



# Council Meeting

## 19 August 2021

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## MURWEH SHIRE COUNCIL MEETING

To be held Thursday 19 August 2021  
Commencing at 9:00am

- 1) Opening Prayer
- 2) Apologies
- 3) Confirmation of minutes           Special Budget Meeting 15 July 2021  
  Ordinary Meeting 15 July 2021
- 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. WH&S
  - iii. Tourism
  - iv. Library
  - v. Environment and Health
  - vi. Engineering
- 9) Correspondence for consideration
- 10) Closure

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 15 JULY 2021 AT 8:30AM

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11244

**Present** Mayor Shaun Radnedge, Cr Peter Alexander, Cr Paul Taylor, Cr Michael McKellar, Cr Robert Eckel, Director of Corporate Services, Mr. Jamie Gorrie, Contract Accountant, Ms Claire Alexander, Director of Environment and Health Services, Mr Richard Ranson, Director of Engineering, Mr Paul O'Connor, Economic Development Officer, Mr John Nicholson.

**Corporate Plan  
LG Reg. 2012  
S165**      **Moved: Cr Radnedge**      **Seconded: Cr McKellar**  
"That the reviewed Corporate Plan as presented be adopted."

**Carried**

**Operational Plan  
LG Reg. 2012  
S174**      **Moved: Cr McKellar**      **Seconded: Cr Alexander**  
"That the Operational Plan for 2021-22 as presented be adopted."

**Carried**

**Revenue Policy  
LG Reg. 2012  
S169**      **Moved: Cr Alexander**      **Seconded: Cr Eckel**  
"That the Revenue Policy 2021-22 as presented be adopted."

**Carried**

**Revenue  
Statement 2019-  
2020  
LG Reg 2012 S169**      **Moved: Cr Eckel**      **Seconded: Cr Taylor**  
"That the Revenue Statement 2021-22 as presented be adopted."

**Carried**

**Rates & Charges**      **Moved: Cr Taylor**      **Seconded: Cr Radnedge**  
"That the general differential rate be set for the financial year 2021-22 as follows: -

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 15 JULY 2021 AT 8:30AM

---

11245

Differential Rate Categories	Description	Cent \$
1	Charleville Residential	7.253
2	Augathella Residential	7.253
3	Augathella Non residential	7.253
4	Morven Residential	2.000
5	Morven Non residential	2.000
6	Rural <700 Hectares	0.940
7	Rural 700 - 5,000 Hectares	0.413
8	Rural 5,001 - 10,000 Hectares	0.413
9	Rural over 10,000 Hectares	0.413
11	Charleville Multi Dwellings	7.253
12	Charleville Commercial	6.000
13	Chareville Tourist Parks, Short Accommod	6.000
14	Charleville Industry	6.000
15	Transformer	1.500
16	Outside Urban - Other Land <700 Hectare	1.000
17	Outside Urban - Large Industry	7.253
20	Carbon Farms	0.413
21	Work Camps >15 persons	1.600
22	Renewable Energy 1-10 MW	1.600
23	Renewable Energy >10 MW	1.600



MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
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---

"That the minimum general rate be set for the financial year 2021-22 as follows: -

Differential Rate Categories	Description	Minimum per annum
1	Charleville Residential	\$656
2	Augathella Residential	\$656
3	Augathella Non residential	\$656
4	Morven Residential	\$656
5	Morven Non residential	\$656
6	Rural <700 Hectares	\$1,082
7	Rural 700 - 5,000 Hectares	\$1,644
8	Rural 5,001 - 10,000 Hectares	\$4,419
9	Rural over 10,000 Hectares	\$4,419
11	Charleville Multi Dwellings	\$750
12	Charleville Commercial	\$656
13	Charleville Tourist Parks, Short Accommod	\$656
14	Charleville Industry	\$656
15	Transformer	\$1,108
16	Outside Urban - Other Land <700 Hectares	\$1,108
17	Outside Urban - Large Industry	\$4,419
20	Carbon Farms	\$6,000
21	Work Camps >15 persons	\$10,950
22	Renewable Energy 1-10 MW	\$3,650
23	Renewable Energy >10 MW	\$7,300

**Carried**

**Charleville  
Sewerage/  
Cleansing  
Charges**

**Moved: Cr Radnedge**

**Seconded: Cr McKellar**

"That the following sewerage and cleansing charges be set for the 2021-22 financial year:

Pedestal - \$401.20 per pedestal per annum/with single unit residences with more than 1 pedestal \$209.10 for each additional pedestal

Garbage - \$324.60 per service per annum"

**Carried**

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 15 JULY 2021 AT 8:30AM

---

11247

**Augathella  
Cleansing  
Charges**

**Moved: Cr McKellar**

**Seconded: Cr Alexander**

"That the garbage charge of \$262.20 per service per annum be set for the 2021-22 financial year."

**Carried**

**Augathella CED  
Charges**

**Moved: Cr Alexander**

**Seconded: Cr Eckel**

"That the following charges be set for the 2021-22 financial year: -

Dwellings	\$398.00
Business Premises	\$458.40
Hotels/Motels	\$2,254.10
School	\$1,880.50
Aged Person Complex	\$1,880.50
Hospital	\$1,316.10
Public Park	\$398.00
Churches	\$160.30
Masonic Lodge/Halls	\$160.30
Buildings not specified	\$188.80

**Carried**

**Morven Cleansing  
Charges**

**Moved: Cr Eckel**

**Seconded: Cr Taylor**

"That a cleansing charge of \$262.20 per service per annum be set for the 2021-22 financial year."

**Carried**

**Charleville /  
Augathella &  
Morven Water  
Supply Charges**

**Moved: Cr Taylor**

**Seconded: Cr Radnedge**

"That the charge for the supply of water to properties within the Charleville/Augathella/Morven Water Supply area, and surrounding properties approved by Council, be set for the 2021-22 financial year, based on the following: -

\$670.00 per annum"

"That the charge per kilolitre of consumption over and above the annual allocation be charged at \$ 0.60 cents per kilolitre"

**Carried**

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 15 JULY 2021 AT 8:30AM

---

11248

<b>Discount on Rates LG Reg. 2012 S130</b>	<b>Moved: Cr Radnedge</b>	<b>Seconded: Cr McKellar</b>
	"That Council allows ten percent (10%) by way of a discount on rates and charges levied by Council, (excluding interest, fire levy and excess water charges) for the 2021-22 financial year when all rates and charges are paid by the due date."	
		<b><u>Carried</u></b>
<b>Interest on Arrears LG Reg. 2012 S133</b>	<b>Moved: Cr McKellar</b>	<b>Seconded: Cr Alexander</b>
	"That interest at the percentage rate of 8.03% per annum be charged by the Council for the 2021-22 financial year for rates and charges not paid at the 30 <sup>th</sup> June of the previous financial year until payment is fully made on all rate arrears."	
		<b><u>Carried</u></b>
<b>Pensioner Remission LG Reg. 2012 S122</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Eckel</b>
	"That qualifying Age Pensioners, having a Commonwealth Government Concession Card, be granted a remission of up to \$380 per annum of general rates levied for the 2021-22 financial year, under the same criteria as the State Government Pensioner Remission Scheme."	
		<b><u>Carried</u></b>
<b>Change in Rates and Charges LG Reg. 2012 S169</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Eckel</b>
	"That the Change in Rates and Charges of 2.9% be adopted".	
	The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.	
	For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.	
		<b><u>Carried</u></b>
<b>Council Assistance</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Taylor</b>
	"That the applications for Council Assistance received for 2021-22 be approved as presented."	
		<b><u>Carried</u></b>

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 15 JULY 2021 AT 8:30AM

---

<b>Debt Policy LG Reg. 2012 S192</b>	<b>Moved: Cr Taylor</b>  "That the Debt Policy 2021-22 as presented be adopted."	<b>Seconded: Cr Radnedge</b>  <b><u>Carried</u></b>
<b>Investment Policy LG Reg. 2012 S191</b>	<b>Moved: Cr Radnedge</b>  "That the Investment Policy 2021-22 as presented be adopted."	<b>Seconded: Cr McKellar</b>  <b><u>Carried</u></b>
<b>Procurement Policy LG Reg. 2012 S198</b>	<b>Moved: Cr McKellar</b>  "That the Procurement Policy 2021-22 as presented be adopted."	<b>Seconded: Cr Taylor</b>  <b><u>Carried</u></b>
<b>Financial Hardship Policy LG Reg. 2012 S120</b>	<b>Moved: Cr Taylor</b>  "That the Hardship Policy 2021-22 as presented be adopted."	<b>Seconded: Cr Radnedge</b>  <b><u>Carried</u></b>
<b>Fees and Charges 2021-22</b>	<b>Moved: Cr Radnedge</b>  "That the Fees and Charges 2021-22 as presented be adopted."	<b>Seconded: Cr McKellar</b>  <b><u>Carried</u></b>
<b>Charleville Airport Passenger Fees And Landing Charges 2021-22</b>	<b>Moved: Cr McKellar</b>  "That the Charleville Airport Passenger Fees and Landing Charges 2021-22 as presented be adopted."	<b>Seconded: Cr Alexander</b>  <b><u>Carried</u></b>
<b>Estimated Position for 30 June 2020 LG Reg. 2012 S205</b>	<b>Moved: Cr Alexander</b>  "That the estimated financial position and operations for 30 June 2021 as presented be adopted."	<b>Seconded: Cr Eckel</b>  <b><u>Carried</u></b>
<b>Statement of Comprehensive Income LG Reg. 2012 S169</b>	<b>Moved: Cr Eckel</b>  "That the Budget Statement of Comprehensive Income 2021-22 to 2023-24 as presented be adopted".	<b>Seconded: Cr Taylor</b>  <b><u>Carried</u></b>

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 15 JULY 2021 AT 8:30AM

---

11250

<b>Statement of Financial Position</b> LG Reg. 2012 S169	<b>Moved: Cr Taylor</b> "That the Budget Statement of Financial Position 2021-22 to 2023-24 as presented be adopted".	<b>Seconded: Cr Radnedge</b>  <b><u>Carried</u></b>
<b>Statement of Changes In Equity</b> LG Reg. 2012 S169	<b>Moved: Cr Radnedge</b> "That the Budget Statement for Changes in Equity 2021-22 to 2023-24 as presented by adopted."	<b>Seconded: Cr McKellar</b>  <b><u>Carried</u></b>
<b>Statement of Cash Flows</b> LG Reg. 2012 S169	<b>Moved: Cr McKellar</b> "That the Statement of Cash Flows 2021-22 to 2023-24 as presented be adopted."	<b>Seconded: Cr Alexander</b>  <b><u>Carried</u></b>
<b>10 Financial Forecast</b> LG Reg. 2012 S169	<b>Moved: Cr Alexander</b> "That the Long-Term Financial Statements 2021 - 2031 as presented be adopted."	<b>Seconded: Cr Eckel</b>  <b><u>Carried</u></b>
<b>Financial Sustainability Ratios</b> LG Reg. 2012 S169	<b>Moved: Cr Eckel</b> "That the Financial Sustainability Ratios 2022-2031 as presented be adopted."	<b>Seconded: Cr Taylor</b>  <b><u>Carried</u></b>
<b>Code of Competitive Conduct</b> LG Reg 2012 S39 LG Reg 2009 S47	<b>Moved: Cr Taylor</b> "That Council not apply the code of competitive conduct to the following business activities:  Building Certification – operating expenses of \$ 105,500 is below the threshold of \$340,000.  Roads activity – operating expenses of \$ 2,700,000 is above the threshold of \$340,000. However, as the Contract is awarded to Council based on quotation, Council will not apply the code of competitive conduct at this time.	<b>Seconded: Cr Radnedge</b>  <b><u>Carried</u></b>

MINUTES OF SPECIAL BUDGET MEETING  
MURWEH SHIRE COUNCIL  
HELD ON THURSDAY, 15 JULY 2021 AT 8:30AM

---

11251

**Meeting Closed**      There being no further business to discuss the Mayor declared the meeting closed at 8:40am.

**Cr S Radnedge**  
**Mayor**

MINUTES OF AN ORDINARY MEETING  
OF THE MURWEH SHIRE COUNCIL  
HELD ON THURSDAY 15 JULY 2021 AT

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<b>Present</b>	Mayor Shaun Radnedge, Cr Peter Alexander, Cr Robert Eckel, Cr Michael McKellar, Cr Paul Taylor, Mr Neil Polglase CEO	
<b>Attendance</b>	The Director of Corporate Services and Contract Accountant were also present at the meeting.	
<b>Opening Prayer</b>	Mr Cecil Russell delivered the prayer for the guidance of Council.	
<b>Update Register of Interests</b>	Cr Eckel declared that he has changed his register of Interests and updated the relevant forms.	
<b>Minutes of Previous Council Meeting</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Taylor</b>
	"That the minutes of the Ordinary Council Meeting held 17 June 2021 be taken as read, confirmed and signed as a correct record of proceedings."	
	<b><u>Carried</u></b>	
<b>Financial Report</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr McKellar</b>
	"That the Financial Report be received."	
	<b><u>Carried</u></b>	
<b>Valuation – Water and Sewerage Infrastructure Assets</b>	<b>Moved: Cr Taylor</b>	<b>Seconded: Cr McKellar</b>
	"That Council note the valuation report as presented and authorise management to update the asset register reflecting the new amounts as per the valuation report effective 30 June 2021."	
	<b><u>Carried</u></b>	
<b>Roads, Airport, Buildings, Other Structures and Land Indexation</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr McKellar</b>
	"1) That Council receive the MSC indexation valuation report June 2021 2) That Council note that no indexation will be applied to roads, drainage and bridges, buildings, other structures and land assets as at 30 June 2021."	
	<b><u>Carried</u></b>	
<b>Attendance</b>	The Contract Accountant exited the meeting at 9:38am.	
<b>Workplace Health and Safety Report</b>	<b>Moved: Cr Alexander</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  
OF THE MURWEH SHIRE COUNCIL  
HELD ON THURSDAY 15 JULY 2021 AT

---

<b>Tourism Reports</b>	<b>Moved: Cr Eckel</b>	<b>Seconded: Cr Taylor</b>
	"That the reports from the Tourism Section (Cosmos, VIC, WWII Tour & Base) be received."	
		<u>Carried</u>
<b>Libraries Report</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr McKellar</b>
	"That the Libraries Report be received."	
		<u>Carried</u>
<b>Meeting Adjourned</b>	The meeting adjourned for a break at 10.26am.	
<b>Meeting Resumed</b>	The meeting resumed from the break at 12:09pm.	
<b>Environment and Health Services Report</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Taylor</b>
	"That the Environment and Health Services Report be received."	
		<u>Carried</u>
<b>Installation of Bollards Wills Street Charleville</b>	<b>Moved: Cr Taylor</b>	<b>Seconded: Cr Eckel</b>
	"That Council consult with the owner in regard to the installation of bollards on footpath at 47 Wills Street, Charleville."	
		<u>Carried</u>
<b>Application for conversion to freehold over PH 10/1357 over L1357 PH1674</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr McKellar</b>
	"That Council advises the Department of Resources that it has no objections to PH 10/1357 being converted to Freehold over the following parcels:	
	▪ Lot 1357 PH1674"	
		<u>Carried</u>
<b>Expression of Interest under the Aboriginal Land Act 1991 in the Yumba Area, forming part of the Augathella Township Reserve</b>	<b>Moved: Cr Alexander</b>	<b>Seconded: Cr Eckel</b>
	"That Council;	
	a) Acknowledge the Expression of Interest under the Aboriginal land Act 1991 for the parcel located upon the Augathella Township Reserve	
	b) The area shown on Attachment 1, (being the historical Yumba location), could be excluded from the reserve for a grant of freehold under the ALA. The boundaries of the grant would adopt current fencing by the	

MINUTES OF AN ORDINARY MEETING  
OF THE MURWEH SHIRE COUNCIL  
HELD ON THURSDAY 15 JULY 2021 AT

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Augathella Rodeo Association Inc. and Council (shown on Attachment 2) and northward to the Biddenham Road as indicated;

- c) The area north of the Biddenham Road (shown green on Attachment 3) is required for community purpose and use and not to be excluded from the reserve; and
- d) The area between Barngo Road and the Warrego River (shown yellow on Attachment 3) is also required for community purpose and use and not to be excluded from the reserve.
- e) Acknowledge that an evaluation by the Department of Resources will be subsequently carried out."

**Carried**

**Application for conversion to freehold over GHPL 10/3230**

**Moved: Cr McKellar**

**Seconded: Cr Alexander**

"That Council advises the Department of Resources that it has no objections to GHPL 10/3230 being converted to Freehold over the following parcels:

- Lot 1 on Plan OR26
- Lot 2 on Plan OR26
- Lot 53 on Plan OR193
- Lot 55 on Plan OR231
- Lot 50 on Plan OR237
- Lot 51 on Plan OR837342."

**Carried**

**Far West Indigenous Family Violence Unit Request For Naidoc Week 2021**

**Moved: Cr Eckel**

**Seconded: Cr Taylor**

"That Council endorses the action to provide the Far West Indigenous Family Violence with assistance for Naidoc Week 2021 and orders the food on behalf of the group for the 19<sup>th</sup> July 2021."

**Carried**

**Augathella & District Progress Association Request For Annual Fireworks Display on Easter Sunday**

**Moved: Cr McKellar**

**Seconded: Cr Taylor**

1. "That Council writes to the Augathella and District Progress Association (ADPA) and commits to funding the cost of a Fireworks Display for Easter Sunday 2022 through an appropriate grant or sponsorship program.
2. Should a suitable grant or sponsorship program not be identified then Council commits to funding 50% of the cost of the event, with the remaining 50% to be funded by the ADPA through the Augathella Honesty Box Fund."

**Carried**

MINUTES OF AN ORDINARY MEETING  
OF THE MURWEH SHIRE COUNCIL  
HELD ON THURSDAY 15 JULY 2021 AT

---

**Public Holidays  
2022**

**Moved: Cr Eckel**

**Seconded: Cr Taylor**

“That Council make application for gazettal of two public holidays in 2022.

1. Charleville & District Show Society Holiday Friday 13<sup>th</sup> May 2022
2. Warrego Race Club Melbourne Cup – Tuesday 1<sup>st</sup> November 2022.”

**Carried**

**Charleville Levee  
Bank  
Remediation -  
(Tender Schedule  
of Works –  
Suffcon Pty. Ltd.)**

**Moved: Cr Alexander**

**Seconded: Cr Eckel**

“That Council;

- a) Enter into a contract under s235 of the Local Government Regulations 2012 (for the sum of up to \$350,000) with Suffcon Pty Ltd to complete the 21/22 levee works without first inviting written quotes or tender because the work is specialised, and it would be disadvantageous to the Council to invite tenders which would require additional costs.
- b) Acknowledge that the contractor is currently on site completing 20/21 works that were subject of a previous tender and does not have to mobilise further
- c) Delegate to the Chief Executive Officer to negotiate and finalise the contract within the available allocation.
- d) Endorse the Charleville levee bank proposal project as part of its LRCIP 21/22 allocation.”

**Carried**

**Engineering  
Report**

**Moved: Cr McKellar**

**Seconded: Cr Eckel**

“That the Engineering Services Report be received.”

**Carried**

**Meeting Close**

There being no further business the Mayor declared the meeting closed at 1:52pm.

Cr Shaun Radnedge  
Mayor



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August, 2021

## MAYORAL MINUTE

### Subject

**Ministerial Exemption Application- Sale of Industrial Land Oceanic Trading Pty. Ltd.**

### PROPOSED RESOLUTION:

That Council pursuant to section 236(1)(f) of the Local Government Regulation 2012 (“LGR”) seeks to apply for Ministerial exemption to dispose of a valuable non-current asset without first inviting tenders or auctions being lots 3 & 4 on SP 313219 in the Charleville Industrial estate to allow Oceanic Trading Pty Ltd to develop a processing plant for the manufacture of Gidgee charcoal, which is charcoal sourced from gidgee wood for cooking purposes.

The proposed Lease is on commercial terms, including a proposed commercial rental currently \$5,000 and a requirement to pay outgoings. The proposed exercise of the call option will be for a commercial purchase price being around \$100,000 - \$120,000.

### BACKGROUND:

#### Purpose

The Land is in the Charleville Industrial Estate, which contains several vacant lots that Council intends to make available for industrial purposes, to promote local economic development in Charleville and the Murweh local government area generally.

Council’s development of the Charleville Industrial Estate has attracted the interest of Oceanic Trading Australia Pty Ltd (“the Proponent”), an organisation that intends to develop a processing plant for the manufacture of Gidgee charcoal, which is charcoal sourced from gidgee wood for cooking purposes (“Proposed Project”).

An exemption is sought for the disposal of the Land in accordance with Section 236(1)(f) of the Local Government Regulation 2012 because:

- The Proponent has approached Council with the Proposed Project and has identified the suitability of the land for the Proposed Project. The adoption of a tender or auction process will be time-consuming, afford the Proponent no assurance that the land will be available for the Proposed Project, and, if conducted on the basis of the Proposed Project, will put the Proponent’s intellectual property in the Proposed Project at risk;

- It is in the public interest that every opportunity be taken to secure new industry for the Murweh local government area. The Proponent has no presence in the Murweh local government area;
- Council cannot identify any risk that the grant of the exemption will deter other industrial development, given:
  - the availability of other industrial land in the Murweh local government area, including equivalent parcels within the Charleville Industrial Estate. In view of that availability, it is unlikely that the grant of this exemption will result in prospective project proponents being deterred from the opportunity to purchase land and develop enterprises in the Charleville Industrial Estate;
  - that Council is not aware of any competing demand for the Land.

**Financial Risks** Nil

**Environment Risks** N/A

**Social Risks** Nil

**Recommendation** That Council pursuant to section 236(1)(f) of the Local Government Regulation 2012 (“LGR”) seeks to apply for Ministerial exemption to dispose of a valuable non-current asset without first inviting tenders or auctions being lots 3 & 4 on SP 313219 i the Charleville Industrial estate to allow Oceanic Trading Pty Ltd to develop a processing plant for the manufacture of gidgee charcoal, which is charcoal sourced from gidgee wood for cooking purposes.

The proposed Lease is on commercial terms, including a proposed commercial rental currently \$5,000 and a requirement to pay outgoings. The proposed exercise of the call option will be for a commercial purchase price being around \$100,000 -\$120,000.

**Neil Polglase**  
**Chief Executive Officer**



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August, 2021

## MAYORAL MINUTE

### Subject

### Ministerial Exemption Application- Sale of Industrial Land KC & C Wyatt

### PROPOSED RESOLUTION:

That Council pursuant to section 236(1)(f) of the Local Government Regulation 2012 (“LGR”) seeks to apply for Ministerial exemption to dispose of a valuable non-current asset without first inviting tenders or auctions being lots 13-16 on SP 313219 in the Charleville Industrial estate to allow the current lessee KC & C Wyatt to continue to store sand, gravel, mobile equipment etc. for his concrete business.

The proposed disposal is by way of the grant of a lease for a 12-month term with an option for a further 12 months with a proposed lease rental of \$6,272 per annum excluding GST indexed by reference to CPI annually.

### BACKGROUND:

#### Purpose

The Land is in the Charleville Industrial Estate, which contains several vacant lots that Council intends to make available for industrial purposes, to promote local economic development in Charleville and the Murweh local government area generally.

The proposed lessee is Keith Charles Wyatt and Carolyn Wyatt, who are existing lessees of the Land, and have held a lease since 1 December 2014. The proposed disposal that is the subject of this application is a further grant of a lease to the same lessees.

An exemption is sought for the disposal of the Land in accordance with Section 236(1)(f) of the Local Government Regulation 2012 because:

- The proposed tenure is for a relatively short-term renewal of an existing lease, but on improved commercial terms for Council;
- Council cannot identify any risk that the grant of the exemption will deter other industrial development, given:
- the availability of other industrial land in the Murweh local government area, including equivalent parcels within the Charleville Industrial Estate. In view of that availability, it is unlikely that the grant of this exemption will result in prospective

project proponents being deterred from the opportunity to purchase land and develop enterprises in the Charleville Industrial Estate;

- that Council is not aware of any competing demand for the Land

**Financial Risks** Land currently leased by lessee with monthly rental payments up to date.

**Environment Risks** N/A

**Social Risks** Nil

**Recommendation** That Council apply to seek Ministerial exemption pursuant to section 236(1)(f) of the Local Government Regulation 2012 (“LGR”) to dispose of a valuable non-current asset without first inviting tenders or auctions being lots 13-16 on SP 313219 in the Charleville Industrial Estate.

The proposed disposal is by way of the grant of a lease for a 12-month term, with an option for a further 12 months.

The proposed terms of the lease are yet to be prepared and negotiated, but the terms will be commercial terms, including current rental of \$6,272 per annum plus GST, indexed by reference to CPI annually. The permitted use of the proposed lease is to allow the current lease to store sand, gravel materials and mobile equipment for his concrete construction business.

**Neil Polglase**  
**Chief Executive Officer**





**FINANCIAL REPORT**  
**July 2021**  
**COUNCIL MEETING**  
**19 August 2021**



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

### **Report - Period Ending 31 July 2021**

#### **Revenue**

Total revenue of \$ 1.5M to 31 July 2021 represents 4% of the total budget of \$36.0M.

These statements are for 1 month of the financial year and generally would represent 8% of the overall budget.

Actual revenue year to date is behind at 4%, mainly due to rates and charges are yet to be issued and the financial assistance grants is expected sometime during September 2021.

#### **Expenses**

Total expenditure of \$1.7M to 31 July 2021 represents 6% of the total budgeted expenditure of \$31.2M.

Actual expenses of 6% are lower than year to date budget of 8%. This result is mainly due to the depreciation for July is not yet accounted for.

#### **Outcome**

There is currently a cash balance of \$ 5.5M, down by \$ 1.6M compared to the June cash balance.

Restricted cash – grant not yet spent: \$ 0.74M (last month \$ 1.4M).

Actual unrestricted/surplus cash: \$ 5.6M (last month \$ 5.7M), down by \$ 0.10M.

#### **Capital Works**

See the Capital Funding Report 2021 – 22 for details of all projects.

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

**1. Cash Position as at 31 July 2021**

Operating Account				\$242,723			
<b>SHORT TERM INVESTMENTS</b>							
National Bank of Australia			\$	-			
QTC Cash Fund				\$5,287,262			
		<b>Total</b>	<b>\$</b>	<b>5,529,985</b>			
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)				\$2,266,513			
Restricted cash - grants received not yet spent less grants receivable				\$740,000			
			<b>\$</b>	<b>3,006,513</b>			
Balance of estimated rates/other <b>debtors</b> - estimated <b>creditors</b> :							
	(	\$1,181,018	-	\$367,975 )	\$	813,043	
Plus cash surplus	\$	5,529,985	-	\$	3,006,513	\$	2,523,472
<b>Working Capital</b>			<b>Total</b>	<b>\$</b>	<b>3,336,515</b>		

**2. Monthly Cash Flow Estimate: - August 2021**

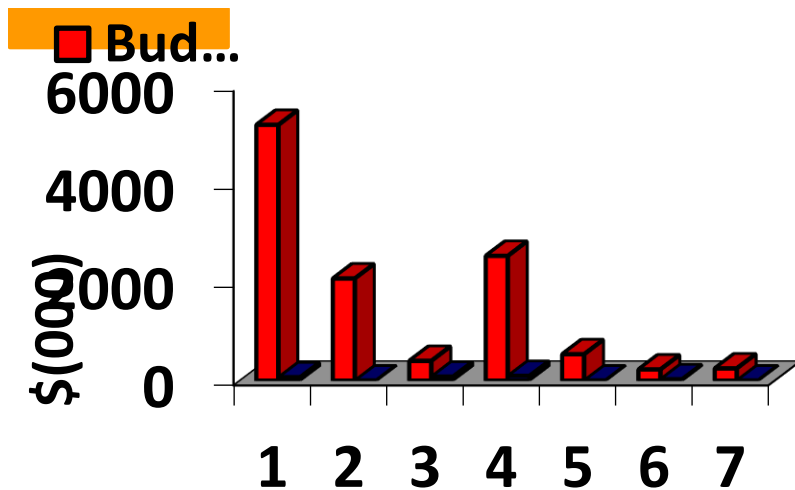
Rates	\$50,000	Payroll	\$800,000
Fees & Charges	\$100,000	Creditor Payments	\$1,000,000
Debtors	\$600,000	Loan Payments	\$0
Grants/Claims/Loan QTC	\$1,000,000	Lease Payments	\$0
<b>Total</b>	<b>\$1,750,000</b>	<b>Total</b>	<b>\$1,800,000</b>
Therefore cash is expected to decrease by <b>\$50,000</b> in the period.			

### 3. Comparative Data for the month of July 2021

Comparative Year	2021	2020	2019
	\$000	\$000	\$000
Cash position	\$5,529	\$4,086	\$6,910
Working capital	\$3,336	\$1,929	\$4,321
Rate arrears*	\$ 615	\$627	\$788
Outstanding debtors	\$ 307	\$349	\$41
Current creditors	\$ 584	\$216	\$395
Total loans	\$3,050	\$2,239	\$2,793

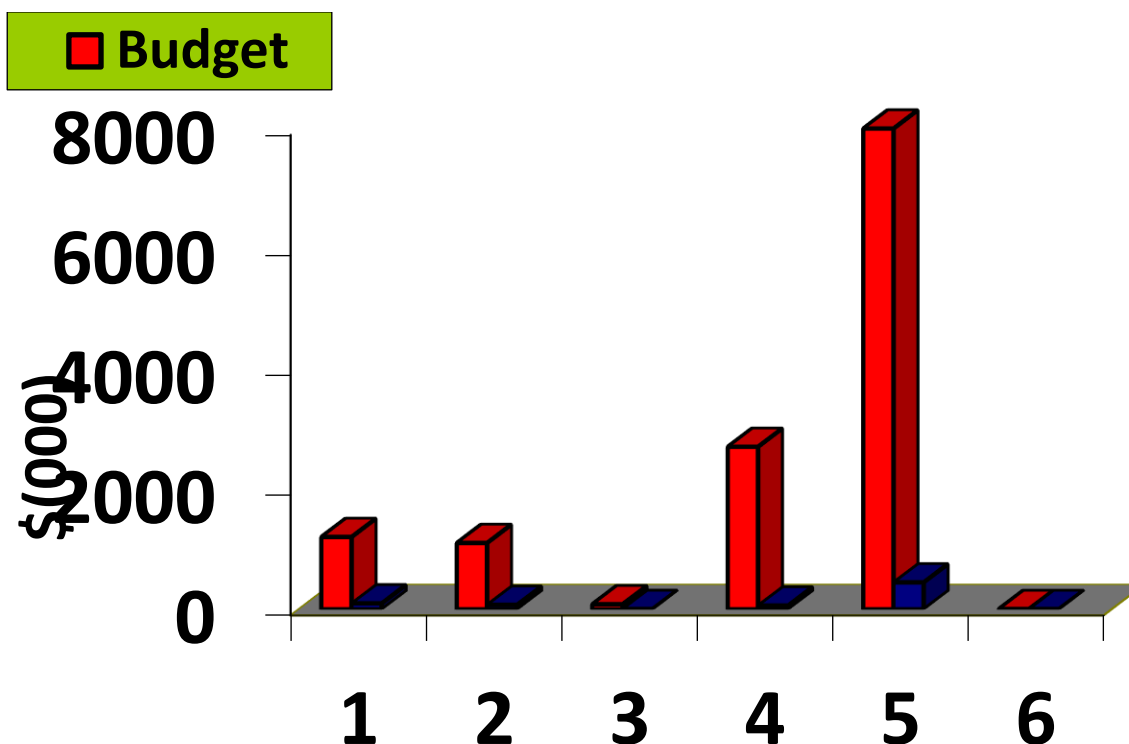
\*Net of rates paid in advance of \$308,526.

### 4. Capital Funding: Year to 31 July 2021



	Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
<b>Total Capital Funding</b>	<b>\$11,239</b>	<b>\$263</b>	<b>2.34%</b>
1 Buildings / Other Structures	\$5,212	\$65	1.25%
2 Plant & Equipment / Furniture & Fittings	\$2,080	\$0	0.00%
3 Airport Upgrade	\$400	\$79	19.75%
4 Roads & Drainage Infrastructure	\$2,541	\$94	3.70%
5 Water & Sewerage Infrastructure	\$535	\$0	0.00%
6 Office/Other Equip	\$225	\$25	11.11%
7 QTC - Loan Redemption	\$246	\$0	0.00%

5. Road Works Expenditure: Year to 31 July 2021



		Budget \$(000)	Expended YTD Actual \$(000)	% of Budget Expended
	<b>Total Road Expenditure</b>	<b>\$13,080</b>	<b>\$670</b>	<b>5%</b>
1	Rural Roads	\$1,200	\$95	8%
2	Town Streets	\$1,100	\$71	6%
3	Private Works*	\$80	\$1	1%
4	RMPC Works	\$2,700	\$59	2%
5	Flood Damage**	\$8,000	\$444	6%
6	Other (Landsborough Highway Rehab)	\$0	\$0	0%

6. ATTACHMENTS

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

## Capital Expenditure as at 31 July 2021

Projects						
Asset Class/GL Number	Job Number	Project Description	Funding source	Actual to date	% of budget	Budgeted Project Costs 2021-22
Airport						
<b>242-4000-0</b>	8000-3601-0	Augathella Airstrip Upgrade	DISER	\$58,970	39.31%	\$150,000
	8000-3602-0	Airport Reseal LRCI 2	LRCI 2	\$19,876	7.95%	\$250,000
	<b>Sub total</b>			<b>\$78,846</b>	<b>19.71%</b>	<b>\$400,000</b>
Buildings	8000-2560-0	LRCI Stage 3 - Projects TBA	LRCI Stage 3	\$0	0.00%	\$2,432,178
<b>360-4000-0</b>	8000-2501-0	Charleville Aged Care Upgrade - Drought	Drought Funding	\$4,681	17.34%	\$27,000
	8000-2502-0	Augathella Aged Care Upgrade - Drought	Drought Funding	\$0	0.00%	\$50,000
	8000-2560-0	Charleville Gym Expansion-BoR	Building our Regions	\$0	0.00%	\$137,000
	8000-2570-0	Upgrade Council Chambers (outside and internal floor coverings)	LRCI Stage 1	\$6,140	20.47%	\$30,000
	8000-2582-0	Morven Tourist Office-COVID	W4Qld Covid	\$0	0.00%	\$88,000
	8000-2583-0	Augathella History Museum-COVID	W4Qld Covid	\$0	0.00%	\$14,000
	8000-2586-0	Town Hall Upgrades - Augathella & Morven COVID	W4Qld Covid	\$4,474	14.91%	\$30,000
	<b>Sub total</b>			<b>\$15,295</b>	<b>0.54%</b>	<b>\$2,808,178</b>
Other Structures	8000-1892-0	Morven Rail (Freight) Hub	General fund	\$25,298	12.65%	\$200,000
<b>370-4000-0</b>	8000-2595-0	Upgrade existing Toddler Pool at Charleville Swimming pool - W4Qld	W4Qld 2021/24	\$0	0.00%	\$230,000

	8000-2579-0	Charleville Weighbridge - W4Qld	W4Qld 2021/24	\$0	0.00%	\$400,000
	8000-2596-0	Ward River Ablution Block - W4 Qld	W4Qld 2021/24	\$0	0.00%	\$150,000
	8000-2597-0	Amenities at Angellala Bridge Hero Site - W4Qld	W4Qld 2021/25	\$0	0.00%	\$250,000
	8000-2598-0	Refurbish Shire Libraries -W4Qld	W4Qld 2021/24	\$0	0.00%	\$150,000
	8000-2599-0	Upgrade Morven Camp - W4Qld	W4Qld 2021/24	\$0	0.00%	\$150,000
	8000-2600-0	Cosmos renewals	Council general fund	\$0	0.00%	\$20,000
	8000-2601-0	Sound system - Showgrounds	Council general fund	\$0	0.00%	\$100,000
	8000-2361-0	Morven Freight Hub Truck Wash Facility	Building our Regions	\$3,815	1.32%	\$290,000
	8000-2368-0	Morven Rec Lighting - Drought	Drought Communities	\$0	0.00%	\$110,000
	8000-2520-0	Charleville Racecourse Works - W4Qld	W4Qld	\$0	0.00%	\$86,000
	8000-2577-0	Charleville Racecourse LRCI	LRCI Stage 1	\$0	0.00%	\$200,000
	8000-2592-0	Botanical renewals (LRCI 2)	LRCI Stage 2	\$4,694	15.65%	\$30,000
	8000-2593-0	Park furniture (LRCI 2)	LRCI Stage 2	\$16,156	42.52%	\$38,000
	<b>Sub total</b>			<b>\$49,963</b>	<b>2.08%</b>	<b>\$2,404,000</b>
Plant Replacement	8000-1200-0	Heavy and Light Plant	General	\$0	0.00%	\$2,080,000
<b>445-4000-0</b>						
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$2,080,000</b>
	8000-2306-0	Kerb and Channel renewals LRCI 2	LRCI Stage 2	\$0	0.00%	\$100,000
	8003-4049-0	Khyber Rd 28.1 - 30.76	R2R/TIDS	\$0	0.00%	\$450,000



Roads	8004-4049-0	Khyber Rd 56 - 61	R2R/TIDS	\$0	0.00%	\$900,000
<b>525-4000-0</b>	8004-4050-0	Killarney 76.73 - 80.87	R2R/TIDS	\$93,752	15.63%	\$600,000
	8000-3020-0	Town St Reseals R2R	R2R	\$0	0.00%	\$241,089
	8001-3040-0	Footpath renewals	Council general fund	\$0	0.00%	\$150,000
	8000-2305-0	Kerb and Channel renewals	Council general fund	\$0	0.00%	\$100,000
	<b>Sub total</b>			<b>\$93,752</b>	<b>3.69%</b>	<b>\$2,541,089</b>
Water	8000-5254-0	Charleville water renewals	General	\$0	0.00%	\$150,000
<b>555-4000-0</b>	8000-5260-0	Morven water renewals	General	\$0	0.00%	\$100,000
	8000-5252-0	Augathella water renewals	General	\$0	0.00%	\$50,000
	8000-5275-0	Bores - Colladi	Drought	\$0	0.00%	\$35,000
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$335,000</b>
Sewerage	8000-5350-0	Sewerage Augathella	General	\$0	0.00%	\$50,000
<b>585-4000-0</b>	8000-5360-0	Sewerage Charleville	General	\$0	0.00%	\$150,000
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$200,000</b>
Office Equip	8000-1782-0	Computers Renewals	General	\$4,981	0.00%	\$25,000
<b>597-4000-0</b>	8000-1790-0	IT/Finance and Records System	General	\$20,686	10.34%	\$200,000
	<b>Sub total</b>			<b>\$25,667</b>	<b>11.41%</b>	<b>\$225,000</b>
	<b>Total Capital</b>			<b>\$263,523</b>	<b>\$0</b>	<b>\$10,993,267</b>
Loan repayments		Current Loans Payments	General	\$0	0.00%	\$245,497
<b>640-672-5000</b>						
	<b>Sub total</b>			<b>\$0</b>	<b>0.00%</b>	<b>\$245,497</b>
<b>GRAND TOTAL</b>				<b>\$263,523</b>	<b>\$0</b>	<b>\$11,238,764</b>

## STATEMENT OF RATES AND CHARGES

31 JULY 2021



	ARREARS JUNE 2021	30	LEVIES	INTEREST	RECEIPTS	DISCOUNT	WRITE OFFS	PENSIONER STATE	PENSIONER COUNCIL	BALANCE	
GENERAL	\$385,339.34		\$0.00	\$2,457.26	\$30,278.54	\$0.00	\$0.00	\$0.00	\$0.00	\$357,518.06	
CLEANSING	\$103,516.58		\$0.00	\$655.43	\$8,525.60	\$0.00	\$0.00	\$0.00	\$0.00	\$95,646.41	
SEWERAGE	\$132,239.16		\$0.00	\$772.30	\$12,910.92	\$0.00	\$0.00	\$0.00	\$0.00	\$120,100.54	
WATER	\$282,068.96		\$0.00	\$1,772.80	\$20,812.32	\$0.00	\$0.00	\$0.00	\$0.00	\$263,029.44	
EXCESS WATER	\$13,300.89		\$0.00	\$0.00	\$292.25	\$0.00	\$0.00	\$0.00	\$0.00	\$13,008.64	
C.E.D.	\$14,836.80		\$0.00	\$79.23	\$2,982.14	\$0.00	\$0.00	\$0.00	\$0.00	\$11,933.89	
LEGAL FEES	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
LAND CHARGES	\$15,523.45		\$0.00	\$0.00	\$282.65	\$0.00	\$0.00	\$0.00	\$0.00	\$15,240.80	
TOTALS	\$946,825.18		\$0.00	\$5,737.02	\$76,084.42	\$0.00	\$0.00	\$0.00	\$0.00	\$876,477.78	
										STATE EMERGENCY LEVY	\$47,388.05
										<b>TOTAL CURRENT &amp; ARREARS</b>	\$923,865.83
										RATES PAID IN ADVANCE	\$308,526.24
										<b>TOTAL OUTSTANDING</b>	\$615,339.59

### ARREARS ANALYSIS

Current Year	1 Year	2 Years	3 Years	4 Years	5 Years +	Interest	Total
\$0.00	\$494,499.76	\$184,121.55	\$93,122.68	\$40,880.31	\$17,217.34	\$94,024.19	\$923,865.83

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)	
		31 Jul 2021	Budget	31 Jul 2021	Budget	31 Jul 2021	Budget
1000-0001	EXECUTIVE MANAGEMENT						
1100-0002	CORP GOVERNANCE SUB PROGRAM	0.00	0%	53,815.76	11%	(53,815.76)	11%
1200-0002	SPECIAL OPERATIONS SUB PROGRAM	0.00	0%	0.00	0%	0.00	0%
1300-0002	DISASTER MANAGEMENT SUB PROGRAM	0.00	0%	2,151.01	2%	(2,151.01)	2%
1500-0002	HUMAN RESOURCES SUB PROGRAM	0.00	0%	6,605.25	4%	(6,605.25)	4%
1000-0001	EXECUTIVE MANAGEMENT	0.00	0%	62,572.02	8%	(62,572.02)	8%
2000-0001	CORPORATE SERVICES						
2100-0002	REVENUE SUB PROGRAM	13,746.27	0%	0.00	0%	13,746.27	0%
2200-0002	STORES OPERATION SUB PROGRAM	0.00	0%	3,346.29	2%	(3,346.29)	2%
2300-0002	ADMINISTRATION SUB PROGRAM	7,295.43	7%	201,888.71	7%	(194,593.28)	7%
2400-0002	FINANCE SUB PROGRAM	0.00	0%	3,173.60	9%	(3,173.60)	9%
2500-0002	ONCOSTS SUB PROGRAM	0.00	0%	222,035.13	---%	(222,035.13)	---%
2600-0002	LIBRARY SUB PROGRAM	2,000.00	24%	12,183.03	4%	(10,183.03)	4%
2700-0002	AERODROMES SUB PROGRAM	43,318.50	14%	41,326.88	5%	1,991.62	0%
2800-0002	AREA PROMOTION/DEVT SUB PRO						
2800-0003	ECONOMIC DEVELOPMENT	754,365.18	13%	26,167.23	6%	728,197.95	14%
2805-0003	COUNCIL HOUSING	0.00	0%	10,769.76	10%	(10,769.76)	10%
2815-0003	CULTURAL DEVELOPMENT	0.00	0%	1,729.22	1%	(1,729.22)	1%
2820-0003	TOURISM & PROMOTION						
2855-0004	TOURISM AND PROMOTION	306,108.35	17%	319,529.96	13%	(13,421.61)	2%
2820-0003	TOURISM & PROMOTION	306,108.35	17%	319,529.96	13%	(13,421.61)	2%
2800-0002	AREA PROMOTION/DEVT SUB PRO	1,060,473.53	14%	358,196.17	12%	702,277.36	16%
2000-0001	CORPORATE SERVICES	1,126,833.73	7%	842,149.81	11%	284,683.92	3%
3200-0001	HEALTH/ENVIRONMENTAL SERVICES						
3200-0002	SPORT, REC & COMMUNITY FACILITIES						
3200-0003	SPORTS & RECREATION FACILITIES						
3200-0004	PARKS GARDENS & RESERVES	3,883.02	6%	47,454.75	4%	(43,571.73)	3%
3220-0004	RACECOURSE	2,136.37	9%	2,050.10	1%	86.27	0%
3240-0004	SWIMMING POOLS	0.00	0%	24,632.33	7%	(24,632.33)	7%
3200-0003	SPORTS & RECREATION FACILITIES	6,019.39	7%	74,137.18	4%	(68,117.79)	4%

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)			
		31 Jul 2021	Budget	31 Jul 2021	Budget	31 Jul 2021	Budget		
3260-0003	COMMUNITY FACILITIES								
3260-0004	TELEVISION, CCTV and WIFI	0.00	0	6,823.79	18%	37,917	(6,823.79) 18%	(37,917)	
3270-0004	HALLS & CENTRES	272.73	1%	48,000		15,917.69	7%	242,983	
3280-0004	SHOWGROUNDS	500.00	3%	15,000		10,673.48	4%	256,000	
3290-0004	CEMETERIES & MEMORIALS	1,941.82	5%	40,000		2,487.57	2%	140,380	
3320-0004	PUBLIC CONVENIENCES	0.00	0%	0		7,726.58	5%	162,848	
3330-0004	AGED CARE	5,487.20	6%	90,000		4,609.73	3%	177,800	
3260-0003	COMMUNITY FACILITIES	8,201.75	4%	193,000		48,238.84	5%	1,017,928	
								(40,037.09) 5%	(824,928)
3200-0002	SPORT, REC & COMMUNITY FACILITIES	14,221.14	5%	276,500		122,376.02	4%	2,868,214	
								(108,154.88) 4%	(2,591,714)
3400-0002	ENVIRONMENTAL SUB PROGRAM								
3410-0003	COMMUNITY HEALTH	32.72	0%	19,500		1,143.77	1%	83,000	
3435-0003	ANIMAL CONTROL	3,667.09	7%	55,500		15,685.73	6%	244,152	
3460-0003	RESERVES	0.00	0%	0		4,310.07	2%	275,700	
3475-0003	STOCK ROUTES	0.00	0%	0		11,353.16	3%	373,739	
3400-0002	ENVIRONMENTAL SUB PROGRAM	3,699.81	5%	75,000		32,492.73	3%	976,591	
								(28,792.92) 3%	(901,591)
3500-0002	REFUSE MANAGEMENT SUB PROGRAM								
3500-0004	CHARLEVILLE REFUSE MANAGEMENT	585.10	0%	532,195		33,359.24	7%	510,174	
3540-0004	MORVEN REFUSE MANAGEMENT	12.66	0%	23,009		2,167.71	5%	45,762	
3570-0004	AUGATHELLA REFUSE MANAGEMENT	58.99	0%	52,674		1,391.29	5%	26,206	
3500-0002	REFUSE MANAGEMENT SUB PROGRAM	656.75	0%	607,878		36,918.24	6%	582,142	
								(36,261.49) -141%	25,736
3200-0001	HEALTH/ENVIRONMENTAL SERVICES	18,577.70	2%	959,378		191,786.99	4%	4,426,947	
								(173,209.29) 5%	(3,467,569)
4000-0001	ENGINEERING SERVICES								
4100-0002	ENGINEERING OFFICE SUB PROGRAM	0.00	0%	0		35,435.53	1%	3,874,172	
4200-0002	BUILDING & PLANNING SUB PROGRAM	4,167.00	17%	25,000		159.10	0%	105,500	
4300-0002	PLANT OPERATIONS SUB PROGRAM	19,196.56	21%	90,000		(151,813.64)	22%	(700,604)	
4400-0002	PRIVATE WORKS ACTIVITIES	1,531.83	0%	4,047,334		167,949.40	7%	2,380,000	
4500-0002	OTHER ROAD ACTIVITIES SUB PROGRAM	327,158.90	3%	11,000,000		560,048.91	5%	10,725,982	
4000-0001	ENGINEERING SERVICES	352,054.29	2%	15,162,334		611,779.30	4%	16,385,050	
								(259,725.01) 21%	(1,222,716)
5100-0001	WATER & SEWERAGE SERVICES								
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM								
5100-0003	CHARLEVILLE WATER	1,529.51	0%	1,441,973		28,246.01	4%	638,899	
								(26,716.50) -3%	803,074

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Level 4. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		REVENUE		EXPENDITURE		SURPLUS/(DEFICIENCY)					
		31 Jul 2021	Budget	31 Jul 2021	Budget	31 Jul 2021		Budget			
5200-0003	MORVEN WATER	55.58	0%	101,301	8,265.84	8%	106,899	(8,210.26)	147%	(5,598)	
5300-0003	AUGATHELLA WATER	187.71	0%	187,457	4,897.82	3%	170,722	(4,710.11)	-28%	16,735	
5390-0003	WATER DEPRECIATION	0.00	0%	0	0.00	0%	554,932	0.00	0%	(554,932)	
-----		-----		-----		-----		-----		-----	
5100-0002	WATER SUPPLY ACTIVITIES SUB PROGRAM	1,772.80	0%	1,730,731	41,409.67	3%	1,471,452	(39,636.87)	-15%	259,279	
-----		-----		-----		-----		-----		-----	
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM										
5400-0003	CHARLEVILLE SEWERAGE	770.98	0%	861,627	22,283.84	5%	430,970	(21,512.86)	-5%	430,657	
5450-0003	AUGATHELLA SEWERAGE	79.23	0%	82,310	1,723.22	4%	42,690	(1,643.99)	-4%	39,620	
5490-0003	SEWERAGE DEPRECIATION	0.00	0%	0	0.00	0%	318,960	0.00	0%	(318,960)	
-----		-----		-----		-----		-----		-----	
5400-0002	SEWERAGE ACTIVITIES SUB PROGRAM	850.21	0%	943,937	24,007.06	3%	792,620	(23,156.85)	-15%	151,317	
-----		-----		-----		-----		-----		-----	
5100-0001	WATER & SEWERAGE SERVICES	2,623.01	0%	2,674,668	65,416.73	3%	2,264,072	(62,793.72)	-15%	410,596	
-----		-----		-----		-----		-----		-----	
TOTAL REVENUE AND EXPENDITURE		1,500,088.73	4%	36,003,629	1,773,704.85	6%	31,176,476	(273,616.12)	-6%	4,827,153	

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)  
 MURWEH SHIRE COUNCIL (Budget for full year) Financial Year Ending 2022 Printed(CLAIREA): 03-08-2021 10:02:07 AM

	OPENING BALANCE	YEAR TO DATE 31 Jul 2021	BUDGET	CURRENT BALANCE 31 Jul 2021	BUDGET
<b>CURRENT ASSETS</b>					
=====					
0100-0001	<b>CURRENT ASSETS</b>				
0105-3000	Cash at Bank - General Account	273,777.59	(33,724.36)	---	0
0110-3000	Cash on Hand	1,570.00	0.00	0%	0
0115-3000	QTC - Cash Investments	6,852,262.58	(1,565,000.00)	---	0
0116-3000	NAB - Term Deposits	0.00	0.00	0%	0
0117-3000	Cash: Cosmos Centre Float	800.00	0.00	0%	0
0118-3000	Cash: Visitor Info Centre	300.00	0.00	0%	0
0120-3000	Accounts Receivable - Rates	739,129.92	(124,040.33)	---	0
0121-3000	Acct Rec - Rates EOY Receipts	259,036.52	0.00	0%	0
0127-3000	Provision for Doubtful Rates	0.00	0.00	0%	0
0130-3000	Stores and Materials	234,101.85	(2,373.46)	---	0
0132-3000	Inventory - Cosmos Centre	46,274.57	0.00	0%	0
0140-3000	Prepaid Expenses	217,032.18	0.00	0%	0
0147-3000	Accrued Revenue - General	2,160.30	(2,160.30)	---	0
0148-3000	Contract Assets	27,047.68	0.00	0%	0
0150-3000	Workers Compensation Receivable	604.43	0.00	0%	0
0155-3000	Accounts Receivable - Debtors	913,186.87	(606,611.30)	---	0
0156-3000	Accts Rec - Debtors EOY Receipts	0.00	0.00	0%	0
0160-3000	Provision for Doubtful Debts	(3,637.98)	0.00	0%	0
0165-3000	GST Receivable/Suspense	305,802.41	(46,448.16)	---	0
0170-3000	Residential Land for Resale	0.00	0.00	0%	0
0100-0001	<b>CURRENT ASSETS TOTAL</b>	<b>9,869,448.92</b>	<b>(2,380,357.91)</b>	<b>---</b>	<b>0</b>
	<b>TOTAL CURRENT ASSETS</b>	<b>9,869,448.92</b>	<b>(2,380,357.91)</b>	<b>---</b>	<b>0</b>

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Jul 2021	BUDGET	31 Jul 2021	BUDGET
NON-CURRENT ASSETS						
=====						
0200-0001	NON-CURRENT ASSETS					
0200-4000	Land at Cost	0.00	0.00	0%	0.00	0%
0205-4000	Land for Resale	0.00	0.00	0%	0.00	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%	0.00	0%
0215-4000	Land Clearing Account	71,697.01	0.00	0%	71,697.01	75%
0217-4000	WIP - Land Improvements	3,536.27	0.00	0%	3,536.27	1%
0221-4000	Aerodrome Landing Strip at Cost	20,425.00	0.00	0%	20,425.00	---
0231-4000	Aerodrome Landing Strip at Valuation	14,559,396.66	0.00	0%	14,559,396.66	143%
0241-4000	Accum Depn - Aerodrome Landing Strip	(2,568,128.17)	0.00	0%	(2,568,128.17)	76%
0242-4000	WIP - Aerodrome Upgrade	295,165.12	73,347.87	18%	368,512.99	6%
0300-4000	Buildings at Cost	9,713,708.42	0.00	0%	9,713,708.42	>999%
0310-4000	Buildings at Valuation	57,207,640.81	0.00	0%	57,207,640.81	111%
0320-4000	Accum Depn - Buildings	(23,556,012.51)	0.00	0%	(23,556,012.51)	179%
0330-4000	Other Structures at Cost	902,263.77	0.00	0%	902,263.77	>999%
0340-4000	Other Structures at Valuation	8,143,176.85	0.00	0%	8,143,176.85	101%
0350-4000	Accum Depn - Other Structures	(3,216,275.64)	0.00	0%	(3,216,275.64)	109%
0360-4000	WIP - Buildings	2,020,618.57	13,502.95	0%	2,034,121.52	14%
0370-4000	WIP - Other Structures	7,434,723.02	41,675.08	2%	7,476,398.10	39%
0380-4000	Parks at Cost	1,244,413.79	0.00	0%	1,244,413.79	---
0381-4000	Accum Depn - Parks	(423,507.70)	0.00	0%	(423,507.70)	33%
0382-4000	WIP - Parks	0.00	0.00	0%	0.00	0%
0383-4000	Parks at Valuation	688,320.00	0.00	0%	688,320.00	39%
0400-4000	Equipment and Furniture Fittings	4,296,923.08	0.00	0%	4,296,923.08	244%
0410-4000	Accum Depn - Equipment and FF	(3,758,931.05)	0.00	0%	(3,758,931.05)	265%
0411-4000	Plant	14,098,839.07	0.00	0%	14,098,839.07	100%
0415-4000	Accum Depreciation - Plant	(6,540,986.52)	0.00	0%	(6,540,986.52)	66%
0420-4000	Furniture and Fittings	0.00	0.00	0%	0.00	0%
0430-4000	Accum Depn - Furniture and Fittings	0.00	0.00	0%	0.00	0%
0445-4000	Plant Clearing Account	165,739.55	0.00	0%	165,739.55	2%
0500-4000	Road Infrastructure at Cost	0.00	0.00	0%	0.00	0%
0510-4000	Road Infrastructure at Valuation	337,183,963.62	0.00	0%	337,183,963.62	147%
0520-4000	Accum Depn - Road Infrastructure	(50,115,445.95)	0.00	0%	(50,115,445.95)	104%
0525-4000	WIP - Road Infrastructure	4,815,636.46	13,422.17	1%	4,829,058.63	21%
0530-4000	Water Infrastructure at Cost	1,043,843.48	0.00	0%	1,043,843.48	384%
0540-4000	Water Infrastructure at Valuation	27,387,863.32	0.00	0%	27,387,863.32	143%
0550-4000	Accum Depn - Water Infrastructure	(13,035,582.74)	0.00	0%	(13,035,582.74)	159%
0555-4000	WIP - Water Infrastructure	424,472.59	(0.02)	0%	424,472.57	11%
0560-4000	Sewerage Infrastructure at Cost	414,175.16	0.00	0%	414,175.16	190%
0570-4000	Sewerage Infrastructure at Valuation	23,537,285.63	0.00	0%	23,537,285.63	111%
0580-4000	Accum Depn - Sewerage Infrastructure	(12,936,379.87)	0.00	0%	(12,936,379.87)	182%
0585-4000	WIP - Sewerage Infrastructure	215,463.47	0.00	0%	215,463.47	19%



(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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		OPENING	YEAR TO DATE			CURRENT BALANCE		
		BALANCE	31 Jul 2021	BUDGET	31 Jul 2021	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	2,830,709.88	0.00	0%	0	2,830,709.88	90%	3,146,051
0595-4000	Residential Land Resale (NCA)	0.00	0.00	0%	0	0.00	0%	0
0596-4000	Right of Use Assets	221,275.59	0.00	0%	0	221,275.59	---	0
0596-4001	Accumulated Amortisation	(112,754.04)	0.00	0%	0	(112,754.04)	---	0
0597-4000	Equipment Clearing Account	248,812.21	28,706.70	13%	225,000	277,518.91	14%	1,976,576
0599-4000	Landfill Asset	0.00	0.00	0%	0	0.00	0%	0
-----		-----	-----	-----	-----	-----	-----	-----
0200-0001	NON-CURRENT ASSETS TOTAL	406,395,440.21	170,654.75	4%	4,432,247	406,566,094.96	115%	353,311,013
-----		-----	-----	-----	-----	-----	-----	-----
	TOTAL NON-CURRENT ASSETS	406,395,440.21	170,654.75	4%	4,432,247	406,566,094.96	115%	353,311,013
=====		=====	=====	=====	=====	=====	=====	=====
	TOTAL ASSETS	416,264,889.13	(2,209,703.16)	-50%	4,432,247	414,055,185.97	114%	362,738,859
CURRENT LIABILITIES								
=====								
0600-0001 CURRENT LIABILITIES								
0600-5000	Accounts Payable	0.00	584,192.84	---	0	584,192.84	---	0
0605-5000	Accrued Expenses - All	1,730,430.76	(2,485,471.72)	---	0	(755,040.96)	<999%	459
0610-5000	Fire Services Levy Payable	472.70	323.75	---	0	796.45	5%	16,515
0612-5000	Contract Liabilities	546,490.31	0.00	0%	0	546,490.31	---	0
0613-5000	Prepaid Rates	259,036.52	0.00	0%	0	259,036.52	---	0
0615-5000	PAYG Payable	0.00	0.00	0%	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	9,303.17	3,096.30	---	0	12,399.47	61%	20,229
0635-5000	Stock Routes Fees Payable	289.19	0.00	0%	0	289.19	1%	34,435
0636-5000	Finance Lease - Current	84,052.44	0.00	0%	0	84,052.44	---	0
0640-5000	Office Extension Current Loan	128.24	0.00	0%	0	128.24	0%	(27,759)
0645-5000	Cosmos Centre Current Loan	278.79	0.00	0%	0	278.79	0%	(60,342)
0650-5000	Medical Centre Current Loan	376.04	0.00	0%	0	376.04	-1%	(51,426)
0660-5000	Morven Rail Current Loan	0.00	0.00	0%	0	0.00	0%	(214,795)
0665-5000	Plant Replacement Current Loan	0.00	0.00	0%	0	0.00	0%	(228,366)
0666-5000	Plant Replacement No 2 Current Loan	0.00	0.00	0%	0	0.00	0%	(171,804)
0670-5000	Residential Develop Current Loan	0.00	0.00	0%	0	0.00	0%	(223,753)
0671-5000	Flood Mitigation Current Loan	27,528.21	0.00	0%	0	27,528.21	>999%	452
0672-5000	Airport Upgrade Current Loan	1,195.17	0.00	0%	0	1,195.17	-3%	(38,036)
0675-5000	Annual Leave payable	940,133.10	29,372.92	---	0	969,506.02	115%	846,327
0680-5000	Long Service Leave Payable	1,071,941.92	4,970.92	---	0	1,076,912.84	87%	1,237,872

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

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	OPENING BALANCE	YEAR TO DATE 31 Jul 2021		BUDGET	CURRENT BALANCE 31 Jul 2021		BUDGET
0685-5000 Sick Leave Payable	198,746.13	8,950.02	---	0	207,696.15	88%	234,964
0690-5000 Land Rebate Holding Account	(7,000.00)	0.00	0%	0	(7,000.00)	100%	(7,000)
0697-5000 Salary Sacrifice Deduct - Before Tax	85,458.46	5,273.16	---	0	90,731.62	---	0
0698-5000 Salary Sacrifice Deduct - After Tax	(87,846.18)	(5,273.16)	---	0	(93,119.34)	---	0
0699-5000 Suspense Account: General Account	94,687.77	(81,522.07)	---	0	13,165.70	76%	17,294
0600-0001 CURRENT LIABILITIES TOTAL	4,955,702.74	(1,936,087.04)	---	0	3,019,615.70	218%	1,385,266
TOTAL CURRENT LIABILITIES	4,955,702.74	(1,936,087.04)	---	0	3,019,615.70	218%	1,385,266
NON-CURRENT LIABILITIES							
=====							
0700-0001 NON-CURRENT LIABILITIES							
0700-6000 Non-Current Long Service Leave	89,447.44	0.00	0%	0	89,447.44	59%	150,781
0701-6000 Finance Lease - Non current	24,974.29	0.00	0%	0	24,974.29	---	0
0740-6000 Office Extension Non-Current Loan	20,445.48	0.00	0%	(20,445)	20,445.48	82%	24,929
0745-6000 Cosmos Centre Non-Current Loan	44,446.75	0.00	0%	(44,447)	44,446.75	82%	54,219
0750-6000 Medical Centre Non-Current Loan	86,293.57	0.00	0%	(36,537)	86,293.57	97%	89,250
0760-6000 Morven Rail Non-Current Loan	1,000,000.00	0.00	0%	(57,551)	1,000,000.00	106%	942,449
0765-6000 Plant Replacement Non-Current Loan	0.00	0.00	0%	0	0.00	0%	0
0766-6000 Plant Replacement No 2 Non-Current	0.00	0.00	0%	0	0.00	0%	0
0770-6000 Residential Develop Non-Current Loan	0.00	0.00	0%	0	0.00	0%	249,501
0771-6000 Flood Mitigation Non-Current Loan	1,088,298.40	0.00	0%	(44,225)	1,088,298.40	110%	990,296
0772-6000 Airport Upgrade Non-Current Loan	800,514.56	0.00	0%	(42,293)	800,514.56	95%	842,360
0780-6000 Landfill Restoration Provision	1,944,773.00	0.00	0%	0	1,944,773.00	---	0
0700-0001 NON-CURRENT LIABILITIES TOTAL	5,099,193.49	0.00	0%	(245,498)	5,099,193.49	152%	3,343,785
TOTAL NON-CURRENT LIABILITIES	5,099,193.49	0.00	0%	(245,498)	5,099,193.49	152%	3,343,785
TOTAL LIABILITIES	10,054,896.23	(1,936,087.04)	789%	(245,498)	8,118,809.19	172%	4,729,051
NETT ASSETS/(LIABILITIES)	406,209,992.90	(273,616.12)	-6%	4,677,745	405,936,376.78	113%	358,009,808

(Accounts: 0100-0001-0000 to 5490-2000-0000. All report groups. 9% of year elapsed. To Details. Excludes committed costs)

MURWEH SHIRE COUNCIL (Budget for full year)

Financial Year Ending 2022

Printed(CLAIREA): 03-08-2021 10:02:07 AM

		OPENING	YEAR TO DATE		CURRENT BALANCE	
		BALANCE	31 Jul 2021	BUDGET	31 Jul 2021	BUDGET
COMMUNITY EQUITY						
=====						
0800-0001	EQUITY					
0800-0002 SHIRE CAPITAL						
0805-7000	Retained Surplus	47,026,755.59	0.00	0%	0	47,026,755.59 100%
0807-7000	Retained Surplus-Cosmos	(1,275,671.18)	0.00	0%	0	(1,275,671.18) <999%
0810-7000	Asset Revaluation Reserve - Roads	207,623,378.33	0.00	0%	0	207,623,378.33 174%
0811-7000	Asset Revaluation Reserve - W & S	21,812,333.46	0.00	0%	0	21,812,333.46 91%
0812-7000	Asset Reval Res - Bldgs & Structures	33,190,987.25	0.00	0%	0	33,190,987.25 87%
0813-7000	Asset Revaluation Reserve-Land	929,460.63	0.00	0%	0	929,460.63 29%
0815-7000	Asset Revaluation Reserve Aerodrome	12,624,624.36	0.00	0%	0	12,624,624.36 145%
0816-7000	Asset Revaluation Reserve - Plant	0.00	0.00	0%	0	0.00 0%
0820-7000	Current Surplus / Deficit	0.00	(273,616.12)	-6%	4,827,153	(273,616.12) -6%
0825-7000	Year End Surplus/Deficit	84,278,124.46	0.00	0%	0	84,278,124.46 82%
-----						
0800-0002	SHIRE CAPITAL TOTAL	406,209,992.90	(273,616.12)	-6%	4,827,153	405,936,376.78 117%
0830-0002 RESERVES						
-----						
0800-0001	EQUITY TOTAL	406,209,992.90	(273,616.12)	-6%	4,827,153	405,936,376.78 117%
-----						
	TOTAL COMMUNITY EQUITY	406,209,992.90	(273,616.12)	-6%	4,827,153	405,936,376.78 117%



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August, 2021

## Subject

### Internal Audit – Legislative Compliance Business Continuity Planning

#### PROPOSED RESOLUTION:

That Council receives the internal audit reports of the Legislative Compliance and Business Continuity Planning from the Internal Auditors Crowe.

#### BACKGROUND:

<b>Purpose</b>	Please be advised that the internal audit reports of the legislative compliance and business continuity planning has now been received from the Internal Auditor, Crowe and in line with section 211 (4) of the Local Government Regulations 2012, I am required to present their reports to Council.
<b>Financial Risks</b>	Directors and senior staff are currently coordinating remedial action as sought in the internal report.
<b>Environment Risks</b>	N/A
<b>Social Risks</b>	Internal document for consideration by Council.
<b>Recommendation</b>	That Council receives the internal audit report of the Legislative Compliance and Business Continuity Planning from the Internal Auditors Crowe.

**Neil Polglase**  
Chief Executive Officer



# Murweh Shire Council

## Legislative Compliance Review

May 2021



Audit / Tax / Advisory

Smart decisions. Lasting value.

## Table of Contents

1. Executive Summary .....	4
1.1. Introduction .....	4
1.2. Objective .....	4
1.3. Summary of Findings .....	4
1.4. Basis and use of this Report .....	7
1.5. Acknowledgement .....	7
2. Background .....	7
3. Detailed Findings .....	9
3.1. Planning, Financial Management and Accountability – Annual Operational Plan .....	<b>Error! Bookmark not defined.</b>
3.2. Planning, Financial Management and Accountability – Report on Operational Plan .....	<b>Error! Bookmark not defined.</b>
3.3. Keeping Registers and Records – Local Law Register .....	10
3.4. Planning, Financial Management and Accountability – Long Term Asset Management Plan .....	11
3.5. Budget and Budget Meeting – Content of Budget .....	17
3.6. Website Publications – Councillor Conflict of Interest at a Meeting .....	12
3.7. Keeping Registers and Records – Councillor Conduct Register .....	13
4. Process Improvement Opportunities .....	14
4.1. Documentation Inconsistencies .....	18
4.2. Local Law-Making Process .....	19
5. Appendices .....	20
Appendix 1 – Internal Audit Scope (extract) .....	20
Appendix 2 – Classification of Internal Audit Findings .....	21
Appendix 3 – Basis and Use of this Report .....	22



## Disclaimer

The services provided in connection with the engagement comprise an advisory engagement which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standards Board and, consequently no opinions or conclusions intended to convey assurance will be expressed. This review report has been prepared at the request of Murweh Shire Council in connection with our advisory engagement to perform review services as detailed in our scoping letter dated 8 February 2021.

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that are subject to procedures we perform operate, is not reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. The procedures performed are not designed to detect all weaknesses in control procedures as they are not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate. Findex (Aust) Pty Ltd, trading as Crowe provides no warranty regarding the accuracy or completeness of the information. All opinions, conclusions, forecasts or recommendations are reasonably held at the time of compilation but are subject to change without notice by Findex (Aust) Pty Ltd, trading as Crowe. Findex (Aust) Pty Ltd, trading as Crowe assumes no obligation to update this document after it has been issued. Except for any liability which by law cannot be excluded, Findex (Aust) Pty Ltd, trading as Crowe, its Directors, employees and agents disclaim all liability (whether in negligence or otherwise) for any error, inaccuracy, or omission from the information contained in this document or any loss or damage suffered by the recipient or any other person directly or indirectly through relying upon the information.

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<b>For Action</b>	<b>For Information</b>
Director of Corporate Services	Chief Executive Officer

# 1. Executive Summary

## 1.1. Introduction

Crowe was engaged by Murweh Shire Council (Council) to conduct an Internal Audit of Council's Legislative Compliance. This report documents the findings identified from performing the Internal Audit at Council during the February to April 2021 period.

Overall, Council's risks in relation to Legislative Compliance appeared controlled. We have included findings and recommendations below which highlight opportunities for Council to further strengthen its control environment.

## 1.2. Objective

The objective of the Internal Audit was to consider the design and operating effectiveness of the key internal controls over Council's Legislative Compliance program to ensure key risks are being adequately mitigated, and to identify potential improvement opportunities.

## 1.3. Summary of Findings

We identified positive observations and findings as outlined below. A full list of the findings identified, and recommendations made are included in Sections 3 of this report.

### 1.3.1. Positive Observations

We noted the following positive observations during the Internal Audit:

- Council maintains a detailed and appropriate:
  - roads map and register
  - asset register
  - cost-recovery fees register.
- Declarations of Office for all Councillors were able to be sighted. The declarations were also dated and signed by the Councillor and the CEO.
- Council has endorsed and regularly reviews the following policies as per the requirements in the *LGA 2009 and LGR 2012*:
  - Investment policy
  - Debt policy
  - Revenue policy
  - Entertainment and hospitality policy
  - Councillor expense and reimbursement policy
  - Investigation policy.
- Council maintains a current Public Liability Insurance and Professional Indemnity Insurance of the appropriate amounts as required by legislation.



### 1.3.2. Key Findings and Recommendations

The following includes an outline of the key observations and the Internal Audit rating (refer to **Appendix 2** for details of the rating scale). Observations are categorised as follows:




- Finding – Represents a weakness in the design or operating effectiveness of key controls, requiring management action. The findings are included within Section 3 of this report. Agreed actions to address the findings should be monitored until completed.
- Process Improvement Opportunity (PIO): A PIO does not represent a control weakness and should have no impact on the ability of the entity to achieve its process objectives. PIO's are included to allow Management to consider if further development of the identified areas would add value.

The number of findings identified during this Internal Audit, by category, are summarised in the table below:






Findings Summary				
High	Medium	Low	PIO <sup>1</sup>	Total
-	3	1	5	9

Key findings and observations are outlined in the following table. Further detail is set out within this report (refer to **Section 3**).


Key findings and observations are outlined in the table below. Further detail is set out within this report (refer to **Sections 3**).

Ref.	Summary of Findings	Rating
3.1	<p><b>Keeping registers and records—statutory requirements – Local Law Register</b></p> <p>Internal Audit noted that Council's website includes a link to the Department of Local Government, Racing and Multicultural Affairs' Local Laws database; however, at the time of the review, the database was experiencing some technical difficulties and could not be accessed.</p> <p>Internal Audit was unable to obtain evidence of a Local Laws Register maintained by Council as required under the Act and Regulation.</p>	Moderate 
3.2	<p><b>Planning, Financial Management and Accountability – Statutory Requirements – Long Term Asset Management Plan</b></p> <p>The long-term asset management plans for Transport, Sewerage &amp; Water were provided for Internal Audit's review; however, no plan could be sighted for Building and Other structures.</p>	Moderate 
3.3	<p><b>Website Publications - Statutory Requirements - Councillor conflict of interest at a meeting</b></p> <p>Internal Audit noted that in one instance the Councillor's declared Conflict of Interest was not included in the General Meeting Minutes (21 May 2020).</p>	Moderate 

<sup>1</sup> Process Improvement Opportunity

Ref.	Summary of Findings	Rating
3.4	<p><b>Keeping Registers and Records – Statutory Requirements – Registers – Councillor Conduct</b></p> <p>Internal Audit noted that Council currently does not maintain a Councillor Conduct Register.</p> <p>Internal Audit was advised that no instances of Councillor misconduct has been reported to date; however, Council is still required under the <i>LGA 2009</i> to prepare, maintain and publish a Councillor Conduct Register on its website for public review.</p>	<p>Low</p> 
4.1	<p><b>Planning, financial management and accountability-statutory requirements – Annual Operational Plan</b></p> <p>At the time of performing the 'Planning, financial management and accountability – statutory requirements checklist and calendar' it was found that the Annual Operational Plan for 2020-21 had only been adopted by Council in March 2021. As a result, Council had been operating without an approved/adopted Operational Plan for the first three (3) quarters of the 2020/21 financial year.</p> <p>Operating without an approved Operational Plan is a breach of Section 104 (7) of the <i>LGA 2009</i>.</p>	<p>PIO</p> 
4.2	<p><b>Planning, financial management and accountability-statutory requirements – Report on Operational Plan</b></p> <p>Internal Audit was able to evidence Management reporting against the 2020-21 Operational Plan for the third quarter, since the Plan's adoption in March 2021. However, no reporting could be evidenced for the first and second quarter as required under the Act.</p>	<p>PIO</p> 
4.3	<p><b>Budget and Budget Meeting - Statutory Requirements – Content of Budget</b></p> <p>Internal Audit noted that the 2020-21 Budget does not include the long-term asset management plan which details the strategies to be undertaken by Council to ensure the sustainable management of the asset and state the long-term estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan.</p>	<p>PIO</p> 
4.4	<p><b>Policies, Processes and Other Matters – Statutory Requirements – Policies</b></p> <p>Internal Audit noted the following inconsistencies with Council's policy and procedural documentation:</p> <ul style="list-style-type: none"> <li>• Council Assistance Program Policy does not identify a responsible person or review date.</li> <li>• Advertising policy is out of date as it was last reviewed in 2017. Council's Advertising policy states that it is required to be reviewed every three (3) years.</li> <li>• Council's procurement policy states that it should be reviewed every three (3) years, however, Internal Audit noted that Council's current practice is to review this policy annually. Council's current process for review should be reflected in the Policy. (Adopted date – Jul 2021 to be updated).</li> <li>• The following policies / procedures do not include review requirements: <ul style="list-style-type: none"> <li>○ meeting procedures</li> <li>○ guidelines for councillors asking for employee advice (Acceptable Request Guidelines).</li> </ul> </li> <li>• Administrative action complaints process does not include an adoption or review date.</li> </ul>	<p>PIO</p> 



Ref.	Summary of Findings	Rating
4.5	<p><b>Policies, Processes and Other Matters – Statutory Requirements - Local law-making process</b></p> <p>Council's local law-making process is not formally documented to ensure consistent and appropriate application of Council's practices when implementing local laws.</p>	<p>PIO</p> 

#### 1.4. Basis and use of this Report

This report has been prepared in accordance with the objectives, scope and approach set out in Appendix 1 and subject to the limitations set out in Appendix 3 (Basis and Use of the Report). The report is written on an exceptions basis and therefore only areas requiring Management consideration and action are included within this report.

#### 1.5. Acknowledgement

The Crowe team would like to acknowledge the assistance provided by Council personnel during the Internal Audit. Council Management and staff displayed willingness to identify improvements in their processes and were receptive to any feedback provided throughout the Internal Audit.

## 2. Background

To determine whether Council is compliant with the *Local Government Act 2009 (LGA 2009)* and *Local Government Regulation 2012 (LGR 2012)*, Council's compliance was assessed against the following the Department of Local Government's Local Government Compliance Checklists:

- keeping registers and records
- policies, processes and other matters
- planning, financial management and accountability-statutory requirements
- budget and budget meetings
- website publications.

The results of our internal audit focus area are disclosed below:

#### Keeping registers and records

Council has satisfied twelve of the fourteen requirements related to the Registers and Records Requirements of the *LGA 2009* and *LGR 2012*. The checklist covered areas such as: road maps and register, asset register, cost-recovery fees, delegations, record of declaration of material personal interest, declaration of conflict of interest etc. Two (2) non-compliances were identified relating to the local laws register and councillor conduct register.



**Policies, processes and other matters**

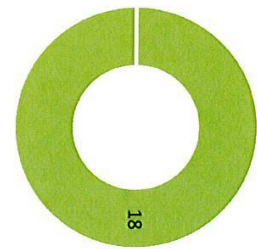
Council has satisfied all eighteen requirements related to Policies, Processes and Other Matters of the *LGA 2009* and *LGR 2012*.

Additionally, some inconsistencies with Council's policy and procedural documentation were identified during this review and have been highlighted as potential improvement opportunities in Section 4 of this report. These inconsistencies related to policies / procedural documents not:

- including review requirements
- identifying the responsible officer
- having an adoption or implementation date.

Best practice for policy renewals are within two years to ensure that they provide current requirements and rulings.

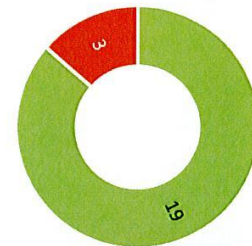
Policies, Processes & Other Matters



**Planning, financial management and accountability**

There are twenty-two requirements within this sector of legislative compliance, Council did not meet three of these requirements. These were in relation to the long-term asset management plan, adoption of the annual operating plan and reporting on operational plan. The compliant areas were in relation to financial management documents, audit functions and loan borrowings.

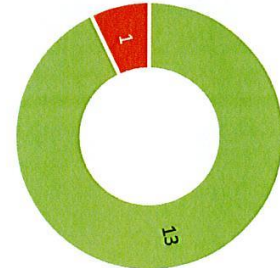
Planning, Financial Management & Accountability



**Budget and Budget Meeting**

A high-level review of the Council's budget and budget meeting was completed as part of the Budget and Budget Meeting checklist. Council complied with thirteen of the fourteen considered requirements in relation to budgeting. The deficiency was in relation to the budget not including Council's long-term asset management plan, detailing the strategies to be undertaken by Council to ensure the sustainable management of the asset and the consideration of long-term estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan.

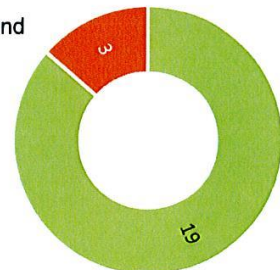
Budget & Budget Meeting



**Website Publications**

In relation to Website Publications required under the *LGA 2009* and *LGR 2012*, a number of deficiencies were identified in relation to Councillor conflict of interest recorded in minutes of the relevant meeting, councillor conduct register and local laws register.

Website Publications



### 3. Detailed Findings



### 3.1. Keeping Registers and Records – Local Law Register

Medium 

#### Observation

Section 31 of the *LGA 2009* and s.14 of the *LGR 2012* require Local Governments to:

- Keep a register of its local laws.
- Make the register available for inspection at the local government's public office and displayed on its website.

The register must contain the following for each local law:

- the law's name;
- purpose; and
- general effect.

Internal Audit noted that Council's website includes a link to the Department of Local Government, Racing and Multicultural Affairs' Local Laws database; however, at the time of the review, the database was experiencing some technical difficulties and could not be accessed.

Internal Audit was provided with a listing of Council Laws; however, this listing did not detail the purpose and general effect of the laws as required under the Act.

Moreover, s. 31 of the Act requires Council to "make the register available for inspection at the local government's public office and displayed on its website."

In the instance where the link to the Department of Local Government, Racing and Multicultural Affairs' Local Laws database is not accessible, Council should still be able to provide stakeholders / public with the register detailing the law's name, purpose and general effect.

Internal Audit was unable to obtain evidence of a Local Laws Register maintained by Council as required under the Act and Regulation.

#### Risk

Non-compliance with s. 31 of the *LGA 2009* and s 14 of the *LGR 2012*.

#### Recommendations

- We recommend that Council work with the Department of Local Government, Racing and Multicultural Affairs to prepare/obtain and maintain a Local Laws Register in soft or hard copy, detailing the name, purpose and general effect of each applicable law.

#### Agreed Management Action (s)

Agree with the recommendation.

#### Responsible Officer:

Richard Ranson

#### Date of Implementation:

30 November 2021



### 3.2. Planning, Financial Management and Accountability – Long Term Asset Management Plan

Medium 

#### Observation

As per s. 104 of the *LGA 2009* and s. 167 – 168 of the *LGR 2012*, a local government must prepare and adopt a long-term asset management plan for a period of at least 10 years.

The long-term asset management plan must:

- Provide strategies to make sure sustainable management of local government assets and infrastructure.
- State the estimated capital expenditure for renewing, upgrading and extending the assets for the period of the plan.
- Be part of, and consistent with, the long-term financial forecast.

The long-term asset management plans for Transport, Sewerage & Water were provided for Internal Audit's review; however, no plan could be sighted for Building and Other structures.

Internal Audit was advised by Management that this plan is currently being drafted by Council and is scheduled to be finalised and endorsed in May 2021.

#### Risk

Non-compliance with s. 104 of the *LGA 2009* and ss. 167 – 168 of the *LGR 2012*.

#### Recommendations

We recommend that Council prepare and adopt a long-term asset management plan which is consistent with Council's long-term financial forecast and details:

- Strategies to ensure sustainable management of local government assets and infrastructure.
- Estimated expenditure for renewing, upgrading and extending the assets for the period of the plan.

#### Agreed Management Action (s)

AMP completed.

#### Responsible Officer:

Paul O'Connor

#### Date of Implementation:

Completed

### 3.3. Website Publications – Councillor Conflict of Interest at a Meeting

Medium 

#### Observation

s.175J(2) of the *LGA 2009* states that the local government must ensure, where a councillor declares a conflict of interest, that the following information is recorded in the minutes of the meeting, and on the local government's website:

- The name of the councillor who has the real or perceived conflict of interest.
- The nature of the personal interest, as described by the councillor.
- If the councillor's personal interests arise because of the councillor's relationship with, or receipt of a gift from, another person:-
  - the name of the other person
  - the nature of the relationship or value and date of receipt of the gift
  - the nature of the other person's interests in the matter.
- Details about any decisions made by other councillors about participation of the councillor in the meeting, including the reasons for those decisions.
- If the councillor voted on the matter—how the councillor voted on the matter.
- How the majority of persons who were entitled to vote at the meeting voted on the matter.

*Note: Publishing on the website as part of council's minutes is acceptable.*

Internal Audit noted that there were six (6) declarations of conflict of interests made by Councillors since May 2020.

It was identified in one instance; the Councillor's declared Conflict of Interest was not included in the General Meeting Minutes (21 May 2020).

#### Risk

Non-compliance with s.175J(2) of the *LGA 2009*.

#### Recommendations

We recommend that Council ensure, where a councillor declares a conflict of interest, that the following information is recorded in the minutes of the meeting, and on the local government's website:

- The name of the councillor who has the real or perceived conflict of interest.
- The nature of the personal interest, as described by the councillor.
- If the councillor's personal interests arise because of the councillor's relationship with, or receipt of a gift from, another person:
  - the name of the other person
  - the nature of the relationship or value and date of receipt of the gift
  - the nature of the other person's interests in the matter.
- Details about any decisions made by other councillors about participation of the councillor in the meeting, including the reasons for those decisions.
- If the councillor voted on the matter—how the councillor voted on the matter.
- How the majority of persons who were entitled to vote at the meeting voted on the matter.

#### Agreed Management Action (s)

Agree with the recommendation

#### Responsible Officer:

Jill Usher

#### Date of Implementation:

30 September 2021



### 3.4. Keeping Registers and Records – Councillor Conduct Register

Low 

#### Observation

Under s150 DX, s150DY and s150DZ of *the LGA 2009* the local government must:

- Keep an up-to-date councillor conduct register about the following matters:
  - orders made about the unsuitable meeting conduct of councillors at local government meetings
  - decisions about suspected inappropriate conduct of councillors referred to the local government
  - decisions about whether or not councillors have engaged in misconduct made by the Councillor Conduct Tribunal
  - complaints about the conduct of councillors dismissed by the Independent Assessor
  - decisions to take no further action in relation to the conduct of councillors investigated by the Independent Assessor.
- Make the register available for inspection and purchase at the local government's public office and publish the register on its website.

Internal Audit noted that Council currently does not maintain a Councillor Conduct Register.

Internal Audit was advised that no instances of Councillor misconduct has been reported to date; however, Council is still required under the *LGA 2009* to prepare, maintain and publish a Councillor Conduct Register on its website for public review.

#### Risk

Non-compliance with s150 DX, s150DY and s150DZ of the *LGA 2009*

#### Recommendations

- We recommend that Council prepare and maintain a Councillor Conduct Register detailing the matters described in the Act and make the register available for public review on Council's website as required under s150 DX, s150DY and s150DZ of the *LGA 2009*.

#### Agreed Management Action (s)

Agree with the recommendation. The councillor conduct register now on the council website 21 July 2021.  
Nil to report

#### Responsible Officer:

Jill Usher

#### Date of Implementation:

21 July 2021

## 4. Process Improvement Opportunities

## 4.1. Planning, Financial Management and Accountability – Annual Operational Plan

PIO

### Observation

Under s.104 of the *LGA 2009* and s. 174-175 of the *LGR 2012*, the local government must prepare and adopt an annual operational plan consistent with its budget.

Internal audit noted that the 2020/21 Operational Plan was presented to Council at the July 2020 meeting for adoption, but due to concerns around measurability of KPIs, Council resolved to not adopt the Operational Plan at that stage.

At the time of performing the 'Planning, financial management and accountability —statutory requirements checklist and calendar' it was found that the Annual Operational Plan for 2020-21 had only been adopted by Council in March 2021. As a result, Council had been operating without an approved/adopted Operational Plan for the first three (3) quarters of the 2020/21 financial year.

Operating without an approved Operational Plan is a breach of Section 104 (7) of the *LGA 2009*.

Moreover, it was noted that although the newly adopted plan was included in the agenda documents in March 2021, the plan was not officially published on Council's website for public review.

### Recommendations

We recommend that Council:

- Adopt an annual operational plan consistent with its budget.
- Update Council's website with the newly adopted Operational Plan for 2020/21 financial year

### Agreed Management Action (s)

2021/22 Operational Plan adopted 15<sup>th</sup> July 2021.  
Also uploaded onto Council's website.

#### Responsible Officer:

Jamie Gorry

#### Date of Implementation:

Completed

## 4.2. Planning, Financial Management and Accountability – Report on Operational Plan

PIO



### Observation

As per s. 174 of *LGR 2012*, the CEO must present Council with a written assessment of Council's progress towards implementing its annual operational plan at regular intervals of not more than three months.

The local government must also undertake an annual review and deliver a report on implementation of the annual operational plan and corporate plan under s.104 of the *LGA 2009*.

Internal Audit was able to evidence Management reporting against the 2020-21 Operational Plan for the third quarter, since the Plan's adoption in March 2021. However, no reporting could be evidenced for the first and second quarter as required under the Act.

### Recommendations

- We recommend that Management prepare and present a progress report detailing Council's progress towards implementing its annual operation plan, at regular intervals of not more than three months be to be compliant with s174 of the *LGR 2012*.

### Agreed Management Action (s)

Completed. Third quarter and fourth quarter reporting presented to Council meetings in April and June 2021.

#### Responsible Officer:

Jamie Gorry

#### Date of Implementation:

Completed.

### 4.3. Budget and Budget Meeting – Content of Budget

PIO

#### Observation

The *LGR 2012* sections 168, 169(2)(a) and 172, requires that a long-term financial forecast for a period of at least 10 years including the following should be included in the budget:

- Forecast income.
- Forecast expenditure.
- Forecast value of assets, liabilities and equity.
- The council's long-term asset management plan, which must:
  - provide for strategies to ensure the sustainable management of the assets mentioned in the council's asset register and council's infrastructure
  - state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan.

Internal Audit noted that the 2020-21 Budget does not include the long-term asset management plan details the strategies to be undertaken by Council to ensure the sustainable management of the asset and state the long-term estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan.

#### Recommendations

We recommend that Council incorporate into the budget, Council's long-term asset management plan details the strategies to be undertaken by Council to ensure the sustainable management of its long-term asset and state the long-term estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan (ten (10) years).

#### Agreed Management Action (s)

Council will update the budget model to an extent that it could afford the capex program as per the AMP.

#### Responsible Officer:

Claire Alexander

#### Date of Implementation:

On going



## 4.4. Documentation Inconsistencies

PIO 

### Observation

Internal Audit noted the following inconsistencies with Council's policy and procedural documentation:

- Council Assistance Program Policy does not identify a responsible person or review date.
- Advertising policy is out of date as it was last reviewed in 2017. Council's Advertising policy states that it is required to be reviewed every three (3) years.
- Council's procurement policy states that it should be reviewed every three (3) years, however, Internal Audit noted that Council's current practice includes reviews this policy annually.
- Council's current process for review should be reflected in the Policy. (Adopted date – Jul 2021 need to be updated).
- Administrative action complaints process does not include an adoption or review date.

The following policies / procedures do not include review requirements:

- Meeting Procedures.
- Guidelines for councillors asking for employee advice (Acceptable Request Guidelines).

Failure to review policies and procedural documents in a timely manner exposes council to non-compliance risks and may result in inconsistent practices. The changes in legislation or changes in Council's own practices will not be reflected in the policy or procedure.

### Recommendations

We recommend that Council:

- Develop a policy register which details when policies / procedures are to be reviewed. This will help Council to identify the policies / procedures approaching review dates.
- Establish review requirements and update the below procedure and guideline to highlight these requirements:
  - meeting procedures
  - guidelines for councillors asking for employee advice (Acceptable Request Guidelines).
- Identify a key person who will be accountable for managing the Council Assistance Program and communicate their responsibilities in relation to the program with them.
- Include the adoption and review date in the administrative action complaints process.

### Agreed Management Action (s)

Agree with the recommendation.

#### Responsible Officer:

HR

#### Date of Implementation:

Procurement and Advertising Policies and Guidelines for councillors completed.  
All others documents/policies will be dealt with on a regular basis.

## 4.5. Local Law-Making Process

PIO 

### Observation

Council's current processes for adopting a new law involves sending email correspondence to the Solicitor (Internal experts) who then drafts the new law and prepares any related documents. This is then reviewed by Council and adopted.

Internal Audit noted that this process is not formally documented which details the steps to be taken and the people to be engaged in preparing and endorsing the laws, to ensure consistent and appropriate application of Council's practices when implementing local laws.

Not formally documenting the Local Law Making process may expose Council to inconsistent practices and non-compliance with legislative requirements.

### Recommendations

We recommend that Council develop at a high-level a Local Law-Making Process detailing Council's current practices. This will ensure that Council utilises consistent practices in preparing and endorsing laws and will provide a high-level guideline for future Council staff to follow in the instance of key personnel change within Council.

The process should highlight the requirements and estimated deadlines for the following:

- Initial steps when a proposal to make a new law is received (incl resolution requirements).
- Consultation requirements with relevant stakeholders.
- Public consultations.
- Agreement between Solicitor and Council etc.

### Agreed Management Action (s)

Agree with the recommendation

#### Responsible Officer:

Richard Ranson

#### Date of Implementation:

30 November 2021

## 5. Appendices

### Appendix 1 – Internal Audit Scope (extract)

#### Scope – Legislative Compliance

The scope of the review was to assess Council's legislative compliance, including:

- Demonstrated adherence to Local Government Act 2009 and Local Government Regulation 2012.
- Confirming delegations are only exercised as allowed by the Act and recorded in a register.
- Determining that decisions are made exercised transparently and ensure strong governance and accountability.
- Determining if Mayors, Councillors, and Executives are provided with information about accountability, decision-making and other matters relating to the governance of Council.

#### Exclusions

The internal audit did not cover the following:

- Risk Management Framework, except for where it specifically addressed the compliance framework and management of non-compliance risk.
- Assessment of the Council's compliance with any legislation, guidance, directives and policies other than the five (5) identified areas and the Council's internal compliance framework policies.
- IT systems configurations regarding compliance with laws and legislations.
- Safety and PAYG tax as they are covered in other Internal Audit engagements.
- Processes performed by third parties.



## Appendix 2 – Classification of Internal Audit Findings

The following framework for internal audit ratings has been developed and agreed with Council for prioritising internal audit findings according to their relative significance depending on their impact to the process. The individual internal audit findings contained within the report was discussed and rated with Management.

Rating	Definition	Action Required
<b>High</b>	Issue represents a control weakness, which could cause or is causing major adverse effect on the daily ability to achieve process objectives.	<ul style="list-style-type: none"> <li>Urgent treatment required</li> <li>A detailed plan of action to be approved by Management with resolution within no later than 90 days.</li> </ul>
<b>Medium</b>	Issue represents a control weakness, which could cause or is causing significant adverse effect on the daily ability to achieve process objectives.	<ul style="list-style-type: none"> <li>Treatment required;</li> <li>Action within a reasonable time period</li> <li>Timeframe for action is subject to competing priorities and cost benefit analysis but should not exceed 6 months.</li> </ul>
<b>Low</b>	Issue represents a control weakness, with minimal but reportable impact on the ability to achieve process objectives.	<ul style="list-style-type: none"> <li>No treatment required – risk managed within normal operations</li> <li>Minor treatment desirable.</li> </ul>
<b>Process Improvement Opportunity (PIO)</b>	A PIO does not represent a control weakness and should have no impact on the ability of Council to achieve its process objectives. PIO's are included to allow Management to consider if further development of the identified areas would add value to the organisation.	<ul style="list-style-type: none"> <li>Management to determine the actions required.</li> <li>PIOs are not normally tracked until completion by the Audit and Risk Committee.</li> </ul>
<b>Emerging Matter</b>	An Emerging Matter is an observation identified during the internal audit not included within the scope of works performed.	These have been included for the Audit and Risk Committee and Management's information, and they should be considered when making decisions regarding areas and processes within the business that may require further attention.

## Appendix 3 – Basis and Use of this Report

This report is prepared on the basis of the limitations set out below.

We were engaged by Murweh Shire Council (the client) to provide internal audit services and the scope of our activities is determined by Management and reviewed by the Audit and Risk Committee.

This report has been prepared in accordance with the objectives and approach agreed in the engagement document (refer Appendix 1) and subject to the following limitations:

- Our procedures were designed to assist in the understanding and testing of your control environment, in operating on your behalf in an advisory capacity. This report provides limited assurance which recognises that absolute assurance is rarely attainable, due to such factors as the use of judgment in gathering and evaluating evidence and forming conclusions, and the use of selective testing, and because much of the evidence available for review is persuasive rather than conclusive in nature.
- Because of the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. Our procedures were not designed to detect all weaknesses in control procedures as they were not performed continuously throughout a specified period and any tests performed were on a sample basis.
- Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.
- The matters raised in this report are only those which came to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might need to be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, Management should not rely on our report to identify all weaknesses that may exist in the systems and procedures under examination, or potential instances of non-compliance that may exist.
- We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to statements and representations made by, and the information and documentation provided by, the client Management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted within the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the client. The internal audit findings expressed in this report have been formed on the above basis.
- Recommendations for improvement should be checked by Management for their full commercial impact, before they are implemented.
- This report is not to be used by any other party for any purpose nor should any other party seek to rely on the opinions, advice or any information contained within this report. In this regard, we recommend that parties seek their own independent advice. Crowe disclaims all liability to any party other than the client for which it was prepared in respect of or in consequence of anything done, or omitted to be done, by any party in reliance, whether whole or partial, upon any information contained in this report. Any party, other than the client for which it was prepared, who chooses to rely in any way on the contents of this report, does it so at their own risk.
- The information in this Report and in any related oral presentation made by Crowe is confidential between Crowe and the client for which it was prepared and should not be disclosed, used or duplicated in whole or in part for any purpose except with the prior written consent of Crowe. An electronic copy or print of this document is an UNCONTROLLED COPY.





# Murweh Shire Council

## Business Continuity Processes Review

June 2021



Audit / Tax / Advisory

Smart decisions. Lasting value.

## Table of Contents

1. Executive Summary .....	4
1.1. Introduction .....	4
1.2. Objective .....	4
1.3. Summary of Findings .....	4
1.4. Basis and use of this Report .....	6
1.5. Acknowledgement .....	6
2. Background .....	7
3. Detailed Findings .....	8
3.1. Risk Assessments and Business Impact Analysis (BIA) .....	9
3.2. Business Continuity Management (BCM) Policy .....	10
3.3. Disaster and Emergency Response Plans .....	11
3.4. Business Continuity Plan (BCP) .....	12
3.5. Roles and Responsibilities .....	13
3.6. Communication, Training and Awareness of the BCP .....	14
3.7. Business Continuity: Program Continuous Improvement .....	15
3.8. Ongoing Evaluation of the BCP .....	16
4. Appendices .....	17
Appendix 1 – Internal Audit Scope (extract) .....	17
Appendix 2 – Classification of Internal Audit Findings .....	18
Appendix 3 – Basis and Use of this Report .....	19

**Disclaimer**

The services provided in connection with the engagement comprise an advisory engagement which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standards Board and, consequently no opinions or conclusions intended to convey assurance will be expressed. This review report has been prepared at the request of Murweh Shire Council in connection with our advisory engagement to perform review services as detailed in our scoping letter dated 8 February 2021.

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Distribution	
For Action	For Information
Director of Corporate Services	



## 1. Executive Summary

### 1.1. Introduction

Crowe was engaged by Murweh Shire Council (Council) to conduct an Internal Audit of Council's Business Continuity Processes. This report documents the findings identified from performing the Internal Audit at Council during the February to April 2021 period.

Overall, Council's risks in relation to Business Continuity Processes appeared moderate. We have included findings and recommendations below which highlight opportunities for Council to further strengthen its control environment.

### 1.2. Objective

The objective of the Internal Audit was to consider the design and operating effectiveness of the key internal controls over Council's Business Continuity Processes program to ensure key risks are being adequately mitigated, and to identify potential improvement opportunities.

### 1.3. Summary of Findings

A full list of the findings identified, and recommendations made are included in Sections 3 of this report.

#### 1.3.1. Key Findings and Recommendations

The following includes an outline of the key observations and the Internal Audit rating (refer to **Appendix 2** for details of the rating scale). Observations are categorised as follows:

- Finding – Represents a weakness in the design or operating effectiveness of key controls, requiring management action. The findings are included within Section 3 of this report. Agreed actions to address the findings should be monitored until completed.
- Process Improvement Opportunity (PIO): A PIO does not represent a control weakness and should have no impact on the ability of the entity to achieve its process objectives. PIO's are included to allow Management to consider if further development of the identified areas would add value.







The number of findings identified during this Internal Audit, by category, are summarised in the table below:



Findings Summary				
High	Medium	Low	PIO <sup>1</sup>	Total
--	8	-	-	8

Key findings and observations are outlined in the following table. Further detail is set out within this report (refer to **Section 3**).

Key findings and observations are outlined in the table below. Further detail is set out within this report (refer to **Sections 3**).

<sup>1</sup> Process Improvement Opportunity

Ref.	Summary of Findings	Rating
3.1	<p><b>Risk Assessments and Business Impact Analysis (BIA)</b></p> <p>No evidence of initial risk assessment and business impact analysis performed could be evidenced by Internal Audit.</p> <p>Moreover, business continuity related risks are not reflected in the Enterprise Risk Register.</p>	<p><b>Medium</b></p> 
3.2	<p><b>Business Continuity Management (BCM) Policy</b></p> <p>Internal audit was unable to evidence a BCM Policy which details the requirements identified in the Standard.</p>	<p><b>Medium</b></p> 
3.3	<p><b>Disaster and Emergency Response Plans</b></p> <p>The following plans / processes could not be evidenced by Internal Audit:</p> <ul style="list-style-type: none"> <li>• Disaster Response Plan</li> <li>• Emergency Response Plan</li> </ul>	<p><b>Medium</b></p> 
3.4	<p><b>Business Continuity Plan (BCP) Requirements</b></p> <p>Internal audit noted that Council's BCP does not detail the following:</p> <ul style="list-style-type: none"> <li>• Critical processes.</li> <li>• Critical supplier/vendor details and alternate arrangements.</li> <li>• A list of relevant vital records, storage and access details.</li> </ul> <p>The BCP contains strategies in regard to administrative buildings and meeting chambers. Other location such as depots are not considered.</p> <p>Moreover, the BCP states that it should be reviewed every two (2) years; however, Internal Audit identified that the BCP is currently out of date as it was last reviewed in 2009.</p>	<p><b>Medium</b></p> 
3.5	<p><b>Roles and responsibilities</b></p> <p>Internal audit noted that a designated leader was not specifically identified in the BCP to lead the process.</p> <p>Moreover, while the roles of Councillors and CEO are highlighted, other roles are not clearly defined. The BCP states that the relevant officers should be authorised in writing to carry out tasks. Such delegations should be supported by Council resolution, following adoption of the Plan. No evidence of this could be was obtained by Internal Audit.</p>	<p><b>Medium</b></p> 
3.6	<p><b>Communication, training and awareness of the BCP</b></p> <p>Council does not conduct any BCP training or awareness. Internal Audit noted that Council has prepared a Disaster Management Training Priorities heat map which identifies the local and district disaster management groups and their training priorities. However, this document is currently in draft and the members requiring training and what should be covered in this training have not been identified. As a result, communication, reporting and training requirements in relation to business continuity processes have not been set and communicated to relevant staff.</p>	<p><b>Medium</b></p> 

Ref.	Summary of Findings	Rating
3.7	<p><b>Business Continuity: Program Continuous Improvement</b></p> <p>There was no evidence that management reviews, internal audits, compliance or performance evaluations had been systematically reviewed to further improve Council's BCP. There was no BCMS continuous improvement register to log and track continuous improvement initiatives.</p>	<p><b>Medium</b></p> 
3.8	<p><b>On-going evaluation of the plan including exercising and testing</b></p> <p>Internal Audit could not obtain any evidence of the following:</p> <ul style="list-style-type: none"> <li>• Testing policies and methods defining the test frequency, types of tests, use of situational drills etc.</li> <li>• Testing results and analysis of test results</li> <li>• Testing management identifying gaps in the plan</li> </ul> <p>Further, Council does not maintain a log of events / critical incidents that have occurred, and the lessons learnt from these events.</p>	<p><b>Medium</b></p> 

#### 1.4. Basis and use of this Report

This report has been prepared in accordance with the objectives, scope and approach set out in Appendix 1 and subject to the limitations set out in Appendix 3 (Basis and Use of the Report). The report is written on an exceptions basis and therefore only areas requiring Management consideration and action are included within this report.

#### 1.5. Acknowledgement

The Crowe team would like to acknowledge the assistance provided by Council personnel during the Internal Audit. Council Management and staff displayed willingness to identify improvements in their processes and were receptive to any feedback provided throughout the Internal Audit.



## 2. Background

Business continuity planning is a proactive planning process that ensures critical services or products are delivered during a disruption. It is not meant to cover all of an organisation's services or activities, but only those deemed "critical" to the continuing operation of Council.

Business continuity planning focuses on the development and timely execution of plans, measures, procedures and arrangements to ensure minimal or no interruption to the availability of critical services and assets. In effect, business continuity planning ensures critical services can continue to be delivered throughout a disruption, while emergency management seeks to minimise damage and bring the incident under control as quickly as possible.

Council provides a wide range of community services. Disruption to the continuity of these services can have a significant adverse impact on the community and prevent Council from meeting its obligations. Effective business continuity management is imperative to minimise adverse effects of impacts arising from these disruptions. This involves processes to identify and assess risks to Council's critical business activities and supporting resources, analyse the impact of disruption to these activities and develop appropriate recovery plans.

### Overview – AS/NZS 5050:2010 'Business Continuity – Managing Disruption Related Risks'

The diagram below (Figure 1) depicts the key elements of a BCM Framework in accordance with Australian Standard AS/NZS 5050:2010 – 'Business Continuity Management – Managing Disruption-Related Risk' (the Standard). This approach has been used to identify any key findings and / or improvement opportunities to support the increasing maturity of BCP within Council. This will not be the only basis for this review as further consideration of Council's current state and processes will also inform the findings of this report.

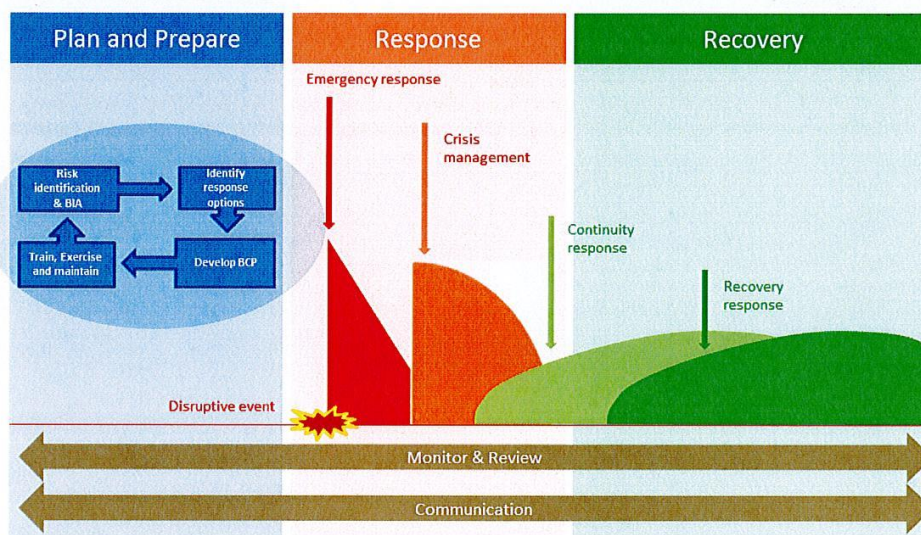


Figure 1: Key Elements of a Business Continuity Management Framework

The assessment of maturity outlined in Section 3 of this report is a subjective assessment based on Internal Audit's observations, independent of Council's relevant Stakeholders.

### 3. Detailed Findings



### 3.1. Risk Assessments and Business Impact Analysis (BIA)

Medium 

#### Observation

Risk and Business Impact Assessments (BIA) are used to identify the impact disruption related events have on the organisation's business systems, processes and/or its people.

Knowing the impact of such events and the high-risk areas of the business will inform Council to prevent and/or reduce the consequence of disruption, by prioritising the response and recovery strategies.

Internal Audit could not evidence any initial risk assessments and BIA performed by Council. The Criticality of Processes are the Maximum Allowable Outage (MAO) for these processes are also identified; therefore, prioritisation of recovery activities could not be demonstrated.

Moreover, it was identified that business continuity related risks are not reflected in Council's Enterprise Risk Register.

#### Risk

Staff within Council may not understand the priorities during a recovery phase and prolong the duration of the event resulting in:

- Additional time to recover;
- Additional cost to recover; and/or
- Adverse reputation

#### Recommendations

We recommend that Council:

- Undertake a risk assessment of business disruption related events and consider including as part of Council's Enterprise Risk Register.
- Conduct a holistic BIA exercise, including determining the Maximum Allowable Outage (MAO) limits to inform recovery priorities.

Council should:

- Assess the criticality of processes based on the BIA to define recovery priorities; and
- Include the outputs of the BIA in Council's Business Continuity Plan.
- Communicate and educate staff on Council's endorsed criticality of processes to ensure staff are aware of their requirements during an event.

#### Agreed Management Action (s)

Agree with the recommendations.

#### Responsible Officer:

Director of Corporate Services

#### Date of Implementation:

31 January 2022



### 3.2. Business Continuity Management (BCM) Policy

Medium 

#### Observation

The Standard recommends organisations to establish a Business Continuity Management Policy (BCM Policy) which clearly states the organisation's objectives for, and commitment to, the management of disruption-related risks.

The policy should address:

- Organisation's rationale for ensuring business continuity.
- Links between the organisation's objectives and the policy.
- Accountabilities and responsibilities for managing different types of risks.
- Commitment to make the necessary resources available.
- How performance against the policy is to be measured and reported.
- Commitment to review and improve the policy and framework periodically and in response to an event or changes in circumstances.

Internal audit was unable to evidence a BCM Policy which details the key areas identified in the Standard.

The BCM Policy should be formally documented, be communicated within the organisation, be available to all interested parties, and be periodically reviewed, or when significant changes occur in the organisational context.

#### Risk

Without a BCM policy Council may not be able to establish its business continuity intent. This may reduce the effectiveness of Council's response when it is called into action.

#### Recommendations

We recommend that Council:

- Develop and formally endorse a BCM policy which addresses the points discussed in the Standard.

#### Agreed Management Action (s)

Completed.

#### Responsible Officer:

Chief Executive Officer

#### Date of Implementation:

July 2021

### 3.3. Disaster and Emergency Response Plans

Medium 

#### Observation

The purpose of the Response Plans are to minimise the effects of, and coordinate the response to, and the recovery from, a disaster or major emergency affecting the communities within the area of the Murweh Shire Council.

The Standard requires local governments to prepare a plan for disaster and emergency management in the local government's area, and make provisions for the following:

- Local Government's policies for disaster and emergency management.
- Roles and responsibilities of staff involved in the disaster and emergency response.
- Events that are likely to happen in the area.
- Strategies and priorities for managing disaster and emergency situations in the area.

Internal Audit noted that the following response plans were not developed and endorsed by Council:

- Disaster Response Plan
- Emergency Response Plan

#### Risk

Lack of well-defined and endorsed disaster and emergency response plans may expose Council to the following risks:

- Inability to identify potential or inherent hazards from materials, processes and adverse events, including weather, geological and civil.
- Inability to develop an integrated plan to mitigate the effects of those events established as presenting a high risk.
- Inconsistent approach to disaster and emergency management in the Murweh region.
- No centralised coordination of disaster and emergency management response.

#### Recommendations

We recommend that Council:

- Develop an integrated plan, based on the risk assessment, to mitigate the effects of those events established as presenting a high risk (severity and frequency).
- Identify resources necessary to carry out those plans.
- Provide personnel with the training necessary to recognize these potential hazards and to understand their role in the emergency response/disaster response programs.

#### Agreed Management Action (s)

Agree with the recommendations.

#### Responsible Officer:

Director of Corporate Services

#### Date of Implementation:

31 January 2022

### 3.4. Business Continuity Plan (BCP) Requirements

Medium 

#### Observation

The Standard states that a Business Continuity Plan should set out the following:

- Critical processes to be continued/recovered.
- Defined roles and responsibilities and contact details for people and teams having authority during and following a disruptive event.
- A process for invoking and escalating the response, triggers.
- Critical supplier/vendor details and alternate arrangements.
- A list of relevant vital records, storage and access details.
- Strategies to manage loss of/interruption to people, property, systems and providers.

Internal audit noted that Council's BCP does not detail the following:

- Critical processes.
- Critical supplier/vendor details and alternate arrangements.
- A list of relevant vital records, storage and access details.

Moreover, although the BCP contains strategies in regard to administrative buildings and meeting chambers; strategies for other location such as depots are not considered.

Furthermore, the BCP states that it should be reviewed every two (2) years; however, Internal Audit identified that it is currently out of date as it was last reviewed in 2009.

#### Risk

Lack of a detailed business continuity plan may lead to injury or death, financial loss and/or reputational damage as the processes for managing disruptive events at Council are not clearly defined and understood.

#### Recommendations

We recommend that Council:

- Identify and include the following details into the current BCP to enhance its effectiveness:
  - critical processes
  - critical supplier/vendor details and alternate arrangements
  - a list of relevant vital records, storage and access details.
- Undertake a review the BCP and ensure reviews of the BCP are conducted every two (2) years.

#### Agreed Management Action (s)

Agree with the recommendation.

#### Responsible Officer:

Director of Corporate Services

#### Date of Implementation:

31 January 2022



### 3.5. Roles and Responsibilities

Medium 

#### Observation

To support Business Continuity Strategies, the Standard recommends establishing resource requirements. The organisation should define needed resources, including people, information, buildings, facilities, equipment, consumable resources, transportation, suppliers and partners.

In reference to people, the Standard recommends that it is the responsibility of Senior Management to ensure that roles, responsibilities, and authorities are delegated and communicated effectively.

Internal audit noted that a designated leader was not specifically identified in the BCP to lead the process.

Moreover, while the roles of Councillors and CEO are highlighted, other roles are not clearly defined. The BCP states that the relevant officers should be authorised in writing to carry out tasks. Such delegations should be supported by Council resolution, following adoption of the Plan. No evidence of this could be obtained by Internal Audit.

#### Risk

- Failing to fully support and endorse Council's Business Continuity, including the nomination of an appropriate person to lead the program may result in a faded, less effective program.
- Not clearly establishing a CMT or having a response Framework in place to deal with crisis and interruption may result in additional delays, lost revenue, increased cost, inefficient/ ineffective management and reputational impact.

#### Recommendations

We recommend that Council:

- Council to identify and endorse an appropriately qualified Manager to be responsible for the Business Continuity Program. Once assigned, the position should be socialised within Council.
- Council should develop an activation, escalation and de-escalation matrix which can be referenced to align the correct level of Council response with the event.

#### Agreed Management Action (s)

Agree with the recommendations.

#### Responsible Officer:

Director of Corporate Services

#### Date of Implementation:

31 January 2022

### 3.6. Communication, Training and Awareness of the BCP

Medium 

#### Observation

It was noted that Council does not conduct any BCP training or awareness. Internal Audit noted that Council has prepared a Disaster Management Training Priorities heat map which identifies the local and district disaster management groups and their training priorities. However, this document is currently in draft and the members requiring training and what should be covered in this training have not been identified. As a result, communication, reporting and training requirements in relation to business continuity processes have not been set and communicated to relevant staff.

Furthermore, the Standard recommends that processes for internal and external Business Continuity communication need to be established and recorded as documented information within the Business Continuity Management System (BCMS). The key elements that need to be decided, actioned, and recorded are what needs to be communicated, when it should be done, and who needs to receive the communication.

It was determined that there are currently no processes in place which outlines the communication and notification requirements during and after a disruption.

#### Risk

- Managers nominated with BC responsibilities who do not understand their roles and responsibilities are less likely to fulfil those responsibilities during an event.
- A low awareness of BC responsibilities across all levels of Council may reduce the effectiveness of the program.

#### Recommendations

We recommend that:

- All department personnel involved when the business continuity plan is activated be trained on their roles and responsibilities.
- A Council Business Continuity awareness program be developed so that all Council staff and vendors understand the program and their respective responsibilities.
- Establish a Communication Process which defines the methods in which Council will disseminate information to both internal and external stakeholders.

#### Agreed Management Action (s)

Agree with the recommendations

#### Responsible Officer:

Director of Corporate Services

#### Date of Implementation:

31 January 2022



### 3.7. Business Continuity: Program Continuous Improvement

Medium 

#### Observation

The Standard recommends that the outputs from Management reviews, internal audits, tests of the BCP, compliance and performance evaluation should all be used to form the basis for nonconformities and corrective actions.

There was no evidence that management reviews, internal audits, compliance or performance evaluations had been systematically reviewed to further improve Council's BCP.

There was no BCMS continuous improvement register to log and track continuous improvement initiatives.

There did not appear to be any reporting to the Executive Management on business continuity program developments.

#### Risk

- Failing to identify, log and apply all findings and learnings to the program may result in a less effective program.
- A lack of program reporting to the Executive Management Team may result in limited and inadequate program status visibility

#### Recommendations

We recommend that:

- Establish a process for identifying findings and learnings and applying these to continuously improve the business continuity program
- Include a business continuity program quarterly update on the Executive Management meeting agenda.

#### Agreed Management Action (s)

Agree with the recommendations

#### Responsible Officer:

Director of Corporate Services

#### Date of Implementation:

31 January 2022

### 3.8. Ongoing Evaluation of the BCP

Medium 

#### Observation

The Standard recommends that business continuity procedures must be systematically and periodically exercised and tested to ensure they are fit for purpose, updated, and compatible with continuity objectives. All planned exercises and tests must be aligned with the BCMS scope and objectives, considering possible scenarios, the information that must be recorded to provide data for exercising and testing critical review, so the accuracy of the planned actions and the interactions between interested parties can be evaluated, as well as the plans' capability to achieve their defined objectives, increasing confidence on planning effectiveness or collaborating for continual improvement by correction of vulnerabilities or implementation of improvements.

After review of the BCP we noted:

- There is no evidence that BCP testing has been completed since the updated BCP had been implemented.
- Key aspects of the testing program were not formalised and documented including:
  - 12-month testing schedule
  - results logging requirements
  - communicating results with executive management.

#### Risk

Not ensuring staff exercise within BC roles and responsibilities may result in less effective response and an inability to pre-identify issues.

#### Recommendations

We recommend that:

Establish a BCP exercise schedule for the next 12 months.

All learnings from the exercises should be logged with issues tracked until resolved (as per 3.2).

- The results of the Exercises should be tabled during the next Executive Management meeting.

#### Agreed Management Action (s)

Agree with the recommendation

#### Responsible Officer:

Director of Corporate Services

#### Date of Implementation:

31 January 2022

## 4. Appendices

### Appendix 1 – Internal Audit Scope (extract)

#### **Scope – Business Continuity Processes**

The scope of the review was to assess the adequacy of Council's Business Continuity Processes. Specifically, we considered:

- The scope of the Business Continuity Plan (BCP) in the context of Council operations.
- Organisational roles, responsibilities and authorities.
- Communication, training and awareness of the BCP.
- Business impact analysis and development of the BCP.
- On-going evaluation of the plan including exercising and testing.
- Continuous Improvement of the BCP.

#### **Exclusions**

The internal audit did not cover the following:

- Substantive / sample-based testing of controls.
- Processes performed by third parties.
- Processes other than those specifically within the scope section.

## Appendix 2 – Classification of Internal Audit Findings

The following framework for internal audit ratings has been developed and agreed with Council for prioritising internal audit findings according to their relative significance depending on their impact to the process. The individual internal audit findings contained within the report was discussed and rated with Management.

Rating	Definition	Action Required
<b>High</b>	Issue represents a control weakness, which could cause or is causing major adverse effect on the daily ability to achieve process objectives.	<ul style="list-style-type: none"> <li>Urgent treatment required</li> <li>A detailed plan of action to be approved by Management with resolution within no later than 90 days.</li> </ul>
<b>Medium</b>	Issue represents a control weakness, which could cause or is causing significant adverse effect on the daily ability to achieve process objectives.	<ul style="list-style-type: none"> <li>Treatment required;</li> <li>Action within a reasonable time period</li> <li>Timeframe for action is subject to competing priorities and cost benefit analysis but should not exceed 6 months.</li> </ul>
<b>Low</b>	Issue represents a control weakness, with minimal but reportable impact on the ability to achieve process objectives.	<ul style="list-style-type: none"> <li>No treatment required – risk managed within normal operations</li> <li>Minor treatment desirable.</li> </ul>
<b>Process Improvement Opportunity (PIO)</b>	A PIO does not represent a control weakness and should have no impact on the ability of Council to achieve its process objectives. PIO's are included to allow Management to consider if further development of the identified areas would add value to the organisation.	<ul style="list-style-type: none"> <li>Management to determine the actions required.</li> <li>PIOs are not normally tracked until completion by the Audit and Risk Committee.</li> </ul>
<b>Emerging Matter</b>	An Emerging Matter is an observation identified during the internal audit not included within the scope of works performed.	These have been included for the Audit and Risk Committee and Management's information, and they should be considered when making decisions regarding areas and processes within the business that may require further attention.



## Appendix 3 – Basis and Use of this Report

This report is prepared on the basis of the limitations set out below.

We were engaged by Murweh Shire Council (the client) to provide internal audit services and the scope of our activities is determined by Management and reviewed by the Audit and Risk Committee.

This report has been prepared in accordance with the objectives and approach agreed in the engagement document (refer Appendix 1) and subject to the following limitations:

- Our procedures were designed to assist in the understanding and testing of your control environment, in operating on your behalf in an advisory capacity. This report provides limited assurance which recognises that absolute assurance is rarely attainable, due to such factors as the use of judgment in gathering and evaluating evidence and forming conclusions, and the use of selective testing, and because much of the evidence available for review is persuasive rather than conclusive in nature.
- Because of the inherent limitations of any internal control structure, it is possible that errors or irregularities may occur and not be detected. Our procedures were not designed to detect all weaknesses in control procedures as they were not performed continuously throughout a specified period and any tests performed were on a sample basis.
- Any projection of the evaluation of the control procedures to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.
- The matters raised in this report are only those which came to our attention during the course of performing our procedures and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might need to be made. We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud. Accordingly, Management should not rely on our report to identify all weaknesses that may exist in the systems and procedures under examination, or potential instances of non-compliance that may exist.
- We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to statements and representations made by, and the information and documentation provided by, the client Management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted within the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with the client. The internal audit findings expressed in this report have been formed on the above basis.
- Recommendations for improvement should be checked by Management for their full commercial impact, before they are implemented.
- This report is not to be used by any other party for any purpose nor should any other party seek to rely on the opinions, advice or any information contained within this report. In this regard, we recommend that parties seek their own independent advice. Crowe disclaims all liability to any party other than the client for which it was prepared in respect of or in consequence of anything done, or omitted to be done, by any party in reliance, whether whole or partial, upon any information contained in this report. Any party, other than the client for which it was prepared, who chooses to rely in any way on the contents of this report, does it so at their own risk.
- The information in this Report and in any related oral presentation made by Crowe is confidential between Crowe and the client for which it was prepared and should not be disclosed, used or duplicated in whole or in part for any purpose except with the prior written consent of Crowe. An electronic copy or print of this document is an UNCONTROLLED COPY.



# Murweh Shire Council

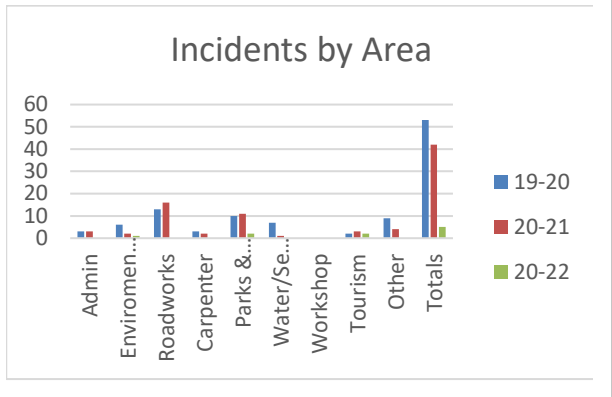
## WORKPLACE HEALTH & SAFETY REPORT

AUGUST 2021

Written by: John Wallace (WHSA)

### INCIDENT REPORTS RECORDED SINCE LAST REPORT

IR #	Date	Details	Department
323	14/7/21	Vehicle Damage	Town Crew
324	19/7/21	Vehicle Damage	Showgrounds
325	20/7/21	Back Pain	Enviro. Health
326	21/7/21	Contractor	Information Only (Tourism)
327	19/7/21	Staff Vehicles	Information Only (Tourism)



### Inductions 21-22

	New	Total
Contractor Inductions	8	11
Council Inductions	3	6
Tourism Inductions	1	2

### Meeting

A successful meeting was held at the WWII Building, a walk-through hazard inspection raised a few issues that can be easy rectified and on the outside a few larger issues needing to be escalated to a higher level.

### WHS Reps Training

Training for the new Committee Reps took place 26-30 July, a total of 4 completed the training. A surprise visitor to the training was a division inspector.

### SOPs (Safe Operating Procedures)

The Tourism sector are developing their own SOPs, this is great to see.

### Fire Wardens

Fire Wardens training has now been completed this was done online. We now have 14 Fire Wardens.

The key areas covered by this course include:

- Identifying and responding to emergency signals and warnings
- Fire, bomb threat, and other emergencies and their effects on the workplace
- Human behaviour in fires and emergency events
- Initiating and controlling the initial emergency response
- Evacuation and assembly principles and procedures
- Workplace fireboards and fire equipment location(s)

### Take 5's

Name	Jul-2	Total (A) Only
Total (A) Only	166	166
%	44%	44%
Total (based on 4 pp (A) only)	380	380

### Safety Breaks

These have gone back to paper based to see if the completed number will increase and to also encourage them to be used as a Toolbox Talk.

SAFETY BREAKS 2021 - 2022				
	Amt sent out	COVID 19	Amt sent out	Contractor Control
<b>Total Sent out</b>	<b>73</b>		<b>104</b>	
<b>Amount Returned</b>		<b>61</b>		<b>68</b>
<b>Percent</b>		<b>84%</b>		<b>65%</b>

Next meeting 26 August 2021 in the Airport Lounge

Think Safe

Work Safe

Home Safe



# Experience Charleville

## Outback Queensland

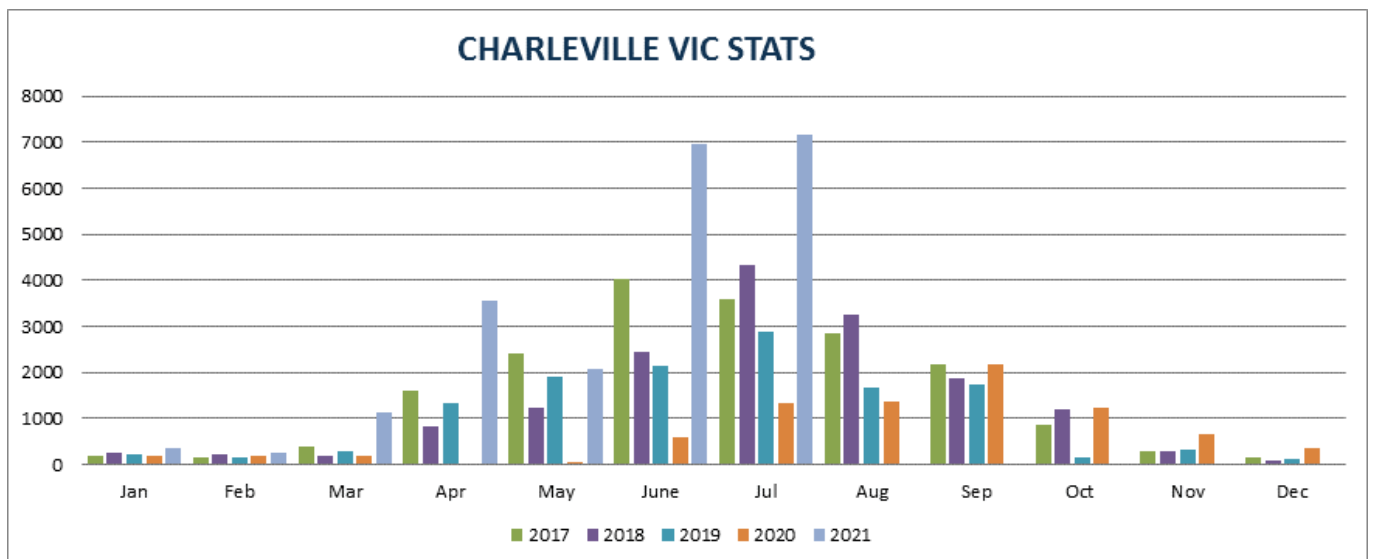
### Murweh Shire Council Visitor Information Centre Report July 2021

#### Visitor Numbers for July 2021

Another month of record numbers since record keeping began in 2013!  
We continued to have to open the showgrounds for overflow camping which our visitors to town were highly appreciative of.

Average spend per couple per day: \$120-\$150  
During July from our feedback forms the average stay in town was 3-4nights.

**Walk-In Visitors to the Charleville VIC**  
**July 2019 – 6, 865**  
**July 2021 - 7, 169**



#### Charleville Visitor Information Centre Business

##### Merch Sales

July 2019 \$2382.80  
 July 2020 \$993.70  
**July 2021 \$18,033.90**  
 [June 2021 \$13,192.06]

##### Ticket Sales

2019 \$23,363.00  
 2020 \$1,883.00  
**2021 \$8,9740.00**

##### Phone Stats

2019 - 206  
 2020 – 101  
**2021 – 866**

### **Bilby Report June 2021**

What a month!

Wally the first baby bilby to be bred in the nocturnal house emerged at the very end of the month. Mum and bub are doing well, and it is proving a popular new attraction.

### **Bilby Report for July**

**Visitors 2,928**

**Merch \$30,501.45**

**Tickets \$42,812.00**

**Donations \$917.00**

**Total Council Revenue \$8401.65**

**Total Paid to Bilbies \$65828.81**

### **Training**

Melitta Grant and Danielle Lancaster attended two mentoring/training sessions with QTIC under the Murweh Shire Council OQTA membership developing trade packages.

### **Charleville Botanic Reserve**

The walking track is done, all signs up and picnic tables out. Feedback has been very positive so far. Species signs should be going up in August.

### **The Red Bus**

Members of the historical House commenced bringing the red bus out on a Saturday for trips from the house to the VIC and return. This has proved very, very popular and increased visitors to the house. The locals on the bus made this a fun and enjoyable experience which we are caravan parks received fabulous feedback about.

### **Scenic Tours**

Scenic Tours booked in six tours this month with us till the end of the year. We are very excited about bringing this company to town as they are a luxury touring company had never contemplated Charleville as a location before.

### **Alliance Airlines**

Commenced talks with Alliance for day flights for visitors from Brisbane. Winton is already doing this with three fully booked planes since May.

### **Feedback**

*'What a lovely, neat and friendly town.*

*Loved the tour around town with a local*

*Bilbies were the best!*

Kind Regards,  
Danielle Lancaster







## Murweh Shire Council Cosmos Report



CHARLEVILLE  
**COSMOS CENTRE  
& OBSERVATORY**  
OUTBACK QUEENSLAND

From: Baillie Melano  
Cosmos Centre

### Report for

Month of July 2021

### Monthly Statistics

#### Cosmos Tourism Breakdown:

We have continued working with the company who won the tender to put together the software in the Astro Dome. The tender process has evolved via site visits for testing of equipment, and we are currently ahead of schedule; almost being able to present a Big Sky Observatory tour inside of the dome. A small presentation was completed, in which some members of council were present, and initial reactions seemed exceptionally positive.

The first week of July, being the final week of school holidays, brought a lot of guests through the town, increasing our numbers. After holidays finished, numbers did start to taper off, due to Covid-19 and lockdowns, however tours are continuing to get fully booked.

July had 8 cloud affected nights, resulting in shows being cancelled at a cost of \$16,612. However, by running our Small & Personal tours every night without cloud, we made an additional surplus of \$5756.50, compared to last month (only running them on certain nights).

To keep everyone safe, we are ensuring we maintain the required social distancing policy within the legislative requirements and the size of the Cosmos Centre. We are constantly monitoring any new Covid-19 updates, the numbers allowed in the building at one time and the Covid-19 QR scanning upon entry. For large school groups who will soon be visiting, we have translated our physical Covid-19 Safe Plan into an online copy, to send out to large groups who will be visiting the centre.

Finally, due to actively pursuing more staff via social media, we now have a stable number of staff members. As new staff members are starting, we have introduced staff memo's that must be signed, and night-time staff procedure sheets, to ensure all new staff know our procedures and to keep operations running smoothly. Additionally, we have begun staff meetings that will be held monthly, to be able to hear our staff's concerns and discuss with them our upcoming plans.

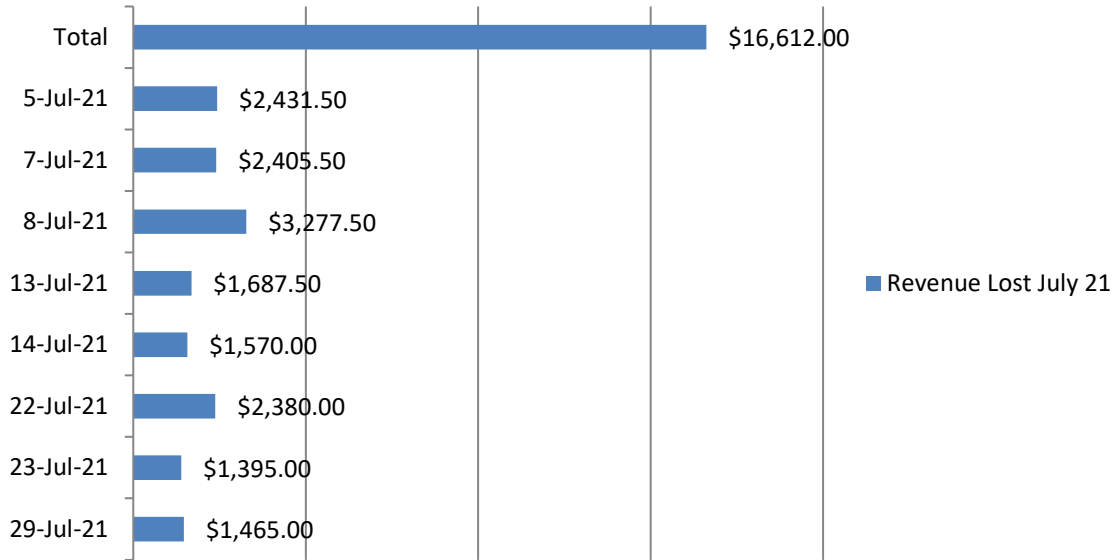
We plan to continue these procedures next month, and hopefully further our progress with the Astro Dome to completely avoid any money loss due to cloud.

**By Baillie Melano**  
**Cosmos Centre Coordinator**



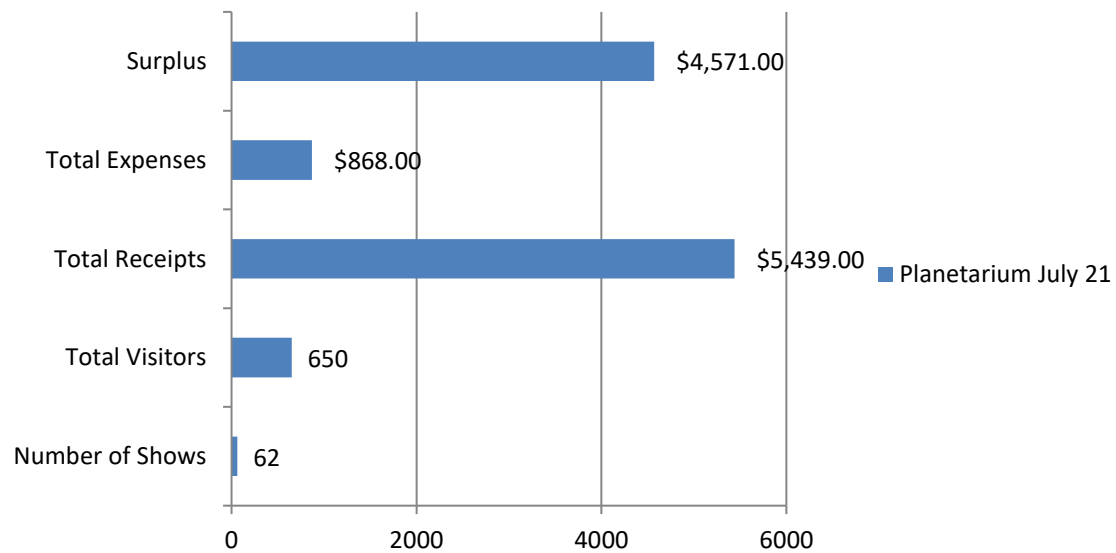
CHARLEVILLE  
**COSMOS CENTRE  
& OBSERVATORY**  
OUTBACK QUEENSLAND

### Revenue Lost - July 21

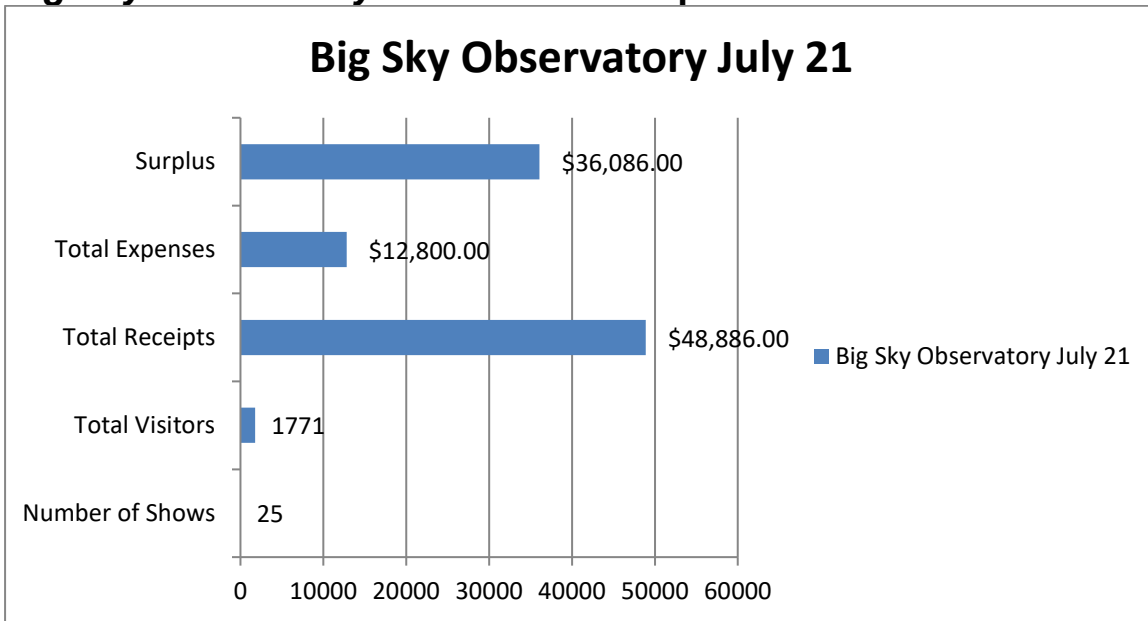


### Planetarium – Income and Expenditure

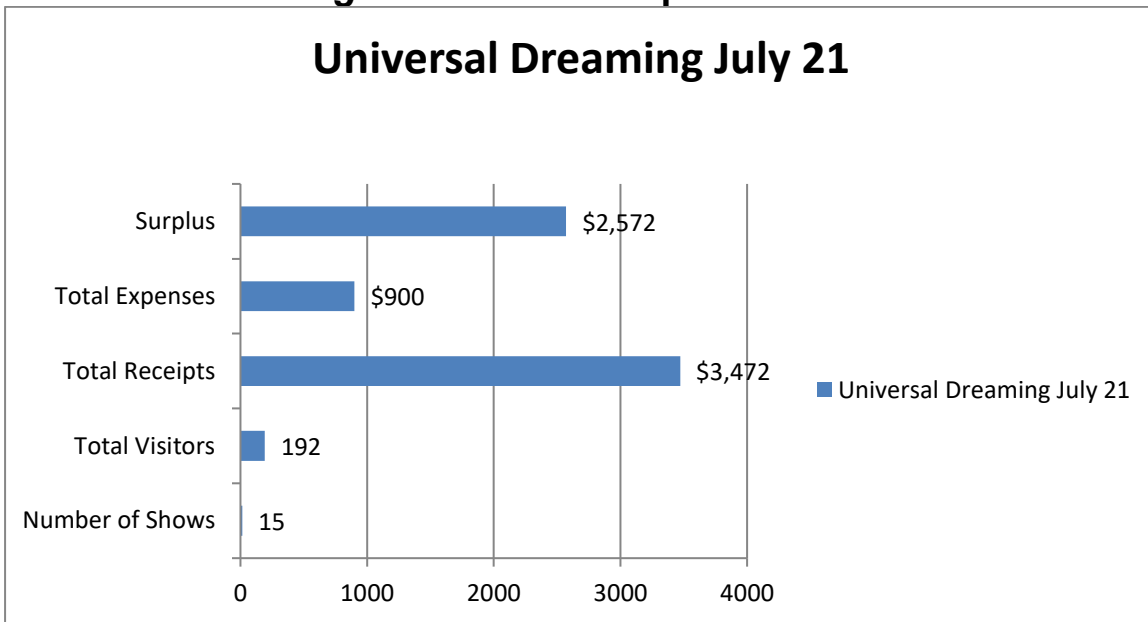
#### Planetarium July 21



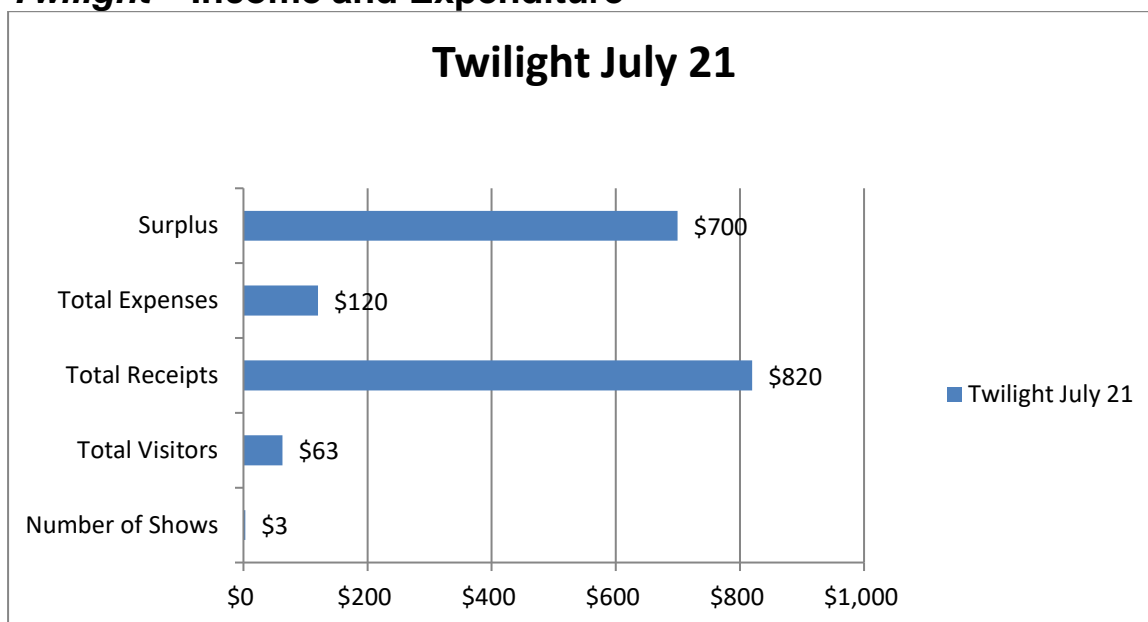
**Big Sky Observatory – Income and Expenditure**



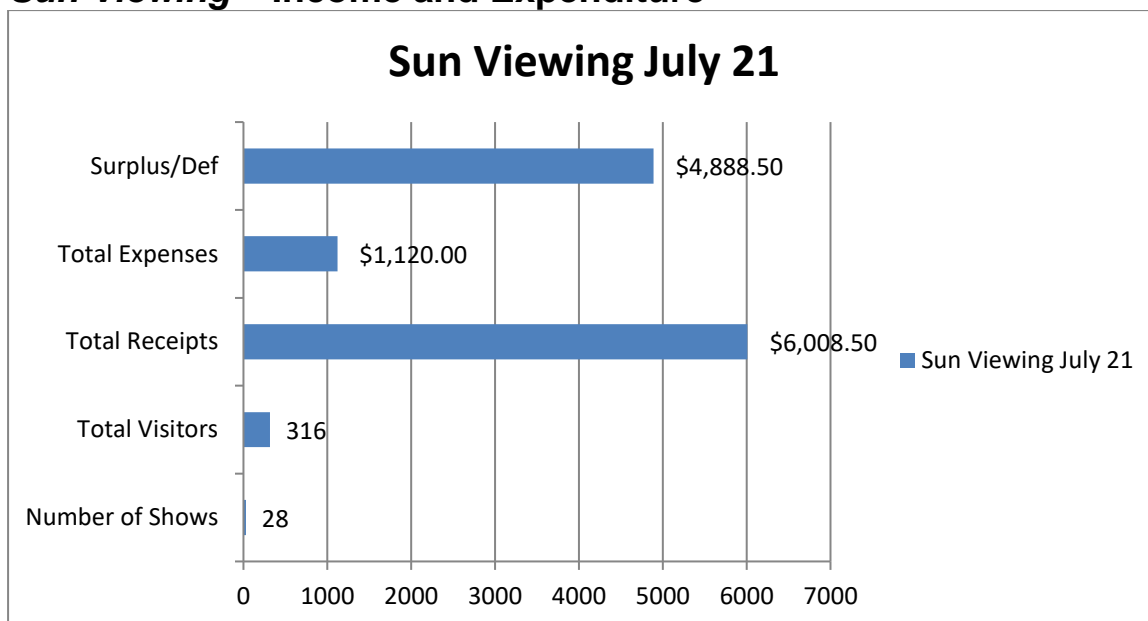
**Universal Dreaming – Income and Expenditure**



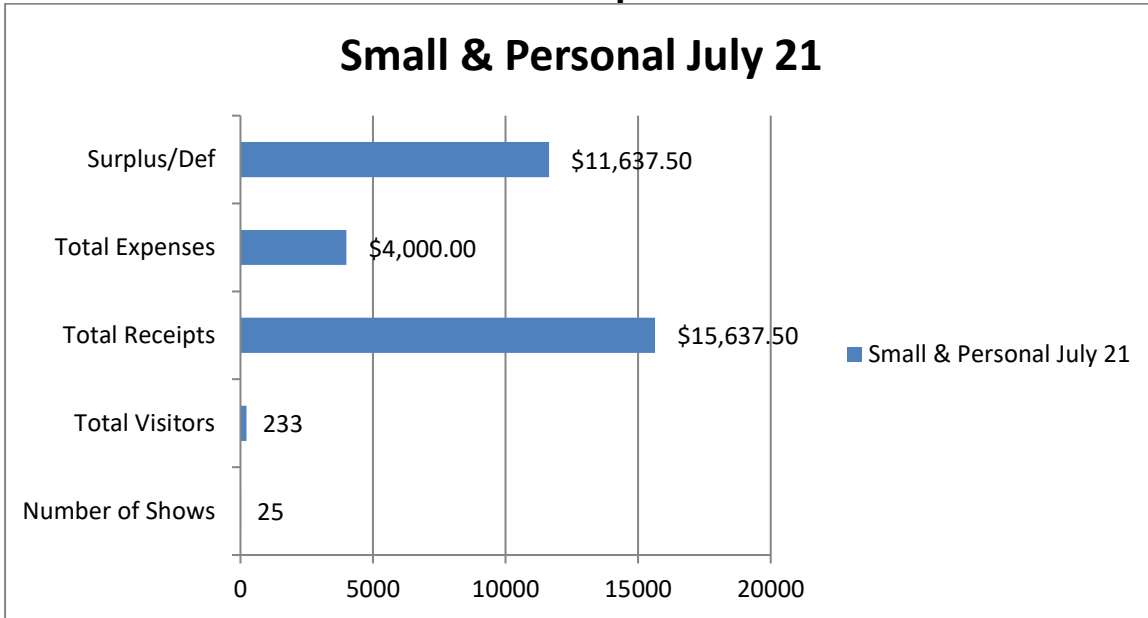
### Twilight – Income and Expenditure



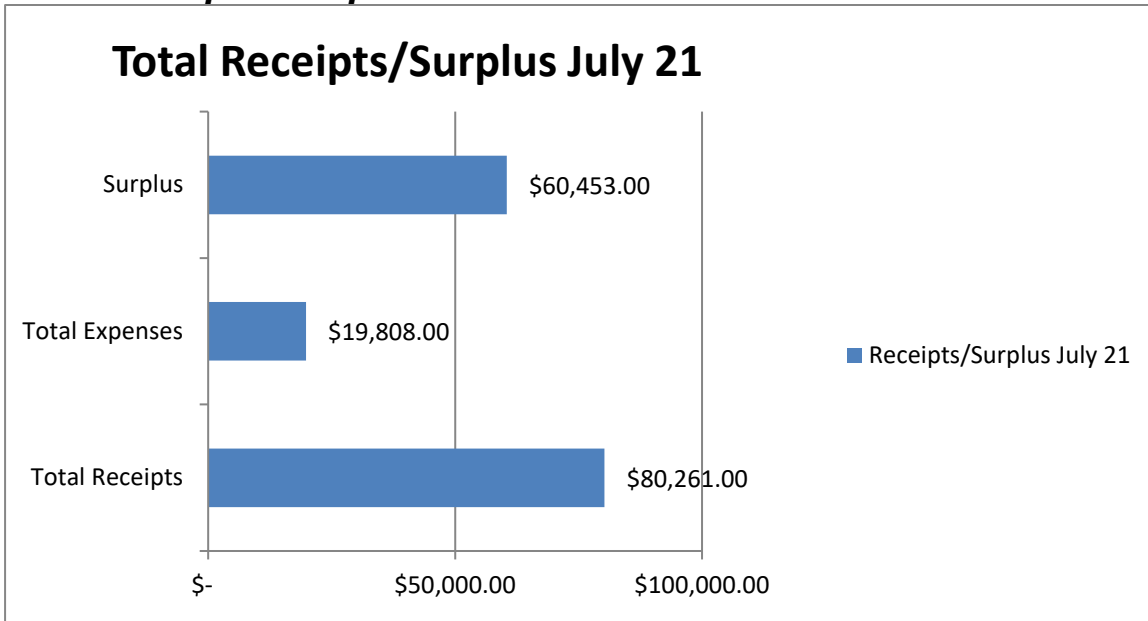
### Sun Viewing – Income and Expenditure



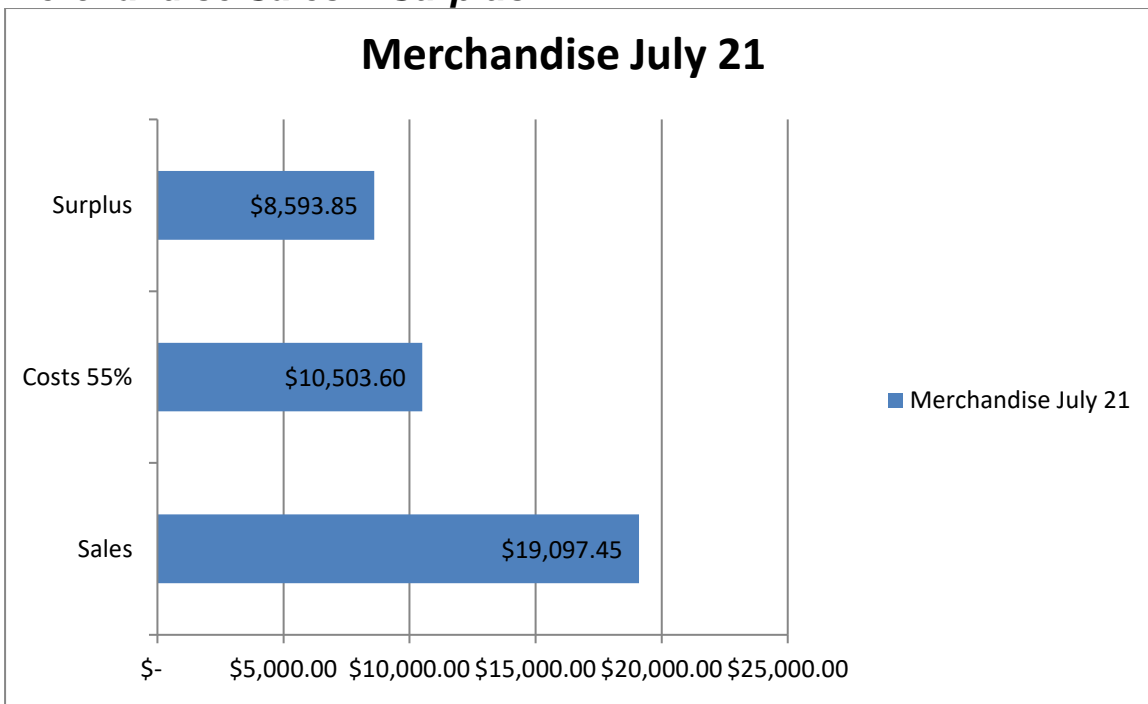
**Small & Personal – Income and Expenditure**



### Total Receipts v Expenses



### Merchandise Sales V Surplus



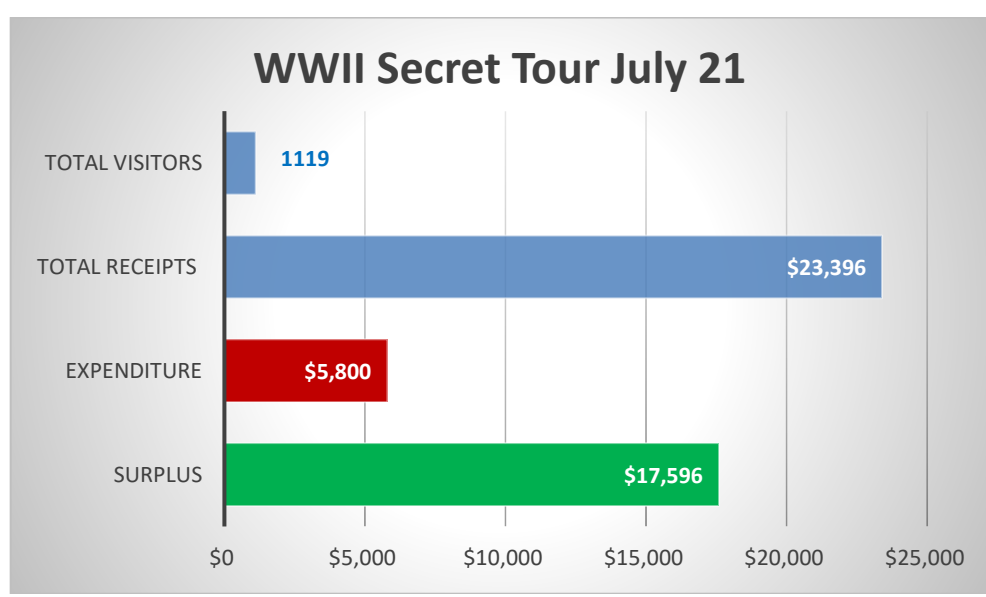




# Murweh Shire Council Council Report July 2021

## REPORT: WWII Secret Base & Tour –July 2021 – Sam Cunningham

### WWII Secret Tour



WWII Tour July 21	
Surplus	\$17,597
Expenditure	\$5,800
Total receipts	\$23,397
Total visitors	1119
Number of tours	72

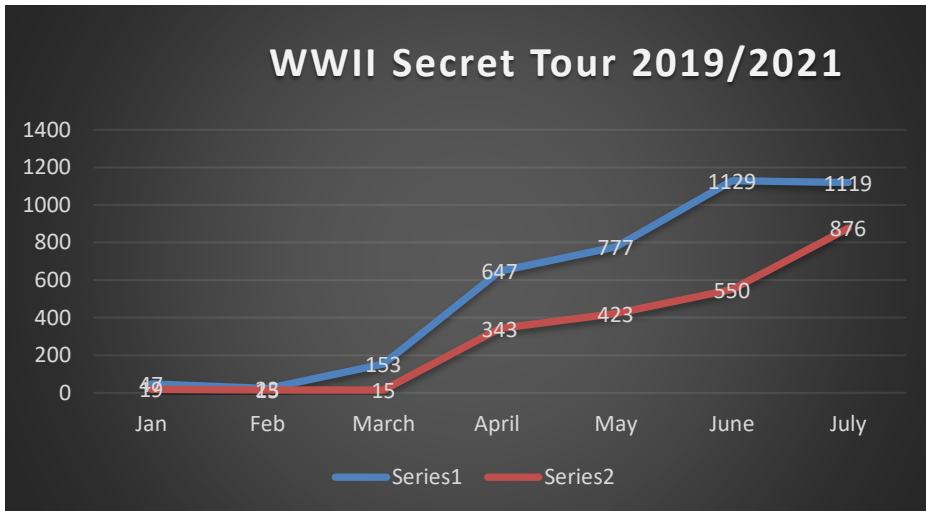
### WWII Secret Tour

WWII Secret Tours in July 2021 has seen a slight decrease in numbers compared to June 2021. In July we have had a total of **1119** guests experience a WWII Secret Tour, 30 less than June 2021. Contrastingly, we have seen an increase in revenue. This is because the dynamics of the tour groups have been much more mature of age. As you all know, school holidays bring lots of families to the Murweh Shire, along with this, a huge boost to the local economy, however, these statistics show that, more is not always better, as children bring the revenue of our products down considerably.

Arguably they do make up for the deficit in areas that more senior guests may not. E.g., merchandise etc.

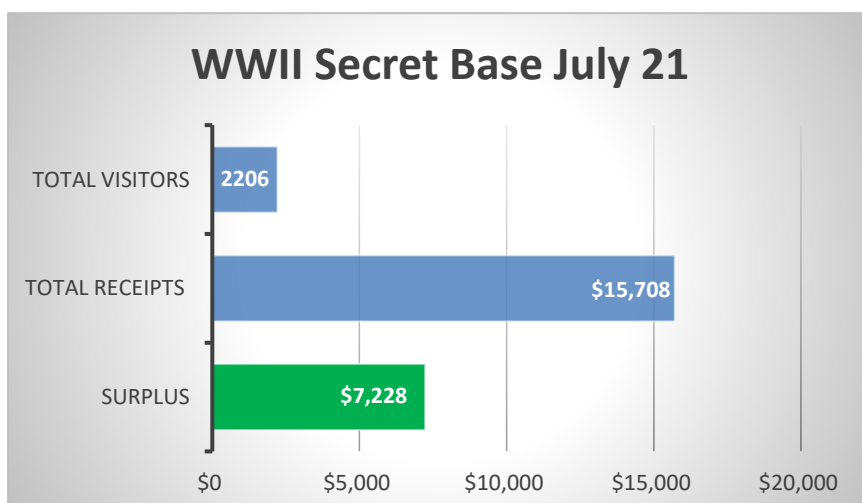
We have also decided to open the 11:30 & 1:30pm tours to the public, as opposed to previously having the 9:00 & 11:30am tours open. We found the 9:00am was clashing with other attractions around town and was causing a conflict of interest amongst guests.

As you can see below, there is still a steady growth curve in the number of guests. This has **grown 28%** since July 2019.



WWII Tour monthly	2021	2019	%Growth
Jan	47	19	147%
Feb	23	15	53%
March	153	15	920%
April	647	343	89%
May	777	423	84%
June	1129	550	105%
July	1119	876	28%

## WWII Secret Base



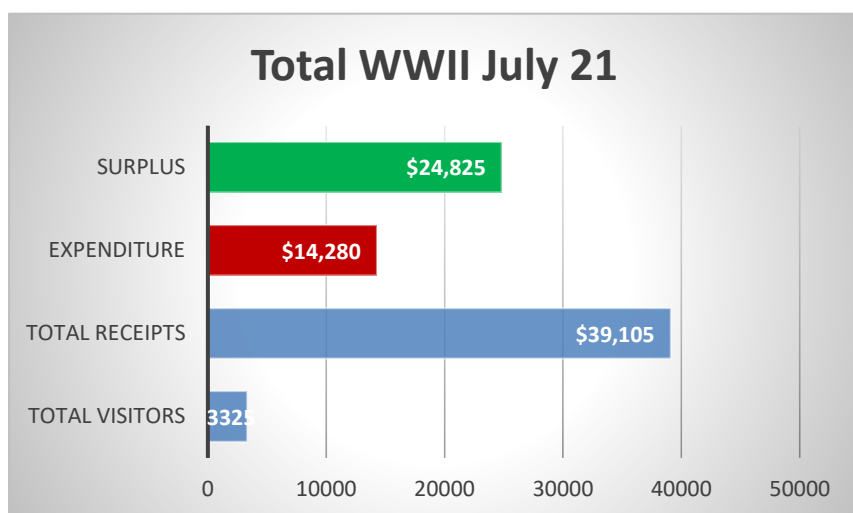
WWII Secret Base July 21	
Surplus	\$7,228
total receipts	\$15,708
Total visitors	2206
Hours open	212.5

WWII Secret Base has seen **2206** guests enter the facility during the month of July 2021, this only 56 less than the record-breaking month of June 2021. As discussed in the previous report, The RSL subbranch and the WWII Secret Base have come to an agreement with council for the RSL artifacts to be incorporated into stage 2 developments of the WWII Secret Base, which I am thrilled about. Brent & Sheila were supposed to fly out early August to start planning stage 2, sadly that has been postponed due to restrictions on travel. Hopefully we will have a better insight next month.

### General business

- On schedule for Queensland Tourism award submission – sadly their judges’ inspection (4<sup>th</sup> Aug) got postponed due to travel restrictions.
- Backroads ABC completed filming at the WWII Secret Base, hoping to feature strongly in the episode.

### Total WWII (Secret Base & Tour figures)

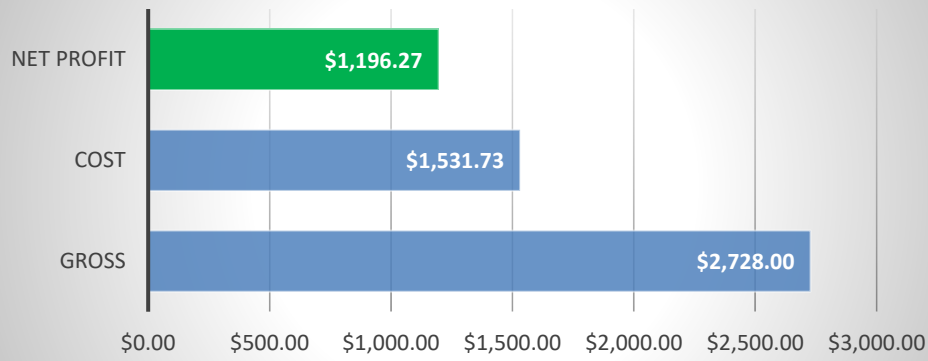


Total WWII July 21	
Total visitors	3325
Total receipts	\$39,105
expenditure	\$14,280
surplus	<b>\$24,825</b>

### WWII Merchandise July 2021

Total Merchandise sales	Total sales	Cost	Net profit
127	\$2728.00	\$1531.73	<b>\$1196.27</b>

## Merchandise July 2021



	Gross	Cost	Net profit
Series1	\$2,728.00	\$1,531.73	\$1,196.27

By Sam Cunningham



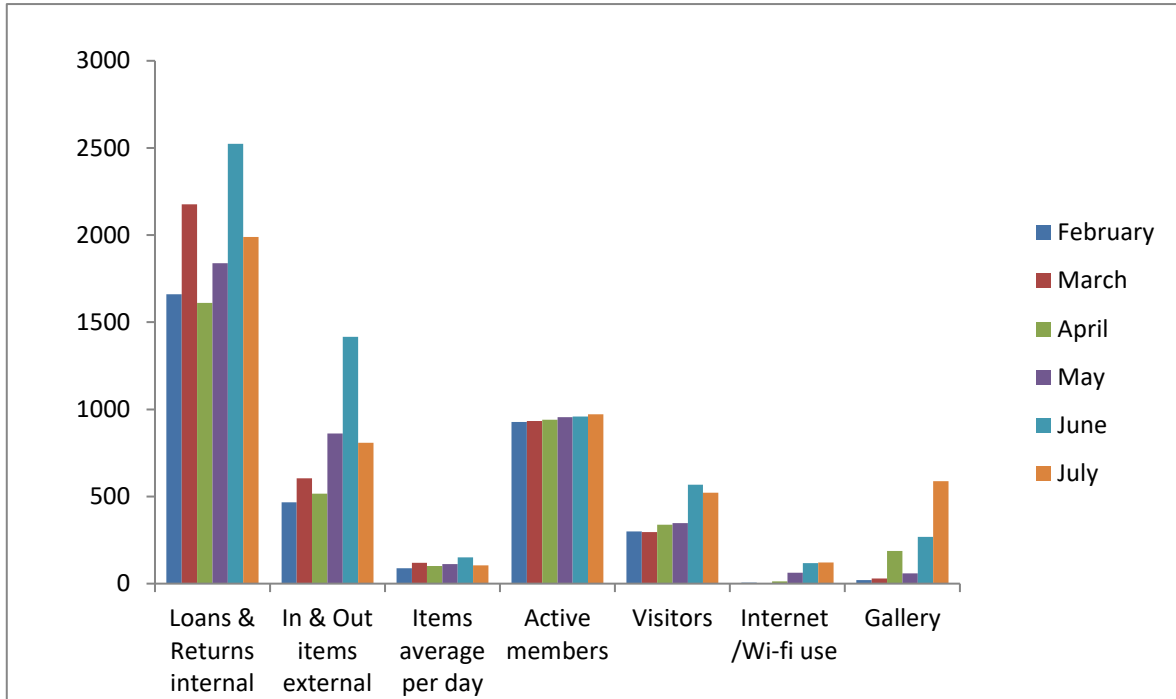


# Murweh Shire Council Library Reports

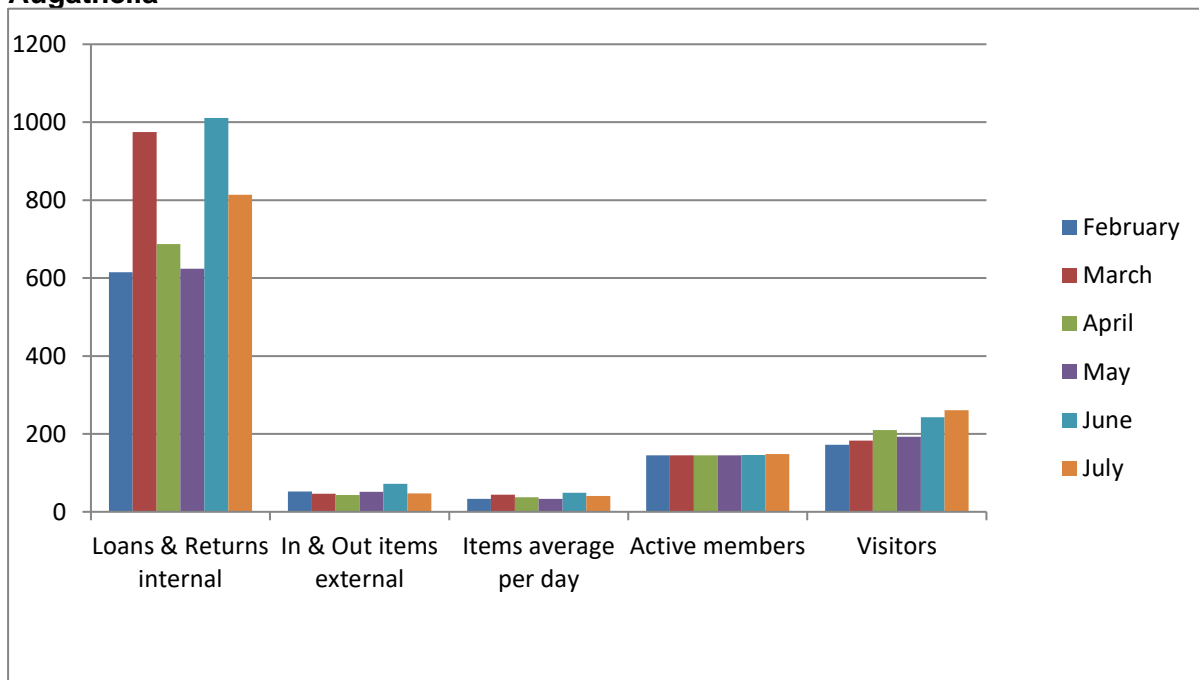
From: **Martina Manawaduge – Librarian**  
**Danielle Whatmore - Librarian**

## Report for July 2021 – Charleville / Augathella & Morven

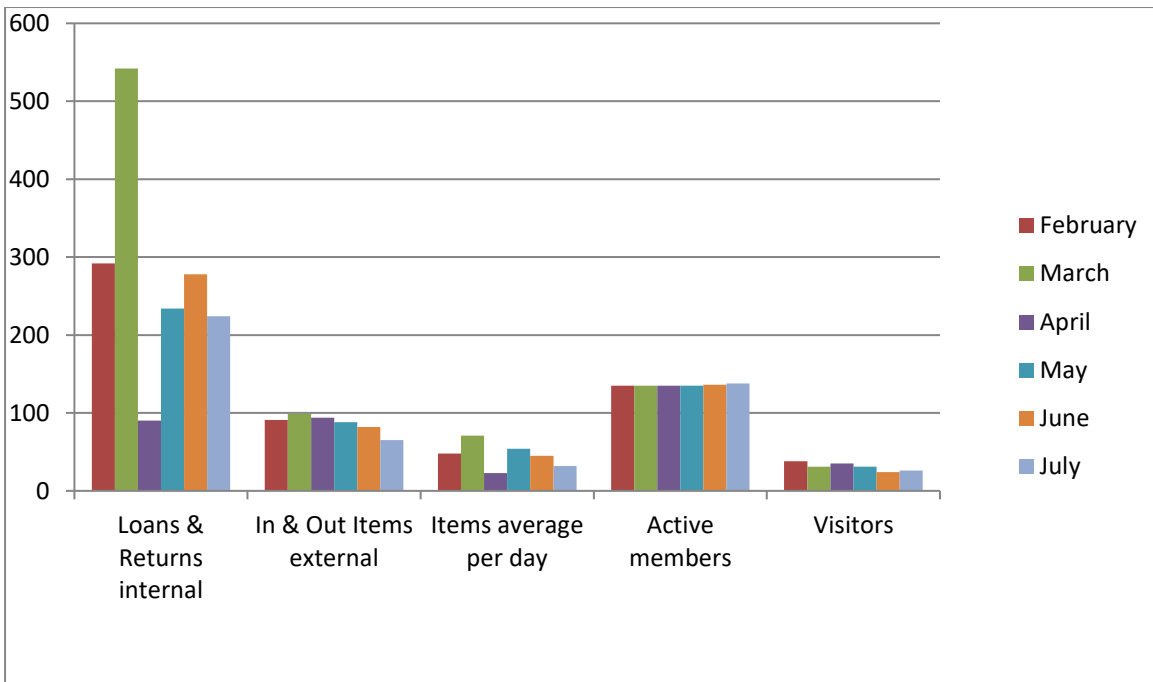
### Charleville



### Augathella



### Morven Library



## Operational Information

### Charleville Library – Martina Manawaduge and Danielle Whatmore

We have gone completely paperless with covid contact tracing by using the check in app. For people who do not have access to the app, we have library profile set up on the iPad to check them in.

The additional seating in the library is appreciated with many people utilising this to sit and study/work.

### First5 Forever

15 adults and 20 children attended the First 5 sessions at the Town Hall. There were no First 5 sessions during the June-July School Holidays.

### Mulga Lands Gallery – Statistics

587 visitors enjoyed the exhibition

### Augathella Library – Laraine Steedman

The Library renovations are ongoing.

### Morven Library – Marie Williams & Maree Green

No comment





# Environmental & Health Services Report

From: Richard Ranson – Director of Environmental & Health Services  
 Ordinary Meeting – 19<sup>th</sup> August 2021

## WATER TESTING

All towns free of contamination.

## SEWERAGE / WASTEWATER

Works to repair/restore the Augathella CED scheme have commenced. Weekly testing of influent and effluent being conducted. Weekly testing of sewage for COVID-19 traces at Charleville STP continues, with no positive samples to date. An additional one-off suite of COVID-19 tests over a seven-day period is also to be conducted at the Charleville STP.

## DOG CONTROL

### Registrations

Lifetime	0 for July	Total 1111
Annual	0 for July	Total 13 (for 2021/2022)

### Seized Dogs

Total seized	2	Reclaimed	0	Pound fees collected	\$0.00
Adopted	2	Euthanized	0		

### Wild Dog Scalps 2021/2022

Male 0, Female 0, Puppies 0 total 0	<b>Wild Dog Destruction Budget Remaining</b>
	\$139,391

## FINES ISSUED / REVENUE

Offence	Number Issued	Total Value
Barking Dog	0	\$0
Unregistered Dog	0	\$0
Wandering Dog	0	\$0
Vehicles	0	\$0
Lighting Fires in Town Area	0	\$0
Wandering Stock	0	\$0
Overgrown Allotments	0	\$0
<b>Total</b>	<b>0</b>	<b>\$0</b>

## COMPLAINTS MANAGEMENT (taken from Guardian system)

Type	Received	Resolved	Pending
Dogs	0	0	0
Overgrown allotments	0	0	0
Other	0	0	0

## LANDFILLS

Charleville	No issues to report. UTL Utilities have completed plan for design and operation of the facility. They just need to confirm the costings and will be able to present their report and findings to council.
Augathella	No issues to report. Investigating camera options.
Morven	No issues to report.

### **FOOD PREMISES**

Inspections conducted	0
Complaints	0

### **ENVIRONMENTAL CONTROL (RIVER)**

Ongoing poisoning of regrowth and removal of debris from watercourses.

### **STOCK ROUTES**

No mobs currently in shire. Weed control ongoing.

### **CHARLEVILLE BOTANICAL RESERVE**

Over recent months, fencing has been repaired to prevent cattle moving into the Charleville Botanical Reserve from both the trucking reserve and a neighbouring property.

Reported sightings of fresh cattle tracks in the Charleville Botanical Reserve suggest there are still some cattle residing there. There are two obvious options available to council, these being to either organise a muster of the Charleville Botanical Reserve, or remove any water source from the Charleville Botanical reserve, thus encouraging cattle to migrate to the neighbouring property via existing spear traps

### **SWIMMING POOL**

Work commenced on the painting of the main pool.

Water park will have Softfall laid week commencing 15<sup>th</sup> August. This had to be delayed due to COVID lockdowns in Brisbane area, where the company is based.



## Recommendation / Report

From: Richard Ranson – Director of Environment & Health Services

Ordinary meeting – 19<sup>th</sup> August 2021

### Subject

**Restriction on number of stables that may be held by an individual trainer at Charleville racecourse**

### PREVIOUSLY PROPOSED RESOLUTION: tabled 17<sup>th</sup> June 2021

That council limits the number of stables that may be held by a single trainer at any one time to a maximum of twelve (12).

### AMENDED PROPOSED RESOLUTION

That council limits the number of stables that may be held by a single trainer at any one time to a maximum of twelve (12). Permission for a single trainer to hold more than twelve (12) stables will be at the discretion of council.

### BACKGROUND:

Currently there is no restriction on the number of stables that may be owned by a single trainer at the Charleville Racecourse. Consequently, the situation could arise where all the available stables could be taken by a small number of trainers.

Whilst it is good that there is demand for stables, it could limit opportunities for trainers with just one or two horses, and trainers that are new to the sport.

The maximum of twelve has been suggested as a balance between providing access to the stables for locals and ensuring race meetings can still field a good number of entrants.

This report was originally tabled at the ordinary meeting held on 17<sup>th</sup> June and held over pending discussions with the trainers currently renting stables. Following said discussions with trainers and subsequently council, the amended proposed resolution is now presented for council's consideration.



# Engineering Services Report

From: Paul O'Connor – Director of Engineering Services  
Ordinary Meeting – 19 August 2021



New Seal – Adavale Road



Augathella Caravan Park – New Toilets

## **Construction Program 21/22**

### **1. Footpaths**

<b>Town</b>	<b>Street</b>	<b>From</b>	<b>To</b>
Charleville	Burke St	Watson	Parry
Charleville	Graham Andrews Park	Wyatts Bridge	Sturt St
Augathella	Main St	Bath St	Lewis St
Morven	Victoria St	Brunei St	Roma St

### **2. Kerb & Channel**

<b>Town</b>	<b>Street</b>	<b>From</b>	<b>To</b>
Charleville	Hood St	Hill St	End
Augathella	Main St	Islands	
Morven	Outside Post Office		

### **3. Urban Reseals**

<b>Town</b>	<b>Street</b>	<b>Length</b>	<b>Width</b>
Charleville	Watson St	250	15
Charleville	Watson St	240	10
Charleville	Wills St	310	12
Charleville	Eyre St	240	13
Charleville	Edward St	250	15
Morven	Roma St	1000	8

### **4. Roadworks**

#### **Main Roads**

- Cooladdi Culverts \$700,000
- RMPC \$3,400,000
- Flood Damage Repair \$540,000
- Mitchell Highway widening \$4,500,000
- Landsborough Highway stabilising \$1,500,000

#### **Local Roads**

- Killarney Rd \$600,000 (TIDS / R2R)
- Khyber Rd \$1,350,000 (TIDS / R2R)
- Caroline Crossing Rd culverts \$120,000 (R2R)
- Mt Tabor Rd \$400,000 (R2R)

### **5. Water & Sewerage**

- Augathella Water – Old Tambo Rd - water main replacement \$100,000
- Morven Water – Albert & Eureka Sts directional drilling; Bore 3 switchboard \$100,000
- Charleville Water – Bore 5 switchboard; Hunter / Baker St main; Cooladdi Bore \$150,000
- Augathella Sewerage – flow metre upgrades water & Sewer; CED ponds \$50,000
- Charleville Sewerage – Pump Station 7, 8 & 11 – switchboard replacement \$150,000

## Local Shire Roads

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

Road Name	Maintenance Grading (km)	Slashing (km)
Croxdale Road	3.3	
Red Lane	5.5	
Biddenham Road	11.5	
Meigunya Road	Patrol grade 4.8	
Roslyn Road	6.7	
Claire Access Road	2	
Killarney Road		46.60
Nebine Road		33.20

## RMPC

Road No	Road Name	Temporary Pavement Repairs (m <sup>2</sup> )	Guide Posts	Slashing (h)	Hand Mowing (m <sup>2</sup> )	Herbicide Spraying (L)
13A	Morven - Augathella					
13B	Augathella - Tambo					
18F	Mitchell - Morven					
18G	Morven - Charleville	234.90				
23B	Cunnamulla - Charleville		89			
23C	Charleville - Augathella	47.50		80	4226	5800
93A	Charleville - Quilpie	22				
	<b>TOTAL</b>	<b>304.40</b>	<b>89</b>	<b>80</b>	<b>4226</b>	<b>5800</b>



## Water & Sewerage

WATER							
Town	Service Line Breaks	Repair Water Mains	Meters Replaced/ Checked	Pump Station Faults	Water Bore Maintenance	New Connect	Fire Hydrant
Charleville	6	5	2	3			
<b>Other Comments:</b> Water meter reading completed							
Morven	2	4			1		
<b>Other Comments:</b>							
Augathella	3	1			1		
<b>Other Comments:</b>							

SEWERAGE						
Town	Main Line Chokes	Service Line Chokes	Pump Station Faults	Toilets Faults	Overflows	Unblock Sewer House / Main Connections
Charleville	2	2	3		1	
Morven			1			
Augathella		2				1
<b>Other Comments:</b> Issue with S.P.S 1 switchboard – Dale Clarke sorting out.						

## Electrical

Activity	Charleville	Augathella	Morven
Bore #5 main switchboard replacement (design, control, augmentation)	✓		
Aqua Nova repair of pump at 5 Newton Street			✓
UV system inspection and maintenance			✓
Installation of hardware and equipment for monitoring of second v-notch weir at sewerage treatment plant	✓		
Fault find and rectify Pump #1 at Jane Street sewerage pump station		✓	
Replace masserator pump at Graham Andrews Park sewerage pit	✓		
Outside lights at gym – timer faulty	✓		
Replace blown pressure ump at soccer field pump station	✓		
Washing machine replacement at Unit 2 Wildie Street (machine faulty)	✓		
Breakdown and rebuild Graham Andrews park fountain pump. Replace seal and re-commission	✓		
Excavation and cable location at Bore #5 in prep for switchboard changeover	✓		
UV system inspection at Augathella		✓	
Christmas in July lights at Augathella (turn off)		✓	

## **Building**

<b>Activity</b>	<b>Charleville</b>	<b>Augathella</b>	<b>Morven</b>
Cement new seats at Graham Andrews Park	✓		
Locks at the Racecourse Complex	✓		
Put up new wall in the MSC office toilets	✓		
Assemble new park furniture	✓		
New disabled toilet door at Racecourse Complex	✓		
New disabled toilet door at Showgrounds	✓		
New tourism flags on Wills Street	✓		
Poles Morven School			✓
Augathella toilet soap dispensers		✓	
Cut trees at Cosmos Centre	✓		
Clothesline 52 Galatea Street	✓		✓
Morven Hall			
Riverview flat doors	✓		
Langlo hall door			
Cosmos solar lights	✓		

## **Town Maintenance**

<b>Activity</b>	<b>Charleville</b>	<b>Augathella</b>	<b>Morven</b>
Grave Digging	1	0	0
Edge Break	✓		
Pothole Patching	✓		✓
Repair Seal Defects	✓		✓
Bitumen Sealing (Reseal)			
Heavy Patching/Pavement Repair	✓		
Gravel Resheeting			
Shoulder Grading			
Table Drain & Floodway Maintenance	✓		✓
Clear Culverts		✓	
Subsurface Drains			
Slashing	✓		✓
Hand Mowing	✓	✓	✓
Clearing	✓	✓	✓
Weed Spraying	✓	✓	✓
Maintain Signs	✓	✓	✓

Guidepost Maintenance	✓	✓	
Footpath Works	✓		
Line Marking	✓		
Kerb & Channel	✓		
Street Furniture Maintenance	✓		
Riverwalk Maintenance	✓		
Litter Collection	✓	✓	✓
Pit Maintenance	✓	✓	✓
Dead Animals		✓	✓
<b>Other</b>			
Works Requests	✓	✓	✓
Put Up Street Banners	✓		
Playground Inspections	✓	✓	✓
Clean BBQs	✓	✓	✓
Slash Gully		✓	✓
Plant Flowers	✓	✓	
Fix Sprays in Park	✓	✓	✓
Water pots in Main Street	✓	✓	✓
Mow Ovals & Parks	✓	✓	✓
Service Plant		✓	✓
New Signs	✓	✓	✓

## Workshop

MSC WORKSHOP MONTHLY REPORT JULY 2021			
<b>SAFTEY</b>		No incidents or accidents	
<b>WORK CARRIED OUT ON TRACTORS</b>			
Unit 175	Replaced transmission oil filter and housing gasket, Replace PTO shaft seal, Repair PTO fittings cover that was causing water in the diff oil, Replaced hydraulic hose		
Unit 193	Replaced fan belt	Unit 181	Carried out 500-hour service
Unit 194	Repaired wiring harness		
<b>WORK CARRIED OUT ON VEHICLES</b>			
Unit 663	Carry out service	Unit 661	Carry out service and replace brakes
Unit 665	Carry out service	Unit 657	Carry out service and repair hoist
Unit 611	Carry out service and install water tank		
<b>WORK CARRIED OUT ON MOWERS</b>			
Unit 576	Replaced tyres, replaced uhf, repaired roof, replaced PTO shaft seal, replaced PTO shaft uni's, repaired engine surging, removed fuel tank and repaired		
<b>WORK CARRIED OUT ON GRADERS</b>			
Unit 115	Carried out 250-hour service	Unit 113	Replaced failed hydraulic fan motor hose
Unit 116	Carried out 250-hour service, Replaced Top Con valve bank which has fixed the long-term hydraulic issues with this grader		
Unit 114	Carried out 250-hour service and adjusted and re-shimmed circle		
Unit 117	Carried put 500-hour service, replaced lower fuel tank (warranty), Carried out circle and blade adjustment		

<b>WORK CARRIED OUT ON ROLLERS</b>			
Unit 191	Carried out 250-hour service, replaced heater core coolant hoses, replace a/c hose, Replaced starter motor and wiring		
Unit 202	Repaired air leaks and diagnosed engine to have excess blow-by and requires an engine rebuild, Carried out 250-hour service		
Unit 203	Repaired leaking engine oil hose on compressor		
<b>WORK CARRIED OUT ON TRAILERS</b>			
Unit 414	Repaired faulty wiring	Unit 490	Make new battery box
Unit 492	Replaced spring brake valves, replaced faulty air fittings		
Unit 475	Replaced all brakes	Unit 187	Replaced all brakes and bearings
<b>WORK CARRIED OUT ON TRUCKS</b>			
Unit 57	Carried out truck and rear motor service, repaired air leak, replaced window regulator		
Unit 34	Replaced top radiator hose, repaired seat valve, replaced tipper control pad, replaced jack shaft, replaced air compressor, replaced cab mounts, repaired air leaks, replaced RH window regulator		
Unit 49	Replaced hose trays, replaced all failed lights, replaced UHF aerial		
Unit 33	Replaced gear stick bushes, replaced seat valve, replaced RH window regulator		
Unit 44	Carry out service	Unit 43	Carry out type b service
<b>WORK CARRIED OUT ON MISCELLANEOUS</b>			
Unit 155	Remove Navman system	Unit 170	Repair oil leak on boom
Unit 189	Replaced starter motor and glow plugs	Unit 321	Service generator
<b>WORK PLAN FOR AUGUST</b>			
Start to repair all the faulty Navman system and increase our focus on workplace health and safety compliance			

## **Assets Department**

### **Flood Damage Works**

- Meetings with QRA's RLO and meeting with PM for planning and updates.
  - Monthly reports for expenditure claims.
  - Site visit and audit with RLO.
- Quotations for procurement of vehicles. Prepared specifications and other quotation documents.
  - Quotes for Cooladdi culvert works, works program update and TMR's annual works meeting.
  - Quarterly expenditure report for R2R program.
  - Nominated projects for R2R works in current quarter and sent relevant documents.
  - Quarterly expenditure report for LRCIP program and nominated projects.
  - Prepared inspection maps for road assets in ArcGIS.
  - Updated road database and queried for conflicts with QRA's dataset.

## **Development Approvals**

<b>BA Number</b>	<b>Lot_Plan</b>	<b>Applicant Name</b>	<b>Service Address</b>	<b>Type of Works</b>	<b>Approval Date</b>
<b>7565</b>	L2 RP53868	Jaydene Jaeger & Craige Perriman	155 Parry Street, Charleville QLD 4470	Extension to northern side of existing dwelling & carport	22/07/2021
<b>7566</b>	L8 C14011	STEER Tony	24 Hood Street, Charleville QLD 4470	Construction of shed	07/07/2021
<b>7567</b>	L2 RP87953	C.G. Thompson Pty Ltd	277 Alfred Street, Charleville QLD 4470	Construction of shed	22/07/2021

### ROAD MAINTENANCE AND FLOOD DAMAGE

Road No	Road Name	Routine Maintenance Expenditure	Flood Damage Estimate
4001	Adavale Road	\$ 3,762.89	
4002	Alice Downs Road		
4003	Allambie Road		
4004	Allendale - Warrah Road		
4005	Armadilla Road		
4006	Bakers Bend Road		
4007	Balmacarra Road		
4008	Bannermans Road		
4009	Barngo Road	\$ 3,642.47	
4010	Biddenham Road	\$ 15,644.20	
4011	Bilbie Park Road		
4012	Biloola Road		
4013	Blackburn Road		
4014	Loddon Road Black Tank		
4015	Black Ward Road	\$ 186.37	
4016	Boggarella Road		
4017	Belrose Road		
4018	Burrandulla Road		
4019	Albury Road		
4020	Caldervale - Khyber Road		
4021	Auburnvale Road		
4022	Calowrie Road		
4023	Cargara Road		
4024	Caroline Xing Road		
4025	Clara Creek Road		
4026	Cooladdi Access Road		
4027	Cooladdi-Langlo Crossing		
4028	Cooladdi-Yarronvale Road	\$ 26,650.68	
4029	Coolamon Road		
4030	Croxdale Road	\$ 2,836.70	
4031	Cunno Road		
4032	Derbyshire Road		
4033	De Warra Road		
4034	Dilallah Bridge Road		
4035	Doobiblah Road	\$ 4,635.04	
4036	Dundee Road		
4037	Durella Road		
4038	Fortland Road		
4039	Glenallen Road		
4040	Glenbrook Road		
4041	Greenstead Road		
4042	Guestling Road	\$ 343.38	
4043	Gundare Road		
4044	Gunnawarra Road		
4045	Hillgrove Road		
4046	Hoganthulla Road		
4047	Hythe Road	\$ 304.41	
4048	Joylands Road		
4049	Khyber Road	\$ 1,019.54	
4050	Killarney Road	\$ 2,780.57	
4051	Laguna Road	\$ 1,688.69	
4052	Langlo River Road	\$ 576.34	



4053	Maruga Road		
4054	Maryvale Road	\$	0.01
4055	Merrigang Road		
4056	Merrigol Road		
4057	Middle Creek Road	\$	356.57
4058	Mona Road		
4059	Mt Maria Road		
4060	Meigunya Access road	\$	84.89
4061	Mt Tabor Road	\$	852.03
4062	Murweh Road		
4063	Narrga (Raincourt) Road		
4064	Nebine Road	\$	10,785.69
4065	Nebine Bollon Shortcut		
4066	Nebine Comm. Ctr Road		
4067	New Farm Road		
4068	Newholme Road		
4069	Newstead Road		
4070	Nimboy Road		
4071	Nooraloo Road		
4072	Norah Park Road		
4073	No 7 Block Road		
4074	Old Charleville Road		
4075	Old Quilpie Road	\$	68.96
4076	Old Tambo Road	\$	203.04
4077	Orange Tree Xing Road	\$	671.38
4078	Ouida Road		
4079	Ouida Downs Road		
4080	Oxford Downs Road		
4081	Perola Park Road		
4082	Pinnacle Road		
4083	Red Ward Road	\$	287.88
4084	Rhylstone Road		
4085	Rocky Road		
4086	Rosebank Road		
4087	Roslin Road	\$	15,081.78
4088	Rose Park Road	\$	19,298.60
4089	Rosewood Road		
4090	Shelbourne Road		
4091	Sherwood Road		
4092	Loddon Road West		
4093	Tantellon road		
4094	Tregole Road		
4095	Uabba Road		
4096	Urana Road		
4097	Valeravale Road	\$	1,920.21
4098	Wallal-Riversleigh Road		
4099	Wardsdale Road	\$	3,631.03
4100	Waterford Road		
4101	Wellwater Road	\$	29,650.34
4102	Wheatleigh Road		
4103	Winneba Road		
4104	Wiringa Road		
4105	Wongalee South Rd		
4106	Wongalee North Rd		
4107	Wongamere Road		

4108	Woolabra		
4109	Wooyanong Road		
4110	Boatman Wyandra Road		
4111	Red Lane Road	\$ 2,943.93	
4112	Borea Access Road		
4113	Clara Access Road	\$ 169.83	
4114	Caledonia Road		
4115	Wintara Road		
4117	Riccartoon Road		
4118	Yanna Bridge Road		
4119	27 Mile Gardens Road		
4120	Bollon Road	\$ 21,251.32	
4122	Claren Park Road		
4123	Columbo Road		
4124	Cooladdi Pump Road		
4129	Lasso Gowrie Road		
4130	Rosemount Road		
4131	Aronfield Road		
4132	Monamby Park Road		
4133	Northview Road		
4134	Palmers Road		
4135	Lyons Road		
4136	Percival Road		
4137	Rainmore Road		
4138	Westlyn Road		
	Total	\$ 171,328.77	\$ -
	Budget	\$ 1,200,000.00	
	Percentage Expended	14%	
	Percentage through Year	12%	

## PLANT MAINTENANCE

Item	2020-2021 Expenditure	2021-2022 Expenditure
Wages	\$ 301,506.11	\$ 30,739.56
Parts	\$ 706,521.53	\$ 68,380.68
Tyres & Tubes	\$ 133,348.42	\$ 9,511.87
Fuels & Oils	\$ 628,070.09	\$ 80,875.43
Registration	\$ 95,969.21	\$ 40.57
Wages (supervision)	\$ 220,790.54	\$ 24,182.89
Consumables	\$ 40,789.80	\$ 3,617.31
Workshop Apprentice	\$ 28,060.03	\$ 5,023.62
Insurance	\$ 57,486.93	\$ -
Total Expenditure	\$ 2,212,543	\$ 222,371.93
	Budget Expenditure	\$ 2,451,262.00
	Percentage Expenditure	\$ 222,371.93
	Revenue to Date	\$458,511.05
	Budget Revenue	\$ 4,126,000.00
	Percentage Revenue	11%
	Percentage through Year	12%

**URBAN STREET MAINTENANCE**

Item	2020-2021 Expenditure	2021-2022 Expenditure
Augathella Street Lighting	\$ 15,660.11	\$ 1,379.08
Morven Street Lighting	\$ -	\$ -
Charleville Street Lighting	\$ 50,970.46	\$ 5,328.47
Augathella Street Maintenance	\$ 195,035.99	\$ 9,947.89
Morven Street Maintenance	\$ 103,263.70	\$ 6,643.11
Charleville Street Maintenance	\$ 691,880.54	\$ 60,434.15
Augathella Street Cleaning	\$ 48,137.48	\$ 3,709.39
Morven Street Cleaning	\$ 38,429.40	\$ 4,431.89
Charleville Street Cleaning	\$ 324,804.83	\$ 33,397.09
Charleville Mowing/Slashing/Weeds	\$ 1,916.41	
Morven Mowing/Slashing/Weeds	\$ 38,651.36	\$ 402.65
Augathella Mowing/Slashing/Weeds	\$ 103,316.87	\$ 3,974.02
<b>Total Expenditure</b>	<b>\$ 1,612,067</b>	<b>129,647.74</b>
	Budget	\$ 1,100,000.00
	Percentage Spent	12%
	Percentage through Year	12%

**PUBLIC FACILITIES MAINTENANCE**

Item	2020-2021 Expenditure	2021-2022 Expenditure
Augathella Public Facilities Maintenance	\$ 24,437.17	\$ 7,179.13
Morven Public Facilities Maintenance	\$ 42,713.01	\$ 5,053.96
Charleville Public Facilities Maintenance	\$ 62,129.78	\$ 7,941.39
Augathella Vandalism Expenses	\$ -	\$ -
Charleville Vandalism Expenses	\$ 23.50	\$ -
Morven Vandalism Expenses	\$ -	\$ -
<b>Total Expenditure</b>	<b>\$ 129,303.46</b>	<b>\$ 20,174.48</b>
	Budget	\$ 142,800.00
	Percentage Spent	14%
	Percentage through Year	12%

**PARKS AND GARDENS  
MAINTENANCE**

Item	2020-2021 Expenditure	2021-2022 Expenditure
Augathella Parks & Garden	\$ 101,870.14	\$ 8,814.25
Morven Parks & Garden	\$ 106,153.24	\$ 5,510.20
Charleville Parks & Garden	\$ 691,191.62	\$ 72,918.65
<b>Total Expenditure</b>	<b>\$ 899,215.00</b>	<b>\$ 87,243.10</b>
	Budget	\$ 655,100.00
	Percentage Spent	13%
	Percentage through Year	12%



# Recommendation / Report

Ordinary Meeting – 19 August 2021

From: Engineering Services

## SUBJECT

**Tender: Motor Grader Purchase – MG1. 21-22**

## RECOMMENDATION

That the tender for the supply and delivery of 1 x Motor Grader (MG1. 21-21) be awarded to Hastings Deering for the supply of 1 x Caterpillar 150-14A Motor Grader for the sum of \$489,300.00 (excluding GST).

## BACKGROUND

Tenders were called for the supply and delivery of 1 x Motor Grader (MG1. 21-22) through Vendor Panel using local buy arrangement NPN2. 15-2. Council has received three conforming tenders before tenders closed on 9 July 2021. The optimum replacement period for these assets is 8 years / 8000 hours, which the current asset has exceeded and is due for replacement.

## DETAIL

The tenders were assessed by selection panel in accordance with selection criteria detailed in tender documentation and Council's procurement policy. Final weighted scores of the tenders are below:

Tenderer	Evaluation Score
Hastings Deering – Caterpillar 150-14A	75.55
Hastings Deering – Caterpillar 140-14A	72.41
Komatsu Australia – GD655-7	65.28
RDO Equipment – John Deere 670GP	55.11
RDO Equipment – John Deere 620GP	54.00

## Tender Prices

Tenderer	Tender Price (excluding GST)
Hastings Deering – Caterpillar 150-14A	\$ 489,300.00
Hastings Deering – Caterpillar 140-14A	\$ 438,800.00
Komatsu Australia – GD655-7	\$ 439,000.00
RDO Equipment – John Deere 670GP	\$ 473,776.81
RDO Equipment – John Deere 620GP	\$ 443,665.90

<b>Grader Category</b>	<b>Caterpillar 150-14A</b>	<b>Caterpillar 140-14A</b>	<b>Komatsu GD655-7</b>	<b>John Deere 670GP</b>	<b>John Deere 620GP</b>
<b>Specifications</b>	All met as required per tender.	All met as required per tender.	All met as required per tender.	All met as required per tender.	All met as required per tender.
<b>Warranty</b>	5 years / 7000 hours	5 years / 7000 hours	5 years / 6000 hours	5 years / 5000 hours	5 years / 5000 hours
<b>Service and Support</b>	Local service available – 2 weeks per month.	Local service available – 2 weeks per month.	Local service available – 2 weeks per month.	Out of Roma. Travel from MSC depot is at cost to council	Out of Roma. Travel from MSC depot is at cost to council.

## IMPLICATIONS

### Risk Management

Council has received risk assessment of the recommended grader from supplier. Due to COVID-19 procurement limitations, Council was advised of availability of the Grader and delivery within 6-8 weeks after purchase order.

### Financial Risks

The tendered sum of \$489,300.00 for supply and delivery of 1 x Caterpillar 150-14A Motor Grader is within the Financial year 2021-22 budget allocation and the acquisition will be debited to allocated ledger.

### Legal and Policy Risks

As the purchase being greater than \$200,000, a competitive tender process was undertaken through Local Buy vendor panel arrangement. Whole of the process is strictly done in compliance with relevant council policies and government acts and regulations –

- Local Government Act 2009
- Local Government Regulation 2012
- Murweh Shire Council Procurement Policy

### Recommendation

That the tender for the supply and delivery of 1 x Motor Grader (MG1. 21-21) be awarded to Hastings Deering for the supply of 1 x Caterpillar 150-14A Motor Grader for the sum of \$489,300.00 (excluding GST).



## Recommendation / Report

From: Jamie Gorry, Director – Corporate Services

### Subject

**Augathella & District Progress Association have requested changes to the management structure of the Augathella Gym; and wish to allocate Honesty Box Funding resources for the upgrade of gym equipment and facilities.**

### PROPOSED RESOLUTION:

That Council writes to the Augathella and District Progress Association (ADPA) and agrees to hand over the administration and day-to-day operations of the Augathella Gym to a “Gym Committee” convened by the ADPA. That this only take place once the committee members are endorsed by the ADPA and Council, and appropriate insurances are in place to protect all parties.

That Council endorses the ADPA request to use Honesty Box Funds to pay a grant writer, and as a matching-cash contribution to grant funds sought for gym upgrades. That this only occur once all other existing Honesty Box Commitments are funded (including insurance costs above, and previous commitments such as Fireworks).

### BACKGROUND:

#### Purpose

On Thursday 22<sup>nd</sup> July Council received emails from members of the Augathella and District Progress Association regarding matters pertaining to the ongoing operation and maintenance of the Augathella Gym.

Initially, Sargeant Troy Aspden (Augathella Police / Progress Assn) emailed Council requesting that consideration is given to handing over the day-to-day Administration and Operation of the Gym to the Progress Association, through the formation of a Gym Committee.

A second email was subsequently received from Geoff Swanson (Secretary ADPA) endorsing the view of Sargeant Aspden. Whilst also requesting that Council consider allowing ADPA to utilise the unallocated Honesty Box Funds to pay for the assistance of grant writer and in-kind funding to assist the ADPA to access grant funding for gym upgrades.

#### Financial Risks

**Low** – Gym equipment and upgrades will primarily be funded by the Augathella Honesty Box Fund and other grants. However, Council will likely still receive requests for cash or in-kind contributions to these activities, over and above ongoing maintenance costs.



**Environment Risks** Nil

**Social Risks** Not supporting the Augathella Progress Associations request to take over management of the gym through the formation of a “Gym Committee” may lead to negative community sentiment toward Council.

**Consultation:**

**Internal:**

- Internal discussion has occurred between CEO, EDO and DCS.

**External:**

- CEO has already provided advice to Sergeant Aspden, indicating that Council would likely support the request for the ADPA Gym Committee to take over the day-to-day administration and maintenance. On the basis that the ADPA take over responsibility of maintaining appropriate insurances, with cost funded through ADPA/Gym Memberships, the Honesty Box Fund, and assistance by Council on an as-needs basis.
- The Augathella & District Progress emails (as seen below)

**Recommendation:**

1. *That Council writes to the Augathella and District Progress Association (ADPA) and agrees to hand over the administration and day-to-day operations of the Augathella Gym to a Gym Committee convened by the ADPA. That this only take place once the committee members are endorsed by the ADPA and Council, and appropriate insurances are in place to protect all parties.*
2. *That Council requests to obtain minutes of all Gym Committee Meetings.*
3. *That Council endorses the ADPA request to use Honesty Box Funds to pay a grant writer, and as a matching-cash contribution to grant funds sought for gym upgrades. That this only occur once all other existing Honesty Box Commitments are funded (including insurance costs above, and previous commitments such as Fireworks).*

**Jamie Gorry**  
**Director – Corporate Services**

**CEO Email to ADPA:**

Sergeant Aspden (Troy),  
Council has no objection to the management of the Augathella Gym being administered by the Augathella Progress Association as per your request below.  
Responsibility for insurances would need to come under the banner of the Association however funds for the insurance could be obtained via memberships or from the donation box monies with a further contribution from Council.  
Pleased to discuss with the Augathella Progress Association when convenient.  
Kindly do not hesitate to contact should you require any further information in respect to this matter.  
Many thanks

Regards  
Neil Polglase  
Chief Executive Officer | Murweh Shire Council  
95-101 Alfred St, PO Box 63, Charleville Q 4470  
Ph: 07 4656 8355, 0427 568 306

**Email Request from Sargeant Aspden (ADPA):**

Good Morning Gentlemen

I'm sending this email in regards to the administration of the Augathella gym. In previous years the Augathella gym was administered by the Augathella Hospital and officers from Augathella Police. The gym is currently administered by the Murweh Shire Council who also are responsible for the insurance. I'm inquiring whether the council would be willing to hand the administration of the gym over to the Augathella Progress Association with a gym committee being responsible for the day to day administration with the council retaining responsibility for the insurance? The gymnasium is a vital part of the Augathella and provides an excellent location for members of the community to attend and exercise all year round for both their physical and mental health. With a dedicated gym committee the facility would be further enhanced whilst alleviating the responsibility for council staff to administer memberships and maintain equipment. I also propose that the monies obtained through memberships be split with a percentage going to council and the progress association.

I am happy to meet face to face to discuss this matter further if you wish.

For your consideration

Regards

Troy ASPDEN  
Sergeant 21681  
Officer in Charge  
Augathella Police Station

**Email Request from Geoff Swanson (ADPA) to DCES:**

Hi Jamie,

I hope you are coping with the freezing weather, I have had to return inside to get the circulation going again!!

At the ADPA General Meeting last Monday we came up with the suggestion of utilising the Augathella honesty box funds (as mentioned below in Jean's email) to purchase new gym equipment for Augathella.

Would this be seen as a suitable use?

If Council saw fit that this was a worthwhile use of these funds, would we have the flexibility to be able use the money as a co-contribution towards a grant (perhaps also use a small amount of the funds to pay the writer) for the new equipment and upgrade to the gym building. We are currently investigating having a grant / grants written for this purpose and are also wondering what Council procedures we would have to follow if we were successful in an application to have windows replaced in the gym?

Courtney Steedman and Troy Aspden (Augathella Police) will be in touch with council regarding other aspects of the gym, and they will be the main drivers of this project.

Look forward to hearing from you.

Cheers,

Geoff Swanson.



## Recommendation / Report

From: Jamie Gorry, Director – Corporate Services

### Subject

#### Charleville Churches and Community Christmas Spectacular 2021

#### PROPOSED RESOLUTION:

That Council approves the Charleville Churches and Community Christmas Spectacular" to be held on the evening of Saturday 4th December 2021, at Graham Andrews Parkland.

That Council provide guidance to staff regarding a fair and acceptable level of support offered to this Community event, and subsequently staff write to the event organisers to confirm support.

#### BACKGROUND:

##### Purpose

On Tuesday 20<sup>th</sup> July, 2021 the CEO received an email from Lynda Worrell claiming to be representing some of the leaders of the local churches and other ministries in the Charleville Area (none specifically mentioned). Mrs Worrell is seeking permission to:

- *hold a "Charleville Churches and Community Christmas Spectacular" on the evening of Saturday 4th December, claiming the date (with Council assistance to promote).*
- *hold the event in the Graham Andrews Park near the playground.*

The email (attached below) further outlines a list of various types of support (highlighted in yellow) which the group is seeking Council's approval for. Prior to the receipt of this email, no formal Community Support request has been forthcoming from this group. Churches who are participating are Anglican, COC, Uniting, Presbyterian.

**Financial Risks**      **Low** – although scope is open-ended, and includes requests for cash, equipment and in-kind labour.

**Environment Risks**      **Low** – though EHO has raised health concerns regarding proposal to set up an animal enclosure within the playground

**Social Risks**

Not supporting this event may diminish the quality of Christmas festivities and lead to negative community sentiment toward Council.

**Consultation:****Internal:**

- Discussions have been held between CEO, Directors and Media, Marketing and Events Coordinator Re proposal.
- Council Workshop Friday 06/08/21

**External: NIL**

**Recommendation:**

4. That Council approves the *Charleville Churches and Community Christmas Spectacular* to be held on the evening of Saturday 4th December, 2021, at Graham Andrews Parkland
5. That Council provide guidance to staff regarding a fair and acceptable level of support offered to this Community event and subsequently staff write to the event organisers to confirm support.

**Jamie Gorry**  
**Director – Corporate Services**

On Tue, 20 Jul. 2021, 3:22 pm LYNDA WORRELL, <[johnlyndacare77@gmail.com](mailto:johnlyndacare77@gmail.com)> wrote:  
Attention: Mr Neil Polglase  
Chief Executive Officer  
Murweh Shire Council

20th July 2021

Dear Mr Polglase

We are writing on behalf of some of the leaders of the local churches and other ministries in the Charleville Area.

We are planning to hold a "Charleville Churches and Community Christmas Spectacular" on the evening of Saturday 4th December. We would like to make a "date claim" for that date.

We are seeking the Murweh Council's permission to hold the event in the Graham Andrews Park near the playground.

Our desire is to host a memorable event celebrating the Christmas season and to involve and entertain many members of the community.

Some of the resources and permissions that we may require are:-

- The placement and use of the mobile stage owned by the council.
- The use of the 15 amp power box and the use of any extra lighting that may be needed.
- The loan of 150 chairs.
- The use of two portaloos (for those who may find the toilet block too far away from the event)
- The use of the BBQ and picnic area near the playground.
- A portion of the playground to create a temporary enclosure for an animal farm area with some young animals that children will be able to hold or pat.
- A marquee erected across from the playground to create an environment for the public to walk through and imagine what the setting behind the Christmas Story would have been like ie. "Back to Bethlehem". We already have a marquee that can be used.
- Any decorations and lights that can be placed around the park. We have a local lady who is willing to decorate the stage area.
- Any available grants or donations that will assist us in creating a very special event in the Murweh Shire.
- We are aiming to offer the food and drinks for free or at a nominal charge.

We look forward to your response to these requests. Thank you for your time.

John and Lynda Worrell 0499 462 777  
Irene Frances 0432 230 633





## Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August, 2021

### Subject

### Council Assistance – Ned and the Kellys 30 years Reunion

#### PROPOSED RESOLUTION:

That Council support by way of a donation of up to \$4,000.00 for the provision of practice events and a free concert for the community plus in-kind assistance of the waiver of hire fees for the use of the Charleville Town Hall / Park and council stage during the band's 30 years celebration to be conducted in the region from 10<sup>th</sup> -16<sup>th</sup> October 2021.

#### BACKGROUND:

<b>Purpose</b>	E-Mail request from Mr Mark O'Brien seeking council assistance during the band's 30 years celebration tour of the region for the week from 10 <sup>th</sup> – 16 <sup>th</sup> October 2021.
<b>Financial Risks</b>	To be supported through council funding initiatives or covered under council's normal assistance / donation budget.
<b>Environment Risks</b>	N/A
<b>Social Risks</b>	Well- known local community band with support throughout the region. Free concert and practice events to be extensively advertised.
<b>Recommendation</b>	That Council support by way of a donation of up to \$4,000.00 for the provision of practice events and a free concert for the community plus in-kind assistance of the waiver of hire fees for the use of the Charleville Town Hall / Park and council stage during the band's 30 years celebration to be conducted in the region from 10 <sup>th</sup> -16 <sup>th</sup> October 2021.

**Neil Polglase**  
Chief Executive Officer



## Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August, 2021

### Subject

### Council Assistance – Annual Junior Football Carnival (Mulga Cup)

#### PROPOSED RESOLUTION:

That Council provide in-kind assistance of the waiver of hire fees for the use of the Showground and facilities and council stage for the annual Mulga Cup junior football carnival for the period from 17<sup>th</sup> -19<sup>th</sup> September 2021.

#### BACKGROUND:

<b>Purpose</b>	Letter received from Mr Andrew Short President, Mulga Cup Carnival seeking council assistance of the use and waiver of hire fees for the Charleville Showgrounds and facilities and council stage for their annual junior football carnival for the period from 17 <sup>th</sup> – 20 <sup>th</sup> September 2021.
<b>Financial Risks</b>	To be supported through council's normal assistance / donation budget.
<b>Environment Risks</b>	N/A
<b>Social Risks</b>	Well- known local community event with support throughout the region. Positive feedback in supporting junior sport.
<b>Recommendation</b>	That Council provide in-kind assistance of the waiver of hire fees for the use of the Showground and facilities and council stage for the annual Mulga Cup junior football carnival for the period from 17 <sup>th</sup> -19 <sup>th</sup> September 2021.

**Neil Polglase**  
Chief Executive Officer

Murweh Shire Council  
CEO Neil Polglase  
Alfred street  
Charleville Q 4470

14/07/2021

To Neil,

On behalf of the Mulga Cup Committee we would like to take this opportunity to say thank you for the generous help that we received in the designing and printing of our programs for last year's carnival.

As discussed with you, we have just received confirmation from QRL that our carnival can go ahead again this year. With this in mind we are asking the council for the hire of the showgrounds and the Baker street oval for Friday September 17<sup>th</sup>, Saturday September 18<sup>th</sup> and Sunday September 19<sup>th</sup> 2021. We would also like to take this opportunity to ask if the use of the lights, toilet blocks (including cleaning over the weekend), canteen facility and the show office/commentary box could be included. As we are expecting over 700 to attend we ask that the rubbish bins be emptied over the weekend.

To help us with the carnival we ask that the council please move the grandstands to the inside of the fence at the showgrounds on the Friday and for the use and moving of the mobile stage for this time period.

Yours sincerely,

.....  
Andrew Short  
Mulga Cup President



## Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August, 2021

### Subject

**Council Assistance – Warrego Campdraft Assoc. Inc**

### PROPOSED RESOLUTION:

That Council provides a donation of \$2,000.00 (two thousand dollars) to the Warrego Campdraft Assoc. being a one-off payment to hold a first ever fundraiser Rodeo, CHARLEVILLE BULLS & BRONCS in conjunction with the OUTBACK BARREL HORSE CIRCUIT on Saturday 11th of September 2021

### BACKGROUND:

<b>Purpose</b>	<p>Letter received from Ms Jess Rose, Secretary / Treasurer, Warrego Campdraft Assoc. Inc seeking assistance to hold a fundraiser Rodeo, CHARLEVILLE BULLS &amp; BRONCS in conjunction with the OUTBACK BARREL HORSE CIRCUIT on Saturday 11th of September 2021.</p> <p>Warrego Campdraft Assoc. Inc is seeking a cash donation to assist with the running costs associated with hosting the event estimated to be around \$10,000.00 (ten thousand dollars).</p> <p>Any assistance Council would be able to provide would be greatly appreciated.</p>
<b>Financial Risks</b>	<p>To be supported through council's normal assistance / donation budget. Currently the Warrego Campdraft Assoc. Inc has applied for in-kind assistance this year to the value of \$8,536.00 to assist with the holding of their annual carnival in May each year.</p>
<b>Environment Risks</b>	<p>N/A</p>
<b>Social Risks</b>	<p>Warrego Campdraft Assoc. Inc is a longstanding Association in the community which holds a very popular annual carnival each year. This first ever event is to establish a rodeo circuit with participants already in the region on a regional rodeo circuit.</p>
<b>Recommendation</b>	<p>That Council provides a donation of \$2,000.00 (two thousand dollars) to the Warrego Campdraft Assoc. being a one-off payment to hold a first ever fundraiser Rodeo, CHARLEVILLE BULLS &amp; BRONCS in conjunction with the OUTBACK BARREL HORSE CIRCUIT on Saturday 11th of September 2021</p>

**Neil Polglase**  
Chief Executive Officer

WARREGO CAMPDRAFT ASSOC. INC

Po Box 251

CHARLEVILLE QLD 4470

20/07/2021

Dear Murweh Shire Council,

Attn: John Nicholson

Warrego Campdraft are seeking sponsorship to assist with running our very first Fundraiser Rodeo, CHARLEVILLE BULLS & BRONCS in conjunction with the OUTBACK BARREL HORSE CIRCUIT on Saturday 11<sup>th</sup> of September 2021. All funds raised will go into the running cost of the Rodeo and with any luck we will make a little extra for improvements and repairs to the facilities.

Our facilities are shared with other equine sporting groups and individuals in the local community all year round. We aim to fundraise for some much needed upgrades and repairs to the facility to ensure the safety of all who use these grounds.

If we can raise \$10000 this will insure most of the set up costs are covered. \$6000 Kick Start would be a very welcome donations and would mean that we can definitely run this September.

We would like to add that the CHARLEVILLE BULLS & BRONCS Rodeo would be a great asset to our community and would bring a few newcomers into our town to see all we have to offer. If successful we will be looking at running an annual event in Charleville to support our club and local the community.

However, we know our efforts will go no further without the help of some very willing sponsors! So, if our council is willing and would like to help, please get in contact with Mia Egan 0429 995 828 or Ted Egan 0438 172 298.

Yours Sincerely

Jess Rose

Warrego Campdraft Secretary/Treasurer



## Recommendation / Report

From: Jamie Gorry – Director of Corporate Services  
Ordinary Meeting – 19<sup>th</sup> August, 2021

### SUBJECT

**Application for conversion of TERM LEASE 0/218613 OVER LOT 77 ON OR268**

### PROPOSED RESOLUTION:

*That Council advises the Department of Resources that it has no objections to **Term Lease 0/218613** being converted to Freehold over the following parcel:*

- **Lot 77 on OR268**

### BACKGROUND:

#### Purpose:

Attached is a referral email from the Department of Resources regarding an application for the conversion of **Term Lease 0/218613** (issued for grazing purposes) over **Lot 77 on OR268**.

#### Discussion:

On 30<sup>th</sup> July 2021 correspondence was received from the Department of Resources requesting that Council consider (as a referral agent) whether Murweh Shire has any objections to the conversion of **Term Lease 0/218613** (Land parcels listed above) to **Freehold** for the purpose of Grazing.

The Department of Resources specified that any 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 **30<sup>th</sup> August 2021** (see attached Correspondence from Department).

#### Background Information:

Land parcels in question are zoned Rural (refer to Cadastral Image), and access is located via Landsborough Highway. The current and intended use of the lot is for **grazing**, therefore there is no material change of use.

There is no Council infrastructure located on or near the parcels of land in question; furthermore, there is no proposal for changed land use or management practice.

Records show that there is a small amount of rates arrears (**\$372.23**) as at 30/06/2021 – however discussions with the Council Rating Officer have pointed out that owner pays her rates on this block in regular installments – so there is no concern or risk. The Lessee of the Land is **J. Zohl**, a long-term resident of Augathella.



**Consultation:**

Internal consultation has occurred with following Council officers:

- *Stock Routes Supervisor - RE: Infrastructure and Stock Route Integrity*
- *Council Rates Officer - RE: Rating History*

**Risk Management:**

**Financial Risks:** low

**Environment Risks:** low

**Social Risks** Nil

***Recommendation***

*That Council advises the Department of Resources that it has no objections to **Term Lease 0/218613** being converted over the following parcel:*

- ***Lot 77 on OR268***

**Jamie Gorry**  
**Director of Corporate Services**

**Cadastral Image:**

25°46'33"S 146°34'34"E

25°46'33"S 146°36'2"E

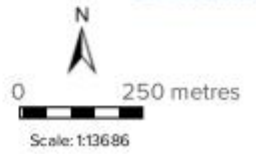


25°47'52"S 146°34'34"E

25°47'52"S 146°36'2"E



Legend located on next page

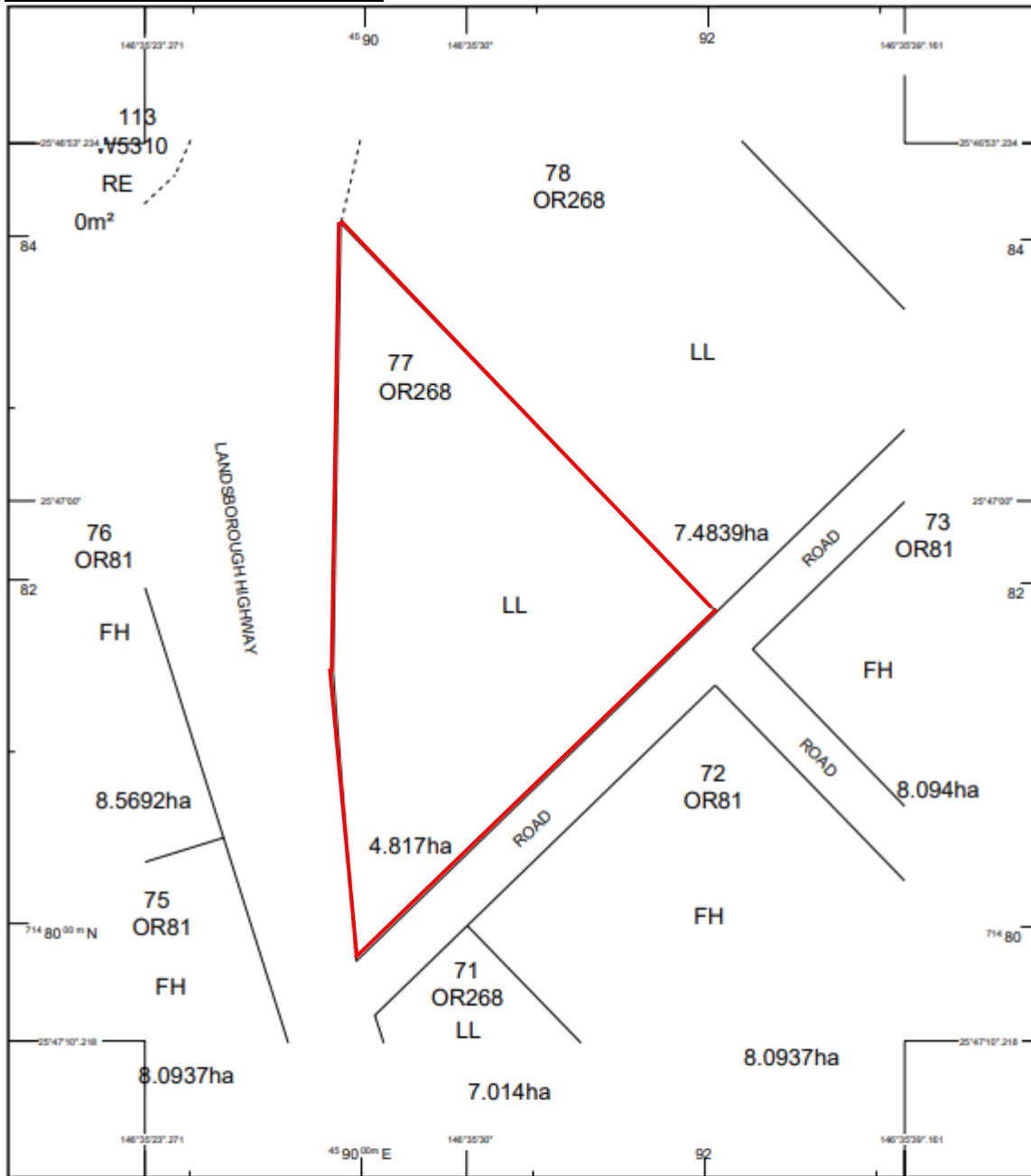


Printed at: A4  
Print date: 10/8/2021  
Datum: Geocentric Datum of Australia 1994  
Projection: Web Mercator EPSG 102100

For more information, visit  
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>

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**Cadastral Image (close-up):**



STANDARD MAP NUMBER  
8246-34131



**SmartMap**

An External Product of  
SmartMap Information Services  
Based upon an extraction from the  
Digital Cadastral Data Base

MAP WINDOW POSITION &  
NEAREST LOCATION



**SUBJECT PARCEL DESCRIPTION**

DCDB Lot/Plan	77/OR268
Area/Volume	4.817ha
Tenure	LANDS LEASE
Local Government	MURWEH SHIRE
Locality	AUGATHIELLA
Segment/Parcel	4281628

**CLIENT SERVICE STANDARDS**

PRINTED (ddmm/yyyy) 17/06/2021  
DCDB 16/06/2021

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Government  
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Department of  
Natural Resources,  
Mines and Energy) 2021.

**Correspondence from Department of Resources (email):**

Author Tanya Wade  
File / Ref number 2021/002187  
Directorate / Unit Land Administration and Acquisitions Phone (07)45301277

30 July 2021

Murweh Shire Council  
PO Box 63  
Charleville QLD 4470

Dear Sir/Madam

**APPLICATION FOR CONVERSION OF TERM LEASE 0/218613 OVER LOT 77 ON OR268**

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

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 30 August 2021. 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.

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If you wish to discuss this matter please contact Tanya Wade 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 2021/002187 in any future correspondence.

Yours sincerely

Tanya Wade  
Land Officer  
-----





## Recommendation / Report

From: Jamie Gorry – Director of Corporate Services  
Ordinary Meeting – 19<sup>th</sup> August, 2021

### SUBJECT

APPLICATION FOR CONVERSION TO FREEHOLD of GHPL 10/3152 LOT 1 ON CROWN PLAN BND29

and

CONVERSION TO FREEHOLD of GHPL 10/3010, LOT 2 ON CROWN PLAN BND13

### PROPOSED RESOLUTION:

That Council advises the Department of Resources (SLAM Team, Townsville) that it has no objections to:

- **GHPL 10/3152 being converted to Freehold on LOT 1 ON CROWN PLAN BND29 and**
- **GHPL 10/3010 being converted to Freehold on LOT 2 ON CROWN PLAN BND13**

### BACKGROUND:

#### Purpose:

Attached are referral letters from the Department of Resources (SLAM Team, Townsville) regarding applications for the conversion of:

- **GHPL 10/3152 to Freehold of Lot 1 on Crown Plan BND29 and**
- **GHPL 10/3010 to Freehold of Lot 2 on Crown Plan BND13**

#### Discussion:

On 22<sup>nd</sup> July 2021 correspondence was received from the Department of Resources requesting that Council consider (as a referral agent) whether Murweh Shire has any objections to the conversion of **GHPL 10/3010** and **GHPL 10/3152** to **Freehold** for the purpose of Grazing.

The Department of Resources specified that any 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 **Friday 20<sup>th</sup> August 2021** (see attached Correspondence from Department).

#### Background Information:

Land parcels in question are zoned Rural (refer to Cadastral Images & Map), and access is located at via Biddenham Road. The current and intended use of the lot/s is for grazing, therefore there is no material change of use.

There is no Council infrastructure located on or near the parcels of land in question; furthermore, there is no proposal for changed land use or management practice.

Records show that there are no outstanding rates on any of the Land Parcels and that the Lots are part of “**Perola Park**” (current owner – **K.M. Drysdale**).

**Consultation:**

Internal consultation has occurred with following Council officers:

- *Stock Routes Supervisor - RE: Infrastructure and Stock Route Integrity*
- *Council Rates Officer - RE: Rating History*

**Risk Management:**

**Financial Risks:** Nil

**Environment Risks:** Nil

**Social Risks** Nil

***Recommendation***

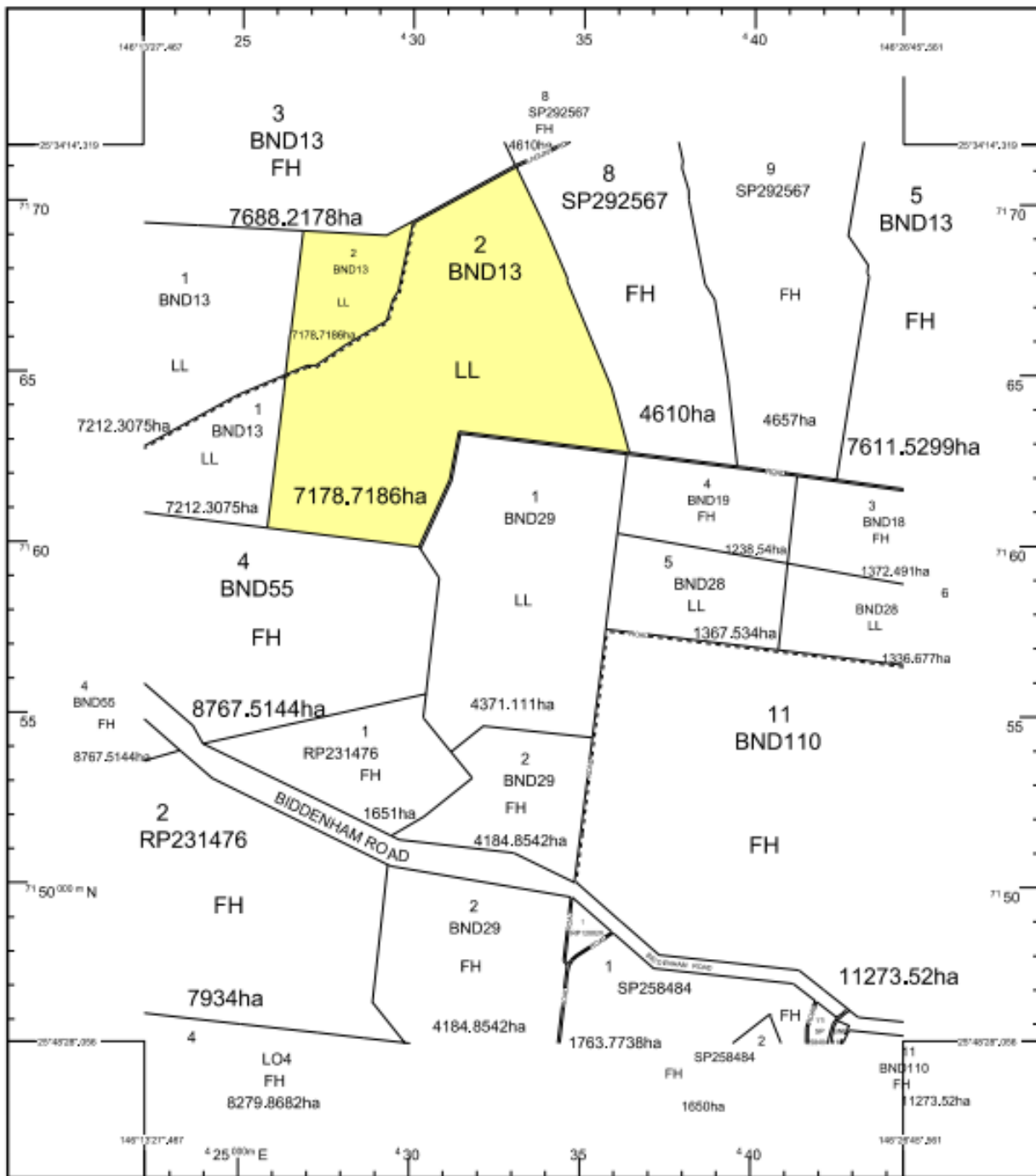
*That Council advises the Department of Resources that it has no objections to:*

- *GHPL 10/3152 being converted to Freehold on LOT 1 ON CROWN PLAN BND29 and*
- *GHPL 10/3010 being converted to Freehold on LOT 2 ON CROWN PLAN BND13*

**Jamie Gorry**  
**Director of Corporate Services**



**Cadastral Image GHPL 10/3010– Lot 2 on BND 13:**



STANDARD MAP NUMBER  
8146-13241



**SmartMap**

An External Product of  
SmartMap Information Services  
Based upon an extraction from the  
Digital Cadastral Data Base



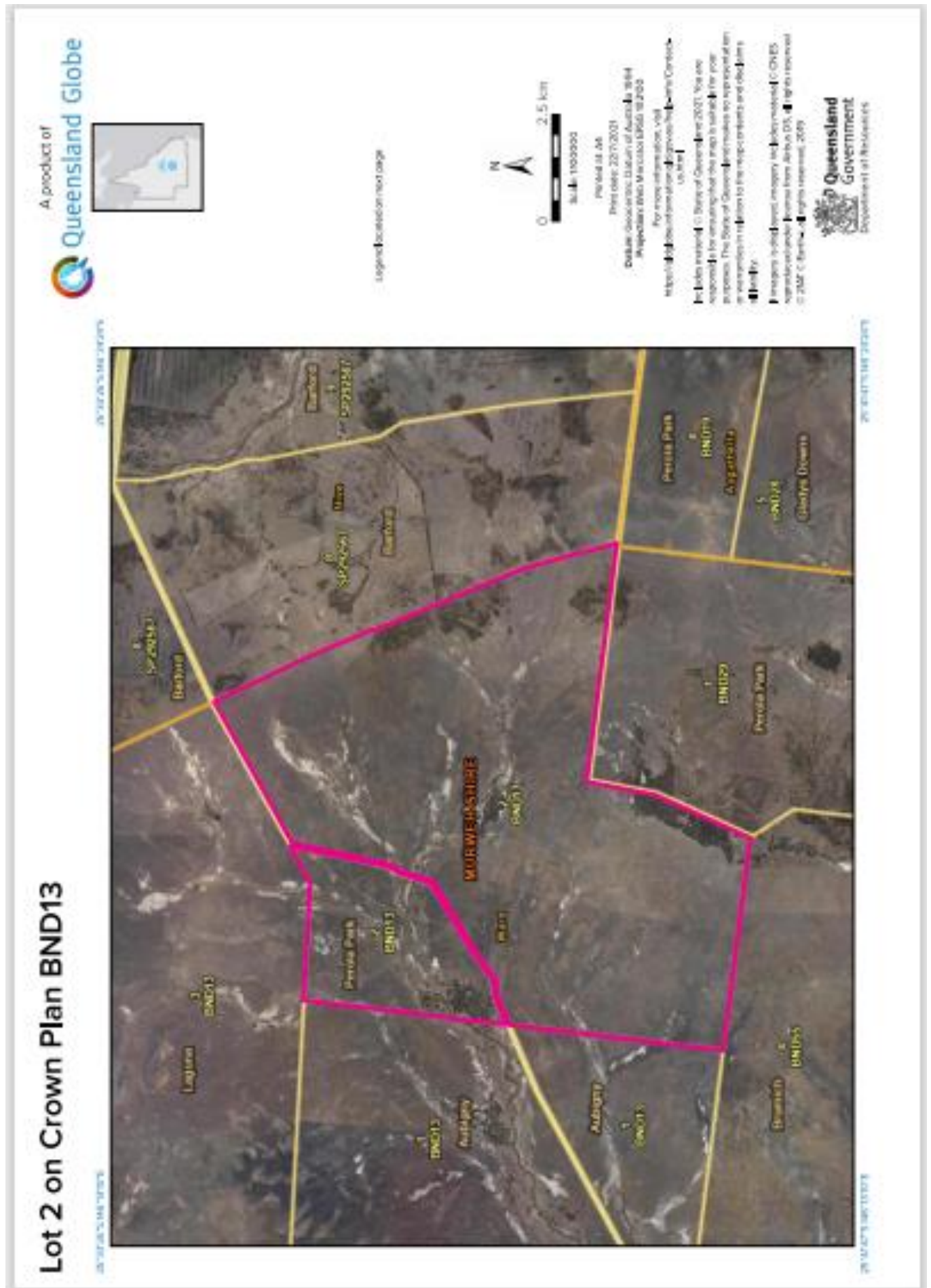
SUBJECT PARCEL DESCRIPTION	
DCDR	18ND29
Lot/Plan	4371.111ha
Area/Volume	LANDS LEASE
Tenure	MURWEE SHIRE
Local Government	WARD
Locality	42946/08
Segment/Parcel	

CLIENT SERVICE STANDARDS	
IP#(FID)	2207/0921
For additional information regarding this SmartMap see page 2. Shading rules have been applied.	
DCDR	21/07/2021 (Lots with an area less than 5,000ha are not shown)
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(c) The State of Queensland,  
(Department of Resources) 2021.

Property name GHPL 10/3010 – Lot 2 on BND 13:



Ref: 2021/002383

22 July 2021

The Chief Executive Officer  
Murweh Shire Council  
PO Box 63  
Charleville Qld 4470

Email: [mail@murweh.qld.gov.au](mailto:mail@murweh.qld.gov.au)

Dear Sir/Madam,

**APPLICATION FOR CONVERSION TO FREEHOLD GHPL 10/3010  
LOT 2 ON CROWN PLAN BND13**

I refer to the above matter and wish to advise the department is investigating an application for the conversion to freehold Grazing Homestead Perpetual Lease 10/3010.

The lease is currently being used for Grazing purposes.

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

As part of the department's investigations into the conversion to freehold Grazing Homestead Grazing Homestead Perpetual Lease 10/3010, please provide council's written views and/or requirements in relation to the conversion application on the abovementioned lease.

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 **20 August 2021**.

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 **20 August 2021**, please contact the author before the due date to arrange a more suitable timeframe.

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.



Department of Resources

---

Postal :  
Resources Townsville  
PO Box 5318  
Townsville QLD 4810

Telephone: (07) 4447 9169

**Correspondence from Department of Resources:**

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 Katie Bates on 4447 9169.

All future correspondence relative to this matter is to be referred to the contact officer at the address below or by email to [Townsville.SLAMS@resources.qld.gov.au](mailto:Townsville.SLAMS@resources.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.

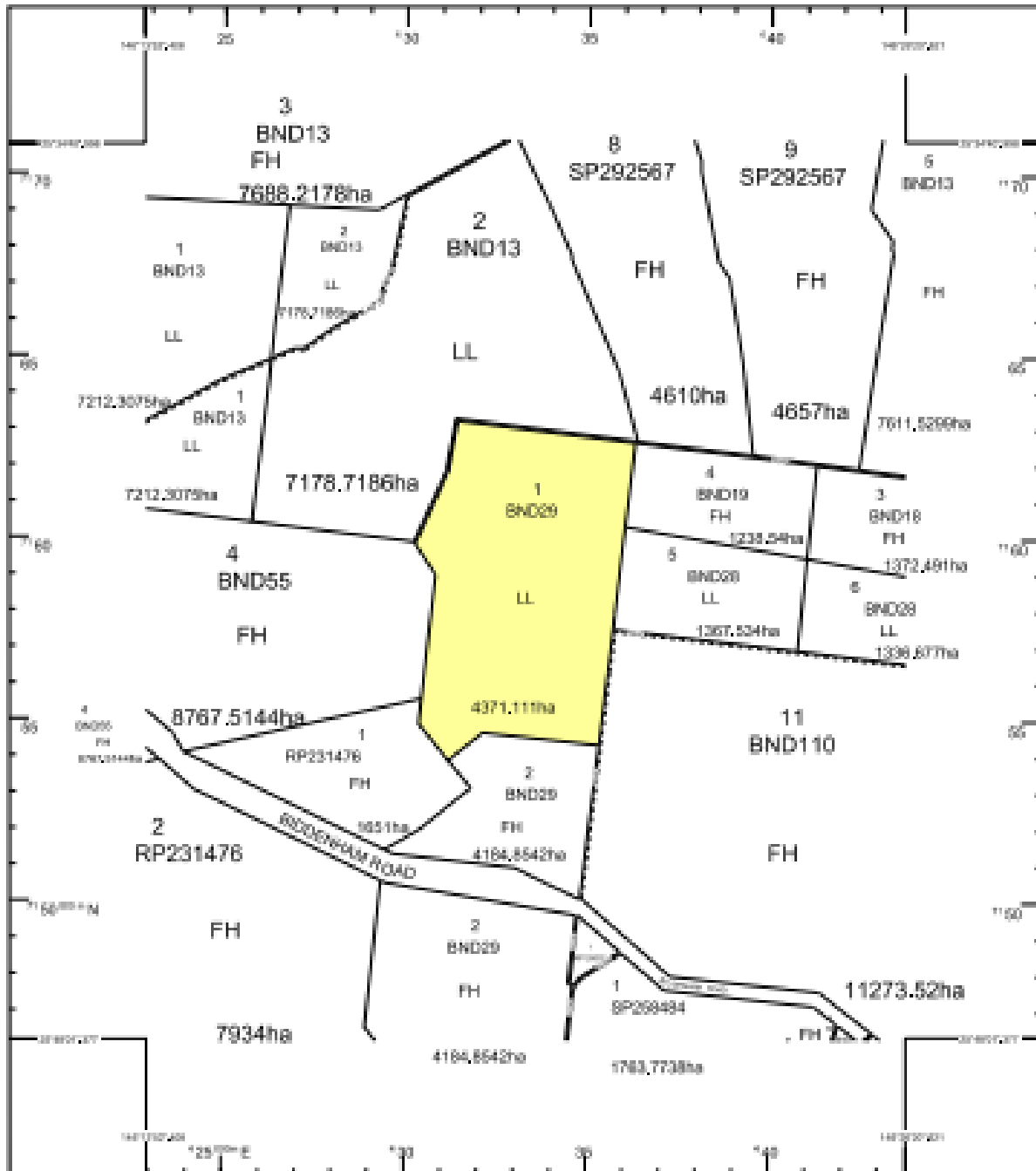
Please quote reference number 2021/002383 in any future correspondence.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Katie', written over a light blue horizontal line.

Katie Bates  
Land Officer

**Cadastral Image GHPL 10/3152 - Lot 1 on Crown Plan BND29:**



STANDARD MAP NUMBER  
8148-13241



**SmartMap**  
An Online Platform of  
Geospatial Information Services



SUBJECT PARCEL DESCRIPTION	
SDR#	084004
Lot#	001, 1019A
Area/Class	LANDS (LEASE)
Tenure	LEASEHOLD
Land Ownership	CROWN (STATE)
Lot#	0001
Registration	000000

**CLIENT SERVICE STANDARDS**

**PROFESSIONAL**  
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of The State of New Zealand  
Department of Resource Management

**Property name GHPL 10/3152 - Lot 1 on Crown Plan BND29:**







Ref: 2021/002381

22 July 2021

The Chief Executive Officer  
Murweh Shire Council  
PO Box 63  
Charleville Qld 4470

Email: [mail@murweh.qld.gov.au](mailto:mail@murweh.qld.gov.au)

Dear Sir/Madam,

**APPLICATION FOR CONVERSION TO FREEHOLD GHPL 10/3152  
LOT 1 ON CROWN PLAN BND29**

I refer to the above matter and wish to advise the department is investigating an application for the conversion to freehold Grazing Homestead Perpetual Lease 10/3152.

The lease is currently being used for Grazing purposes.

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

As part of the department's investigations into the conversion to freehold Grazing Homestead Perpetual Lease 10/3152, please provide council's written views and/or requirements in relation to the conversion application on the abovementioned lease.

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 **20 August 2021**.

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 **20 August 2021**, please contact the author before the due date to arrange a more suitable timeframe.

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.

---

Postal :  
Resources Townsville  
PO Box 5318  
Townsville QLD 4810

Telephone: (07) 4447 9169

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 Katie Bates on 4447 9169.

All future correspondence relative to this matter is to be referred to the contact officer at the address below or by email to [Townsville.SLAMS@resources.qld.gov.au](mailto:Townsville.SLAMS@resources.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 2021/002381 in any future correspondence.

Yours sincerely,



Katie Bates  
Land Officer



Department of Resources



## Recommendation / Report

From: Jamie Gorry – Director of Corporate Services  
Ordinary Meeting – 19<sup>th</sup> August, 2021

### SUBJECT

Council has received a request for views regarding conversion of the following GHPLs to Freehold:

Lease Reference	Title
GHPL 10/3189	Lot 32 on CP818525
GHPL 10/3225	Lot 13 on BND17
GHPL 10/3021	Lot 33 on BND7, Lot 5 on BND39 and Lot 31 on BND96
GHPL 10/3190	Lot 1 on BND18

### PROPOSED RESOLUTION:

That Council advises the Department of Resources (Land Administration & Acquisitions, Lands Division, Roma) that it has no objections to the following GHPLs being converted to Freehold:

- *GHPL 10/3189 being converted to Freehold on Lot 32 on CP818525*
- *GHPL 10/3225 being converted to Freehold on Lot 13 on BND17*
- *GHPL 10/3021 being converted to Freehold on Lot 33 on BND7, Lot 5 on BND39 and Lot 31 on BND96*
- *GHPL 10/3190 being converted to Freehold on Lot 1 on BND18*

### BACKGROUND:

#### Purpose:

Attached is a referral email from the Department of Resources (Lands Division ,Roma) regarding applications for the conversion of:

- *GHPL 10/3189 being converted to Freehold on Lot 32 on CP818525*
- *GHPL 10/3225 being converted to Freehold on Lot 13 on BND17*
- *GHPL 10/3021 being converted to Freehold on Lot 33 on BND7, Lot 5 on BND39 and Lot 31 on BND96*
- *GHPL 10/3190 being converted to Freehold on Lot 1 on BND18*

#### Discussion:

On 28<sup>th</sup> July 2021 Council received an email from the Department of Resources requesting that Council consider (as a referral agent) whether Murweh Shire has any objections to the conversion of **the above GHPLs to Freehold**. It is worth noting that the Department originally

sent these emails to Council in June, 2021 – however the email was sent to a defunct address, hence it was not received until it was resent on 28/07/21.

The Department of Resources specified that any 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 **Friday 20<sup>th</sup> August 2021**.

### **Background Information:**

Land parcels in question are zoned Rural (refer to Cadastral Images & Map), and access is located at via Biddenham Road. The current and intended use of the lot/s is for grazing, therefore there is no material change of use.

There is no Council infrastructure located on or near the parcels of land in question; furthermore, there is no proposal for changed land use or management practice.

Records show that there are **no outstanding rates on any of the Land Parcels** and that the Lots are part of “**Rosewood**”, 516 Rosewood Road (**current owner – P. Creedon**).

### **Consultation:**

Internal consultation has occurred with following Council officers:

- *Stock Routes Supervisor - RE: Infrastructure and Stock Route Integrity*
- *Council Rates Officer - RE: Rating History*

### **Risk Management:**

**Financial Risks:** Nil

**Environment Risks:** Nil

**Social Risks** Nil

### **Recommendation**

*That Council advises the Department of Resources (Land Administration & Acquisitions, Lands Division, Roma) that it has no objections to the following GHPLs being converted to Freehold:*

*GHPL 10/3189 being converted to Freehold on Lot 32 on CP818525*

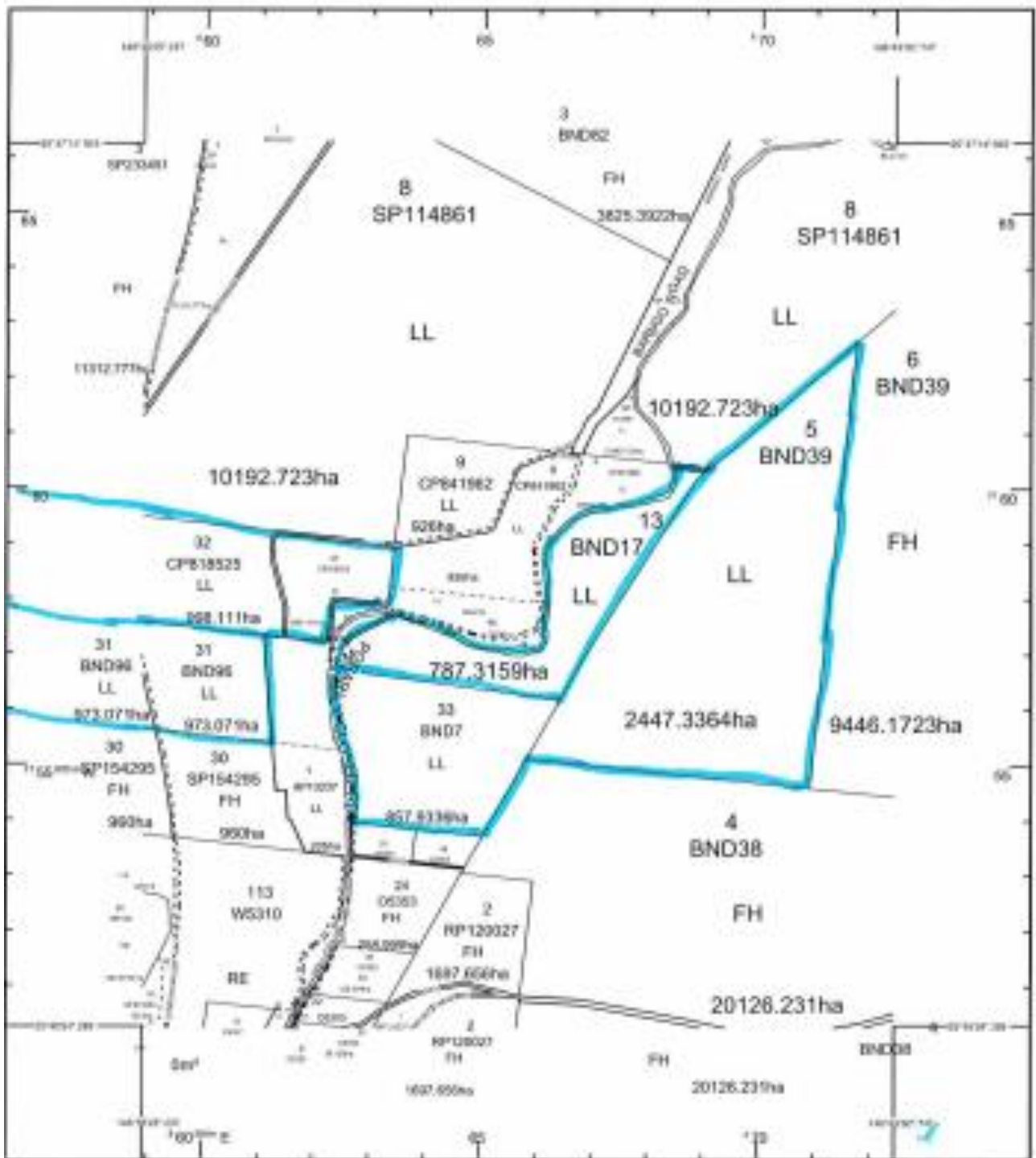
*GHPL 10/3225 being converted to Freehold on Lot 13 on BND17*

*GHPL 10/3021 being converted to Freehold on Lot 33 on BND7, Lot 5 on BND39 and Lot 31 on BND96*

*GHPL 10/3190 being converted to Freehold on Lot 1 on BND18*

**Jamie Gorry**  
**Director of Corporate Services**

Cadastral Image provided:



STANDARD MAP NUMBER  
2046-42314



**SmartMap**

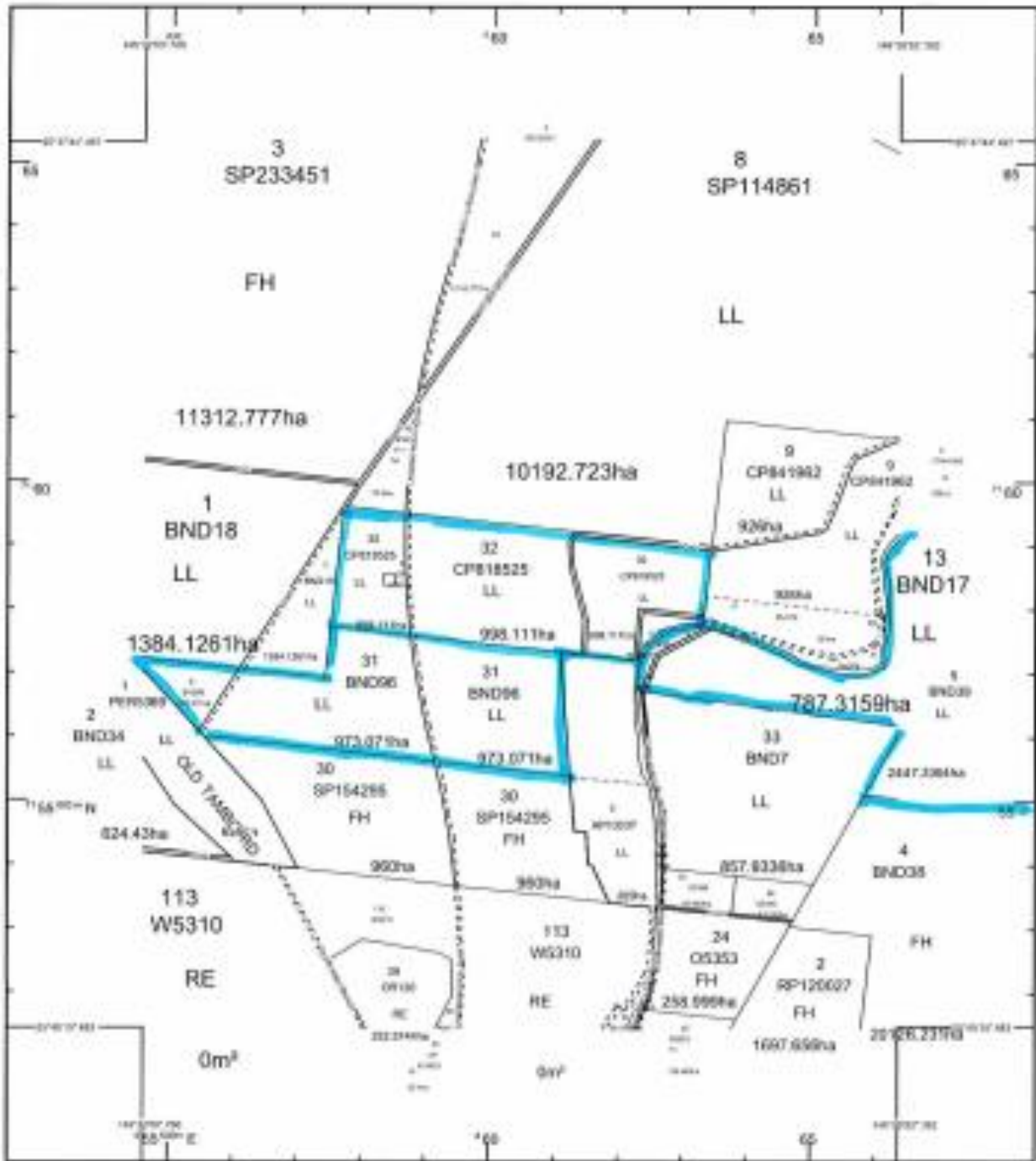
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Based upon an authoritative Digital Cadastral Data Base.



SUBJECT PARCEL DESCRIPTION		CLIENT SERVICE STANDARDS
OWNER	This column selected	PROPERTY INFORMATION
ADDRESS	This column selected	
TITLE	This column selected	
LOCAL GOVERNMENT	This column selected	
PROPERTY	This column selected	
REGISTERED PLAN	This column selected	
PROPERTY INFORMATION	This column selected	



**Cadastral Image provided:**



STANDARD MAP NUMBER  
6246-43214



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SmartMap Information Services



**SUBJECT PARCEL DESCRIPTION**

**CLIENT SERVICE STANDARDS**

OWNER	BOYBROS
ADDRESS	286 17th St
EMAIL	LJBOYBROS@BOYBROS.COM
LOCAL GOVERNMENT	MURCHISON COUNCIL
CITY/STATE	MURCHISON, Q.A.
REGISTRATION	49886348

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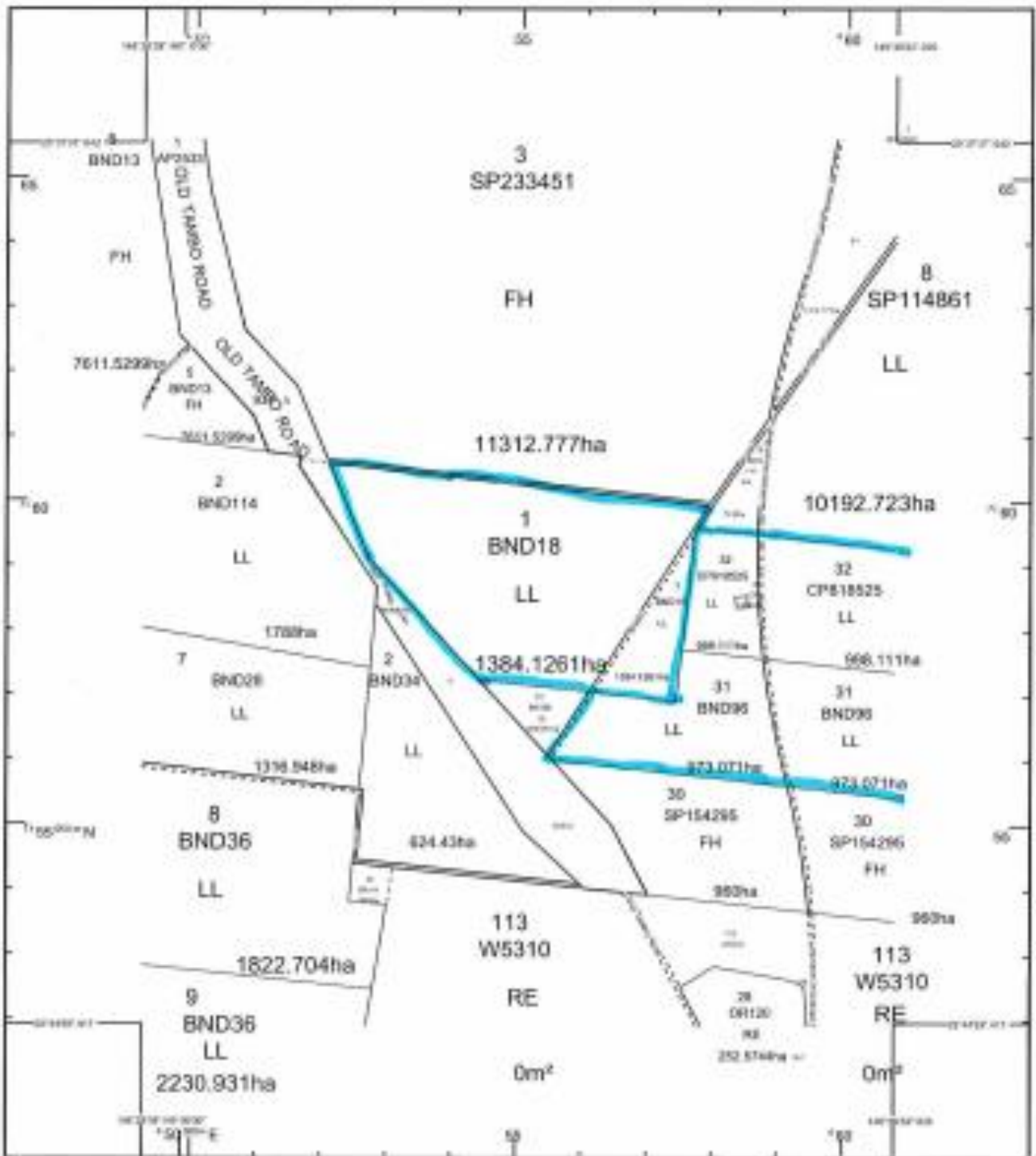
The further information on SmartMap products can be found at [www.smap.qld.gov.au](http://www.smap.qld.gov.au)

Based upon the information supplied to SmartMap by the Queensland Government



Queensland Government  
(c) The State of Queensland  
Department of Natural Resources, Mines and Energy 2021.





STANDARD MAP NUMBER  
3246-43311



**SmartMap**  
An Essential Product  
SmartMap Information Service



**SUBJECT PARCEL DESCRIPTION**

**CLIENT SERVICE STANDARDS**

CDL#	186012
Lot/Plan	186012
Area/Volume	186.121ha
Tenure	LEASEHOLD
Land Government	QUEENSLAND
County	AUSTINLICK
Original Parcel	62897

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SmartMap Information Service



**Queensland**  
GOVERNMENT  
The State of Queensland  
(Department of  
Natural Resources,  
Water and Energy) 2021.





## **Correspondence from Department of Resources:**

Hello Yvonne

I tried sending the request through to ceo@murweh.qld.gov.au, as previous requests, however, I received an undeliverable message.

Conversion of Lease

The department is considering applications for conversion to freehold of the following leases:

Case Id  
Lease Reference  
Description  
Purpose

Local Government

2021/001869  
GHPL 10/3189  
Lot 32 on CP818525  
Grazing or Agricultural  
Murweh

2021/001870  
GHPL 10/3225  
Lot 13 on BND17  
Grazing or Agricultural  
Murweh

2021/001871  
GHPL 10/3021  
Lot 33 on BND7, Lot 5 on BND39 and Lot 31 on BND96  
Grazing or Agricultural  
Murweh

2021/001872  
GHPL 10/3190  
Lot 1 on BND18  
Grazing or Agricultural  
Murweh

The attached 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 23 July 2021. 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 Yvonne Edwards on (07) 4624 1500.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to [slam-roma@resources.qld.gov.au](mailto:slam-roma@resources.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.

Regards

Yvonne Edwards  
Land Officer  
Land Administration & Acquisitions | Lands Division  
Department of Resources

---

P: (07) 4624 1500  
E: [yvonne.edwards@resources.qld.gov.au](mailto:yvonne.edwards@resources.qld.gov.au)  
A: 25 Quintin Street, Roma Q 4455 | PO Box 350, Roma Q 4455  
W: [www.resources.qld.gov.au](http://www.resources.qld.gov.au)



## Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August 2021

### Subject

**Rental Commercial Premises - 80-82 Alfred Street, Charleville Qld.**

### PROPOSED RESOLUTION:

That Council set rent for premises at 80-82 Alfred Street, Charleville to Made-In-Murweh for a weekly rental of \$                      with rental to be increased in line with annual CPI increase.

### BACKGROUND:

<b>Purpose</b>	Enclosed for council consideration is previous resolutions with regards to the current rent paid by Made in Murweh for premises 80-82 Alfred Street, Charleville.  Timely that the above rent is now reviewed given it is nearing eighteen months since the move from the Charleville Town Hall to their new location in Alfred Street, Charleville.
<b>Financial Risks</b>	Slight increase in rental of vacant premises will provide minor additional revenue for budget.
<b>Environment Risks</b>	N/A
<b>Social Risks</b>	Made in Murweh while undertaking a community benefit provides an income stream to the artisans who contribute towards the upkeep of the premises including rent.
<b>Recommendation</b>	That Council set rent for premises at 80-82 Alfred Street, Charleville to Made-In-Murweh for a weekly rental of \$                      with rental to be increased in line with annual CPI increase.

**Neil Polglase**  
Chief Executive Officer

**Notice of Motion 150**     **Moved: Councillor Liston**

**Seconded: Cr Alexander**

That the following resolution (folio 10998) adopted by Council at its ordinary general meeting held on Thursday 9<sup>th</sup> March be rescinded;

***Moved: Cr Alexander***

***Seconded: Cr Eckel***

*“That Council agrees to lease the Charleville Town Hall shop to a number of local craft persons trading as ‘Made in Murweh’ for a commercial / nominal rental of \$75.00 per week with a further rental review to be undertaken in twelve(12) months’ time.”*

**Carried**

**Moved: Cr Alexander**

**Seconded: Cr Radnedge**

“That Council agrees to lease the Charleville Town Hall shop to a number of local craft persons trading as ‘Made in Murweh’ for a nominal rental of \$40.00 per week with a further rental review to be undertaken in twelve(12) months’ time.”

**Carried**

(Minutes 10 August 2017)

<b>Rental Commercial Premises - 80-82 Alfred Street, Charleville</b>	<b>Moved: Cr Eckel</b>  “That Council rent premises at 80-82 Alfred Street, Charleville to Made-In-Murweh under a general rental agreement with no fixed term for a weekly rental of \$60.00.”  <b><u>Carried</u></b>
--	---

(Minutes 21 March 2019)



## Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August 2021

### Subject

### Sale of Surplus Equipment – Kangaroo Chiller Boxes L9 / RP817680 Old Cunnamulla Road Charleville (Malcolm Johnson)

#### PROPOSED RESOLUTION:

That the actions of the Chief Executive Officer accepting the tender from Mr John McNamara for the sale of chiller boxes established at L9 on RP817680 Old Cunnamulla Road, Charleville for the sum of \$1,000 (one thousand dollars) following a tender submission providing the site is cleared and cleaned to the satisfaction of the owner be endorsed.

#### BACKGROUND:

##### Purpose

A tender for the sale and removal of chiller boxes was advertised on 1<sup>st</sup> June 2021 with tender received from Mr John McNamara for \$1,000 being the most advantageous to Council regarding the clearing of the site.

Following close of the tender a further interest was shown by both Save the Bilby Fund and Campbell McPhee Western Exporters.

Upon inspection Mr McPhee declined to make an offer and the Save the Bilby Fund only interested in one chiller box.

Considering the above I have accepted the tender from Mr McNamara for \$1,000 being the most advantageous to Council.

I now seek Council's endorsement of my actions.

##### Financial Risks

Positive result with revenue from sale for removal. Clearing and cleaning of site expenditure not required.

##### Environment Risks

Current unoccupied site if left undisturbed could create a vermin hazard overtime.  
Obligation of Council to remove Chiller boxes following sale of allotment.

**Social Risks** N/A

**Recommendation** That the actions of the Chief Executive Officer accepting the tender from Mr John McNamara for the sale of chiller boxes established at L9 on RP817680 Old Cunnamulla Road, Charleville for the sum of \$1,000 (one thousand dollars) following a tender submission providing the site is cleared and cleaned to the satisfaction of the owner be endorsed.

**Neil Polglase**  
**Chief Executive Officer**





## Recommendation / Report

From: Jamie Gorry, Director – Corporate Services

### Subject

### Morven Progress Association request to Council to use Honesty Box Fund for a Community Purpose

#### PROPOSED RESOLUTION:

That Council endorses the Morven Progress Association's request to provide:

- *The Morven State School with a donation of \$1000 from the Honesty Box Fund, for the purpose of Funding two (2) volunteers to undertake Pool Lifeguard Training & Accreditation (\$500/person)*

#### Purpose

The purpose of this report in consultation with the Morven Progress Association (MPA) is to assess (against relevant policy) and endorse the request to use monies from the *Morven Honesty Box Fund* to support the following:

Group	Purpose:	Amount requested:
Morven State School	Assistance with Course Fees (Pool Lifeguard Course x 2)	<b>\$1000.00</b>

**Financial Risks** Nil – this request is consistent with Council's policy, and is funded by donations collected by Council on behalf of MPA through the Morven Recreational Grounds Honesty Box. Currently, the MPA has a balance of **\$20,886** (GST exclusive) available for suitable community projects.

**Environment Risks** Nil

**Social Risks** The Morven Pool is reliant on a group of volunteer lifeguards to be able to run effectively and in a safe manner. More require training to ensure that the Pool can operate over the weekends during summer.

## **Consultation:**

### **Internal:**

- DCS circulated an email to Mayor & Councillors on 11/08/21 seeking approval for the requests put forward by the Morven Progress Association (above) to be endorsed for payment.
- DCS and Finance Manager reviewed application against funds available, and in line with Policy.

### **External:**

- The Morven Progress Association (management committee) have discussed and approved this application (as per attached email)

## **Recommendation:**

That Council endorses the Morven Progress Association's request to provide:

- *The Morven State School with a donation of \$1000 from the Honesty Box Fund, for the purpose of Funding two (2) volunteers to undertake Pool Lifeguard Training & Accreditation (\$500/person)*

Council deposits the approved funds from the Morven Progress Association's Honesty Box Fund to the accounts specified by the *Morven State School*.

**Jamie Gorry**  
**Director – Corporate Services**



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August 2021

## Subject

**BA7560 - Development Application Material Change of Use  
Western Meat Partners Pty Ltd for an extension to a high  
Impact industry (abattoir) over two stages on Lot 60 SP22055, Warrego Highway,  
Charleville, Q 4470**

## PROPOSED RESOLUTION:

That the flying minute dated 24<sup>th</sup> July, 2021 be endorsed with development application – Material Change of Use for an extension to an abattoir at Lot 60 on SP22055 be approved subject to the following condition:

- That a Certificate of Occupancy be obtained for the whole of the complex upon completion of the building works

## BACKGROUND:

### Purpose

Development application for an extension to the current Western Exporters sheep and goat abattoir building.

The application was referred to SARA for distribution to any relevant Government bodies. The Department of Transport has advised that they have no conditions to impose on the application.

The application was advertised for public submissions. No submissions were received.

### Financial Risks

Nil. No funding provided from Council.

### Environment Risks

Extension of building to meet all existing environmental conditions for abattoir.

### Social Risks

Charleville community very supportive of additional employment in the region.

### Recommendation

That the flying minute dated 24<sup>th</sup> July, 2021 be endorsed with development application – Material Change of Use for an extension to an abattoir at Lot 60 on SP22055 be approved subject to the following condition:

- That a Certificate of Occupancy be obtained for the whole of the complex upon completion of the building works

**From:** Neil Polglase  
**Sent:** Saturday, July 24, 2021 12:00 PM  
**To:** Shaun Radnedge <[Shaun\\_Radnedge@murweh.qld.gov.au](mailto:Shaun_Radnedge@murweh.qld.gov.au)>; Red Alexander <[Red\\_Alexander@murweh.qld.gov.au](mailto:Red_Alexander@murweh.qld.gov.au)>; Robert Eckel <[Robert\\_Eckel@murweh.qld.gov.au](mailto:Robert_Eckel@murweh.qld.gov.au)>; Michael Mckellar <[Michael\\_Mckellar@murweh.qld.gov.au](mailto:Michael_Mckellar@murweh.qld.gov.au)>; Paul Taylor <[Paul\\_Taylor@murweh.qld.gov.au](mailto:Paul_Taylor@murweh.qld.gov.au)>  
**Subject:** Flying Minute - DA Approval - Western Exporters Extension of the Abattoir  
**Importance:** High  
**Sensitivity:** Confidential

Mayor & Councillors,  
Mr Campbell McPhee has requested assistance from Council to expedite his development approval to enable construction to commence as soon as practicable.  
Mr Campbell is finding difficulty in contracting builders and only a short window of opportunity exist before builders will be contracting other works.  
Your assistance in completing this flying minute for approval or non-approval will assist in providing an immediate response on his development. The flying minute will then be ratified at the next council meeting.

**Non return of this request by the end of business on 26<sup>th</sup> July will be taken that you have no objection to this approval.**

Your assistance in this matter is most appreciated.

Regards  
Neil Polglase  
Chief Executive Officer | Murweh Shire Council  
95-101 Alfred St, PO Box 63, Charleville Q 4470  
Ph: 07 4656 8355, 0427 568 306

**From:** Michael Mckellar <[Michael\\_Mckellar@murweh.qld.gov.au](mailto:Michael_Mckellar@murweh.qld.gov.au)>  
**Sent:** Monday, 26 July 2021 6:30 AM  
**To:** Paul Taylor <[Paul\\_Taylor@murweh.qld.gov.au](mailto:Paul_Taylor@murweh.qld.gov.au)>  
**Cc:** Neil Polglase <[Neil\\_Polglase@murweh.qld.gov.au](mailto:Neil_Polglase@murweh.qld.gov.au)>; Shaun Radnedge <[Shaun\\_Radnedge@murweh.qld.gov.au](mailto:Shaun_Radnedge@murweh.qld.gov.au)>; Red Alexander <[Red\\_Alexander@murweh.qld.gov.au](mailto:Red_Alexander@murweh.qld.gov.au)>; Robert Eckel <[Robert\\_Eckel@murweh.qld.gov.au](mailto:Robert_Eckel@murweh.qld.gov.au)>  
**Subject:** Re: Flying Minute - DA Approval - Western Exporters Extension of the Abattoir

I support the flying minute regarding Western exporters request.

Regards  
Michael

Sent from my iPhone

**From:** Robert Eckel <[Robert\\_Eckel@murweh.qld.gov.au](mailto:Robert_Eckel@murweh.qld.gov.au)>  
**Sent:** Sunday, 25 July 2021 8:25 PM  
**To:** Shaun Radnedge <[Shaun\\_Radnedge@murweh.qld.gov.au](mailto:Shaun_Radnedge@murweh.qld.gov.au)>  
**Cc:** Neil Polglase <[Neil\\_Polglase@murweh.qld.gov.au](mailto:Neil_Polglase@murweh.qld.gov.au)>; Red Alexander <[Red\\_Alexander@murweh.qld.gov.au](mailto:Red_Alexander@murweh.qld.gov.au)>; Michael Mckellar <[Michael\\_Mckellar@murweh.qld.gov.au](mailto:Michael_Mckellar@murweh.qld.gov.au)>; Paul Taylor <[Paul\\_Taylor@murweh.qld.gov.au](mailto:Paul_Taylor@murweh.qld.gov.au)>  
**Subject:** Re: Flying Minute - DA Approval - Western Exporters Extension of the Abattoir  
**Sensitivity:** Confidential

Yes I support the flying minute.

Thanks  
Robert

**From:** Red Alexander <Red\_Alexander@murweh.qld.gov.au>  
**Sent:** Saturday, 24 July 2021 8:30 PM  
**To:** Neil Polglase <Neil\_Polglase@murweh.qld.gov.au>  
**Cc:** Shaun Radnedge <Shaun\_Radnedge@murweh.qld.gov.au>; Robert Eckel <Robert\_Eckel@murweh.qld.gov.au>; Michael Mckellar <Michael\_Mckellar@murweh.qld.gov.au>; Paul Taylor <Paul\_Taylor@murweh.qld.gov.au>  
**Subject:** Re: Flying Minute - DA Approval - Western Exporters Extension of the Abattoir  
**Sensitivity:** Confidential

I approve flying minute.

Peter (Red) Alexander  
Councillor  
Murweh Shire Council  
Phone 0417771341  
E-mail: [redalexander2@gmail.com](mailto:redalexander2@gmail.com)

**From:** Paul Taylor <Paul\_Taylor@murweh.qld.gov.au>  
**Sent:** Saturday, 24 July 2021 2:00 PM  
**To:** Neil Polglase <Neil\_Polglase@murweh.qld.gov.au>  
**Cc:** Shaun Radnedge <Shaun\_Radnedge@murweh.qld.gov.au>; Red Alexander <Red\_Alexander@murweh.qld.gov.au>; Robert Eckel <Robert\_Eckel@murweh.qld.gov.au>; Michael Mckellar <Michael\_Mckellar@murweh.qld.gov.au>  
**Subject:** Re: Flying Minute - DA Approval - Western Exporters Extension of the Abattoir  
**Importance:** High

Hi

I also support the flying minute.

Regards

Paul

**From:** Shaun Radnedge <Shaun\_Radnedge@murweh.qld.gov.au>  
**Sent:** Saturday, 24 July 2021 12:32 PM  
**To:** Neil Polglase <Neil\_Polglase@murweh.qld.gov.au>; Red Alexander <Red\_Alexander@murweh.qld.gov.au>; Robert Eckel <Robert\_Eckel@murweh.qld.gov.au>; Michael Mckellar <Michael\_Mckellar@murweh.qld.gov.au>; Paul Taylor <Paul\_Taylor@murweh.qld.gov.au>  
**Subject:** RE: Flying Minute - DA Approval - Western Exporters Extension of the Abattoir  
**Sensitivity:** Confidential

I support flying minute Poly

Cr Shaun (Zoro) Radnedge  
Mayor  
Murweh Shire Council  
0419 363 030  
[shaun\\_radnedge@murweh.qld.gov.au](mailto:shaun_radnedge@murweh.qld.gov.au)



# Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August 2021

## Subject

**Warrego Equestrian Group – Proposed Covered Sports Arena, Charleville Showgrounds**

## PROPOSED RESOLUTION:

That the CEO acknowledge correspondence received and advise that proposal will be considered in line with development of an infrastructure master plan for the Charleville Showgrounds with representatives of the Charleville Show Society and various sporting groups.

Assistance be provided from Council's Economic Development Officer to access external funding for this proposal in the first instance.

## BACKGROUND:

<b>Purpose</b>	<p>Letter received from Mrs Maureen Scott on behalf of the Warrego Equestrian Group and the equestrian and sports community of Murweh Shire to seek funding to erect a proposed covered sports arena at the Charleville Showgrounds.</p> <p>Further seeks Council's consideration for this project to be included in the recent LRCIP funding program.</p>
<b>Financial Risks</b>	<p>Nil at present as funding to be sought from possible external sources. Contribution from Council to be further considered in line with possible funding requirements.</p>
<b>Environment Risks</b>	<p>N/A.</p>
<b>Social Risks</b>	<p>N/A</p>
<b>Recommendation</b>	<p>That the CEO acknowledge correspondence received and advise that proposal will be considered in line with development of an infrastructure master plan for the Charleville Showgrounds with representatives of the Charleville Show Society and various sporting groups.</p> <p>Assistance be provided from Council's Economic Development Officer to access external funding for this proposal in the first instance.</p>



Maureen Scott  
2 Deverell Street,  
CHARLEVILLE QLD 4470

29<sup>th</sup> July 2021

Mr Neil Polglase,  
Chief Executive Officer  
Murweh Shire Council  
95-101 Alfred Street  
CHARLEVILLE QLD 4470

Dear Mr Polglase,

***Re: Proposed Covered Horse Sports Arena – Charleville Showgrounds***

I am writing to thank you to Murweh Shire Council (the Council) for considering the above project at its March 2021 Ordinary Meeting of Council. And to thank you also for advising verbally, that as a result of the deliberation at the March Ordinary Meeting, Council has provided its support for the project.

As part of the above-mentioned verbal advice, I was advised that Council would provide assistance to obtain funding for the project through the assistance of Murweh Shire Council Economic Development Officer, Mr John Nicholson.

On this advice, I approached Murweh Shire Council Economic Development Officer, Mr John Nicholson, on Monday 26<sup>th</sup> July 2021 to discuss a plan to work collectively and collaboratively on a way forward for this important community project.

As part of this conversation, Mr Nicholson advised that the Murweh Shire Council has been awarded \$2,432,178 under phase 3 of the Local Roads and Community Infrastructure (LRCI) Program, and suggested that this project could fit within the LRCI guideline - if Council was in agreement that this project was worthy and considered one of the priority projects for the community.

Warrego Equestrian and the wider equestrian and horse sports community respectfully request that Murweh Shire Council consider the Covered Horse Sports Arena as a priority project to submit to the LRCI program and allocate an appropriate portion of this funding to purchase and erect the Covered Horse Sports Arena on the identifies stakeholders' mutually agreed site at the Charleville Showgrounds.

As stated in previous correspondence to Council, this project will have many economic and social benefits for the local Charleville community and the Murweh Shire. Additionally, with a national focus on being aware of the long-term health effects of sun and extreme temperature exposure, this project will endeavour to keep the people and children participating in horse sport better protected from sun exposure and the long hot summers of western Queensland. The project may also prove beneficial to non-horse sports activities, including school sports days, private functions, livestock sales, music concerts and other community events.

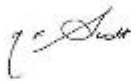
Since my last correspondence to Murweh Shire Council, I have received the attached quote from FJ & TJ Jaeger for both the supply and erection of the proposed Covered Horse Sports Arena. As Council will observe with the demands on building materials globally and the effects of COVID 19 there have been numerous price rises in steel costs during 2021, and the initial indicative price for the supply of this building has increased substantially.

I have attached the original letters of support from equestrian and horse sport groups in the shire, as well as the copies of my previous two letters, above mentioned quotes, and specifications from shed suppliers for your reference and information.

In the information supplied for the LRCI program it states, "Through providing a long delivery timeframe, Phase 3 will provide local governments the time to consider broader scopes and potentially take up larger, more complex builds. Phase 3 will continue to assist local governments to deliver local road and community infrastructure projects, as well as create local job opportunities particularly where employment in other sectors have been negatively impacted. Given the long construction period, we would strongly encourage you to identify priority projects that maximise the opportunity for a range of works to be retained, redeployed and employed to deliver shovel ready projects that provide economic stimulus and benefits to communities". We believe this project would fit these criteria perfectly and we ask that Council consider this project to be included in this round of funding.

I thank you for your and your Councilors time in relation to the proposed Covered Horse Sports Arena, and we sincerely hope that Murweh Shire Council consider this request in a positive way, and all involved look forward to your favourable reply.

Kind regards



Maureen Scott  
(on behalf of the Warrego Equestrian Group and the equestrian and horse sports community of Murweh Shire)

cc:  
[shaun\\_radnedge@murweh.qld.gov.au](mailto:shaun_radnedge@murweh.qld.gov.au)  
[red\\_alexander@murweh.qld.gov.au](mailto:red_alexander@murweh.qld.gov.au)  
[robert\\_eckel@murweh.qld.gov.au](mailto:robert_eckel@murweh.qld.gov.au)  
[michael\\_mckellar@murweh.qld.gov.au](mailto:michael_mckellar@murweh.qld.gov.au)  
[paul\\_taylor@murweh.qld.gov.au](mailto:paul_taylor@murweh.qld.gov.au)  
[john\\_nicholson@murweh.qld.gov.au](mailto:john_nicholson@murweh.qld.gov.au)

enc.  
Letters of support – Equestrian groups  
Quotes and specifications from shed suppliers (quotes are expired)  
Quote for shed and construction from FJ & TJ Jaeger  
Original 2 letters to Murweh Shire Council



# Warrego Equestrian Inc.

P.O. Box 489  
CHARLEVILLE QLD 4470

Murweh Shire Council  
Alfred Street  
Charleville QLD 4470

3<sup>rd</sup> December, 2020

Dear CEO

## Undercover Equestrian Arena

I am writing on behalf of the members and committee of Warrego Equestrian Inc. Our club fully supports the building of an undercover equestrian facility at the showgrounds. Having such a facility available would greatly enhance and expand the events that we currently hold during the year.

Currently we hold social training rides, clinics with visiting instructors and some competition weekends during the cooler months of the year. To have access to an undercover arena would allow our club to continue activities through the hot summer months.

Yours sincerely,

Michelle Gordon  
Treasurer  
Warrego Equestrian Inc.



26 November 2020

To Whom It May Concern,

On behalf of the Warrego Pony Club I would like to extend our support in seeking approval from the Murweh Shire Council to purchase and erect an undercover arena.

The Warrego Pony Club would benefit considerably from the construction of an undercover arena. A few of the reasons which highlight these benefits include the following:

1. Pony Club QLD has a hot weather policy which outlines that during temperatures 28 -30 degrees Celsius activities should be conducted in shaded areas where possible and in temperatures over 30 degrees competition should be conducted before 11am and after 4pm and temperatures over 33 degrees competitions should be cancelled.  
Having a shaded area will in most cases eliminate the need for these policies to be enforced.
2. One of the aims of Pony Club QLD is to encourage people to enjoy all kinds of sport and pleasure connected with horses and riding. The erection of a covered arena would help to facilitate more young children particularly lead line participants who are particularly susceptible to the outdoor elements to participate. Also having an enclosed arena of 70m x 30m provides a smaller safe area for the youngest of children to safely make the progressing from lead to off lead; currently there is no other areas of this smaller size available for the small children to ride.
3. Warrego Pony Club has nominated to host a State Qualifying event in 2021. The principal purpose of this nomination was to allow the opportunity for young equestrians to compete for some state qualifiers without having to travel to the southeast QLD which has typically been the case in previous years.  
The erection of an undercover arena would in years to come lend itself perfectly to top shelf events such as State Qualifiers in Dressage and Show Jumping. Any events held by Warrego Pony Club would bring increased revenue to local business which would benefit the Murweh Shire.
4. In the past the Warrego Pony Club has had difficulty securing coaches and clinicians due to relative short equestrian season in outback QLD. Given that these events can only be scheduled during the mild time of the year all too often by the time dates are claimed for all the other local events there is not a lot of suitable dates left.

Warrego Pony Club  
PO Box 87  
Charleville Q 4470  
[warregoponyclub@gmail.com](mailto:warregoponyclub@gmail.com)

An undercover arena would ensure all year-round enjoyment of equestrian activities and allow the Warrego Pony Club to organize and secure coaches and clinicians at all times of the year without the restriction of weather conditions.

5. If any special considerations are given to lighting and the arena surface, we can potentially see the facility being used to host demonstrations of all disciplines including Reining, Cutting, Trick Riding, Horsemanship and Rodeo events. These events could be run in conjunction with the Local Show or by themselves. Exposure to a variety of disciplines would benefit the children of the Warrego Pony Club who are geographically isolated and may not otherwise be exposed to such sports and once again provide revenue to the shire.
6. The nearest similar facility which we are aware of is in Dalby. Great facilities attract people from great distances. This facility has the potential to not only benefit the Warrego Pony Club and other local sporting clubs but could have far reaching positive effects throughout Southwest QLD.

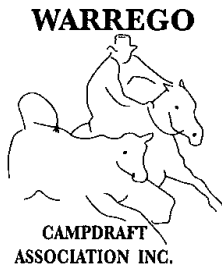
Overall, the prospect of an undercover arena presents an excellent opportunity for all equestrian clubs in South West Qld. Therefore, Warrego Pony Club strongly supports the application of an undercover area for Charleville

We sincerely hope Murweh Shire Council looks favourably upon this application.

Kind Regards



Mia Egan  
President  
Warrego Pony Club



## **Warrego Campdraft Assoc. Inc.**

PO Box 448  
Charleville QLD 4470  
0428364135 0427256075  
[warregocampdraft@hotmail.com](mailto:warregocampdraft@hotmail.com)

26 November 2020

Murweh Shire Council  
95-101 Alfred St,  
Charleville QLD 4470

To whom it may concern,

Our association has been recently contacted by Mrs Maureen Scott seeking support for a project that would highly benefit the Charleville Showgrounds in the way of building a multipurpose undercover arena that could be utilised by the many equestrian and other sporting clubs in the shire.

We would like to back Maureen in this venture as we feel it would have a massive amount of uses for the community. In our case our committee would be inclined to conduct more coaching clinics, judges seminars and training days in warmer months when there are less competitions available.

Also the possibility of running a Stockmans Challenge which is a very fast growing Australian sport, having the potential to draw competitors from all over QLD and NSW. Just something that our committee has been considering running for sometime now but taking a potential date into consideration would be broadened by a facility that could be used in the warmer months.

All in all we believe an undercover arena would be massive complement to our already well equipped Showgrounds. When I travel as a competitor to other venues throughout QLD and NSW and compare to what we have in Charleville I believe we are very lucky indeed.

Sincerely yours,

Kylie McPhee (Secretary)



Maureen Scott  
2 Deverell Street  
Charleville Qld 4470  
0427 563193

25<sup>th</sup> January 2021

Dear Mia, Michelle, Kylie, Evan, Julie,

Re: Proposed covered arena, for the Charleville showgrounds.

Thank you for your letters of support on behalf of your respective equestrian clubs. I have collated all letters of support and written a covering letter to the Murweh Shire Council re the proposal and if the Council agreed with the proposal, where to go from here.

I am pleased to advise that Murweh Shire Council have discussed our proposal and are in favour of the project going ahead.

A meeting was held at the showgrounds between myself, Mayor Shaun Radnedge, CEO Neil Polglase, Michelle Gordon and Lesley McDonald on Friday 22<sup>nd</sup> January 2021 to discuss the project.

I provided the Murweh Shire with suggested sites mapped on Google Earth for the proposed arena sites taking into consideration accessibility, ability to fit with what is already at the showgrounds, and what Council deemed appropriate.

CEO, Mr Polglase advised that Councils preferred site would be over the current area that is situated at the rear of the Pony Club grounds and is currently used as the jump arena. The building (80m x 40m) would fit between the drain and the high fence and would extend past the current fence on the gymnasium side. Access would be through a gate at the gym end and with access still remaining from the Pony Club arena.

With the building being 80m x 40m, a dressage arena and jumps could be left up for riders to use or cleared for schools and other events. There would be room on the drain side of the building to bring in grandstands etc. The arena would be fenced to provide safety to both riders and spectators and water installed to be used to water down the arena and general use.

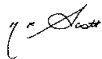
Council has requested I provide building specifications and quotes for the actual building, lighting, riding surface and fencing. Council has indicated that once this information is received, they will employ their grant writer to try and find funding and write grant applications for the project. The grant will be written under the Warrego Equestrian Group as it will need to be from an incorporated body, and your letters of support will be used to strengthen the grant application.

This is a great positive for the equestrian groups of Charleville. Although the eventual project depends on funding being received, the Murweh Shire Council have indicated they will assist as much as possible to get the project off the ground.

I thank you for your letters of support and with a combined effort and lots of luck hopefully we will have an arena for us all to enjoy in the future.

If you have any questions or would like to discuss this proposal please do not hesitate to contact me.

Kind regards



Maureen Scott



## Charleville Endurance Riders Club Inc

P.O. Box 433  
Charleville Q 4470

President: Nicole Sallur ph 0407 989 722  
Secretary: Julie Bartulis ph 0428 981 868

### To Whom It May Concern.

The Charleville Endurance Riders Club would support and utilize a covered arena in Charleville.

As with all other horse disciplines there has to be careful consideration when planning an event or school as we are quite limited by the seasons as no one wants to be out the midday heat at certain times of the year. Having access to a covered arena would solve this dilemma to a larger degree as no matter how well plans are thought out mother nature often throws unexpected temperatures at unseasonal times.

Yours sincerely,

Julie Bartulis - Secretary

Maureen Scott  
2 Deverell Street,  
CHARLEVILLE QLD 4470

1<sup>st</sup> December 2020

Mr Neil Polglase,  
Chief Executive Officer  
Murweh Shire Council  
95-101 Alfred Street  
CHARLEVILLE QLD 4470

Dear Mr Polglase,

**Re: Proposed covered horse sports arena – Charleville showgrounds**

After consultation with many of the equestrian clubs in Charleville I would like to ask Murweh Shire Council to consider the benefits of erecting a covered arena for the horse riders and clubs of the Shire and beyond. Charleville and Murweh Shire have a large number of horse enthusiasts who enjoy many different disciplines, from dressage, showing, pony club, polocrosse, endurance, campdrafting, school equestrian, stockman's challenges and pleasure riding to name a few.

As you will read in the attached letters of support, there is unanimous support for a project of this type, and the benefits would not only be for the actual riders using the arena, it's construction could bring work for local contractors, and the holding of events and coaching clinics would bring visitors to the town which in turn would benefit business houses in the area.

The current facilities at the Charleville showgrounds are excellent and a credit to the Murweh Shire. The addition of this arena would enhance the use of the showgrounds and complement what is already provided.

This arena, like the skate park shade cover in Warrego Street provides for it's skaters, would provide a safe place for equestriennes both young and old to enjoy their sport out of the sun and heat. It would give them the opportunity to extend their sporting season and give them access to coaching which they are extremely limited to at present, due to the short time the climate is suitable for such events.

This covered arena would also bring new competitions to Charleville and Murweh Shire, and it is believed it would enhance the annual Charleville and South West Queensland Show held in May, by providing more space for equestrian events.

I would ask that Murweh Shire Council consider this proposal and please advise the best way forward to make this asset for Charleville and the wider community become a reality.

If you could advise whether the Council would look upon this project favourably and how we could progress the project, for example funding avenues, Council's preferred location at the showgrounds should it go ahead and any other assistance to get this project happening for our shire.

I thank you for your and your Councillors time and look forward to your favourable reply.

Kind regards

Maureen Scott  
(on behalf of the equestrian community of Murweh Shire)

cc.  
[shaun\\_radnedge@murweh.qld.gov.au](mailto:shaun_radnedge@murweh.qld.gov.au)  
[red\\_alexander@murweh.qld.gov.au](mailto:red_alexander@murweh.qld.gov.au)  
[robert\\_eckel@murweh.qld.gov.au](mailto:robert_eckel@murweh.qld.gov.au)  
[michael\\_mckellar@murweh.qld.gov.au](mailto:michael_mckellar@murweh.qld.gov.au)  
[paul\\_taylor@murweh.qld.gov.au](mailto:paul_taylor@murweh.qld.gov.au)

Maureen Scott  
(Warrego Equestrian Group)  
2 Deverell Street,  
CHARLEVILLE QLD 4470  
0427 563193

17<sup>th</sup> March 2021

Mr Neil Polglase,  
Chief Executive Officer  
Murweh Shire Council  
95-101 Alfred Street  
CHARLEVILLE QLD 4470

Dear Mr Polglase,

***Re: Proposed covered horse sports arena – Charleville showgrounds***

Thank you to Mayor Radnedge and yourself for meeting with interested members of the Warrego Equestrian Group on Friday 22<sup>nd</sup> January 2021, to discuss the proposed covered horse sports arena at the Charleville showgrounds.

At our walk around, the area behind the current Pony Club Arena, which has the jumps set up in it and backs up on two sides to the high netting fence, was indicated as Council's preferred site for the arena.

As requested at our meeting, I have obtained various quotes, with building specifications and will attach same.

Only two suppliers can provide an arena at the 80m x 40m size that would suit our needs. I have been advised that due to steel price rises the quotes will not be current after the end of February but are some indication of what would be needed.

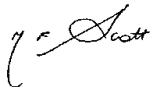
I have not been able to obtain any quotes for erection of the arena, but have spoken with local builders, Brad Frousheger and Fred Jaeger and they have advised that the cost of erection would be about the cost of the shed kit. Mr Jaeger said he will provide a quote, but I have not received it yet.

The next step in the process is now for Murweh Shire's Grants Officer and Warrego Equestrian Group to work together to try and obtain funding for this project on behalf of Warrego Equestrian Group and all other equestrian clubs in the shire.

If you have any questions or need any clarification please do not hesitate to contact myself, Michelle Gordon, Treasurer, Warrego Equestrian Group on 0427 166127, or Lesley McDonald, Secretary, Warrego Equestrian Group on 0458 589744.

We look forward to this exciting, proposed project becoming a reality and providing a top class facility for the equestrian groups of the Murweh Shire.

Yours sincerely,



Maureen Scott  
On behalf of the Warrego Equestrian Group

Enc.  
Quote from State Wide Sheds (80 x 40m)  
Quote and Specifications The Shed Company (80 x 30m)  
Quote and Specification Wide Span Sheds (80 x 30m)  
Quote and Specifications Central Equinabuild (80 x 40m)



# State Wide Sheds

13 Purvis Lane (PO Box 809) Dubbo NSW 2830

www.statewidesheds.com.au

A.B.N. 48 566 866 196

P: 02 6884 4355

F: 02 6884 2442

E: sales@statewidesheds.com.au

NSW Builders Licence No. 190140C

QLD Builders Licence No. 1102633

Quotation No. 130218

9 July 2021

Fred Jaeger  
PO Box 440  
CHARLEVILLE QLD 4470  
M: 0418 798 686  
P: 07 4654 2333  
E: [tracy\\_jaeger@hotmail.com](mailto:tracy_jaeger@hotmail.com)

Dear Fred

Further to your enquiry regarding an 80m x 40m x 6m roof only horse arena complete with structural steelwork and purlins for assembly. All flashings, gutters and ridge cap are included, together with all bolts, tek screws and downpipes.

*Please note: The price increase is due to a 40% increase in the price of steel, purlins and cladding.*

**Note: This shed is designed to the following specifications**

*Region: A  
Terrain Category: 2  
Importance level: 2*

This shed will be clad using BlueScope Steel .47 TCT (.42 BMT) **Zincalume®** Custom Orb on the roof and walls. **BlueScope Lysaght Building Products roof sheeting has no equivalent and are currently the only roll forming Company to have published test data that complies with AS 1562.1 1992 & the Building Code of Australia.**

The gutters will be fabricated gutter 200mm x 150mm **Zincalume®**, the barges and the flashings will also be in **Zincalume®**.

**This shed will have:**

- Ten 8m bays with the roof clad and both gables infilled;
- Ausmesh/Safety Mesh to the shed roof;
- Box gutter with 150mm downpipes to ground level;
- Shed columns will be fabricated from 530UB82 (universal beam – **hot-dipped galvanized**);
- Shed trusses will be 1200mm deep and fabricated from 125mm x 75mm x 5.0mm SHS Duragal (top & bottom chord) with 75mm x 2.5mm SHS Duragal webbing;
- Roof purlins will be SZ20015 (lapped at 15%) with bridging;
- Certified Engineering drawings by Barnson for submission to Council;
- State Wide Sheds to comply with all WHS & WorkCover requirements;
- Delivered in kit form to site.

**PRICE:** 80m x 40m x 6m roof only horse arena, as above, **delivered** onto your property at Charleville, QLD.

**\$435,547.00**  
(10% GST inclusive)

**PRICE:** To place foundations and erect shed including crane hire.

**\$162,053.00**  
(10% GST inclusive)

***The above price includes 10% GST which is a tax credit if you hold an ABN number.***

...continued

Our payment terms are **strictly**, 20% deposit to start shed fabrication, payment of materials upon delivery and the balance on completion. If no payment is received upon delivery of materials, the erection of your shed will be delayed until payment is forthcoming.

The above materials remain the property of State Wide Sheds until paid for in full.

The above price is current for 30 days and is then subject to rise and fall of labour and materials.

**The above price includes:**

- \* 100mm PVC downpipes to ground level;

**The above price does not include:**

- \* Any Council fees;
- \* Any Home Owners Warranty insurance;
- \* Earthworks and materials relating to the levelling of the site, and;
- \* Removal of debris.

**Requirements:**

- \* **It is a WorkCover Regulation that the assistance of one full-time person is required whilst our foundation man is on site, please advise if assistance is not available, as we will supply a labourer at your expense;**
- \* **clear level site free of all obstacles with a minimum of 3m clearance around the site to allow scissorlift access;**
- \* **A level & well compacted site is required, this must be checked prior to our arrival, please notify us if the site is not level, as an extra cost will be charged to make a return visit or to box the piers;**
- \* Client to locate position of downpipes on the shed;
- \* locate and identify any underground or overhead services e.g. power, telephone cables, etc.
- \* The use of a forklift or front-end loader fitted with forks (and an **assistant / driver**) to unload shed materials from transport upon arrival and during the construction of the shed.  
**Assistance / driver** is only required during the unloading of the shed materials.

**If the above requirements are not met, and State Wide Sheds encounter downtime on site, an additional cost will be incurred.**

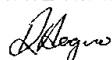
**Acceptance:**

On receipt of your deposit, it will be deemed that you accept the terms and conditions set out above in this quotation, and therefore appoint State Wide Sheds (NSW) Pty Ltd t/as State Wide Sheds to be the sub-contractor and undertake the above mentioned work as quoted.

Any surplus material (ordered or delivered) shall remain property of State Wide Sheds.

Should you have any further enquiries, please call.

**Building a better AUSTRALIA**  
STATE WIDE SHEDS



Bob Hogno  
Director



# Central Equinabuild



We know steel.  
We know equestrian.



The Shed Company  
ABN: 92 600 264 864

2 Boston Court  
PO Box 411  
VARSITY LAKES, QLD 4227  
Phone 075649 8244  
Fax 075657 8899

[www.theshedcompany.com.au](http://www.theshedcompany.com.au)

Maureen Scott  
2 Deverell St  
Charleville  
QLD, 4470  
Australia

## QUOTATION

Our Ref #: GLANGTSC2010067  
30 Oct 2020



Dear Maureen,

Thank you for your enquiry regarding a building from The Shed Company. The features and benefits included with this quotation refer to the supply of the steel building only. Based on the information discussed with you to date the following quote is provided for your consideration.

Your steel building will be manufactured locally in Toowoomba, QLD.

### Design Criteria

<b>Site Address</b>	2 Deverell St Charleville QLD 4470 Australia
<b>Building Orientation</b>	Left Side of building orientated to 274° (westerly direction)
<b>Building Class</b>	9
<b>Importance Level</b>	2 with a Vr of 45 m/s
<b>Design Wind Criteria</b>	Region A4; TC = 2.25; Mt = 1; Ms = 1.0; giving a Vdes of 39.2 m/s.
<b>Other Design Factors</b>	No Snow Loading allowed. No Earthquake Loading allowed.
<b>Roof Only</b>	Less than 50% filled under

**The design criteria nominated has been assessed by your trained sales consultant. This assessment is subject to the certifying engineers confirmation. Changes by the engineer may result in a change to the materials and price.**

### Pricing

Pre GST Cost	\$158,900.00
GST	\$15,890.00
Delivery from Toowoomba, QLD	\$2,850.00
<b>Total Price inc GST</b>	<b>\$177,640.00</b>
<b>Promotional Discount</b>	<b>\$12,500.00</b>
<b>New Total Price inc GST</b>	<b>\$165,140.00</b>

### **Delivery**

To Charleville if on standard run, otherwise mileage rate applies for extra distance. It is estimated that your site is 568km off the standard run. \$2,850.00 inc GST has been allowed for extra delivery costs. Should your site be more or less then this the cost will be adjusted accordingly.

### **Details of your Building**

(Approx. weight: 40,200 kg)

<b>Span</b>	30 metres
<b>Length</b>	70 metres (12 Bays of 5.83 metres each)
<b>Height</b>	4.9 metres
<b>Roof Type</b>	Gable, 15 degree pitch
<b>Roof</b>	ZINCALUME® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Walls and Trim</b>	ZINCALUME® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Downpipes</b>	2.4m Metal Downpipe100 x 75,Downpipe Fixing Strap
<b>Open Bays</b>	Twenty-Four (24) 5.83m open bays - along the sides of the steel building. Refer to Layout (attached) for location & height clearances.
<b>Open Gable-Ends</b>	Steel building has sheeting as shown whilst the end-wall-mullions have been removed. Refer to the Layout attached.
<b>Purlins &amp; Girts</b>	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The roof purlins are Z150 and the girts are Z100.
<b>Bracing</b>	The building will have Knee and Apex braces. Minimum internal knee clearances are: Main Building 2.729m.
<b>Fixing to Footings</b>	Columns embedded into the concrete footings.

### **Specific Inclusions Of Building**

- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel building to the appropriate Australian Standards.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

Supplying premium quality BlueScope buildings manufactured locally.

**Specific Exclusions**

- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.

If you have any further queries, then please do not hesitate to contact us.

Kind Regards,

Graham Lang  
Sales  
Ph: 075649 8244  
Email: [grahamlang@theshedcompany.com.au](mailto:grahamlang@theshedcompany.com.au)

**Supplying premium quality BlueScope buildings manufactured locally.**





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ABN: 92 600 264 864

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Fax 075657 8899

[www.theshedcompany.com.au](http://www.theshedcompany.com.au)

Maureen Scott  
2 Deverell St  
Charleville  
QLD, 4470  
Australia

## QUOTATION

Our Ref #: GLANGTSC2010067-1  
30 Oct 2020



Dear Maureen,

Thank you for your enquiry regarding a building from The Shed Company. The features and benefits included with this quotation refer to the supply of the steel building only. Based on the information discussed with you to date the following quote is provided for your consideration.

Your steel building will be manufactured locally in Toowoomba, QLD.

### ***Design Criteria***

<b>Site Address</b>	2 Deverell St Charleville QLD 4470 Australia
<b>Building Orientation</b>	Left Side of building orientated to 274° (westerly direction)
<b>Building Class</b>	9
<b>Importance Level</b>	2 with a Vr of 45 m/s
<b>Design Wind Criteria</b>	Region A4; TC = 2.25; Mt = 1; Ms = 1.0; giving a Vdes of 39.2 m/s.
<b>Other Design Factors</b>	No Snow Loading allowed. No Earthquake Loading allowed.
<b>Roof Only</b>	Less than 50% filled under

**The design criteria nominated has been assessed by your trained sales consultant. This assessment is subject to the certifying engineers confirmation. Changes by the engineer may result in a change to the materials and price.**

### ***Pricing***

Pre GST Cost	\$95,600.00
GST	\$9,560.00
Delivery from Toowoomba, QLD	\$2,850.00
<b>Total Price inc GST</b>	<b>\$108,010.00</b>
<b>Promotional Discount</b>	<b>\$8,110.00</b>
<b>New Total Price inc GST</b>	<b>\$99,900.00</b>

### **Delivery**

To Charleville if on standard run, otherwise mileage rate applies for extra distance. It is estimated that your site is 568km off the standard run. \$2,850.00 inc GST has been allowed for extra delivery costs. Should your site be more or less then this the cost will be adjusted accordingly.

### **Details of your Building**

(Approx. weight: 23,800 kg)

<b>Span</b>	24 metres
<b>Length</b>	60 metres (10 Bays of 6 metres each)
<b>Height</b>	4.8 metres
<b>Roof Type</b>	Gable, 15 degree pitch
<b>Roof</b>	ZINCALUME® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Walls and Trim</b>	ZINCALUME® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Downpipes</b>	2.4m Metal Downpipe100 x 75,Downpipe Fixing Strap
<b>Open Bays</b>	Twenty (20) 6m open bays - along the sides of the steel building. Refer to Layout (attached) for location & height clearances.
<b>Open Gable-Ends</b>	Steel building has sheeting as shown whilst the end-wall-mullions have been removed. Refer to the Layout attached.
<b>Purlins &amp; Girts</b>	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The roof purlins are Z150 and the girts are Z100.
<b>Bracing</b>	The building will have Knee and Apex braces. Minimum internal knee clearances are: Main Building 3.554m.
<b>Fixing to Footings</b>	Columns embedded into the concrete footings.

### **Specific Inclusions Of Building**

- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel building to the appropriate Australian Standards.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

Supplying premium quality BlueScope buildings manufactured locally.



**Specific Exclusions**

- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.

If you have any further queries, then please do not hesitate to contact us.

Kind Regards,

Graham Lang  
Sales  
Ph: 075649 8244  
Email: [grahamlang@theshedcompany.com.au](mailto:grahamlang@theshedcompany.com.au)

**Supplying premium quality BlueScope buildings manufactured locally.**



Wide Span Sheds Pty Ltd  
 ABN: 50 130 691 422

2 Boston Ct,  
 PO Box 411  
 VARSITY LAKES, QLD 4227  
 Phone 1300 943 377  
 Direct 07 5649 8295  
 Fax 1800 427 400

www.sheds.com.au

## QUOTATION

Maureen Scott  
 Partridge St  
 Charleville  
 QLD, 4470  
 Australia

Reference # : CRAIGM2101238  
 Date : 28 Jan 2021

Dear Maureen,

Thank you for the opportunity to quote you on your new steel farm building. The features and benefits of this quotation refer to the supply of a kit only, based on the information discussed to date. Your steel farm building will be manufactured locally in Toowoomba, Queensland.

If you have any questions, please don't hesitate to call us.

Kind Regards,

Craig Meredith  
 Sales Consultant - Wide Span Sheds  
 ph: 1300 943 377  
 email: craig.meredith@sheds.com.au



### Pricing

<b>Kit Price</b>	\$187,345.45
<b>GST</b>	\$18,734.55
<b>Delivery</b>	\$1,420.00
<b>Promotional Discount</b>	(\$15,570.00)
<b>TOTAL (inc GST)</b>	<b>\$191,930.00</b>





### Delivery

To Charleville if on standard run, otherwise mileage rate applies for extra distance. It is estimated that your site is 565km off the standard run. \$1,420.00 inc GST has been allowed for extra delivery costs. Should your site be more or less then this the cost will be adjusted accordingly.

### Payment Schedule

- 25% initial deposit to be paid to receive all appropriate plans, engineering specifications & certificates.
- 25% further deposit to be paid to commence manufacturing.
- 50% to be paid 7 working days prior to pick up or delivery of your steel farm building.

The price covers entirely our offer. Anything discussed or implied but not specifically referenced in this quote, does not form part of our offer. Please contact us for a revised quote if there are any amendments or inclusions you require.

Peace of mind Guarantees     ...we've got you covered! [www.sheds.com.au](http://www.sheds.com.au)

# Farm Building Layout



**Wide Span Sheds**  
No Compromise Steel Building Solutions

**Building Layout**  
Ref: CRAALGAL101238

**Seller:**  
Name: Craig Meredith  
Phone: 1800 943 377  
Fax: 1800 427 400  
Email: craig.meredith@sheds.com.au

**Purchaser Name:** Warego Equestrian Group  
**Site Address:**  
**Ref #:** CRAALGAL101238  
**Print Date:** 28/01/21

Peace of mind Guarantees **SHED SAFE** **WARRANTY** **STEEL** **100% SPECIFIC BUSINESS** ...we've got you covered! [www.sheds.com.au](http://www.sheds.com.au)



## Details of your Wide Span Sheds Farm Building

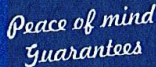




<b>Weight</b>	Approximately: 44,800 kg
<b>Span</b>	30 metres
<b>Length</b>	80 metres (12 Bays of 6.67 metres each)
<b>Height</b>	5 metres
<b>Roof Type</b>	Gable, 10 degree pitch
<b>Roof</b>	COLORBOND® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Walls &amp; Trims</b>	COLORBOND® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
<b>Open Bays</b>	Twenty-Four (24) 6.67m open bays - along the sides of the steel building. Refer to Layout (attached) for location & height clearances.
<b>Open Gable-Ends</b>	Steel building has sheeting as shown whilst the end-wall-mullions have been removed. Refer to the Layout attached.
<b>Bracing</b>	The building will have Knee and Apex braces. Minimum internal knee clearances are: Main Building 2.660m.
<b>Roof Purlins &amp; Wall Girts</b>	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width.
<b>Fixing to Concrete</b>	Columns embedded into the concrete footings.

## Specific Inclusions

- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel farm building to the appropriate Australian Standards.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

## Specific Exclusions

- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.






 ...we've got you covered!
 [www.sheds.com.au](http://www.sheds.com.au)

## Site Location

<b>Site Address</b>	Partridge St Charleville QLD 4470 Australia
<b>Building Orientation</b>	Left Side of building orientated to 281° (westerly direction)
<b>Building Class</b>	7
<b>Importance Level</b>	1 with a Vr of 41 m/s (refer below)
<b>Design Wind Criteria</b>	Region A4; TC = 2.44; Mt = 1; Ms = 1.0; giving a Vdes of 34.6 m/s.
<b>Other Design Factors</b>	No Snow Loading allowed. No Earthquake Loading allowed.
<b>Roof Only</b>	Less than 50% filled under



## Farm Building Information

Your building has been quoted as a 'free roof' structure on the basis of it being 'empty under', i.e. any goods or materials stored under the roof, block less than 50% of the cross section in all directions.

The design criteria nominated has been assessed by your trained sales consultant. This assessment is subject to the certifying engineers confirmation. Final assessment by the engineer may result in a change to the materials and price.

Your building has been quoted at an Importance Level of 1 (IL1). IL1 is the lowest level. The Industry requirements for this are:

- The building is more than 200 meters from any other buildings that are not IL1, any property boundaries or roads.
- The building presents a low degree of hazard to life and other property in the event of failure.

Peace of mind  
Guarantees

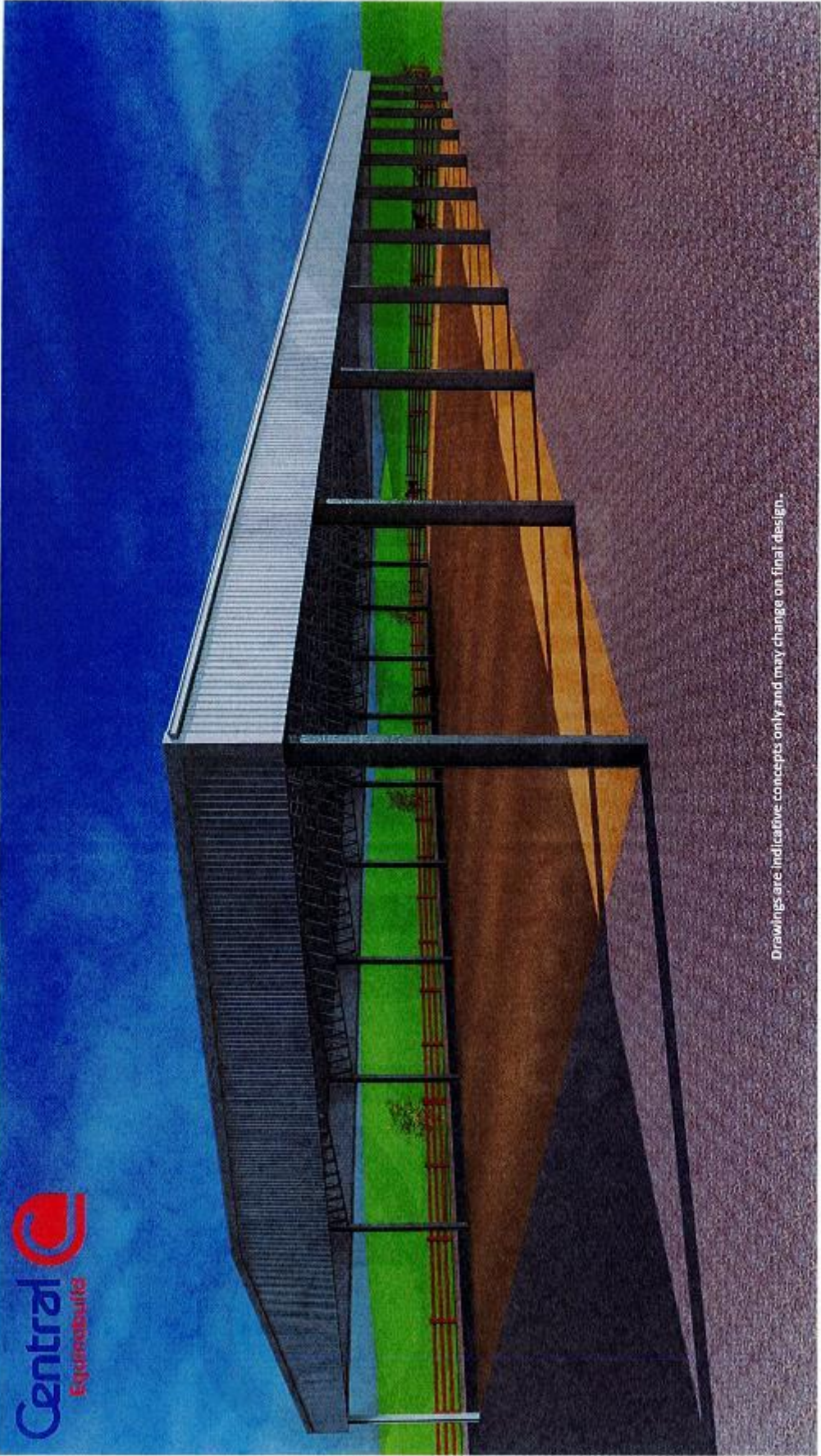
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Central  
Equine

Drawings are indicative concepts only and may change on final design.





## Recommendation / Report

From: Neil Polglase – Chief Executive Officer  
Ordinary Meeting – 19<sup>th</sup> August, 2021

### Subject

## LGAQ Annual Conference – Notice of Motion Housing Solutions Supporting Economic and Community Development

### PROPOSED RESOLUTION:

That Council adopt the following Notice of Motion for submission for consideration at the LGAQ Annual Conference in Mackay on behalf of SWROC and WQAC –

*That the LGAQ call on the State Government to:*

1. *Expedite actions to work with individual councils, regional organisation of councils and the LGAQ to address the significant housing deficit across the State; and*
2. *Consider how best to co-ordinate responses at both an individual and regional level which ensure (at a minimum):*
  - a. an integrated approach and coordinating mechanism across levels of government, the private sector as well as other relevant organisations and stakeholders.
  - b. the broadest range of housing 'issues' are addressed – not just social housing and homelessness.
  - c. land use planning priorities across State and Local Governments are better understood and facilitate land release in a timely way.
  - d. Fees, charges and grants and subsidy arrangements from the Commonwealth and State are fit for purpose – see below.
  - e. Improved financing arrangements and investment vehicles are explored for both individuals, government entities and other organisations.
  - f. Investment into skills training and / or regional trade placement incentives to facilitate access to relevant skills in regional centres.

### BACKGROUND:

#### Purpose

Attached for consideration of Council is a Notice of Motion from SWROC and WQAC to the Annual Conference in Mackay. This motion is required to be supported by a local government.

I therefore seek Council's support in adopting this resolution for submission to the LGAQ Annual conference in Mackay.

**Financial Risks** Nil.

**Environment Risks** N/A

**Social Risks** Nil

**Recommendation** That Council adopt the following Notice of Motion for submission for consideration at the LGAQ Annual Conference in Mackay on behalf of SWROC and WQAC –

That the LGAQ call on the State Government to:

1. Expedite actions to work with individual councils, regional organisation of councils and the LGAQ to address the significant housing deficit across the State; and
2. Consider how best to co-ordinate responses at both an individual and regional level which ensure (at a minimum):
  - a. an integrated approach and coordinating mechanism across levels of government, the private sector as well as other relevant organisations and stakeholders.
  - b. the broadest range of housing 'issues' are addressed – not just social housing and homelessness.
  - c. land use planning priorities across State and Local Governments are better understood and facilitate land release in a timely way.
  - d. Fees, charges and grants and subsidy arrangements from the Commonwealth and State are fit for purpose – see below.
  - e. Improved financing arrangements and investment vehicles are explored for both individuals, government entities and other organisations.
  - f. Investment into skills training and / or regional trade placement incentives to facilitate access to relevant skills in regional centres.

**Neil Polglase**  
**Chief Executive Officer**

## 2021 Annual Conference - Motions Template

Please use this template to prepare and submit your motion using the link below.  
Please use text only – no images or tables.

<b>Submitting Council (required)</b>	Murweh Shire Council
<b>Supporting ROC (if applicable)</b>	SWQROC, WQAC
<b>Category (required)</b>	Infrastructure, Economics and Regional Development
<b>Council resolution # (required)</b>	Murweh Shire to complete
<b>Date of council resolution (required)</b>	Please select the date of resolution here Murweh Shire to complete
<b>Title of motion (required)</b>	Housing Solutions - Supporting Economic and Community Development
<b>Motion (required)</b>	<p>That the LGAQ call on the State Government to:</p> <ol style="list-style-type: none"> <li>1. Expedite actions to work with individual councils, regional organisation of councils and the LGAQ to address the significant housing deficit across the State; and</li> <li>2. Consider how best to co-ordinate responses at both an individual and regional level which ensure (at a minimum):             <ol style="list-style-type: none"> <li>a. an integrated approach and coordinating mechanism across levels of government, the private sector as well as other relevant organisations and stakeholders.</li> <li>b. the broadest range of housing 'issues' are addressed – not just social housing and homelessness.</li> <li>c. land use planning priorities across State and Local Governments are better understood and facilitate land release in a timely way.</li> <li>d. Fees, charges and grants and subsidy arrangements from the Commonwealth and State are fit for purpose – see below.</li> <li>e. Improved financing arrangements and investment vehicles are explored for both individuals, government entities and other organisations.</li> <li>f. Investment into skills training and / or regional trade placement incentives to facilitate access to relevant skills in regional centres.</li> </ol> </li> </ol>

**Background  
(required)  
350 word limit**

The availability, diversity and quality of housing has always been inherently linked to communities fulfilling and growing their economic and social potential.

The emergence of regional housing shortages and rapid rises in the last 12 months in regional house prices and rents, and falls in rental vacancy rates, have caught government and many communities off guard.

A recent study undertaken by the Western Queensland Alliance of Councils in conjunction with the Regional Australia Institute highlights the severe underinvestment in housing in regional Queensland over many years, including declines in the quantity and quality of housing stock.

The release of the *Queensland Housing and Homelessness Action Plan 2021–2025* and the establishment of the \$1 billion Housing Investment Fund are both welcome initiatives, especially the stated intent to “work with regional councils to increase and diversify the supply of housing, including opportunities for alternative government and non-government investment and incentives” (2021, p. 12).

Whilst this action is very much supported, it is proposed that further work is still required to ensure (at a minimum):

- an integrated approach and coordinating mechanism across levels of government, the private sector as well as other relevant organisations and stakeholders.
- the broadest range of housing ‘issues’ are addressed – not just social housing and homelessness.
- land use planning priorities across State and Local Governments are better understood and facilitate land release in a timely way.
- Fees, charges and grants and subsidy arrangements from the Commonwealth and State are fit for purpose – for example:
  - Review stamp duty and development charges for regional new builds
  - A dedicated grant or expansion of the ‘First Home Owner’ grant for the purchase of existing (as opposed to new) housing stock to improve affordability and stimulate investment
  - A dedicated program to support local governments in rural and remote areas to construct new homes to provide housing stock for on-sale or rental
- Improved financing arrangements and investment vehicles are explored for both individuals, government entities and other organisations;

	<ul style="list-style-type: none"> <li>Investment into skills training and / or regional trade placement incentives to facilitate access to relevant skills in regional centres.</li> </ul>
<p><b>What is the desired outcome sought? (required) 350 word limit</b></p>	<p>A tri-partite government and business sector response to address the critical housing shortage in regional communities which is acting as a major barrier to both economic and social development.</p>

## Policy Executive endorsed motions for the 2021 LGAQ Annual Conference

### Federal Government

1. The LGAQ calls on the Federal Government to restore Federal Assistance Grants to at least 1% of Commonwealth Taxation Revenue to address the serious financial sustainability issues experienced by all councils.
2. The LGAQ calls on the Federal Government to restore the voice of local communities by giving local government full membership of the National Cabinet and a guaranteed seat in other National Ministerial forums.
3. The LGAQ calls on the Federal Government to provide \$200 million per year for four years for targeted disaster mitigation and to future-proof community infrastructure.
4. The LGAQ calls on the Federal Government to allocate \$100 million per year for five years to increase housing supply in remote and discrete Aboriginal and Torres Strait Islander communities.

### State Government

5. The LGAQ calls on the State Government to amend the *Civil Liabilities Act 2003* to strengthen indemnity provisions and address concerns that the *Goondiwindi v Tait* case has created for councils with RMPCs.
6. The LGAQ calls on the State Government to urgently amend the *Local Government Act 2009* and the *City of Brisbane Act 2010* to address the unintended consequences of current Conflict of Interest requirements that continue to negatively impact the ability of councillors to effectively represent their communities.
7. The LGAQ calls on the State Government to maintain Works for Queensland funding at \$100 million a year for the next four years.
8. The LGAQ calls on the State Government to maintain SEQ Stimulus Funding at \$50 million for the next four years.

## ILF Motions

9. The LGAQ lobby the state government and the National Indigenous Australians Agency to establish and periodically release to councils the relevant data sets for each local government area against each of the Closing the Gap targets.
10. That the LGAQ lobby the Federal Government to work with the Office of the Registrar of Indigenous Corporations to establish a mechanism for regularly informing and educating Prescribed Bodies Corporate across Australia on any legislation, regulatory changes, governance and performance arrangements, and to ensure that a similar mechanism is in place at state level to inform Deed of Grant in Trust trustees.