendation / Report**  
From: Ken Timms – Director of Corporate Services  
**Ordinary Meeting – 8<sup>th</sup> November 2018**

**SUBJECT**

**Application for conversion of Lease to Freehold.**

**PROPOSED RESOLUTION:**

*“That Council advise the Department of Natural Resources and Mines that it has no objections to the conversion of TL 0/234806 over Lot 6 on CHS20 to freehold.”*

**BACKGROUND:**

**Purpose**

Attached is an application for conversion of Lease TL 0/234806 over Lot 6 on CHS20.

**Discussion**

TL 0/234806 over Lot 6 on CHS20 is a rural lot on the Mt Tabor Road, Augathella.

The property is leased by Lynnette Denton of Lorne Downs.

There are no outstanding rates.

Parcel is zoned rural and is 22 ha as part of a larger property of 16982.372 ha.

The intended use of the lot is Grazing.

The property joins the Mt Tabor Road, Augathella.

**Financial Risks:** Nil

**Environment Risks:** Nil

**Social Risks** Nil

**Recommendation** *‘That Council advises that it has no objections.’*

**Ken Timms**  
**Director of Corporate Services**

## Ken Timms

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**From:** Jill Usher  
**Sent:** Wednesday, 28 November 2018 9:44 AM  
**To:** Ken Timms  
**Subject:** FW: Request for views - Conversion of lease to freehold  
**Attachments:** SmartMap for 6 CHS20.pdf

-----Original Message-----

From: Anderson Joeli-Rae via eLVAS System - (Production) [<mailto:ANDERSONJ2@DNRM.QLD.GOV.AU>]  
Sent: Wednesday, 28 November 2018 9:44 AM  
To: CEO  
Cc: [ANDERSONJ2@DNRM.QLD.GOV.AU](mailto:ANDERSONJ2@DNRM.QLD.GOV.AU)  
Subject: Request for views - Conversion of lease to freehold

Official correspondence from Department of Natural Resources, Mines and Energy Case Id: 2018/006670

Dear Sir/Madam,

APPLICATION FOR CONVERSION OF TERM LEASE 0/234806 OVER LOT 6 ON CROWN PLAN CHS20.

The department has received the above application. The proposed use of the land is water facility.

Copies of documents supporting the application are enclosed for your information. The enclosed Smartmap shows the subject land and the surrounding locality.

Please advise the department of your views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 21 December 2018. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Joeli-Rae Anderson on (07)45301277.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to [slam-charleville@dnrme.qld.gov.au](mailto:slam-charleville@dnrme.qld.gov.au). Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2018/006670 in any future correspondence.

Yours sincerely

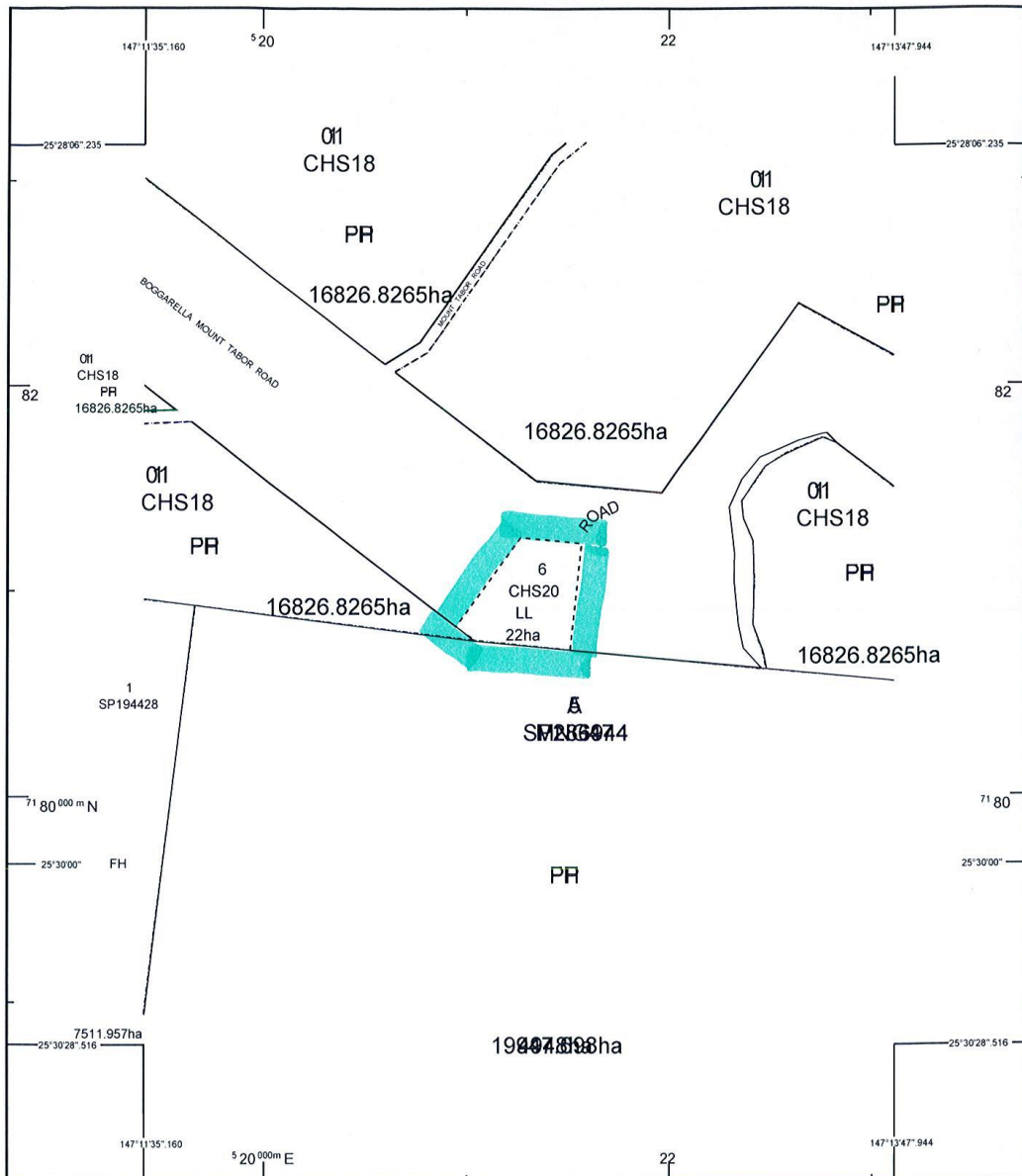
Joeli-Rae Anderson  
Land Administration Officer

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If you have received this message in error, you are asked to inform the sender as quickly as possible and delete this message and any copies of this message from your computer and/or your computer system network.

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STANDARD MAP NUMBER  
8347-32232



**SmartMap**  
An External Product of  
SmartMap Information Services

MAP WINDOW POSITION &  
NEAREST LOCATION



**SUBJECT PARCEL DESCRIPTION**

DCDB	Lot/Plan	6/CHS20
	Area/Volume	22ha
	Tenure	LANDS LEASE
	Local Government	MURWEH SHIRE
	Locality	UPPER WARREGO
	Segment/Parcel	42891/30

**CLIENT SERVICE STANDARDS**

PRINTED (dd/mm/yyyy) 23/11/2018

DCDB 22/11/2018 (Lots with an area less than 1,000ha are not shown)

Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.

Despite Department of Natural Resources and Mines(DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information.

For further information on SmartMap products visit <http://nrw.qld.gov.au/property/mapping/blinmap>

Based upon an extraction from the  
Digital Cadastral Data Base



**Queensland Government**  
(c) The State of Queensland,  
(Department of  
Natural Resources,  
Mines and Energy) 2018.



# 6CHS20

25°27'16"S 147°10'13"E

25°27'16"S 147°14'25"E



A product of  
 Queensland Globe



1 km

Print Date: 29/11/2018  
Paper Size: A4

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Rates Display		Assessment 02172-10000-000		Prop ID	3012611	Primary Property Address	
Owner	LYNNETTE DENTON	Key Name		DENTL	Multi Owner	9075 MT TABOR ROAD UPPER WARREGO QLD 4477	
						Rates Payment Reference: 1-002299-4	
<b>Owner Details</b>				<b>Tenant Details</b>			
Names LYNNETTE DENTON				Names			
Address 'LORNE DOWNS' AUGATHELLA QLD				Address			
Postcode 4477				Postcode			
Phone		Phone 2		Phone		Phone 2	
Fax		E-mail lynne.lomedowns@activ8.net		Fax		E-mail	
Warning Messages				Remarks			
				Rural - Lorne Downs			
Send Notices To		Mortgagee					
Owner							
Summary		VG		Owner		General	
Parcels		Addresses		Meters		Audit	
Balances		Arrears		Transactions		Arrangements	
Documents		Water Consumption		General Keys		Notes	
Max		Find		By Assessment		Map	
						Print	
						Exit	

**Rates Display**

Assessment 02172-10000-000 Prop ID 3012611 Primary Property Address  
 9075 MT TABOR ROAD  
 UPPER WARREGO QLD 4477

Owner LYNNETTE DENTON  
 Key Name DENTL Multi Owner

Rates Payment Reference: 1-002299-4

Lot	Plan	Land No.	Tenure	Zoning	Area	State Fire	Rural Fire	Address Method	Primary Addr.
1	CHS18		FREEHOLD	RURAL	16826.8265	2-4		Rural	<input checked="" type="checkbox"/>
3	CHS7		LEASEHOLD	RURAL	133.5463ha	0-0		Rural	<input type="checkbox"/>
6	CHS20		LEASEHOLD	RURAL	22ha	0-0		Rural	<input type="checkbox"/>

Notes

Service	Units	Meter Number	Type	Parcel Address
<No data to display>			<No data to display>	9075 MT TABOR ROAD,UPPER WARREGO QLD 4477

Type	Field	Date /	Changed From	Changed To
Parcel	Zoning	18-12-2009		RURAL
Parcel	Parcel Address Method	18-12-2009	Urban	Rural
Parcel	Area	17-05-2011	133.547000	16982.000000
Parcel	Parcel Address Postcode	09-10-2013	4470	4477
Parcel	Fire Code	04-02-2014	0	2
Parcel	Sub Fire Code	04-02-2014	0	4
Parcel	Area	17-04-2015	16982.000000	16982.372800
Parcel	Area	25-01-2016	16982.372800	16826.826500
Parcel	Tenure	11-01-2017		FREEHOLD

By Assessment

