



SCENIC RIM REGIONAL COUNCIL

Finance Committee

Report

Meeting held in the Council Chambers

82 Brisbane Street

Beaudesert

Tuesday, 23 June 2015

Commenced at 9.00 am

All correspondence to
Be addressed to the
Chief Executive Officer

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SCENIC RIM REGIONAL COUNCIL

FINANCE COMMITTEE

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FINANCE COMMITTEE

REPORT

CHIEF EXECUTIVE OFFICER

I advise that the Committee met on **Tuesday, 23 June 2015**. Councillors present:

Cr N O'Carroll, Chairperson
Cr J C Brent, Mayor
Cr N J Waistell
Cr V A West, Deputy Mayor
Cr J J Sanders
Cr R J Stanfield
Cr D A McInnes

ATTENDANCE

Executive Officers

C R Barke, Chief Executive Officer
P A Murphy, Director Infrastructure Services
A M Magner, Director Regional Services
K Stidworthy, Chief Finance Officer

APOLOGIES

Nil

DECLARATIONS OF INTEREST BY MEMBERS

Nil

The following Officers attended the meeting and joined discussions on the items listed.

H Dunne, Manager Property & Operations (Item 4.1)

Reception of Deputations by Appointment / Visitors

Nil

FINANCE COMMITTEE

REPORT

Please note: The Committee resolved to go into closed session in accordance with the provisions of s.275 of the Local Government Regulation 2012 to discuss the items of business indicated as closed in the Committee Report.

At the conclusion of these items, the Committee resolved to resume in open session. The Committee's recommendation on each item, discussed in closed session, is as detailed at the end of each item in the Report.

1. EXECUTIVE

Nil.

2. CHIEF FINANCE OFFICER

2.1 Council Monthly Financial Report for May 2015

Executive Officer: Chief Executive Officer

File Reference: 12/15/004

Chief Finance Officer's Recommendation

That Council endorse the Council Monthly Financial Report for May 2015.

Committee Recommendation

That the Chief Finance Officer's recommendation be adopted.

Moved: Cr West

Seconded: Cr Stanfield

Carried

Attachments

1. Council Monthly Financial Report for May 2015.

Attachment 1 - Council Monthly Financial Report for May 2015

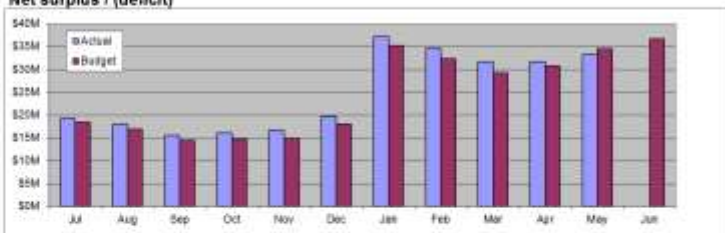


**A Report on the Financial
Performance and Position of the
Scenic Rim Regional Council
May 2015**

Key Performance Indicators

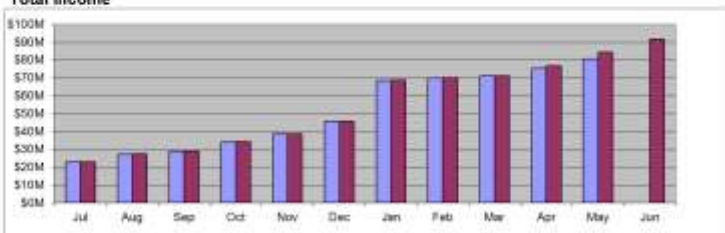
Monthly Financial Report
Period Ending: 31 May 2015

Net surplus / (deficit)



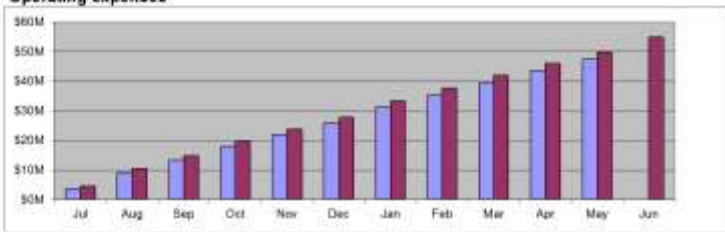
Within 10% of budgeted expectations
Var. = \$-1.3M / -3.7%

Total income



Within 10% of budgeted expectations
Var. = \$-3.7M / -4.4%

Operating expenses



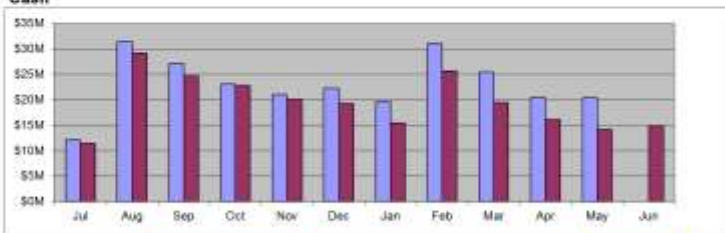
Within 10% of budgeted expectations
Var. = \$-2.4M / -4.8%

Capital expenses



Behind budgeted expectations by > 10%
Var. = \$-7M / -14.2%

Cash



Ahead of budgeted expectations by > 10%
Var. = \$6.2M / 44.3%

Legend:



Key Performance Indicators

Monthly Financial Report
Period Ending: 31 May 2015

Commentary Net surplus / (deficit):
Operating expenditure \$2.4M
Capital revenue (\$3.7M)

Commentary Total income:
Capital revenue (\$3.7M)

Commentary Operating expenses:
Employee Expenses \$1.0M
Materials and Services \$1.6M
Depreciation and Amortisation (\$0.2M)

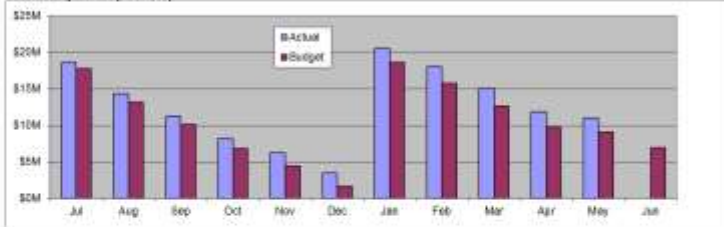
Commentary Capital expenses:
Timing with various capital projects

Commentary Cash:
Summary of cash variance:

Lower cash due to lower than budgeted net surplus	-\$1.3M
Higher cash due to lower capital expenditure	\$7.0M
Lower cash due to lower asset sales	-\$0.4M
Higher cash due to movement in receivables / payables	\$0.9M
Cash Variance	\$6.2M

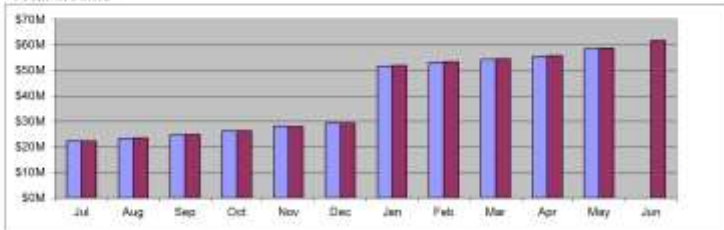
Key Performance Indicators
 (excluding NDORRA restoration expenditure and funding)
 Monthly Financial Report
 Period Ending: 31 May 2015

Net surplus / (deficit)



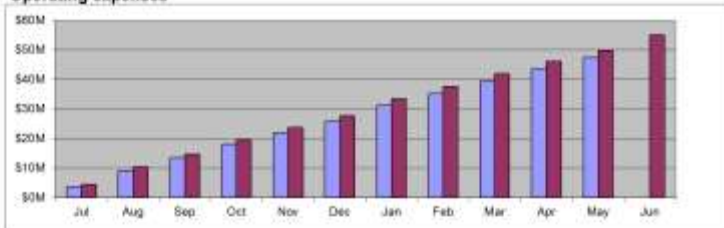
Ahead of budgeted expectations by > 10%
 Var. = \$1.9M / 21.2%

Total income



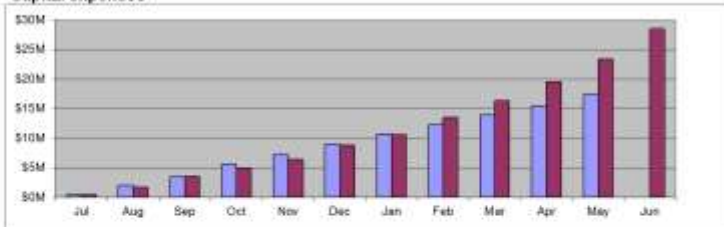
Within 10% of budgeted expectations
 Var. = \$-0.5M / -0.8%

Operating expenses



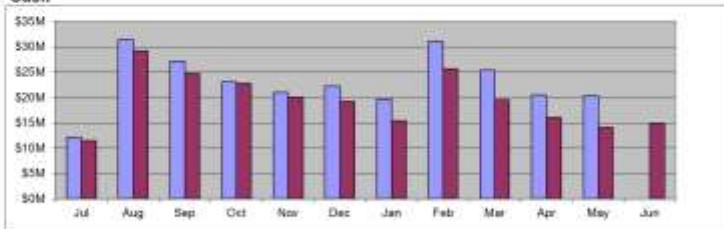
Within 10% of budgeted expectations
 Var. = \$-2.4M / -4.8%

Capital expenses



Behind budgeted expectations by > 20%
 Var. = \$-6M / -25.7%

Cash



Ahead of budgeted expectations by > 10%
 Var. = \$8.2M / 44.3%

Legend:
■ Negative Variance > 20%
■ Negative Variance > 10%
■ Within tolerance
■ Positive Variance > 10%

FINANCIAL STATEMENTS

Financial Statements Report										
Period Ending: 31 May 2015				Run by JCHM on 04-Jun-2015 11:06:18						
Month				Description				YTD		Annual
Actual	Budget	Variance	Var %		Actual	Budget	Variance	Var %	Budget	
\$'000	\$'000	\$'000			\$'000	\$'000	\$'000		\$'000	
Statement of Comprehensive Income										
Recurrent Revenue										
(\$39)	\$0	(\$39)	100%	Net Rates and Utility Charges	\$41,528	\$41,594	(\$68)	0%	\$41,594	
\$258	\$268	(\$10)	-4%	Fees and Charges	\$3,933	\$3,841	\$93	2%	\$4,197	
\$128	\$135	(\$7)	-5%	Interest Received	\$1,756	\$1,707	\$49	3%	\$1,848	
\$351	\$323	\$28	9%	Recoverable Works	\$3,290	\$3,645	(\$354)	-10%	\$3,968	
\$884	\$811	\$73	9%	Operating Grants, Subsidies, Contributions and Donations	\$3,583	\$3,372	\$211	6%	\$3,376	
\$0	\$0	\$0	0%	Share of Profits of Associates	\$0	\$0	\$0	0%	\$1,263	
\$192	\$179	\$13	7%	Other Revenue	\$1,859	\$1,775	\$84	5%	\$1,995	
\$1,774	\$1,717	\$58	3%	RECURRENT REVENUE	\$55,948	\$55,933	\$15	0%	\$58,241	
Recurrent Expenditure										
\$2,240	\$2,427	(\$187)	-8%	Employee Costs	\$26,760	\$28,423	(\$1,663)	-6%	\$31,617	
(\$450)	(\$861)	\$410	-48%	Employee Costs allocated to Capital	(\$4,314)	(\$5,007)	\$694	-14%	(\$6,064)	
\$1,788	\$1,566	\$223	14%	Net Operating Employee Costs	\$22,446	\$23,416	(\$969)	-4%	\$25,552	
\$1,047	\$1,274	(\$227)	-18%	Materials and Services	\$13,805	\$15,407	(\$1,602)	-10%	\$17,287	
\$4	\$5	(\$1)	-17%	Finance Costs	\$632	\$846	(\$214)	-2%	\$835	
\$963	\$935	\$28	3%	Depreciation, Amortisation and Impairment	\$10,464	\$10,290	\$174	2%	\$11,225	
\$3,803	\$3,780	\$23	1%	RECURRENT EXPENDITURE	\$47,347	\$49,768	(\$2,411)	-5%	\$54,899	
(\$2,029)	(\$2,063)	\$34	-2%	NET OPERATING SURPLUS / (DEFICIT)	\$8,601	\$6,175	\$2,426	39%	\$3,342	
Capital Revenue										
\$3,531	\$5,790	(\$2,259)	-39%	Capital Grants, Subsidies, Contributions and Donations	\$24,611	\$28,306	(\$3,694)	-13%	\$33,382	
\$3,531	\$5,790	(\$2,259)	-39%	CAPITAL REVENUE	\$24,611	\$28,306	(\$3,694)	-13%	\$33,382	
\$1,502	\$3,726	(\$2,224)	-60%	NET SURPLUS / (DEFICIT)	\$33,213	\$34,481	(\$1,268)	-4%	\$36,724	

The Statement of Comprehensive Income outlines:

- All sources of Council's income (revenue)
 - All recurrent expenditure. These expenses relate to operations and do not include capital expenditure although depreciation of assets is included
- The Net Surplus / (Deficit) for the reporting period is a measure of Council's financial performance. This figure is determined by deducting total recurrent expenditure from total income (recurrent revenue and capital revenue).

Variance Comments (variance > \$200k)

Recoverable Works (YTD) - Lower than anticipated (offset by lower expenses)

Operating Grants & Subsidies (YTD) - Higher than anticipated funding for QGAP \$28k, road maintenance contributions \$31k and cultural services grants \$96k

Employee Costs (Month) - Lower than anticipated allocation to capital works (\$410k)

Employee Costs (YTD) -

- Expenditure lower than budget for:
 - Works \$881k (largely due to lower overtime and use of casuals)
 - Information Technology (2 staff vacancies) \$169k (largely offset by increased contractor payments under materials and services)
 - Land Use Planning \$129k (largely due to timing of SRRC planning scheme project)
- Lower than anticipated allocation to capital works (\$694k)

Materials and Services (YTD) -

- Expenditure lower than budget for:
 - Internal plant hire recoveries and fleet maintenance costs \$78k
 - Recoverable works \$24k (offset by lower revenue)
 - Legal expenses \$30k
 - Parks and gardens maintenance and operations \$37k

Materials and Services (YTD) -

- Expenditure lower than budget for:
 - Internal plant hire recoveries and fleet maintenance costs \$230k
 - Recoverable works \$361k (offset by lower revenue)
 - Legal expenses \$170k
 - IT systems maintenance \$118k
 - Parks and gardens maintenance and operations \$116k

Capital Grants & Subsidies (Month) - Timing with receipt of flood restoration funding (\$2.0M) and headworks charges (\$165k)

Capital Grants & Subsidies (YTD) - Timing with receipt of flood restoration funding (\$3.2M) and headworks charges (\$365k)

Financial Statements Report

Period Ending: 31 May 2015

Prep by JCHM/06/04-Jun-2015, 11:06:14

Description	Actual \$'000
Statement of Financial Position	
Current Asset	
Cash and Investments	\$20,321
Receivables	\$4,317
Inventories	\$1,058
Other Current Assets	<u>\$262</u>
	\$25,959
Non-Current Asset	
Receivables	\$14,676
Other Financial Assets	\$30,445
Property, Plant and Equipment	\$709,545
Intangibles	<u>\$1,073</u>
	\$755,739
TOTAL ASSETS	<u>\$781,698</u>
Current Liability	
Trade and Other Payables	\$1,433
Employee Benefits	\$2,803
Other Current Liabilities	<u>\$1</u>
	\$4,237
Non-Current Liability	
Employee Benefits	\$6,142
Borrowings	\$13,710
Provisions	<u>\$3,332</u>
	\$23,185
TOTAL LIABILITIES	<u>\$27,422</u>
NET ASSETS	<u>\$754,276</u>
Equity	
Retained Surplus	\$507,018
Reserves	\$214,045
Net Surplus / (Deficit)	<u>\$33,213</u>
NET COMMUNITY EQUITY	<u>\$754,276</u>
Variance:	\$0

The Statement of Financial Position outlines what Council owns (assets) and what it owes (liabilities) at a point in time. Council's net worth is determined by deducting total liabilities from total assets - the larger the net community equity, the stronger the financial position.

FINANCIAL PERFORMANCE REPORTS

Functional Financial Performance Report - showing YTD Budget



Period Ending: 31 May 2015

Management Area	Operating Revenue \$'000		Operating Expenditure \$'000		Capital Revenue \$'000	
	Actuals	Budget	Actuals	Budget	Actuals	Budget
Finance and Information Services						
Finance	\$265	\$232	\$1,573	\$1,659	\$0	\$0
Information Services						
Information Technology	\$4	\$8	\$2,627	\$2,728	\$39	\$39
Records	\$0	\$0	\$419	\$444	\$0	\$0
Total Information Services	\$4	\$8	\$3,046	\$3,172	\$39	\$39
Council Wide						
Council Wide Transactions	\$41,976	\$42,008	\$1,740	\$1,793	\$0	\$0
Executive						
Strategy and Governance						
Mayor and Councillors	\$0	\$0	\$633	\$671	\$0	\$0
Chief Executive Officer	\$5	\$5	\$757	\$796	\$0	\$0
Human Resources	\$6	\$6	\$1,452	\$1,494	\$0	\$0
Communications & Engagement	\$0	\$0	\$290	\$315	\$0	\$0
Total Strategy and Governance	\$11	\$11	\$3,132	\$3,276	\$0	\$0
Infrastructure Services						
Infrastructure Services Directorate						
Works	(\$0)	\$11	\$499	\$530	\$0	\$0
Disaster Management	\$23	\$20	\$16,463	\$16,740	\$24,004	\$27,550
Fleet	\$153	\$141	\$137	\$149	\$0	\$55
Design Office	\$164	\$111	(\$2,273)	(\$1,988)	\$0	\$0
Property & Operations						
Facilities	\$339	\$358	\$4,412	\$4,348	\$38	\$138
Parks, Gardens & Cemeteries	\$393	\$308	\$2,065	\$2,093	\$85	\$82
Waste Collection	\$4,514	\$4,433	\$2,346	\$2,317	\$0	\$0
Property Management	\$120	\$171	\$340	\$320	\$250	\$250
Waste Disposal	\$1,650	\$1,648	\$2,540	\$3,034	\$0	\$0
Total Property and Operations	\$7,016	\$6,917	\$11,704	\$12,112	\$373	\$470

Functional Financial Performance Report - showing YTD Budget

Period Ending: 31 May 2015

Management Area	Operating Revenue \$'000			Operating Expenditure \$'000			Capital Revenue \$'000		
	Actuals	Budget	Var %	Actuals	Budget	Var %	Actuals	Budget	Var %
Regional Services									
Regional Services Directorate	\$0	\$0	0.0%	\$339	\$360	(\$21)	\$0	\$0	0.0%
Community & Culture									
Community Development	\$50	\$40	25.5%	\$855	\$889	(\$33)	\$14	\$14	0.0%
Libraries	\$64	\$63	1.4%	\$1,247	\$1,318	(\$71)	\$181	\$178	\$3
Cultural Services	\$353	\$246	43.4%	\$1,045	\$1,088	(\$43)	\$0	\$0	0.0%
Customer Service	\$80	\$60	33.4%	\$738	\$785	(\$48)	\$0	\$0	0.0%
Economic Development / Tourism	\$45	\$12	333.277.0%	\$741	\$808	(\$67)	\$0	\$0	0.0%
Total Community & Culture	\$592	\$421	40.6%	\$4,626	\$4,887	(\$261)	\$195	\$192	\$3
Governance									
Governance	\$13	\$2	597.7%	\$489	\$542	(\$53)	\$0	\$0	0.0%
Total Governance	\$13	\$2	597.7%	\$489	\$542	(\$53)	\$0	\$0	0.0%
Health Building and Environment									
Environmental Health	\$243	\$201	20.8%	\$362	\$420	(\$58)	\$0	\$0	0.0%
Pest and Animal Management Services	\$247	\$250	(\$3)	\$991	\$1,013	(\$22)	\$0	\$0	0.0%
Environmental Policy & Services	\$155	\$122	27.7%	\$918	\$1,039	(\$120)	\$0	\$0	0.0%
Development Compliance	\$4	\$7	(\$3)	\$286	\$303	(\$18)	\$0	\$0	0.0%
Plumbing Certification	\$605	\$618	(\$14)	\$508	\$540	(\$32)	\$0	\$0	0.0%
Building Certification	\$401	\$385	\$16	\$324	\$340	(\$16)	\$0	\$0	0.0%
Compliance	\$1	\$4	(\$3)	\$139	\$149	(\$11)	\$0	\$0	0.0%
Total Health Building and Environment	\$1,656	\$1,587	\$69	\$3,527	\$3,805	(\$278)	\$0	\$0	0.0%
Planning									
Land Use Planning	\$0	\$0	0.0%	\$780	\$1,022	(\$241)	\$0	\$0	0.0%
Development Assessment	\$821	\$862	(\$41)	\$1,046	\$1,189	(\$143)	\$0	\$0	0.0%
Total Planning	\$821	\$862	(\$41)	\$1,827	\$2,211	(\$384)	\$0	\$0	0.0%
Total	\$55,948	\$55,933	\$15	\$47,347	\$49,758	(\$2,411)	\$24,611	\$28,306	(\$3,694)

 Budget Variance (favourable or unfavourable) is within tolerance threshold
 Budget Variance (favourable or unfavourable) is greater than tolerance threshold
 Tolerance threshold for Council is: > \$50k and > 10%

Functional Financial Performance Report - showing YTD Budget

Period Ending: 31 May 2015

Variance Comments (variance > \$50k and > 10%)**Works - Capital Revenue**

Timing with receipt of flood restoration subsidies

Disaster Management - Capital Revenue

Timing with receipt of grant funding - SES shed Harrisville

Fleet - Operating Expenditure

Internal plant hire recovers \$110k better than anticipated

Fleet running expenses \$186k lower than anticipated

Design Office - Operating Revenue

Subdivision fees higher than anticipated \$50k

Facilities - Capital Revenue

Flood warning system subsidy \$90k

Parks, Gardens & Cemeteries - Operating Revenue

Cemetery fees \$84k higher than anticipated

Property Management - Capital Revenue

Council properties lease and rental income \$45k lower than anticipated

Waste Disposal - Operating Expenditure

Landfill depreciation \$423k lower than anticipated

Cultural Services - Operating Revenue

QANZAC funding received \$40k; War stories grant received \$10k; Arts and culture fund grant \$45k

Environmental Health - Operating Expenses

Employee expenses \$28k lower than anticipated

Legal expenses \$24k lower than anticipated

Environmental Policy & Services - Operating Expenditure

Vegetation control - council land \$19k expenditure lower than anticipated

Climate change and carbon reduction \$19k lower than anticipated

Conservation partnerships \$21k lower than anticipated

Regional partnerships \$37k lower than anticipated

Land Use Planning - Operating Expenditure

Employee expenses \$133k lower than anticipated

Structure / precinct plans \$69k lower than anticipated

Legal expenses \$28k lower than anticipated

Development Assessment - Operating Expenditure

Legal expenses \$135k lower than anticipated

Functional Financial Performance Report - showing Annual Budget and Committed Expenditure

Period Ending: 31 May 2015

Management Area	Operating Revenue \$'000			Operating Expenditure \$'000			Capital Revenue \$'000		
	Actuals	Budget	Var %	Actuals	Budget	Var %	Actuals	Budget	Var %
Finance and Information Services									
Finance	\$265	\$248	\$17 7.0%	\$1,593	\$2,062	(\$468) -22.7%	\$0	\$0	\$0 0.0%
Information Services									
Information Technology	\$4	\$9	(\$5) -59.4%	\$2,762	\$2,935	(\$173) -5.9%	\$39	\$39	\$0 0.0%
Records	\$0	\$0	\$0 100.0%	\$420	\$498	(\$78) -15.7%	\$0	\$0	\$0 0.0%
Information Services Sub-total	\$4	\$9	(\$5) -58.8%	\$3,182	\$3,433	(\$251) -7.3%	\$39	\$39	\$0 0.0%
Council Wide									
Council Wide Transactions	\$41,976	\$43,499	(\$1,523) -3.5%	\$1,740	\$2,025	(\$285) -14.1%	\$0	\$0	\$0 0.0%
Executive									
Strategy and Governance									
Mayor and Councillors	\$0	\$0	\$0 0.0%	\$634	\$732	(\$98) -13.4%	\$0	\$0	\$0 0.0%
Chief Executive Officer	\$5	\$0	\$5 100.0%	\$757	\$868	(\$110) -12.7%	\$0	\$0	\$0 0.0%
Human Resources	\$6	\$0	\$6 100.0%	\$1,474	\$1,613	(\$139) -8.6%	\$0	\$0	\$0 0.0%
Communications & Engagement	\$0	\$0	\$0 0.0%	\$297	\$349	(\$52) -14.9%	\$0	\$0	\$0 0.0%
Strategy and Governance Sub-total	\$11	\$0	\$11 100.0%	\$3,163	\$3,562	(\$399) -11.2%	\$0	\$0	\$0 0.0%
Infrastructure Services									
Infrastructure Services Directorate									
Works	(\$50)	\$11	(\$51) -100.5%	\$504	\$591	(\$88) -14.8%	\$0	\$0	\$0 0.0%
Disaster Management	\$3,254	\$3,932	(\$678) -17.2%	\$16,541	\$17,846	(\$1,305) -7.3%	\$24,004	\$32,402	(\$8,397) -25.9%
Fleet	\$23	\$22	\$1 2.4%	\$139	\$163	(\$25) -15.3%	\$0	\$55	(\$55) -100.0%
Design Office	\$153	\$153	(\$0) -0.1%	(\$2,263)	(\$2,074)	(\$189) 9.1%	\$0	\$0	\$0 0.0%
Property & Operations	\$164	\$121	\$43 35.4%	\$518	\$580	(\$63) -10.8%	\$0	\$0	\$0 0.0%
Facilities	\$339	\$390	(\$51) -13.1%	\$4,603	\$4,739	(\$136) -2.9%	\$38	\$138	(\$100) -72.2%
Parks, Gardens & Cemeteries	\$393	\$337	\$57 16.9%	\$2,130	\$2,329	(\$200) -8.6%	\$85	\$265	(\$181) -68.1%
Waste Collection	\$4,514	\$4,433	\$81 1.8%	\$2,746	\$2,766	(\$21) -0.7%	\$0	\$0	\$0 0.0%
Property Management	\$120	\$186	(\$66) -35.7%	\$361	\$353	\$9 2.4%	\$250	\$250	\$0 0.0%
Waste Disposal	\$1,650	\$1,821	(\$171) -9.4%	\$2,685	\$3,438	(\$753) -21.9%	\$0	\$0	\$0 0.0%
Property and Operations Sub-total	\$7,016	\$7,166	(\$150) -2.1%	\$12,525	\$13,625	(\$1,101) -8.1%	\$373	\$653	(\$280) -42.9%

Functional Financial Performance Report - showing Annual Budget and Committed Expenditure

Period Ending: 31 May 2015

Management Area	Operating Revenue \$'000			Operating Expenditure \$'000			Capital Revenue \$'000		
	Actuals	Budget	Var %	Actuals + Committed	Budget	Var %	Actuals	Budget	Var %
Regional Services									
Regional Services Directorate	\$0	\$0	0.0%	\$341	\$405	(56.4)	\$0	\$0	0.0%
Community & Culture									
Community Development	\$50	\$40	25.5%	\$868	\$1,005	(51.7)	\$14	\$14	0.0%
Libraries	\$64	\$65	(5.1)	\$1,252	\$1,462	(52.1)	\$181	\$219	(53.8)
Cultural Services	\$353	\$264	88	\$1,067	\$1,202	(51.3)	\$0	\$0	0.0%
Customer Service	\$80	\$61	19	\$739	\$874	(51.3)	\$0	\$0	0.0%
Economic Development / Tourism	\$45	\$20	25	\$776	\$885	(51.0)	\$0	\$0	0.0%
Community & Culture Sub-total	\$592	\$451	141	\$4,702	\$5,428	(57.2)	\$195	\$233	(53.8)
Governance									
Governance	\$13	\$2	11	\$514	\$601	(58.7)	\$0	\$0	0.0%
Governance Sub-total	\$13	\$2	11	\$514	\$601	(58.7)	\$0	\$0	0.0%
Health Building and Environment									
Health Building and Environment	\$243	\$205	38	\$382	\$466	(58.4)	\$0	\$0	0.0%
Environmental Health	\$247	\$253	(5.5)	\$1,000	\$1,095	(9.5)	\$0	\$0	0.0%
Pest and Animal Management Services	\$155	\$130	25	\$937	\$1,133	(51.9)	\$0	\$0	0.0%
Environmental Policy & Services	\$4	\$8	(5.4)	\$286	\$345	(55.9)	\$0	\$0	0.0%
Development Compliance	\$605	\$670	(6.5)	\$509	\$605	(59.6)	\$0	\$0	0.0%
Plumbing Certification	\$401	\$418	(5.1)	\$329	\$377	(54.8)	\$0	\$0	0.0%
Building Certification	\$1	\$4	(5.3)	\$139	\$165	(52.6)	\$0	\$0	0.0%
Compliance	\$1,656	\$1,687	(5.3)	\$3,580	\$4,185	(56.0)	\$0	\$0	0.0%
Health Building and Environment Sub-total	\$1,656	\$1,687	(5.3)	\$3,580	\$4,185	(56.0)	\$0	\$0	0.0%
Planning									
Land Use Planning	\$0	\$0	0.0%	\$833	\$1,131	(52.9)	\$0	\$0	0.0%
Development Assessment	\$821	\$940	(51.1)	\$1,051	\$1,336	(52.8)	\$0	\$0	0.0%
Planning Sub-total	\$821	\$940	(51.1)	\$1,884	\$2,467	(55.8)	\$0	\$0	0.0%
Total	\$55,948	\$58,241	(51.2)	\$48,662	\$54,899	(56.2)	\$24,611	\$33,382	(58.7)

CAPITAL REPORTS

Capital Expenditure Report for the Period Ending 31 May 2015

Summary by Section

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
207 - Information Technology	\$2,245	\$5,500	(\$3,255)	41%	\$5,500	41%	\$0
209 - Community Development	\$12,500	\$12,500	\$0	100%	\$12,500	100%	\$0
210 - Libraries	\$347,158	\$360,302	(\$13,144)	96%	\$373,992	93%	\$50,363
211 - Cultural Services	\$781	\$40,000	(\$39,219)	2%	\$40,000	2%	\$35,728
213 - Development Assessment	\$101,725	\$130,000	(\$28,275)	78%	\$140,500	72%	\$22,123
218 - Works	\$10,648,695	\$15,138,698	(\$4,490,003)	70%	\$18,950,519	56%	\$1,468,320
219 - Disaster Management	\$0	\$60,000	(\$60,000)	0%	\$60,000	0%	\$0
223 - Facilities	\$1,000,596	\$1,445,952	(\$445,356)	69%	\$1,490,952	67%	\$212,966
224 - Fleet	\$2,416,420	\$2,455,500	(\$39,080)	98%	\$3,483,500	69%	\$1,075,855
225 - Parks, Gardens & Cemeteries	\$453,194	\$548,510	(\$95,316)	83%	\$548,510	83%	\$17,469
265 - Property Management	\$362,677	\$804,150	(\$441,473)	45%	\$804,150	45%	\$2,496
271 - Waste Disposal	\$1,999,412	\$2,349,327	(\$349,915)	85%	\$2,504,327	80%	\$297,169
Flood Restoration Works	\$24,859,244	\$25,857,328	(\$998,084)	96%	\$29,124,328	85%	\$3,514,863
	\$42,204,646	\$49,207,767	(\$7,003,121)	86%	\$57,538,778	73%	\$6,697,372

Variance Comments (variance > \$200k)

- 218 Works** - Variance with several projects outlined under the Major Capital Projects section
- 223 Facilities** - Variance due largely to timing of flood warning system improvement project and timing with commencement of strategic projects
- 265 Property Management** - Timing with acquisition of Spring Ck park land
- 271 Waste Disposal** - New cell for central landfill project completed under budget; Timing with completion of RORO bin project
- Flood Restoration Works** - Timing with completion of works (commitments raised)

Capital Expenditure Report for the Period Ending 31 May 2015

Summary of Major Capital Projects (Annual Budget >= \$150k)

Project	Actual	YTD		Variance	% Budget	Annual Budget	% Annual Budget	Commitments
		Budget	% Budget					
Works								
Roads								
Flood Restoration Works	\$24,859,244	\$25,857,328		(\$998,084)	96%	\$29,124,328	85%	\$3,514,863
Reseals	\$3,049,639	\$2,711,250		\$338,389	112%	\$3,360,000	91%	\$158,272
Resheeting	\$1,675,296	\$1,627,529		\$47,767	103%	\$1,733,000	97%	\$0
Shoulder Resheeting	\$470,143	\$419,400		\$50,743	112%	\$473,000	99%	\$951
Minor Works < \$100,000	\$315,751	\$225,000		\$90,751	140%	\$313,000	101%	\$400
Pavement Rehabilitation	\$400,000	\$800,000		(\$400,000)	50%	\$1,000,000	40%	\$0
9000875/7 - Veresdale Scrub Road	\$308,095	\$705,000		(\$396,905)	44%	\$1,415,000	22%	\$206,053
9000710 - Gould Hill Rd	\$0	\$519,000		(\$519,000)	0%	\$1,019,000	0%	\$3,280
9000643 - Kerry Road - Newman Bridge Approach	\$510,364	\$520,350		(\$9,986)	98%	\$520,350	98%	\$0
9000712 - Mumbilla Rd	\$0	\$204,000		(\$204,000)	0%	\$204,000	0%	\$0
9000645 - Mumbilla Rd - Floodways	\$80,010	\$200,000		(\$119,990)	40%	\$200,000	40%	\$0
9000612 - Road Furniture	\$100,964	\$170,000		(\$69,036)	59%	\$170,000	59%	\$6,823
9000711 - Pacer Ave - Kriederman Bridge Approach	\$78,438	\$151,000		(\$72,562)	52%	\$151,000	52%	\$0
Bridges								
9000717 - Lamington Bridge	\$153,702	\$954,100		(\$800,398)	16%	\$1,404,000	11%	\$63,630
9000610 - Edward O'Neill Bridge	\$1,078,466	\$1,120,000		(\$41,534)	96%	\$1,235,000	87%	\$165,980
9000718 - Foxley Bridge	\$135,497	\$794,900		(\$659,403)	17%	\$1,186,000	11%	\$63,957

Capital Expenditure Report for the Period Ending 31 May 2015

Project	Actual	YTD		Variance	% Budget	Annual Budget	% Annual Budget	Commitments
		Budget	% Budget					
9000641 - Newman (East) Bridge	\$612,263	\$612,000	100%	\$263	100%	\$612,000	100%	\$262,149
9000608 - Deep Chinghee Bridge	\$5,685	\$240,000	2%	(\$234,316)	2%	\$301,000	2%	\$114,000
9000410 - Murphy Bridge	\$0	\$158,000	0%	(\$158,000)	0%	\$250,000	0%	\$0
9000070 - Kriederman Bridge	\$240,777	\$241,000	100%	(\$223)	100%	\$241,000	100%	\$95
9000127 - Gaiger Bridge	\$640	\$180,000	0%	(\$179,360)	0%	\$180,000	0%	\$0
9000720 - Lambert Bridge	\$148,261	\$158,000	94%	(\$9,739)	94%	\$158,000	94%	\$3,704
9000722 - Sharp Bridge	\$154,065	\$155,000	99%	(\$935)	99%	\$155,000	99%	\$0
Minor Works Bridge Rehabilitation	\$269,380	\$480,200	56%	(\$210,820)	56%	\$515,000	52%	\$800
Other								
DRAINAGE - Drainage	\$327,070	\$467,900	70%	(\$140,830)	70%	\$766,000	43%	\$3,758
SP - Strategic Projects	\$39,276	\$415,000	9%	(\$375,724)	9%	\$415,000	9%	\$26,967
FOOTPATH - Footpaths	\$1,540	\$357,000	0%	(\$355,460)	0%	\$382,000	0%	\$224,000
FD - Design	\$225,941	\$327,900	69%	(\$101,959)	69%	\$365,000	62%	\$6,835
MW - Minor Works	\$315,751	\$225,000	140%	\$90,751	140%	\$313,000	101%	\$400
All other areas								
9900005 - Fleet Capital Budget	\$2,416,420	\$2,455,500	98%	(\$39,080)	98%	\$3,483,500	69%	\$1,055,855
9000079 - New Cell for Central Landfill	\$1,812,232	\$1,941,512	93%	(\$129,280)	93%	\$1,941,512	93%	\$37,200
9000599 - Purchase of part of Spring Creek Park Landfill	\$11,683	\$436,950	3%	(\$425,267)	3%	\$436,950	3%	\$2,496
9000724 - Jubilee Park Road and Carpark St 1 & 2	\$357,969	\$380,155	94%	(\$22,186)	94%	\$380,155	94%	\$8,036
9000728 - RORO Bins 15 x 60 metre	\$67,851	\$200,000	44%	(\$112,149)	44%	\$330,000	27%	\$228,968
9000782 - Acquisition of Land Finch Road, Canungra	\$315,505	\$315,000	100%	\$505	100%	\$315,000	100%	\$0

Capital Expenditure Report for the Period Ending 31 May 2015

Project	Actual	YTD		Annual Budget	% Annual Budget	Commitments
		Budget	Variance % Budget			
9000676 - Springleigh Pk - Design New Toilet	\$221,585	\$250,000	89%	\$250,000	89%	\$14,554
9006810 - Books and Related Materials - Grant Expe	\$230,469	\$218,310	106%	\$232,000	99%	\$50,363
9000787 - Flood Warning Systems Improvement	\$103,050	\$160,000	64%	\$160,000	64%	\$10,509
	\$41,113,024	\$47,353,284	87%	\$55,691,795	74%	\$6,234,919

Variance Comments (variance > \$200k)

- Flood Restoration Works** - Timing with completion of works (commitments raised)
- Reseals** - Program ahead of budget expectations
- Pavement Rehabilitation** - Expenditure to be transferred from flood restoration works when complete
- 9000875/7 Veresdale Scrub Rd** - Project brought forward from 2015/16 in March budget review (commitments raised)
- 9000710 Gould Hill Rd** - Delay with commencement of project
- 9000712 Munbilla Rd** - Contract underway. Split of funds from flood restoration works yet to be finalised
- 9000717 Lamington Bridge** - Works behind original projection
- 9000718 Foxley Bridge** - Project delayed due to re-design requirements
- 9000608 Deep Chinghee Bridge** - Abutment design complete. Procurement of superstructure in progress
- Minor Works Bridge Rehabilitation** - Program behind schedule due to weather
- Strategic Projects** - Timing with commencement of projects
- Footpaths** - Northern Beaudesert footpath link project continues to be delayed
- 9000599 Purchase of Part of Spring Ck Park** - Timing with acquisition of Spring Ck park land

Summary of Project Variances > \$100K (not reported in Major Capital Projects above)

Project	Actual	YTD		Annual Budget	% Annual Budget	Commitments
		Budget	Variance % Budget			
Nil						

Capital Expenditure Report for the Period Ending 31 May 2015

Summary of Capital Funding (Revenue)

Funding Type	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget
Proceeds from asset sales						
9900007 - Property Disposals	\$187,112	\$412,000	(\$224,888)	45%	\$412,000	45%
9900006 - Fleet Trade-Ins	\$659,420	\$803,000	(\$143,580)	82%	\$856,000	77%
Headworks contributions						
621101 - Headworks	\$676,640	\$1,042,000	(\$365,360)	65%	\$1,592,000	43%
621104 - Contributions Tied to Specific Projects	\$250,000	\$250,000	\$0	100%	\$250,000	100%
621169 - Other monetary contributions	\$0	\$15,000	(\$15,000)	0%	\$15,000	0%
Capital grants						
621003 - State Library Grant	\$126,568	\$123,750	\$2,818	102%	\$165,000	77%
621005 - Transport Infrastructure Development Subsidies	\$378,000	\$300,000	\$78,000	126%	\$300,000	126%
621006 - Roads to Recovery	\$742,256	\$800,000	(\$57,744)	93%	\$800,000	93%
621032 - Grant-Blackspot Funding	\$32,585	\$32,585	(\$1)	100%	\$65,169	50%
621034 - Flood Damage Subsidies	\$1,880,155	\$1,845,853	\$34,302	102%	\$1,845,853	102%
621035 - Flood Damage Subsidies 2013 Event	\$20,322,088	\$23,554,082	(\$3,231,994)	86%	\$27,953,623	73%
621099 - Other Capital Grants and Subsidies	\$203,121	\$342,641	(\$139,520)	59%	\$395,796	51%
Movements in borrowings						
New loans / repayments	(\$813,403)	(\$787,750)	(\$25,653)	0%	\$3,396,000	0%
	\$24,644,542	\$28,733,161	(\$4,088,619)	86%	\$38,046,441	65%

Variance Comments (variance > \$200k)

9900007 - Property Disposals - Lower than anticipated

621101 - Headworks Contributions - Lower than anticipated

621035 - Flood Damage Subsidies 2013 Event - Timing with receipt of subsidies

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
207 - Information Technology							
9000528 - WAN - Wide Area Network Upgrade	\$2,245	\$5,500	(\$3,255)	41%	\$5,500	41%	\$0
	\$2,245	\$6,500	(\$3,255)	41%	\$6,500	41%	\$0
209 - Community Development							
9000633 - Blumbergville Clock	\$12,500	\$12,500	\$0	100%	\$12,500	100%	\$0
	\$12,500	\$12,500	\$0	100%	\$12,500	100%	\$0
210 - Libraries							
9000690 - Refurbishment of Beaudesert Library	\$109,183	\$110,992	(\$1,809)	98%	\$110,992	98%	\$0
9000734 - Beaudesert Library Shelving	\$7,506	\$31,000	(\$23,494)	24%	\$31,000	24%	\$0
9006810 - Books and Related Materials - Grant Expenditure	\$230,469	\$218,310	\$12,159	106%	\$232,000	99%	\$50,363
	\$347,158	\$360,302	(\$13,144)	96%	\$373,992	93%	\$50,363
211 - Cultural Services							
9000735 - Commercial oven - The Centre	\$781	\$40,000	(\$39,219)	2%	\$40,000	2%	\$35,728
	\$781	\$40,000	(\$39,219)	2%	\$40,000	2%	\$35,728
213 - Development Assessment							
9000769 - Technology One - Plan, Track and Report	\$101,725	\$130,000	(\$28,275)	78%	\$140,500	72%	\$22,123
	\$101,725	\$130,000	(\$28,275)	78%	\$140,500	72%	\$22,123
218 - Works							
Roads							
Flood Restoration Works	\$24,859,244	\$25,857,328	(\$998,084)	96%	\$29,124,328	85%	\$3,514,863

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
Reseals	\$3,049,639	\$2,711,250	\$338,389	112%	\$3,360,000	91%	\$158,272
Resheeting	\$1,675,296	\$1,627,529	\$47,767	103%	\$1,733,000	97%	\$0
Shoulder Resheeting	\$470,143	\$419,400	\$50,743	112%	\$473,000	99%	\$951
Pavement Rehabilitation	\$400,000	\$800,000	(\$400,000)	50%	\$1,000,000	40%	\$0
Minor Works < \$100,000	\$315,751	\$225,000	\$90,751	140%	\$313,000	101%	\$400
TIDS ST Projects	\$0	\$0	\$0	0%	\$0	0%	\$0
9000612 - Road Furniture	\$100,964	\$170,000	(\$69,036)	59%	\$170,000	59%	\$6,823
9000643 - Kerry Road - Newman Bridge Approaches	\$510,364	\$520,350	(\$9,986)	98%	\$520,350	98%	\$0
9000645 - Munbilla Rd - Floodways	\$80,010	\$200,000	(\$119,990)	40%	\$200,000	40%	\$0
9000708 - Christmas Ck Rd - Foxley Bridge Approaches	\$244	\$0	\$244	100%	\$0	100%	\$95,521
9000709 - Christmas Ck Rd - Lamington Bridge Approaches	\$795	\$0	\$795	100%	\$0	100%	\$0
9000710 - Gould Hill Rd	\$0	\$519,000	(\$519,000)	0%	\$1,019,000	0%	\$3,280
9000711 - Pacer Ave - Kriederman Bridge Approaches	\$78,438	\$151,000	(\$72,562)	52%	\$151,000	52%	\$0
9000712 - Munbilla Rd	\$0	\$204,000	(\$204,000)	0%	\$204,000	0%	\$0
9000763 - Line marking (to be allocated out to other budget program	\$35,128	\$0	\$35,128	100%	\$0	100%	\$15,997
9000771 - Veresdale Scrub Road (Blackspot Funded)	\$0	\$65,169	(\$65,169)	0%	\$65,169	0%	\$0
9000875/7 - Veresdale Scrub Road	\$308,095	\$705,000	(\$396,905)	44%	\$1,415,000	22%	\$206,053
Bridges							
9000070 - Kriederman Bridge	\$240,777	\$241,000	(\$223)	100%	\$241,000	100%	\$95
9000127 - Geiger Bridge	\$640	\$180,000	(\$179,360)	0%	\$180,000	0%	\$0

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
9000128 - Chinaman's Bridge	\$283	\$0	\$283	100%	\$0	100%	\$0
9000408 - Koorabyn Bridge	\$2,375	\$20,000	(\$17,625)	12%	\$20,000	12%	\$0
9000410 - Murphy Bridge	\$0	\$158,000	(\$158,000)	0%	\$250,000	0%	\$0
9000555 - Bruxner Bridge Replacement and Approaches	\$8,139	\$0	\$8,139	100%	\$0	100%	\$0
9000608 - Deep Chinghee Bridge	\$5,685	\$240,000	(\$234,316)	2%	\$301,000	2%	\$114,000
9000610 - Edward O'Neill Bridge	\$1,078,466	\$1,120,000	(\$41,534)	96%	\$1,235,000	87%	\$165,980
9000640 - Newton Bridge	\$111,785	\$105,000	\$6,785	106%	\$105,000	106%	\$0
9000641 - Newman (East) Bridge	\$812,263	\$612,000	\$263	100%	\$612,000	100%	\$262,149
9000692 - Addis Bridge	\$34,175	\$35,000	(\$825)	98%	\$35,000	98%	\$0
9000717 - Lamington Bridge	\$153,702	\$954,100	(\$800,398)	16%	\$1,404,000	11%	\$63,630
9000718 - Foxley Bridge	\$135,497	\$794,900	(\$659,403)	17%	\$1,186,000	11%	\$63,957
9000720 - Lambert Bridge	\$148,261	\$158,000	(\$9,739)	94%	\$158,000	94%	\$3,704
9000722 - Sharp Bridge	\$154,065	\$155,000	(\$935)	99%	\$155,000	99%	\$0
Minor Works Bridge Rehabilitation	\$269,380	\$480,200	(\$210,820)	56%	\$515,000	52%	\$800
Other							
Design	\$225,941	\$327,900	(\$101,959)	69%	\$365,000	62%	\$6,835
Footpaths	\$1,540	\$357,000	(\$355,460)	0%	\$362,000	0%	\$224,000
Drainage	\$327,070	\$467,900	(\$140,830)	70%	\$768,000	43%	\$3,756
9000469 - Magnetic Drive Drainage	\$616	\$0	\$616	100%	\$0	100%	\$0
9000775 - SP-Healthy & Active Footpath Link at Lamington National	\$38,952	\$50,000	(\$11,048)	78%	\$50,000	78%	\$1,909

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
9000777 - SP-Landscaping and Footpath at Wesley Way, Beaudesert	\$0	\$70,000	(\$70,000)	0%	\$70,000	0%	\$0
9000780 - SP-Footpaths High Street, Boonah	\$324	\$295,000	(\$294,676)	0%	\$295,000	0%	\$25,058
9000789 - Emulsion Tanks - Boonah and Beaudesert Depots	\$73,891	\$0	\$73,891	100%	\$0	100%	\$45,147
Section 218 - Works Total	\$35,507,940	\$40,996,026	(\$5,488,086)	87%	\$48,074,847	74%	\$4,983,183
219 - Disaster Management							
9000736 - SES Shed - Harrisville	\$0	\$60,000	(\$60,000)	0%	\$60,000	0%	\$0
223 - Facilities							
9000581 - Canungra Pool-Replace concourse concrete. Pabblecrete	\$10,130	\$10,130	\$0	100%	\$10,130	100%	\$0
9000614 - Park Car Parks	\$20,707	\$10,000	\$10,707	207%	\$25,000	83%	\$0
9000634 - Boonah forecourt improvements for Blumbergville Clock	\$10,175	\$10,000	\$175	102%	\$10,000	102%	\$0
9000647 - Beaudesert Admin - Air Con Upgrade St 3	\$21,450	\$21,450	\$0	100%	\$21,450	100%	\$0
9000651 - Park Roads	\$27,365	\$25,000	\$2,365	109%	\$25,000	109%	\$0
9000654 - The Centre - Stabilise Sinking Stumps	\$11,372	\$11,372	\$0	100%	\$11,372	100%	\$0
9000670 - Beaudesert War Memorial - Refurbish	\$15,780	\$16,000	(\$220)	99%	\$16,000	99%	\$0
9000676 - Springleigh Pk - Design New Toilet	\$221,565	\$250,000	(\$28,435)	89%	\$250,000	89%	\$14,554
9000679 - Tamborine Mt Pool - Pool Upgrades	\$52,484	\$70,000	(\$17,516)	75%	\$100,000	52%	\$44,416
9000726 - Replace front fence - Graceleigh Park	\$2,036	\$16,000	(\$13,964)	13%	\$16,000	13%	\$8,345
9000737 - Boonah Admin - Replace Air Con Units and Repair Roof	\$49,500	\$45,000	\$4,500	110%	\$45,000	110%	\$0
9000738 - Tamborine Mt Library - Replace Air Con Unit	\$0	\$40,000	(\$40,000)	0%	\$40,000	0%	\$46,005

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
9000739 - Boonah Admin - Counter and Swipe Card System	\$45,286	\$54,000	(\$8,714)	84%	\$54,000	84%	\$4,864
9000740 - Boonah Library - Upgrade Counter and Office Area	\$9,767	\$30,000	(\$20,233)	33%	\$30,000	33%	\$13,677
9000741 - Boonah Admin - Install Fire Detection System	\$30,020	\$25,000	\$5,020	120%	\$25,000	120%	\$1,980
9000742 - Beaudesert Library - Soffit Sheeting and Paint	\$0	\$15,000	(\$15,000)	0%	\$15,000	0%	\$3,588
9000743 - Boonah Admin - Surveillance Cameras	\$12,170	\$15,000	(\$2,830)	81%	\$15,000	81%	\$0
9000744 - Beaudesert Admin - Waterproof Concrete Roof	\$3,390	\$14,000	(\$10,610)	24%	\$14,000	24%	\$0
9000747 - Moriarty Park Community Centre - Roof Access Safety	\$15,389	\$18,000	(\$2,611)	85%	\$18,000	85%	\$0
9000750 - The Centre - Sand and Recoat Timber Floor in Hall/Stage	\$19,157	\$15,000	\$4,157	128%	\$15,000	128%	\$0
9000751 - Tamborine Mt Depot - New Water Bore	\$27,753	\$25,000	\$2,753	111%	\$25,000	111%	\$0
9000752 - Beaudesert Depot - Replace Concrete Apron Supply	\$0	\$15,000	(\$15,000)	0%	\$15,000	0%	\$15,060
9000753 - Overseers - Paint Exterior	\$0	\$15,000	(\$15,000)	0%	\$15,000	0%	\$15,000
9000755 - Region Wide Picnic Shelter Replacement Program	\$48,026	\$50,000	(\$1,974)	96%	\$50,000	96%	\$0
9000756 - Cedar Creek Pony Club - New Effluent Disposal Area	\$20,470	\$17,000	\$3,470	120%	\$17,000	120%	\$0
9000757 - Lions Park / Sharp park - Electric BBQ's	\$17,879	\$18,000	(\$121)	99%	\$18,000	99%	\$0
9000758 - Rosins Lookout - Electric BBQ's	\$15,152	\$16,000	(\$848)	95%	\$16,000	95%	\$491
9000759 - Sharp Park - Install Bollards and Lock Rail, Gravel Carpark	\$16,403	\$16,000	\$403	103%	\$16,000	103%	\$0
9000760 - Tiny Tots Playground - Shade Structure	\$14,980	\$15,000	(\$20)	100%	\$15,000	100%	\$0
9000761 - Darlington Park - Bollard Fencing and Gate	\$11,384	\$12,000	(\$616)	95%	\$12,000	95%	\$0
9000762 - Beaudesert Nursery - Shade Facility	\$13,133	\$10,000	\$3,133	131%	\$10,000	131%	\$0
9000764 - Beaudesert Pool - Water Feature for Water Play Area	\$20,291	\$20,000	\$291	101%	\$20,000	101%	\$0

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
9000765 - Beadesert Pool - Auto Pool Cleaner	\$15,111	\$16,000	(\$889)	94%	\$16,000	94%	\$0
9000766 - Beadesert Pool - Covered Area Disabled Holst. Roof Wat	\$8,314	\$12,000	(\$3,686)	69%	\$12,000	69%	\$0
9000773 - SP-Gallery Walk improvements, Tamborine Mountain	\$3,600	\$75,000	(\$71,400)	5%	\$75,000	5%	\$3,600
9000774 - SP-Landscaping and Upgrade of Car Park at the Memoria	\$0	\$50,000	(\$50,000)	0%	\$50,000	0%	\$0
9000781 - SP-Stage 1 Aratula Community Centre Access; Seal Drive	\$24,600	\$100,000	(\$75,400)	25%	\$100,000	25%	\$16,147
9000785 - Doughty Park Toilet - install new effluent tank and new effl	\$0	\$35,000	(\$35,000)	0%	\$35,000	0%	\$14,568
9000786 - Two Way Stations Reconfiguration	\$12,410	\$12,000	\$410	103%	\$12,000	103%	\$0
9000787 - Flood Warning Systems Improvement	\$103,050	\$160,000	(\$56,950)	64%	\$160,000	64%	\$10,509
9000878 - 100 Brisbane Street Upgrades	\$39,300	\$35,000	\$4,300	112%	\$35,000	112%	\$182
9000886 - Depot facilities for Councils outdoor workforce	\$10,978	\$11,000	(\$23)	100%	\$11,000	100%	\$0
224 - Fleet	\$1,000,596	\$1,445,952	(\$445,356)	69%	\$1,490,952	67%	\$212,986
9000892 - Beadesert Workshop - Concrete slab replacement	\$0	\$0	\$0	0%	\$0	0%	\$20,000
9900005 - Fleet Capital Budget	\$2,416,420	\$2,455,500	(\$39,080)	98%	\$3,483,500	69%	\$1,055,855
225 - Parks, Gardens & Cemeteries	\$2,416,420	\$2,455,500	(\$39,080)	98%	\$3,483,500	69%	\$1,075,855
9000433 - Botanic Gardens Capital Support	\$30,000	\$30,000	\$0	100%	\$30,000	100%	\$0
9000683 - Springleigh Pk - Installation of Bollard Fencing	\$4,224	\$12,000	(\$7,776)	35%	\$12,000	35%	\$1,877
9000686 - Billabong Pk - Design	\$867	\$3,355	(\$2,488)	26%	\$3,355	26%	\$0
9000724 - Jubilee Park Road and Carpark St 1 & 2	\$357,969	\$380,155	(\$22,186)	94%	\$380,155	94%	\$8,036

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
9000727 - Round top bollard fencing - Davidson Park	\$14,655	\$13,000	\$1,655	113%	\$13,000	113%	\$0
9000776 - SP-Landscaping and Beautification - Christie St, DJ Smith	\$3,003	\$60,000	(\$56,997)	5%	\$60,000	5%	\$1,606
9000778 - SP-Landscaping William St, Beaudesert	\$42,476	\$50,000	(\$7,524)	85%	\$50,000	85%	\$5,950
265 - Property Management	\$453,194	\$548,510	(\$95,316)	83%	\$548,510	83%	\$17,469
9000450 - Property Acquisition - Cryna Rd	\$13,328	\$30,000	(\$16,672)	44%	\$30,000	44%	\$0
9000599 - Purchase of part of Spring Creek Park Land (L12 RP16782	\$11,683	\$436,950	(\$425,267)	3%	\$436,950	3%	\$2,496
9000782 - Acquisition of Land Finch Road, Canungra	\$315,505	\$315,000	\$505	100%	\$315,000	100%	\$0
9000884 - Purchase of Land - MacFarlane Road, Mumbilla	\$8,287	\$8,300	(\$13)	100%	\$8,300	100%	\$0
9000885 - Purchase of Land - Mumbilla Road, Mumbilla	\$13,874	\$13,900	(\$26)	100%	\$13,900	100%	\$0
271 - Waste Disposal	\$362,677	\$804,150	(\$441,473)	45%	\$804,150	45%	\$2,496
9000079 - New Cell for Central Landfill	\$1,812,232	\$1,941,512	(\$129,280)	93%	\$1,941,512	93%	\$37,200
9000442 - Cap Landfill Site - Boonah	\$225	\$0	\$225	100%	\$0	100%	\$0
9000606 - Truck turning areas	\$0	\$15,000	(\$15,000)	0%	\$30,000	0%	\$0
9000687 - Central Landfill - Leachate Pump, Sprinklers & Dip Point	\$12,636	\$17,815	(\$5,179)	71%	\$17,815	71%	\$3,041
9000728 - RORO Bins 15 x 60 metre	\$87,851	\$200,000	(\$112,149)	44%	\$330,000	27%	\$228,988
9000729 - Stormwater dam desludge - Central	\$400	\$100,000	(\$99,600)	0%	\$100,000	0%	\$0
9000730 - Upgrade amenities buildings- Central	\$33,325	\$30,000	\$3,325	111%	\$30,000	111%	\$0
9000731 - New water monitoring bores x 2 - Central	\$24,266	\$30,000	(\$5,734)	81%	\$30,000	81%	\$0

Detailed Capital Expenditure Report for the Period Ending 31 May 2015

Section	Actual	YTD Budget	Variance	% Budget	Annual Budget	% Annual Budget	Commitments
9000732 - New stormwater pond - Central	\$28,477	\$15,000	\$13,477	190%	\$25,000	114%	\$631
9000799 - Peak Crossing Tfr Station-Construct 2 x 60 metre bin bays	\$0	\$0	\$0	0%	\$0	0%	\$27,310
	\$1,999,412	\$2,349,327	(\$349,915)	85%	\$2,504,327	80%	\$297,169
	\$42,204,646	\$49,207,767	(\$7,003,121)	86%	\$57,538,778	73%	\$6,697,372

OTHER FINANCIAL INFORMATION

CASH & INVESTMENTS REPORT

Month Ending:

31/05/2015



INVESTMENTS HELD BY COUNCIL						
Financial Institution	Description	Principal	Interest Rate	Maturity Date	Days to Maturity	S&P Short Term Rating
QTC Capital Guarantee Fund	On Call	\$ 20,967,762	3.10%	31/05/2015	0	A1+
Bendigo Bank	Term Deposit	\$ 1,000,000	3.40%	10/06/2015	10	A1
Bendigo Bank	Term Deposit	\$ 1,500,000	3.35%	30/07/2015	60	A1
Total Investments		\$ 23,467,762				

CASH HELD BY COUNCIL IN BANK ACCOUNTS						
Financial Institution	Description	Principal	Interest Rate	Maturity Date	Days to Maturity	S&P Short Term Rating
National Australia Bank	General A/C	\$ 39,535	1.75%	31/05/2015	0	A1
National Australia Bank	Investment	\$ 134,532	2.30%	31/05/2015	0	A1
National Australia Bank	Trust	\$ -	1.75%	31/05/2015	0	A1
Total Cash		\$ 174,066				

TOTAL CASH AND INVESTMENTS	
Total Cash and Investments	\$ 23,641,828

Varies from Statement of Financial Position due to cash in Trust and reconciling items.

INVESTMENT INTEREST RATE PERFORMANCE	
Weighted Average Interest Rate	3.12%
Target Interest Rate (average QTC overnight cash rate)	2.00%

Investment Policy Limits

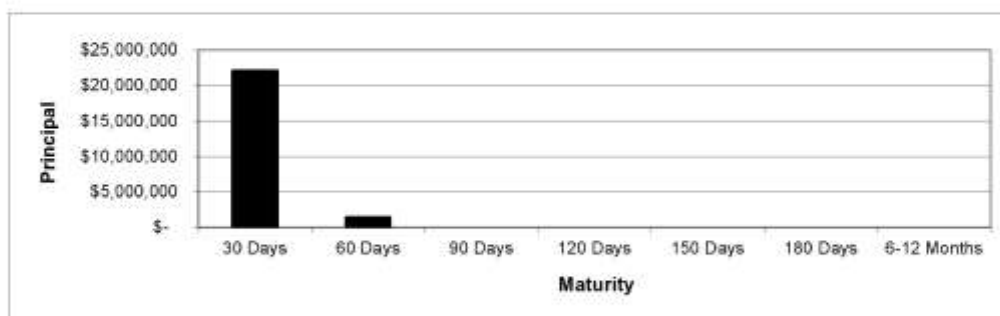
CREDIT RATING LIMITS			
Standard & Poor's Short Term Rating	Policy Limit	Principal	%
A1+	100%	\$20,967,762	89%
A1	50%	\$ 2,674,066	11%
A2	30%	\$ -	0%
A3	10%	\$ -	0%
Unrated	10%	\$ -	0%

Unrated securities may be approved where above average credit quality can be demonstrated

COUNTERPARTY LIMITS		
Financial Institution	Principal	%
Queensland Treasury Corporation	\$20,967,762	89%
Bank of Queensland	\$ -	0%
Bank West	\$ -	0%
Bendigo Bank	\$ 2,500,000	11%
IMB	\$ -	0%
ING	\$ -	0%
National Australia Bank	\$ 174,066	1%
Queensland Country Credit Union	\$ -	0%
Suncorp	\$ -	0%
Westpac	\$ -	0%
ME Bank	\$ -	0%
CBA	\$ -	0%
	\$ -	0%
	\$ -	0%
	\$ -	0%

Policy Limit is maximum 30% at any one institution (QTC/QIC excepted max. 100%)

Investment Maturity Profile



OUTSTANDING RATES & DEBTORS

Month Ending:

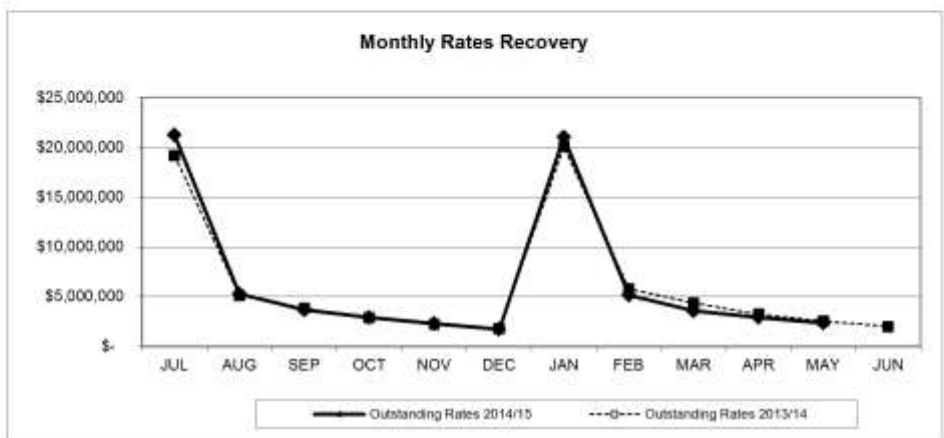
31/05/2015



OUTSTANDING RATES

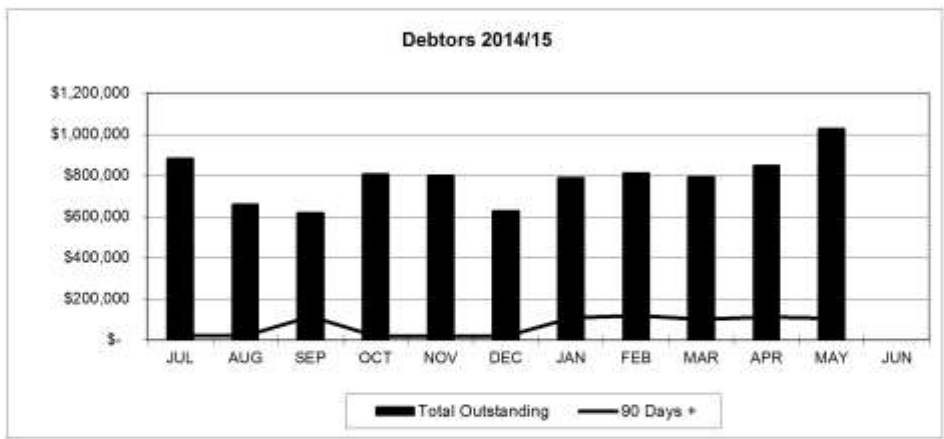
Rates outstanding: \$ 2,332,226

As a percentage of total rate revenue: 5.97%



DEBTORS

Debtors outstanding: \$ 1,026,373



2.2 FI01.13 Council Policy: Procurement

Executive Officer: Chief Finance Officer

File Reference: 12/13/002; 04/15/004

Chief Finance Officer's Recommendation

That Council endorse the amendment of FI01.13 Council Policy: Procurement in accordance with attachment 1 to this report.

Committee Recommendation

That the Chief Finance Officer's recommendation be adopted.

Moved: Cr Sanders

Seconded: Cr Stanfield

Carried

Attachments

1. FI01.13CP: Procurement Policy.

Attachment 1 - FI01.13CP: Procurement Policy

FINANCE
FINANCIAL MANAGEMENT
Policy Number: FI01.13CP



**COUNCIL POLICY:
PROCUREMENT**

Date Adopted:	21 June 2011
Committee Reference:	Corporate and Community Services Committee; 14 June 2011; Item Number 2.7
Date Amended:	12 February 2013; 30 July 2013; 29 July 2014; 30 June 2015
Contact officer:	Chief Finance Officer
Next review date:	30 June 2016
File Reference:	12/13/002; 04/15/004
Related Policies/Local Laws/Legislation:	<p>Local Government Act 2009 Local Government Regulation 2012 Work Health and Safety Act 2011 FI01.02AP; Corporate Credit Card Policy FI01.05CP; Entertainment and Hospitality Expenditure Policy FI01.06CP; Advertising Spending Policy FI01.15CP; Asset Disposal Policy CM03.05CP; Councillor Expenses Reimbursement CM03.10CP; Gifts and Personal Benefits Policy WI06.02CP; Resumption of Land Policy</p>
Related Documents:	<p>Procurement Policy Guidelines (Attachment A) Delegations Register, Schedule 5 Procurement, Contracting and Asset Disposal Manual Advertising Spending Guidelines Asset Disposal Guidelines Corporate Credit Card Guidelines Councillor Expenses Reimbursement Guidelines Entertainment and Hospitality Expenditure Guidelines Gifts and Personal Benefits Guidelines Petty Cash/Floats Guidelines Procurement and Contract Management Guidelines (Crime and Misconduct Commission Queensland)</p>

Scenic Rim Regional Council Policy Register

OBJECTIVES

To ensure Council staff have a clear understanding of their responsibilities and authority in relation to procurement and that procurement activities are open, accountable and in accordance with legislation.

The framework established by this policy is designed to ensure Council achieves advantageous procurement outcomes by:

- a) Promoting value for money with probity and accountability;
- b) Promoting compliance with relevant legislation;
- c) Advancing Council's economic, social and environmental policies;
- d) Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council;
- e) Ethical behaviour and fair dealing.

Corporate Plan:	
Priority Area	<i>Open and Responsive Government Council will provide leadership that supports the diverse needs of our community. We value this diversity and will actively engage to deliver a range of affordable services in an efficient and fair manner. We will acknowledge the aspirations of our community when making decisions in an ethical and transparent way.</i>
Strategy	<i>Create a corporate environment underpinned by ethical behaviour that fosters a proactive customer service culture, processes and procedures that progress open and accountable governance and apply a risk management approach.</i>
Priority Area	<i>Organisational Sustainability Council strives to be a high performing and financially sustainable organisation with robust governance structures based on the principles of risk management and continuous improvement. We offer a safe, positive work environment, value and reward our staff and are committed to providing ongoing development and training.</i>
Strategy	<i>Implement effective risk management and maintain contemporary business processes.</i>

POLICY STATEMENT

This document sets out Council's policy for the acquisition of goods and services. This policy applies to the procurement of all goods, equipment and related services, consultancies, construction contracts and service contracts (including maintenance).

Council is required by Section 198 of the Local Government Regulation 2012 (the Regulation) to prepare and adopt a procurement policy and review it annually.

All Council procurement must be carried out in compliance with the *Local Government Act 2009* (the Act), Regulation and the *Work Health and Safety Act 2011*.

Council operates in accordance with the Default Contracting Procedures as defined in Chapter 6, Part 3 of the Regulation.

Delegated Authority

Financial delegations must be complied with in all procurement activities. To manage risks of unauthorised spending, financial delegations may be limited by maximum purchase value and type of goods or services. Financial delegations can be found in Schedule 4 of the Delegations Register.

Sound Contracting Principles

Section 104 of the Act requires that Council's financial management systems have regard to the sound contracting principles. To ensure these requirements are satisfied, the following sound contracting principles will be considered when undertaking purchasing activities and making decisions about procurement:

- a) value for money;
- b) open and effective competition;
- c) the development of competitive local business and industry;
- d) environmental protection;
- e) ethical behaviour and fair dealing.

Value for money

Council must utilise its purchasing power to achieve the best value for money. The concept of value is not restricted to price alone and may not necessarily favour the lowest price. Seeking value for money is about obtaining goods and services considering both price and non-price factors such as quality, service, innovation/improvement and price.

Council will achieve value for money by:

- a) Assessing non-cost factors such as fitness for purpose, quality, service and support;
- b) Assessing whole of life costs including transaction costs associated with acquisition, use, maintenance and disposal, and administration costs;
- c) Considering the contribution to the advancement of Council's priorities;
- d) Limiting the risk exposure via effective risk management practices; and
- e) Considering the value of any associated environmental benefits.

Open and effective competition

Procurement should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all suppliers.

Council will achieve open and effective competition by:

- a) Ensuring all procurement procedures and processes are visible to Council suppliers, and the public (ratepayers and the local community);
- b) Delegates accepting their accountability to the Chief Executive Officer and Council;
- c) Allowing suppliers to have a real opportunity to do business with Council;
- d) Encouraging competition among suppliers by inviting suppliers to quote or tender in order to provide 'value for money' offerings;
- e) Implementing delegations, authorisations and associated thresholds appropriate for the level of judgement expected of individual officers;
- f) Provision of consistent information to all potential tenderers; and
- g) Ensuring fair and equitable assessment of all tenders.

Development of competitive local business and industry

Council encourages the development of competitive local businesses within the Region. Council will enhance the capabilities of local business and industries through:

- a) The placement of orders where the local business is competitive under Council's evaluation process with regard to price, delivery and service required;
- b) Actively seeking out potential local suppliers;
- c) Encouraging prime contractors to give local suppliers every opportunity, as partners or subcontractors, to participate in major projects;

- d) Ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers, on the basis of fair and equitable behaviour;
- e) Giving preference to locally-sourced goods and services, where price, performance, quality, suitability and other evaluation criteria are comparable;
- f) Ensuring that payments are prompt and in accordance with the agreed terms of contract.

Environmental protection

Council promotes environmental protection through its procurement procedures, which are consistent with Council's commitment to environmental management. Council will endeavour to promote purchasing practices that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

In undertaking procurement activities Council will:

- a) Encourage the purchase of environmentally responsible goods where all other evaluation factors are adequately weighted (such as value for money);
- b) Where appropriate, ensuring that specifications require suppliers to conform to necessary standards, codes or legislation for the identification of hazardous materials and that suppliers carry out proper certification and registration procedures;
- c) Enforcing legislative compliance with and/or phase-out timetables on the use of products prohibited under Queensland and applicable Commonwealth laws; and
- d) Avoiding, where possible, the purchase of known hazardous and environmentally damaging products, especially where alternatives are available within reasonable bounds of price, performance and suitability.

Ethical behaviour and fair dealing

Staff involved in procurement are to behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and representatives.

Staff must ensure that they do not participate in any action, which may be deemed to be:

- a) Canvassing by any party with a material interest in the procurement;
- b) Lobbying (other than by a registered lobbyist and in accordance with Council policy);
- c) Release of commercial in confidence information; or
- d) Collusion; i.e. collaboration between parties involved in the procurement process.

Ethical behaviour and fair dealing are achieved by:

- a) Performing their duty impartially, not influenced by the receipt or prospects of threats, reprimands or rewards;
- b) Not accepting or seeking gifts or other favours;
- c) Not entertaining approaches from suppliers that might be interpreted as attempts to influence the evaluation process;
- d) Excluding themselves from purchasing decisions where their private interests could reasonably be perceived to conflict with their public duties;
- e) Maintaining high standards of accountability;
- f) Developing systems and procedures that ensure a consistent approach to procurement;
- g) Promoting professional procurement practices.

Workplace Health & Safety

All staff, contractors and suppliers are expected to adhere to the following key outcomes in relation to procurement activities:

- a) Establishing and maintaining a corporate system to ensure compliance of contractors and suppliers with workplace health and safety legislative requirements, Australian Standards and/or procedures.
- b) Ensuring all contractors and/or suppliers provide documentary evidence that they or the product they supply complies with relevant legislation, Codes of Practice and/or Australian Standards.
- c) Ensuring where purchases involve plant and equipment, the supplier must provide relevant information and a copy of the user/operator manual for each item supplied.
- d) Ensuring that no chemical is purchased or used without first carrying out a risk assessment and gaining approval from a procurement officer.
- e) Ensuring items such as chairs, desks and office equipment purchased are ergonomically suited to the office environment.

Quotation & Contracting Threshold Limits

All quotation and contracting threshold limits stated in this policy are exclusive of Goods & Services Tax (GST) and are applicable per financial year. Legislative references are to the Regulation.

Centralised Procurement

Prior to undertaking procurement, the Procurement Officer should ensure that the goods or services required are not available from supply or under existing contract arrangements.

Purchases up to \$5,000

- a) Purchases must be made by obtaining at least one (1) quote and using a purchase order.
- b) Purchases made using credit card or petty cash do not require a purchase order.

Purchases \$5,001 to \$15,000

- a) Purchases must be made by obtaining a minimum of two (2) written quotations and using a purchase order.
- b) Where more complex specifications are involved officers should ensure that all specifications and conditions are clearly defined to all prospective suppliers.
- c) Quality Assurance requirements need to be established and addressed as part of the specifications.
- d) If the lowest quotation is not accepted, reasons for the selection must be documented.

MEDIUM SIZED CONTRACTS ABOVE \$15,000; s224(2)

Purchases above \$15,000 but less than \$200,000

- a) Purchases must be made by inviting a minimum of three (3) written quotations (s225) and using a purchase order.
- b) Where more complex specifications are involved officers should ensure that all specifications and conditions are clearly defined to all prospective suppliers.
- c) Quality assurance requirements need to be established and addressed as part of the specifications.
- d) At least three (3) quotes in writing are to be sought from genuine competitors known to be capable of supplying the requirements at competitive prices. Less than three (3) quotes may be acceptable provided every effort has been made to obtain at least three (3) and relevant documentation is available to verify this.
- e) If the lowest quotation is not accepted, reasons for the selection must be documented.

LARGE SIZED CONTRACTS \$200,000 OR MORE; s224(3)Purchases \$200,000 or more

- a) Purchases must be made by calling for public tenders (s226) and using a purchase order.
- b) Detailed specifications and quality assurance requirements need to be provided for the tender.
- c) The invitation to tender must be advertised in a newspaper circulating generally in the area.
- d) At least 21 days must be allowed from the date of the advertisement for the submission of tenders.
- e) All tenders/quotes are to be recorded in the records management system.
- f) Council's preferred method of tendering is through the electronic tendering system, LG Tender Box.

Section 228 of the Regulation allows Council to invite expressions of interest prior to inviting written tenders. Council may then prepare a short list from the persons who respond to the invitation for expressions of interest and invite written tenders from the respondents short listed or all respondents.

An expression of interest does not replace a tender process and any expression of interest process must adhere to the requirements of the Regulation.

Exceptions to the Quotation/Tender Process

The Regulation contains a number of situations where exceptions to the quotation or tender process exist. These include:

- S230; Exception if quote or tender consideration plan prepared
- S231; Exception for contractor on approved contractor list
- S232; Exception for register of pre-qualified suppliers
- S233; Exception for preferred supplier arrangement
- S234; Exception for LGA arrangement
- S235; Other exceptions

All exceptions to the quotation or tender process must be in accordance with the Regulation. Further information is contained in the Procurement Guidelines.

Purchase OrdersRequisitions/Orders to be raised in advance

Purchase orders are required to be raised in advance of planned purchases and provided to the supplier. Procurement of items without raising a purchase order in advance is a potential breach of this policy. This does not apply to purchases made using credit card or petty cash or purchases relating to items such as utilities, bank charges, loan payments, employee expense claims, etc which are legitimately processed without purchase orders.

Requisition/Order Splitting

It is a breach of this policy to split orders for the purposes of acquiring goods or services above financial delegation limits or to avoid the quotation or tender process.

Resumption of Land

Procurement of land for public use or to gain access rights for construction and/or maintenance purposes must be in accordance with Council's Resumption of Land Policy.

Publish details of contracts worth \$200,000 or more

Section 237 of the Regulation requires that as soon as practicable after entering a contract worth \$200,000 or more, Council must publish relevant details on its website and display relevant details in its public office.

The relevant details to be published are:

- The person or entity with whom Council contracted;
- The value of the contract; and
- The purpose of the contract.

Procurement, Contracting and Asset Disposal Manual

A Procurement, Contracting and Asset Disposal Manual will be maintained, which will reflect Council's commitment to this policy and outline appropriate processes and procedures to comply with the Act and Regulation.

Gifts & Benefits

Gifts or benefits resulting from procurement either directly or indirectly must not be accepted where it could be perceived to engender favour or promote bias when inviting quotations or awarding contracts, irrespective of value. All gifts and benefits received must comply with Council's Gifts and Personal Benefits Policy.

SCOPE

This policy applies to all Councillors, Council employees and delegates.

DEFINITIONS

Approved Contractor List; a list of contractors who Council considers to be appropriately qualified to provide services (s231 of the Regulation).

Contracting (Procurement) Activities; The activities for the making of a contract for the carrying out of work; or the supply of goods and services; or the disposal of non-current assets. This does not apply to making a contract of employment with a local government employee (s216 of the Regulation).

Large Sized Contract; a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement.

Local Supplier / Business; is a supplier which operates within the Scenic Rim Regional Council area.

Medium Sized Contract; a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.

Pre-Qualified Supplier (PQS); is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements (s232 of the Regulation).

Preferred Supplier Arrangement (PSA); a contract entered into by Council with one or more suppliers for goods or services when the goods or services are required in large volumes, or frequently, and Council is able to obtain better value by accumulating the demand and is able to describe the goods and services that would be well understood in the relevant industry (s233 of the Regulation).

Procurement; the purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment and related services, construction contracts and service contracts to Council, Council staff and agents unless specifically exempted under the provisions of this policy.

Procurement Officer; A Council officer delegated with the responsibility to carry out procurement activities on behalf of Council.

Procurement Practices; Procurement processes should be cost effective for both public authorities and suppliers. A well-planned procurement process will ensure that policies are followed, pitfalls are avoided and a successful outcome is achieved. It is important to be aware of responsibilities and to plan the entire purchase process before starting.

Requisition/Order Splitting; Order splitting is where the total value of a procurement transaction is broken into smaller pieces (“split”) to bring the value under a certain level, to remain within an officer’s delegation limit, or fall into a less onerous procurement category.

RESPONSIBILITIES

Policy Author	Chief Finance Officer
Policy Owner	Chief Finance Officer
Guidelines and procedures - <i>Attachment A: Procurement Policy Guidelines</i>	Chief Finance Officer

Approved By:

**SCENIC RIM REGIONAL COUNCIL
30 June 2015**

ATTACHMENT A:**PROCUREMENT POLICY GUIDELINES****GENERAL****Policies & Guidelines**

All purchases must be made in accordance with:

- Procurement, Contracting and Asset Disposal Manual
- Credit/Purchasing Card Policy and Guidelines
- Entertainment & Hospitality Policy and Guidelines
- Advertising Spending Policy and Guidelines

Petty Cash

Petty cash may be used up to a maximum of \$100 from the Beaudesert Customer Service petty cash float (\$50 for all other petty cash floats) provided the purchase is in accordance with the petty cash procedures contained in the Procurement, Contracting and Asset Disposal Manual.

Australian Business Registration Number (ABN)

Council will only procure from suppliers who can provide an ABN. The only exception to this will be where a supplier is eligible to complete the Australian Taxation Office Statement by a Supplier form, and provides the completed form to Council prior to making the supply or providing the service to Council.

This exemption may apply in the following circumstance:

- a) a supplier under 18 years of age and the payment does not exceed \$120 a week;
- b) a payment of less than \$75 (excluding GST);
- c) a supplier that is wholly input taxed;
- d) a supplier who has provided a statement that the supply is done as a hobby or a domestic or private nature;
- e) a supplier who does not expect to make a profit or gain;
- f) a supplier who is not entitled to an ABN as they are not carrying on an enterprise in Australia;
- g) A payment that is exempt income for the supplier.

ALTERNATIVE CONTRACTING OPTIONS**Specific exemptions for purchases up to \$15,000**

Council acknowledges that there will be situations where obtaining a quote for the supply of a particular service may prove to be unrealistic. This would generally occur for the provision of services where there is no 'competition' and only one obvious supplier, for example: conferences, training, registration or accommodation.

In these instances, where there is only one obvious supplier, the order would require approval from a Manager prior to the order request.

In accordance with Chapter 6, Part 3, Division 3 of the Regulation, the following alternative procurement options may be utilised where appropriate in lieu of the Purchasing Invitation Threshold and Contracting Arrangements.

S230; Quote or Tender Consideration Plan

- Council may enter into a medium or large sized contractual arrangement without first inviting written quotes or tenders if it prepares a quote or tender consideration plan.
- The plan must be prepared in accordance with the requirements contained in s230(2) of the Regulation and must be adopted by Council.

S231; Approved Contractor List

- Council may enter into a medium or large sized contractual arrangement without first inviting written quotes or tenders if the contract is made with a person who is on an approved contractor list.
- An approved contractor list is a list of entities who Council considers to be appropriately qualified to provide the services.
- An approved contractor list must be established by inviting expressions of interest from and selecting suitably qualified persons in accordance with s231(4) of the Regulation.

S232; Register of Pre-Qualified Suppliers

- Council may enter into a medium or large sized contractual arrangement without first inviting written quotes or tenders if the contract is entered into with a supplier from a register of pre-qualified suppliers.
- Council may establish and use a register of pre-qualified suppliers of particular goods and services only if one of the conditions in s232(3) of the Regulation are satisfied.
- A pre-qualified supplier is a supplier who has been assessed by Council as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

S233; Preferred Supplier Arrangement

- Council may enter into a medium or large sized contractual arrangement without first inviting written quotes or tenders if the contract is entered into with the preferred supplier under a preferred supplier arrangement that is made in compliance with s233 (3) to (8) of the Regulation.
- Council must invite persons to tender for a preferred supplier arrangement in accordance with s233(4) of the Regulation.
- When selecting a person to be the preferred supplier under a preferred supplier arrangement, Council must have regard to the sound contracting principles.
- Council must ensure the terms of the preferred supplier arrangement allow the contract to be cancelled for the poor performance of the preferred supplier.
- A preferred supplier arrangement may be entered into for a term, including options to extend, of more than 2 years only if Council is satisfied the longer term will result in better value.

S234; LGA Arrangement

- Council may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement.
- LGA arrangements include:
 - Local Buy (procurement service provided by the Local Government Association of Queensland)
 - Queensland State Government contracts
 - Queensland Local Government contracts i.e. other councils' contracts
- Goods and services provided under LGA arrangements have already been evaluated through a tender process and have been guaranteed to provide the best pricing available from those suppliers. As such LGA arrangements should be regarded as Council's preferred procurement option.

S235; Other exceptions

Council may enter into a medium or large-sized contract without first inviting written quotes or tenders if:

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

Where a genuine emergency exists requiring Council to enter into a medium or large-sized contract without first inviting written quotes or tenders, the procurement must be approved by an officer having delegated power under s235(e) of the Regulation. As required by s173 of the Regulation, if provision for such expenditure is not included in Council's adopted budget, the procurement must be reported to Council before, or as soon as possible after, it is made.

As examples of the above exceptions, Procurement Officers may enter into contracts to procure goods or services within their delegated financial limit without first inviting written quotes or tenders in the following circumstances:

- Purchases of genuine parts for plant and equipment from an authorised dealer where no alternative source is reasonably available or the use of alternatives may void relevant warranties.
- Purchases of goods or services which, because of their specialised nature, it would be impractical or disadvantageous to invite quotes or tenders e.g.:
 - Corporate Software
 - Utilities e.g. water
 - Workcover
- Purchases from other levels of government.

Disaster Management

Council recognises that a disaster may create situations where procurement may need to be undertaken within compressed timeframes. As far as practical, the requirements for procurement should be undertaken within Council's normal processes and systems. Should procurement need to occur that does not comply with quotation or tender requirements the provisions of s235 of the Regulation should be followed.

Approved By:**SCENIC RIM REGIONAL COUNCIL****30 JUNE 2015**

2.3 Local Government Mutual Assets [Closed s.275(1)(h)]**Executive Officer: Chief Executive Officer****File Reference: 27/03/001**

Council resolved into closed session in accordance with the provisions of Section 275(1) of the Local Government Regulation 2012 and Council's Meetings and Other Forums Policy relating to closed session meetings to discuss this and another close item.

Moved Cr McInnes
Seconded Cr Sanders

CARRIED

Following discussion in closed session of Item 4.1, Council resumed in open session for the proposal of Committee recommendations.

Moved Cr Sanders
Seconded Cr Stanfield

CARRIED

The Mayor, Cr Brent, congratulated Michael Fraser from the former Beaudesert Shire Council for his inaugural stewardship of the Local Government Mutual scheme.

Chief Finance Officer's Recommendation

That Council note the offer to join Local Government Mutual Assets has been accepted.

Committee Recommendation

That the Chief Finance Officer's recommendation be adopted.

Moved: Cr Stanfield
Seconded: Cr Sanders

Carried

Attachments

Nil.

3. REGIONAL SERVICES

Nil.

4. INFRASTRUCTURE SERVICES**4.1 Tender for Management and Operation of Swimming Facilities
[Closed s.275(1)(e)]**

Executive Officer: Director Infrastructure Services

File Reference: SRRC004505; 12/18/001

Council resolved into closed session in accordance with the provisions of Section 275(1) of the Local Government Regulation 2012 and Council's Meetings and Other Forums Policy relating to closed session meetings to discuss this and another close item.

Moved Cr McInnes
Seconded Cr Sanders

CARRIED

Following discussion in closed session of this item, Council resumed in open session for the proposal of Committee recommendations.

Moved Cr Sanders
Seconded Cr Stanfield

CARRIED

Director's Recommendation**That:**

1. Council award the contract No. SRRC004505 Management and Operation of Swimming Facilities (Beaudesert Pool) to MK Training Solutions Pty Ltd ATF Kajewski Family Trust for the sum of \$31,818.18 per annum (excluding GST) on a Fixed Rate basis for the period 1 September 2015 to 31 August 2018;
 2. Council award the contract No. SRRC004505 Management and Operation of Swimming Facilities (Boonah Pool) to JC & DA Dansey for the sum of \$59,786.00 per annum (excluding GST) on a Fixed Rate basis for the period 1 September 2015 to 31 August 2018;
 3. Council award the contract No. SRRC004505 Management and Operation of Swimming Facilities (Tamborine Mountain Pool) to City Venue Management Pty Ltd for the sum of \$49,500.00 Per annum (excluding GST) on a Fixed Rate basis for the period 1 September 2015 to 31 August 2018;
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4. Council award the contract No. SRRC004505 Management and Operation of Swimming Facilities (Canungra Pool) to City Venue Management Pty Ltd for the sum of \$49,500.00 Per annum (excluding GST) on a Fixed Rate basis for the period 1 September 2015 to 31 August 2018; and
5. Council delegate authority to the Chief Executive Officer in accordance with section 259 of the *Local Government Act 2009* to extend the contract for a further two, one year periods prior to the expiration of the contract term as necessary, subject to contract provisions, in accordance with section 228 of the *Local Government Regulations 2012*. This delegation ends on 31 August 2020.

Committee Recommendation

That the Director Infrastructure Services' recommendation be adopted.

Moved: Cr Stanfield

Seconded: Cr Sanders

Carried

Attachments

Nil.

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Cr N. O'Carroll
CHAIRPERSON
FINANCE COMMITTEE