



ORDINARY MEETING AGENDA

Friday 12 April 2019

commencing at 9:30am

Quilpie Shire Council Boardroom
50 Brolga Street Quilpie

Ordinary Meeting of Council

5 April 2019

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Notice is hereby given that a Pre Meeting Briefing will be held at the Council Boardroom, on Friday, 12 April 2019, commencing at **8:30am**.

Notice is also hereby given that an Ordinary Meeting of the Quilpie Shire Council will be held at the Council Chambers, on Friday, 12 April 2019, commencing at **9:30am**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Dave Burges
Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Friday 12 April 2019
Quilpie Shire Council Boardroom

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Order of Proceedings

1 OPENING OF MEETING

2 ATTENDANCE

3 APOLOGIES

4 CONDOLENCES

5 DECLARATIONS OF INTEREST

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 (04/19) – Ordinary Meeting of Quilpie Shire Council held Friday 8 March 2019

IX: 175564

Author: Chief Executive Officer, Dave Burges

Minutes of the Ordinary Meeting of Quilpie Shire Council held in the Council Boardroom, 50 Brolga Street Quilpie on Friday, 8 March 2019.

Attachment:

Minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 8 March 2019

Recommendation:

That the minutes of the Ordinary Meeting on Quilpie Shire Council held on Friday, 8 March 2019 are taken as read and confirmed as an accurate record of proceedings.

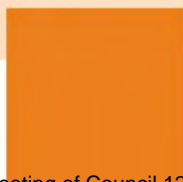


Ordinary Meeting of Council

MINUTES

Friday 8 March 2019

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie Qld 4480





ORDINARY MEETING OF COUNCIL

Friday 8 March 2019

Quilpie Shire Council Boardroom

MINUTES

1 OPENING OF MEETING

The Mayor declared the meeting open at 9.41am

2 PRESENT

Cr Stuart Mackenzie (Mayor)

Cr Jenny Hewson (Deputy Mayor)

Cr Bob Hall

Cr Roger Volz

Cr Bruce Paulsen

Mr Dave Burges (Chief Executive Officer)

In attendance: Mrs Nina Burges (Minutes Secretary)

3 APOLOGIES

Nil.

4 CONDOLENCES

Council noted the recent passing of former Adavale resident Barry "Bud" Brassington and expressed their condolences to his family.

5 DECLARATIONS OF INTEREST

Division 5A of the Local Government Act 2009 (the Act) requires Councillors to declare a Material Personal Interest or a Conflict of Interest should either apply regarding a matter that is before a Council meeting (refer Sections 175C and 175E of the Act). The Declaration should be made at the commencement of the meeting and prior to the matter being considered and voted upon by Council.

MATERIAL PERSONAL INTEREST DECLARED

Cr Mackenzie declared he has a material personal interest (as defined by section 175B of the *Local Government Act 2009*) in item 17.16 (Request for assistance – Eromanga Natural History Museum) as follows:

Cr Mackenzie is Chair of the Outback Gondwana Foundation which operates the Eromanga Natural History Museum and Cr Mackenzie's wife is the Collections Manager of the Eromanga Natural History Museum. The Eromanga Natural History Museum stands to gain a financial benefit depending on the outcome of Council's consideration of this matter.

Cr Mackenzie advised that in accordance with legislative requirements he will leave the meeting while the matter is discussed and voted on.

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 (03/19) – Ordinary Meeting of Quilpie Shire Council held Friday 15 February 2019

Minutes of the Ordinary Meeting of Quilpie Shire Council held in the Council Boardroom, 50 Brolga Street Quilpie on Friday, 15 February 2019.

Resolution No: (01-03-19)

Moved by: Cr Roger Volz

Seconded by: Cr Bruce Paulsen

That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 15 February 2019 are taken as read and confirmed as an accurate record of proceedings.

5/0

7 ITEMS FROM PREVIOUS MEETINGS

7.1 (03/19) (02/19) – Eromanga Television Transmission

Eromanga television was upgraded to a digital service at the same time as Quilpie in 2013. Whilst Eromanga has almost always experienced station "drop outs" it has become an ongoing issue that requires a permanent solution.

Resolution No: (02-03-19)

Moved by: Cr Bruce Paulsen

Seconded by: Cr Bob Hall

That Council discontinue the television retransmission service in Eromanga and will provide the necessary infrastructure and installation to Eromanga residents to maintain one free-to-air access point per residence or motel / hotel room.

5/0

ATTENDANCE

Council's Manager Corporate and Community Services, Mrs Lisa Hamlyn attended the meeting at 9.51am.

7.2 (03/19) (02/19) – Coex Container Exchange Program

Container Exchange has been contracted to manage the container refund scheme for the State Government and has entered into an agreement to date with Murweh Shire Council and Maranoa Regional Council.

Whilst acknowledging that recycling programs considered to date in remote areas are not cost effective, this is an opportunity for Council to promote recycling through the container exchange program.

Noted.

ATTENDANCE

Mrs Hamlyn left the meeting at 10.00am.

8 MAYORAL REPORT

Mayor Mackenzie provided a verbal update on activities he has undertaken since the February 2019 Ordinary meeting of Council.

Crs Mackenzie, Hewson and Hall travelled to Canberra, meeting with the Deputy Prime Minister, Hon Michael McCormack MP, to discuss the Eromanga Natural History Museum Stage 2 project. While in Canberra Cr Mackenzie and Paroo Shire Mayor, Cr Lindsay Godfrey also met with the Federal Minister for Energy, Hon Angus Taylor MP to lobby for an energy grid in the region.

Cr Mackenzie noted the productive community meeting held in Eromanga. Councillors Hewson, Hall and Volz also attended the meeting.

Other meetings attended by Cr Mackenzie during the month included:

- Outback Queensland Tourism Association (OQTA);
- Community Advisory Network (CAN);
- Inland Queensland Roads Action Plan (IQ-RAP) via teleconference;
- South West Regional Roads and Transport Group (SWRRTG) in Charleville;
- South West Economic Development Board (SWRED) in Charleville; and
- Five (5) issues forum in Cunnamulla.

The five issues forum was coordinated by Regional Development Australia, Darling Downs and South West. The purpose of the forum was to have local governments and other stakeholders nominate five major issues and priorities that they would like to make further progress on. The forum allowed them to come together and decide how to overcome barriers to on-ground action and to plan collaborative ways to progress issues.

9 COUNCILLOR PORTFOLIO REPORTS

Councillors provided a brief overview of activities they have undertaken since the February Ordinary Meeting of Council.

In addition to travelling to Canberra to meet with the Deputy Prime Minister, Cr Jenny Hewson attended the Eromanga community meeting, the SWRED meeting in Charleville, the CAN meeting in Charleville and the community lunch at Toompine. Cr Hewson also attended a site inspection of the John Waugh Park oval work, meeting with Arthur Eustace-Earle, Manager of Government Relations (Queensland) at Queensland Rugby League.

Cr Bruce Paulsen attended the John Waugh Park site inspection and advised he has been endeavouring to get social tennis up and running.

Cr Bob Hall travelled to Gladstone for the Local Government Association of Queensland (LGAQ) Finance and Leadership Summit and to Canberra for the meeting with the Deputy Prime Minister. Closer to home Cr Hall attended the Eromanga community meeting and the community lunch at Toompine, noting that he would like to see a community meeting held there also. Cr Hall participated in a wild dog watch meeting via teleconference.

In addition to the Eromanga community meeting and the Toompine lunch, Cr Roger Volz participated in a Regional Arts Development Fund (RADF) meeting. Cr Volz travelled to Hell Hole Gorge to inspect the roads and to visit Adavale. He also advised the meeting that work is progressing well on the Mulga Trail project and has commenced informational signage design. Cr Volz visited a number of business houses to encourage them to participate in the social media training held in Quilpie on the 07 and 08 March.

10 STATUS REPORTS

10.1 (03/19) – Engineering Services Status Reports

Noted.

10.2 (03/19) – Corporate and Community Services Status Reports

Noted.

10.3 (03/19) – Financial Services Status Report

Noted.

10.4 (03/19) – Governance Status Reports

Noted.

11 ENGINEERING SERVICES

Nil Reports.

ADJOURNMENT

The meeting adjourned for morning tea at 11.10am and resumed at 11.20 am.

ATTENDANCE

Council's Manager Engineering Services, Mr Casey de Pereira and Council's Cadet Technical Officer, Mr Luke Hunter attended the meeting at 11.20am.

11.1 (03/19) – Quilpie Landfill Facility

The Quilpie landfill is regulated by the Environmental Protection Authority (EPA). They have instructed Council to be more proactive in taking measures to stop fire incidents from occurring.

Resolution No: (03-03-19)

Moved by: Cr Bruce Paulsen

Seconded by: Cr Roger Volz

That Council collect traffic use data to assess the most popular times for the Quilpie Landfill, with staff to present a report on options for operating hours for the facility to the April Ordinary meeting of Council.

4/1

ATTENDANCE

Mr de Pereira and Mr Hunter left the meeting at 12.19pm.

12 CORPORATE AND COMMUNITY SERVICES

12.1 (03/19) – Quilpie Diggers Race Club, Request for Sponsorship

An application has been received from the Quilpie Diggers Race Club, requesting Council's consideration for assistance by way of purchasing of a sponsorship package for the 2019 Quilpie Cup.

Resolution No: (04-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Roger Volz

That Council approves taking up sponsorship for the Quilpie Diggers Race Club by sponsoring the band for the 2019 Quilpie Cup Race Day at a cost of \$2,000.

5/0

12.2 (03/19) – Toompine Progress Association Request for Financial Assistance

An application has been received from the Toompine Progress Association, requesting Council's consideration for assistance by way of financial contribution to help with catering costs for the Annual Easter Gun Shoot.

Toompine Progress Association have advised they will be holding a Meet and Greet on Friday night and an evening meal on the Saturday night. They are requesting assistance to help cover the cost of catering for these two events.

Resolution No: (05-03-19)

Moved by: Cr Bruce Paulsen

Seconded by: Cr Bob Hall

That Council approves the request received from the Toompine Progress Association to assist with catering costs for the 2019 Annual Easter Gunshoot to a maximum of \$2,000 inc GST subject to all goods being procured within the Quilpie Shire area.

4/1

12.3 (03/19) – RADF – Round 3

The Queensland Government, through Arts Queensland, provides Regional Arts Development Funds (RADF) to Councils. Councils also provide financial and in-kind support to RADF delivery as local projects, initiatives and grants programs.

Round three (3) of the 2018-2019 program has been called with the Committee meeting to consider applications received on Thursday 28 February 2019.

Resolution No: (06-03-19)

Moved by: Cr Bruce Paulsen

Seconded by: Cr Jenny Hewson

That Council approve the following applications for Round 3, 2018-2019:

Organisation	Project	Amount (Ex GST)
Quilpie Cultural Society	Ironwork School	650.00
Quilpie Cultural Society	Fifi's Fabricology	2,166.00
QCWA Quilpie Branch	Soap Making Workshop	845.00

5/0

13 FINANCE

13.1 (02/19) – Finance Report for Month Ending 28 February 2019

The Finance report for the period ending 28 February 2019 was presented to Council for consideration.

Resolution No: (07-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Bruce Paulsen

That Council receives the Finance Report for the period ending 28 February 2019.

5/0

14 GOVERNANCE

14.1 (03/19) – Passenger Transport Accessible Infrastructure Program

The Passenger Transport Accessible Infrastructure Program (PTAIP) is an initiative of the Queensland Government. It represents a consistent approach to the allocation of funding assistance to local governments in delivering for accessibility upgrades to their existing passenger transport facilities.

PTAIP applies to the following passenger transport facility types:

- Urban bus stops
- Long distance coach bus stops linked to services provided under contractual or other arrangements with the Queensland Government
- Ferry pontoons and jetties servicing passenger ferry services
- Aerodrome terminal access works linked to services provided under contractual arrangements with regional airline operators flying the Queensland Government regulated air network.

Noted.

15 CONFIDENTIAL

Resolution No: (08-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Bob Hall

That Council enters into closed session under s275 of the Local Government Regulation 2012 at 1.00pm to discuss the appointment, dismissal or discipline of employees.

5/0

Resolution No: (09-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Roger Volz

That Council moves out of closed session and resumes the Ordinary Meeting at 1.21pm.

5/0

16 LATE CONFIDENTIAL ITEMS

Nil.

17 LATE ITEMS

17.1 (03/19) – Rates Discount Extension – Categories 6, 8, 9 and 10

A resolution is required to ratify the recent decision to allow an extension of time for the payment of rates in rural property categories 6, 8, 9 and 10 for the period 01 January to 30 June 2019.

Resolution No: (10-03-19)

Moved by: Cr Roger Volz

Seconded by: Cr Jenny Hewson

That Council ratify the decision to extend the rates discount period for rural property owners (rating categories 6, 8, 9 and 10) by 90 days for the rating period 01 January to 30 June 2019.

5/0

17.2 (03/19) – Elected Members Update Charleville – 22 March 2019

Confirmation of attendance by Councillors at the upcoming Elected Members Update in Charleville is required in order that registrations can be completed.

Resolution No: (11-03-19)

Moved by: Cr Bob Hall

Seconded by: Cr Bruce Paulsen

That Councillors Jenny Hewson and Roger Volz be authorised to attend the Elected Members Update in Charleville on Friday 22 March 2019.

5/0

17.3 (03/19) – Ordinary Meeting of Council May 2019

John Sing is presenting asset management and project management training to Councillors on Thursday 09 and Friday 10 May. Confirmation that the Ordinary Meeting of Council scheduled to be held on Friday 10 May will now be held on Friday 17 May was requested.

Resolution No: (12-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Roger Volz

That Council confirm that the May Ordinary meeting of Council will be held on Friday 17 May 2019, and that the change in date be advertised accordingly.

5/0

17.4 (03/19) – Western Queensland Local Government Association Conference

Quilpie Shire Council has been invited to attend the 83rd Western Queensland Local Government Association conference. The conference will be held in Longreach on Tuesday 09 And Wednesday 10 April 2019.

Resolution No: (13-03-19)

Moved by: Cr Bruce Paulsen

Seconded by: Cr Jenny Hewson

That Councillors Bob Hall, Roger Volz and Jenny Hewson be authorised to attend the Western Queensland Local Government Association Conference to be held in Longreach on Tuesday 09 and Wednesday 10 April 2019.

5/0

17.5 (03/19) – Empowering our Communities – SW Primary Health Network

An 'Empowering our Communities' briefing was presented to the South West Regional Economic Development (SWRED) board meeting.

Noted. This matter will be further considered at the April Ordinary Meeting of Council.

5/0

17.6 (03/19) – Local Government Association of Queensland

Correspondence has been received from the Local Government Association of Queensland (LGAQ) requesting a letter be sent to the Premier of Queensland in relation to the proposed voting reforms.

Resolution No: (14-03-19)

Moved by: Cr Bob Hall

Seconded by: Cr Jenny Hewson

That Council write to the Premier of Queensland highlighting its concerns in relation to the proposed voting reforms.

5/0

17.7 (03/19) – Local Government Reform

The Director-General for the Department of Local Government, Racing and Multicultural Affairs has written to Council providing details of the key amendments currently under consideration as part of the Local Government reform process.

The proposed reforms informed by the Belcarra Report and discussions with stakeholders includes:

- Compulsory preferential voting;
- Compulsory candidate training;
- Proportional representation in undivided Councils;
- Tighter regulation of discretionary funds;
- Campaign spending caps; and
- Clarification of COI / MPI provisions.

The Government is proposing to also make amendments to particular regulations to further improve council integrity, increase transparency, encourage diversity and ensure consistency in the local government system.

Noted.

17.8 (03/19) – General Meeting – Local Government Association of Queensland

By correspondence dated 07 March 2019, the Local Government Association of Queensland (LGAQ) has advised that a general meeting to debate motions on the proposed changes to electoral matters affecting local governments will be held at 10am on Tuesday 02 April 2019.

Resolution No: (15-03-19)

Moved by: Cr Bruce Paulsen

Seconded by: Cr Roger Volz

That Councillors Hewson and Hall be authorised to attend the general meeting of the Local Government Association of Queensland to be held in Brisbane on Tuesday 02 April 2019 as Council's delegates.

5/0

17.9 (03/19) – Alliance For Gambling Reform

Mayor of Noosa Shire Council, Cr Tony Wellington, has written to Council encouraging local governments to consider joining this organisation.

Noted.

17.10 (03/19) – Request to Rent Old Workshop

By correspondence dated 04 March 2019, Mr Peter Donohue is requesting to rent the old workshop building to store hay.

Resolution No: (16-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Bob Hall

That Council agree to rent the old depot workshop to Mr Peter Donohue for a period of twelve (12) months for \$150 inc GST per month.

5/0

ATTENDANCE

Council's Manager Corporate and Community Services, Mrs Lisa Hamlyn attended the meeting at 2.15pm.

17.11 (03/19) – Request for Assistance – Toompine Hall

By correspondence dated 06 March 2019, the Toompine Progress Association is requesting assistance to rectify ongoing electricity issues at the Toompine Hall. Specifically they would like Council to replace the existing electric stoves in the kitchen with a caterer's gas model, and for Council to consider purchasing a mobile generator for organisations to hire.

17.12 (03/19) – Request for Assistance – Construction of Shade Area

By correspondence dated 06 March 2019, the Toompine Progress Association and the Toompine Polocrosse Club are requesting financial and in kind assistance to purchase materials to add a cover over the cold room, and to create a larger shaded concreted area for all to use. Specifically, the request is for the purchase of materials, obtaining engineering plans and the building application.

Resolution No: (17-03-19)

Moved by: Cr Bruce Paulsen

Seconded by: Cr Jenny Hewson

That Council approve the purchase of a caterer's gas model oven and gas hot water system for the Toompine Hall, and that Council approve the request for financial assistance for the materials, engineering plans and building certification for the construction of an undercover area, all to be funded under the Toompine Community Development Fund to a maximum amount of \$20,000.

5/0

Resolution No: (18-03-19)

Moved by: Cr Bob Hall

Seconded by: Cr Jenny Hewson

That Council purchase a 20kva generator for hiring out to local community organisations.

5/0

17.13 (03/19) – Offer to Purchase Freezer Box

By correspondence dated 06 March 2019, Mr Peter Donohue wishes to purchase the old freezer box container currently located at the shire depot. The purpose would be to assist in the establishment of the container waste facility.

Resolution No: (19-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Bruce Paulsen

That Council call tenders for the disposal of various surplus items.

5/0

17.14 (03/19) – Eromanga Community Meeting

Minutes of the Eromanga community meeting held on Friday 22 February 2019 were presented to Council for information and consideration.

Noted.

ATTENDANCE

Mrs Hamlyn left the meeting at 3.40pm.

17.15 (03/19) – Community Catch Up

A suggestion has been received that Councillors may be interested in hosting a casual morning tea whereby community members can drop by for a general chat. The idea as forwarded proposed elected members and the CEO participate by cooking and serving a 'sausage sizzle' in the main street.

Noted.

MATERIAL PERSONAL INTEREST DECLARED

Cr Mackenzie declared he has a material personal interest (as defined by section 175B of the *Local Government Act 2009*) in the following matter as follows:

Cr Mackenzie is Chair of the Outback Gondwana Foundation which operates the Eromanga Natural History Museum and Cr Mackenzie's wife is the Collections Manager of the Eromanga Natural History Museum. The Eromanga Natural History Museum stands to gain a financial benefit depending on the outcome of Council's consideration of this matter.

Cr Mackenzie advised that in accordance with legislative requirements he will leave the meeting while the matter is discussed and voted on.

ATTENDANCE

Cr Mackenzie left the meeting at 3.50pm and Cr Hewson assumed the role of Chair.

17.16 (03/19) – Request for Assistance – Eromanga Natural History Museum

By correspondence received 06 March 2019, the Eromanga Natural History Museum is requesting financial assistance for the printing of brochures for the 2018 tourism season.

Resolution No: (20-03-19)

Moved by: Cr Roger Volz

Seconded by: Cr Jenny Hewson

That Council approve the request from the Eromanga Natural History Museum to provide financial assistance of \$4,987.50 inc GST for the production of tourism brochures subject to consultation with Council prior to final production.

2/2

In accordance with section 260 of the Local Government Regulation 2012, the Acting Chair was subsequently awarded a casting vote, voting in favour of the motion.

ATTENDANCE

Cr Mackenzie returned to the meeting at 4.02pm and resumed the role of Chair.

18 GENERAL BUSINESS

18.1 (03/19) – NAIDOC Week

By correspondence dated 08 March 2019, a request has been received from Mr Dylan Williams, Executive Director for NAIDOC Week 2019, for Council to contribute \$450 towards the cost of printing materials to allow Quilpie Shire schools to participate in school competitions as part of NAIDOC week.

Resolution No: (21-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Roger Volz

That Council approve the request to contribute \$450 for the purpose of printing materials for the NAIDOC Week 2019 school initiative competitions.

5/0

18.2 (03/19) – Community Strategic Planning Workshops

Following a request, Council called Expressions of Interest from residents interested in participating in a strategic planning workshop.

Resolution No: (22-03-19)

Moved by: Cr Jenny Hewson

Seconded by: Cr Bob Hall

That Council not co-contribute financially to the proposed Community Strategic Planning workshop, however will provide in-kind support in terms of facility provision.

5/0

19 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Friday, 12 April 2019 in the Quilpie Shire Council Boardroom commencing at 9.30am.

The May Ordinary Meeting of Quilpie Shire Council will take place on Friday 17 May 2019 in the Quilpie Shire Council Boardroom commencing at 9.30am.

There being no further business the Mayor declared the meeting closed at xxpm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on the Friday, 8 March 2019.

Submitted to the Ordinary Meeting of Council held on the Friday, 12 April 2019.

Cr Stuart Mackenzie

Date

Mayor of Quilpie Shire Council

Unconfirmed

Order of Proceedings

7 ITEMS ARISING FROM PREVIOUS MEETINGS

8 MAYORAL REPORT

9 COUNCILLOR PORTFOLIO REPORTS

10 STATUS REPORTS

10.1 (04/19) – Engineering Services Status Reports

10.2 (04/19) – Corporate and Community Services Status Reports

10.3 (04/19) – Financial Services Status Reports

10.4 (04/19) – Governance Status Reports

Strategic Decision Report

Corporate and Community Services

11 CORPORATE AND COMMUNITY SERVICES

11.1 (04/19) – Coex, Container Exchange Program

IX: 177121

Author: Manager of Corporate and Community Services, Lisa Hamlyn

PURPOSE:

The purpose of this report is to advise Council that further discussion has been held with Peter Donohue regarding the previous request to purchase the surplus storage container, currently stored at the Depot. Peter has requested that Council considers a new proposal to loan or lease the storage container to him as part of the Quilpie Container Exchange Program partnership with Council.

POLICY

Waste Reduction and Recycling Act 2011 (Qld).

CORPORATE PLAN:

Not Applicable

RECOMMENDATION:

That Council agrees / does not agree to loan or lease the surplus storage container to Peter Donohue as part of the Quilpie Container Exchange Program partnership with Council.

BACKGROUND:

At the previous meeting, Council resolved to advertise various surplus items for sale by tender, including the storage container which he is wishing to utilize as part of the “drop off” facility and Container Exchange Program. Peter has requested Council re-considers tendering the storage container and either loans or leases the storage container to him as part of the Quilpie Container Exchange Program partnership. Peter’s concerns are that if put to tender, he may not be the successful tenderer as people tend to bid high amounts for such items and also that it would take him several years to recoup the cost of purchasing the container, through the program. He would collect the container from the yard and relocate it to the drop off facility at his property in Sommerfield Road and return the container to Council at the end of his contract.

DISCUSSION:

Not Applicable

FINANCIAL:

Not Applicable

CONSULTATION:

Not Applicable

ATTACHMENTS:

Not Applicable

Strategic Decision Report

Corporate and Community Services

11.2 (04/19) – Ben Hall Request for Financial Assistance

IX: 177097

Author: Manager of Corporate and Community Services, Lisa Hamlyn

PURPOSE:

The purpose of this report is for Council to consider a request received from Ben Hall to assist in becoming an accredited Celebrant.

POLICY:

Local Government Act 2009

Local Government Regulation 2012

C.01 – Community Assistance Policy

CORPORATE PLAN:

6.2.4 Embrace and promote community activities and special occasions

RECOMMENDATION:

That Council approves / does not approve the request received from the Ben Hall to assist with costs to become an accredited Celebrant.

BACKGROUND:

Correspondence has been received from Ben Hall requesting Council's consideration of assisting with costs in becoming an accredited Celebrant.

In the absence of any permanent clergy representation in Quilpie and the wider region to perform funerals and graveside services, Ben has provided this service voluntarily for the community for a number of years. Any fees that he has been paid are donated to the St Finbarr's P & F Association. Not only has Ben conducted numerous services in Quilpie, recently he has travelled and conducted funeral services in Windorah, Bedourie and Birdsville. To conduct a funeral service does not require a licenced celebrant.

Ben is receiving an increasing amount of requests to also officiate marriages, who otherwise have to travel considerable distance for their wedding celebrations. There is also an economic benefit to Quilpie if couples were able to be married in Quilpie – accommodation, flights, catering etc. Quilpie Shire has great facilities and locations to host these weddings.

Ben is seeking Council's support in covering the one-off fees for the TAFE Course and Registration fee in order to become an accredited Celebrant. If Council is supportive of his proposal, Ben will perform any local weddings free of charge for a period of two years and will donate any profit from non-local services to local charities (less expenses) for one year. The costs involved are detailed below.

DISCUSSION:

NA

FINANCIAL:

TAFE Course	\$1,285.00 (one off fee)
Registration	\$ 600.00 (one off fee)
Annual Fee	\$ 250.00

CONSULTATION:

NA

ATTACHMENTS:

Inwards Correspondence

QUILPIE SHIRE COUNCIL		
21 MAR 2019		
	ACTION	INFO
MAYOR	<input type="checkbox"/>	<input type="checkbox"/>
CRS	<input type="checkbox"/>	<input type="checkbox"/>
CEO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Managers -		
Corporate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Ben Hall
27 Chulungra Street
PO Box 143
Quilpie Qld 4480
Ph: 0428 866 415

20 March 2019

Dave Burgess
CEO Quilpie Shire Council
Quilpie Shire Council
50 Brolga Street
Quilpie Qld 4480

Dear Dave,

As you may already be aware I have been conducting many of the funeral services for the Quilpie & Eromanga communities for a number of years now.

More recently I have also conducted funeral services in Windorah, Bedourie and Birdsville.

I have provided this service voluntarily for the community as the decline of clergy has left a short fall in this region and have donated all fees paid to me to the St Finbarr's P & F Association.

Increasingly couples are approaching me with requests to officiate their marriages.

To conduct a funeral service doesn't require me to be a celebrant which is a requirement when officiating marriages therefore forcing couples to most often go to the east to get married.

I see great local economic benefit in our people getting married at home.

Guests need accommodation, flights, catering and the Quilpie Shire has great facilities here to host these weddings.

I seek Councils support in covering the one-off fees for the Tafe Course and Registration in order to become an accredited Celebrant.

Tafe Course \$1,285.00 (one-off fee)

Registration \$ 600.00 (one-off fee)

Annual fee \$ 250.00

If council are supportive of my proposal, I will perform any local weddings free of charge for a period of two years and will donate any profit from non-local services to local charities minus expenses for one year.

Yours Sincerely,



Ben Hall

Strategic Decision Report

Corporate and Community Services

11.3 (04/19) – Quilpie Shire Council Business Continuity Plan

IX: 177260

Author: Manager of Corporate and Community Services, Lisa Hamlyn

PURPOSE:

The purpose of this report is for Council to consider adopt the revised Quilpie Shire Council Business Continuity Plan.

POLICY:

G.11 Quilpie Shire Council Enterprise Risk Management Policy

Quilpie Shire Council Enterprise Risk Management Plan

CORPORATE PLAN:

Quilpie Shire Council Corporate Plan - Key Initiatives

1.1.1 Develop and implement risk management assessment and reporting frameworks.

RECOMMENDATION:

That Council adopts / does not adopt the revised Quilpie Shire Council Business Continuity Plan.

BACKGROUND:

The Quilpie Shire Council Business Continuity Plan is a document which has been developed in line with Council's adopted Risk Management Policy Framework and Guidelines and is essentially a risk treatment strategy which addresses the business continuity risk identified in Council's Risk Register that will impact Council in delivering its' core services.

The Plan includes a Business Impact Analysis to assess the identified risks and impact in relation to critical business activities to determine recover requirements.

DISCUSSION:

Not Applicable

FINANCIAL:

Not Applicable

CONSULTATION:

Not Applicable

ATTACHMENTS:

Draft Plan

Quilpie Shire Council



Business Continuity Plan

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1 Business Continuity Management

Corporate Plan Reference	<i>"The basis for all Council actions is to support a growing and sustainable community and culture."</i>
Endorsed by Council	Date:

2 References and Related Documents

Document Title	IX No
Quilpie Shire Council Disaster Management Plan	101463 https://quilpie.infoXpert.edrms/docs/~D101463
Quilpie Shire Council Enterprise Risk Management Policy Quilpie Shire Council Enterprise Risk Management Plan	91181 https://quilpie.infoXpert.edrms/docs/~D91181 76644 https://quilpie.infoXpert.edrms/docs/~D76644
Quilpie Shire Council Generator Operation Procedure	177170 https://quilpie.infoXpert.edrms/docs/~D177170
Quilpie Shire Council IT Disaster Recovery Plan	177171 https://quilpie.infoXpert.edrms/docs/~D177171
LGM Assets Insurance Policy – ISR	Policy No: QUILP000049A
Quilpie Shire Council Risk Management Register	Attachment - Appendix 4

3 Executive Summary

The Quilpie Shire Council Business Continuity Plan has been developed in line with councils adopted Enterprise Risk Management Policy Framework and Guidelines and is essentially a risk treatment strategy which addresses the business continuity risk identified in Council's Risk Register that will impact Council in delivering its core services.

Having identified the risks to Council operations, the Plan includes a Business Impact Analysis to assess the identified risks and impacts in relation to critical business activities to determine recovery requirements.

Incident response plans have been developed to outline the actions required in the event Council core services are disrupted and the processes that will be put into action in the event a disaster does occur. The highest risk to Council's operations have been identified as:

- Building incident - total loss of Administration buildings due to fire, flood/ inundation or earthquake,
- Building incident - partial loss of Depot buildings due to fire, flood/ inundation, earthquake or vehicle collision, and
- Complete IT Hardware failure.

The Quilpie Shire Council Business Continuity Plan is not a prescriptive plan; it is designed to allow the decision makers to make appropriate decisions based on the information available at the time. No plan is able to document each and every emergency or disaster, but should allow those charged with reacting to a situation the flexibility to make the necessary decisions.

Objectives

This plan provides preventative actions and contingency plans for an event which could disrupt Council's core business functions.

The objectives of this plan are to:

- Define Council's critical business functions.
- Detail Council's immediate and recovery response to those risks assessed as a high or extreme risks.
- Detail strategies and actions to be taken to enable council to continue to provide critical business functions in the event of an emergency or disaster.
- Review and update this plan on an annual basis.

4 Glossary

<i>Business Continuity Planning</i>	<i>A process that helps develop a plan document to manage the risks to a business, ensuring that it can operate to the extent required in the event of a crisis/disaster.</i>
<i>Business Continuity Plan</i>	<i>A document containing all of the information required to ensure that your business is able to resume critical business activities should a crisis/disaster occur.</i>
<i>Key Business Activities</i>	<i>Those activities essential to deliver outputs and achievement of business objectives.</i>
<i>Recovery Time Objective (RTO)</i>	<i>The time from which you declare a crisis/disaster to the time that the critical business functions must be fully operational in order to avoid serious financial loss.</i>
<i>Resources</i>	<i>The means that support delivery of an identifiable output and/or result. Resources may be money, physical assets, or most importantly, people.</i>
<i>Risk Management</i>	<i>Is the process of defining and analysing risks, and then deciding on the appropriate course of action in order to minimise these risks, whilst still achieving business goals.</i>

5 Risk Assessment

The risks addressed on the following pages for the Quilpie Shire Administration Centre, Quilpie Shire Library, Quilpie Visitor Information Centre and Quilpie Shire Depot and IT Infrastructure have been identified and assessed in Councils' risk register which has been established in line with the Quilpie Shire Council Enterprise Risk Management Policy Framework and Guidelines.

Council's risk register identifies ***"Failure to maintain business continuity in emergency situations"*** as an enterprise risk that has an inherent risk level of **extreme**. The risk treatment requires Council to ***"Establish and maintain an effective business continuity plan"***. The assessed residual risk after the business continuity plan has been established is rated at **low**.

It is considered that failure to maintain business continuity is the inability to provide Council core services.

6 Contingency Plans

Building Incident - Partial loss of building due to fire, earthquake or vehicle collision

- Initiate Incident Response Plan
- Secure equipment, furniture etc.
- Undertake assessment of damage, obtain quotes and engage suppliers
- Where damage to critical IT infrastructure occurs refer to IT failure contingencies and response plan.
- Where damage to critical machinery occurs obtain temporary replacement from hire firm.
- Inform Local Government Mutual and LG Assets and make claim.

Building Incident - Total loss of building due to fire or earthquake

- Initiate Incident Response Plan.
- Salvage equipment, furniture etc.
- Implement diversion to mobile phones.
- Relocate staff to another facility - refer to IT failure contingencies for IT related incident.
- Where possible relocate critical equipment to alternate site to ensure basic operation of services.
- Source replacement items immediately from a preferred supplier.
- Engage preferred supplier for replacement of equipment and restoration of IT data/ software systems etc.
- Notify community of alternate site via local radio and notices on community notice boards.
- Inform Local Government Mutual and LG Assets to make claim.
- Undertake assessment of damage, obtain quotes and engage suppliers.

IT Incident - Complete IT Hardware Failure

- Initiate Incident Response Plan.
- Assess scope of damage and engage preferred suppliers to source hardware replacement/ repair and determine the outage time.
- Engage offsite recovery option if applicable.
- Inform the community (if they will be impacted).
- Instigate manual or recovery processes for key functions:
 - **Payroll **Creditor Payments
 - **Receiving **Email Management
- Re-establish and bring all information up to date.
- Inform LG Assets and make claim if appropriate.

IT Incident - IT Software Failure

- Assess scope of damage and engage preferred suppliers to source software replacement/ repair and determine the outage time.
- Instigate manual or recovery processes for key functions if required:
 - **Payroll
 - **Receipting
 - **Creditor Payments
 - **Email Management
- Re-establish and bring all information up to date.

Telecommunication Outage - Telecommunication Failure

- Maintain adequate mobile communications.
- Set up phone diversion to mobiles through supplier.
- If outage is greater than 24 hours notify community.

Electrical Outage - Electrical Failure

- Ensure enough UPS capacity to allow for critical transfer of communications to alternative sources.
- Start and run emergency generators.

Terrorism - Bomb Threat

- Contact Police.
- Where outage is greater than 2 hours implement diversion to mobile phones.

Criminal Activity - Theft and malicious hacking

- Contact Police
- Source replacement items immediately from a preferred supplier.
- Engage preferred supplier for replacement of equipment and restoration of IT data/ software systems etc.
- Where critical IT outage occurs refer to IT failure contingencies above.
- Implement counselling or disciplinary action for staff after investigation is completed (if required).

Criminal Activity - Fraud

- Contact Police
- Identify nature of fraud and its impact on operations.
- Implement counselling or disciplinary action for staff after investigation is completed (if required).

Water Damage - Flooding/ Inundation

- Initiate Incident Response Plan.
- Secure equipment, furniture etc.
- Where outage is greater than 2 hours:
 - **implement diversion to mobile phones.
 - **begin planning for relocation of staff to another facility if event timeframe is expected to be long term.
- Relocate critical equipment to alternate site to ensure basic operation of services.
- Notify community.
- Undertake assessment of damage, obtain quotes and engage suppliers.
- Where relocation takes place and/ or critical IT outage occurs refer to IT failure contingencies and recovery response plan.

Key staff not available - Illness/ Injury

- Where there are staff off work for other purposes, contact those staff to determine availability to work.
- Source temporary staff from labour hire agencies (if applicable).
- Seek assistance from neighbouring Council's or outside staff resources (if applicable).

Key Staff Not Available - Pandemic

- Where there are staff away from work for other purposes, contact those staff to determine availability to work.
- Source temporary staff from labour hire agencies (if applicable).
- Seek assistance from neighbouring Council's or outside staff resources (if applicable).

Key Staff Not Available - Sudden loss of key personnel

- Seek assistance from local Councils and/ or external support providers until the recruitment of a replacement.
- Reprioritise work program, reschedule works to match available resources.

Key Staff Not Available - Inability to attract suitable key personnel

- Seek assistance from local Council's and/ or external support providers until the recruitment of a replacement.
- Reprioritise work program, reschedule works to match available resources.

Loss of Corporate Knowledge - Key staff exiting the organisation

- Regular review and updating of documented procedures, processes and job tasks for all positions.

Industrial Action - Industrial Dispute

- Utilise the services of an independent facilitator to hear and suggest resolutions to grievances.
- If a resolution cannot be found, and as a last resort trike action occurs, notify the community that the office/ depot will be closed.

Contract work not carried out - Contractor failure

- Council undertake works or short term contract with alternate supplier whilst contract being relet.

7 Business Impact Analysis

As part of the Business Continuity Plan, a Business Impact Analysis has been undertaken which uses the information in the Risk Assessments to assess the identified risks and impacts in relation to critical business activities and determine basic recovery requirements.

8 Critical Business Activities

The following table lists the critical business activities that must be performed to ensure Council's business continues to operate effectively.

Critical Business Activity	Description	Priority	Impact of Loss	Recovery Time Objective (Critical period before business losses occur)
Payroll	Staff and Councillor payroll services	High	If a payroll cannot be run, Council could issue direction to the bank to make identical payments to staff as were paid in the previous fortnight. This would mean payroll staff would have to calculate and make adjustments as required when the system is restored.	48 Hours
Electronic Communications	Access to Council email accounts.	High	There will be no emails lost but staff will not be able to send or receive emails via their council accounts until the system is restored.	48 Hours

9 Incident Response Plans

The following incident response plans present detailed plans to address the highest risk areas identified in the risk management assessment outlined earlier in this plan.

The plans are not exhaustive as any major incident will require more detailed and potential long term considerations; however the plans below provide a structured response to major incidents that are of the highest threat to service provision and Council operations.

9.1 LOSS OF ADMINISTRATION BUILDING

Types of incidents e.g.: Fire, Flood/ Inundation, Earthquake
(Refer to Attachment for Incident Response checklist at Appendix 2)

Disaster Recovery Sites:

Quilpie Shire Hall - Brolga Street, Quilpie or;
Quilpie Shire Depot – Anzac Avenue, Quilpie.

9.1.1 Task 1 - Immediate Response - (Loss of Administration Building)

This task provides the necessary command and control to enable the Quilpie Shire Council's Incident Response Team to conduct an initial assessment of the Disaster and to co-ordinate council's initial response to the disaster.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	Manager of Engineering Services
	WH&S Manager
	IT Officer

Recovery Procedure

Incident Response Team Leader to: (Steps to be undertaken);

- Ensure site has been evacuated and all personnel are accounted for.
- Secure site and prevent access.
- Contact emergency services and police.
- Identify any injuries and render assistance.
- Undertake an initial assessment of damage and risks.
- Instigate the "Complete Hardware failure" response plan.
- Arrange diversion of phone lines to existing Council mobile or satellite telephones.
- Determine time frame to switch to disaster recovery site.

Recovery Time Objective

Timeframe for this activity is within 24 hours of the incident.

Recovery Location

Primary Site: Quilpie Shire Depot
Secondary Site: Quilpie Shire Hall

Resource Requirements

Mobile and satellite telephone phones.
Office equipment and stationery.

Other considerations

- Liaise with Emergency Services and Police.
- Inform elected Members and employees.
- Inform Press and community where possible.
- Inform Local Government Mutual & LG Assets.

9.1.2 Task 2 - Secondary Response - (Loss of Administration Building)

This task provides the necessary steps to commence core Council operations from the Disaster Recovery site and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	Manager of Engineering Services
	WH&S Manager
	IT Officer

Recovery Procedure

Steps to be taken:

1. Establish the disaster recovery site.

Responsible Person: **Manager Corporate & Community Services**

- Layout workspace utilising tables and chairs from community Quilpie Shire Hall.
- Source telephones and establish telecommunications and redirect calls to landline.
- Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
- Cancel all forward bookings of the Quilpie Shire Hall (if necessary).

2. Address IT needs.

Responsible Person: **IT Officer**

- Contact Shire Networks / Civica
- Make arrangements for loan computers
- Source available computers and arrange alternative server facility in Quilpie
- Recover data backups.
- Arrange for back up tape to be loaded onto the Quilpie Shire Council server and establish dial in capability.

- Source quotations for replacement hardware or alternative cloud based solution.
 - Prepare an options report for consideration by Council.
3. Assess damage and undertake salvage operations.
Responsible Person(s): **Chief Executive Officer, WH&S Manager.**
- Undertake initial assessment of salvageable materials, items and records etc.
 - Contact staff to remove items to the salvage site (Works Depot).
4. Coordinate all communications, media and elected members, Local Government insurers and general co-ordination of recovery process.
Responsible Person: **Chief Executive Officer**
- Liaise with Mayor to issue a media statement.
 - Coordinate meetings of Incident Response Team.
 - Authorise all immediate purchasing requirements.
 - Liaise with Council's insurers.

Recovery Time Objective

It is the aim of the recovery plan to achieve this task within **72 hours**.

Resource Requirements

- Office furniture and stationery
- Administration and works staff
- IT Hardware and software
- Communications (land line and internet)

9.1.3 Task 3 - Assess Damage and Prepare Medium Term Recovery Plans - (Loss of Administration Building)

This task provides the necessary steps to commence planning for medium term operations from the Disaster Recovery Site.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	Manager of Engineering Services
	WH&S Manager
	IT Officer

Recovery Procedure

Steps to be taken:

1. Establish the disaster recovery site for full operations in the medium to longer term.

Responsible Person: **Chief Executive Officer**

- Recover data to pre-disaster state.
- Bring all records up to date.
- Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary.
- Establish necessary equipment and infrastructure requirements to provide full operations from recovery site including demountable buildings and other office accommodation.

2. Establish new server arrangements.

Responsible Person: **IT Officer**

- Place order for replacement components or arrangements.
- Contact Council's insurers if necessary.
- Set up and install new hardware/ arrangements.
- Install all software and restore from backups.
- Reconcile and rebuild all data.
- Commission new system.

3. Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild.

Responsible Person: **Chief Executive Officer**

- Undertake assessment of building and determine action to fully or partially rebuild and make recommendation to Council.
- Submit insurance claim

4. Coordinate all communications, media and elected members, insurers and general co-ordination of recovery process.

Responsible Person: **Chief Executive Officer**

- Oversee assessment and recovery.
- Coordinate meetings of Incident Response Team.
- Oversee planning form medium term operation from Disaster Recovery Site (6-12 months).

Recovery Time Objective

4 -8 weeks.

Resource Requirements:

- IT contractors.
- Additional infrastructure as identified.
- Contractors to clean up disaster site.

9.1.4 Task 4 - Long Term Recovery Plan and Relocation to Permanent Council Office Building - (Loss of Administration Building)

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Council office building.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Mayor
	Manager Corporate & Community Services
	Manager of Engineering Services
	WH&S Manager
	IT Officer

Recovery Procedure

Steps to be taken. Responsible Officer - **Chief Executive Officer**

1. Establish working party to:
 - Review options for location of new premises.
 - Undertake design and tendering processes.
 - Oversee construction of new premises.
 - Oversee commissioning of new premises.
2. Present review findings to Council for decision
3. Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises.
4. Issue tenders, appoint contractor and commence construction.
5. Commission new premises and commence operations from new building.

Recovery Time Objective

From the commencement of this task, after 4 weeks from the incident, it is the target to have all Council functions permanently operating from the rebuilt Council office in 12 months.

Resource Requirements

- Planning assistance.
- Consultants/ Architects.
- Contractors.

9.2 COMPLETE IT HARDWARE FAILURE

(Refer to Attachment for Incident Response checklist at Appendix 2)

This task provides the necessary steps to recover Council's IT system as a result of complete failure resulting in replacement of the IT System.

9.2.1 Task 1 - Immediate Response - Complete IT Hardware Failure

This task provides the necessary command and control to enable the Quilpie Shire Council's Incident Response Team to conduct an initial assessment of the Disaster and to co-ordinate Council's initial response to the disaster.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	IT Officer
	Finance Manager

Recovery Procedure

Steps to be taken: Responsible Officer - **IT Officer**

1. Assess severity of outage and determine likely outage time if it can be restored.

Recovery Time Objective

Time frame for this activity is within 4 - 8 hours of the incident.

Recovery Location

Primary Site: Council Administration Office.

9.2.2 Task 2 - Commence Recovery Operations - Complete IT Hardware Failure

This task provides the necessary steps to commence recovery operations and commence the planning for restoration of services in the short and longer term.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	IT Officer
	Finance Manager

Recovery Procedure

Steps to be taken: Responsible Officer - **IT Officer**

1. Commence disaster recovery.
2. Arrange for Shire Networks to recover most recent backup and restore systems
3. Source quotations for replacement hardware or alternative cloud based solution.
4. Prepare an options report for consideration by Council.

Recovery Time Objective

It is the aim of the Recovery Plan to achieve this task within **48 hours**.

Resource Requirements

Telecommunications link to allow dial in access.

9.2.3 Task 3 - Complete Recovery Operations - Complete IT Hardware Failure

This task provides the necessary steps to complete recovery operations and finalise the restoration of services.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	IT Officer
	Finance Manager

Recovery Procedure

Steps to be taken: Responsible Officer - **IT Officer**

1. Establish new server arrangements
2. Place order for replacement components or arrangements.
3. Contact Council's insurers if necessary.
4. Inform Council, community and business contacts (i.e. Banks, creditors and contractors) of potential delays in providing services.
5. Set up and install new hardware/ arrangements.
6. Install all software and restore from backups.
7. Reconcile and rebuild all data.
8. Commission new system.

Recovery Time Objective

It is the aim of the recovery plan to achieve this task within **10 - 14 days**.

Resource Requirements

Funding for new server or hosted system.

9.3 LOSS OF DEPOT BUILDINGS

Types of incidents e.g.. Fire, Flood/ Inundation, Earthquake
(Refer to Attachment for Incident Response checklist at Appendix 2)

Disaster Recovery Site

Old Council Depot
Council Administration Building

9.3.1 Task 1 - Immediate Response - Loss of Depot Buildings

This task provides the necessary command and control to enable the Quilpie Shire Council's Incident Response Team to conduct an initial assessment of the Disaster and to co-ordinate Council's initial response to the disaster.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	Manager of Engineering Services
	IT Officer
	WH&S Manager
	Workshop Supervisor
	Stores Officer

Recovery Procedure

Steps to be undertaken.

1. Ensure site has been evacuated and all personnel are accounted for.
2. Secure site and prevent access.
3. Contact emergency services and police.
4. Identify any injuries and render assistance.
5. Engage Incident Response Team.
6. Undertake an initial assessment of damage and risks.
7. Arrange diversion of phone lines to existing Council mobile or satellite telephones.
8. Team leader determines time frame to switch to disaster recovery site.

Recovery Time Objective

Timeframe for this activity is within 24 hours of being called by the Incident Response Team Leader.

Recovery Location

Old Council Depot
Council Administration Building

Resource Requirements

Mobile or satellite telephones.

Other Considerations:

- Secure the affected area as necessary
- Restrict access to the building/ site
- Liaise with Emergency Service and Police
- Inform Local Government Mutual & LG Assets
- Inform Elected members and employees
- Inform Press and community

9.3.2 Task 2 - Commence Operations from Disaster Recovery Site - Loss of Depot Buildings

This task provides the necessary steps to commence core Council operations from the Disaster Recovery site and commence the planning for restoration of services in the short and long term.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	Manager of Engineering Services
	IT Officer
	WH&S Manager
	Workshop Manager
	Stores Officer

Recovery Procedure

Steps to be undertaken.

1. Establish the disaster recovery site.
Responsible Person - **Manager of Engineering Services**
 - Establish appropriate temporary workshop and store at the Old Council Depot
 - Administration function to resume from Council Administration Office
 - Liaise with other Incident Response Team members to determine items to be immediately replaced and what is recoverable.
2. Assess damage and undertake salvage operations.
Responsible Person - **Manager of Engineering Services**
 - Undertake initial assessment of salvageable materials, items and records etc.
 - Engage staff to remove items to the salvage site.

3. Coordinate all communications, media and elected members, insurers and general co-ordination of recovery process.

Responsible Person(s) - **Chief Executive Officer & Corporate and Community Services**

Manager

- Liaise with Mayor and issue a media statement
- Oversee assessment and recovery
- Coordinate Meetings of Incident Response Team
- Liaise with Council's insurers, facilitate assessment and confirm go ahead to commence site clean-up
- Authorise all immediate purchasing requirements

Recovery Time Objective

It is the aim of the recovery plan to achieve this task within **72** hours.

Recovery Location

Old Council Depot
Council Administration Building

Resource Requirements

- Office furniture and stationery
- Administration and works staff
- IT Hardware and software
- Communications (land line and internet)

9.3.3 Task 3 - Assess Damage and Prepare Medium Term Recovery Plans - Loss of Depot Buildings

This task provides the necessary steps to commence core Council operations from the Disaster Recovery site and commence the planning for restoration of services in the short and long term.

Incident Response Team

Team Leader	Team Members
Chief Executive Officer	Manager Corporate & Community Services
	Manager of Engineering Services
	IT Officer
	WH&S Manager
	Workshop Manager
	Stores Officer

Recovery Procedure

Steps to be undertaken.

1. Establish the disaster recovery site.

Responsible Person - **Manager of Engineering Services**

- Contact all necessary persons to inform of incident, expected delays and seek documentation where necessary
- Liaise with Chief Executive Officer to establish necessary equipment and infrastructure requirements to provide full operations from recovery site.
-

2. Finalise damage assessment and commence planning for re-establishing services through full or partial rebuild.

Responsible Person - **Manager of Engineering Services**

- Engage service provider to undertake assessment of building damage and determine action to fully or partially rebuild and make recommendation to Council.

3. Coordinate all communications, media and elected members, insurers and general co-ordination of recovery process.

Responsible Person - **Chief Executive Officer & Corporate and Community Services Manager**

- Oversee assessment and recovery
- Coordinate meetings of Incident Response Team
- Submit insurance claim
- Oversee planning for medium operation from Disaster Recovery Site (6-12 months)

Recovery Time Objective

4 - 6 weeks.

Recovery Location

Old Council Depot
Council Administration Building

Resource Requirements

- IT Contractor
- Consultant to assess damage and develop action recommendations
- Staff and equipment to clean up disaster site
- Equipment, shelving and minor building works to get operations established

9.3.4 Task 4 - Long Term Recovery Plan and Relocation to Permanent Council Depot Building - Loss of Depot Buildings

This task provides the necessary steps to finalise planning, rebuilding and recommencement of operation from the permanent Council depot building.

Incident Response Team

Team Leader: Chief Executive Officer

Team Members: Working group appointed by Council

Recovery Procedure

Steps to be undertaken. Responsible Person - **Chief Executive Officer**

1. Establish working party to:
 - Review options for location of new premises.
 - Undertake design and tendering processes.
 - Oversee construction of new premises.
 - Oversee commissioning of new premises.
2. Present review findings to Council for decision.
3. Appoint architect, exterior and interior designers, engineers and other necessary assistance to design, specify and document new premises.
4. Issue tender, appoint contractor and commence construction.
5. Commission new premises and commence operations from new building.

Recovery Time Objective

From the commencement of this task, after 4 weeks from the incident, it is the target to have all operations permanently operating from the new facility within 12 months from the disaster.

Resource Requirements

- Planning assistance
- Consultants/ architects
- Contractors

10 Evacuation Procedures

“Preparedness Pack”

If there is damage to the Administration building or if it must be evacuated and operations need to be moved to the Disaster Recovery Site, the “Preparedness Pack” emergency kit can be picked up and quickly and easily carried off site. Additionally, a pack has been stored at the Chief Executive Officer’s residence at 41 Galah Street, Quilpie.

Items and documents included in Quilpie Shire Council “Preparedness Pack” are:

- Business Continuity Plan incorporating key contact list
- Building site plan (this could help in a salvage effort), including location of electricity and water shut off points.
- Evacuation plan.
- Latest building contents and equipment inventory.
- Passwords/ log ins etc. for online activities/ systems. Bank accounts, fuel system etc.
- Procedure manuals.
- Instructions for the diversion of telephone lines
- General stationery (pens, paper etc.)

11 KEY CONTACT LIST

Contact List - Internal

Person	Position	Mobile Number
Dave Burges	Chief Executive Officer	0427 461 165
Stuart Mackenzie	Mayor	0429 069 314
Jenny Hewson	Deputy Mayor	0428 461 294
Lisa Hamlyn	Manager of Corporate & Community Services	0427 861133
Arminda David	Manager of Finance	0402 755 380
Casey De Pereira	Manager of Engineering Services	0407 992 688
Mike Castles	Workplace Health & Safety Manager	0408 752 123
Alisha Moody	IT Officer	0400 812 117

12 Contact List - External

Key Contacts	Contact Number
Police	000
Fire & Rescue	000
Ambulance	000
SES	0408 752 123
Ergon Energy	13 10 46
Telstra – Account Executive	07 3437 0136
Insurance - LGM Assets	07 30005555
Insurance - LG Workcare	07 30005519
IT Supplier – Shire Networks	07 46420008
Civica - Practical Plus	07 46393633
Magiq - InfoXpert Record Management System	03 94689401
West-Tech Systems - Copiers / Printers	07 46224343
Toowoomba Locksmiths	07 46326060
Stationary Suppliers - Winc	1800 782 753
- Elles Newsagency	07 46561166

13 Event Log

The event log is to be used to record information, decisions and actions in the period immediately following the critical event or incident.

Date	Time	Information/ Decisions/ Actions	Initials

14 Maintain and Review

The plan will be amended as required to ensure any new threats, staffing and member changes or any other factors that arise that require the reviewing of the plan.

The coordinators group shall be charged with practicing and reviewing the plan on a periodic basis.

Review Date	Reason For Review	Changes Made

15 Approval Table

Approved By Council	Meeting Number & Date	Resolution Number	Approved by CEO	Effective Date	Review Date

16 APPENDIX 1 - ACTION PLAN FOR IMPLEMENTATION

Action	Responsible Officer	Timeframe
Commence planning and undertake test of documented incident plans.	CEO	June 2019
Review document as a result of test and in preparation for council.	CEO	October 2019
Prepare "Go Pack" with contents as identified in this Plan	CCSM	May 2019

17 APPENDIX 2 - IMMEDIATE RESPONSE CHECKLIST

Incident Response	√	Actions Taken
Assessed the severity of the incident		
Evacuated the site if necessary?		
Accounted for everyone?		
Identified any injuries to persons?		
Contacted Emergency Services?		
Implemented your Incident Response Plan?		
Started and Event Log?		
Activated staff members and resources?		
Appointed a spokesperson?		
Gained more information as a priority?		
Briefed team members on incident?		
Allocated specific roles and responsibilities?		
Identified any damage?		
Identified critical activities that have been disrupted?		
Kept staff informed?		
Contacted key stakeholders?		
Understood and complied with any regulatory/ compliance requirements?		
Initiated media/ public relations response?		

18 APPENDIX 3 - INCIDENT RECOVERY CHECKLIST

Now that the crisis is over have you:

Incident Response	✓	Actions Taken
Refocused efforts towards recovery?		
Deactivated staff members and resources as necessary?		
Continued to gather information about the situation as it affects you?		
Assessed your current financial position?		
Reviewed cash requirements to restore operations?		
Contacted your insurance broker/ company?		
Developed financial goals and timeframes for recovery?		
Kept staff informed?		
Kept key stakeholders informed?		
Identified information requirements and sourced the information?		
Set priorities and recovery options?		
Updated the Recovery Plan?		
Captured lessons learnt from your individual, team and business recovery?		

19 APPENDIX 4 - RISK MANAGEMENT REGISTER

Likelihood			Consequence	
Almost Certain			Catastrophic	
Likely			Major	
Possible			Moderate	
Unlikely			Minor	
Rare			Insignificant	
Risk	Likelihood	Consequence	Causal Factors	Effects
Fire	Rare	Catastrophic	<ul style="list-style-type: none"> Electrical fault Arson Explosion Lightning Other accidental cause 	<ul style="list-style-type: none"> Inability to access building Inability to access information Loss of records Loss of IT Loss of staff Loss of plant or equipment
Flood	Possible	Moderate	<ul style="list-style-type: none"> Local storms / rain Catchment rain 	<ul style="list-style-type: none"> Inability of staff to get to work Activation of LDMG and reassignment of staff Loss of utilities infrastructure Loss of communications infrastructure
Water Damage	Unlikely	Major	<ul style="list-style-type: none"> Storms / rain Burst water main Fire fighting response 	<ul style="list-style-type: none"> Inability to access building Inability to access information Loss of IT Loss of records
Explosion	Rare	Catastrophic	<ul style="list-style-type: none"> Arson / Terrorism Gas / fuel leak Fire Vehicular or airplane impact accident Combustion of stores materials (eg fuel, chemicals) 	<ul style="list-style-type: none"> Inability to access building Inability to access information Loss of staff Loss of records Loss of IT Loss of plant or equipment

Risk	Likelihood	Consequence	Causal Factors	Effects
Storm Damage	Possible	Major	<ul style="list-style-type: none"> Electrical storms Wind storms 	<ul style="list-style-type: none"> Inability to access building Inability to access information Inability of staff to get to work Activation of LDMG and reassignment of staff Loss of IT Loss of electricity supply Loss of communications infrastructure
Loss of Critical Staff	Possible	Moderate	<ul style="list-style-type: none"> Death Immediate resignation or termination 	<ul style="list-style-type: none"> Inability to sustain effective service delivery
Strike Action by Council Staff	Unlikely	Major	<ul style="list-style-type: none"> Human Resource issues Industrial matters WHS issues 	<ul style="list-style-type: none"> Inability to maintain service delivery
Theft	Possible	Major	<ul style="list-style-type: none"> Break and enter Fraudulent / corrupt activity 	<ul style="list-style-type: none"> Loss of records Loss of plant or equipment
Vandalism / Malicious Damage	Possible	Moderate	<ul style="list-style-type: none"> Break and enter Opportunistic Low security and / or lighting 	<ul style="list-style-type: none"> Loss of plant or equipment Inability to access Council facilities Inability to maintain service delivery
Cyber Attack	Unlikely	Major	<ul style="list-style-type: none"> External activity Inadequate security on IT systems 	<ul style="list-style-type: none"> Inability to access information Loss of IT Loss of records
Earthquake	Rare	Catastrophic	<ul style="list-style-type: none"> Natural Hazard 	<ul style="list-style-type: none"> Inability to access building Inability to access information Loss of records Loss of IT Loss of staff Loss of plant or equipment

Risk	Likelihood	Consequence	Causal Factors	Effects
Interruption to Essential Services	Likely	Moderate	<ul style="list-style-type: none"> Electricity supply interruption Communications interruption Water / Sewerage supply failure 	<ul style="list-style-type: none"> Loss of electricity supply Loss of communications (phone, internet etc.) Inability to maintain service delivery
Supplier Failure	Possible	Minor	<ul style="list-style-type: none"> Delivery arrangements Close down of supplier 	<ul style="list-style-type: none"> Inability to maintain service delivery
Business Interruption		Treatment Plan	Responsibility	Control Actions on Event Activation (Dependent on impact level)
Inability to access building		<ul style="list-style-type: none"> Key register / control system in place Regular emergency evacuation drills and training Formal arrangements in place for alternative site Records securely stored and backed-up Fire fighting appliances regularly inspected and staff trained in use Regular maintenance and inspections undertaken Adequate insurance in place 	CCSM WHSA/CCSM CCSM CCSM WHSA WHSA MFS /CEO	<ul style="list-style-type: none"> Refer to Business Continuity Plan Procedures (if applicable) Implement emergency evacuation procedures Notify stakeholders Protect / remove critical resources Notify insurer
Loss of, or inability to access, information and records		<ul style="list-style-type: none"> Staff awareness training Secure cabinet for personnel files Offsite storage of backup files IT security systems 	CCSM CEO CCSM CCSM	<ul style="list-style-type: none"> Refer to Business Continuity Plan Procedures (if applicable) Protect critical resources
Loss of IT		<ul style="list-style-type: none"> IT security systems Manual work-around available Availability of laptops, wifi etc. 	CCSM CCSM CCSM	<ul style="list-style-type: none"> Refer to Business Continuity Plan Procedures (if applicable) Enable mobile equipment (laptops) etc. Notify stakeholders
Business Interruption		Treatment Plan	Responsibility	Control Actions on Event Activation (Dependent on impact level)

Loss of staff, or inability of staff to get to work, or reallocation of staff	<ul style="list-style-type: none"> • Effective HR and WHS policies and procedures • Consistent business procedures • Implement strategies for social isolation including work from home, flexible working hours • Back-up arrangements formalised and back-up staff trained in procedures • Employee Assistance Program 	CEO CCSM CCSM CCSM CEO	<ul style="list-style-type: none"> • Refer to Business Continuity Plan Procedures (if applicable) • Notify stakeholders of potential impacts due to reduction in staff • Provide counselling (if applicable) • Maintain HR and WHS practices
Loss of, or inability to access, plant or equipment	<ul style="list-style-type: none"> • Adequate insurance in effect • WHS policies and procedures in place • Staff training • Regular maintenance and inspection programs 	MFS WHS WHS WHS	<ul style="list-style-type: none"> • Refer to Business Continuity Plan Procedures (if applicable) • Notify insurer • Assess incident reports
Loss of utilities infrastructure or supply (water, power, communications)	<ul style="list-style-type: none"> • Emergency generators • Regular maintenance and inspection programs 	WM WHS	<ul style="list-style-type: none"> • Refer to Business Continuity Plan Procedures (if applicable) • Activate generators • Bottled water • Portable ablution facilities • Notify stakeholders
Loss of service / supply provider	<ul style="list-style-type: none"> • Contracts in place • Regular review of performance against agreed service levels • Procurement policy considers supplier reputation / sustainability 	CEO ALL CEO	<ul style="list-style-type: none"> • Refer to Business Continuity Plan Procedures (if applicable) • Pursue alternate supplier

Strategic Decision Report

Financial Services

12 FINANCE

12.1 (04/19) – Finance Report Period Ending 31 March 2019

IX: 177140 / 177093

Author: Manager of Financial Services, Arminda David

PURPOSE:

The purpose of this report is to present Council with the monthly financial report.

POLICY:

Local Government Regulation 2012

CORPORATE PLAN:

2.2.1 Ensure Council's financial sustainability through responsible management and planning of finances and assets.

RECOMMENDATION:

That Council receive the finance report as at 31 March 2019.

BACKGROUND:

Section 204 of the *Local Government Regulation 2012* requires a financial report to be presented at a meeting of Council each month. The report must state the progress that has been made in relation to Council's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

DISCUSSION:

Not applicable

FINANCIAL:

As per attached documentation

CONSULTATION:

Not applicable

ATTACHMENTS:

Financial Report

Statement of Comprehensive Income

For the month ending 31 March 2019

75% of year elapsed

	2019 Actual	Amend 18/19	
REVENUE			
Recurrent revenue			
Rates, levies and charges	4,938,278	4,840,989	102%
Fees and charges	53,511	100,192	53%
Rental income	234,122	285,000	82%
Interest received	298,693	336,325	89%
Sales revenue	1,884,463	3,355,500	56%
Other income	30,525	39,748	77%
Grants, subsidies, contributions and donations	2,781,566	3,458,352	80%
Total recurrent revenue	10,221,159	12,416,106	82%
Capital revenue			
Grants, subsidies, contributions and donations	2,843,104	3,863,000	74%
Gain or loss on disposal	0	0	
Total capital revenue	2,843,104	3,863,000	74%
TOTAL REVENUE	13,064,263	16,279,106	80%
EXPENSES			
Recurrent Expenses			
Employee benefits	-3,652,748	-5,718,980	64%
Materials and services	-3,055,280	-5,694,944	54%
Finance costs	-14,213	-17,680	80%
Depreciation and amortisation	-4,443,147	-5,765,902	77%
TOTAL RECURRENT EXPENSES	-11,165,388	-17,197,506	65%
OTHER COMPREHENSIVE INCOME			
Gain on revaluation	27,717	27,717	
NET OPERATING SURPLUS	1,926,592	-890,683	-216%

Statement of Financial Position

For the month ending 31 March 2019

75% of year elapsed

	2018 Actual	Amend 18/19
ASSETS		
Current Assets		
Cash and cash equivalents	21,840,431	14,367,755
Trade and other receivables	1,213,925	3,498,220
Inventories	492,213	365,838
Other financial assets	0	74,852
Total current assets	23,546,569	18,306,665
Non-current Assets		
Receivables	54,174	56,250
Property, plant and equipment	186,363,614	182,678,719
Capital works in progress	3,552,716	2,656,232
Total non-current assets	189,970,504	185,391,201
TOTAL ASSETS	213,517,073	203,697,866
LIABILITIES		
Current Liabilities		
Trade and other payables	609,730	1,211,985
Provisions	411,449	507,716
Other	-122,829	-21,528
Total current liabilities	898,350	1,698,173
Non-current Liabilities		
Provisions	136,996	44,908
Total non-current liabilities	136,996	44,908
TOTAL LIABILITIES	1,035,346	1,743,081
NET COMMUNITY ASSETS	212,481,727	201,954,785
EQUITY		
Community Equity		
Shire capital	75,540,157	80,930,662
Asset revaluation surplus	117,380,680	107,745,258
Current Surplus	1,926,592	-890,683
Accumulated Surplus	15,138,836	11,674,086
Other reserves	2,495,462	2,495,462
TOTAL COMMUNITY EQUITY	212,481,727	201,954,785

Statement of Cash Flow

For the month ending 31 March 2019

75% of year elapsed

	2018 Actual	Amend 18/19
Cash flows from operating activities:		
Receipts from customers	8,304,725	8,784,231
Payments to suppliers and employees	(7,119,515)	(11,432,482)
Interest received	298,693	336,325
Rental income	234,122	285,000
Non-capital grants and contributions	2,329,506	3,011,428
	4,047,532	984,502
Cash flows from investing activities:		
Movement in loans	3,750	3,750
Payments for property, plant and equipment	(4,635,397)	(9,542,250)
Proceeds from sale of property, plant and equipment	27,717	27,717
Grants, subsidies, contributions and donations	2,843,104	3,863,000
	(1,760,826)	(5,647,783)
Cash flows from financing activities		
Nil	-	-
Net increase (decrease) in cash held	2,286,706	(4,663,281)
0	19,553,725	19,031,036
0	21,840,431	14,367,755

Revenue and Expenditure Report

For the month ending 31 March 2019

75% of year elapsed

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
1000-0001	CORPORATE GOVERNANCE						
1000-0002	EXECUTIVE SERVICES						
1000-2000	Executive Services Salaries - CEO				170,268	220,000	77%
1000-2020	Executive CEO Expenses				25,454	50,000	51%
1000-2030	Executive Services - HR Expenses				92,988	160,000	58%
1000-0002	EXECUTIVE SERVICES TOTAL	0	0		288,710	430,000	67%
1100-0002	COUNCILLORS EXPENSES						
1100-2000	Councillor Wages				216,398	240,000	90%
1100-2001	Councillor Remuneration - Meetings				38,777	40,000	97%
1100-2020	Councillors Allowances & Expenditure				8,934	15,000	60%
1100-2030	Councillor Professional Dev Training				235	5,000	5%
1100-2040	Councillors Conferences & Deputation				20,780	20,000	104%
1100-2050	Election Expenses				0	0	
1100-2060	Meeting Expenses				2,273	3,000	76%
1100-0002	COUNCILLORS EXPENSES TOTAL	0	0		287,398	323,000	89%
1000-0001	CORPORATE GOVERNANCE TOTAL	-	-		576,108	753,000	77%
2000-0001	ADMINISTRATION AND FINANCE						
2100-0002	ADMINISTRATION & FINANCE						
2100-1150	Grant - Local Government Diploma	0	0				
2100-1500	Office Rental	0	0				

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
2100-2000	Administration Salaries				794,175	1,130,000	70%
2100-2020	Consultants				0	15,000	0%
2100-2070	Staff Training & Development				86,767	140,000	62%
2100-2110	Advertising				11,025	12,000	92%
2100-2120	Audit Fees				34,289	60,000	57%
2100-2130	Bank Charges				4,219	5,300	80%
2100-2180	Computer Services				96,718	200,000	48%
2100-2185	Fringe Benefits Tax				6,012	18,000	33%
2100-2220	Shire Office Operating Expenses				53,711	50,000	107%
2100-2230	Insurance				93,361	165,000	57%
2100-2270	Legal Expenses				15,704	40,000	39%
2100-2280	Postage				4,337	6,000	72%
2100-2290	Printing & Stationery				14,558	35,000	42%
2100-2330	Shire Office Repairs & Maintenance				9,788	20,000	49%
2100-2340	Subscriptions				58,451	62,000	94%
2100-2350	Administration Telephone & Fax				21,214	31,000	68%
2100-2370	Valuation Fees Rates				9,003	12,000	75%
2100-2500	Valuation of Assets				0	50,000	0%
2100-2510	Asset Management Expenses				20,408	20,000	102%
2100-2600	Depreciation General Admin				35,903	43,887	82%
2100-2991	Odd Cents Rounding Expense				0	0	
2101-1510	LGGSP-Asset Management Project	0	0				
2100-1510	LGGSP - Asset Management Project	0	46,200				
2100-2510	LGGSP - Asset Management Project Expenses				40,572	110,000	37%
2105-1700	Barcoo SC Accounting Assistance	0	0				
2105-2000	Barcoo SC Salaries				0	0	
2100-0002	ADMINISTRATION & FINANCE TOTAL	0	46,200		1,410,217	2,225,187	63%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
2110-0002	STORES						
2110-1510	Stores Sale of Raw Materials (Quarry)	0	0				
2110-1550	Auction Sales	0	0				
2110-2220	Stores Operating Expenses				144,937	157,000	92%
2110-2225	Stores Write -Offs				0	0	
2110-2240	Stores Adjustment				-1,725	-1,000	173%
2110-2250	Auction Expenses				0	0	
2110-2540	Freight				1,344	10,000	13%
2110-2815	Stores Oncosts Recoveries				-74,368	-108,000	69%
2110-2880	Oncost Recoveries - Freight				0	0	
2110-0002	STORES TOTAL	0	0		70,188	58,000	121%
2200-0002	RATES & CHARGES						
2210-0003	Rates Cat 1 Quilpie						
2210-1000	Cat 1 Rates	116,474	116,687	100%			
2210-1005	Cat 1 Interest on Rates	406	513	79%			
2210-1080	Cat 1 Discount	-8,861	-11,719	76%			
2210-1085	Cat 1 Pensioner Rebate	-4,315	-5,835	74%			
2210-1090	Cat 1 Writeoff and Refund	0	0				
2210-0003	Rates Cat 1 Quilpie TOTAL	103,704	99,646	104%	0	0	
		-					
2212-0003	Rates Cat 2 - Eromanga						
2212-1000	Cat 2 Rates	12,145	13,798	88%			
2212-1005	Cat 2 Interest on rates	225	225	100%			
2212-1080	Cat 2 Discount	-658	-1,104	60%			
2212-1085	Cat 2 Pensioner Rebate	-536	-414	130%			
2212-1090	Cat 2 Writeoff and Refund	0	0				
2212-0003	Rates Cat 2 - Eromanga TOTAL	11,176	12,505	89%	0	0	

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19
2214-0003	Rates Cat 3 Other Rural Towns					
2214-1000	Cat 3 Rates	22,289	22,599	99%		
2214-1005	Cat 3 Interest on Rates	631	420	150%		
2214-1080	Cat 3 Discount	-1,466	-2,034	72%		
2214-1085	Cat 3 Pensioner Rebate	-1,057	-1,130	94%		
2214-1090	Cat 3 Writeoff and Refund	0	0			
2214-0003	Rates Cat 3 Other Rural Towns TOTAL	20,397	19,855	103%	0	0
2216-0003	Rates Cat 4 Mining Tenements					
2216-1000	Cat 4 Rates	34,266.70	13,494	254%		
2216-1005	Cat 4 Interest on Rates	303	505	60%		
2216-1080	Cat 4 Discount	-2,419	-1,657	146%		
2216-1085	Cat 4 Pensioner Rebate	0	-138	0%		
2216-1090	Cat 4 Writeoff and Refund	0	0			
2216-0003	Rates Cat 4 Mining Tenements TOTAL	32,151	12,204	263%	0	0
2220-0003	Rates Cat 6 - Rural <7\$/ha					
2220-1000	Cat 6 Rates	548,791	552,052	99%		
2220-1005	Cat 6 Interest on Rates	199	1,860	11%		
2220-1080	Cat 6 Discount	-27,296	-46,500	59%		
2220-1085	Cat 6 Pensioner Rebate	0	-164	0%		
2220-1090	Cat 6 Writeoff and Refund	0	0			
2220-0003	Rates Cat 6 - Rural <7\$/ha TOTAL	521,695	507,248	103%	0	0
2222-0003	Rates Cat 7 - Commercial & Industrial					
2222-1000	Cat 7 Rates	33,851	34,148	99%		
2222-1005	Cat 7 Interest on Rates	5	51			
2222-1080	Cat 7 Discount	-2,769	-1,430	194%		

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19
2222-1085	Cat 7 Pensioner Rebate	0	0			
2222-1090	Cat 7 Writeoff and Refund	0	0			
2222-0003	Rates Cat 7 - Commercial & Industrial	31,087	32,769	95%	0	0
2224-0003	Rates Cat 8 - Rural 7-10\$/ha					
2224-1000	Cat 8 Rates	589,989	586,119	101%		
2224-1005	Cat 8 Interest on Rates	803	2,980	27%		
2224-1080	Cat 8 Discount	-28,155	-54,000	52%		
2224-1085	Cat 8 Pensioner Rebate	-450	-225			
2224-1090	Cat 8 Writeoff and Refund	0	0			
2224-0003	Rates Cat 8 - Rural 7-10\$/ha TOTAL	562,187	534,874	105%	0	0
2226-0003	Rates Cat 9 - Rural > 10\$/ha					
2226-1000	Cat 9 Rates	303,130	326,721	93%		
2226-1005	Cat 9 Interest on Rates	2,852	160	1782%		
2226-1080	Cat 9 Discount	-14,978	-29,800	50%		
2226-0003	Rates Cat 9 - Rural > 10\$/ha TOTAL	291,004	297,081	98%	0	0
2228-0003	Rates Cat 10 - Pumps, Bores & Telec					
2228-1000	Cat 10 Rates	10,220	10,270	100%		
2228-1005	Cat 10 Interest on Rates	0	91	0%		
2228-1080	Cat 10 Discount	-496	-1,009	49%		
2228-0003	Rates Cat 10 - Pumps, Bores & Telec TOTAL	9,724	9,352	104%	0	0
2230-0003	Rates Cat 11-Mine&Oil Prod <5000ha					
2230-1000	Cat 11 Rates	1,022,368	1,022,355	100%		
2230-1080	Cat 11 Discount	-94,521	-99,200	95%		
2230-0003	Rates Cat 11-Mine&Oil Prod <5000ha TOTAL	927,848	923,155	101%	0	0

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19
2232-0003	Rates Cat 12 - Oil Prod 5000-10000ha					
2232-1000	Cat 12 Rates	804,359	804,370	100%		
2232-1080	Cat 12 Discount	-51,411	-80,600	64%		
2232-0003	Rates Cat 12 - Oil Prod 5000-10000ha TOTAL	752,948	723,770	104%	0	0
2234-0003	Rates Cat 13 -Oil Prod 10000-25000ha					
2234-1000	Cat 13 Rates	686,404	686,404	100%		
2234-1080	Cat 13 Discount	-68,640	-55,600	123%		
2234-0003	Rates Cat 13 -Oil Prod 10000-25000ha TOTAL	617,764	630,804	98%	0	0
2236-0003	Rates Cat 14 -Oil Prod 25000-50000ha					
2236-1000	Cat 14 Rates	389,664	389,666	100%		
2236-1080	Cat 14 Discount	-38,966	-37,800	103%		
2236-0003	Rates Cat 14 -Oil Prod 25000-50000ha TOTAL	350,698	351,866	100%	0	0
2240-0003	Rates Cat 16 - Oil Distillation/Refi					
2240-1000	Cat 16 Rates	87,209	87,209	100%		
2240-1080	Cat 16 Discount	-4,360	-8,920	49%		
2240-0003	Rates Cat 16 - Oil Distillation/Refi TO	82,849	78,289	106%	0	0
2200-0002	RATES & CHARGES TOTAL	4,315,230	4,233,418	102%	0	0
2295-0002	GRANTS					
2295-1100	FAGS General Component	1,392,293	1,781,829	78%		
2295-1130	FAGS Identified Road Component	461,619	580,218	80%		
2295-0002	GRANTS TOTAL	1,853,912	2,362,047	78%	0	0

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
2300-0002	OTHER REVENUE						
2300-1500	Administration Fees (GST Applies)	839	1,850	45%			
2300-1510	Admin Fees (GST Exempt)	1,801	5,000	36%			
2300-1601	Fire Levy Commission	3,094	3,000	103%			
2300-1800	Bank Interest Received	5,769	6,000	96%			
2300-1810	Investment Interest	285,339	320,000	89%			
2300-1990	Miscellaneous Income	182	500	36%			
2300-1995	Misc Income GST Free	0	500	0%			
2310-1300	Quilpie Club Lease - Beneficial Ent	0	0	#DIV/0!			
2300-2130	Investment Admin & Fees Charges	254			9,993	12,380	81%
2310-1300	Quilpie Club Rent	0	3,500	0%			
2310-2300	Quilpie Club - Beneficial Enterprise		0		254	500	51%
2300-0002	OTHER REVENUE TOTAL	297,278	340,350	87%	10,247	12,880	80%
2400-0002	EMPLOYEE ONCOSTS						
2400-2010	Expense Annual Leave				522,341	706,670	74%
2400-2011	Expense Long Service Leave				61,828	83,677	74%
2400-2012	Expense Sick Leave				87,422	151,268	58%
2400-2013	Expense Public Holiday				103,557	150,000	69%
2400-2015	Expense Bereavement Leave				5,790	4,360	133%
2400-2016	Expense Domestic Violence Leave				0	1,908	0%
2400-2020	Expense Maternity Leave				-2,734	3,380	-81%
2400-2040	Expense Backpay and S/Leave Bonus				0	0	
2400-2060	Expense Super Contributions -9%				117,848	157,300	75%
2400-2065	Expense Super Contributions-12%				286,800	354,000	81%
2400-2230	Expense Workers Compensation				65,572	90,000	73%
2400-2315	Expense Employee Relocation				0	3,000	0%
2400-2410	Expense WH&S				114,632	150,000	76%

		2018 Actual	Amend 18/19			2018 Actual	Amend 18/19	
2400-2821	Recovery Annual Leave					-352,448	-435,000	81%
2400-2822	Recovery Sick Leave					-91,381	-113,000	81%
2400-2823	Recovery LSL					-78,324	-96,500	81%
2400-2824	Recovery Public Holidays					-120,096	-148,000	81%
2400-2825	Recovery Superannuation					-401,366	-490,000	82%
2400-2826	Recovery Workers Comp					-59,835	-72,700	82%
2400-2827	Recovery Training					-130,537	-161,000	81%
2400-2828	Recovery WH&S					-164,478	-203,000	81%
2400-2829	Recovery Contractors					-104,048	-168,000	62%
2400-2830	Recovery Office Equipment					-44,492	-53,400	83%
2400-2831	Recovery Administration					-80,939	-100,500	81%
2400-0002	EMPLOYEE ONCOSTS TOTAL	0	0			-264,887	-185,537	143%
2000-0001	ADMINISTRATION AND FINANCE TOTAL	6,466,419	6,982,015	93%		1,225,765	2,110,530	58%
3000-0001	INFRASTRUCTURE							
3000-0002	ENGINEERING ADMIN & SUPERVISION							
3000-1100	Apprentice Incentive Payments	21,500	16,500	130%				
3000-2029	Engineering O/C Recover Supervision					-182,841	-242,529	75%
3000-2030	Engineering O/C Recover Plant					-17,308	-18,759	92%
3000-2040	Engineering O/C Recover FP & LT					-48,642	-53,473	91%
3000-2050	Engineering O/C Recover Wet Weather					-26,600	-35,532	75%
3000-2060	Wet Weather Wages Expense					3,058	8,000	38%
3000-2080	Purchase equip-cameras, data loggers					1,381	1,381	100%
3000-2220	Engineering Management Expenses					22,035	35,000	63%
3000-2420	Quality Assurance Expenses					46,445	60,000	77%
3000-2985	Engineering Consultants					14,666	35,000	42%
3000-2990	Works Supervision					416,011	550,000	76%
3000-0002	ENGINEERING ADMIN & SUPERVISION TOTAL	21,500	16,500	130%		228,204	339,088	67%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3100-0002	WATER						
3100-0003	WATER - QUILPIE						
3100-1000	Quilpie Water Charges	230,862	230,000	100%			
3100-1005	Quilpie Water Charges Interest	509	805	63%			
3100-1020	Quilpie Other Water Revenue	0	0				
3100-1080	Quilpie Water Discount	-19,661	-22,700	87%			
3100-1085	Quilpie Water Pensioner Rebate	-4,360	-6,200	70%			
3100-1090	Quilpie Water Writeoff and Refund	0	0				
3100-1500	Quilpie Water Connections	0	506	0%			
3100-2200	Drinking Water Quality Plan	0			0	4,000	0%
3100-2220	Quilpie Water Operations	0			65,326	170,000	38%
3100-2600	Depn Quilpie Water	0			21,833	29,084	75%
3101-1150	LGGSP - Quilpie Water Main Upgrade	189,851	403,000				
3100-0003	WATER - QUILPIE TOTAL	397,202	605,411	66%	87,158	203,084	43%
3110-0003	WATER - EROMANGA						
3110-1000	Eromanga Water Charges	18,213	18,450	99%			
3110-1005	Eromanga Water Charges Interest	152	295	52%			
3110-1020	Eromanga Other Water Revenue	19,400	19,400	100%			
3110-1080	Eromanga Water Discount	-1,223	-1,840	66%			
3110-1085	Eromanga Water Pensioner Rebate	-656	-670	98%			
3110-2220	Eromanga Water Operations				77,608	60,000	129%
3110-2600	Depn Eromanga Water				30,017	39,987	75%
3110-0003	WATER - EROMANGA TOTAL	35,886	35,635	101%	107,625	99,987	108%
3120-0003	WATER - ADAVALE						
3120-1000	Adavale Water Charges	15,080	15,096	100%			
3120-1005	Adavale Water Charges Interest	169	230	74%			

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3120-1080	Adavale Water Discount	-1,159	-1,430	81%			
3120-1085	Adavale Water Pensioner Remissions	-1,255	-1,500	84%			
3120-2220	Adavale Water Operations				8,267	8,000	103%
3120-2600	Depn Adavale Water				4,851	6,461	75%
3120-0003	WATER - ADAVALE TOTAL	12,836	12,396	104%	13,118	14,461	91%
3130-0003	WATER - CHEEPIE						
3130-2220	Cheepie Water Operations				0	4,000	0%
3130-2600	Depn Cheepie Water				229	305	75%
3130-0003	WATER - CHEEPIE TOTAL	0	0		229	4,305	5%
3140-0003	Water - TOOMPINE						
3140-2220	Toompine Water Operations				611	3,000	20%
3140-0003	Water - Toompine TOTAL	0	0		611	3,000	20%
3100-0002	WATER TOTAL	445,923	653,442	68%	208,741	324,837	64%
3200-0002	SEWERAGE						
3200-0003	QUILPIE SEWERAGE						
3200-1000	Sewerage Charges	180,872	180,080	100%			
3200-1005	Sewerage Charges Interest	531	850	62%			
3200-1080	Sewerage Discount	-15,432	-17,500	88%			
3200-1085	Sewerage Pensioner Remission	-407	-750	54%			
3200-1090	Sewerage Writeoff & Refunds	0	0				
3200-1500	Sewerage Waste Charge	18,545	50,000	37%			
3200-2220	Quilpie Sewerage Operations				45,285	98,400	46%
3200-2600	Depn Quilpie Sewerage				22,532	30,016	75%
3200-0003	QUILPIE SEWERAGE TOTAL	184,108	212,680	87%	67,817	128,416	53%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3210-0003	EROMANGA SEWERAGE						
3210-1000	Eromanga Sewerage Charges	20,457	20,550	100%			
3210-1005	Eromanga Sewerage Charges Interest	169	290	58%			
3210-1080	Eromanga Sewerage Discount	-1,373	-2,040	67%			
3210-1085	Eromanga Sewerage Pensioner Remissio	-158	-220	72%			
3210-1510	Eromanga Septic Tank Charges	0	500	0%			
3210-2220	Eromanga Sewerage Operations				6,310	8,000	79%
3210-2600	Depn Eromanga Sewer				7,592	10,114	75%
3210-0003	EROMANGA SEWERAGE TOTAL	19,096	19,080	100%	13,903	18,114	77%
3200-0002	SEWERAGE TOTAL	203,204	231,760	88%	81,719	146,530	56%
3300-0002	INFRASTRUCTURE MAINTENANCE						
3300-0003	SHIRE ROADS MAINTENANCE						
3300-1150	R2R Grant Revenue	0	0				
3300-1170	TIDS Funding Program	435,680	500,000	87%			
3300-2230	Shire Roads & Drainage Expenses				560,895	1,000,000	56%
3300-2300	Early Flood Warning System				0	0	
3300-2600	Depn Roads & Streets				3,313,084	4,388,896	75%
3300-0003	SHIRE ROADS MAINTENANCE TOTAL	435,680	500,000	87%	3,873,979	5,388,896	72%
3302-0003	SHIRE ROADS - FLOOD DAMAGE 2016 TOTAL						
3302-1150	FD 2016 Emergent Works	0	0				
3302-1200	FD 2016 Restoration Works	75,648	75,647	100%			
3302-2200	FD 2016 Emergent Works				0	0	
3302-2210	FD 2016 Restoration Works				0	0	
3302-0003	SHIRE ROADS - FLOOD DAMAGE 2016 TOTAL	75,648	75,647		0	0	

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE						
3310-2220	Town Street & Drainage Maintenance				351,025	510,000	69%
3310-2230	Street Lighting				21,822	35,000	62%
3310-2240	Street Cleaning Operations				17,374	50,000	35%
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE TOTAL	0	0		390,222	595,000	66%
3320-0003	SOUTH WEST REGIONAL ROAD GROUP						
3320-1160	SWRRG Contributions	0	0				
3320-2220	South West Regional Road Group Expenses				0	0	
3320-2225	Recoverable SWRRG Expenditure				0	0	
3320-0003	SOUTH WEST REGIONAL ROAD GROUP TOTAL	0	0		0	0	
3330-0003	DEPOTS & CAMPS						
3330-1500	Office Rental	0	0				
3330-1510	Camp Accommodation Rent	0	0				
3330-2220	Camps Operations				39,125	72,900	54%
3330-2330	Depots Operations				94,661	150,000	63%
3330-2430	Old Depot Redevelopment				0	10,000	0%
3330-2600	Depn Depot & Camp				122,188	144,303	85%
3330-0003	DEPOTS & CAMPS TOTAL	0	0		255,974	377,203	68%
3340-0003	WORKSHOP						
3340-2220	Workshop Operations				3,244	15,500	21%
3340-2230	Workshop Maintenance & Repairs				62,873	120,000	52%
3340-0003	WORKSHOP TOTAL	0	0		66,117	135,500	49%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3350-0003	PLANT & MACHINERY						
3350-1510	Gain/Loss on Sale/Disposal of Plant	27,717	27,717				
3350-1520	Gain/Loss on revaluation	0					
3350-1570	Diesel Rebate - ATO	43,295	90,000	48%			
3350-2145	Small Plant Repairs				8,743	20,000	44%
3350-2225	Small Plant Purchases				15,247	10,000	152%
3350-2227	Floating Plant & Loose Tools Expense				0	0	
3350-2229	Plant Operations				449,122	560,000	80%
3350-2330	Plant Repairs & Maintenance				399,751	450,000	89%
3350-2331	Plant Registration				67,839	75,000	90%
3350-2585	Plant Recoveries				-2,732,332	-3,000,000	91%
3350-2600	Depreciation Plant				338,843	393,331	86%
3350-0003	PLANT & MACHINERY TOTAL	71,012	117,717	60%	-1,452,787	-1,491,669	97%
3360-0003	AERODROME						
3360-1310	Quilpie Refuelling Revenue	44,803	40,000	112%			
3360-1320	Quilpie Refuelling Strip Lighting-Grant	-	210,000	0%			
3360-2310	Quilpie Refuelling OP & RM				64,410	60,000	107%
3360-2325	Quilpie Aerodrome Operation				14,025	30,000	47%
3360-2330	Quilpie Aerodrome Repairs & Maintenance				61,662	60,000	103%
3360-2335	Eromanga Aerodrome Operations				8,542	8,542	100%
3360-2340	Eromanga Aerodrome Repairs & Maintenance				4,185	5,000	84%
3360-2350	Adavale Aerodrome Repairs & Maintenance				1,201	2,000	60%
3360-2360	Toompine Aerodrome Repairs & Maintenance				880	2,000	44%
3360-2370	Cheepie Aerodrome Repairs & Maintenance				0	1,000	0%
3360-2600	Depreciation Quilpie Aerodrome				102,403	111,650	92%
3365-2600	Depreciation Eromanga Aerodrome				5,515	4,940	112%
3360-0003	AERODROME TOTAL	44,803	250,000	18%	262,823	285,132	92%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3370-0003	BULLOO PARK						
3370-1100	DCP Bulloo Park Grant	0	0				
3370-1120	LGGSP Bulloo Park Grant	0	0				
3370-1130	BoR Bulloo Park Grant	0	0				
3370-1500	Bulloo Park Fees	2,223	4,000	56%			
3370-1510	Bulloo Park - Other Income	0	0				
3370-2220	Bulloo Park Operations				73,079	140,000	52%
3370-2600	Depn Bulloo Park				43,917	51,211	86%
3370-0003	BULLOO PARK TOTAL	2,223	4,000	56%	116,996	191,211	61%
3371-0003	BULLOO RIVER WALKWAY						
3371-2220	Bulloo River Walkway Operations				0	1,000	0%
3371-0003	BULLOO RIVER WALKWAY TOTAL	0	0		0	1,000	
3375-0003	JOHN WAUGH PARK						
3375-1120	JWP S&R Grant	-	-				
3375-1125	JWP LGSSP Grant	-	-				
3375-2220	John Waugh Park Operations				75,273	140,000	54%
3375-2600	Depn John Waugh Park				10,345	12,530	83%
3375-0003	JOHN WAUGH PARK TOTAL	0	0		85,618	152,530	56%
3376-0003	BICENTENNIAL PARK						
3376-2220	Bicenntennial Park Operations				10,734	30,000	36%
3376-2600	Depn Bicentennial Park				29,136	36,247	80%
3376-0003	BICENTENNIAL PARK TOTAL	0	0		39,870	66,247	60%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3380-0003	COUNCIL LAND & BUILDINGS						
3380-1500	Bulloo Park Fees	-	-				
3380-1501	Profit/(Loss) on Sale of Assets	0	0				
3380-2330	Council Properties Operating Expenses				24,443	36,000	68%
3380-2600	Depreciation Council Buildings Other				9,908	11,131	89%
3380-0003	COUNCIL LAND & BUILDINGS TOTAL	0	0		34,351	47,131	73%
3385-0003	PARKS & GARDENS						
3385-1500	Barbeque Fees	0	0				
3385-2220	Parks & Gardens Operating Expenses				69,929	140,000	50%
3385-2420	Street Tree Program				2,476	0	
3385-2600	Depreciation Parks Building				15,616	18,039	87%
3385-0003	PARKS & GARDENS TOTAL	0	0		88,021	158,039	56%
3390-0003	PUBLIC TOILETS						
3390-2220	Public Toilets Operations				17,997	22,000	82%
3390-0003	PUBLIC TOILETS TOTAL	0	0		17,997	22,000	82%
3300-0002	INFRASTRUCTURE MAINTENANCE TOTAL	629,365	947,364	66%	3,779,180	5,928,220	64%
3400-0002	BUSINESS OPPORTUNITIES						
3400-0003	DMR WORKS						
3400-1230	MRD SWTD - 1047 Red Rd	0	0				
3400-1235	MRD Red Road TCP	0	0				
3400-1240	MRD Diamantina Dev Rd	0	0				
3400-1260	Quilpie Adavale Red Rd TIDS 18/19	380,000	380,000	100%			
3400-1550	MRD RMPC Revenue	0	0				

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
3400-1560	Quilpie Windorah Rd-Culvert Proj-Inc	452,046	446,910	101%			
3400-1570	Quilpie Adavale Red Rd Resheet 18/19	336,094	450,000	75%			
3400-2225	MRD RMPC Expenses				0	0	
3400-2301	MRD-Diamantina Dev Rd				0	0	
3400-2302	MRD - Qlp/Adv Red Rd				0	0	
3400-2303	MRD Red Rd TCP & TIDS				0	0	
3400-2304	MRD Red Rd TCP				0	0	
3400-2305	MRD Quilpie -Thargo TIDS 17/18 Wide				419,637	419,367	100%
3400-2306	Quilpie Adavale Red Rd TIDS 18/19				448,216	760,000	59%
3400-2307	Quilpie Adavale Red Rd Resheet 18/19				326,879	324,753	101%
3401-1550	DMR WORKS - MRD RMPC Rev 18/19	1,106,155	2,450,000	45%			
3401-2225	DMR WORKS - MRD RMPC Exp 18/19				1,680,868	2,400,000	70%
3404-1200	Warrego Way Signage	-----			0	0	
3404-2200	Warrego Way Signage				0	0	
3405-1200	MRD Blackall Road Re-Sheet				0	0	
3405-2200	MRD Blackall Road Re-Sheet				71,480	6,418	1114%
3400-0003	DMR WORKS TOTAL	2,274,295	3,726,910	61%	2,947,081	3,910,538	75%
3410-0003	PRIVATE WORKS						
3410-1500	Private Works Revenue - No GST	911	500	182%			
3410-1550	Private Works Revenue	16,500	35,000	47%			
3410-2230	Private Works Expenditure				16,138	25,000	65%
3410-0003	PRIVATE WORKS TOTAL	17,411	35,500	49%	16,138	25,000	65%
3400-0002	BUSINESS OPPORTUNITIES TOTAL	2,291,706	3,762,410	61%	2,963,219	3,935,538	75%
3000-0001	INFRASTRUCTURE TOTAL	3,591,699	5,611,476	64%	7,261,063	10,674,213	68%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
4000-0001	ENVIRONMENT & HEALTH						
4100-0002	PLANNING & DEVELOPMENT						
4100-0003	TOWN PLANNING - LAND USE & SURVEY						
4100-1500	Town Planning Fees	0	500	0%			
4100-2220	Town Planning Expenses				0	0	
4100-2410	Review Planning Scheme				75	2,000	
4100-0003	TOWN PLANNING - LAND USE & SURVEY TOTAL	0	500	0%	75	2,000	4%
4150-0003	BUILDING CONTROLS						
4150-1500	Building Fees No GST	0	0				
4150-1501	Building Fees - GST Applies	6,365	5,000	127%			
4151-1505	Swimming Pool Inspection Fees	0	500	0%			
4150-2220	Building Expenses				-1,014	30,000	-3%
4151-2225	Swimming Pool Inspection Costs				307	1,000	31%
4150-0003	BUILDING CONTROLS TOTAL	6,365	5,500	116%	-707	31,000	-2%
4100-0002	PLANNING & DEVELOPMENT TOTAL	6,365	6,000	106%	-632	33,000	-2%
4200-0002	WASTE MANAGEMENT						
4200-0003	GARBAGE COLLECTION						
4200-1000	Garbage Charges	227,761	227,000	100%			
4200-1005	Garbage Charges - Interest	631.1	1,050	60%			
4200-1080	Garbage Charges Discount	-19,090	-21,950	87%			
420-1085	Garbage pensioner Remission	0					
4200-1090	Garbage Charges Writeoff and Refund	0	0				
4200-2220	Garbage Operations				78,639	140,000	56%
4200-0003	GARBAGE COLLECTION TOTAL	209,302	206,100	102%	78,639	140,000	56%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
4250-0003	LANDFILL OPERATIONS						
4250-1500	Landfill Fees Revenue	0	250				
4250-2235	Landfill Operations				89,434	150,000	60%
4250-2600	Depn Landfill				3,436	4,511	76%
4250-0003	LANDFILL OPERATIONS TOTAL	0	250		92,870	154,511	60%
4200-0002	WASTE MANAGEMENT TOTAL	209,302	206,350	101%	171,510	294,511	58%
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL						
4300-0003	PLANT PEST CONTROL						
4300-1150	Drought Assist Feral Pest Program	0	0				
4300-1200	Land Holder Contribution	0	0				
4300-2210	Pest Plant Chemical Subsidy				0	0	
4300-2220	Biodiversity Cacti Control Expenses				0	0	
4300-2230	WONS Weed Expenses				0	0	
4300-2240	TMR Weed Spray Expenses				0	0	
4300-2290	Plant Pest Control Expenses				35,190	50,000	70%
4300-0003	PLANT PEST CONTROL TOTAL	0	0		35,190	50,000	70%
4310-0003	ANIMAL PEST CONTROL						
4310-2205	Wild Dog Destruction Expenses				0	0	
4310-2235	Wild Dog Coordinator Expenditure				94,607	162,955	58%
4310-2250	Wild Dog Bonus Payments				17,550	20,000	88%
4310-2280	DNR Precept - Barrier Fence				59,083	115,000	51%
4311-1150	Drought Assist Feral Pest Grant DAFF	0	0		0	0	
4311-2255	Drought Assist Feral Pest Exp				0	0	
4312-1140	SWNRM Baiting Participation Grant	0	0		0	0	

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
4312-1900	Syndicate Baiting Revenue	0	0		0	0	
4312-2260	Syndicate Baiting Expense				51,701	220,000	24%
4313-1150	QLD Feral Pest Initiative SWRED	60,000	90,000	67%	0	0	
4313-2250	QLD Feral Pest Initiative SWRED				72,040	116,000	62%
4315-1010	Wild Dog Levy Revenue	0	0		0	0	
4315-2010	Wild Dog Levy Expenditure				0	0	
4310-0003	ANIMAL PEST CONTROL TOTAL	60,000	90,000	67%	294,981	633,955	47%
4320-0003	STOCK ROUTES & RESERVES MANAGEMENT						
4320-1500	Common Application Fees	1,320	1,550	85%			
4320-1550	Donation Drought Relief	0	0				
4320-1600	Mustering / Supplement Fees	2,956	2,196	135%			
4320-1700	Sale of Stock	0	2,000	0%			
4320-1800	Reserve Fees	0					
4320-2200	Common Fence Repairs & Firebreaks				18,291	20,000	91%
4320-2220	Stock Routes & Reserves Expenses				50,451	50,000	101%
4320-0003	STOCK ROUTES & RESERVES MANAGEMENT TOTA	4,276	5,746	74%	68,743	70,000	98%
4330-0003	DOMESTIC ANIMAL CONTROL						
4330-1300	Animal Write -Off	0	0				
4330-1400	Animal Discounts	-1,180	-1,650	72%			
4330-1500	Animal Control Fees	7,546	10,000	75%			
4330-1700	Animal Control Fines & Penalties	1,330	590	225%			
4330-2220	Animal Control Expenses				18,444	25,000	74%
4330-0003	DOMESTIC ANIMAL CONTROL TOTAL	7,696	8,940	86%	18,444	25,000	74%
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL TOTAL	71,972	104,686	69%	417,357	778,955	54%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
4500-0002	ENVIRONMENT & HEALTH						
4510-0003	ENVIRONMENTAL PROTECTION						
4510-2220	Environmental Protection Expenses				19,296	30,000	64%
4510-0003	ENVIRONMENTAL PROTECTION TOTAL	0	0		19,296	30,000	64%
4520-0003	HEALTH AUDITING & INSPECTION						
4520-1400	Health Licenses & Permits Revenue	2,080	2,000	104%	0	10,200	0%
4520-2230	Health Operations				0	10,200	0%
4520-0003	HEALTH AUDITING & INSPECTION TOTAL	2,080	2,000	104%	0	10,200	0%
4500-0002	ENVIRONMENT & HEALTH TOTAL	2,080	2,000	104%	19,296	40,200	48%
4000-0001	ENVIRONMENT & HEALTH TOTAL	289,719	319,036	91%	607,531	1,146,666	53%
5000-0001	COMMUNITY SERVICES						
5100-0002	COMMUNITY DEVELOPMENT						
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS						
5120-1210	Grant-Swimming Pool Kiosk Extension	0	0				
5120-2220	Quilpie Swimming Pool Operations				97,956	170,000	58%
5120-2330	Quilpie Swimming Pool Repairs & Mtc				30,022	50,000	60%
5120-2600	Depn Swimming Pool Structures				32,934	58,619	56%
5125-2220	Eromanga Swimming Pool Opt & Maint				20,492	15,000	137%
5125-2230	Eromanga Swimming Pool Repairs & Mtc				11,364	15,000	76%
5125-2600	Depn Eromanga Swimming Pool				1,231	4,650	26%
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS TOTAL	0	0		193,999	313,269	62%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS						
5150-1500	Shire Halls - Revenue	886	2,000	44%			
5150-2220	Shire Hall Operations				17,524	25,000	70%
5150-2330	Shire Halls Repairs & Maintenance				41,675	65,000	64%
5150-2331	Shire Halls - Special Maintenance				0	0	
5150-2600	Depn Shire Halls				40,120	48,268	83%
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS TOTAL	886	2,000	44%	99,319	138,268	72%
5170-0003	RECREATION FACILITIES						
5170-1500	Hire Amusement Equipment Fee	0	0				
5170-2220	Recreational Facilities Operating Expenses				2,112	7,000	30%
5170-2230	Recreational Facilities Repairs & Maintenance				377	2,000	19%
5170-2250	All Sports Building				1,561	3,000	52%
5170-2330	Adavale Sport & Rec Grounds				433	5,000	9%
5170-2340	Eromanga Rodeo & Race Grounds				4,200	20,000	21%
5170-2600	Depreciation Recreational Facilities				23,053	31,417	73%
5170-0003	RECREATION FACILITIES TOTAL	0	0		31,737	68,417	46%
5180-0003	TOWN DEVELOPMENT TOTAL						
5180-2820	Town Development - Eromanga				0	40,000	0%
5180-2830	Town Development - Adavale				0	30,000	0%
5180-2840	Town Development - Toompine				0	20,000	0%
5180-0003	TOWN DEVELOPMENT TOTAL	0	0		0	90,000	0%
5190-0003	COMMUNITY DEVELOPMENT						
5190-1150	Community Bud Income	7,466	10,000	75%			
5190-1200	Grant-Community Celebration	6,000	6,000	100%			
5190-2000	Community Development Wages				0	0	
5190-2100	Community Support Activities & Event				17,866	40,000	45%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
5190-2150	Buses Community Support				15,333	20,000	77%
5190-2170	Redevelopment of Old Depot Site				102,383	200,000	51%
5190-2320	Community Celebrations				26,050	30,000	87%
5190-2500	Council Community Grants				27,816	30,000	93%
5190-2520	Com Grant - Quilpie Kindy Operational				0	10,000	0%
5190-2810	Community Dev - Quilpie				0	0	
5190-2820	Community Dev - Eromanga				0	0	
5190-2830	Community Dev - Adavale				0	0	
5190-2840	Community Dev - Toompine				3,810	3,560	107%
5191-1107	Works for Queensland Grant	0	0			0	
5191-1108	W4Q 2017-2019 Various	440,000	550,000	80%		0	
5191-2102	Game on Queensland Grant				0	0	
5191-2240	Community Development Grant Exp				0		
5192-1102	Grant Community Drought Support	0	0		0	0	
5192-1103	Drought Relief Donation Community	13,872	13,872	100%			
5192-2230	Community Drought Support Exp	0			25,166	32,000	79%
5195-1100	Q100 Celebration	2,961	2,853	104%		0	
5195-2100	Q100 Celebration				0	0	
5196-1100	Paving Project Q100	168	168	100%	0	0	
	COMMUNITY DEVELOPMENT TOTAL	470,467	582,893	81%	218,424	365,560	60%
5100-0002	COMMUNITY DEVELOPMENT TOTAL	471,353	584,893	81%	543,479	975,514	56%
5200-0002	AGED SERVICES						
5220-1200	Aged Peoples Accommodation Rent	77,259	80,000	97%			
5220-2220	Aged Peoples Accommodation O&M				44,615	65,000	69%
5220-2600	Depn Aged Accom Building				37,335	46,959	80%
5200-0002	AGED SERVICES TOTAL	77,259	80,000	97%	81,951	111,959	73%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
5225-0002	HOUSING						
5225-1200	Rent - Housing	156,863	205,000	77%			
5225-2220	Housing-operating expense				1,111	1,111	100%
5225-2230	Housing - Repairs & Maintenance				102,761	150,000	69%
5225-2600	Depn Housing				99,779	121,190	82%
5225-0002	HOUSING TOTAL	156,863	205,000	77%	203,650	272,301	75%
5300-0002	HEALTH PROMOTION & YOUTH SERVICES						
5300-0003	COMMUNITY HEALTH PROMOTIONS						
5300-1100	Health Promotions Officer Grant Rev	68,000	125,000	54%			
5300-2000	Health Promotions Officer Wages				0	0	
5300-2020	National Dis. Ins. Scheme Officer				12,730	50,000	25%
5300-2200	Heart of Australia Bus Visit				5,000	20,000	25%
5300-2240	Health Promotions Officer Activities				82,271	125,000	66%
5300-0003	COMMUNITY HEALTH PROMOTIONS TOTAL	68,000	125,000	54%	100,002	195,000	51%
5320-0003	YOUTH ACTIVITY CENTRE						
5320-1500	Youth Centre Revenue	0	0				
5320-2240	Youth Centre Operations				0	0	
5320-0003	YOUTH ACTIVITY CENTRE TOTAL	0	0		0	0	
5300-0002	HEALTH PROMOTION & YOUTH SERVICES TOTAL	302,122	410,000	74%	385,602	579,260	67%
5500-0002	TOURISM						
5510-0003	ECONOMIC DEVELOPMENT & PROMOTION						
5510-2000	Economic Development Staff Costs				0	0	
5510-2100	Economic Development				7,836	50,000	16%
5510-2120	Economic Dev Training & Conferences				0	0	

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
5510-2130	Restock Opal Fossicking Area				0	2,500	0%
5510-2140	Subscriptions & Memberships				14,148	15,000	94%
5510-2150	South West Regional Economic Develop				0	40,000	0%
5510-2160	Queenslander Weekender Show				0	0	
5511-2145	Art & Cultural Plan				0	0	
5510-0003	ECONOMIC DEVELOPMENT & PROMOTION TOTAL	0	0		21,985	107,500	20%
5520-0003	VISITOR INFORMATION CENTRE						
5520-1500	Visitors Info Centre Sales	4,507	4,000	113%			
5520-1510	VIC Gallery Sales (GST Free)	16	3,684	0%			
5520-1515	VIC Gallery Sales (GST)	0	200				
5520-1520	Visitors Information Centre Donation	641	400	160%			
5520-1530	Bus Tour Fees	218	400	55%			
5520-2000	VIC - Wages				139,875	200,000	70%
5520-2110	VIC - Exhibitions & Events				578	1,000	58%
5520-2120	VIC - Brochures & Advertising				29,126	50,000	58%
5520-2130	VIC - Bus Tour				0	0	
5520-2220	VIC Operating Expenses				37,632	45,000	84%
5520-2230	VIC - Repairs & Maintenance				1,031	5,000	21%
5520-2510	Artist Payments - Sales (GST Excl)				0	0	
5520-2515	Artist Payments - Sales (GST Incl)				0	0	
5520-2600	Depn VIC				23,117	24,063	96%
5521-1500	VIC Outback Mates Sales	-878	-878	100%			
5521-2000	VIV Outback Mates Payments				0	0	
5522-1500	VIC - Hell Hole Gorge Pass	821	821	100%	0	0	
5523-1500	WIFI - Top-Up Revenue	14	14				
5520-0003	VISITOR INFORMATION CENTRE TOTAL	5,340	8,641	62%	231,359	325,063	71%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
5530-0003	TOURISM EVENTS & ATTRACTIONS						
5530-2100	Major Events Promotion Expense				9,616	15,000	64%
5530-2300	OQTA Events Promotion				0	15,000	0%
5531-1200	Tourism Events Fund Raising	0	0				
5531-2200	Tourism Events Exp				1,492	8,000	19%
5530-0003	TOURISM EVENTS & ATTRACTIONS TOTAL	0	0		11,108	38,000	29%
5500-0002	TOURISM TOTAL	5,340	8,641	62%	264,452	470,563	56%
5600-0002	ARTS & CULTURE						
5610-0003	MUSEUMS						
5610-1150	DCF OGF Wages Grant	100,000	100,000	100%			
5610-1160	DCP - JWPARK	175000	350000	50%			
5610-1170	DCP - ROADWORKS	75000	150000	50%			
5610-1180	DCP Exclusion Fence	250000	500000	50%			
5610-1200	Grant - Eromanga Nat History Museum	1,200,000	1,200,000	100%			
5610-2220	Eromanga Living History Museum O&M				3,717	7,000	53%
5610-2230	Museum Operations & Maintenance				217	217	100%
5610-2240	Powerhouse Museum Operations				2,093	1,500	140%
5610-2260	Eromanga Natural History Museum				8,922	10,000	89%
5610-2250	Museums Military History				7,300	8,000	91%
5610-2600	Depn Museum				32,669	40,123	81%
5610-0003	MUSEUMS TOTAL	1,800,000	2,300,000	78%	54,919	66,840	82%
5630-0003	REGIONAL ARTS DEVELOPMENT FUNDING						
5630-1100	RADF Grant Revenue	45,000	45,000	100%			
5630-1400	RADF Earnback and Refunds	0	0				
5630-2180	RADF Grant Expenditure				33,312	75,000	44%
5630-2200	RADF Meeting and Admin Costs				45	250	18%

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
5630-0003	REGIONAL ARTS DEVELOPMENT FUNDING TOTAL	45,000	45,000	100%	33,358	75,250	44%
5600-0002	ARTS & CULTURE TOTAL	1,845,000	2,345,000	79%	88,277	142,090	62%
5700-0002	LIBRARY SERVICES						
5710-1100	Libraries Operating Grant Revenue	670	1,000	67%			
5710-1120	First Five Grant -Library	1,062					
5710-1600	Library Fees & Charges Revenue	207	1,000	21%			
5710-2120	First Five Grant -Library-Exps				499	1,000	50%
5710-1995	Miscellaneous Income -GST Free	0			0	0	
5710-2220	Library Operating Expenses	0			113,976	155,000	74%
5710-2330	Library Repairs & Maintenance Expenses	0			3,158	3,000	105%
5710-2600	Depn Library	0			13,020	16,406	79%
5711-1130	Grant Centrelink Access Point	4,991	5,000	100%			
5711-2240	Centrelink Access Point	0			60	100	60%
5714-1120	SLQ - Tech Savvy Regional Grant	10,000	10,000	100%			
5714-2220	SLQ - Tech Savvy Regional Grant Exps				9,231	10,000	92%
5700-0002	LIBRARY SERVICES TOTAL	16,931	17,000	100%	139,944	185,506	75%
5750-0002	DISASTER MANAGEMENT SERVICES						
5750-1100	Grant - Get Ready Queensland	6,102	6,102	100%			
5750-2020	Get Ready Qld Exp				5,331	6,100	87%
5750-2220	Disaster Management Operations				188	2,000	9%
5750-0002	DISASTER MANAGEMENT SERVICES TOTAL	6,102	6,102	100%	5,520	8,100	68%
5800-0002	PUBLIC SERVICES						
5810-0003	STATE EMERGENCY SERVICES						
5810-1140	QLD Emergency Services Grant Revenue	18,814	18,660	101%			
5810-1160	NDRP Flood Warning System Grant	0	0				

		2018 Actual	Amend 18/19		2018 Actual	Amend 18/19	
5810-1180	DVA-A Memorial to Soldier-4AHKPJCO	77,573					
5810-2220	Emergency Services Operations	0	0		21,190	30,000	71%
5810-2600	Depreciation S.E.S	0			4,596	13,708	34%
5810-0003	STATE EMERGENCY SERVICES TOTAL	96,387	18,660	517%	25,787	43,708	59%
5820-0003	TELEVISION						
5820-2220	Satellite TV Operations				0	2,000	0%
5820-2230	TV Maintenance & Repairs				8,524	45,000	19%
5820-2600	Depn Satellite TV				17,384	23,146	75%
5820-0003	TELEVISION TOTAL	0	0		25,908	70,146	37%
5830-0003	CEMETERIES						
5830-1500	Burial Fees	909	4,000	23%			
5830-1510	Grave Reservation Fee	0	0	#DIV/0!			
5830-2220	Cemeteries Operations				15,393	35,000	44%
5830-2230	Cemeteries Maintenance				0	2,500	0%
5830-2600	Depn Cemeteries Building				559	710	79%
5830-0003	CEMETERIES TOTAL	909	4,000	23%	15,953	38,210	42%
5800-0002	PUBLIC SERVICES TOTAL	97,296	22,660	429%	213,110	345,670	62%
5000-0001	COMMUNITY SERVICES TOTAL	2,744,142	3,394,296	81%	1,494,920	2,513,097	59%
TOTAL REVENUE AND EXPENDITURE		13,091,979	16,306,823	80%	11,165,388	17,197,506	65%
PROFIT/(LOSS)		1,926,592	-890,683	-216%			

Balance Sheet

For the month ending 31 March 2019

75% of year elapsed

		Open		Change		Var%	Closing		Var%
		Actual	Budget	Actual	Budget		Actual	Budget	
0100-0002	CURRENT ASSETS								
0100-3000	Cash at Bank	764,713	764,713	973,560	-198,591	-490%	1,738,274	789,337	220%
0100-3010	Cash on Hand	300	300	0	0		300	300	100%
0100-3020	NAB Cash Maximiser	1,043,233	1,043,233	1,004,471	-678,847	-148%	2,047,704	595,268	344%
0100-3030	Investments	17,745,479	17,745,479	308,675	-635,276	-49%	18,054,154	12,982,850	139%
0100-3100	Accounts Receivable - Debtors	1,183,468	1,183,468	-1,104,304	0		79,164	3,370,632	2%
0100-3101	Adjustment - Acc Receivable Debtors	0	0	0	0		0	0	
0100-3105	Provision for Doubtful Debts	268	268	91	0		359	-812	-44%
0100-3110	Accrued Revenue	829,868	829,868	-829,868	0		0	2,877	0%
0100-3120	Interest Receivable	0	0	0	0		0	0	
0100-3121	GST Receivable	0	0	0	0		0	0	
0100-3150	Accounts Receivable - Rates	158,055	158,055	970,927	0		1,128,982	125,243	901%
0100-3151	Adjustment - Acc Receivable Rates	0	0	0	0		0	0	
0100-3170	Government Pensioner Subsidy	127	127	3,200	0		3,327	50	
0100-3200	Pre-paid Expenses	0	0	0	0		0	74,852	0%
0100-3400	Stores Stock on Hand	398,256	398,256	93,957	0		492,213	365,838	135%
0100-3410	Manufactured Stores Stock on Hand	0	0	0	0		0	0	
0100-3500	Animals Receivables	364	364	1,729	0		2,093	230	910%
2310-3000	Bowls Club Loan Current	0	0	0	0		0	0	
0100-0002	CURRENT ASSETS TOTAL	22,124,132	22,124,132	1,422,438	-1,512,714	-94%	23,546,569	18,306,665	129%

		Open		Change		Var%	Closing		
		Actual	Budget	Actual	Budget		Actual	Budget	Var%
0200-0002	NON-CURRENT ASSETS								
0200-4000	Airports	1,131,516	1,131,516	0	0		1,131,516	761,160	149%
0200-4100	Airports Accum Depn	-712,406	-340,903	-6,092	-10,000		-718,498	-349,948	205%
0200-4500	WIP Airports	0	0	212,913	0		212,913	0	
0210-4000	Land & Land Improvements	3,017,974	3,017,974	51,222	223,000		3,069,196	3,240,974	95%
0210-4020	Land & Land Improvements-Transfer	-363,952	-363,952	0	0		-363,952		
0210-4100	Land Improvements Accum Depn	0	0	0	0		0	0	
0210-4200	Land Sales Account	278,857	278,857	-278,857	0		0	0	
0210-4500	WIP Land Improvements	35,116,808	34,188,279	459,123	3,627,000		35,575,931	278,857	12758%
0220-4000	Buildings & Other Structures	4,715,953	4,834,456	0	0		4,715,953	39,350,575	12%
0220-4010	Building Revaluation adjustment	5,440,500	1,538,900	0	0		5,440,500	1,448,968	375%
0220-4020	Buildings & Other Structures-transfer	-23,104,039	-12,181,308	-489,639	-533,322		-23,593,679		
0220-4100	Buildings & Structures Accum Depn	7,782,518	9,879,809	0	0		7,782,518	-12,538,213	-62%
0220-4110	Accum. Depc'n Reval Bldg & Structure	0	0	0	0		0		
0220-4200	WIP Building Sales Account	229,914	229,914	0	1,081,488		1,311,401	0	
0220-4500	WIP Buildings & Structures	4,804,254	5,834,715	696,437	0		5,500,691	660,896	832%
0230-4000	Other Assets	848,159	848,159	0	0		848,159	4,541,454	19%
0230-4010	Other Revaluation Adj	-738,983	-1,132,516	0	0		-738,983	13,179	-5607%
0230-4020	Other Assets-transfer	-3,943,193	-2,170,214	-188,867	-190,271		-4,132,060	-1,132,515	365%
0230-4100	Other Assets Accum Depn	-567,553	1,628,830	0	0		-567,553	-2,305,439	25%
0230-4500	WIP Other Assets	238,624	238,624	372,534	0		611,159	1,098,166	56%
0240-4000	Plant & Equipment	9,720,267	9,720,267	-102,172	1,024,250		9,618,095	11,799,911	82%
0240-4100	Plant & Equipment Accum Depn	-4,510,594	-4,510,594	-61,764	0		-4,572,358	-5,065,613	90%
0240-4100	Plant & Equipment Accum Depn			18,088			18,088	0	
0240-4110	Plant Reval Adj	0	0	0	0		0		
0240-4500	WIP Plant & Equipment Purchases	0	0	0	0		0	0	
0250-4000	Furniture & Office Equipment	473,442	473,442	24,069	66,000		497,511	539,442	92%

		Open		Change		Var%	Closing		
		Actual	Budget	Actual	Budget		Actual	Budget	Var%
0250-4020	Furniture & Office Equipment-transfer	150,575	150,575	0	0		150,575		
0250-4100	Furniture & O/Equip Accum Depn	-279,560	-279,560	-17,715	-29,163		-297,275	-308,723	96%
0250-4500	WIP Furniture & O/Equipment	0	0	0	0		0		
0260-4000	Road Infrastructure	172,461,880	172,461,880	1,124,940	1,765,000		173,586,820	175,003,439	99%
0260-4010	Roads reval adjust	7,597,829	11,912,581	0	0		7,597,829	11,912,580	64%
0260-4100	Road Infrastructure Accum Depn	-41,445,395	-52,996,890	-3,313,084	-3,674,752		-44,758,479	-56,671,642	79%
0260-4110	Roads reval adjust	4,314,751	4,314,751	0	0		4,314,751	4,314,751	100%
0260-4500	WIP Road Infrastructure	348,854	348,854	244,015	0		592,870	536,000	111%
0270-4000	Water Infrastructure	6,169,634	6,169,634	0	1,160,000		6,169,634	7,649,634	81%
0270-4010	Water Revaluation Adj	104,884	104,884	0	0		104,884	104,884	100%
0270-4100	Water Infrastruct Accum Depn	-2,752,401	-2,752,401	-56,930	-75,837		-2,809,331	-2,828,238	99%
0270-4500	WIP Water Infrastructure	364,860	364,860	436,039	0		800,899	65,879	1216%
0280-4000	Sewerage Infrastructure	4,083,817	4,083,817	0	235,000		4,083,817	4,498,817	91%
0280-4010	Sewer Revaluation Adj	69,425	69,425	0	0		69,425	69,425	100%
0280-4100	Sewerage Accum Depn	-1,329,916	-1,329,916	-30,198	-40,227		-1,360,114	-1,370,143	99%
0280-4500	WIP Sewerage Infrastructure	6,774	6,774	16,701	0		23,475	16,600	141%
2310-4000	Bowls Club Loan Non Current	57,924	57,924	-3,750	-3,750		54,174	56,250	96%
0200-0002	NON-CURRENT ASSETS TOTAL	189,782,001	195,831,447	188,501	3,542,928	5%	189,970,502	185,391,367	102%
TOTAL ASSETS		211,906,133	217,955,579	1,610,939	2,030,214		213,517,070	203,698,032	105%
0300-0002	CURRENT LIABILITIES								
0300-5100	Accounts Payable - Creditors	12,835	12,835	-11,887	0		948	163,530	1%
0300-5110	Accrued Expenses	451,856	451,856	-451,856	0		0	429,317	0%
0300-5130	Accrued TOIL	1,769	1,769	-4,281	0		-2,511	6,681	-38%
0300-5140	Banked RDO's	7,624	7,624	-2,306	0		5,318	10,104	53%
0300-5160	Fire Service Levy Payable	52,089	52,089	55,867	0		107,956	7,199	1500%

		Open		Change		Var%	Closing		
		Actual	Budget	Actual	Budget		Actual	Budget	Var%
0300-5200	Prepaid Revenue	0	0	0	0		0	0	
0300-5300	GST Suspense	-138,158	-138,158	40,095	0		-98,063	153,467	-64%
0300-5310	PAYG Suspense	0	0	0	0		0	0	
0300-5400	Payroll Suspense	0	0	0	0		0	0	
0300-5410	Advance Pay Suspense	0	0	0	0		0	0	
0300-5420	Telstra Business Systems	-3,198	-3,198	0	0		-3,198	-3,198	100%
0300-5450	Dishonoured Cheques Suspense - Rates	-2	-2	0	0		-2	-2	
0300-5460	Debtors/Rates/Animal Refund Suspense	0	0	34	0		34	1,313	3%
0300-5470	Dishonoured Cheques - Animals	0	0	0	0		0	0	
0300-5475	Staff Fundraiser Exps	0		-636			-636		
0300-5480	Suspense - Trust Fund	60	60	1,905	0		1,965	0	
0300-5490	General Suspense	1,630	1,630	-1,056	0		574	28,892	
0300-5491	Drought Vouchers	0	0	0	0		0	0	
0300-5495	SWRRG Suspense Account	-54,592	-54,592	-68,237	0		-122,829	-21,528	
0300-5500	Provision for LSL - Current	388,413	388,413	23,037	0		411,449	507,716	81%
0300-5510	Provision for Annual Leave - Current	493,676	493,676	103,669	0		597,345	414,682	144%
0300-0002	CURRENT LIABILITIES TOTAL	1,214,003	1,214,003	-315,653	0		898,350	1,698,173	53%
0400-0002	NON-CURRENT LIABILITIES								
0400-6500	Provision for LSL - Non-current	136,996	136,996	0	0		136,996	44,908	305%
0400-0002	NON-CURRENT LIABILITIES TOTAL	136,996	136,996	0	0		136,996	44,908	305%
TOTAL LIABILITIES		1,350,999	1,350,999	-315,654	0		1,035,346	1,743,081	59%
NETT ASSETS/(LIABILITIES)		210,555,135	216,604,580	1,926,592	2,030,214	95%	212,481,725	201,954,951	105%

		Open		Change		Var%	Closing		
		Actual	Budget	Actual	Budget		Actual	Budget	Var%
0500-0002	EQUITY								
0500-7000	Shire Capital	75,540,157	75,540,157	0	506,990	0%	75,540,157	80,930,662	93%
0500-7100	Accumulated Surplus	15,138,836	15,138,836	0	2,037,340		15,138,836	13,006,086	116%
0500-7150	Operating Surplus	0	0	1,926,592	817,884	236%	1,926,592	-890,517	-216%
0500-7200	Asset Revaluation Reserve	117,380,680	123,430,124	0	0		117,380,680	107,745,258	109%
0500-7420	Approp Revaluation			0			0		
0500-7500	RES Grants in advance	2,495,462	2,495,462	0	0		2,495,462	2,495,462	
0550-7440	Approp Capital Grants	0	0	0	-1,332,000		0	-1,332,000	
0500-0002	EQUITY TOTAL	210,555,135	216,604,580	1,926,592	2,030,214	95%	212,481,725	201,954,951	105%

Strategic Decision Report

Governance

13 GOVERNANCE

13.1 (04/19) – Australian Local Government Association National General Assembly

IX: 175845

Author: Chief Executive Officer, Dave Burges

PURPOSE:

The purpose of this report is to provide Councillors an opportunity to consider attending the Australian Local Government Association National General Assembly.

POLICY/LEGISLATION:

Not applicable.

CORPORATE PLAN:

1.2.7 Identify opportunities for elected members' ongoing professional development

1.2.9 Actively pursue effective regional collaboration initiatives

RECOMMENDATION:

That Council approve councillor to attend the Australian Local Government Association National General Assembly.

BACKGROUND:

Not applicable

DISCUSSION:

The Australian Local Government Association has invited Council colleagues to attend this year's National

General Assembly of Local Government (NGA) in Canberra from 16-19 June.

A copy of the brochure is included as **Attachment A**.

FINANCIAL:

Council has made provision for attendance at various conferences throughout the financial year.

CONSULTATION:

Not applicable

ATTACHMENTS:

Attachment A Brochure



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2019 NGA PROGRAM

Download the Registration brochure here ([NGA19_Registration_Brochure.pdf](#))

Sunday 16 June 2019

8.00am Registration Opens

5.00pm Welcome Reception

Monday 17 June 2019

8.00am Registration Opens

9.00am **Opening Ceremony**

9.20am ALGA President's Opening

9.30am **Prime Minister Address**

10.00am ALGA President's Address

10.30am MORNING TEA

11.00am » **Keynote Address: How did Local Government Fair Post Election**

Karen Middleton

11.45am » **Panel of Mayors: Opportunities for Local Government Post Election**

12.30pm LUNCH

1.30pm » **Keynote Address: Crowd Powered Communities**

Steve Sammartino

2.30pm **Councils Using Technology to Excel**

3.00pm AFTERNOON TEA

3.30pm Debate on Motions

Agenda - Ordinary Meeting of Council 12 April 2019

Tuesday 18 June 2019

8.00am Registration Opens

9.00am » **Panel Session: Housing, Infrastructure and Population**

Andrew Beer, Dean of Research and Innovation UniSA - *The Role of Local Government in Housing Australians in the 21st Century*

Romilly Madew: CEO Infrastructure Australia – *Australia's Future Infrastructure Demands*

Robert Pradolin and Gary Spivak: TBA – *Why and how local government and the private sector should work together*

10.30am » **Keynote Address: Engaging with your Community into the Future**

Kylie Cochrane, Global Leader in Community Engagement

11.00am MORNING TEA

11.30am Debate on Motions

12.30pm LUNCH

1.30pm **Concurrent Sessions**

4.30pm **Federal Minister for Local Government**

4.55pm ALGA President Close

5.00pm Close Day 1

7.00pm **NETWORKING DINNER, Australian War Memorial**

» **Housing your Community**

TBC

» **Reducing Community Harm**

Dr Jón Sigfússon - Working with local government in alcohol and drug misuse in youth - a preventative approach from Iceland

Dr Erin Lalor - Local Drug Action Teams - an Australian community led approach to alcohol and drug misuse

» **Built Environment In Your Community**

TBC

» **Your Community, Your Environment**

TBC

3.00pm AFTERNOON TEA

3.30pm **Leader of the Opposition Address**

4.00pm Debate on Motions

5.00pm Close Day 2

7.00pm NGA DINNER, to be announced

Wednesday 19 June 2019

9.00am » **The Great Debate: Revenue, Cost Shifting, Rate Capping**

10.00am David Pich, CEO, Institute of Managers and Leaders - Leadership Matters

10.30am MORNING TEA

11.00am » **Keynote Address: Overcoming the Odds**

Kurt Fearnley

12.00pm ALGA President's Close - ALGA National Lobbying Priorities

12.30pm LUNCH

About ALGA

The Australian Local Government Association is the national voice of local government, representing 537 councils across the country. In structure, ALGA is a federation of state and territory local government associations.

more

(<http://alga.asn.au/?ID=42&Menu=41,81>)

Registration, accommodation and exhibition contact

Conference Secretariat: Conference Co-ordinators



Postal address: PO Box 4994, CHISHOLM ACT 2905



Phone: 02 6292 9000
02 6292 9002



Email: NGA@confco.com.au (<mailto:NGA@confco.com.au>)

Sponsorship contact

Limited sponsorship opportunities for the conference are still available. For more information, please contact Jill Brown, Director of Government Relations and National Events, ALGA



Phone: 02 6122 9436



Email: jill.brown@alga.asn.au (<mailto:jill.brown@alga.asn.au>)

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13.2 (04/19) – Delegations Register

IX: 176372

Author: Senior Administration Officer, Nina Burges

PURPOSE:

Section 257 of the *Local Government Act 2009 (the Act)* provides for a local government to delegate a power under *the Act* or another Act to the Chief Executive Officer. A range of other legislative instruments also make provision for delegations. The purpose of this report is for Council to approve amended delegations as a result of changing legislation.

POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

Various other legislative instruments as per the report details

CORPORATE PLAN:

1.2.2 Maintain a high standard governance framework that supports Council in compliance with legislation

RECOMMENDATION:

That pursuant to section 257 of the Local Government Act 2009, the powers referred to in the document titled "Register of Delegations – Council to CEO" are adopted in accordance with the proposed amendments presented in Attachment A to this report.

BACKGROUND:

The Local Government Act 2009 requires a Chief Executive Officer (CEO) to establish a register of delegations which must record all delegations by the Council, Mayor or CEO.

DISCUSSION:

The Local Government Association of Queensland (LGAQ) provides (through the services of King and Co Solicitors) a delegations database to assist Councils in identifying potential amendments to delegated activities. While delegations must be reviewed annually, continual changes to legislation see the LGAQ database updated generally every six (6) months.

Updates to the database were made by King and Co Solicitors in August 2018. As such, Council is requested to consider amendments to Council's *Register of Delegations – Council to CEO* in order to ensure our legislative obligations are met. Full details of the proposed amendments are presented as **Attachment A**.

New registers

- Industrial Relations Act 2016
- Industrial Relations Regulation 2018
- Labour Hire Licensing Act 2017
- Land Title Act 1994
- Strong and Sustainable Resource Communities Act 2017

Changes of substance to existing registers

- Environmental Protection Regulation 2008
- Heavy Vehicle National Law (Qld)
- Local Government Act 2009
- Transport Infrastructure Act 1994
- Waste Reduction and Recycling Act 2011
- Water Act 2000
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

FINANCIAL:

Not applicable

CONSULTATION:

Not applicable

ATTACHMENTS:

Attachment A: Proposed Amendments to Register of Delegations – Council to CEO

ATTACHMENT A – PROPOSED AMENDMENTS TO REGISTER OF DELEGATIONS – COUNCIL TO CEO

NEW REGISTERS

Industrial Relations Act 2016

Version Information

New Register as at 07/08/2018

Act current as at 02/03/2018

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, to ask or require an employee to work additional hours if the hours are reasonable under section 26.	Section 23(2)	
Chief Executive Officer	Power, as the employer, to agree with an employee who is not covered by an applicable industrial instrument, to an averaging arrangement.	Section 25(1)	
Chief Executive Officer	Power, as the employer, to decide an employee's request for flexible working arrangements with or without conditions.	Sections 28(1) and (2)	
Chief Executive Officer	Power, as the employer, to give written notice of the decision on an employee's request for flexible working arrangements.	Section 28(3)	
Chief Executive Officer	Power, as the employer, to agree when an employee is to take annual leave.	Section 33(1)	
Chief Executive Officer	Power, as the employer, and where the employer and employee cannot agree when the employee is to take annual leave, to decide when the employee is to take the leave and give the applicable notice to the employee.	Section 33(3)	
Chief Executive Officer	Power, as the employer, to agree that an employee may take annual leave before becoming entitled to it.	Section 33(4)	
Chief Executive Officer	Power, as the employer, to agree to pay the employee for annual leave otherwise than in advance.	Section 35(1)	
Chief Executive Officer	Power, as the employer, to agree that an employee may cash out a particular amount of annual leave.	Section 37(2)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, to pay an employee for annual leave not taken on termination of employment.	Section 38(3)	
Chief Executive Officer	Power, as the employer, to agree to an employee taking additional unpaid carer's leave.	Section 42(4)	
Chief Executive Officer	Power, as the employer, to agree to an employee who is a short term casual taking additional unpaid carer's leave.	Section 43(3)	
Chief Executive Officer	Power, as the employer, to agree to an employee who is a long term casual taking additional unpaid carer's leave.	Section 44(3)	
Chief Executive Officer	Power, as the employer, to require an employee to give a doctor's certificate or statutory declaration as evidence of the need to take carer's leave for more than 2 consecutive days.	Section 45(1)	
Chief Executive Officer	Power, as the employer, to require an employee to give a statutory declaration or evidence mentioned in section 45(3)(a) to (d) as evidence of the need to take carer's leave to care for or support a person who has experienced domestic violence.	Section 45(2)	
Chief Executive Officer	Power, as the employer, to require an employee to give a copy of a funeral notice or other evidence as evidence of a death resulting in the taking of bereavement leave.	Section 49(1)	
Chief Executive Officer	Power, as the employer, to require an employee to give evidence to satisfy a reasonable person that the employee was taking compassionate leave because a member of the employee's family or household's life was threatened by personal illness or personal injury.	Section 49(2)	
Chief Executive Officer	Power, as the employer, to agree to an employee taking additional unpaid bereavement leave or compassionate leave.	Section 50	
Chief Executive Officer	Power, as the employer, to agree to an employee taking unpaid cultural leave	Section 51(2)	
Chief Executive Officer	Power, as the employer, to agree to an employee taking additional unpaid domestic and family violence leave.	Section 52(5)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, and where an employee has claimed domestic and family violence leave, to ask the employee for evidence that the employee has experienced domestic violence and needs to take leave as a result	Section 54(1)	
Chief Executive Officer	Power, as the employer, to inform the employee his/her entitlements and obligations under chapter 2, part 3, division 8	Section 71(2)	
Chief Executive Officer	Power, as the employer that has decided to implement significant change at a workplace, to advise employees on parental leave about the proposed change before it is implemented and give each employee reasonable opportunity to discuss any significant effect the change will have on the employee's position	Section 72	
Chief Executive Officer	Power, as the employer, to agree to an employee entitled to parental leave under subdivision 2, or who is taking parental leave, making more than 1 application under subsection (1) within a 12-month period in relation to a particular instance of parental leave.	Section 73(2)	
Chief Executive Officer	Power, as the employer, to agree to an employee on parental leave, making more than 1 application under subsection (1) within a 12-month period.	Section 74(2)	
Chief Executive Officer	Power, as the employer, to decide an application by an employee entitled to or taking parental leave to extend parental leave if the circumstances of section 73 exist, to discuss the application and to give written notice of that decision.	Section 76	Only one application for extension of leave permitted within a twelve month period unless the employer agrees
Chief Executive Officer	Power, as the employer, to decide an application by an employee on parental leave to return to work on a part-time basis pursuant to section 74, to discuss the application and to give written notice of that decision.	Section 76	
Chief Executive Officer	Power, as the employer, to nominate a time for the employee to resume work.	Section 78(3)	Following cancellation of parental / maternity leave
Chief Executive Officer	Power, as the employer, to agree to an employee taking paid sick leave or other paid leave whilst the employee is on unpaid parental leave.	Section 79(3)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, to agree to an employee on parental leave performing work on a keeping in touch day.	Section 80(1)(b)	
Chief Executive Officer	Power, as the employer, to agree that an employee break the period of parental leave by returning to work.	Section 81	
Chief Executive Officer	Power, as the employer, to agree to an employee on parental leave shortening the period of leave.	Section 83	
Chief Executive Officer	Power, as the employer, to give notice to the employee of the day on which the employee must return to work and, if the employee returns to work, to cancel the rest of the parental leave.	Section 84	
Chief Executive Officer	Power, as the employer of a female employee whose present work is, because of her pregnancy or breastfeeding, a risk to the health or safety of the employee or her unborn or newborn child, to temporarily adjust the employee's working conditions or hours of work, or transfer the employee to other appropriate work.	Section 89	
Chief Executive Officer	Power, as the employer of a replacement employee, to give the replacement employee written notice of the temporary nature of the employment and the parent's right to return to work.	Section 92(1)	
Chief Executive Officer	Power, as the employer, to agree when an employee is to take long service leave.	Section 97(2)	
Chief Executive Officer	Power, as the employer, and where the employer and employee cannot agree when the employee is to take long service leave, to decide when the employee is to take the leave and give the applicable notice to the employee.	Section 97(3)	
Chief Executive Officer	Power, as the employer, where the employee is on long service leave and where the ordinary rate is increased or reduced, to pay the employee at the increased or reduced rate for the leave period to which the increased or reduced rate applies.	Section 98(4)	
Chief Executive Officer	Power, as the employer, to agree on when, and the way in which, the employee will be paid for long service leave.	Section 101	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer of a casual or regular part-time employee, to agree that the employee's entitlement to long service leave may be taken in the form of its full time equivalent.	Section 104	
Chief Executive Officer	Power, as the employer, to agree in writing with the employee that the employee be paid for all or part of an entitlement to long service leave instead of taking the leave.	Section 110(2)	
Chief Executive Officer	Power, as the employer, upon an employee's death, to pay the employee's legal personal representative any amount payable for the employee's entitlement to long service leave that has not already been paid.	Section 111(2)	
Chief Executive Officer	Power, as the employer, to ask an employee to work on a public holiday if the request is reasonable.	Section 116(2)	
Chief Executive Officer	Power, as the employer, to dismiss an employee if the circumstances of section 121(1) exist.	Section 121(1)	Requirements on what needs to be done before an employee is dismissed.
Chief Executive Officer	Power, as the employer who obtains other acceptable employment for the employee or cannot pay the amount, to apply to the commission for an order reducing the amount of the redundancy pay to a stated amount the commission considers appropriate.	Section 127(2)	
Chief Executive Officer	Power, as the employer, to give each employee before, or as soon as practicable after, the employee starts working for the employer, the information and documents required by section 129(1).	Section 129	Working conditions and rights and Enterprise Bargaining Agreement
Chief Executive Officer	Power, as the employer, where a magistrate has made an order about an offence against section 137(4) and that order states both alternatives of section 137(8), to decide how to comply with that order in terms of the alternatives.	Section 137(9)	Orders made regulating tool allowances for apprentices.
Chief Executive Officer	Power, as an employer, to apply to the commission to:- (a) make a modern award; or (b) make an order varying a modern award.	Section 147(2)(b)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as an employer, to apply to the commission to make an order revoking a modern award.	Section 150(3)(b)(iii)	
Chief Executive Officer	Power, as a person to whom a modern award applies, to apply to the commission to review the award.	Section 156(1)(b)(i)	
Chief Executive Officer	Power, as an employer, to make a certified agreement with 1 or more employee organisations that represent, or are entitled to represent, Council's employees, or the employees of Council at the time the agreement is made.	Section 165	
Chief Executive Officer	Power, as an employer, to consent to the making of a bargaining award.	Section 167(a)	
Chief Executive Officer	Power, as a proposer, to give a notice of intention to:- (a) the other proposed parties to the negotiations; (b) if the negotiations relate to a project agreement—all relevant employee organisations and the commission.	Section 169(2)	
Chief Executive Officer	Power, as a recipient of a notice of intention where the negotiations:- (a) relate to a project agreement; or (b) involve a multi-employer agreement, to give written notice of Council's intention to be a party to the negotiations to the proposer and the commission.	Section 170(2)	
Chief Executive Officer	Power, as the employer and where the circumstances of section 171(1) exist, to take reasonable steps to ensure compliance with section 171(2).	Section 171(2)	Distributing draft EBA to employees for approval
Chief Executive Officer	Power, as the employer and where the circumstances of section 171(1) exist, to give the relevant employee organisation a reasonable opportunity to represent the employee as required by section 171(4).	Section 171(4)	Once draft distributed allow enough time for a union to represent a particular employee who asks them.
Chief Executive Officer	Power, as the employer and where the circumstances of section 172(1) exist, to negotiate with the single bargaining unit.	Section 172(2)	Project specific site agreements

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as negotiating party, to negotiate in good faith and do all things listed in subsections (2) and (3).	Section 173	
Chief Executive Officer	Power, as negotiating party, where the peace obligation period has ended, to ask the commission to help the parties reach an agreement.	Section 175(1)(b)	
Chief Executive Officer	Power, as one of the negotiating parties, to notify the commission that the parties intend to resume negotiating without the commission's help.	Section 175(2)	
Chief Executive Officer	Power, as a negotiating party, to comply with an attendance notice and negotiate on Council's behalf at a conciliation conference.	Section 176(2)	
Chief Executive Officer	Power, as one of the negotiating parties, to apply to the commission for arbitration of the matter.	Section 178(1)	
Chief Executive Officer	Power, as one of the negotiating parties, to agree matters with the other negotiating parties before or during an arbitration of the matter.	Section 181(1)	
Chief Executive Officer	Power, as a negotiating party, to agree with the other negotiating parties the nominal expiry date for the arbitration determination.	Section 183(1)	
Chief Executive Officer	Power, as a negotiating party, to apply to the commission for a scope order.	Section 184(1)	
Chief Executive Officer	Power, as a party to an agreement, to apply to the commission to certify the agreement.	Section 189(1)	
Chief Executive Officer	Power, as a party to a proposed bargaining award, to apply to the commission to:- (a) make the bargaining award; and (b) terminate the relevant modern award.	Section 190(2)	
Chief Executive Officer	Power, as a person who will be covered by a proposed bargaining instrument, to take action that may be necessary to enable the commission to grant the application, including participating in a conciliation on Council's behalf.	Section 194	
Chief Executive Officer	Power, as a party to a proposed bargaining instrument, to sign it on Council's behalf.	Section 196(1)(b)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as an employer in the circumstances set out in subsection (1), to apply to the commission for a decision under subsection (3).	Section 213(3)	'No disadvantage' test
Chief Executive Officer	Power, as the employer, on or before the nominal expiry date of a bargaining instrument, to, apply to the commission to extend the nominal expiry date.	Section 223(1)	
Chief Executive Officer	Power, as an employer, to apply to the commission to amend a bargaining instrument.	Section 225(1)	
Chief Executive Officer	Power, as an approving party, to approve an amendment to a bargaining instrument.	Section 225(2)(a)(i)	
Chief Executive Officer	Power, as a person to whom a bargaining instrument applies, to apply to the commission to amend the instrument in one of the ways set out in subsection (5) and to agree to any amendment.	Section 225(5)	
Chief Executive Officer	Power, as a party to a bargaining award or a proposed new party to the award, to, in the circumstances set out in subsection (1), apply to the commission to amend the bargaining award so the award applies to the proposed new party.	Section 226(2)	
Chief Executive Officer	Power, as the employer, on or before the nominal expiry date of a certified agreement or arbitration determination, to apply to the commission to terminate the agreement or determination.	Section 227(1)	
Chief Executive Officer	Power, as the employer, after the nominal expiry date of a certified agreement or arbitration determination, to apply to the commission to terminate the agreement or determination.	Section 228(1)	
Chief Executive Officer	Power, as the person who intends to terminate the agreement or determination to give all other persons to whom the agreement or determination applies, notice of the intention.	Section 228(2)	
Chief Executive Officer	Power, as a party to an agreement or determination that does not provide for the way it may be terminated, to agree to the agreement or determination being terminated.	Section 228(3)(b)(i)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a negotiating party for a proposed bargaining instrument, to take protected industrial action for the proposed instrument subject to the requirements of Chapter 4, Part 8.	Section 232	
Chief Executive Officer	Power, as the employer intending to take the industrial action, to give notice of the intention to all of the negotiating parties for the proposed bargaining instrument, either in writing or by taking other reasonable steps to notify employees of the intended action.	Section 236	
Chief Executive Officer	Power, as the employer taking industrial action that is the lockout of an employee, to refuse to pay the employee for the period of the lockout.	Section 237(3)	
Chief Executive Officer	Power, as a negotiating party for a proposed bargaining instrument, to apply to the commission for an order to suspend or terminate protected industrial action for the proposed bargaining instrument being engaged in, or threatened to be engaged in.	Section 240(1)	
Chief Executive Officer	Power, as a negotiating party for a proposed bargaining instrument, to apply to the commission for an order to suspend or terminate protected industrial action for the proposed bargaining instrument being engaged in, where the industrial action has threatened, is threatening or would threaten;- <p>(a) to endanger the life, personal safety or health, or welfare of the State's population or part of it; or</p> <p>(b) to cause significant damage to the State's economy or an important part of it..</p>	Section 241(1)	
Chief Executive Officer	Power, as the employer, to apply to the registrar for a certificate stating that the employer need not negotiate with an employee organisation under chapter 4 because of a circumstance in section 171(5).	Section 242(2)	
Chief Executive Officer	Power, as a party to a certified agreement or a bargaining award, to sign the affidavit prepared pursuant to subsection (2) on behalf of Council.	Section 250(3)	
Chief Executive Officer	Power, as a relevant party subject to a direction of the commission, to comply with the direction on behalf of Council, including signing any affidavit required under subsection (3).	Section 251(4)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a party to an industrial dispute, in the circumstances referred to in subsection (1), to give the registrar written notice of the dispute.	Section 261(1)	
Chief Executive Officer	Power, as a party directly involved in an industrial cause, to request the registrar act as mediator in the cause.	Section 263(a)	
Chief Executive Officer	Power, as a person served with an attendance notice, to attend the compulsory conference and agree to measures which attempt to prevent or settle the dispute.	Section 264(1)	
Chief Executive Officer	Power, as a person the subject of an order, to prepare, file and sign an affidavit under subsection (3)(c).	Section 265(3)	
Chief Executive Officer	Power, as a person served with a show cause notice, to show cause to the full bench at the stated time why Council should not be dealt with under section 266.	Section 265(7)	
Chief Executive Officer	Power, as the employer, to pay or refuse to pay, an employee for a period when the employee engages in a strike.	Section 268(1)	
Chief Executive Officer	Power, as an employer against whom the strike was organised, engaged in or threatened, to make an application to the commission for an order for a contravention of section 268.	Section 269(2)	
Chief Executive Officer	Power, as a person who has been affected by a contravention of Chapter 8, Part 1, to apply to the commission for the commission to deal with the dispute.	Section 309(1)	
Chief Executive Officer	Power, as an applicant or an employer, to attend a conciliation conference at a stated time and place and attempt to settle the matter on behalf of Council.	Section 312(2)	
Chief Executive Officer	Power, as an employer, to attend a conciliation conference at a stated time and place and attempt to settle the matter on behalf of Council.	Section 318(2)	
Chief Executive Officer	Power, as a party, to seek further conciliation, or settle the matter, at any time before an order is made under section 321 or 322.	Section 318(5)	
Chief Executive Officer	Power, as the employer that has decided to dismiss 15 or more employees for economic, technological or structural reasons, to dismiss the employees if the circumstances of section 329(1) apply and give the requisite notices.	Section 329(1)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, to give each employee organisation the opportunity to consult on the ways listed in section 330(1).	Section 330	
Chief Executive Officer	Power, as the employer, to stand down an employee if the circumstances of section 333 apply	Section 333	
Chief Executive Officer	Power, as the employer, to apply to the commission for an authorised officer's authority under section 337 to be revoked or suspended.	Section 338(1)	
Chief Executive Officer	Power, as the employer, to keep a time and wages record for each industrial instrument employee as required by section 339.	339(1)	
Chief Executive Officer	Power, as the employer and upon request by the employee, to give the employee a certificate stating the total hours recorded under section 339(1)(d) for the employee, worked out to the previous 30 June.	Section 339(5)	
Chief Executive Officer	Power, as the employer, to keep a time and wages record for each non-industrial instrument employee as required by section 340.	340(1)	
Chief Executive Officer	Power, as the employer and upon request by the employee, to give the employee a certificate stating the total hours recorded under section 340(1)(d) for the employee, worked out to the previous 30 June.	Section 340(5)	
Chief Executive Officer	Power, as the employer, to keep an employee register as required by section 341.	341(1)	
Chief Executive Officer	Power, as the employer, when paying an employee wages, to give the employee a written statement as required by section 343(2).	343(1)	
Chief Executive Officer	Power, as the employer, when asked by the inspector to inspect, or for electronic access to, the time and wages record, to comply with the request.	344(2)	
Chief Executive Officer	Power, as the employer, when asked by the registrar to inspect, or for electronic access to, the time and wages record, to comply with the request.	346(2)	
Chief Executive Officer	Power, as the employer, when directed by the registrar, to give the employee register or index to a stated person, at a stated reasonable time and place.	346(4)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, to agree to an employee inspecting the time and wages record for that employee's particulars, as permitted by section 347(2)(a) and (b), and to give the particulars to the employee in writing.	Section 347	
Chief Executive Officer	Power, as the employer, to agree to an employee inspecting the time and wages record:- (a) more than once in any 12-month period; or (b) outside the employer's business hours; or (c) during the employee's working time.	Section 347(2)	
Chief Executive Officer	Power, as the employer, to require an authorised officer to produce the officer's authorisation.	Section 348(2)	
Chief Executive Officer	Power, as the employer, where an authorised officer fails to produce the officer's authorisation, to treat the office as a trespasser.	Section 348(5)	
Chief Executive Officer	Power, as the employer, when asked by the authorised officer for an item in section 350(1), to comply with the request and to refuse to comply if the circumstances of section 350(3) or 350(5) exist.	Section 350	
Chief Executive Officer	Power, as the employer, to keep an accurate written account of the amounts received from the prime contractor, and of the way the amounts have been disbursed or disposed of.	Section 359(4)	
Chief Executive Officer	Power, as the employer, to produce the account for inspection to an employee in the circumstances set out in subsection (a) to (c) and allow the employee to make a copy of the account.	Sections 359(5) and (6)	
Chief Executive Officer	Power, as a prime contractor served with an attachment notice, to keep from the amounts payable, or to become payable, by the prime contractor to the employer for the contracted work, an amount sufficient to satisfy:- (a) the claim for wages stated in the notice; and (b) all further claims for wages stated in notices of attachment served on the prime contractor within 7 days after the service of the first notice.	Section 361(2)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a prime contractor served with an attachment notice, to pay the amount to which the notice relates to a clerk of the Magistrates Court.	Section 361(4)	
Chief Executive Officer	Power, as a prime contractor, to pay the amount stated in the relevant order to the employee from the amounts attached and kept in the hands of the prime contractor.	Section 362(4)	
Chief Executive Officer	Power, as a prime contractor, to ask the employee to sign a discharge for the amount paid for a claim for wages to which an order under section 362 relates.	Section 366	
Chief Executive Officer	Power, as the employer, where an employee's consent authorising a deduction to be made from wages is not written, to, before making the deduction, give the employee written acknowledgement of the consent.	Section 371(5)	
Chief Executive Officer	Power, as the employer, to pay each employee's wages at least monthly to the employee.	Section 373(1)	
Chief Executive Officer	Power, as the employer, where the circumstances in subsection (1) apply, to immediately at the end of the 30 days, pay the wages payable to the former employee to the nearest clerk of the Magistrates Court.	Section 375(2)	
Chief Executive Officer	Power, as the employer, to recover an amount to which the employee is not entitled by deducting amounts from the employee's wages for a subsequent pay period or periods.	Section 376(2)	
Chief Executive Officer	Power, as the employer, where an employee ceases employment without giving the employer the notice required by an industrial instrument, to deduct from the employee's wages an amount stated by an industrial instrument.	Section 377	
Chief Executive Officer	Power, as the employer, to contribute, for eligible employees, to the approved superannuation fund at the level required by the relevant industrial instrument.	Section 394(1)	
Chief Executive Officer	Power, as a person who may be directly affected by the declaration, to apply to the commission for a declaration about an industrial matter.	Section 463(1)	
Chief Executive Officer	Power, as an employer, to apply to the commission for an interpretation of an industrial instrument, other than a certified agreement or bargaining award.	Sections 467(1) and 468(1)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a person bound by the agreement, to apply to the commission for an interpretation of a certified agreement or bargaining award.	Sections 467(1) 468(2)	
Chief Executive Officer	Power, as a party to an industrial cause, to agree in writing to the parties requesting the commission to assist the parties in negotiating or resolving a matter relevant to the industrial cause, whether or not the matter is within the jurisdiction of the commission and to agree that the request being amended.	Sections 469(1) and (2)	
Chief Executive Officer	Power, as a party to an industrial cause, to agree, in writing, for the decision of the commission to bind the parties.	Section 469(4)	
Chief Executive Officer	Power, as a party to a dispute, to make a referral agreement with the other parties to the dispute.	Section 470(1)(b)	
Chief Executive Officer	Power, as a party to a dispute, in the circumstances set out in subsection (1), to apply to the commission for the commission to perform its dispute resolution functions.	Section 470(2)	
Chief Executive Officer	Power, as a party to a contract, in the circumstances set out in subsection (1), to apply to the commission for the commission to amend or declare void (wholly or partly) the contract.	Section 471(1)	
Chief Executive Officer	Power, as a person under section 474, to apply to the commission for the commission to grant an injunction:- (a) to compel compliance with an industrial instrument, a permit or this Act; or (b) to restrain or prevent a contravention, or continuance of a contravention, of an industrial instrument, a permit or this Act.	Section 473(1)	
Chief Executive Officer	Power, as an employer, to apply to the full bench for the orders set out in section 479 about a demarcation dispute.	Section 479	
Chief Executive Officer	Power, as a person mentioned in section 485, to apply to the full bench or the commission for proceedings to be reopened.	Section 484(1)	
Chief Executive Officer	Power, as a party to proceedings, to appoint in writing, an agent to represent Council in the proceedings.	Section 529(1)(a)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a person aggrieved by a decision of the court or the full bench constituted by the president and 2 or more other members, to appeal to the Court of Appeal.	Section 554(1)	
Chief Executive Officer	Power, as a person aggrieved by a decision of the full bench constituted by the president and 2 or more other members, to seek the leave of the Court of Appeal to appeal.	Section 554(2)	
Chief Executive Officer	Power, as a person aggrieved by a decision of a magistrate, to appeal to the court.	Section 556	
Chief Executive Officer	Power, as a person aggrieved by a decision of the commission, to appeal to the court.	Section 557(1)	
Chief Executive Officer	Power, as a person aggrieved by a decision of the commission, to seek the leave of the court to appeal.	Section 557(2)	
Chief Executive Officer	Power, as a person aggrieved by a decision of the registrar, to appeal to the full bench.	Section 560(1)	
Chief Executive Officer	Power, as a person aggrieved by a decision of the registrar, to seek the leave of the full bench to appeal.	Section 560(2)	
Chief Executive Officer	Power to apply to the industrial tribunal to allow a longer period in which to start an appeal.	Section 564(2)	
Chief Executive Officer	Power, as a person mentioned in column 2 of schedule 3 to apply to the relevant industrial tribunal for an order in relation to a contravention, or alleged contravention, of a civil penalty provision.	Section 572	
Chief Executive Officer	Power, as a person subject to a requirement from an inspector to produce a document, to comply with the requirement.	Section 912(2)	
Chief Executive Officer	Power, as an employer subject to a written demand by an inspector under subsection (1), to comply with the demand.	Section 915(2)	
Chief Executive Officer	Power, as an employer, to pay wages payment to an employee under the Act, a relevant industrial instrument or a permit, in accordance with the employee's written direction.	Section 928(1)(b)	
Chief Executive Officer	Power, as the employer in a workplace where an industrial instrument applies, to display a copy of the industrial instrument as required by section 934(2).	Section 934(2)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, where a person whose employment with the employer has been terminated has asked for a certificate described in section 935(1), to give the certificate.	Section 935(2)	

Industrial Relations Regulation 2018

Version Information

New Register as at 07/08/2018

Act current as at 01/03/2018

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the employer, when working out continuous service under section 123(1) of the <i>Industrial Relations Act 2016</i> , to notify the employee that another absence from work breaks the employee's continuous service	Section 4(1)(c)	Refers to determining minimum period of notice an employer is required to give when terminating an employee.
Chief Executive Officer	Power, as the employer, when working out continuous service under section 123(1) of the <i>Industrial Relations Act 2016</i> , to withdraw a notice to the employee given under section 4(1)(c)	Section 4(5)(b)	As above

Labour Hire Licensing Act 2017

Version Information

New Register as at 30/07/2018

Act current as at 16/04/2018

**NIL delegations recommended as Council does not provide labour hire services.*

Land Title Act 1994

Version Information

New Register as at 30/07/2018

Act current as at 01/01/2018

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a person served with a written notice by the registrar, to give public notice of a request listed in subsection (1) and to satisfy the registrar that the public notification has been given.	Section 18	The registrar may prepare and register a caveat over a lot, or an interest in a lot, in favour of a person
Chief Executive Officer	Power to undertake the searches and obtain copies of the documents described in section 35(1)	Section 35(1)	Searching the freehold land register
Chief Executive Officer	Power, as the registered owner, to ask the registrar to issue a certificate of title	Section 42(1)	
Chief Executive Officer	Power, as the registered owner, to agree to a plan of subdivision and dedicating the public use land	Section 50(1)(b)	
Chief Executive Officer	Power, as the relevant planning body, to approve a plan of subdivision	Section 50(1)(h)	Signing survey plans
Chief Executive Officer	Power, as the registered proprietor whose interests are affected by the plan, to consent to a plan of subdivision	Section 50(1)(j)	
Chief Executive Officer	Power, as the registered owner of a lot, to dedicate the lot as a road for public use	Section 54(1)	
Chief Executive Officer	Power, as the relevant planning body, to approve a dedication notice to dedicate a lot as a road for public use	Section 54(3)	
Chief Executive Officer	Power, as the registered owner, to sign a building management statement for registration	Section 54B(1)	Conditions relating to supply of services, road access, landscaping requirements (if any) etc. for new subdivisions.
Chief Executive Officer	Power, as the registered owner, to sign an instrument of amendment for a building management statement	Section 54E(2)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the registered owner of all lots to which a building management statement applies, to ask the registrar to extinguish the building management statement	Section 54G	
Chief Executive Officer	Power, as the registered owner, to sign an instrument of extinguishment or partial extinguishment for a building management statement	Section 54H(3)	
Chief Executive Officer	Power, as the registered owner of a lot with two or more registered owners, to request the registrar create separate a indefeasible title for the interest of each owner	Section 57	
Chief Executive Officer	Power, as a registered owner subject to a joint tenancy, to unilaterally sever the joint tenancy	Section 59(1)	
Chief Executive Officer	Power, as a registered owner subject to a joint tenancy, to give notice of the severing of the joint tenancy in the way prescribed by subsection (2).	Section 59(2)	
Chief Executive Officer	Power to register an instrument of transfer for the transfer of a lot or interest to or from Council.	Section 60(1)	
Chief Executive Officer	Power to register an instrument of lease for the lease of a lot, or part of a lot, to or from Council.	Section 64	
Chief Executive Officer	Power to register an instrument of amendment of a lease to or from Council.	Section 67(1)	
Chief Executive Officer	Power, as the relevant local government, to approve the instrument of lease where it is for reconfiguring a lot within the meaning of the <i>Planning Act 2016</i>	Section 65(3A)	
Chief Executive Officer	Power, as a lessor under a registered lease who has lawfully re-entered and taken possession under the lease, to lodge a request for the registrar to register the re-entry	Section 68(1)	
Chief Executive Officer	Power, as a lessor or lessee under a registered lease, to execute and register an instrument of surrender of the lease	Section 69(1)	
Chief Executive Officer	Power, as a sublessee, to consent to the surrender of the lease	Section 69(2)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power to register an instrument of easement benefiting or burdening land owned by Council.	Section 82(1)	
Chief Executive Officer	Power, as the registered owner, lessee, person entitled to the land or public utility provider, to sign an instrument of easement for particular easements	Section 83(1)(b)	
Chief Executive Officer	Power, as the relevant local government, to approve the plan of survey for the creation of an easement giving access to a lot from a constructed road where it is the reconfiguring of a lot under the <i>Planning Act 2016</i>	Section 83(2)	
Chief Executive Officer	Power, as the registered owner of a lot burdened by an easement in favour of a public utility provider that is not a public thoroughfare easement, to recover from the public utility provider a reasonable contribution towards the cost of keeping the part of the lot affected by the easement in a condition appropriate for enjoyment of the easement	Section 85B(2)	
Chief Executive Officer	Power, as the registered owner of the lot benefited and the lot burdened by an easement, to ask the registrar to extinguish the easement	Section 87	
Chief Executive Officer	Power to register an instrument of surrender of an easement benefiting or burdening land owned by Council	Section 90(1)	
Chief Executive Officer	Power to sign an instrument of surrender of an easement	Section 90(2)	
Chief Executive Officer	Power, as a lessee or sublessee of a lot benefited by an easement, to consent to surrender of the easement	Section 90(3)	
Chief Executive Officer	Power to register an instrument of amendment of an easement benefiting or burdening land owned by Council	Section 91(1)	
Chief Executive Officer	Power, as a local government and covenantee, to register an instrument of covenant	Section 97A	
Chief Executive Officer	Power, as a local government and covenantee, to register an instrument of amendment of a covenant	Section 97C	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a local government and covenantee, to sign and register an instrument of surrender of a covenant	Section 97D	
Chief Executive Officer	Power to register an instrument of profit a prendre benefiting or burdening land owned by Council	Section 97E	The right to take something off the land of another person. It is a right to enter the land of another person and to take some profit of the soil, or a portion of the soil itself, for the use of the owner of the right.
Chief Executive Officer	Power, as the registered owner of the lot benefited and the lot burdened by a profit a prendre, to ask the registrar to extinguish the profit a prendre	Section 97I	
Chief Executive Officer	Power to register an instrument of amendment of a profit a prendre benefiting or burdening land owned by Council	Section 97K	The right to take something off the land of another person. It is a right to enter the land of another person and to take some profit of the soil, or a portion of the soil itself, for the use of the owner of the right.
Chief Executive Officer	Power to register an instrument of release of a profit a prendre benefiting or burdening land owned by Council	Section 97L	
Chief Executive Officer	Power to register instrument of carbon abatement interest for a lot owned by Council or over which Council has an interest	Section 97O	
Chief Executive Officer	Power, as a holder of a registered interest in land affected by a proposed grant of a carbon abatement interest, to consent to the proposed grant	Section 97P(c)	
Chief Executive Officer	Power to register instrument of amendment of a carbon abatement interest for a lot owned by Council or over which Council has an interest	Section 97S(1)	
Chief Executive Officer	Power to register instrument of surrender of a carbon abatement interest for a lot owned by Council or over which Council has an interest	Section 97U(1)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power to apply to be registered as owner of a lot as an adverse possessor	Section 99(1)	Enables the occupier of a piece of land to obtain ownership, if uninterrupted and exclusive possession of the land for at least 12 years can be proven.
Chief Executive Officer	Power to withdraw an application to be registered as owner of a lot as an adverse possessor and request that all documents lodged in support of the claim be returned	Section 100	
Chief Executive Officer	Power, as a person claiming an interest in a lot the subject of an adverse possession claim, to lodge a caveat	Section 104	
Chief Executive Officer	Power, as a caveator given a written notice under subsection (1), to:- (a) start a proceeding in the Supreme Court to recover the lot; and (b) give written notice, in the way the registrar requires, to the registrar that the proceeding has started	Section 106(2)	
Chief Executive Officer	Power, as a caveator that does not agree to the registration of the applicant for a lesser interest in the lot, to:- (a) start a proceeding in the Supreme Court to recover the lot; and (b) give written notice, in the way the registrar requires, to the registrar that the proceeding has started	Sections 107(2) and (3)	
Chief Executive Officer	Power, as an applicant, to sign the plan of subdivision as if the applicant were the registered owner of the relevant lot	Section 108A	
Chief Executive Officer	Power, as the registered owner holding the interest in the lot as trustee, to lodge an instrument of transfer to register the interest as being held as trustee	Section 110(1)	
Chief Executive Officer	Power, as a person who is beneficially entitled under a will to a lot or an interest in a lot of a deceased registered proprietor, to apply to the registrar to be registered as proprietor of the lot	Section 112(1)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a person mentioned in section 114(1), to apply to the Supreme Court for an order to be registered as proprietor of the lot	Section 114(2)	
Chief Executive Officer	Power to lodge a caveat	Section 122	
Chief Executive Officer	Power to withdraw a caveat	Section 125	
Chief Executive Officer	Power, as a caveatee, to serve on the caveator a notice requiring the caveator to start a proceeding in a court of competent jurisdiction to establish the interest claimed under the caveat and to notify the registrar of service of the notice.	Sections 126(2) and (3)	
Chief Executive Officer	Power, as a caveator served with a notice under subsection (2), to:- (a) start a proceeding in a court of competent jurisdiction to establish the interest claimed under the caveat; and (b) notify the registrar that a proceeding has been started and the identity of the proceeding.	Section 126(4)	
Chief Executive Officer	Power, as a caveatee, to apply to the Supreme Court for an order that a caveat be removed	Section 127(1)	
Chief Executive Officer	Power to lodge a request to cancel a caveat.	Section 128(1)	
Chief Executive Officer	Power to seek the leave of a court of competent jurisdiction to lodge a further caveat.	Section 129(2)	
Chief Executive Officer	Power to deposit a priority notice for a lot	Section 139(1)	
Chief Executive Officer	Power to deposit a request to extend a priority notice	Section 141(1)	
Chief Executive Officer	Power to deposit a request to withdraw a priority notice	Section 143(1)	
Chief Executive Officer	Power, as an affected person for a lot to which a priority notice applies, to apply to the Supreme Court for an order that the priority notice be removed	Section 144(1)	
Chief Executive Officer	Power to deposit a request to cancel a priority notice	Section 145(1)(a)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the depositor of a priority notice, to request a correction to the priority notice	Section 149(1)	
Chief Executive Officer	Power to comply with a requisition given to Council by the registrar	Section 156(3)	
Chief Executive Officer	Power to apply to the registrar to relodge an instrument that the registrar has permitted to be withdrawn	Section 159(4)	
Chief Executive Officer	Power to comply with a requirement of the registrar to deposit an instrument for correction or cancellation	Section 160	
Chief Executive Officer	Power to comply with a requirement of the registrar to lodge a plan of survey for the lot	Section 165	
Chief Executive Officer	Power to lodge a standard terms document and amend a standard terms document on Council's behalf	Section 169(1)	
Chief Executive Officer	Power to request the registrar to withdraw a standard terms document on Council's behalf	Section 172(1)	
Chief Executive Officer	Power, as a person affected by a correction, to apply to the Supreme Court for an order that the correction be amended or set aside	Section 186(2)	
Chief Executive Officer	Power, as a person with an entitlement to compensation under section 188 or 188A, to apply to the Supreme Court for an order:- (a) for compensation to be paid by the State; (b) directing the registrar to take stated action.	Section 188B(1)	

Strong and Sustainable Resource Communities Act 2017

Version Information

New Register as at 30/07/2018

Act current as at 01/01/2018

Not applicable as Council does not have major (as defined) resource project at this point in time.

CHANGES OF SUBSTANCE TO EXISTING REGISTERS

Environmental Protection Regulation 2008

Version Information:

Date Reviewed:	16/07/2018
Reprint No:	01/07/2018
Updated Items:	81ZF(1)(b), 81ZF(2), 81ZH(1)(a), 81ZI(2), 81ZJ, 81ZK, 81ZL, 81ZM
New Items:	
Removed Items:	

Updated Items

NOTE: The only change to all the items listed below is to remove the following from each:

‘## Please note this section applies only until Council passes a local law which states it replaces Chapter 5A of the Regulation or 01 September 2016 (whichever is the earlier)’.

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power to require an owner or occupier of relevant premises to supply waste containers other than standard general waste containers.	Section 81ZF(1)(b)	
Chief Executive Officer	Power to supply premises with standard general waste containers.	Section 81ZF(2)	
Chief Executive Officer	Power to require a waste container to be kept at a particular place at a premises.	Section 81ZH(1)(a)	

Chief Executive Officer	Power to require a prescribed person of serviced premises, other than a detached dwelling, to supply: (a) an elevated stand; or (b) an imperviously paved and drained area for the waste containers, and (c) a hose cock and hose in the vicinity of the stand or paved area; and (d) a suitable enclosure for the waste containers.	Section 81ZI(2)	
Chief Executive Officer	Power to give a written notice about the removal of general waste.	Section 81ZJ	
Chief Executive Officer	Power to give written approval to the owner or occupier of relevant premises for depositing and disposing of general waste and to impose conditions on the approval.	Section 81ZK	
Chief Executive Officer	Power to require the occupier of relevant premises where there is industrial waste to: (a) supply industrial waste containers; (b) keep the waste containers in a specified location; and (c) keep the waste containers clean and in good repair.	Section 81ZL	
Chief Executive Officer	Power to require occupier of relevant premises, where there is industrial waste, to treat the waste to the standard required by Council for disposal of the waste at a waste facility.	Section 81ZM	

Heavy Vehicle National Law (Qld)

Version Information:

Date Reviewed:	16/07/2018
Reprint No:	01/07/2018
Updated Items:	160(1), 161(1), 162(1), 174(2), 178(2), 612(2)(c), 645(6)
New Items:	118(1)(b), 119(5)(b), 124(1)(b), 139(1)(b), 142(6)(b), 145(1)(b), 204, 209, 212(1), 212(2), 229, 230, 235(1), 235(2), 238, 239(2), 274, 280, 284, 285, 311, 312(2), 312(3), 313(2), 313(3), 319, 321, 322(4), 323(3), 324(2), 324a(2), 336A, 341, 342, 351, 354(3), 354(5), 355(2), 355(4), 364, 384, 389, 390(2)(e), 392(2), 393(1), 396(2), 398(2), 459, 460(3), 466(2)(a), 470(2), 470(3), 470(4), 470(8), 471(2), 472, 473(2)(f), 476(2), 477(1), 504(1), 516(3), 517(4), 522(3) and (5), 529A, 533(7), 534(5),

	535(5), 556(3), 558(3), 559(4) and (5), 563, 565(2), 269(2), 570(3), 573, 577(4), 581(1), 603, 604, 609, 610, 613(1), 641(1), 642(2) and (6), 644(3), 645(1), 645(5), 647(1), 648(2) and (6), 715, 722, 724,
Removed Items:	

NOTE: This register previously covered powers of Council as a road manager and owner only, however now also includes powers of Council as a driver or operator of a heavy vehicle.

Updated items

DELEGATE	CURRENT DESCRIPTION	LEGISLATION	NEW DESCRIPTION OF POWER DELEGATED	NEW LEGISLATION
Chief Executive Officer	Power, as a road manager, to grant a mass or dimension authority subject to conditions.	Sections 160(1), 161(1) and 162(1)	Power, as a road manager, to consent to the grant of a mass or dimension authority subject to conditions	Sections 160(1), 161(1) and 162(1)
Chief Executive Officer	Power, as a road manager for a mass or dimension authority granted by Commonwealth gazette notice, to request the regulator to amend or cancel the authority.	Section 174(2)	Power, as a road manager for a mass or dimension authority granted by Commonwealth gazette notice, to request the regulator to amend or cancel the authority if the circumstances of section 174(1) exist.	
Chief Executive Officer	Power, as a road manager for a mass or dimension authority granted by permit, to request the regulator to amend or cancel the authority.	Section 178(2)	Power, as a road manager for a mass or dimension authority granted by permit, to request the regulator to amend or cancel the authority if the circumstances of section 178(1) exist.	
Chief Executive Officer	Power, as a public authority, to sign a certificate.	Section 612(2)(c)	Power, as a road manager and public authority, to sign a certificate.	Section 612(2)(c)
Chief Executive Officer	Power, as a road manager, to agree to a longer prescribed period for a review of a reviewable decision.	Section 645(6)	Power, as a road manager and reviewer, to agree to a longer prescribed period for a review of a reviewable decision.	Section 645(6)

New items

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a road manager, to consent to the grant of a mass or dimension exemption (notice)	Section 118(1)(b)	
Chief Executive Officer	Power, as a road manager, to consent to the amendment of a map or list imposed on a mass or dimension exemption (notice)	Section 119(5)(b)	
Chief Executive Officer	Power, as a road manager, to consent to the grant of a mass or dimension exemption (permit)	Section 124(1)(b)	
Chief Executive Officer	Power, as a road manager, to consent to the grant of a class 2 heavy vehicle authorisation (notice)	Section 139(1)(b)	
Chief Executive Officer	Power, as a road manager, to consent to the amendment of a map or list imposed on a class 2 heavy vehicle authorisation (notice)	Section 142(6)(b)	
Chief Executive Officer	Power, as a road manager, to consent to the grant of a class 2 heavy vehicle authorisation (permit)	Section 145(1)(b)	
Chief Executive Officer	Power, as a relevant party for the driver of a heavy vehicle, to take all reasonable steps to ensure business practices will not cause the driver to exceed a speed limit applying to the driver.	Section 204	
Chief Executive Officer	Power, as a loading manager for goods in heavy vehicles, to take all reasonable steps to ensure the arrangements for loading goods onto and unloading goods from heavy vehicles will not cause the driver of a heavy vehicle to exceed a speed limit applying to the driver.	Section 209	
Chief Executive Officer	Power, as a commercial consignor or a consignee of goods, to take all reasonable steps to ensure the terms of consignment will not cause the relevant driver to exceed a speed limit applying to the driver.	Section 212(1)	
Chief Executive Officer	Power, as a commercial consignor or a consignee of goods, to take all reasonable steps to ensure the terms of consignment will not cause a relevant party for the relevant driver to cause the driver to exceed a speed limit applying to the driver.	Section 212(2)	
Chief Executive Officer	Power, as a party in the chain of responsibility for a fatigue-regulated heavy vehicle, to take all reasonable steps to ensure a person does not drive the vehicle on a road while the person is impaired by fatigue.	Section 229	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a relevant party for the driver of a fatigue-regulated heavy vehicle, to take all reasonable steps to ensure the relevant party's business practices will not cause the driver to:- (a) drive while impaired by fatigue; or (b) drive while in breach of the driver's work and rest hours option; or drive in breach of another law to avoid driving while impaired by fatigue or while in breach of the driver's work and rest hours option.	Section 230	
Chief Executive Officer	Power, as a consignor or consignee of goods for transport by a fatigue-regulated heavy vehicle, to take all reasonable steps to ensure the terms of consignment will not result in, encourage or provide an incentive to the vehicle's driver to:- (a) drive while impaired by fatigue; or (b) drive while in breach of the driver's work and rest hours option; or drive in breach of another law to avoid driving while impaired by fatigue or while in breach of the driver's work and rest hours option.	Section 235(1)	
Chief Executive Officer	Power, as a consignor or consignee of goods for transport by a fatigue-regulated heavy vehicle, to take all reasonable steps to ensure the terms of consignment will not result in, encourage or provide an incentive to a relevant party for the vehicle's driver to cause the driver to:- (a) drive while impaired by fatigue; or (b) drive while in breach of the driver's work and rest hours option; or drive in breach of another law in order to avoid driving while impaired by fatigue or while in breach of the driver's work and rest hours option.	Section 235(2)	
Chief Executive Officer	Power, as a loading manager for goods in heavy vehicles, to take all reasonable steps to ensure the arrangements for loading goods onto and unloading goods from fatigue-regulated heavy vehicles at or from the premises in relation to which the person is a loading manager will not cause the driver of a fatigue-regulated heavy vehicle to:- (a) drive while impaired by fatigue; or (b) drive while in breach of the driver's work and rest hours option; or drive in breach of another law in order to avoid driving while impaired by fatigue or while in breach of the driver's work and rest hours option.	Section 238	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a loading manager, to take all reasonable steps to ensure the driver is able to rest while waiting for the goods to be loaded onto or unloaded from the fatigue-regulated heavy vehicle.	Section 239(2)	
Chief Executive Officer	Power, as a person referred to in subsection (1), to apply to the Regulator for a work and rest hours exemption and provide any additional information sought by the Regulator.	Section 274	
Chief Executive Officer	Power, as the holder of a permit for a work and rest hours exemption, to apply to the Regulator for an amendment or cancellation of the exemption and to provide any additional information sought by the Regulator.	Section 280	
Chief Executive Officer	Power to comply with a notice from the Regulator regarding a work and rest hours exemption.	Section 284	
Chief Executive Officer	Power, where a permit for a work and rest hours exemption is defaced, destroyed, lost or stolen, to apply to the Regulator for a replacement permit.	Section 285	
Chief Executive Officer	<p>Power, as a record keeper in the circumstances listed in subsection (1), to, as soon as reasonably practicable after becoming aware of the matter or having reason to suspect the matter:-</p> <ul style="list-style-type: none"> (a) either:- (b) if the record keeper removes any information relating to any period during the last 28 days from the work diary to make it capable of recording new information—give the driver the removed information in a way that makes the information readily available to the driver; and <ul style="list-style-type: none"> (i) make the electronic work diary capable of recording new information; or (ii) give the driver a new electronic work diary that is in working order; and <p>notify the Regulator in the approved form that the electronic work diary has been filled up.</p>	Section 311	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	<p>Power, as a record keeper in the circumstances listed in subsection (1), to, as soon as reasonably practicable after becoming aware of the matter or having reason to suspect the matter:-</p> <ul style="list-style-type: none"> (a) inform the driver that the electronic work diary has been destroyed, lost or stolen unless the driver informed the record keeper about the fault under section 309; and (b) give the driver an electronic work diary that is in working order; and (c) give the driver any information, in a way that makes the information readily available to the driver, that was in the destroyed, lost or stolen electronic work diary that:- <ul style="list-style-type: none"> (i) is accessible to the record keeper; and (ii) relates to any period during the last 28 days; and <p>is not stored in the new electronic work diary.</p>	Section 312(2))	
Chief Executive Officer	Power as a record keeper to notify the Regulator in the approved form that the electronic work diary has been destroyed, lost or stolen.	Section 312(3)	
Chief Executive Officer	Power, as a record keeper in the circumstances listed in subsection (1), to, as soon as reasonably practicable after becoming aware of the matter or having reason to suspect the matter inform the driver about the matter unless the driver informed the record keeper about the matter under section 309.	Section 313(2)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a record keeper in the circumstances listed in subsection (1), to, after becoming aware of the matter or having reason to suspect the matter:- (a) direct the driver in the approved form to use a supplementary record in compliance with section 305; and (b) give the driver information that was in the electronic work diary, in a way that makes the information readily available to the driver, that:- (i) is accessible to the record keeper; and (ii) relates to any period during the last 28 days; and (iii) is not stored in the electronic work diary because the electronic work diary is not in working order or is malfunctioning or has malfunctioned; and (c) notify the Regulator in the approved form that the electronic work diary is not in working order or is malfunctioning or has malfunctioned; and ensure the electronic work diary is examined and brought into working order and is not malfunctioning.	Section 313(3)	
Chief Executive Officer	Power, as a record keeper for a driver of a fatigue-regulated heavy vehicle who is undertaking only 100km work under standard hours, to keep a record of the information listed in subsections (1)(a) to (b).	Section 319)	
Chief Executive Officer	Power, as a record keeper for a driver of a fatigue-regulated heavy vehicle who is undertaking 100+km work under standard hours; or operating under BFM hours, AFM hours or exemption hours, to keep a record of the information listed in subsections (1)(a) to (c) and (3) (where relevant).	Section 321	
Chief Executive Officer	Power, as a record keeper for a driver of a fatigue-regulated heavy vehicle to ensure the driver complies with subsection (2).	Section 322(4)	
Chief Executive Officer	Power, as a new record keeper for a driver of a fatigue-regulated heavy vehicle to ensure the driver complies with subsection (2).	Section 323(3)	
Chief Executive Officer	Power, as a record keeper in the circumstances listed in subsection (1), to give the driver the information listed in subsection (2).	Section 324(2)	
Chief Executive Officer	Power, as a record keeper in the circumstances listed in subsection (1), to give the driver the information listed in subsection (2).	Section 324A(2))	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a record keeper for the driver of a fatigue-regulated heavy vehicle who knows, or has reasonable grounds to suspect, an electronic work diary has been tampered with, to report the matter to the Regulator	Section 336A)	
Chief Executive Officer	Power as a record keeper of the driver of a fatigue-regulated heavy vehicle, to keep a record (or a copy) required to be made or kept under Division 3, for the period for which, and way in which subsections (1) to (7) require.	Section 341	
Chief Executive Officer	Power to apply to the Regulator for the approval of an electronic recording system.	Section 342	
Chief Executive Officer	Power, as the holder of an electronic recording system approval, to apply to the Regulator for an amendment or cancellation of the approval and give any additional information sought by the Regulator.	Section 351	
Chief Executive Officer	Power, as the holder of the approval in relation to which a direction has been given under subsection (2), to comply with the direction.	Section 354(3)	
Chief Executive Officer	Power, as a person given a notice under subsection (3), to give a copy of the notice to each other person to whom the person has supplied an electronic recording system the subject of the approval, or a device forming part of the system.	Section 354(5)	
Chief Executive Officer	Power, in the circumstance stated in subsection (1), to remove any electronic message on the system's visual display stating the system is or includes an electronic work diary.	Section 355(2)	
Chief Executive Officer	Power, in the circumstance stated in subsection (1), to give each person to whom the holder has supplied an electronic recording system the subject of the approval that constitutes an electronic work diary, or of which an electronic work diary is a part, a notice stating that the approval has been cancelled	Section 355(4)	
Chief Executive Officer	Power, as the employer of the driver of a fatigue-regulated heavy vehicle to make an application under subsection (1) on behalf of the driver and give any further information sought by the Regulator.	Section 364	
Chief Executive Officer	Power, as the record keeper for a driver of a fatigue-regulated heavy vehicle, to apply to the Regulator for a fatigue record keeping exemption (permit) and give any further information sought by the Regulator.	Section 384	
Chief Executive Officer	Power, as the holder of a permit for a fatigue record keeping exemption, to apply to the Regulator for an amendment or cancellation of the exemption and give any further information sought by the Regulator.	Section 389	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as the holder of a permit for a fatigue record keeping exemption, to make submissions to the Regulator.	Section 390(2)(e)	
Chief Executive Officer	Power, as the holder of a permit for a fatigue record keeping exemption that is amended or cancelled, to comply with a notice of the Regulator given under subsection (1).	Section 392(2)	
Chief Executive Officer	Power, as the holder of a permit for a fatigue record keeping exemption that is defaced, destroyed, lost or stolen, to apply to the Regulator for a replacement permit. .	Section 393(1)	
Chief Executive Officer	Power, as the owner of a fatigue-regulated heavy vehicle required by the national regulations to be fitted with an odometer, to maintain the odometer in accordance with the requirements prescribed by the national regulations.	Section 396(2)	
Chief Executive Officer	Power, as the owner of a fatigue-regulated heavy vehicle that is informed under section 397 of a malfunctioning or suspected malfunctioning odometer, to ensure the odometer is examined and brought into working order.	Section 398(2)	
Chief Executive Officer	Power, as the operator of a heavy vehicle, to apply to the Regulator for heavy vehicle accreditation, provide the declaration required by subsection (3) and give any further information or statutory declaration sought by the Regulator.	Section 459	
Chief Executive Officer	Power, as the applicant, to consent to the Regulator obtaining prescribed criminal history information.	Section 460(3)	
Chief Executive Officer	Power as an operator to ask the Regulator for an accreditation label for the new relevant vehicle.	Section 466(2)(a)	
Chief Executive Officer	Power, as an operator of a heavy vehicle who holds a heavy vehicle accreditation, to, if the accreditation is BFM accreditation or AFM accreditation, ensure each driver who operates under the accreditation:- (a) is inducted into the operator's relevant management system; and at all times, meets the requirements relating to drivers operating under the accreditation (if any).	Section 470(2)	
Chief Executive Officer	Power, as an operator of a heavy vehicle who holds a heavy vehicle accreditation, to, if the accreditation is AFM accreditation, ensure each driver who operates under the accreditation is informed of the AFM hours applying under the accreditation.	Section 470(3)	
Chief Executive Officer	Power, as an operator of a heavy vehicle who holds a heavy vehicle accreditation, to keep the things listed in subsection (4).	Section 470(4)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as an operator of a heavy vehicle who holds a heavy vehicle accreditation, to comply with a requirement issued by the Regulator under subsection (7).	Section 470(8)	
Chief Executive Officer	Power, as an operator of a heavy vehicle who holds a heavy vehicle accreditation that is amended or suspended, or as an operator that ceases to hold an accreditation, to give notice to any driver of, or scheduler for, a heavy vehicle who may be affected by the amendment, suspension or cessation	Section 471(2)	
Chief Executive Officer	Power, as a person who holds a heavy vehicle accreditation, to apply to the Regulator for an amendment or cancellation of the heavy vehicle accreditation and give any further information sought by the Regulator.	Section 472	
Chief Executive Officer	Power, as a person who holds a heavy vehicle accreditation, to make written representations in response to a notice given by the Regulator.	Section 473(2)(f)	
Chief Executive Officer	Power, as an operator of a heavy vehicle who holds a heavy vehicle accreditation that is amended, suspended or cancelled, to comply with a notice of the Regulator issued under subsection (1).	Section 476(2)	
Chief Executive Officer	Power, as a person whose accreditation certificate for a heavy vehicle accreditation is defaced, destroyed, lost or stolen, to apply to the Regulator for a replacement accreditation certificate.	Section 477(1)	
Chief Executive Officer	Power, as an occupier of a place, to consent to its entry by an authorised officer, with or without conditions, and to sign and acknowledgement of the consent.	Section 504(1)	
Chief Executive Officer	Power, as an operator of a heavy vehicle, to comply with a direction of an authorised officer to move the vehicle or cause it to be moved to a location stated in the direction.	Section 516(3)	
Chief Executive Officer	Power, as an operator of a heavy vehicle, to comply with a direction of an authorised officer to move the vehicle or cause it to be moved to a location stated in the direction and do, or cause to be done, anything else the officer reasonably requires in the direction.	Section 517(4)	
Chief Executive Officer	Power, as a registered operator or owner of a heavy vehicle, to comply with a notice of an authorised officer issued under subsection (2) and to request that the place or time of inspection be changed.	Sections 522(3) and (5)	
Chief Executive Officer	Power, as an operator of a heavy vehicle, to make a request to an authorised officer for written permission for the vehicle that is the subject of a vehicle defect notice to be used on a road during a period stated in the permission.	Section 529A	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as an operator of a heavy vehicle, to comply with a direction of an authorised officer given under subsection (2).	Section 533(7)	
Chief Executive Officer	Power, as an operator of a heavy vehicle, to comply with a direction of an authorised officer given under subsection (2).	Section 534(5)	
Chief Executive Officer	Power, as an operator of a heavy vehicle, to comply with a direction of an authorised officer given under subsection (2).	Section 535(5)	
Chief Executive Officer	Power, as owner of a thing seized under chapter 10 and not forfeited, to apply to the relevant tribunal or court for the return of the thing.	Section 556(3)	
Chief Executive Officer	Power, as a person served with an embargo notice, to take all reasonable steps to stop any other person from doing anything prohibited in the notice.	Section 558(3)	
Chief Executive Officer	Power, as a person served with an embargo notice, to comply with a requirement stated in the notice.	Section 559(3)	
Chief Executive Officer	Power to seek an authorised officer's approval to tamper with an embargoed thing or anything used to restrict access to the thing and enter a place in contravention of a restriction or tamper with anything used to restrict access to a place.	Sections 559(4) and (5)	
Chief Executive Officer	Power, as owner of a thing or sample seized under chapter 10 and forfeited under section 561(1), to agree with the regulator to transfer the ownership of the thing or sample to the regulator.	Section 563	
Chief Executive Officer	Power, as a party mentioned in subsection (1), to apply to the relevant tribunal or court for:- (a) ownership in the thing or sample to be transferred to Council; or (b) the thing or sample to be sold and the Regulator to pay to Council, and any other persons with a registered interest in the thing or sample, an amount commensurate with the value of their respective interest.	Section 565(2)	
Chief Executive Officer	Power, as a responsible person for a heavy vehicle, to comply with a requirement issued by an authorised officer under subsection (1).	Section 569(2)	
Chief Executive Officer	Power, as a responsible person for a heavy vehicle, to comply with a requirement issued by an authorised officer under subsection (1).	Section 570(3)	
Chief Executive Officer	Power, as a person given an improvement notice, to take the steps necessary to comply with the notice.	Section 573	
Chief Executive Officer	Power, as an occupier of a place, to comply with a requirement issued by an authorised officer under subsections (1) or (2).	Section 577(4)	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power claim compensation from the Regulator if Council incurs costs, damage or loss because of the exercise, or purported exercise, of a power by or for an authorised officer.	Section 581(1)	
Chief Executive Officer	Power, as a person to whom a supervisory intervention order applies, to apply to the Court to amend or revoke the order.	Section 603	
Chief Executive Officer	Power, as a person to whom a supervisory intervention order applies, to take the steps necessary to comply with the order.	Section 604	
Chief Executive Officer	Power, as a person to whom a prohibition order applies, to apply to the Court to amend or revoke the order.	Section 609	
Chief Executive Officer	Power, as a person to whom a prohibition order applies, to take the steps necessary comply with the order.	Section 610	
Chief Executive Officer	Power, as a public authority, to give a copy of the certificate issued pursuant to section 611(2)(c) to the defendant.	Section 613(1)	
Chief Executive Officer	Power, as a dissatisfied person for a reviewable decision, to apply to the regulator for internal review of the decision.	Section 641(1)	
Chief Executive Officer	Power, as a person who has made a review application for a reviewable decision, to apply for a stay of the decision and serve a copy of the application on the Regulator.	Sections 642(2) and (6)	
Chief Executive Officer	Power, as a person who has made a review application for a reviewable decision, to make representations to the reviewer.	Section 644(3)	
Chief Executive Officer	Power, as a reviewer, to make a review decision.	Section 645(1)	
Chief Executive Officer	Power, as a reviewer who is a road manager, to give a copy of the review decision to the Regulator.	Section 645(5)	
Chief Executive Officer	Power to appeal against a review decision relating to a reviewable decision made by the Regulator or an authorised officer.	Section 647(1)	
Chief Executive Officer	Power, as a person who appeals against a review decision, to apply to the relevant appeal body for a stay of the decision and to serve a copy of the application on the Regulator.	Sections 648(2) and (6)	
Chief Executive Officer	Power, as a defendant for an offence, to give the complainant notice of the intention to challenge a matter stated in a certificate mentioned in section 711, 712, 713 or 714(1).	Section 715	

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as a defendant for an offence, to give the complainant notice of the intention to challenge a matter stated in subsection (5).	Section 722	
Chief Executive Officer	Power, as a defendant for an offence, to give the complainant notice of the intention to challenge a matter stated in subsection (4).	Section 724	

Local Government Act 2009

Version Information:

Date Reviewed:	08/08/2018
Reprint No:	20/07/2018
Updated Items:	
New Items:	150DL, 150DU
Removed Items:	

New items

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power to request the conduct tribunal to:- (a) investigate the suspected inappropriate conduct of a councillor referred to the local government, by the assessor, to be dealt with by the local government; and (b) make recommendations to the local government about dealing with the conduct.	Section 150DL	
Chief Executive Officer	Power to pay the costs of the conduct tribunal in relation to the conduct tribunal:- (a) conducting a hearing about the misconduct of a councillor under part 3, division 6; or (b) at the request of the local government, investigating the suspected inappropriate conduct of a councillor and making recommendations to the local government about dealing with the conduct	Section 150DU	

Transport Infrastructure Act 1994

Version Information:

Date Reviewed:	16/07/2018
Reprint No:	16/03/2018
Updated Items:	
New Items:	99AA, 101A
Removed Items:	

New items

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
NO DELEGATION	Power, as a toll road operator, to give a single notice to a registered operator for notices under section 99 and 105ZH.	Section 99AA	Council has no toll roads
NO DELEGATION	Power, as a toll road operator, to give a single notice to a person for notices under section 101 and 105ZK.	Section 101A	Council has no toll roads

Waste Reduction and Recycling Act 2011

Version Information:

Date Reviewed:	16/07/2018
Reprint No:	01/07/2018
Updated Items:	173I, 173T
New Items:	99S and 99U, 99ZB, 99ZH
Removed Items:	

Updated items

Note: It is recommended that Sections 173I and 173T continue to not be delegated to the Chief Executive Officer.

DELEGATE	CURRENT DESCRIPTION	LEGISLATION	NEW DESCRIPTION OF POWER DELEGATED	NEW LEGISLATION
NO DELEGATION	Power to apply to the chief executive to conduct a trial for 1 kind of waste.	Section 173I	Power to apply to the chief executive for an end of waste approval to conduct a trial for 1 kind of waste.	Section 173I
NO DELEGATION	Power to respond to a request from the chief executive for further information or documents required to decide the amendment application and to agree to extend the stated period.	Section 173T	Power to respond to a request from the chief executive for further information or documents required to decide an application under chapter 8A.	Section 173T

New items

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power to claim a refund amount for an empty container under chapter 4, part 3B, division 3, subdivision 1. Note: this power does not come into effect until 01 November 2018 (section 63 of the <i>Heavy Vehicle National Law and Other Legislation Amendment Act 2018</i>).	Sections 99S and 99U	
Chief Executive Officer	Power, as the operator of a container refund point, to claim a collection amount from the Organisation for containers collected. Note: this power does not come into effect until 01 November 2018 (section 63 of the <i>Heavy Vehicle National Law and Other Legislation Amendment Act 2018</i>).	Section 99ZB	
Chief Executive Officer	Power, as the operator of a material recovery facility, to claim the recovery amount from the Organisation. Note: this power does not come into effect until 01 November 2018 (section 63 of the <i>Heavy Vehicle National Law and Other Legislation Amendment Act 2018</i>).	Section 99ZH	

Water Act 2000

Version Information:

Date Reviewed:	17/07/2018
Reprint No:	02/07/2018
Updated Items:	218, 218(3)
New Items:	
Removed Items:	

Updated items

DELEGATE	CURRENT DESCRIPTION	LEGISLATION	NEW DESCRIPTION OF POWER DELEGATED	NEW LEGISLATION
Chief Executive Officer	Power to apply to the chief executive for a permit to excavate or place fill in a watercourse, lake or spring.	Section 218	Power to apply to the chief executive for a permit to destroy vegetation, excavate or place fill in a watercourse, lake or spring.	Section 218
Chief Executive Officer	Power as the registered owner of land to consent to the making of an application for a permit to excavate or place fill in a watercourse, lake or spring.	Section 218(3)	Power as the registered owner of land to consent to the making of an application for a permit to destroy vegetation, excavate or place fill in a watercourse, lake or spring.	Section 218(3)

Work Health and Safety Act 2011

Version Information:

Date Reviewed:	17/07/2018
Reprint No:	01/07/2018
Updated Items:	
New Items:	71, 103A, 103F, 112
Removed Items:	

New items

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as person conducting a business or undertaking, to refuse to grant access to information mentioned in section 70(1)(c) if the information is confidential commercial information.	Section 71(7)	
Chief Executive Officer	Power, as a person conducting a business or undertaking, to appoint a work health and safety officer for that business or undertaking.	Section 103A	
Chief Executive Officer	Power, as a person conducting a business or undertaking, to instruct a work health and safety officer to take reasonable action to eliminate or minimise risks to health and safety.	Section 103F	
Chief Executive Officer	Power to apply to the Magistrates Court for an order under section 112 about engaging in or inducing discriminatory or coercive conduct.	Section 112	

Health and Safety Regulation 2011

Version Information:

Date Reviewed:	17/07/2018
Reprint No:	01/07/2017
Updated Items:	31B
New Items:	
Removed Items:	

New items

DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	CONDITIONS / COMMENTS
Chief Executive Officer	Power, as an approved RTO, to grant a person a certificate of authority.	Section 31B	Power, as an approved RTO, to grant a person a certificate of authority.

Strategic / Decision Report

Governance

13.3 (04/19) – 2018/2019 Operational Plan 3rd Quarter Review

IX: 175978

Author: Chief Executive Officer, Dave Burges

PURPOSE:

Council's Operational Plan is the detailed business and organisational planning document and forms the basis of Council's annual budget. The plan translates our community's needs, expectations and aspirations into action.

The Operational Plan is monitored on an on-going basis to ensure Council is achieving the outcomes for the financial year.

The purpose of this report is to present the 3rd quarter review of the 2018/19 Operational Plan to Council.

POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That the 2018-19 Operational Plan be reviewed for the third quarter and noted.

BACKGROUND:

S174 of the *Local Government Regulation 2012* requires the chief executive officer to present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

DISCUSSION:

The third quarter review of the 2018/19 Operational Plan is provided as **Attachment A**.

Progress on the completion of the plan has generally been satisfactory or better.

The Council meeting Task List is provided as **Attachment B**.

FINANCIAL:

As detailed in Council's budget.

CONSULTATION:

Not applicable

ATTACHMENTS:

Attachment A: 2018/2019 Operational Plan 3rd Quarter Review

Attachment B: Council Meeting Task List

Community and Culture

The basis for all Council actions

Infrastructure

Natural Environment

Economy

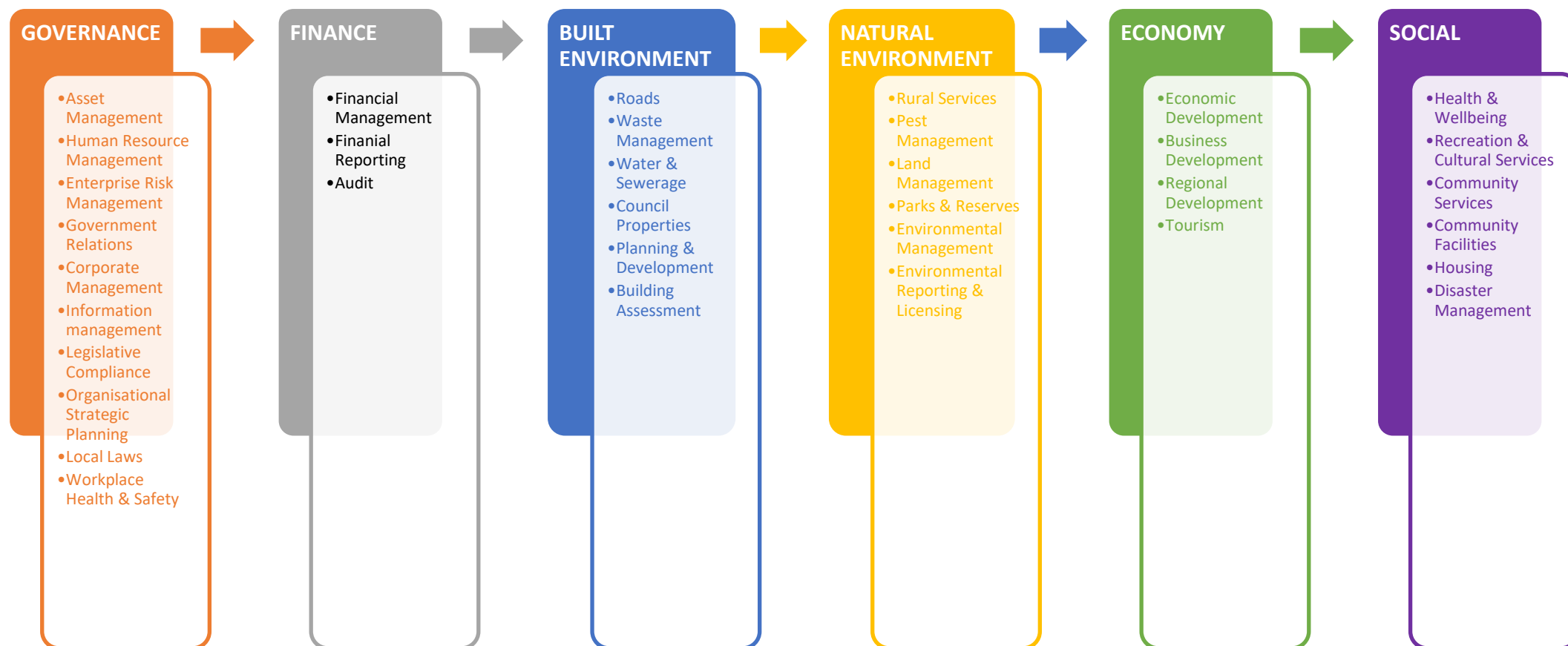
Social

The Building Blocks

Governance

Finance

The Foundations



Foundation 1: Governance		Quilpie Shire Council aspires to be recognised as a highly regarded and reputable organisation. We have an obligation to show leadership and engage with the community, operate according to the law, ensure professional and ethical standards and plan services to meet the needs of current and future generations. Good governance will allow Council to achieve these goals and build community trust and pride in our organisation.								
Program		Asset Management								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Implement an asset management improvement plan	1.1.2 1.2.8	Asset Management Committee meets quarterly and asset data upgraded and mapped	CEO	\$20K	October 18	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		GL 2100-2510 2017/18 data collected and mapped Funding application for a regional strategy submitted
Undertake specific asset management improvement activities	1.2.2 1.2.8	Develop an asset accounting manual Establish a detailed asset capitalisation procedure Undertake a network condition assessment of sealed and unsealed roads Undertake condition assessment of water and sewerage assets	CEO	\$110K	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		GL 2101-2510 Shepherd Services have been on site and work is well advanced
Review asset management plans	1.1.2 1.2.8	Plans updated	CEO	Op	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		Water & Sewerage AMPs reviewed and adopted by Council. Transport AMP to be done in 2019/20
Program		Human Resource Management								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Undertake staff survey needs analysis and update the rolling training program	1.1.9	Analysis completed Rolling program updated	HR	Op	April 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		2019/20 training forms distributed to all staff
Training plans executed	1.1.9	% of all staff's programs completed Reported on twice annually	CEO/MCC S/MES/M FS	\$140K	January 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		GL 2100-2070 Most identified training completed or on schedule
Undertake the annual staff survey	1.1.9	Survey completed and results disseminated	HR	Op	September 18	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		Survey completed and results reviewed
Complete staff newsletters	1.1.6	5 newsletters provided annually	GOV	Op	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		Newsletters published
Program		Government Relations								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Attend LGAQ conferences	1.2.7	Number of conferences attended	CRS	Op	October 18	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		2018/19 conference attended by three councillors SWLGA conference attended Finance and Leadership Summit attended
Attend DDSW Council of Mayors and SWLGA meetings	1.2.7	Number of meetings attended	CRS & CEO	Op	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		All meetings attended to date
Attend SWRRTG meetings	1.2.7	Number of meetings attended	CRS & CEO	Op	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		All meetings attended to date

Meet with State Member and Federal Member	1.2.7	State Member bi-annually Federal Member annually	CRS	Op	June 19					Regular meetings with state member Several meetings with federal member Deputations in Canberra
Program	Governance									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Provide elected member training and development opportunities	1.2.7	Professional development opportunities identified	CEO	Op	June 19					Opportunities presented to Council as they arise
Review Registers of Interest and Registers of Related Parties	1.2.2	Reviews completed	GOV	Op	July 18					Reviewed in July 2018. To be done prior to 30 June.
Risk management	1.1.1 1.2.2	Risk management reports generated quarterly Youth and Aged management strategies adopted Database populated	GOV	Op	June 19					Being done as resources permit
Community survey	1.2.2	Community survey completed	CEO	Op	October 18					Survey completed.
Council strategic goals review	1.2.2	Strategic goals reviewed and set	CEO	Op	March 19					
Corporate Plan review	1.2.2	Review completed	CEO	Op	April 19					
Council policy reviews	1.2.2	Reviews completed	CEO	Op	April 19					
Finalise Annual Report 2017/18	1.2.2	Report finalised	GOV	Op	November 18					Adopted November 2018
Program	Corporate Management									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Complete the budgeted IT replacement program	1.1.4	Works completed	MCCS	\$64K	December 18					GL 2100-2180 Computers x 10 8 x Computer replacement program (Completed) 2 x Public Access, Quilpie Library (Completed) Copiers x 3: Governance (Completed) Library (Completed) Admin (19/20 budget) Tape drive (19/20 budget) Licences - Renewals 90% complete Misc
MAGIQ upgrade & licenses		Upgrade completed	MCCS	\$4K	October 18					GL 2100-2180 May not require extra licences due to recent staff movements
Back-up server	1.1.4	Server installed	MCCS	\$16K	October 18					JC 0250-1901 Installed – Total Cost \$24,069.13 (SAN installed and b/up server next year due to improved network efficiencies)

Replace corporate IT system	1.1.8	Tenders called and system selected	CEO	\$30K	June 19					JC 0250-1902 Deferred to 2019/20
Corporate website upgrade		Website upgraded	GOV	\$12K	December 18					GL 2100-2200 Web site live
Program		Information Management								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Maintain Council's corporate website in accordance with legislative requirements	1.1.4	Website current and functional and 100% compliant	GOV	Op	June 19					Website maintained regularly
Operate adopted social media platforms	1.1.4	Social media sites active and current	GOV	Op	June 19					All operating effectively
Program		Legislative Compliance								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Review delegations	1.2.2	Delegations reviewed	GOV	Op	June 19					Delegations reviewed as legislation is amended
Monitor and review the legislative compliance system	1.2.2	System implemented and utilised	GOV	Op	December 18					Being done as resources permit
Implement a Fraud Management Plan	1.2.2	Fraud Management Plan and procedure developed and implemented Fraud management plan reported on quarterly	GOV	Op	October 18					Being done as resources permit
Airport management	1.2.2	2 x Airport management committee meeting held All audit issues actioned Airport fully compliant	MES	Op	June 19					Airport management committee meeting arranged for 12th December 2018 following a debrief from the emergency exercise. Airport Emergency Simulation will be held 11 & 12.12.18 as required by CASA and include all local emergency services. Evaluation of response to be done by Mick Symes SC; Acting Inspector Charleville Patrol Group, Queensland Police Service. All audit issues actioned Airport fully compliant including completion of runway lighting upgrade project funded by Council and Federal Government on 50:50 basis.
Program		Organisational Strategic Planning								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Develop Departmental Business Plans	1.1.3 1.1.5	Plans developed	CEO	Op	October 18					Business plan for Governance in place MCCS and MES to consider implementation
Set strategic goals	1.1.3	Leadership Team goals identified and documented	CEO	Op	September 18					Commitment matrix completed
Program		Local Laws								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS

Prepare a Local Law for waste management	1.2.2	Local Law adopted	CEO	\$5K	March 19					GL 2100-2270 Deferred (not required at this stage)
Review Local Laws	1.2.2	Local Laws reviewed	CEO	Op	March 19					
Review local law delegations	1.2.2	Delegations reviewed	CEO	Op	June 19					
Program		Workplace Health & Safety								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Implement SafePlan 2 KPI's and report on regularly	1.1.7	KPIs developed and reported on	CEO	Op	June 19					KPIs developed and reported on monthly

Foundation 2: Finance		Quilpie Shire Council maintains a strong financial position. We have an obligation to ensure Council remains financially sustainable now and for future generations. We will undertake our financial management activities responsibly, in line with legislative requirements and strive to meet best practice performance.								
Program		Financial Management								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Review Council's Long Term Financial Plan and Long Term Financial Forecast	2.2.1	Plan reviewed and updated QTC model completed	MFS	Op	April 19					Completed/achieved for FY2017-18
Review long term financial sustainability ratios	2.2.1	Ratios reviewed	MFS	Op	April 19					Completed/achieved for FY 2017-18
Program		Financial Reporting								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Budget reviews		Budget reviews undertaken quarterly and reported to Council	MFS	Op	June 19					2nd quarter (December) submitted to the Councillors in January 2019
Financial statements		Draft statements reviewed August Final statements October	MFS	Op	October 18					Certified audit report received October 25, 2018
Program		Audit								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Address previous year audit issues	1.2.2	All issues addressed and finalised	MFS	Op	August 18					Final Management Report received 22 November 2018
Prepare for 2017/18 audit	1.2.2	Prior year issues resolved	MFS	Op	July 18					6 out of 12 prior year issues was resolved
Undertake full revaluation of all assets	1.2.2	Reval completed to auditors satisfaction	CEO	\$50K	May 19					GL 2100-2500 Reval commenced
Capitalise all assets and update mapping	1.2.2	Assets capitalised and mapping updated	MFS MES	Op	June 19					Current capital expenses was updated in AR
Undertake internal audit function	1.2.2	2 site visits by internal auditor Update and adopt internal audit plan	CEO	Op	June 19					Site visits undertaken
Undertake audit committee function	1.2.2	4 meetings held	CEO	Op	June 19					Meetings held quarterly

Building Block 1: Built Environment		Well planned, effectively staged and delivered infrastructure is critical to support growth and to ensure transport and communications are effective and efficient. When providing infrastructure, it is critical that it is designed, operated and maintained to minimise lifecycle costs. Infrastructure should assist our communities by providing a “liveable” and safe environment. In challenging economic times, successful key partnerships and a range of funding options will be critical.								
Program	Roads									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Road maintenance	4.1.1	Maintenance undertaken within budget	MES	\$700K	June 19					GL 3300-2230 Works progressing well and meeting quarterly target although lack of water has compromised quality on some stretches of Shire Roads.
Adavale town streets – complete sealing works	4.1.1	Project completed	MES	\$25K	November 18					JC 0260-1815 Works completed in September 2018.
Brolga St centre median upgrade stage 1	4.1.1	Project completed	MES	\$350K	May 19					JC 0230-1810 110mm diam Polyethylene pipes for cold water system in stock. Poly line being installed in tandem with new water mains. Specification for irrigation system, pump station and dosing plant to treat water being prepared. Landscaping work commenced.
Brolga St concrete footpath Chipu Street to VIC northern side	4.2.3	Project completed	MES	\$70K	September 18					JC 0260-1805 Irrigation line completed on 30 September 2018. Trees have been planted every 10 meters (or where practical) Work scope changed by Council to Bonkai Street (northern side) - Meads Foodworks to Bulnbuln Street intersection. Works completed.
Concrete footpath - Boonkai / Chulungra Streets near State College	4.2.3	Project completed	MES	\$30K	August 18					JC 0260-1806 Completed
Quarrion St - widen western end	4.2.3	Project completed	MES	\$50K	April 19					JC 0260-1901 Works on culvert completed, corners shaped and intersection has been bitumen sealed (first coat). The remaining works scheduled for late April 2019 to coincide with bitumen sealing works on Red Road.
Quilpie town drainage replacements	4.2.3	Project completed	MES	\$60K	April 19					JC 0260-1902 Works on culvert commenced and progressing well. Somerfield Road/Quarrion Street drainage completed. Other problem drainage areas are being investigated.
Reseals Mt Margaret Road (incl rehab as required)	4.2.3	Project completed	MES	\$1,000K	December 18					JC 0260-1903 Road widening and bitumen sealing & resealing works completed on 30 October 2018. Recommend Council reallocated savings of ~ \$120,000 to Red Road.
Reseals various roads / streets	4.2.3	Project completed	MES	\$100K	December 18					JC 0260-1904 Bitumen resealing works on Kyabra Road completed. Funds of \$100,000 fully expended on October 2018.

Sommerfield Road Brolga Street intersection improvements	4.2.3	Project completed	MES	\$35K	April 19					JC 0260-1905 Design completed and works scheduled in April 2019 when resources available.
Quilpie Adavale (Red Road) TIDS	4.2.3	Project completed	MES	\$760K	June 19					JC 3400-1901 First 3.4km section CH 77 to CH 80.57 of bitumen sealing completed. Bitumen sealing works of next 1.7km section from Ch 29.33-CH31.02 scheduled in late March 2019 after completion of resheeting works (refer to next section).
Quilpie Adavale (Red Road) re-sheet	4.2.3	Project completed	MES	\$400K	May 19					JC 3400-1902 First 3.4km section CH 77 to CH 80.57 of resheeting completed. Gravel material has been stockpiled to commence the next 1.69km section from Ch 29.33-CH31.02 in late March January 2019. Note: TMR has allocated additional funds of \$250,00 to resheet additional sections of Red Road.
Additional DCP roadworks	4.2.3	Works completed	MES	\$150K	June 19					JC 0260-1907 Works Order to Council crew and contractors. Works Completed.
RMPC	4.2.3	Contract completed	MES	\$1,800K	June 19					JC 3400-2225 Work Progressing well and 50% of contract sum expended by 31 December 2018. TMR has allocated an additional \$660,000 funding to supplement original contract sum. Revised contract sum is \$2,424,000
Provide secretariat support to the SWRRGTG	1.2.2	Meetings held as required	CEO	Op	June 19					All meetings held
Program		Waste Management								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Quilpie landfill site development	3.2.2	10 year development plan completed	MES	Op	June 19					External assistance required to progress this based on discussion held with Council on 8 March 2019.
Program		Water & Sewerage								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Water main replacement Brolga Street (Chipu to Buln Buln)	2.2.1 4.1.1	Project completed	MES	\$200K	October 18					JC 0270-1802 Work completed in Chipu Street Works in Brolga Street progressing well Section from Chipu Street intersection to Bulnbuln Street completed. Works in Bulnbuln Street (from Brolga to Jabiru Street pipes completed) The remaining section of Bulnbuln St up to Peglar Street scheduled for completion in May 2019. Currently progressing to Chulungra Street to be completed by 30 March 2019.
Water main replacement program LGGSP	2.2.1 4.1.1	Project completed	MES	\$900K	March 19					

Quilpie bore heads	4.2.3	Replace flow meters and install fencing	MES	\$18K	December 18					GL 3100-2220 Fencing completed at Winchu/Gyrica St Bore. Flow metre delivered awaiting installation.
Poly fusion welder and replace generator	4.2.3	Items procured	MES	\$8.5K	September 18					JC 0240-1900-5007 Poly fusion welder delivered and in service.
Quilpie STP reline imhoff tank	4.2.3	Project completed	MES	\$180K	September 18					JC 0280-1801 Planning work completed. Safety railing fabricated and ready for installation. Staff undergoing immunisation treatment prior to commencing works. Works programmed for early April 2019.
Quilpie STP – desilt and rebuild ponds	4.2.3	Project completed	MES	\$55K	December 18					JC 0280-1901 Investigated several methods to remove sludge normal excavation as good as dredging or long front excavator. Works programmed for early April 2019.
Quilpie Adavale Road bore	4.2.3	Project completed	MES	\$45K	December 18					JC 0230-1909 Works completed
Program		Fleet Management								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Unit 32 Toyota Hilux	2.2.1	Plant purchased	MES	\$65K	September 18					JC 0240-1900-1115 Purchase Order issued to Toyota Black. SES Vehicle delivered prior to Xmas break.
Prime mover and water tank	2.2.1	Plant purchased	MES	\$480K	November 18					JC 0240-1900-2202 (Truck) 0240-1900-2602 (Trailer) Specifications for tender are being finalised. Tender DEFERRED pending Plant Committee review.
Jet spray unit - Trailer	2.2.1	Plant purchased	MES	\$52K	September 18					JC 0240-1900-2400 Specification being re-drawn up as AI has changed his mind on specification.
Unit 1050 Prado	2.2.1	Plant purchased	MES	\$65K	September 18					JC 0240-1900-1116 Purchase Order issued to Toyota Black. Vehicle delivered before Xmas break.
Batching plant	2.2.1	Plant purchased	MES	\$145K	September 18					JC 0240-1900-5004 Fabrication and assembly of batching plant complete. Crew inducted and plant delivered to Quilpie.
Van	2.2.1	Plant purchased	MES	\$48K	September 18					JC 0240-1900 Purchase Order issued to Thargo Motors. Thargo Motors delivered the Van prior to Xmas break.
Bait coldroom	2.2.1	Plant purchased	MES	\$140K	September 18					JC 0230-1802 Construction of Freezer complete – Total Cost \$133,468.66

CanAm trailer	2.2.1	Plant purchased	MES	\$15K	December 18					0240-1900-2401 MCCS: Complete – Total cost \$ 14,650.00
Excavator trailer	2.2.1	Plant purchased	MES	\$6K	December 18					JC 0240-1900-2402 Delivered
Disposal of excess plant	2.2.1	Units 55, 114, 59, 53, 222	MES	-\$285K	December 18					GL 3350-1510 Komatsu loader sold to Komatsu Australia Prado sold SES Toyota Ute sold Mowers and other garden accessories sold CanAm sold Water truck waiting sale DEFERRED
Program		Council Properties								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Housing - new house Quilpie 2 x 2 Bed	2.2.1	Works completed	MCCS	\$625K	December 18					JC 0220-1901 MCCS: Exterior colours / bricks selected MCCS: Interior colours / benches etc selected Construction completed. Remedial works noted to be action by builder following final inspection.
Housing - 58 Boonkai St interior blinds	2.2.1	Works completed	MCCS	\$12K	October 18					JC 0220-1902 - Completed
Housing - Lot 34 Kookaburra - replace bathroom	2.2.1	Works completed	MCCS	\$15K	December 18					JC 0220-1903 Quotation received and PO issued to contractor. (P. Donohue). Works to start in January 2018. Bathroom upgrade completed. Technical Officer currently sorting out issues with builder.
Housing - Unit 1 Galah Street - Replace bathroom	2.2.1	Works completed	MCCS	\$15K	December 18					JC 0220-1904 Quotation received and PO issued to contractor. MCCS: Bath room completed – except installation of mirror
Housing - Unit 2 Galah Street - Replace bathroom	2.2.1	Works completed	MCCS	\$15K	December 18					JC 0220-1905 Quotation received and PO issued to contractor. MCCS: Bathroom completed – except installation of mirror.
Housing – 58 Boonkai Street – Replace floor coverings	2.2.1	Works completed	MCCS	\$10K	December 18					JC 0220-1906 MCCS: deferred until property vacant
Housing – 41 Pegler Street – Replace floor coverings	2.2.1	Works completed	MCCS	\$10K	December 18					JC 0220-1907 MCCS: Waiting for Andersons to measure up / Quote Competed
Housing – 57 Galah Street – Replace floor covering (lounge)	2.2.1	Works completed	MCCS	\$3K	December 18					GL 5225-2230 MCCS: Waiting for Andersons to measure up / Quote Currently sorting out rental issue with Ergon regarding responsibility of carpet.

Housing – Outdoor awnings x 3	2.2.1	Works completed	MCCS	\$15K	December 18					GL 5225-2230 Unit 1 – Boobook (Deemed not necessary) Unit 2 – Boobook (Shade cloth erected)
Housing – Screen doors x 3	2.2.1	Works completed	MCCS	\$2K	September 18					GL 5225-2230 Completed
Housing – 57 Jabiru Street – Carport	2.2.1	Works completed	MCCS	\$8K	December 18					GL 5225-2230 Completed
Housing – Repaint timber decks x 6	2.2.1	Works completed	MCCS	\$12K	September 18					GL 5225-2230 Completed
Housing – Replace stoves (cooktop)		Works completed	MCCS	\$2K	April 19					GL 5225-2230 51 Dukamurra Street – Quote sought
Quilpie VIC - paint inside and outside 3 buildings	2.2.1	Works completed	MES	\$20K	February 19					JC 0220-1908 Specifications prepared and RFQ issued. One response received and way out of budget at about \$100,000 and another for around \$50,000. DEFERRED
Airport Quilpie strip lighting	2.2.1	Works completed	MES	\$420K	April 19					JC 0230-1902 Consultant appointed to prepare drawings and tender specifications and works out to tender. Contractor appointed to undertake works – COMPLETED.
Adavale airport lighting	2.2.1	Works completed	MES	\$25K	December 18					0230-1908-0000 Completed
Carports - Depot	2.2.1	Works completed	MES	\$80K	March 19					JC 0230-1708 Works completed.
Carports - Office	2.2.1	Works completed	MES	\$15K	March 19					JC 0230-1903 Carport Components on site – Building approvals received requiring carport post to be encased in concrete to achieve 2 hr fire rating. Works completed.
Depot Eromanga - concrete paths etc	2.2.1	Works completed	MES	\$10K	December 18					GL 3330-2220 Works completed.
Solar power investigation	5.1.8	Investigation completed for pool/depot/admin	MES	Op	December 18					Undertaken preliminary investigation. Several quotes/proposals received Reviewing various options when resources permit.
Program		Planning & Development								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Undertake training for the new planning scheme and Planning Act	5.2.4	Training completed	CEO	Op	March 19					Regional planning forum scheduled for September in Quilpie
Program		Building Assessment								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Conduct a public awareness campaign for building approvals and compliance	5.2.4	Articles in two community newsletters	CEO	Op	March 19					
Annual Building Return		Building Return completed and compliant	CEO	Op	September 18					

Building Block 2: Environment		Quilpie Shire Council has a local, regional and global responsibility to current and future generations to protect and enhance the quality of our environment. Preserving our natural environment will ensure that the unique biodiversity of the far southwest is maintained. In planning for the future, Council will lead by example in valuing, promoting and protecting the ecological values of the region and try to influence key environmental issues such as climate change, waste management and healthy waterways.									
Program		Rural Services									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS	
Pest weed control	3.2.1	Yearly pest weed control plan prepared and completed Consult and assist landholders	MCCS	\$50K	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		GL 4300-2290 Working with Biosecurity Qld in regard to plans and compliance. Funding sought to assist in funding program to address core infestations to the north.	
Program		Pest Management									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS	
Biosecurity Plan	1.2.2 3.1.2	Annual report on the implementation of the Biosecurity Plan completed	MCCS	Op	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>			Completed	
Exclusion fencing	3.1.1	Map all exclusion fencing within the Shire	MCCS	Op	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		BEPO has map completed and adding to it as more fencing is erected in shire. Ongoing as additional fences are completed.	
Exclusion fencing funding	3.1.1 3.2.1	Investigate possible funding options to increase the take-up of exclusion fencing	CEO	Op	October 18	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		Funding application submitted	
Exclusion fence subsidy scheme	3.1.1	Subsidy scheme completed	CEO	\$500K	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		JC 0230-1912 First program well advanced	
Shire wide baiting program		Program completed Landholder participation	MCCS	\$???	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		GL 4312-2260 Program 1 Baiting -November Program completed Program 2 Baiting – Scheduled April / May	
Program		Land Management									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS	
Prepare a Stock Route Management Plan	1.2.2	Plan completed in accordance with the Land Protection Act / Stock Route Management Act and adopted	MCCS	Op	September 18	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		Currently being reviewed by Biosecurity Qld before being presented to Council for adoption (April Meeting)	
Program		Parks & Reserves									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS	
Common musters		2 x musters undertaken for Quilpie 1 x muster undertaken for Eromanga and Adavale	MCCS	Op	June 19	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>		Quilpie Muster – 4,5,6 October 2018 - complete Eromanga Muster – September 2018 – complete Date for next muster to be reviewed following rain	
Program		Environmental Management									

ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Review the Regional Waste Management Plan	3.1.4	Plan reviewed and adopted by Council	CEO	Op	April 19					
Undertake bi-annual EHO inspections	1.2.2	Inspections completed and issues actioned Nil food premises non-compliant	CEO	Op	June 19					
ULP storage tank @ depot		ULP storage tank installed	MFS	\$5K	October 18					GL 3330-2330 Tank installed
Program	Environmental Reporting & Licensing									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Environmental licenses current	1.2.2	100% of licenses current and compliant	CEO	Op	June 19					
Annual Environmental Return		Return completed	CEO	Op	September 18					
Implement an education program for use of the Quilpie landfill site	3.2.2	Program implemented	CEO	Op	September 18					Periodic articles in community newsletters
Quilpie landfill – finalise license amendment and land acquisition	1.2.2	License approved	CEO	\$5K	October 18					GL 4250-2235
Eromanga landfill – finalise license amendment and land acquisition	1.2.2	License approved	CEO	\$5K	October 18					GL 4250-2235 JC 0210-1902
Toompine landfill – finalise license and land acquisition	1.2.2	License approved	CEO	\$5K	October 18					GL 4250-2235
Gravel pit management plans		Plans completed and approved	MES	Op	October 18					Assessment undertaken and liability cost to rehabilitate gravel pits estimated at \$250,000. DAFF are generally happy with the templates prepared by Council subject to a few minor tweaks. Council currently developing site specific plan for each site that we can progressively forward to DAFF. An action plan is being developed for each pit that the loader operator/roads crew can progressively work on when they are works in the vicinity of the pits. Progress reports can be submitted regularly to DAFF to give them the confidence Council is adequately managing the pits.

Building Block 3: Economy	Our quality of life is dependent on a strong economic base. This economic base can only be sustained and grown by sustaining traditional businesses, supporting existing businesses and encouraging new businesses. To do this we must work together as a community to identify, promote and activate new initiatives whilst protecting those lifestyle and community traits that we value.									
Program	Economic Development									
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
ENHM camp kitchen and laundry	5.2.1	Project completed	CEO	\$270K	December 18					JC 0220-1805

ENHM Stage 2	5.2.1	Project on track for completion 2019/20	CEO	\$1,000K	June 19					JC 0220-1909
Land development - Purchase old depot site land	5.2.1	Land acquired	CEO	\$200K	March 19					JC 0210-1901
Develop a master plan for the old depot site	5.2.1	Master plan finalised	CEO	Op	March 19					JC 0451-0050
Attend SWRED meetings	5.1.4	Number of meetings attended	CEO	Op	June 19					
Economic Development Plan	5.1.4	Review and update the Economic Development Plan	CEO	Op	March 19					
Program		Business Development								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Business Development Group meetings	5.1.9	3 meetings held annually	CEO	op	June 19					
Run a social media training campaign for local businesses	5.1.9	Training program completed	CEO	Op	December 18					
Provide marketing support, incentives and advice for the major events in the Shire	5.1.3	Feedback from Clubs	CEO	Op	June 19					
Go Local campaign	5.1.3	Campaigns run	GOV	\$5K	December 18					GL 5510-2100
Program		Tourism								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Eromanga promotion sign	5.2.2	Project completed	MES	\$140K	September 18					JC 0230-1809 Fabrication of sign & Slab installation completed. Sign erection to be undertaken by end of March or mid April. 2019.
Tourism shows	5.2.1	Attend 2 x caravan / camping shows	CEO	Op	June 19					
Websites and Apps	5.2.1	Update Southern Qld website, QSC website and QSC App Regular posts to Facebook and Instagram	CEO	Op	June 19					
Australian Tourism Data Warehouse	5.2.1	Update ATDW for events	CEO	Op	December 18					
VIC accreditation	5.2.1	Maintain VIC accreditation	CEO	Op	June 19					
Major advertising signage	5.2.1	Signage completed	MES	\$50K	June 19					JC 0230-1801 Planning stage underway in consultation with TMR.
Major event advertising	5.2.1	Manage the major event advertising	CEO	Op	June 19					
OQTA Awards	5.2.1	Submit applications for the OQTA Awards	CEO	Op	June 19					

Building Block 4: Social		Our communities have a long and proud history. Changing times and often harsh conditions have necessitated a deep resilience. To continue to thrive, our communities need to be cohesive and strong, our people supportive and engaged, our towns attractive and liveable.								
Program		Health, Wellbeing & Education								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Seniors newsletters	6.2.2	11 newsletters produced annually	MCCS	Op	June 19					Monthly newsletters produced for October, November and December
Community Advisory Network	6.2.3	Attend 4 x CAN meetings annually	MCCS	Op	June 19					CAN Meeting 1. held 14 August 2018 CAN Meeting 2 held 20 November 2018 CAN Meeting 3 held 27 February 2019
Distribute and acquit the Drought Support Funding	6.2.6	Funds distributed and acquitted	MCCS	\$100K	April 19					GL 5192-2230 Milestone Report 1 completed and submitted Interim Report completed for December Acquittal completed and submitted 28/3/19
Implement the youth program	6.1.6 6.2.1	Program completed	MCCS	Op	April 19					Assisting Youth Group where possible. Working on collaborative activities for 2019
Mulga Mates Centre support	6.1.1	Provide funds and support as approved	MCCS	\$10K	June 19					GL 5190-2520
Program		Recreation & Cultural Services								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Centenary pavers	6.2.4	Project completed	MCCS	\$5K	December 18					GL 3310-2220 Pavers ordered and co-ordinating installation Orders confirmed. Co-ordinate with concrete crew.
Airport Quilpie mulga trail	5.2.1 6.1.3	Project completed	MES	\$20K	June 19					JC 0230-1806 Initial clearing undertaken and awaiting availability of crew to undertake second stage.
Rick Milosevic memorial	6.2.4	Memorial completed	CEO	\$80K	May 19					JC 0230-1707 In progress
Parks Eromanga Knot-o-saurus - drainage, floodway, landscaping	6.2.5	Project completed	MES	\$35K	September 18					JC 0230-1904 Drainage, floodway, landscaping works completed.
Parks Quilpie JWP - upgrade kiosk / pathways	6.2.5	Project completed	MES	\$50K	September 18					JC 0230-1804 Pathway and drainage works completed.
Parks Quilpie JW Park – playing surface rehab	6.2.5	Rehabilitation program investigated and project completed	MES	\$350K	May 18					JC 0230-1913 In progress – consultant's report received and reported to Council with key recommendations. MES prepared and submitted grant application (Successful). Works commenced in early February 2019 and progressing well.
Parks Knot-o-saurus plant trees	6.2.5	Trees planted and irrigation installed	MES	\$10K	March 19					GL 3385-2220 Completed - Trees planted and irrigation installed.

Secure RADF funding, provide annual reports and coordinate the RADF program	6.1.3	Program completed Annual report completed	CEO	\$60K	June 19					GL 5630-2180 Funding secured. Round 1 projects awarded
Art works to Quilpie airport terminal	6.1.3	Art works installed	CEO	\$20K	December 18					JC 0230-1905 Artist commissioned
Program <i>Community Services</i>										
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Provide Centrelink services	1.2.2	Number of services provided	MCCS	Op	June 19					1 visit – September 2018 Australian Government Mobile Service Centre visit 4-12-2-18
Cemetery data in a digital format and accessible to staff and the public	1.2.3	Cemetery data in digital format and accessible	MCCS	Op	December 18					
Complete the acquisition of the Toompine Cemetery land	2.2.1	Toompine Cemetery operational	CEO	Op	October 18					
Undertake annual clean-up in all towns	3.2.2	Clean-up completed in Quilpie, Eromanga and Adavale	MES	Op	December 18					Works planned and public notices will be issued.
Community newsletters	1.1.6	11 newsletters provided annually	GOV	Op	June 19					
Community grants	6.2.6	Administer the Community Grants Program	MCCS	\$30K	June 19					GL 5190-2500 Total Expenditure to date: \$27,816
Program <i>Community Facilities</i>										
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Bulloo Park pavilion shed internal improvements	6.2.5	Project completed	MES	\$25K	December 18					JC 0220-1910 Completed – Wall-lining work completed.
W4Q2 Bulloo Park – fencing and track repairs	6.2.5	Project completed	MES	\$50K	September 18					JC 0230-1808 Work in progress and nearing completion.
Quilpie hall - roof and blinds to western windows + other priority works	6.2.5	Project completed	MCCS	\$225K	December 18					JC 0220-1911 MCCS: Hall roof replacement completed
Eromanga wash down bay - replace various	6.2.5	Project completed	MES	\$10K	December 18					GL 3110-2230 Planning completed and awaiting availability of plumbing crew to undertake work after town mains project is completed.
Pool Quilpie - repair heated pool	6.12.5	Project completed	MCCS	\$65K	September 18					JC 0230-1901 Completed by Pool Link
Pool Quilpie - repair main pool	6.12.5	Project completed	MCCS	\$120K	September 18					JC 0230-1901 Completed by Pool Link
Pool Quilpie - repair leisure pool	6.12.5	Project completed	MCCS	\$20K	September 18					JC 0230-1901 Completed by Pool Link
Pool Quilpie - shade structure southern end	6.2.5	Project completed	MCCS	\$65K	May 19					JC 0230-1906 Funding application submitted through Sport & Rec Get Playing Places and Spaces Program Funding application unsuccessful

Pool Quilpie – replace pool cleaner	6.2.5	Project completed	MCCS	\$12K	September 18					JC 0230-1907-0 Completed – Total Cost \$8953.54
Pool Quilpie – Modify side access gates	6.2.5	Project completed	MCCS	\$2.5K	September 18					GL 5120-2330
Eromanga minor projects	2.2.3	Works completed	CEO	\$32K	March 19					GL 5180-2820
Adavale minor projects	2.2.3	Works completed	CEO	\$30K	March 19					GL 5180-2830
Toompine minor projects	2.2.3	Works completed	CEO	\$20K	March 19					GL 5180-2840
Fence tanks at Golf Club	6.2.5	Works completed	MES	\$5K	December 18					GL 4320-2200 Works completed.
Eromanga facilities – Living History Museum and notice board	6.2.5	Works completed	MCCS	\$8K	December 18					GL 5180-2820 Part of town allocation
Eromanga cemetery columbarium		Works completed	MCCS	\$7K	December 18					GL 5830-2220 Awaiting advice from Concrete Supervisor
Adavale Rec Grounds shade structure	6.2.5	Works completed	MCCS	\$15K	April 19					JC 0230-1911
Street banners		Banners installed	MCCS	\$5K	December 18					GL 5190-2840 Banners received for: Replace QSC banners Christmas Banners Australia Day Banners Total Cost - \$3916.00
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Undertake annual house inspections	2.2.1	Inspections undertaken and report compiled	MCCS	Op	March 19					Completed March 2019
Asset management	2.2.1	Forward works program completed	MCCS	Op	March 19					To be completed following reports from housing inspections
Program		Disaster Management								
ACTIVITY	CORP PLAN	PERFORMANCE MEASURE	RESP OFFICER	BUDGET (\$000)	DUE DATE	Q 1	Q2	Q3	Q4	COMMENTS
Update Disaster Management Plan		Plan updated	MCCS	Op	September 18					Plan in process of update Evacuation Management Plan to be amended during training being held in May 2019. Further review of plan required following Airport Emergency Exercise 12/12
Flood warning system		Project completed	CEO	\$225K	June 19					JC 0230-1910 Referred to Jeff to draw up work scope and seek quotes to implement.
LDMG		Minimum of 2 meetings held Exercise undertaken	MCCS	Op	June 19					IGEM Assessment of Disaster Management Plan completed August 2018 Meeting 1 – 28-11-2018 Meeting 2 - Scheduled April

KPIs - SUMMARY

KEY PERFORMANCE INDICATOR	TARGET	TIMEFRAME	Q 1	Q 2	Q 3	Q 4	ANNUAL	COMMENTS
Compliance with Customer Service Requests	100%	QTR						Baseline 1 July 2018 Active requests - ??
Compliance with statutory and regulatory requirements including safety, risk and other legislative matters	100%	QTR						
Compliance with WHS requirements (Take 5s, Toolbox Talks, Risk Assessments)	> 90%	QTR						
Achievement of Capital Projects within adopted budget	> 90%	QTR						
Achievement of Capital Projects within approved timeframes	100%	QTR						
Achievement of Operational Projects within adopted budget	> 90%	QTR						
Achievement of Operational Projects within approved timeframes	100%	QTR						

KPIs – BY THEME

KEY PERFORMANCE INDICATOR	TARGET	TIMEFRAME	Q 1	Q 2	Q 3	Q 4	ANNUAL	COMMENTS
Achievement of Outcomes – Governance	100%	QTR						
Achievement of Outcomes – Finance	100%	QTR						
Achievement of Outcomes - Environment	100%	QTR						
Achievement of Outcomes - Infrastructure	100%	QTR						
Achievement of Outcomes - Economy	100%	QTR						
Achievement of Outcomes - Social	100%	QTR						

KPIs – BY DEPARTMENT

KEY PERFORMANCE INDICATOR	TARGET	TIMEFRAME	Q 1	Q 2	Q 3	Q 4	ANNUAL	COMMENTS
Achievement of Outcomes – Governance	100%	QTR						
Achievement of Outcomes – Corporate & Community Services	100%	QTR						
Achievement of Outcomes – Engineering Services	100%	QTR						
Achievement of Outcomes – Financial Services	100%	QTR						

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

Meeting Date	Delegated Officer	Action	Comments	Completed
8-Mar-19	MCCS	Condolences Council noted the recent passing of Barry 'Bud' Brassington and expressed their condolences to his family	His wife Ann and family are in Charleville . Card sent in mail	Completed
8-Mar-19	GS	Ordinary Meeting of Quilpie Shire Council held Friday 15 February 2019 <u>Resolution No: (01-03-19)</u> <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 15 February 2019 are taken as read and confirmed as an accurate record of proceedings.</i>	Updated on website	Completed
8-Mar-19	MCCS	Eromanga Television Transmission <u>Resolution No: (02-03-19)</u> <i>That Council discontinue the television retransmission service in Eromanga and will provide the necessary infrastructure and installation to Eromanga residents to maintain one free-to-air access point per residence or motel / hotel room.</i>	Public Notice issued to Eromanga residents. Received advice from Scott Walker that not the entire community is in agreement with Council's decision for various reasons. Suggested he forwards a letter to Council outlining the concerns. Advised Dave.	Not commenced
8-Mar-19	MES	Quilpie Landfill Facility <u>Resolution No: (03-03-19)</u> <i>That Council collect traffic use data to assess the most popular times for the Quilpie Landfill, with staff to present a report on options for operating hours for the facility to the April Ordinary meeting of Council.</i>	Tom requested to install traffic meter on access road bitumen section prior to dump entry.	Commenced
8-Mar-19	MCCS	Quilpie Diggers Race Club, Request for Sponsorship <u>Resolution No: (04-03-19)</u> <i>That Council approves taking up sponsorship for the Quilpie Diggers Race Club by sponsoring the band for the 2019 Quilpie Cup Race Day at a cost of \$2,000.</i>	Completed – IX: 176184	Completed
8-Mar-19	MCCS	Toompine Progress Association Request for Financial Assistance <u>Resolution No: (05-03-19)</u> <i>That Council approves the request received from the Toompine Progress Association to assist with catering costs for the 2019 Annual Easter Gunshoot to a maximum of \$2,000 inc GST subject to all goods being procured within the Quilpie Shire area.</i>	Completed – IX: 176209	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

8-Mar-19	MCCS	RADF – Round 3 <u>Resolution No: (06-03-19)</u> That Council approve the following applications for Round 3, 2018-2019: <table><tr><th>Organisation</th><th>Project</th><th>Amount (Ex GST)</th></tr><tr><td>Quilpie Cultural Society</td><td>Ironwork School</td><td>650.00</td></tr><tr><td>Quilpie Cultural Society</td><td>Fifi’s Fabricology</td><td>2,166.00</td></tr><tr><td>QCWA Quilpie Branch</td><td>Soap Making Workshop</td><td>845.00</td></tr></table>	Organisation	Project	Amount (Ex GST)	Quilpie Cultural Society	Ironwork School	650.00	Quilpie Cultural Society	Fifi’s Fabricology	2,166.00	QCWA Quilpie Branch	Soap Making Workshop	845.00	Completed - IX: 176128 IX: 176133 IX: 176135	Completed
Organisation	Project	Amount (Ex GST)														
Quilpie Cultural Society	Ironwork School	650.00														
Quilpie Cultural Society	Fifi’s Fabricology	2,166.00														
QCWA Quilpie Branch	Soap Making Workshop	845.00														
8-Mar-19	MFS	Rates Discount Extension – Categories 6, 8, 9 and 10 <u>Resolution No: (10-03-19)</u> That Council ratify the decision to extend the rates discount period for rural property owners (rating categories 6, 8, 9 and 10) by 90 days for the rating period 01 January to 30 June 2019.	Actioned by Alisha	Completed												
8-Mar-19	GS	Elected Members Update Charleville – 22 March 2019 <u>Resolution No: (11-03-19)</u> That Councillors Jenny Hewson and Roger Volz be authorised to attend the Elected Members Update in Charleville on Friday 22 March 2019.	Emailed Sarah Buckler attendee list. Confirmed and agenda emailed to attendees	Completed												
8-Mar-19	GOV	Ordinary Meeting of Council May 2019 <u>Resolution No: (12-03-19)</u> That Council confirm that the May Ordinary meeting of Council will be held on Friday 17 May 2019, and that the change in date be advertised accordingly.	Advertised accordingly	Completed												
8-Mar-19	GS	Western Queensland Local Government Association Conference <u>Resolution No: (13-03-19)</u> That Councillors Bob Hall, Roger Volz and Jenny Hewson be authorised to attend the Western Queensland Local Government Association Conference to be held in Longreach on Tuesday 09 and Wednesday 10 April 2019.	Registration and accommodation booked. Conference program emailed to attending councillors.	Completed												
8-Mar-19	MCCS	Empowering our Communities – SW Primary Health Network <u>Noted.</u> This matter will be further considered at the April Ordinary Meeting of Council.	Funding Agreement received.	Commenced												
8-Mar-19	CEO	Local Government Association of Queensland <u>Resolution No: (14-03-19)</u> That Council write to the Premier of Queensland highlighting its concerns in relation to the proposed voting reforms.	Letter sent	Completed												
8-Mar-19	GS	General Meeting – Local Government Association of Queensland <u>Resolution No: (15-03-19)</u> That Councillors Hewson and Hall be authorised to attend the general meeting of the Local Government Association of Queensland to be held in Brisbane on Tuesday 02 April 2019 as Council’s delegates.	Registration confirmed and all paperwork sent to LGAQ	Completed												

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

8-Mar-19	MCCS	Request to Rent Old Workshop <u>Resolution No: (16-03-19)</u> <i>That Council agree to rent the old depot workshop to Mr Peter Donohue for a period of twelve (12) months for \$150 inc GST per month.</i>	CEO - Letter sent	Completed
8-Mar-19	MCCS	Request for Assistance – Toompine Hall <u>(17-03-19)</u> <i>That Council approve the purchase of a caterer's gas model oven and gas hot water system for the Toompine Hall, and that Council approve the request for financial assistance for the materials, engineering plans and building certification for the construction of an undercover area, all to be funded under the Toompine Community Development Fund to a maximum amount of \$20,000.</i>	CEO – letter sent	Completed
8-Mar-19	MES	Mobile Generator <u>Resolution No: (18-03-19)</u> <i>That Council purchase a 20kva generator for hiring out to local community organisations.</i>	Quotes are being sort	Commenced
8-Mar-19	MES	Offer to Purchase Freezer Box <u>Resolution No: (19-03-19)</u> <i>That Council call tenders for the disposal of various surplus items.</i>	Freezer box, old stoves in depot and Toompine Hall, Toompine Hall hot water system. Ad being prepared	Commenced
8-Mar-19	MCCS	Request for Assistance – Eromanga Natural History Museum <u>Resolution No: (20-03-19)</u> <i>That Council approve the request from the Eromanga Natural History Museum to provide financial assistance of \$4,987.50 inc GST for the production of tourism brochures subject to consultation with Council prior to final production.</i>	CEO - Letter sent	Completed
8-Mar-19	MCCS	NAIDOC Week <u>Resolution No: (21-03-19)</u> <i>That Council approve the request to contribute \$450 for the purpose of printing materials for the NAIDOC Week 2019 school initiative competitions.</i>	Janelle has emailed schools requesting confirmation of participation in the NAIDOC Week activities before contributing Council Funds. St Finbarr's are not participating in the official NAIDOC Week activities.	Commenced
8-Mar-19	MCCS	Community Strategic Planning Workshops <u>Resolution No: (22-03-19)</u> <i>That Council not co-contribute financially to the proposed Community Strategic Planning workshop, however will provide in-kind support in terms of facility provision.</i>	CEO – Hollie emailed	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

8-Mar-19	CEO	Town Meetings Hold town meetings in Toompine and Adavale before budget.		Not commenced
8-Mar-19	MCCS	Wild Dog Scalps Please advise if the people bringing in high volume of wild dog scalps are actually baiting.	Not all of the properties submitting Large numbers of scalps bait due to various reasons, however are still undertaking wild dog control by trapping or shooting and are being levied through rates. PLMC reports he has not received any complaints regarding these properties from neighbours.	Completed
8-Mar-19	CEO	Council Vehicles Dave to send general memo to staff re public perception of vehicles being used out of hours.		Not commenced
8-Mar-19	BEPO	Lowes Petroleum DA 277 Please follow this up and advise status, it has been sitting in status report for ages.		Not commenced
8-Mar-19	MES	Hell Hole Gorge Road Signage Signs parallel to road need to face road, have distances left to go and will need replacing as the arrows need to stay and will be in wrong direction if just rotated.	Tom & Adam to arrange rectification	Commenced
8-Mar-19	MES	Adavale Hall Report that stumps on disabled ramps rusted and other maintenance matters require attention.	Adam to arrange repairs.	Commenced
8-Mar-19	MES	Airport Paintings Please progress hanging of paintings at airport. Plaques are in GOV office.	Adam to arrange hanging of paintings	Commenced
8-Mar-19	MES	John Waugh Park Oval Has the turf been ordered as project must finish by 30 June	Seeking quotes	Commenced
8-Mar-19	MES	Toompine Hall Disabled ramp at rear of the hall still to be completed. Also back door is damaged	Adam to arrange repairs	Commenced
8-Mar-19	GOV	Community Grants Review Community Grants policy to include provision goods purchased with cash donations to be purchased locally.		Not commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

8-Mar-19	MES	Office Generator Check that the office generator is still being checked on a weekly basis.	Christian to arrange	Commenced
8-Mar-19	MCCS	Eromanga Tennis Courts Call quotes for the following: <ul style="list-style-type: none"> - Eastern asphalt court to be covered with synthetic / sand surface and to become a multipurpose court (netball, basketball, footsel, tennis) - Refresh western synthetic surface court - Fencing / gates replaced - Semi-established trees along fence line on western side - Storage shed (similar to garden shed) with concrete floor. Dave and Lisa to meet with EDCA at Eromanga to 'fine tune'		Not commenced
8-Mar-19	MES	First grid out of Eromanga Keep grid and continue maintenance	Adam to arrange repairs	Commenced
8-Mar-19	MES	23 mile toilets Please advise if we charge Main Roads for topping up the water at the 23 Mile toilets	Tom claims under RMPC – Town Services requested to top up tanks on going basis.	Completed
8-Mar-19	MES	Eromanga Pool Make childproof as soon as possible, and check if cement requires attention.		Not commenced
8-Mar-19	CEO	Eromanga Pool New pool to be considered in 2019-20 budget	Included in budget discussions	Completed
8-Mar-19	MES	Baldy Top Please tidy up before tourist season – rubbish and trees pushed down around the base of the hill.	Mo requested to tidy up.	Commenced
8-Mar-19	CEO	Culvert – Road to Lake Repairs to be considered in next budget.	Noted	Completed
15-Feb-19	MCCS	Condolences Council noted the recent passing of Joan Houghton and expressed their condolences to the family.	Condolence card forwarded to Houghton family.	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

15-Feb-19	GS	Ordinary Meeting of Quilpie Shire Council held Friday 11 January 2019 <u>Resolution No: (01-02-19)</u> <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 11 January 2019 are taken as read and confirmed as an accurate record of proceedings</i>	Dom has posted to website	Completed
15-Feb-19	CEO	Works for Queensland 2019-2021 <u>Resolution No: (02-02-19)</u> <i>That Council undertake the following projects with the funds allocated under the Works for Queensland 2019/2021 program:</i> <ul style="list-style-type: none"> - John Waugh Park exclusion fencing \$140,000; - Eromanga Tennis/Multi-purpose court \$120,000; - Road Infrastructure \$480,000; - Ricky Milosevic Memorial \$130,000; - Grid renewals \$100,000; and - Concrete footpaths Quilpie \$120,000. 	Projects submitted for approval	Completed
15-Feb-19	GOV	Eromanga Television <i>This matter will be tabled for consideration at the March 2019 Ordinary Meeting of Council.</i>	Included in March agenda	Completed
15-Feb-19	MCCS	Adavale Sport and Recreation Association, Request for Sponsorship <u>Resolution No: (03-02-19)</u> <i>That Council approves the request received from the Adavale Sports & Recreation Inc. Committee to sponsor the cost of the Ambulance Service to be present at the 2019 Stockmans Challenge, Rodeo, Gymkhana and Bikekhana.</i>	Correspondence sent IX: 175044	Completed
15-Feb-19	CEO	Water Supply and Sewerage Services Asset Management Plans <u>Resolution No: (05-02-19)</u> <i>That Council adopt the updated Water Supply Services Asset Management Plan and Sewerage Services Asset Management Plan as presented.</i>	Noted	Completed
15-Feb-19	BEPO	Application for Mining Claim No 300229 <u>Resolution No: (06-02-19)</u> <i>That Council offers no objection to the Mining Claim Certificate for Mining Claim No.300229</i>		Completed
15-Feb-19	BEPO	Application for Mining Claim No 300189 <u>Resolution No: (07-02-19)</u> <i>That Council offers no objection to the Mining Claim Certificate for Mining Claim No.300189.</i>		Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

15-Feb-19	CEO	Local Government Grants & Subsidies Program 2019/2021 <u>Resolution No: (08-02-19)</u> <i>That Council ratify the Local Government Grants and Subsidies Program application for the South West Regional Road and Transport Group for funding the Regional Asset Management Strategy.</i>	Noted	Completed
15-Feb-19	BEPO	Renewal of Term Lease 0/213111 <u>Resolution No: (11-02-19)</u> <i>That Council has no requirements in relation to the proposed renewal of Term Lease 0/213111 over Lot 35 on Crown Plan MCK5319 and that Council is not aware of any non-indigenous cultural heritage issues associated with the land.</i>		Completed
15-Feb-19	BEPO	Renewal of Term Lease over Lot 17 on SP 118806 <u>Resolution No: (12-02-19)</u> <i>That Council has no requirements in relation to the proposed renewal of Term Lease over Lot 17 on SP 118806 Case Id: 2018/002988 and that Council is not aware of any non-indigenous cultural heritage issues associated with the land.</i>		Completed
15-Feb-19	CEO	Real Energy Petroleum Pipeline Licence (PPL) Application <u>Resolution No: (13-02-19)</u> <i>That Council resolves not to make a submission to Department of Natural Resources Mines and Energy in regard to the Petroleum Pipeline Licence (PPL) made by Real Energy Queensland Pty Limited.</i>		Completed
15-Feb-19	GOV	Coex, Container Exchange Program <i>This matter will be tabled for consideration at the March 2019 Ordinary Meeting of Council.</i>	Included in March agenda	Completed
15-Feb-19	MCCS	QCWA Quilpie Branch, Community Assistance Application <u>Resolution No: (14-02-19)</u> <i>That Council write to the QCWA Quilpie Branch to encourage an application to be made to Round 3 of the Regional Arts Development Fund (RADF) to assist with the cost of the Soap Making Workshop.</i>	Application resubmitted through RADF Program and approved by RADF Committee for ratification by Council at March Meeting	Completed
15-Feb-19	MFS	Request for Rates Discount <u>Resolution No: (15-02-19)</u> <i>That Council does allow the request to grant the discount on Rates Assessment # 00798-0000-000.</i>	Correspondence sent IX: 175042	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

15-Feb-19	CEO	Amnesty International Quilpie and Community Sponsorship <u>Resolution No: (16-02-19)</u> <i>That Council does support the adoption of a Refugee Community Sponsorship Program and write to Federal members requesting that they:</i> <ul style="list-style-type: none"> - Adopt a more affordable visa structure for the Community Support Program (CSP) to make it more affordable to sponsors, including community organisations, families and businesses; - Make the cap on the CSP additional to our current humanitarian intake, in order to recognize the generosity of our communities and businesses, rather than shifting both the costs and responsibilities to them; - Provide adequate support and services to assist with resettlement and community integration; and - Ensure people in need of protection are prioritised to settle in Australia. 	Completed. Sent to PM and Minister for Immigration	Completed
15-Feb-19	CEO	Regional Development Australia Darling Downs and South West “Five Issues” Forum <u>Resolution No: (17-02-19)</u> <i>That Council nominate the following issues for discussion at the upcoming Five Issues forum:</i> <ul style="list-style-type: none"> - Population decline (key issue); and - Zonal Tax rebates (reserve issue). 	RDA DDSW advised	Completed
15-Feb-19	CEO	Restoration of Financial Assistance Grants <u>Resolution No: (18-02-19)</u> <i>That Council endorses and supports the Local Government Association of Queensland (LGAQ) and Australian Local Government Association’s (ALGA) 2019 Federal Election Advocacy campaign to restore Financial Assistance Grants funding to a level of at least 1% of Commonwealth taxation revenue.</i>	Submitted to CEO for review	Completed
15-Feb-19	MCCS	Burrumbuttock Hay Run <u>Resolution No: (19-02-19)</u> <i>That Council write a letter of thanks to the organisers and volunteers of the Burrumbuttock Hay Runners.</i>	Sent via Email to Brendan Farrell and Belinda (PA)	Completed
15-Feb-19	GOV	Excessive Water Usage <u>Resolution No: (20-02-19)</u> <i>That Council advises residents of the negative impacts of excessive water usage and encourages the efficient use of water resources.</i>	Community Newsletter – March inclusion	Completed
15-Feb-19	CEO	Airport fence <i>Cr Volz enquired about the Airport Fence maintenance requirements.</i>		Not commenced
15-Feb-19	MES	Culvert – Lake Road <i>It was noted that the culvert on the Lake Road is cracking further.</i>	MES undertook assessment and will prepare estimate for next FY budget.	Completed
15-Feb-19	CEO	Wild Dog Selection Panel <i>Cr Hall suggested that the Wild Dog selection panel vary from time to time.</i>	Noted	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

15-Feb-19	CEO	2019/2020 Budget considerations <i>The following items should be considered in the 2019/2020 budget:</i> <ul style="list-style-type: none"> - Fans for Bulloo Park - Trolley for tables and chairs at Bulloo Park 		Not commenced
15-Feb-19	MFS	Quilpie Club <i>An enquiry was made regarding whether the club payments are up to date.</i>	An amount of \$2,076.36 was applied last financial year as advanced payment of loan. This was a result from overcharged of rental for LOT A/AP21598 & 2/Q68045. This financial year land rental is \$135.20 each land inc. of GST, fee of \$200 for the two land and agreed loan repayment of \$3,750 will be invoiced on or before July as per contract agreement.	Commenced
11-Jan-19	MCCS	Condolences Council noted the recent passing of Winn Nunn and Les Weicks and expressed their condolences to the families.	Winn Nunn – daughter Jean Byrne – 55 Meneely Street Warwick	Completed
11-Jan-19	GS	Ordinary Meeting of Quilpie Shire Council held Friday 14 December 2018 <u>Resolution No: (01-01-19)</u> <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 14 December 2018 are taken as read and confirmed as an accurate record of proceedings.</i>	Confirmed minutes posted on website	Completed
11-Jan-19	CEO	Bulloo Park Fence Back gate has always been open since fence completed.		Not commenced
11-Jan-19	CEO	Prime Mover Check specifications – does not need sleeping cabin and maybe hold over purchase until next year.		Not commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

11-Jan-19	MFS	Budget Review <u>Resolution No: (03-01-19)</u> <i>That Council adopt the amendments to the 2018-2019 budget as presented in report 13.2 of the late agenda.</i>	ID173860,173109 11-01-2019	Completed																								
11-Jan-19	MFS	Capital Works Review <u>Resolution No: (04-01-19)</u> <i>That Council amend the adopted capital works program as follows:</i> <table border="1"><thead><tr><th>Capital Item</th><th>Current</th><th>Proposed</th></tr></thead><tbody><tr><td>Adavale shade structure --0230-1911</td><td>\$0</td><td>\$15,000</td></tr><tr><td>Lanherne Road grid -02601-906</td><td>\$0</td><td>\$12,000</td></tr><tr><td>Eromanga sculpture -0230-1809</td><td>\$80,000</td><td>\$140,000</td></tr><tr><td>DCP / QRL JW Park rehab G/I 5610-1160</td><td>\$0</td><td>\$350,000</td></tr><tr><td>DCP Exclusion fence.....G/L 5610-1180</td><td>\$0</td><td>\$500,000</td></tr><tr><td>DCP roadworks various.....G/L 5610-1170</td><td>\$0</td><td>\$150,000</td></tr><tr><td>Bulloo Park fence -0230-1808</td><td>\$50,000</td><td>\$75,000</td></tr></tbody></table>	Capital Item	Current	Proposed	Adavale shade structure --0230-1911	\$0	\$15,000	Lanherne Road grid -02601-906	\$0	\$12,000	Eromanga sculpture -0230-1809	\$80,000	\$140,000	DCP / QRL JW Park rehab G/I 5610-1160	\$0	\$350,000	DCP Exclusion fence.....G/L 5610-1180	\$0	\$500,000	DCP roadworks various.....G/L 5610-1170	\$0	\$150,000	Bulloo Park fence -0230-1808	\$50,000	\$75,000	ID173860; 1731011-01-2019 DCP roadworks various commenced Partly commenced, to be monitored.	Completed
Capital Item	Current	Proposed																										
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11-Jan-19	GS	LGAQ / QTC Finance & Strategic Leadership Summit <u>Resolution No: (05-01-19)</u> <i>That Council authorise Cr Stuart Mackenzie and Cr Bob Hall to attend the 2019 LGAQ/QTC Finance and Strategic Leadership Summit in Gladstone from 26-27 February 2019.</i>	Flights and registration booked for Bob Dave and Stuart.	Commenced																								
11-Jan-19	HR	Local Government Remuneration and Discipline Tribunal Report 2018 <u>Resolution No: (06-01-19)</u> <i>That the report be received</i>	Wage amendments from 01 July 2019 – see Nina	Completed																								
11-Jan-19	CEO	Works for Queensland 2019/2021 <i>This matter will be tabled for consideration at the February 2019 Ordinary meeting of Council.</i> <i>Include – Milosevic memorial (\$130,000), Grids Maintenance (\$100,000), footpath (caravan park to Paulsen’s - \$120,000), JWP fence??, shire roads maintenance??, Eromanga tennis court or ablution block?</i>	Noted	Completed																								

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

11-Jan-19	CEO	Quotes Q21 1819 and Q22 1819 Asset Valuations <u>Resolution No: (07-01-19)</u> <i>That Council accept the following quotations:</i> <ul style="list-style-type: none"> - Q21 1819 AssetVal for an amount of \$17,600 including GST; and - Q22 1819 AssetVal for an amount of \$25,300 including GST. 	Companies advised	Completed
11-Jan-19	CEO	IQ-RAP Working Group Request for Funding Assistance <u>Resolution No: (08-01-19)</u> <i>That Council provide \$1,500 funding to the Inland Queensland Road Action Project Working Group for further advocacy work.</i>	Invoice paid	Completed
11-Jan-19	CEO	Communities Combating Pests and Weed Impacts During Drought Program <i>A meeting with potential key stakeholders will be held at the earliest opportunity to further discuss options for funding applications. NB –meeting to be held Monday 14 January at 7.30am.</i>	Meeting held	Completed

Application for Material Change of Use Lots 707 & 708 T4401Resolution No: (09-01-19)

That Council approve the Development Application for a Material Change of Use on land described as Lots 707 and 708 on T4401 and that the application be approved in accordance with the Site Plan accompanying the application as the proposal generally complies with the overall outcomes for a Material Change of Use in the Township Zone (Toompine) of the Quilpie Shire Town Planning Scheme 2018 and that the approval be subject to the following conditions:-

Quilpie Shire Council Conditions:

- 1. This approval is for a Material Change of Use and will lapse if the use is not commenced within two (2) years from the date of approval.*
- 2. All outstanding rates and charges, if any are to be paid in full.*
- 3. The premises are connected to an on-site sewerage system in accordance with Division 4: Standards for Sewerage, Section 4.2. The applicant is to ensure all environmental licences are obtained if required. Copies of all licences are to be provided to Council upon request.*
- 4. The premises are to be connected to Council's reticulated water supply system or an approved water allocation as provided by a relevant agency.*
- 5. Stormwater is collected and discharged in accordance with the Queensland Urban Drainage Manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013*
- 6. The site is connected to the reticulated electricity supply.*
- 7. The premises have access to a formed road designed and constructed in accordance with Standards for Roads, Carparking, Manoeuvring Areas and Access Section 2.1(1) and 2.3(2).*
- 8. The premises have access to vehicle parking and service vehicle parking areas constructed in accordance AS2890.1 – Parking Facilities and Austroads AP-34/95 – Design Vehicles and Turning Path Templates.*
- 9. Landscaping and external activity areas are to be provided to complement the adjacent land use.*
- 10. Any planted vegetation within an electricity transmission line easement shall have a mature height not exceeding 2.5 metres.*
- 11. Existing vegetation within 20 metres of an electricity transmission line easement shall not be disturbed.*
- 12. A minimum 100 metre wide buffer area is to be retained from the high bank of any watercourse or lake and such buffer zone shall include the retention of all vegetation and grasses.*
- 13. The applicant is to prepare an evacuation procedure in the event of severe flooding.*
- 14. Any excavation or filling necessitated to meet the conditions of this approval shall be undertaken in accordance with Standards for Construction Activities, Section 1.1 or other relevant Engineering standards to the satisfaction of Council*
- 15. No construction will take place unless an appropriate erosion control and silt collections measures are in place in accordance with Standards for Construction Activities, Section 1.1 or other relevant Engineering standards to the satisfaction of Council. And will remain in place until the completion of construction.*
- 16. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary. All lighting shall be directed or shielded so as to ensure that no glare directly affects guests.*

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

11-Jan-19	CEO	Queensland Treasury Corporation Education Program Alternative dates to be arranged		Completed
11-Jan-19	BEPO	Building Applications Cr Volz enquired as to whether all current construction activities in the community (eg shed construction) have been approved by Council to ensure regulations are met.	CEO - yes	Completed
11-Jan-19	CEO	Wellspring – Robert to present to February meeting	Meeting scheduled	Completed
11-Jan-19	CEO	Bicentennial Park 'Picket Fence' Needs maintenance and adjacent sealing of road.	Included in 2019/20 W4Q budget	Completed
11-Jan-19	CEO	Bulloo Park walkway Dave to take sketches to next council meeting		Not commenced
11-Jan-19	GS	Eromanga community meeting February 21 st with morning tea at the pub		Completed
14-Dec-18	MCCS	Condolences Council noted the recent passing of Mr John Pegler and expressed their condolences to his family.		Completed
14-Dec-18	GOV	(12/18) – Ordinary Meeting of Quilpie Shire Council held Friday 23 November 2018 <u>Resolution No: (01-12-18)</u> <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 23 November 2018 are taken as read and confirmed as an accurate record of proceedings, noting that further clarification is included in item 15.2 (rates discount requests).</i>	Confirmed minutes posted on website	Completed
14-Dec-18	CEO	(11/18) – Local Government Grants and Subsidies Program 2019-2021 <u>Resolution No: (02-12-18)</u> <i>That Council make application under the 2019-2021 Local Government Grants and Subsidies Program to construct a new bore and upgrade critical water mains in Quilpie, and commit to the applicable Council financial co-contribution requirements.</i>	Application submitted	Completed
14-Dec-18	MCCS	(12/18) – Quilpie Sport & Recreation Inc. Community Assistance Program Application <u>Resolution No: (03-12-18)</u> <i>That Council approves the request for financial assistance received from the Quilpie Sport & Recreation Inc. Committee for \$2,080 to be utilised toward maintenance support of 2 hours per week to assist with the maintenance of the equipment at the Sport & Recreation facility.</i> Congratulate the Committee on their award in letter.	IX:	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

14-Dec-18	CEO	<p>(12/18) – Mardigan People Native Title Claim</p> <p><u>Resolution No: (07-12-18)</u></p> <p><i>That Council:</i></p> <p>(a) consent to a determination of the Mardigan People native title claim QUD26/2007 that native title does not exist substantially in the terms of draft order attached (“the draft Determination”); and</p> <p>(b) delegate to the CEO the power to agree to changes the draft Determination that may be required by the Court to make the final determination order.</p>	Solicitors advised	Completed									
14-Dec-18	BEPO	<p>(12/18) – Conversion of Various Leases</p> <p><u>Resolution No: (08-12-18)</u></p> <p><i>That Council has no requirements or objection in relation to the proposed Conversion of the following leases:</i></p> <ul style="list-style-type: none">- GHPL 0/202194 being Lot 1/NK63 and Lot 1/MCY52;- GHPL 0/202285 being Lot 4/NK76 and Lot 6/MCY30;- GHPL 10/3005 B being Lot 2/NK7 and Lot 4/Nk64;- PPH 10/4704 being Lot 4704/SP272980;- PPH 10/5449 being Lot2/PO60;- TL 0/234797 being Lot 1/NK3 and Lot 2/NK3; and- TL 0/234638 being Lot 2/NK91. <p>AND</p> <p><i>That Council is not aware of any non-indigenous cultural heritage issues associated with the land.</i></p>	CEO - Letters done	Completed									
14-Dec-18	GS	<p>(12/18) – RADF Round 2</p> <p><u>Resolution No: (09-12-18)</u></p> <p><i>That Council approve the following applications for Round 2, 2018-2019:</i></p> <table><tr><th>Organisation</th><th>Project</th><th>Amount (Excl GST)</th></tr><tr><td>Quilpie Shire Council</td><td>Streetscape bore head project</td><td>\$15,966</td></tr><tr><td>Quilpie Shire Council</td><td>2019 arTour Western Touring Circuit</td><td>\$6,110</td></tr></table>	Organisation	Project	Amount (Excl GST)	Quilpie Shire Council	Streetscape bore head project	\$15,966	Quilpie Shire Council	2019 arTour Western Touring Circuit	\$6,110	CEO - noted	Completed
Organisation	Project	Amount (Excl GST)											
Quilpie Shire Council	Streetscape bore head project	\$15,966											
Quilpie Shire Council	2019 arTour Western Touring Circuit	\$6,110											

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

14-Dec-18	GOV	<p><i>That Council confirms Ordinary Meetings of Council for January to December 2019 will held on the following days:</i></p> <p><i>Friday 11 January 2019;</i></p> <p><i>Friday 15 February 2019;</i></p> <p><i>Friday 08 March 2019;</i></p> <p><i>Friday 12 April 2019;</i></p> <p><i>Friday 10 May 2019;</i></p> <p><i>Friday 14 June 2019;</i></p> <p><i>Friday 12 July 2019;</i></p> <p><i>Friday 09 August 2019;</i></p> <p><i>Friday 13 September 2019;</i></p> <p><i>Friday 11 October 2019;</i></p> <p><i>Friday 08 November; and</i></p> <p><i>Friday 13 December.</i></p>		Completed
14-Dec-18	CEO	<p>(12/18) – Tender T16 2018-2019 Quilpie Airport Lighting Upgrade</p> <p><u>Resolution No: (11-12-18)</u></p> <p><i>That Council award tender T16 2018-2019 (Quilpie Airport Runway Lighting Upgrade) to Saunders Electrics for \$399,600 including GST.</i></p>	Successful and unsuccessful letters sent. Purchase order issued	Completed
14-Dec-18	GOV	<p>Buy Local Campaign Feedback</p> <p><u>Noted.</u> Council will review the conditions of the competition prior to the 2019 event.</p>		Not commenced
14-Dec-18	CEO	<p>(12/18) Staff Fundraising Initiative</p> <p><u>Resolution No: (12-12-18)</u></p> <p><i>That Council agree to contribute a matching cash contribution to the Quilpie Shire Council Fundraising venture for 2019 to a maximum of \$10,000.</i></p>	HR advised	Completed
14-Dec-18	CEO	<p>(12/18) Duck Creek Road Culvert</p> <p>There has been a request to install a culvert across a creek near Duck Creek to allow opal miners to go past the end of the council controlled Duck Creek Road during wet weather</p> <p><i>Further inspection of the location will be undertaken prior to the 2019-2020 budget deliberations.</i></p>		Not commenced
14-Dec-18	CEO	<p>Entegy Pty Ltd – Quilpie Shire Council App</p> <p>Cancel at this point in time</p>	<p>Entegy advised by email</p> <p>Relevant staff advised</p>	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

14-Dec-18	GOV	(12/18) Local Government Finance and Strategic Leadership Summit <i>Noted. This matter will be reconsidered at the January 2019 Ordinary Meeting of Council</i> Book accommodation tentatively for Stuart, Jenny and Dave	Report to Jan meeting	Completed
14-Dec-18	CEO	(12/18) Industrial Subdivision – Offer to purchase By email dated 12 December 2018, an offer to purchase Lot 12 in the Industrial Subdivision (Anzac Drive) has been received Dave to follow up with GDL	GDL advised	Completed
14-Dec-18	MCCS	Heart of Australia Bus Ensure doctors are aware so they issue referrals	Doctors surgery send referrals to Heart bus and coordinate appointments	Completed
14-Dec-18	CEO	Works for Queensland Check if more exclusion fencing is eligible	Department emailed Not eligible	Completed
14-Dec-18	MES	Quilpie Airport Wheelchair lift available. CASA to reclassify / approve linemarking changes so REX can fuel up.	MES contacted CASA, REX and consultant Jasko to develop a number of options and costing as necessary. Weight restrictions markings to be lifted as soon as the advised in received from Jasko by mid February 2019. Further investigations required with a design consultant.	Commenced
14-Dec-18	GOV	School Awards Evenings Send congratulations to state College and St Finbarr's		Not commenced
14-Dec-18	CEO	Airport Artwork 'Unveiling ceremony' to be organised in New Year. Should we arrange plaques?	Works request raised. Plaques in GOV office	Commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

23-Nov-18	MCCS	<u>Condolences</u> Council noted the recent passing of Mrs Patricia Duffy and Mr Robert Fox and expressed their condolences to the families.	Condolence Card Sent.	Completed
23-Nov-18	CEO	<u>Request to Minister for Infrastructure investment – Hell Hole Gorge National Park</u> That Council write to the Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for the Arts, Hon Leeanne Enoch MP, requesting further infrastructure investment in Hell Hole Gorge National Park.		Completed
23-Nov-18	MCCS	<u>Request for improvements to Bulloo Park</u> That following a request for improvements to Bulloo Park, Council will: <ul style="list-style-type: none">- Widen the gate from the stables into the saddling enclosure to three (3) metres;- Not install a personnel gate; and- Permit the permanent placement of the storage container.	Letter sent – IX: 167133 Task sent to J. Turner to meet with me to discuss.	Completed
23-Nov-18	MCCS	<u>Tacanta Pty Ltd – Quote to Upgrade Eromanga Cemetery Fence</u> That Council agrees to the recommendation and quotation received from Tacanta Pty Ltd to upgrade the Eromanga Cemetery Fence to a kangaroo proof standard at a cost of \$6,412.50 + GST, to be funded from the Eromanga Community Development Funds.	Letter sent – IX: 167136 Order Attached	Completed
23-Nov-18	CEO	<u>Josh Arnold SWRED Proposal</u> That Council not proceed with a proposal from Outback Fella Productions to produce a music video for an event in the region at a cost of \$10,000 inclusive of GST.	SWRED rep advised	Completed
23-Nov-18	CEO	<u>Request for Assistance – Eromanga Natural History Museum</u> That Council provide assistance to the value of \$10,000 for the development of the new Eromanga Natural History Museum website, funded from the Eromanga Community Development Funds.	ENHM advised	Completed
23-Nov-18	CEO	<u>Australian Tourism Councils Advocacy Group</u> That Council not become a member of the Australian Tourism Councils Advocacy Group.	NFA	Completed
23-Nov-18	CEO	<u>Request for Assistance – Queensland Police Legacy</u> That Council not approve the request for sponsorship to the value of \$1,947 (\$649 per school) from Queensland Police Legacy for the Child Safety Handbook project.	QPL advised	Completed
23-Nov-18	CEO	<u>Ergon Energy Tariff Structure Changes</u> That Council transition immediately to the new tariff structure for those properties where a saving will be made and the remaining properties when required by Ergon Energy.	Ergon advised	Completed
23-Nov-18	CEO	<u>Quilpie & Eromanga Site Based Management Plan</u> That Council adopt the new version of the site based management plan for the Quilpie and Eromanga landfills.	Noted	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

23-Nov-18	CEO	<p><u>Offer to Purchase Land</u></p> <p>That Council not make an offer to purchase land located at 58 Brolga Street, Quilpie.</p>	GDL advised	Completed
23-Nov-18	GOV	<p><u>Councillor Complaints System</u></p> <p>That Council That Council adopt the following policies as presented:</p> <ul style="list-style-type: none"> - G.04 Councillor Code of Conduct Policy; - G.21 Investigation Policy; and - G.22 Council Meeting Procedures Policy <p>effective 03 December 2018 (or on the commencement of the provisions of the Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018).</p> <p>AND</p> <p>That Council rescind policy G.07 Standing Orders Policy.</p>	Policies updated and posted on website. Councillor complaints register updated. No amendment to Local Law required	Completed
23-Nov-18	BEPO	<p><u>Application for Mining Claim No. 300186</u></p> <p>That Council offers no objection to the Mining Claim Certificate for Mining Claim No. 300186.</p>	CEO – letter sent	Completed
23-Nov-18	MFS	<p>Rates Discount Requests</p> <p>That Council:</p> <p>approves to award the discount of 10% to Rate Assessment No 00531-00060-000; and</p> <p>approves to award the discount of 10% to Rate Assessment No 00529-30000-000; and</p> <p>approves to award the discount of 10% to Rate Assessment No 00886-00600-000; and</p> <p>approves to award the discount of 10% to Rate Assessment No 01178-00000-000.</p>		Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

23-Nov-18	CEO	<p><u>Exclusion Fence Subsidy Scheme</u></p> <p>That Council consider the implications of the timing issues associated with the Australian Government’s Drought Communities Program Extension and if satisfied that the program requirements can be met that they endorse the recommendation of the Exclusion Fence Subsidy Scheme Advisory Committee by approving the following applications under the Exclusion Fence Subsidy Scheme:</p>	Applicants advised	Completed																																				
<table><tr><th>Applicant</th><th>Property</th><th>Length (km)</th></tr><tr><td>RH & ER Morris</td><td>Whynot</td><td>11.5</td></tr><tr><td>Sandy Mackenzie</td><td>Plevna Downs</td><td>24</td></tr><tr><td>SP & AJ Tully</td><td>Bunginderry / Ray</td><td>12.7</td></tr><tr><td>Ray Pastoral Company - Ray Tully</td><td>Bunginderry / Ray</td><td>6.3</td></tr><tr><td>Ray Pastoral Company - Ray Tully</td><td>Ray / Canaway</td><td>10</td></tr><tr><td>Granville Proprietors - Stewart Sargent</td><td>Cooma</td><td>22</td></tr><tr><td>Bombur Pty Ltd - Steven Hall</td><td>Greenmulla</td><td>31</td></tr><tr><td>Tacanta Pty Ltd - Brendan Murray</td><td>Cottesmore and Tallyabra</td><td>18</td></tr><tr><td>Moble Pastoral Company</td><td>Moble</td><td>25</td></tr><tr><td>Scott Turner</td><td>Canaway</td><td>22</td></tr><tr><td>Comongin Partners</td><td>North Comongin</td><td>25</td></tr></table>					Applicant	Property	Length (km)	RH & ER Morris	Whynot	11.5	Sandy Mackenzie	Plevna Downs	24	SP & AJ Tully	Bunginderry / Ray	12.7	Ray Pastoral Company - Ray Tully	Bunginderry / Ray	6.3	Ray Pastoral Company - Ray Tully	Ray / Canaway	10	Granville Proprietors - Stewart Sargent	Cooma	22	Bombur Pty Ltd - Steven Hall	Greenmulla	31	Tacanta Pty Ltd - Brendan Murray	Cottesmore and Tallyabra	18	Moble Pastoral Company	Moble	25	Scott Turner	Canaway	22	Comongin Partners	North Comongin	25
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COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

23-Nov-18	MES	<p><u>RFT T11-T14 18-19 Tenders for the Disposal of Surplus Plant & Equipment</u></p> <p>That Council That Council accepts the highest tender received for each of the nine items:</p> <ol style="list-style-type: none"> 1. Tender T11 18-19 for Sale of 1 x 2014 Toyota Prado - accept tender from BK Trading Aust P/L for \$28,780 (including GST). 2. Tender T12 18-19 Sale of 1 x 2012 Toyota Hilux - accept tender from BK Trading Aust P/L for \$20,680 (including GST). 3. Tender T13 18-19 Sale of 1 x 2014 CanAm Commander UTV- accept tender from BK Trading Aust P/L for \$3,680 (including GST). 4. Tender T14 18-19 Sale of Honda Four Stroke Mower no SP130 - accept tender from Sandra McCarthy, Charleville, \$297 (including GST) 5. Tender T14 18-19 Sale of Honda Four Stroke Mower no SP129 and SP131 - accept tenders from Peter Donohue, Quilpie, for \$500 (2x\$250) (including GST). 6. Tender T14 18-19 Sale of Honda Four Stroke Mower no SP132 – accept tender from Erica Heinemann for \$220 (including GST) 7. Tender T14 18-19 Sale of B450 Two Stroke Brush Cutter No SP105 - accept tenders from Leslie Roberts, Charleville, for \$50 (including GST). 8. Tender T14 18-19 Sale of HHH25 Honda Four Stroke Hedge Trimmer - accept tender from Peter Donohue, Quilpie, for \$150 (including GST). 	<p>GOV: Emails have been forwarded to successful/unsuccessful tenderers. Official “successful” letters to be completed by the QSC Engineering Dept. Invoice for Leslie Roberts (item 7) has been raised and issued on CEO approval.</p> <p>MES: Meg following up with letters and invoices to other 7 successful tenderers.</p>	Completed
23-Nov-18	MCCS	<p><u>Quilpie Hospital Auxiliary, Community Assistance Program Application</u></p> <p>That Council approves the request for financial assistance received from the Quilpie Hospital Auxiliary for \$3,500 to assist with the cost of purchasing a Cardiotocography (CTG) machine.</p>	<p>Letter sent: IX: 167133</p> <p>Cheque enclosed</p>	Commenced
23-Nov-18	GOV	<p><u>Adoption of Annual Report</u></p> <p><i>That Council adopt the 2017-2018 Annual Report as presented.</i></p>	Finalised and posted on website	Completed
23-Nov-18	CEO	<p><u>Local Government Grants and Subsidies Program</u></p> <p>To be considered at December Ordinary Meeting of Council.</p>	Noted	Completed
23-Nov-18	MES	<p><u>Eromanga Hall</u></p> <p>Cr Volz advised the shade sails on the Rotunda outside the Eromanga Hall have not yet been replaced;</p>	MES has arranged for quotations to be submitted to CEO/Council for review.	Commenced
23-Nov-18	MES	<p><u>Eromanga Walk Signage</u></p> <p>Cr Volz requested that the ‘Eromanga Walk’ signage be mounted on cement rather than just straight into the ground</p>	Concrete crew to check all signage and will provide concrete plinths to make it more user friendly for visitors.	Commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

23-Nov-18	MCCS	<u>Council Buses</u> Cr Volz advised he had noted an issue with the maintenance of the Council buses (tyre baldy – need monthly inspections by workshop undertaken).	Spoke to Workshop. The buses have been inspected once per month due to staff shortages. Suggestion was that they could be checked more regularly if housed at the Depot	Completed
23-Nov-18	CEO	<u>Airport Passenger Lift</u> Cr Mackenzie requested that the matter of the Hydraulic lift at the airport be followed up.	REX requested to supply a lift	Completed
23-Nov-18	CEO	<u>New Water Truck</u> Follow up issue re water truck now needs two people to operate	Councillors emailed	Completed
23-Nov-18	MES	<u>Airport line marking</u> Follow up to change as REX and other larger planes can't get in to get fuel if other aircraft on the parking bay. Stuart to get CASA contact to follow up. (Refer to January Council meeting resolution)	MES contacted CASA, REX and consultant Jasko to develop a number of options and costing as necessary. Weight restrictions markings to be lifted as soon as the advised in received from Jasko by mid February 2019.	Commenced
23-Nov-18	CEO	<u>Future budget consideration</u> Meads to Café footpath rehabilitation. Also footpath from Caravan Park to the Club.	Included in 10 year capital works program. To be prioritized by Council at budget	Completed
23-Nov-18	CEO	<u>Old Fire Truck Shed next to Council office</u> Convert area to open air street art or similar. Is the shed empty now?	Shed still has various (mostly junk) items in it. Not used at all. Further direction required from Council Council advised 11 January 2019 to take no further action	Completed
23-Nov-18	MES	<u>Plantings Around Town</u> No more Oleanders planted please	MES: Noted AND Town Services Supervisor advised.	Completed
23-Nov-18	CEO	<u>Eromanga Ablution Block</u> Dave to talk to Committee re transportables as needs to be easy to clean		Not commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

23-Nov-18	MCCS	<u>Eromanga Tennis Court</u> Council would like to know where this is at. Bruce suggested one court as multipurpose playing court. Patch cracks on second court. Options to rehabilitate open area –play equipment, shade structure, basketball hoop	Sport & Rec are aware of the condition of the courts and have been to Eromanga to have a look. Waiting for funding opportunity.	Commenced
23-Nov-18	CEO	<u>Budget Consideration</u> Consider Sport and Rec Officer in next year's budget		Not commenced
23-Nov-18	GOV	<u>Itinerant Vendors</u> Report to January meeting re itinerant vendors (maybe contact Barcaldine or Blackall-Tambo to see what they do	CEO - Local Law sufficient	Completed
23-Nov-18	GOV	<u>Senator McDonald</u> Stuart to email drought report. Nina to send Stuart figures on production per capita		Not commenced
23-Nov-18	CEO	<u>Elections</u> Follow up candidates register of interest as may deter candidates at next election.	LGAQ advised	Completed
23-Nov-18	CEO	<u>Eromanga ENHM</u> Poor lighting in kitchen. Should be LED overheads not Halogen	Noted. NFA at this stage	Completed
23-Nov-18	CEO	<u>VIC Brochure Display</u> Need to make sure all Quilpie ones are at the front.	VIC staff advised	Completed
23-Nov-18	CEO	<u>Bulloo Park</u> Put path through alleyway, removing a couple of trees, straight from the carpark. Dave to follow up.	Views requested from QDRC	Commenced
23-Nov-18	CEO	<u>Painters</u> Consider painter position in next budget. Supply Council with costs of painting during financial year.	Costs emailed to Councillors	Completed
23-Nov-18	GOV	<u>ENHM</u> Need to communicate Council actually owns the facility and not ENHM.		Not commenced
23-Nov-18	CEO	<u>Community meeting Eromanga</u> To be held early in New Year.		Completed
23-Nov-18	GOV	<u>LGIA Super</u> Stress importance to staff re beneficiary nomination. Next newsletter.	On list for February newsletter	Not commenced
23-Nov-18	CEO	<u>Contractor meeting</u> To be held 4pm Thursday 10 January.	Meeting organised	Completed
23-Nov-18	CEO	<u>Batching Plant</u> Does it tow or not?	Yes it does. Requires springs	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

23-Nov-18	CEO	Xmas Business Party \$2,500 to Business Group	Noted	Completed
23-Nov-18	MCCS	Xmas Lights Competition When will this be advertised.	Advertisements via posters, Cryer, website and facebook, email to rural properties	Completed
23-Nov-18	GOV	February Ordinary Meeting To be held 15 February		Completed
12-Oct-18	MCCS	Condolences Council noted the recent passing of Mrs Bettina Duff, Mrs Patsy Donohue and Mr Peter Peterson and expressed their condolences to the families.	Condolence cards forwarded	Completed
12-Oct-18	GS	Ordinary Meeting of Quilpie Shire Council held Friday 21 September 2018 <u>Resolution No: (01-10-18)</u> <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 21 September 2018 are taken as read and confirmed as an accurate record of proceedings.</i>	Uploaded to QSC website and Facebook	Completed
12-Oct-18	MCCS	Cr Mackenzie advised he has been contacted by the Gympie State High School in relation to fundraising efforts by the Year 10 cohort who will be making a donation to the Quilpie Shire as a drought relief effort.	CCSM liaising with Liza Cameron. Hampers are being delivered to Charleville – via Courier to Quilpie. CWA managing hampers	Completed
12-Oct-18	CEO	Quilpie Wild Dog Advisory Committee <u>Resolution No: (02-10-18)</u> <i>That Council accepts the recommendation from the Quilpie Wild Dog Advisory Committee to form an Exclusion Fence Sub-Committee and the nominated membership is endorsed by Council as follows:</i> <i>Dave Burges Quilpie Shire Council - CEO</i> <i>Damien McNair Quilpie Shire Council - PLMC</i> <i>Stephen Tully WDAC - Chair</i> <i>Donald Truss Contract Wild Dog Trapper</i> <i>Will Treloar Boothalla</i>	Noted	Completed
12-Oct-18	CEO	Appointment to Red Ridge Sub-committee <u>Resolution No: (04-10-18)</u> <i>That Council appoint Cr Stuart Mackenzie as the Quilpie Shire representative on the Red Ridge Regional Arts Service Delivery Sub-committee and Cr Roger Volz as the proxy representative.</i>	Letter done	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

12-Oct-18	GS	Addition to Prequalified Suppliers (Contractors) – Steve McCann Electrical <u>Resolution No: (05-10-18)</u> <i>That Council accept the tender submitted by Steve McCann Electrical for inclusion in the 2018-2020 register of prequalified suppliers for contractors.</i>	Please amend supplier listing and advise all staff	Completed
12-Oct-18	MES	Brolga Street Footpath substituted to Bonkai Street Footpath <u>Resolution No: (06-10-18)</u> <i>That Council cancel the proposed northern side Brolga Street footpath to Chipu Street, constructing a footpath in Bonkai Street from Mead's Foodworks to the corner of Buln Buln Street in lieu.</i>	MES has discussed with Adam and works commenced and progressing well.	Completed
12-Oct-18	CEO	Future energy requirements for council facilities <u>Resolution No: (08-10-18)</u> <i>That Council respond to the Department of Natural Resources, Mines and Energy and advise of their proposed future energy efficiency measures for council controlled facilities.</i>	NRME advised	Completed
12-Oct-18	CEO	Solar Power <i>Consider depot solar power in 2019-20 budget deliberations</i>		Commenced
12-Oct-18	MCCS	Toompine Progress Association. Community Assistance Program Application <u>Resolution No: (09-10-18)</u> <i>That Council approves the application for financial assistance of \$1,400 received from Toompine Progress Association to assist with the cost of the "Mulga Tree Of Life" Unwind With Wire Workshop held in Toompine on 6th October 2018.</i>	Email and correspondence forwarded. IX: 164254	Completed
12-Oct-18	GOV	Community Survey <u>Resolution No: (10-10-18)</u> <i>That the 2018 community survey report be received and that the survey be further considered at the November Ordinary meeting of Council.</i>	Taken to November meeting	Completed
12-Oct-18	MES	Trailer Mounted Ablution Block <i>Roger will get photos from Diamantina Shire</i>	MES in discussion with Cr R Volz	Commenced
12-Oct-18	MES	Cooper Development Rd/Windorah Road Truck Stop <i>The water tank does not appear to be filling up – there is never any water to wash hands</i>	MES has arranged water top up with tanker and charged to TMR/RMPC.	Completed
12-Oct-18	CEO	Community Meetings <i>Dave to compile status listing from Adavale and Eromanga public meetings 2019 public meetings to be held in March to allow time for budget consideration</i>	Adavale update sent EDCA meeting scheduled for 27 October	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

12-Oct-18	MCCS	Eromanga Cemetery <i>Please let Dave know status of the roo fence that was requested for the Eromanga Cemetery</i>	Quote received from Brendan Murray to replace fence. Report to November Council Meeting.	Completed
12-Oct-18	MES	Kerbside Collection <i>Undertake another one of these programs (including offer to remove old car bodies etc)</i>	MES has advised Town Services Supervisor with assistance from Jeff Turner to commence planning. Public notices will be arranged when dates are finalized in 2019 probably April or May 2019.	Commenced
12-Oct-18	CEO	Adavale Exercise Equipment <i>Bruce will contact Cristina Zito and see if shade structure still required and whether the equipment should be relocated</i>	Bruce provided update. Project proceeding	Completed
12-Oct-18	CEO	Transport and Tourism Connections Program <u>Resolution No: (11-10-18)</u> <ul style="list-style-type: none">That Council nominate Dinosaur Drive, Eromanga together with associated car parking under the Transport and Tourism Connections program; andThat Council commit to the required funding contribution should the application be successful.	Nomination submitted	Completed
12-Oct-18	MFS	Request for Rates Discount <u>Resolution No: (12-10-18)</u> <i>That Council not allow the request to grant the discount on rates assessment 00879-00600-000.</i>		Completed
12-Oct-18	HR	Contract of Employment – Manager Corporate & Community Services <u>Resolution No: (15-10-18)</u> <i>That Council renews the employment contract with Lisa Hamlyn, Manager Corporate & Community Services, for a period of three years.</i>	Letter of offer sent	Completed
12-Oct-18	MCCS	Lighting – Quilpie, Eromanga and Adavale Cr Bruce Paulsen suggested that Council may wish to investigate the installation of 'fairy lights' in the townships of Adavale, Eromanga and Quilpie with a view to making the towns more visually appealing at night. Staff will investigate solar powered lighting options for Council consideration.	Cr Volz will let Dave know if he knows of any suitable suppliers. Need to be heavy duty permanent installations, preferably solar powered. Update in CCSM Status Report December	Commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

12-Oct-18	GOV	Buy Local Campaign 2018 The 2018 Buy Local campaign will commence in early November. It was noted that the minimum spend amount for entry will be reduced to \$30 and that the prizes will be drawn at the Business Christmas Street Party to be held on 21 December.		Completed
12-Oct-18	GOV	Container Refund Scheme Cr Volz advised the meeting that the Container Refund Scheme will commence 01 November. At this stage there is no identified collection point in Quilpie. Council will provide information to the public via the next community newsletter.	Info included in October newsletter	Completed
12-Oct-18	CEO	Cr Volz noted that the playing surface of the netball court may require attention in the future and suggested that artificial grass with line markings for netball, basketball and volleyball be considered at that time	Tasked to relevant officer in IX	Completed
21-Sep-18	GS	Ordinary Meeting of Quilpie Shire Council held Thursday 16 August 2018 <i>Resolution No: (02-09-18)</i> <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Thursday, 16 August 2018 are taken as read and confirmed as an accurate record of proceedings.</i>	posted on website	Completed
21-Sep-18	GS	Special Meeting of Quilpie Shire Council held Tuesday 28 August 2018 <i>Resolution No: (03-09-18)</i> <i>That the minutes of the Special Meeting of Quilpie Shire Council held on Tuesday, 28 August 2018 are taken as read and confirmed as an accurate record of proceedings.</i>	posted on website	Completed
21-Sep-18	MCCS	Quilpie Sport & Recreation Inc. Community Assistance Program Application <i>Resolution No: (04-09-18)</i> <i>That Council does not approve the request for financial assistance received from the Quilpie Sport & Recreation Inc. Committee for \$5,000 to be utilised toward administration support of 5 hours per week to assist with the management and operation of the facility.</i> Note: in letter please emphasise Council is very supportive and recognises the importance of the facility, however would like to see the committee continue to support themselves.	CEO - Letter done	Completed
21-Sep-18	MES	Transport Infrastructure Development Scheme <i>Resolution No: (06-09-18)</i> <i>That Council nominate continuation of the Adavale Quilpie (Red) Road upgrade program as its priority project for the Transport Infrastructure Development Scheme (TIDS) four year rolling program in 2022-23.</i>	CEO – Form sent to MES MES prepared list of section of road requiring upgrade. Reported to Council meeting of October 2017.	Completed
21-Sep-18	MCCS	Request for Assistance – Channel Country Ladies Day <i>Resolution No: (07-09-18)</i> <i>That Council contribute \$1,000 under the annual Community Grants Program</i>	CEO – letter done	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

21-Sep-18	CEO	<p>Drought Support Program <u>Resolution No: (08-09-18)</u> <i>That Council make a submission in relation to the State Government Drought Support Program.</i></p> <p>Points to include: vouchers not goods, ongoing incentives to programs such as fencing, dam digging, stockpiling feed during good seasons, Emergency Water Infrastructure Subsidy was a great program, exclusion fencing as a drought relief measure, Community Drought Support Program good for small communities to maintain liveability, boarding school subsidies.</p>	Submission completed	Completed
21-Sep-18	CEO	<p>Mobile Black Spot Program – Round 4 <u>Resolution No: (09-09-18)</u> <i>That Council nominate the following locations for Round Four of the Mobile Black Spot Program:</i></p> <ul style="list-style-type: none"> - Cooper Development Road between the shire boundary and Eromanga; and - Diamantina Development Road (east and west of Quilpie). 	Three locations submitted	Completed
21-Sep-18	MES	<p>Q08 18-19 Baiting Freezer Room Supply & Installation <u>Resolution No: (10-09-18)</u> <i>That Council accept Quotation Q08 18-19 Baiting Freezer Room Supply & Installation Option 1 for \$132,110.00 (excluding GST) from Channel Country Refrigeration, for the freezer room of increased dimensions 10,500L x 5,200w x 3,000h providing an additional 150mm floor insulation and 240 volt under floor heating.</i></p>	CEO – Order raised and sent to ED Truss.	Completed
21-Sep-18	CEO	<p>Tender T06 1819 ENHM Stage 2A – Interpretive Content <u>Resolution No: (11-09-18)</u> <i>That Council accept the revised tender submission under T06 18-19 from Architectus for the following initial works for the amount of \$71,650 inclusive of GST with a discount of \$20,649 across T04 18-19 and T06 18-19 for being awarded both tenders:</i></p> <p>Phase 1 – Reverse Brief + Interpretive Masterplan + Preliminary Design Outcomes</p>	Letters done	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

21-Sep-18	GS	Regional Arts Development Fund <i>That Council approve the following applications for Round 1, 2018-2019:</i>			Letter of Offer completed and mailed out to successful applicants on Monday 24 September	Completed
		Organisation	Project	Amt (Ex GST)		
		Quilpie Cultural Society	Pastels workshop – Lyn Barnes	\$630		
		Quilpie Cultural Society	Watercolours workshop – John Morrison (no GST)	\$1,836		
		Quilpie Cultural Society	Pastels workshop – Maxine Thompson	\$1,049		
		Quilpie Cultural Society	Embroidery workshop – Marlene Lambert (no GST)	\$1,518		
		Quilpie Cultural Society	Patchwork workshop – Louise Hall (no GST)	\$628		
		Quilpie Cultural Society	Patchwork workshop – Fran Bulmer	\$2,031		
		Quilpie Cultural Society	Silversmithing workshop – Jill Dyer (no GST)	\$2,914		
		Quilpie Cultural Society	Furniture restoration workshop – Dean Timms	\$2,226		
		Quilpie Cultural Society	Photography workshop – Louise Gronold	\$3,108		
		Quilpie Cultural Society	Upholstery workshop – Tim Symons	\$2,498		
		Outback Gondwana Foundation Limited	Fossil preparation training program	\$14,880		
		21-Sep-18	MES	John Waugh Park Oval <u>Resolution No: (13-09-18)</u> <i>That Council make application for funding under the Queensland Footy Facilities Fund for John Waugh Park oval refurbishment and commit to a 50% contribution (in kind and cash) should the application be successful.</i>		
				Meg M has submitted grant submission		
21-Sep-18	CEO	Drought Community Program Projects <u>Resolution No: (14-09-18)</u> <i>That Council make application for the following projects (subject to eligibility) under the Drought Communities Programme:</i> <ul style="list-style-type: none">- John Waugh Park oval refurbishment (\$150,000 or \$350,000 if the application under the Queensland Footy Facilities Fund is unsuccessful);- Wild Dog Exclusion Fencing (\$500,000);- Fixed term Sport and Recreation Officer position (\$75,000); and- Fixed term part time NDIS Support Officer (\$75,000).			Applications done	Completed
		Note: start preparing EOI application form and selection criteria for fencing				

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

21-Sep-18	MCCS	<p>Congratulatory Letters <u>Resolution No: (15-09-18)</u> <i>That Council write letters to both Mr Bill Watts and the Quilpie District Show and Rodeo Association congratulating them on their efforts on the running of the annual shows.</i></p> <p>Note: especially thanking Bill in his letter for his years of service</p>	CEO – letters done	Completed
21-Sep-18	MES	<p>Q02 18/19 Supply and Delivery of new 4WD Toyota Prado Wagon GXL <u>Resolution No: (16-09-18)</u> <i>That Council award Quotation Q02 18/19 to Black Toyota Roma/Dalby for supply and delivery of a new 4WD Toyota Prado Wagon GXL at the cost of \$61,708.32.</i></p>	<p>MES - Letters sent to successful and unsuccessful tenderers.</p> <p>Order raised and sent to Black Toyota for 4WD Toyota Prado Wagon GXL.</p>	Completed
21-Sep-18	MES	<p>Extension of Raymore Road <u>Resolution No: (17-09-18)</u> <i>That Council agrees to the installation of “No Through Road” signs at the Kyabra Road turnoff and appropriate signage at the Keeroongooloo and Raymore property entries, and undertakes a ‘one-off’ maintenance of the private road from the end of Raymore Road to the Raymore Station turnoff.</i></p>	MES discussed with Road Construction Supervisor and Technical Services team to draw up work scope and plan of action based on available budget of \$75,000.	Commenced
21-Sep-18	MES	<p>Q03 18-19 Supply and Delivery of new 3 Seater; 2.5 litre Diesel Van <u>Resolution No: (18-09-18)</u> <i>That Council award Quotation Q03 18-19 to Thargo Motors for the supply and delivery of a Toyota HiACE Van at the cost of \$38,800 excluding GST.</i></p>	<p>MES - Letters sent to successful and unsuccessful tenderers.</p> <p>Order raised and sent to Thargo Motors for Toyota HiACE Van.</p>	Completed
21-Sep-18	MES	<p>T08 18-19 Tender for Disposal of Unit 55 - Hino Tip Truck <u>Resolution No: (19-09-18)</u> <i>That Council not accept any tender for the disposal of Unit 55 (Hino Tip Truck) and that Unit 55 is retained in the fleet and utilised by the Town Services Crew as a water truck and tip truck; and That Council resolves to dispose of Unit 48 (Water Truck).</i></p>	<p>MES - Letters sent to successful and unsuccessful tenderers.</p> <p>Arrangements being made to tender for the disposal of Unit 48 (Water Truck).</p>	Completed
21-Sep-18	MES	<p>T07 1819 Tender for Disposal of Unit 114 (Komatsu Loader) <u>Resolution No: (20-09-18)</u> <i>That Council accept the offer of \$120,000 (including GST) from Komatsu Australia Pty Ltd for the disposal of Unit 114 (Komatsu Loader).</i></p>	<p>MES - Letters sent to successful and unsuccessful tenderers.</p> <p>Invoice raised to Komatsu Australia.</p>	Completed
21-Sep-18	MES	<p>18/19 Full Service Bitumen Surfacing Works <u>Resolution No: (21-09-18)</u> <i>That Council accept the tender for \$972,904.43 submitted by RPQ Spray Seal Pty Ltd for T09 – 18/19 Full Service Bitumen Surfacing Works: Quilpie-Adavale Road (Red Road), Mt Margaret and Kyabra Road; and That Council approve a 10% contingency for additional work if required at the tendered rates, to be funded within the approved budgets.</i></p>	<p>MES - Letters sent to successful and unsuccessful tenderers.</p> <p>Order raised and sent to RPQ.</p>	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

21-Sep-18	MES	Quotation Q06 18-19 Supply and Delivery of 2018 Hilux Crew Cab <u>Resolution No: (22-09-18)</u> <i>That Council accept the quotation from Black Motors for \$62,907.18 (excl GST) for the supply & delivery to Quilpie a 2018 Hilux Crew Cab SR turbo diesel 2.8 litre (4x4) with Steel Tray for use by the SES</i>	<p>Letters sent to successful and unsuccessful tenderers.</p> <p>Order raised and sent to Black Toyota for 2018 Hilux Crew Cab SR turbo diesel 2.8 litre (4x4) with Steel Tray for use by the SES.</p>	Completed
21-Sep-18	CEO	Hall Chadwick Data Quotation <u>Resolution No: (23-09-18)</u> <i>That Council contribute contribute \$5,000 to the wild dog data collection project.</i>	Balonne SC Mayor advised. QSC to be invoiced in due course	Completed
21-Sep-18	MCCS	Cr Hewson noted that negotiations between the Anglican Church and Queensland Health are still proceeding in relation to use of the Church Hall by Queensland Health;	DON, Quilpie Hospital confirmed that agreement has been signed.	Completed
21-Sep-18	MCCS	Cr Hewson requested that staff in Council housing are reminded to keep yards in a tidy condition; and (see Nina or Dave for specific example)	<p>CEO – Alisha and Jamie requested to inspect and do letters as required.</p> <p>Correspondence forwarded to all tenants.</p>	Completed
21-Sep-18	MCCS	Bulloo Park Cr Hall requested that air conditioning be installed in the kitchen at Bulloo Park. (Dave advised to proceed)	Tech Officer has been requested by MES to obtain quotes for supply and installation of air conditioning.	Completed
21-Sep-18	CEO	Culvert Dave to check culvert line from gutter and power pole impact near Lyn Barnes place	Done	Completed
21-Sep-18	MCCS	Jonathon Thurston Bruce asked if Lisa has followed his up yet.	<p>Contacted Keiron Lander for advice re the most relevant person to contact.</p> <p>Trying to make contact with JT's Manager.</p> <p>Sent email to JT Manager – have not received response to date.</p> <p>30 /11 Sent another request to JT Manager</p>	Commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

21-Sep-18	CEO	Native Title Land Negotiations CEO to respond with Council views and requests for amendments	Done	Completed
21-Sep-18	MCCS	Wild Dog Meeting Please ensure meeting has been rescheduled	WDAC Meeting rescheduled to take place Wednesday 3 rd October 2018, commencing at 12 noon	Completed
21-Sep-18	GS	November Council Meeting Date change to now be held on Friday 23 November	Advertised accordingly, including website, notice board and Quilpie Cryer. Printed for display in local business houses Amended catering	Completed
28-Aug-18	CEO	Tender T04 1819 ENHM Stage 2A – Lead Consultancy <u>Resolution No: (04S-08-18)</u> <i>That Council accept the tender under T04 1819, Eromanga Natural History Museum Stage 2A Lead Consultancy, from Architectus for the amount of \$390,318 inclusive of GST plus quantity survey costs of \$11,000 inclusive of GST.</i>	Letters done	Completed
16-Aug-18	MCCS	Condolences Council noted the recent passing of Mrs Jan Borthwick, Mr Tim Borthwick and Ms Cassandra Crowe and expressed their condolences to their families. (Steven and Mary Ann Crowe c/- Jaccaranda Hotel St George)	Cards sent – 13/08/2018	Completed
16-Aug-18	GS	Ordinary Meeting of QSC held Friday 20 July 2018 <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 20 July 2018 are taken as read and confirmed as an accurate record of proceedings.</i>	Posted on website	Completed
16-Aug-18	GOV	Call For Motions – LGAQ Annual Conference <u>Resolution No: (02-08-18)</u> <i>That Council write to the Department of Transport and Main Roads reiterating previous concerns in relation to the safety issues at the South Comongin Bridge and requesting further signage and delineation measures to assist in making travellers further aware of the hazard as they approach the bridge. Further, Council will continue to lobby for a major bridge upgrade at the location.</i>	Correspondence emailed	Completed
16-Aug-18	CEO	Rainfall and River Gauge Stations – July Ordinary Meeting of Council <u>Resolution No: (03-08-18)</u> <i>That Council proceed with the installation of three (3) rainfall and river gauges and seven (7) repeaters as recommended under the application to the Natural Disaster Resilience Program.</i>	Noted. Budget amendment to October meeting	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

16-Aug-18	CEO	Rainfall and River Gauge Stations CEO to discuss with Murweh Shire Council CEO in relation to management plan requirement for rain gauges etc. Also budget amendment to Council.	Noted. Budget amendment to October meeting	Completed
16-Aug-18	CEO	Motion to Repeal Resolution – Cultural Tourism <i>Resolution No: (04-08-18)</i> <i>That Council repeal resolution 27-07-18 (July 2018 Ordinary Meeting), "That Council commission Mr Barry Riddiford to undertake preliminary aboriginal cultural heritage studies within the shire".</i>		Completed
16-Aug-18	MCCS	Doctors in Quilpie <i>Resolution No: (05-08-18)</i> <i>That Council write to the South West Hospital and Health Service advising the success of having two locum doctors working 'back to back' on a permanent basis and the importance of maintaining this practice for the continuity of service for patients.</i>	Letter Sent – IX 161235	Completed
16-Aug-18	MCCS	Dental Truck Service, Community Assistance Request <i>Resolution No: (06-08-18)</i> <i>That Council does not approve the request for financial assistance from Jalal Khan for \$300 per day whilst the Dental Truck is operating in Quilpie to assist with the associated costs of providing this service to the community.</i>	Letter sent – IX 161211	Completed
16-Aug-18	GS	Attendance at the Outback Queensland Tourism Awards <i>Resolution No: (08-08-18)</i> <i>That Council approve Cr Stuart Mackenzie and Cr Roger Volz to attend the 2018 Outback Queensland Tourism Awards.</i>	Registration for Roger Volz has been completed and accommodation booking has been confirmed (Roma Explorers Inn) Emails have been sent to both Roger and Stuart confirming these details.	Completed
16-Aug-18	GS	Attendance at LGAQ Annual Conference <i>Resolution No: (09-08-18)</i> <i>That Council approve Cr Stuart Mackenzie, Cr Bruce Paulsen and Cr Roger Volz to attend the 2018 LGAQ Annual Conference with Cr Stuart Mackenzie and Cr Bruce Paulsen as the official delegates.</i>	Registrations have been completed for all attendees. Flights have been booked and confirmed and accommodation has been booked and confirmed.	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

16-Aug-18	HR	2018 Christmas Shutdown <u>Resolution No: (10-08-18)</u> <i>That Council's Executive, Corporate and Community Services close for the Christmas period on Friday 21 December 2018 and resume on Monday 07 January 2019 and Engineering Services close for the Christmas period from Friday 21 December 2018 and resume on Monday 07 or 14 January 2019 (varying between crews).</i>	Memo issued to staff with pays 28 August	Completed
16-Aug-18	CEO	Expressions of Interest – Exclusion Fencing <i>It was noted that as a result of the high level of interest received, this matter will now be further investigated.</i> <ul style="list-style-type: none"> - Is council getting any of the \$7million recently announced by David Littleproud re pest management - Find out from Longreach how they have secured security for loan repayments - Arrange meeting with QRider - Approach QTC and as 'where do we go from here'. 	Subsidy scheme now being done	Completed
16-Aug-18	CEO	Request for Town Exclusion Fence <u>Resolution No: (11-08-18)</u> <i>That Council not agree to the request for the construction of an exclusion fence around the town of Quilpie.</i> Noting reasons - roads / common and access for motorbikes etc.	Response letter done	Completed
16-Aug-18	CEO	Tender T01 1819 2 x 2 Bedroom (Dual Occupancy) Houses <u>Resolution No: (12-08-18)</u> <i>That Council accept the tender under T01 1819 from Holling Constructions for the amount of \$554,764 excluding GST.</i>	All tenderers advised	Completed
16-Aug-18	GOV	Subordinate Local Law No.2 (Animal Management) 2012 <u>Resolution No: (13-08-18)</u> <i>That Council:</i> <ol style="list-style-type: none"> 1. Proceed with the making of, and make, Amending Subordinate Local Law No. 1 (Animal Management) 2018 as advertised (and presented in item 13.7 of the accompanying agenda); and 2. Pursuant to section 32 of the Local Government Act 2009, adopt a consolidated version of Subordinate Local Law No. 2 (Animal Management) 2012, as presented in item 13.7 of the accompanying agenda. 	Notice published in Gazette. Letter to Minister sent and website requirements completed	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

16-Aug-18	BEPO	<p>Conversion of GHPL 10/2972</p> <p><u>Resolution No: (16-08-18)</u></p> <p><i>That Council has no requirements or objection in relation to the proposed conversion of GHPL 10/2972 over Lot 1 on PO9 and Lot 3 on PO25 subject to the payment of all outstanding rates. Further, that Council is not aware of any non-indigenous cultural heritage issues associated with the land.</i></p>		Completed
16-Aug-18	BEPO	<p>Eromanga Landfill</p> <p><u>Resolution No: (17-08-18)</u></p> <p><i>That Council purchase the land for the Eromanga landfill site for the price of \$22,729.55 inclusive of GST, fees and stamp duty.</i></p>		Completed
16-Aug-18	BEPO	<p>Quilpie Shire Council Stock Route Management Plan 2018-2022</p> <p><u>Resolution No: (19-08-18)</u></p> <p><i>That Council adopts the Quilpie Shire Council Stock Route Management Plan 2018 – 2022 as presented in item 16.2 of the accompanying (late) agenda with the contents of Appendix A to be reviewed.</i></p> <p>NOTE – Review assets listed on appendix A and make recommendation on those which we won't maintain and can be removed from the listing.</p>	<p>Angie –</p> <p>Did not remove any facilities as these are maintained by property owners. I left the ones no longer fit for purpose on the list for historical purposes.</p> <p>And put an * beside the facilities maintained by Council</p>	Completed
16-Aug-18	CEO	<p>Request to Purchase Land</p> <p><u>Resolution No: (20-08-18)</u></p> <p><i>That Council advise Mr Koss Siwers that Council does not wish to sell land identified as Lots 4 and 5 on Plan B4891, Parish of Bulgroo.</i></p>	Koss advised	Completed
16-Aug-18	MES	<p>Tender T05 18-19 Quilpie Shire Hall Roof Replacement</p> <p><u>Resolution No: (21-08-18)</u></p> <p><i>That Council accept the tender from BR Building Group for Option B (reduced scope to retain ceiling in main hall area) of Tender T05 18-19 (replacement of Quilpie Shire Hall Roof) for \$178,382.63 including GST.</i></p>	Contractor has been notified and works to commence in early September and completed by 5 November 2018.	Completed
16-Aug-18	CEO	<p>Outback Tourism Infrastructure Fund</p> <p><u>Resolution No: (22-08-18)</u></p> <p><i>That Council make application under the Outback Tourism Infrastructure Fund for funding for the life size model of the Dinosaur at the Eromanga Natural History Museum</i></p>	OGF to submit application	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

16-Aug-18	MES	Ambathala <u>Resolution No: (23-08-18)</u> <i>That Council amend the road register to identify road number 23 as 'Ambathala' Road.</i>		Completed
16-Aug-18	CEO	Request to Utilise Council Land <u>Resolution No: (24-08-18)</u> <i>That Council not approve the request to fence an area of Council land for the purpose of being able to feed horses.</i>	Applicant advised	Completed
16-Aug-18	MFS	Councillor Requests <u>Resolution No: (25-08-18)</u> <i>That Council provide an extension to the due date for rural property rates (categories 6, 8, 9 and 10) for an additional 90 days for the period 01 July to 31 December 2018.</i>	CEO's email extended on 8/1/2019	Completed
16-Aug-18	MES	Cr Hall advised that the flood gauge at Gumbardo Creek is missing on the Adavale-Cheepie Road, also noting that on the Napoleon-Toompine Road there is a dip in the road requiring signage and that on that road the 100km distance marker is incorrectly placed (The marker that currently reads 120 should read 100)	Dip Signs installed Request to change chainage marker sent to TMR for fixing – advice received from TMR that works have been completed.	Completed
16-Aug-18	MES	A discussion was held on whether Council may wish to consider sealing the 'hill' located just out of Cheepie on the Adavale-Cheepie Road as a result of the ongoing road condition at that location and along the road.	Walter to investigate and advise. Not considered a priority/justified	Completed
16-Aug-18	MCCS	Quilpie Swimming Pool Cr Paulsen requested that a new sign be arranged for the Quilpie Swimming Pool.	Investigating options for funding to replace sign and update exterior of pool.	Commenced
16-Aug-18	MES	Bulloo Park Fence Make sure gullies under fence (3 places) are protected as roos are going under at these locations	Peter Donahue has installed wire mesh at the three gullies locations.	Completed
16-Aug-18	CEO	SWQLGA conference motion to be submitted to assist lobbying Main Roads for South Comongin bridge funding (WRUP) re safety		Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

16-Aug-18	GOV	Buy Local Buy Local campaign to start early November. Remember importance of also utilising local services (NAB Bank Branch) etc. in addition to small business.		Completed
16-Aug-18	MCCS	Energy Queensland / Ergon Energy meeting Noted funding available for event sponsorship	Noted for future reference	Completed
16-Aug-18	MCCS	Heart of Australia Bus Is there any further information on dates the service will be in Quilpie?	Contacted Heart of Australia and requested update. Further information regarding dates etc will be advised by end of September. Forwarded email to CEO & Crs.	Completed
16-Aug-18	GOV	September Ordinary Meeting of Council Cr Paulsen to attend via teleconference / videoconference – need resolution at start of September meeting.		Completed
20-Jul-18	MCCS	Condolences Council noted the recent passing of Mr Jack Crawley and expressed their condolences to his family	At Councillors request Sue arranged for a wreath to be sent to the funeral.	Completed
20-Jul-18	GS	Ordinary Meeting of QSC held Friday 22 June 2018 <i>Resolution No: (01-07-18)</i> <i>That the minutes of the Ordinary Meeting of Quilpie Shire Council held on Friday, 22 June 2018 are taken as read and confirmed as an accurate record of proceedings.</i>	Uploaded to QSC website and Facebook	Completed
20-Jul-18	GS	Special Meeting of QSC held Friday 22 June 2018 <i>Resolution No: (02-07-18)</i> <i>That the minutes of the Special Meeting of Quilpie Shire Council held on Friday, 22 June 2018 are taken as read and confirmed as an accurate record of proceedings.</i>	Uploaded to QSC website and Facebook	Completed
20-Jul-18	MCCS	Toompine Hall Electricity Supply It was agreed that a notice shall be placed on the electricity box to ensure that the Toompine Hotel is alerted prior to any electricity supply interruption as they rely on the hall power for water supply.	A notice has been produced and a Works Request forwarded to the Maintenance Officer to attach to the Electricity box at the Toompine Hall.	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

20-Jul-18	MCCS	<p>NDIS <u>Resolution No: (03-07-18)</u> <i>That Council facilitate the establishment of a community based NDIS Advisory Group.</i> Jenny Hewson to Chair, Bob and probably Bruce would like to be involved. Steve (DON), Michelle, Colleen? Alina?</p>	<p>Contact has been made with potential members for the Quilpie NDIS Advisory Group. Date for first meeting still being determined due to members being unavailable on Friday 3rd August.</p> <p>1st meeting held 17/08</p>	Completed
20-Jul-18	GOV	<p>Register of Roads Policy Review <u>Resolution No: (04-07-18)</u> <i>That Council adopt the amended policy E.02 Register of Roads Policy as presented in report 11.1 of the accompanying agenda with the addition of the Toompine Airstrip to the register.</i></p>	Policy updated in BCS and uploaded to website	Completed
20-Jul-18	MES	<p>Purchase of Concrete Batching Plant <u>Resolution No: (05-07-18)</u> <i>That Council approves the purchase of a brand new fully integrated all-in-one mobile batching plant from Thomas Engineering Pty Ltd Ex Dalby for \$139,200 (excluding GST).</i></p>	MES arranging Purchase Order	Completed
20-Jul-18	MCCS	<p>North Comongin Wild Dog Control – Request for Assistance <u>Resolution No: (06-07-18)</u> <i>That Council does not agree to provide assistance to North Comongin to erect 17km of boundary fence, comprising of Quilpie Shire Town Common and Comongin and Gunadorah Reserve and Comongin.</i></p>	CEO – letter sent in Lisa’s absence	Completed
20-Jul-18	MCCS	<p>Quilpie Cultural Society Community Assistance Program Application <u>Resolution No: (07-07-18)</u> <i>That Council approves the request for financial assistance from the Quilpie Cultural Society of \$2,500 toward the employment of a Quilpie Cultural Society Arts Development Officer and Auditor for 2018/2019.</i></p>	CEO – letter sent in Lisa’s absence	Completed
20-Jul-18	GOV	<p>LGAQ Call for Motions – Annual Conference <u>Resolution No: (09-07-18)</u> <i>That Council submit a motion for the 2018 Local Government Association of Queensland conference requesting the State Government to provide regular and substantial funding towards the Western Roads Upgrade Program.</i> NOTE: This matter to be also considered at the August meeting.</p>	Motion submitted	Completed
20-Jul-18	CEO	<p>Request for Assistance – St Finbarr’s School <u>Resolution No: (10-07-18)</u> <i>That Council approve funding to a maximum of \$2,500 towards building application fees for St Finbarr’s School for a proposed tennis court upgrade.</i></p>	Letter sent	Completed
20-Jul-18	CEO	<p>Old Depot Site Redevelopment <u>Resolution No: (11-07-18)</u> <i>That Council accept the proposal from Vital Places for the concept validation program for the old depot site in Winchu Street, Quilpie for an amount of \$85,000 excluding GST.</i></p>	Vital Places advised	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

20-Jul-18	CEO	South West Regional Road and Transport Group <u>Resolution No: (12-07-18)</u> <i>That the draft Statements of Intent for the state controlled Quilpie-Adavale Road and the Quilpie Thargomindah Road are noted.</i>	SWRRTG Tech Coordinator advised	Completed
20-Jul-18	GOV	2018-2019 Fees and Charges Amendment <u>Resolution No: (13-07-18)</u> <i>That Council amend the 2018-2019 Schedule of Fees and Charges to include the following:</i> <ul style="list-style-type: none"> - Aged Persons Housing <ul style="list-style-type: none"> o Eligible tenants at Gyrica Gardens who do not receive assistance from the Government may be subject to market rent - \$145.00 per week. 	Master document updated and relevant staff advised. Updated register uploaded to website.	Completed
20-Jul-18	CEO	Review of Rainfall and River Gauge Stations <i>It was agreed that this matter be deferred for consideration until the August Ordinary meeting of Council following further information being obtained.</i>	Considered at August meeting	Completed
20-Jul-18	CEO	Special Holiday 2019 <u>Resolution No: (14-07-18)</u> <i>That Council nominate the first Tuesday in November (Melbourne Cup Day) as a 2019 bank holiday.</i>	Application submitted	Completed
20-Jul-18	GOV	Standing Orders Policy <u>Resolution No: (15-07-18)</u> <i>That Council adopt the revised policy, G.07 Standing Orders Policy, as presented in item 14.8 of the accompanying agenda.</i>	Policy updated in BCS and uploaded to website	Completed
20-Jul-18	CEO	Amendment to Prequalified Suppliers Submission - Halliebec <u>Resolution No: (16-07-18)</u> <i>That Council accept the amendment to the tender submitted by Halliebec Towing and Contracting to include the following items in the 2018-2020 register of prequalified suppliers for plant hire:</i> <ul style="list-style-type: none"> - Knuckleboom Lift; and - Vacuum Excavation Truck. 	Letter done	Completed
20-Jul-18	GOV	Subordinate Local Law No.2 (Animal Management) 2012 <u>Resolution No: (17-07-18)</u> <i>That Council That Council propose to make the Amending Subordinate Local Law No.1 (Animal Management) 2018 as presented in item 14.10 of the accompanying agenda;</i> <i>That Council note that possible anti-competitive provisions in the proposed subordinate local law have been identified and reviewed in accordance with the procedures prescribed under section 15 of the Local Government Regulation 2012 and no impacts have been identified;</i> <i>That in accordance with the Local Government Principles as defined in Section 4 (2) of the Local Government Act 2009, Council consult with the public about the proposed amending subordinate local law.</i>	Public consultation closes Monday 06 August. Advertised in community newsletter and online – late report to August meeting Report taken to August meeting	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

20-Jul-18	BEPO	Request for Change to Conditions for a Development Approval - Richardson <u>Resolution No: (18-07-18)</u> <i>That Council amend the following conditions associated with DA01 2017-2018:</i> <i>Condition 9 is removed;</i> <i>Condition 13: A driveway is provided at all entrances and exits of the site. The driveways shall be all weather gravel with dust suppression surfacing included.</i> <i>Driveways shall be constructed to maintain the required level of table drains along the site frontages;</i> <i>Condition 14: The internal entrance and exit roads and all vehicle maneuvering areas shall be all weather gravel with dust suppression surfacing included; and</i> <i>Condition 15 is removed.</i>	CEO – Letter done	Completed
20-Jul-18	CEO	Asset Management Update <u>Resolution No: (19-07-18)</u> <i>That the Asset Management Review Report be received.</i>		Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

20-Jul-18	BEPO	<p>Application for Material Change of Use Lot 30 SP234965 Resolution No: (21-07-18) <i>That the Development Application for a Material Change of Use on land described as Lot 30 SP234965 be approved in accordance with Arenkay Building Designs Plan ‘Site Plan’ drawing number 171202.01 amendment 3 modified as required to comply with the following conditions as the proposal generally complies with the overall outcomes for a Material Change of Use in the Residential Precinct of the Quilpie Shire Town Planning Scheme 2018 and that the approval be subject to the following conditions:-</i> <i>Quilpie Shire Council Conditions:</i> 18. <i>This approval is for a Material Change of Use and will lapse if the use is not commenced within two (2) years from the date of approval.</i> 19. <i>All outstanding rates and charges, if any are to be paid in full.</i> 20. <i>The premises are connected to Council’s reticulated sewerage system in accordance with the Plumbing and Wastewater Code and any applicable standards.</i> 21. <i>The premises are to be connected to Council’s reticulated water supply system.</i> 22. <i>Stormwater is collected and discharged in accordance with the latest edition of the Queensland Urban Drainage Manual.</i> 23. <i>The site is connected to the reticulated electricity supply.</i> 24. <i>Vehicle parking and service vehicle parking areas are to be constructed in accordance with AS2890.1 Parking Facilities; and Austroads AP34/95 – Design Vehicles and Turning Path Templates; and The Access to Premises Standard’ (Vol 1 of the National Construction Code) https://legislation.gov.au/Details/F2011C002014.</i> 25. <i>Landscaping is to be provided to a minimum of 10% of the site.</i> 26. <i>A driveway is provided at all entrances and exits of the site. The driveways shall be bitumen sealed or concreted to relevant standards.</i> 27. <i>The applicant should satisfy themselves that all requirements of the Building Act 1975 and the Building and Other Legislation Bill 2009 are complied with in full.</i> 28. <i>Stormwater drainage is to be provided in accordance with: Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013. Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987</i> <i>Referral Agency Conditions:</i> <i>Nil</i> <i>Notes</i> <i>This approval in no way removes the duty of care responsibility of the applicant under the Aboriginal Cultural Heritage Act 2003. Pursuant to Section 23(1) of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).</i></p>	Completed
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COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

20-Jul-18	CEO	New Duplex <i>Consider internal fence to be colorbond for privacy. Separate electricity boxes as per staff meeting</i>		Completed
20-Jul-18	BEPO	Application for Conversion of Grazing Homestead – Perpetual Leases 10/2843, 10/2844, 10/2845 <u>Resolution No: (24-07-18)</u> <i>That Council has no requirements in relation to the proposed conversion of grazing homestead perpetual leases 10/2843, 10/2844, 10/2845, over lots 1, 2, 3 on crown plan PO12 to freehold and that Council is not aware of any issues associated with the land.</i>		Completed
20-Jul-18	CEO	Request for Grid <u>Resolution No: (25-07-18)</u> <i>That Council approve the request from Chris Evans to install a grid on Pinkinetta Road subject to compliance with Council's grid policy.</i>	Letter done	Completed
20-Jul-18	CEO	Eromanga Entry Signage <u>Resolution No: (26-07-18)</u> <i>That Council accept the pre-engineering estimate costs for the Eromanga Sign project and agree to proceed to the engineering stage of the project.</i>	Armsign notified to continue	Completed
20-Jul-18	MFS	Quilpie Shire Council Trust Account Excess community funds to be transferred to the Community Grants Program		Completed
20-Jul-18	CEO	Street Vendors No change to current policy of allowing them, but request they don't park right outside the front door of the VIC.	Noted	Completed
20-Jul-18	CEO	Cultural Tourism <u>Resolution No: (27-07-18)</u> <i>That Council commission Mr Barry Riddiford to undertake preliminary aboriginal cultural heritage studies within the shire.</i>	Motion rescinded at August meeting	Completed
20-Jul-18	CEO	Brolga Street Tree Planters Dave to discuss with Toni Bonsey	Initial discussions held	Commenced
20-Jul-18	GOV	Senator Barry O'Sullivan <u>Resolution No: (28-07-18)</u> <i>That Council write a letter of appreciation to outgoing Senator Barry O'Sullivan thanking him for his contributions to the region.</i>	Sue has drafted up a letter. Nina to action and approve. Letter has been approved by Stuart and sent out via post on 1/8/2018	Completed
20-Jul-18	MES	Old Charleville Road Cr Hall advised the number one (1) grid on the Old Charleville Road requires maintenance	Instructions issued to repair grid	Completed
20-Jul-18	MES	Pipes – potential asbestos Cr Paulsen noted he has received comment that there are some old pipes currently located on footpath / road near IOR in Eromanga, and requested their removal. Someone told him they think they are asbestos.	Referred to Mike Castle to investigate and arrange removal. Quotations received and order issued.	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

20-Jul-18	MES	Brolga Street outside Hewson Hall Cr Hewson noted there is some maintenance work required on the road in Brolga Street where water main repair works were carried out.	Instructions issued to investigate and rectify.	Completed																																				
20-Jul-18	MES	Eromanga Landfill Reports not being maintained well. Dave to follow up	Instructions issued to investigate and rectify.	Completed																																				
22-Jun-18	MFS	Recovery of Overdue Rates <u>Resolution No: (02-06-18)</u> <i>That Council confirms its decision to proceed with the sale of land for rate arrears as follows:</i> <table><tr><th colspan="6">Properties in Arrears for 3 Years or Greater as at January 2018</th></tr><tr><th>Assessment No.</th><th>Property Address</th><th>Description</th><th>Property Type</th><th>Area</th><th>Years Outstanding</th></tr><tr><td>00196-00000-000</td><td>Brolga Street, Quilpie</td><td>Lot 910 on Q6802</td><td>Dwelling</td><td>1012m2</td><td>3+ Years</td></tr><tr><td>00052-00000-000</td><td>Shepherd Street, Adavale</td><td>Lot 508 on A2451</td><td>Vacant Land</td><td>2023m2</td><td>5+ Years</td></tr><tr><td>00028-00000-000</td><td>McKinlay Street and Nelson Street, Adavale</td><td>L33, 34, 35, 36 on A2453</td><td>Vacant Land</td><td>8092m2</td><td>5 Years</td></tr><tr><td>00052-50000-000</td><td>Shepherd Street and Klugh Street, Adavale</td><td>L501, 502, 509, 510 on A2451</td><td>Vacant Land</td><td>8092m2</td><td>5 Years</td></tr></table>	Properties in Arrears for 3 Years or Greater as at January 2018						Assessment No.	Property Address	Description	Property Type	Area	Years Outstanding	00196-00000-000	Brolga Street, Quilpie	Lot 910 on Q6802	Dwelling	1012m2	3+ Years	00052-00000-000	Shepherd Street, Adavale	Lot 508 on A2451	Vacant Land	2023m2	5+ Years	00028-00000-000	McKinlay Street and Nelson Street, Adavale	L33, 34, 35, 36 on A2453	Vacant Land	8092m2	5 Years	00052-50000-000	Shepherd Street and Klugh Street, Adavale	L501, 502, 509, 510 on A2451	Vacant Land	8092m2	5 Years	CEO – sent to solicitors for action	Completed
Properties in Arrears for 3 Years or Greater as at January 2018																																								
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00196-00000-000	Brolga Street, Quilpie	Lot 910 on Q6802	Dwelling	1012m2	3+ Years																																			
00052-00000-000	Shepherd Street, Adavale	Lot 508 on A2451	Vacant Land	2023m2	5+ Years																																			
00028-00000-000	McKinlay Street and Nelson Street, Adavale	L33, 34, 35, 36 on A2453	Vacant Land	8092m2	5 Years																																			
00052-50000-000	Shepherd Street and Klugh Street, Adavale	L501, 502, 509, 510 on A2451	Vacant Land	8092m2	5 Years																																			

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

22-Jun-18	MCCS	<p>Toompine Hall Electricity Issues</p> <p><u>Resolution No: (04-06-18)</u></p> <p><i>That Council liaise with the Toompine Progress Association with a view to approaching Ergon Energy to upgrade the transformer at Toompine.</i></p> <p>The progress association to approach Ergon to upgrade the transformer. Need to provide the report about usage to Ergon as evidence. If Ergon won't upgrade we need to look at other options such as preparing the circuit so a generator can be connected.</p>	<p>Rang Ergon to discuss possibility of installing extra transformer at Toompine. Andrew Stewart advised that there was an additional transformer installed 18 months ago (at no cost beside the Hall) which provided 200 amps of power and separated the pub and hall loads. There are two phases running off the transformer.(can't have 3 phase) They also installed polyloggers which record the voltage and it is still very unbalanced. There is too much power coming from one phase. GWE is currently at Toompine upgrading the switch board to try to balance the load. If Council wish to escalate this request further it will cost between \$10,000 - \$30,000 + contractors fees to do upgrade works.</p> <p>Thursday Ergon are going to install more polyloggers to record the voltage used this weekend and will also give a good indication whether the contractors were able to balance the load any more. Ergon will review next week and provide a report. Ergon will not consider a request without the polylogger report.</p> <p>I have spoken to Peirce Edwards and advised him of the progress of the issue</p>	Commenced
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COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

22-Jun-18	MCCS	Eromanga Exclusion Fencing <i>Resolution No: (07-06-18)</i> <i>That Council agree to the running of high density poly across the creek to address drainage issues and interim installation of two grid alarms as part of the Eromanga Exclusion fence project.</i>	Brendan Murray to organize and invoice Council. Sirens installed and invoice submitted for payment	Completed
22-Jun-18	MCCS	Eromanga Cemetery Fencing <i>Obtain quote for cost to make Eromanga Cemetery fence 'roo proof' – requires about 300m to complete the job.</i>	Waiting to hear back from Brendan Murray.	Commenced
22-Jun-18	CEO	Industrial Land Can we do a promotional sign on the land? (Not just a for sale sign on each block)		Not commenced
22-Jun-18	GOV	Subordinate Local Law No.2 (Animal Management) 2012 <i>Resolution No: (16-06-18)</i> <i>That Council commence the process for amending Subordinate Local Law No.2 (Animal Management) 2012.</i>	Report to July meeting	Completed
22-Jun-18	HR	First Start – Apprenticeship and Traineeship Is there an option for a painter apprenticeship or concreter apprenticeship?	Cannot adequately supervise	Completed
22-Jun-18	CEO	Exclusion Fencing Following feedback obtained at the Wild Dog Advisory Committee meeting and further to discussions with Bulloo and Paroo Shire Councils, it was agreed that Council will undertake a community survey to identify support for an exclusion fencing program to be coordinated by Council. Review survey and package and consult with Bulloo and Paroo Shires to get consensus.	EOIs closed 27 July. 38 received – report taken to August meeting.	Completed
22-Jun-18	CEO	Cr Hewson noted that while local exhibitions at the Visitor Information Centre are being supported, others exhibitions are not and suggested a review of the program be undertaken.	VIC advised and asked for comment. Feedback provided to Council	Completed
22-Jun-18	MES	Cr Hewson reiterated previous concerns in relation to the condition of Congi Road . The road is very bad and the grid still not done. Dave to follow up quote from Ralph		Completed
22-Jun-18	CEO	Cr Paulsen advised he had received concerns in relation to the policy of not permitting the refuelling of drums at the airport facility. This will be further investigated by the Chief Executive Officer.	Under investigation to see what surrounding councils do	Completed
22-Jun-18	MES	Cr Paulsen requested that alternative plants for the arbor at Bulloo Park be sourced to allow faster growth cover. Council wants Bougainvillea	Toni requested to source Bougainvillea and any other appropriate faster growing /durable plants. A few available plants are in and more on order.	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

22-Jun-18	MES	Cr Bob Hall requested that remedial action be undertaken on Brolga Street to smooth the surface for the upcoming Kangaranga Do event. (About 3m near the pub – please see publican – smooth emulsion)	<p>CEO – maybe 5mm aggregate and emulsion.</p> <p>It is planned to lay water main in street in a few month's time so it would be preferable to defer repairs until pipe laying works completed.</p> <p>Organisers have been requested to consider using Bulnbuln for the bath tub races.</p>	Completed
22-Jun-18	GOV	Cr Roger Volz requested that Council inform the community on the proposed works for John Waugh Park Oval following resident concerns he has received.	<p>CEO – Casey to provide info to Nina</p> <p>MES has request Cr Volz for a list of concerns to assist in preparing adequate response.</p> <p>MES has met with users and explained to them the status of the oval and the current strategy to undertaken ongoing levelling works in stages.</p>	Commenced
22-Jun-18	MES	Cr Volz advised that the tennis court gates require latches and the courts need cleaning due to gravel and stone on the surface.	Supervisors advised to take action to install latches to gates and to clean the courts.	Completed
22-Jun-18	MES	Cr Volz noted that the loading ramp past the IOR refueling facility is starting to get very bull dusty and potholes are developing.	Supervisors advised to take action to repair loading ramps and access areas.	Completed
22-Jun-18	MES	Cr Volz requested that the stock fence near the airport road is not fully connected to the airport fence and requested this be rectified to ensure kangaroos will not get into the proposed mulga trail area.	<p>Supervisors advised to take action to repair fence and other works required at the airport.</p> <p>Service request sent to maintenance crew to repair.</p>	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

22-Jun-18	CEO	Cr Volz noted a number of minor issues at the Bulloo Park complex required attention and will email the Chief Executive Officer accordingly.		Not commenced
22-Jun-18	CEO	Airport Cr Mackenzie has received feedback that we need a lift to get people in and out of planes if required. Council agreed this was essential and CEO is to speak with Philippa and follow up accordingly.	REX website advises “ <i>Please note that some airports in Queensland cannot cater for passengers who require the use of the Disabled Passenger Lifter (DPL). Mobility disabled passengers who are not capable of ascending the aircraft stairs are asked to call the Customer Contact Centre prior to booking to check. DPLs are currently not installed at Bedourie, Boulia, Burketown, Karumba and Quilpie.</i> ” Philippa Ware asked for feedback	Completed
22-Jun-18	MCCS	Vital Health Roma Follow up Cr Volz’ advice he spoke with Jean Brennan and asked her to attend July Council meeting in relation to NDIS – need more community awareness.	Left message at Vital Health for Jean	Completed
22-Jun-18	GOV	Fees and Charges Need to amend when review document – add ‘or market rent’ to Gyrica Gardens	Report to July meeting	Completed
18-May-18	GOV	Conflicts of Interest <i>Review declarations of COIs and MPIs</i>	Have uploaded signed documents to website.	Completed
18-May-18	GOV	Buy Local Video <i>Replay Go Local Video every six weeks or so</i>	On tourism website and replayed with Buy Local launch	Completed
18-May-18	CEO	Digital / Social Media Workshops Dave to follow up if another available for Quilpie as per Stuart’s comments	Scheduled for 2019 under OQTA program	Completed
18-May-18	CEO	Main Roads Grids - Various Cr Hall enquired as to the status of grid maintenance requirements along the Eromanga Road and also noted the urgent need to repair the Copparella grid on the Toompine Road. Council’s Chief Executive Officer will follow this matter up with the Department of Transport and Main Roads;	Letter sent to TMR Roma	Commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

13-Apr-18	MES	Bulloo Park Cr Paulsen enquired about the installation of fans at the racecourse complex. It was requested that quotes be obtained for consideration in the upcoming budget; DEFERRED	Quotes received from Great Western Electricals for \$17,300 to install fans in kitchen, bar area and main public area except bookies area on eastern side. Awaiting funding approval.	Completed
13-Apr-18	GOV	Electricity Usage Cr Volz noted that we need to proactively promote the need to conserve electricity where possible.	Published in June staff newsletter	Completed
13-Apr-18	MES	Road Signage A discussion took place regarding incorrect spelling of road signs. The spelling of signs for Wynburn property, Winbin Creek, Piastre and Coonaberry Creek were identified and queried;	New signs with correct spelling ordered and delivered. Installation to be arranged when resources permit.	Completed
9-Mar-18	GOV	Industrial Subdivision information packages on the industrial land be developed and distributed to relevant companies involved in the resource industry. Dave to speak with Jody Dare for database and contact Mark Mayfield and Beach for a list of companies they use Also include a flyer on the residential blocks in the package		Not commenced
9-Mar-18	CEO	Regional Waste Forum Roger advised Goondiwindi and Balonne are allowed to burn – follow up	Licence amendment being applied for. Council decided cost to do air quality assessment was excessive and the amendment won't be applied for.	Completed
9-Mar-18	MCCS	Residential Blocks Can we do a paid listing on realestate.com for a 'pop up' listing for the residential blocks		Not commenced
9-Mar-18	CEO	Tourism Logo Arrange for fridge magnets and car stickers with new logo for distribution. Make sure all towns included etc.	Janelle ordering	Commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

9-Feb-18	CEO	Bulloo Park Fencing Obtain quotes from the Truss boys and Pat Murray	MES requested quotes from Truss boys and Pat Murray. Both have declined to quote. Seeking quotes from other contractor with a firm commitment to undertake the work within stipulated timeframe.	Completed
9-Feb-18	MCCS	Cattle into Town How can we prevent the cattle coming into town from the East?	Difficult as they are coming into town at night. Monitor the east at night. Impound cattle if able to.	Completed
9-Feb-18	MES	Railway Museum What is the status of the fence and concrete path to the museum	Quotes have been received and the cost are exorbitant in excess of budget. Budget supplement required. DEFERRED PENDING BUDGET APPROVAL	Commenced
9-Feb-18	CEO	Brolga Street Obtain some options for pots etc. to replace the footpath trees – Dave to contact Pamela for ideas	Pamela Denise contacted and report provided. Discussed with town services staff. Refer to item above	Completed
16-Jan-18	MES	Eromanga Hall Hold off any planning for inclusion of baby change room at Eromanga Hall until after discussions at Eromanga community meeting DEFERRED	Brandon & Associates & staff have been advised to place on hold.	Commenced
16-Jan-18	CEO	Waste Management Start looking at long term solutions for waste management eg regional collaboration	Regional waste management strategy being reviewed	Commenced
8-Dec-17	CEO	Social Media Training Is it possible to try to source some funding to run another public social media course next year?	Refer to item above	Completed

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

8-Dec-17	BEPO	<p>Acquisition of Native Title Rights <u>Resolution No: (03-12-17)</u> <i>That:</i></p> <p>a) Council, having served a Notice of Intention to Acquire Native Title Rights and Interests and a Notice of Intention to Resume Non-Native Title Rights and Interests (“the Notices”) over land and waters described as part of Lot 10 on BL013 (the Toompine Cemetery) as particularised in the Notices served on the registered claimants for the Mardigan People Native Title Claim QUD26/2007 and the Resource Interest Holder, Black Gold Oil Pty Ltd for the Toompine Cemetery; and</p> <p>b) Council did not receive any objection to the Notices; and</p> <p>c) Council, having served a Notice of Intention to Acquire Native Title Rights and Interests and a Notice of Intention to Resume Non-Native Title Rights and Interests (“the Notices”) over land and waters described as part of Lot 10 on BL013 (the Toompine Landfill) as particularised in the Notices served on the registered claimants for the Mardigan People Native Title Claim QUD26/2007 and the Resource Interest Holder, Black Gold Oil Pty Ltd for the Toompine Landfill; and</p> <p>d) Council did not receive any objection to the Notices; and</p> <p>e) Council, having served a Notice of Intention to Acquire Native Title Rights and Interests over land and waters described as part of Lot 36 on MCK5320 (the Adavale Refuse Tip) as particularised in the Notice served on Queensland South Native Title Services, the representative body for the area for the Adavale Refuse Tip; and</p> <p>f) Council did not receive any objection to the Notice;</p> <p>Council resolves to:</p> <p>proceed with the compulsory acquisition of native title and resumption over the Toompine Cemetery, Toompine Landfill and Adavale Refuse Tip;</p> <p>apply to the Minister administering the Acquisition of Land Act 1967 that any native title rights and interests and any non-native title rights and interests in and over the Toompine Cemetery be acquired for the purpose of Cemetery Reserve; and</p> <p>apply to the Minister administering the Acquisition of Land Act 1967 that any native title rights and interests and any non-native title rights and interests in and over the Toompine Landfill be acquired for the purpose of Waste Management Facility (refuse tip and refuse transfer station); and</p> <p>apply to the Minister administering the Acquisition of Land Act 1967 that any native title rights and interests in and over the Adavale Refuse Tip be acquired for the purpose Waste Management Facility (refuse tip and refuse transfer station); and</p> <p>instruct its solicitors to prepare and lodge the applications to acquire native title and the resource interest to the Minister for the Department of Natural Resources and Mines to gazette the acquisitions.</p>	Emailed Jenny Humphris – Holding Redlich with signed documents and minute of Council meeting.	Completed
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COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

8-Dec-17	GOV	Social Media Issue staff in the field and offices with factsheet on 'how to take a good photo / video' with their phone for Council Facebook page.		Not commenced
8-Dec-17	BEPO	Building issues Follow up status of Julie Benjamin's house	Outstanding from correspondence 10/08/17 is removal of power box, as at 13/12/17 I have been unable to contact Julie to discuss. Julie was given until Feb 18 to 1. Apply to Council for an building application to restore the structure to a liveable state, with works to be completed within 12 months; OR 2. Apply to Council for a demolition permit; and 3. The site is to be left in a clean and tidy condition. Update 24.05.18, Julie is waiting to move into Council unit staff will liaise with housing officer and follow up further to ensure all requirements are met	Commenced
8-Dec-17	MCCS	Eromanga Tennis Court Surface needs attention	Noted during Eromanga inspection. Looking for funding options	Commenced
8-Dec-17	CEO	EDCA and Eromanga Community Funds Cabinets for Living History Museum ok – just one big and one small noticeboard at this stage – would prefer quality painted sign not glass.	EDCA advised Cabinets installed	Completed
17-Nov-17	CEO	Business Supply Prospectus <i>Cr Hewson – we need a prospectus of available products and services we are able to offer to eg mining companies to get as much business as we can if / when exploration starts</i>		Not commenced
17-Nov-17	CEO	Opal Promotion <i>Need to look at ensuring we continue to promote Opal, especially when Sunrise Opals close.</i>		Not commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

17-Nov-17	GOV	Online Booking Capability <i>Cr Mackenzie reiterated the importance of having online bookings available via the tourism website</i>	Waiting until new website developed. Discussions with developer have raised issues with potential coordination with external (to council) business operators.	Not commenced
17-Nov-17	BEPO	Location Eromanga Landfill <i>This matter was deferred for consideration to the December 2017 Ordinary Meeting to allow an opportunity to consult with Eromanga residents. Mayor will discuss at next EDCA meeting</i>	EHP Notified Transfer station option to be investigated. Application for landfill on current site in process	Completed
17-Nov-17	MES	Basin Signage Council will investigate signage indicating the start of the Lake Eyre and Cooper Basins at relevant locations in the shire	Jeff Turner is investigating with State Government agencies. Mayor has concurred with wording on the signage and new signs have been ordered.	Commenced
13-Oct-17	CEO	Eromanga Can we turn it into a 'dinosaur' themed town	W4Q2 project being investigated Discussed at Eromanga town meeting February 2018	Commenced
13-Oct-17	MCCS	Eromanga Exclusion Fence <u>Resolution No: (04-10-17)</u> <i>That Council proceed with the construction of an exclusion fence for the township of Eromanga as part of the adjacent property fencing project (to a maximum cost of \$9,777 for materials and \$7,500 for labour).</i>	Liaising with Pat Murray to progress this project. 28/11 Have not received a formal quote from Murray Bros Trust. Advised by Brendan Murray that they are holding off the fence for a while. Fence completed June 2018	Completed
18-Aug-17	MCCS	Living History Museum Eromanga Council has been requested to investigate options such as a security camera to assist in allowing the Living History Centre remain unlocked during the day.	Have requested EDCA provide further advice	Commenced
18-Aug-17	CEO	Tourism Cr Paulsen – liaise with 'Quilpie Opals' for better promotion. Follow up the documentary with Paul Burton re opals Cr Hewson – people say they would like to see and be actively involved in activities such as shearing Cr Volz – publicise benefits of business utilising social media and promote the training coming Cr Volz – promote Outback mates program to business	Outback mates advertised in September newsletter. Social media training advertised. Benefits of using are being promoted in newsletter.	Commenced

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

18-Aug-17	MES	Quilpie Caravan Dump Point Consideration to be given to the relocation of the existing caravan ‘dump point’ at John Waugh Park to a more suitable location. DEFERRED	It is proposed to relocate the dump to the footpath of the old depot foreman’s office, just down from the old power house museum. Matter deferred pending results of Community Consultation relating to the Old Depot site.	Commenced																					
18-Aug-17	CEO	Old Bore Head Start planning for replacement and maybe make application in next round of LGGSP	Inspection of the bore was arranged. Funding application for bore renewal and replacement of the water mains in town through LGGSP will be prepare in due course.	Completed																					
14-Jul-17	MFS	Proposed Sale of Land for Rate Arrears <u>Resolution No: (04-07-17)</u> <i>That Council agrees to proceed with the sale for rate arrears as detailed below:</i> <table><tr><th colspan="7">Properties in Arrears for 3 years or Greater as at January 2017</th></tr><tr><th>Property Address</th><th>Description</th><th>Property Type</th><th>Area</th><th>Total Arrears</th><th>Last Payment Date</th><th>Years Outstanding</th></tr><tr><td>Neal Street Eromanga</td><td>L508 E3051</td><td>Vacant Land</td><td>2023m2</td><td>\$3442.68</td><td>19/03/2013</td><td>4</td></tr></table>	Properties in Arrears for 3 years or Greater as at January 2017							Property Address	Description	Property Type	Area	Total Arrears	Last Payment Date	Years Outstanding	Neal Street Eromanga	L508 E3051	Vacant Land	2023m2	\$3442.68	19/03/2013	4	Alisha will send details to solicitors	Completed
Properties in Arrears for 3 years or Greater as at January 2017																									
Property Address	Description	Property Type	Area	Total Arrears	Last Payment Date	Years Outstanding																			
Neal Street Eromanga	L508 E3051	Vacant Land	2023m2	\$3442.68	19/03/2013	4																			
14-Jul-17	BEPO	Proposed Purchase of Part of Lot 36 MCK5320 being Adavale Landfill <u>Resolution No: (11-07-17)</u> <i>That Council proceed with the acquisition of a Deed of Grant for the Adavale Landfill site and that an application for a dedicated road access off Patricia Park Road be submitted.</i>		Completed																					
14-Jul-17	BEPO	Proposed Purchase of Part of Lot 10 BLO13 being Toompine Landfill <u>Resolution No: (12-07-17)</u> <i>That Council proceed with the acquisition of a Deed of Grant for the Toompine Landfill site.</i>		Completed																					
14-Jul-17	CEO	Tourism Packages Packages outlining ½ day through to 3 day itineraries for shire to be developed (Cr Mackenzie)		Commenced																					
14-Jul-17	CEO	Sponsorship for Birdsville Events Investigate potential sponsorship / advertising with Big Red Bash and Birdsville Races (Cr Mackenzie)	Pete Murray using our video in Big Red Bash promos	Commenced																					
21-Apr-17	CEO	Tourism Promotion (Bob) Commence discussions with Barcoo Shire Council to develop marketing plan for travel through Quilpie, Windorah, Jundah to Longreach		Not commenced																					
6-May-16	CEO	South West Regional Road Group Roads Funding Program <u>Resolution No: (15-05-16)</u> <i>That Adavale Black Road and Onion Creek Road be designated as Local Roads of Regional Significance for Quilpie Shire Council.</i>	Submitted waiting response	Commenced																					

COUNCIL MEETING TASK REGISTER JULY 2018 – JUNE 2019

8-Sep-15	CEO	<p>Solar Power New Depot</p> <p>A Solar Power report has been received from Ashburner Francis Consulting Engineers outlining the potential for utilizing solar power at the New Depot.</p> <p><u>Action:</u> Chief Executive Officer to undertake some further investigation and provide a report to Council of options for solar power for the new Depot site.</p>	Investigations commenced. Deferred until new depot operational and power consumption known	Commenced
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Strategic / Decision Report

Governance

13.4 (04/19) – Remote Area Tax Concessions

IX: 176747

Author: Chief Executive Officer, Dave Burges

PURPOSE:

The purpose of this report is to allow Council to consider making a submission to the Productivity Commission Review of the Remote Area Tax Concessions and Payments.

POLICY/LEGISLATION:

Not applicable

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That Council make a submission to the Productivity Commission review of the Remote Area Tax Concessions and Payments issues paper.

BACKGROUND:

By letter of 15 March 2019, Senator the Hon Ian Macdonald has written to Mayor Mackenzie encouraging Council to make a submission to the Productivity Commission Review 'issues paper'. A copy of the inwards correspondence is provided as **Attachment A**.

A copy of the inwards correspondence and the 'issues paper' were emailed to Councilors on 20 March 2019. The 'issues paper' can also be found using the following link.

<https://www.pc.gov.au/inquiries/current/remote-tax/issues>

In 2011 / 2012 the South West Regional Economic Development (SWRED) Board commissioned Professor Ian Manning to undertake a body of work on this issue.

A copy of the draft report prepared by Prof Manning is included as **Attachment B**.

DISCUSSION:

For discussion

FINANCIAL:

Not applicable

CONSULTATION:

Not applicable

ATTACHMENTS:

Attachment A: Inwards correspondence

Attachment B: Draft report



Cr Stuart Mackenzie
Mayor
Quilpie Shire Council
PO Box 57
QUILPIE, QLD 4480

QUILPIE SHIRE COUNCIL 20 MAR 2019	INFO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MAYOR	CRS	CEO	Managers - Corporate	Community	Engineering	Finance		

Dear Cr Mackenzie,

The Productivity Commission Review of the Zone Tax Rebate/Offset – the *Remote Area Tax Concessions and Payments* (the Review) - has today published its 'issues paper'.

The issues paper sets out the principal focus of the inquiry (zone tax offset, fringe benefits tax remote area concession and the remote area allowance), the history of the Zone Tax Offset, and the objectives of the remote area assistance programs.

The release of the issues paper presents a timely reminder of the importance of ensuring that the Review receives the benefit of the widest possible scope of views. **It is vitally important that we make the case for Northern and Western Queensland and that the needs of our communities receive proper consideration across the Review.**

If you visit the Productivity Commission Website at www.pc.gov.au/ you will see that thus far there have been only three (3) submissions to the Review.

I note with some concern that one of these advocates for scrapping the Zone Tax Rebate and all Remote Area Tax Concessions on constitutional grounds.

I would encourage you and your team to put together a submission that reflects the views of your local communities, businesses and stakeholders regarding the future of the Zone Tax Rebate and all Remote Area Tax Concessions and associated arrangements.

Submissions do not need to be lengthy or set out in any particular form. A single page that simply states your views and preferences would be enough.

Initial submissions to the Review are invited until early May. Further submission may be made up to the release of the draft report. The draft report release date has not yet been determined however please keep in mind that the final report is scheduled for February 2020.

If you would like any guidance regarding the submission process, please contact James Hawthorn at my office on 07 4771 3066.

Kind Regards,

Ian Macdonald
March 15, 2019

ATTACHMENT B

Income tax Zone rebates

DRAFT: Ian Manning, 9 11 11

For 66 years the Income Tax has included provisions to reduce the tax which would otherwise be payable by residents of remote areas. The major report into the tax system prepared by the Australian Treasury in 1969 (the Henry report) referred to these provisions as the 'zone tax offset'. The report admits that it does not examine the offset in any detail, but its basic attitude is clear from the wording of its Recommendation 6:

'To remove complexity and ensure government assistance is properly targeted, concessional offsets should be removed, rationalised or replaced by outlays.

....

(b) The zone tax offset should be reviewed. If it is to be retained, it should be based on contemporary measures of remoteness.'

This review has yet to materialise. The remote area tax rebate continues to be offered at rates which were last adjusted in 1993 and have therefore been significantly eroded by inflation. As of September 2011 the rebate was worth around 62 per cent of its value in 1993 (adjusted by the Consumer Price Index for Darwin). In the absence of action, it appears that the remote area rebate is fated to fade away. This paper provides a preliminary review.

History of income tax concessions for remote areas

In its present form, the Australian income tax dates from the Second World War. To pay for the war, the Commonwealth increased its rates of income tax considerably and incorporated the various state income taxes into its own tax. When the fighting ended the enhanced income tax continued to be collected, largely to pay for post-war investments in national development and also to enhance the social security system. In line with contemporary practice, the tax featured a schedule of rising marginal rates.

At the time, Australia was experiencing full employment and both businesses and governments resorted to paying 'district and regional allowances' to attract workers to remote and tropical jobs, many of which were considered of high priority for national development reasons. Much of the benefit of these supplements was clawed back by the Commonwealth through its marginal tax rates – at the time the top marginal rate was over 75 per cent though the marginal rate for a typical worker was around 18 per cent. In 1945 a zone allowance was introduced in the form of a deduction from taxable income for taxpayers resident in regions where workers commonly received district or regional allowances to compensate them for 'disabilities of uncongenial climatic conditions, isolation or relatively high cost of living'. The zone allowance was made available to all taxpayers who spent at least six months of the tax year living in the zones, not merely those who received district or regional allowances.

Two Zones were defined. Zone A comprised the Australian tropics apart from the Queensland east coast south of Cape Tribulation, and Zone B included the Queensland coast from Cape Tribulation south to around Sarina plus a belt of inland Queensland adjacent to Zone A; the far west of NSW, the far north of SA, the WA goldfields and the west of Tasmania. From the beginning, and to this day, Zone A attracted a greater allowance than Zone B. In 1955 the Zone A boundary was extended south to the 16th parallel.

From 1958 Zone Allowances were complemented by loadings on the deductions for dependants which had long been a feature of the tax system.

In 1975 the Zone Allowance was converted to a rebate. The additional allowances for dependants were also converted to rebates and Zone residents became entitled to percentage additions to their basic dependent rebates. When rebates for children were merged into Family Allowance payments they remained as an element in the Zone rebate system.

In 1981 a Public Inquiry into Income Tax Zone Allowances was conducted. As a result of this inquiry the zone loadings for dependant rebates were increased. A second important change was the creation of Special Areas, defined as places within Zone A or Zone B located more than 250 km by the shortest practicable surface route from the nearest town with more than 2500 people as of 1981. The rebate in the Special Zone has been set at 3.47 times the Zone A rebate.

Finally, in 1984 Remote Area Allowances were introduced as supplements to all the major income-support social security payments. Though not part of the income tax system, these allowances are an obvious complement to the income tax zone rebate. Taken together, they mean that the Commonwealth provides income allowances for nearly all permanent remote-area residents. Remote Area Allowances are available to pensioners and some beneficiaries who are permanent residents of Tax Zone A and Special Tax Zones located within Zone B. They are not available in the non-special parts of Zone B. The allowances are paid at the same rate without distinction between the Special Zones and the rest of Zone A.

The purpose of remote area rebates

The system has been reviewed only once, in 1981. It worth considering this review in detail, since this was the only occasion when the remote area provisions have been subject to detailed assessment. The four members of the Public Inquiry into Income Tax Zone Allowances called for submissions and arranged public consultations. Their analysis revealed significant divergences so that the team of four members produced three reports with different recommendations. The main report was signed by the Chairman (P E Cox) and by S G W Burston, and with reservations by the other two members. G Slater prepared a minority report with alternative recommendations and A M Kerr added a statement in which he endorsed some recommendations and varied others. However, the Cox inquiry was unanimous in recommending that Zone Rebates should continue; the differences between its members concerned the geography of eligibility and the rates of rebate.

It is likely that in any future review much the same arguments will be considered and similar divergences will emerge. We will accordingly base our discussion of the purpose of the rebates on the points raised in 1981. We will also ask whether conditions have changed so as to affect the relevance of the arguments, keeping in mind two obvious differences since 1981:

- The real value of the rebates has declined through failure to index them.
- The income tax rebates are now complemented by social security entitlements.

There have also been various other, more subtle changes since 1981 and indeed since 1945.

The incidence of remote area rebates

Serious discussion of remote area rebates is only possible if we know who they benefit. Do they benefit employees, granting them higher disposable incomes, or do they benefit employers, allowing them to reduce cash pay rates?

When remote area allowances were introduced in 1945 it was assumed that they were essentially a benefit to employers who would be enabled to attract labour with lower remote-area loadings than would have been required in the absence of the allowance. However, much recent discussion of the equity of the allowances assumes that they have no effect on pay rates and therefore the rebate benefits the employee. It is hard to give a definitive answer to these questions since they depend on an unobservable variable: what would remote area wage rates be in the absence of the remote area rebate?

Tentative answers may be as follows.

- Where the rebate is large (as it was, in real terms, when the provision was first introduced), it is hard to argue that it will not affect at least some wage rates. When this happens at least some of the benefit will accrue to employers, who may increase the level of remote-area employment in response. Per contra, when the rebate is small (as it is now, in real terms) it is less likely to be taken into account in wage negotiations.
- Where wage rates are fixed by centralised wage-setting authorities without regard for geographic area, it is more likely that the benefit will accrue to employees. When wage rates are set by 'the market', it is more likely that the rebate will be taken into account in setting wage rates and will therefore accrue to employers.

Due to the steady erosion of the value of the rebate from inflation and the lack of indexation, there may have been a trend towards its benefiting employees rather than employers. However, the trend away from centralised wage determination to bargained rates has probably increased the chances that the rebate will benefit employers. These two trends cancel out, and the best that can be said is that the incidence of the rebate is likely to vary with circumstances. By contrast, the remote area allowance in social security unambiguously increases the income of its recipients.

Decentralisation and industry development

The Second World War was a shock to Australia's sense of security. One reaction to this shock was to seek to populate the North – those vast regions with population densities way below those not so far away in Asia. It was also believed that there were significant unutilised resources in the North and that exploitation of these resources would be of national benefit. Tax incentives were an obvious element in policies to populate and develop the North.

An allied belief was that one of the hindrances to populating and developing the North was the 'uncongenial climate'. For decades up until the Second World War most tropical countries were under the control of the European Powers as colonies. In these countries the colonialists managed and the

natives worked. The racial division of labour in the tropical colonies meant that the idea that people eligible to be citizens of White Australia could do all the work necessary to develop the tropics was still somewhat novel. Populating the North would be a great national experiment and there was a sense that the nation as a whole should participate in the experiment by providing cash rewards to people who went North.

During the 37 years separating the original provision of Zone Allowances and the Cox Committee's hearings in 1981 the Australian population doubled, but not in the pattern envisaged by those who sought to populate the North – the growth was based on manufacturing and much of it occurred in the cities, reflecting deliberate policies of industry development. The Committee held its hearings at a time when Australia was debating government involvement in industry development, particularly tariffs. Tariff cuts were a cause celebre in remote areas where it was argued that abandoning protection would provide a major stimulus to local export industries including pastoral production and mining. It was even argued that, in the absence of tariff cuts, Zone rebates were justified as compensation for the costs of protection. Three decades on, tariffs have been cut, the mining and pastoral industries continue their cycle of boom and bust (currently boom) and the argument for Zone rebates as compensation for tariffs has disappeared. The Australian population has grown by a further 50 per cent, still mainly in the major cities and their immediate surroundings.

During the post-war period the cry to develop the North became muted. The memory of recent conflict faded and various high-profile investments to develop the North struck economic trouble (Humpty Doo rice, the Ord River Dam). At the same time Australians became less anxious about their capacity to survive and work in the tropics, though to this day Australian tourists avoid the North and Centre during the hot and wet seasons. Despite these falling anxieties, the Cox Inquiry took the idea of compensation for uncongenial climate seriously. They observed that no place in Australia has a completely congenial climate – everywhere there are episodes when it is too hot or too cold or too wet or too dry. However, some places are less comfortable than others. According to a meteorological discomfort index which emphasises heat and humidity, the most uncongenial region extends eastwards from Kununurra. Even in this area it is now possible (at an expense) to create congenial indoor, driving and plant-operating conditions by air conditioning. If air-conditioning is the answer, there is no need for compensation for uncongenial climate but there may be a case for compensation for the cost of air conditioning and, for that matter, for the cost of heating in cold places.

Interest in population geography did not disappear when populating the North became less urgent, but was replaced by the promotion of decentralisation, which meant getting jobs out of the capital cities to reduce congestion costs. This argument for decentralisation was, however, irrelevant to Zone rebates since it was not necessary to move more than a moderate distance from the capital cities to avoid congestion – indeed, longer moves into the remote regions tended to increase transport costs.

Though decentralisation provided no more than weak support for Zone rebates, there was still the argument that it was in the national interest to encourage the development of remote-area resources. Though this argument had been important in 1945, the Cox Inquiry gave it relatively little attention. All members of the Inquiry, despite their divergences in other respects, seem to have been persuaded that resource development would be better pursued by other means. They provided very little discussion of what these other means might be, though in the 1980s there was a rising body of opinion which held that development should be left to the private sector.

Thirty years further on it is not so certain that suitable alternative measures exist to ensure nationally desirable levels of economic activity in remote areas. This question is discussed in a companion piece to the present paper which deals with the position in South West Queensland. Experience in South West Queensland and elsewhere indicates that there is no shortage of resource-based developments during periods of high international commodity prices; the basic problem is maintaining and developing capacity during slumps. In the past there have been wool and beef booms and currently, after years in the doldrums, the price of wool is again attractive. The mineral side is even more subject to booms and busts, with the current gas boom affecting the region directly while the coal boom and iron ore boom affect it indirectly.

The mineral resource industries are currently in a phase of optimism but the lessons of the past are that booms end, sometimes with a return to trend prices and sometimes with a correction downwards as surplus world productive capacity developed during the boom is worked off. The pastoral industry knows this well and for many decades has proved its resilience, not only to price fluctuations but to the sequence of good and bad seasons. Resilience involves prudent accumulation of reserves during the good times and maintenance of capacity during the bad – it is hard to take advantage of the next in the capricious series of booms without productive capacity in place. The major mineral resource companies know this as well as the pastoralists but they are always under pressure from the finance sector to harvest short-term yields and pay out. It is likely that increasing exposure of the pastoral industry to the stock market will exert similar pressure.

Reserves can be accumulated in different ways. One way is cash and investments, but another is by re-investment. The pastoral industry has traditionally used a combination of off-property and on-property investment to employ funds generated in the upswings of the seasonal and commodity cycles. Similarly the maintenance phase can be financed by running down investments (and in dire necessity incurring debt) and by postponing on-property investment – but preferably in a way that does not threaten capacity.

At the regional level, these business strategies can be complemented by government action. When local industries are all in the boom phase at once, government can help to release local resources to participate in the boom by restricting itself to maintenance. Where some industries are in boom while the others are in the maintenance phase, governments can endeavour to transfer resources into the booming industry while ensuring that capacity in the non-booming industries is maintained. Where all local industries are in maintenance phase, it is appropriate for governments to attempt to take up the slack, investing in infrastructure as a contribution to readiness for the next boom. It is, of course, as difficult for governments as for businesses to make the necessary financial arrangements, exercising discipline during booms and countering despondency during periods of slack activity, but this is no excuse for not trying.

In this discussion we have assumed that fluctuating commodity prices are inevitable. It has often been pointed out that steady capacity utilisation would be less wasteful than the current alternation between the costs of over-capacity production and the costs of underutilised capacity. While this remains a theoretical possibility, in Australia the chief lesson from the long and sorry history of government schemes for the stabilisation of agricultural markets is that intervention at the industry level is hazardous, to say the least, and that governments are best restricted to general counter cyclical

policy including the maintenance of infrastructure and its extension during times when activity levels require support.

The case for remote area wage subsidies

Against this background, can a case be made for remote area rebates? To make this case, we assume that the rebates go primarily to employers and reduce the cost to them of remote area employees – they are essentially a wage subsidy. The expectation is that employers will not simply pocket this sum but will use it to extend remote-area employment. Since the rebates have to be financed, it may be assumed that they increase tax rates in non-remote areas and therefore slightly reduce employment in these areas. Can a case be made for this?

We have already noted an argument on these lines – the claim, in 1981, that zone rebates compensated for the effect of tariffs on remote-area industry costs. With the cuts in tariffs this argument has lapsed, and in any case it drew a long bow. However, it can still be argued that employment in remote areas should be encouraged, as follows.

1. Remote areas depend on trade-exposed industries subject to volatile international prices. These industries are important for balance of payments reasons. Price volatility coupled with a finance sector which is unable to provide insurance against medium-term price fluctuations creates risks which, if not managed, will result in these industries having less capacity (and the non-tradable industries having more capacity) than desirable in the overall long-run allocation of resources. It is neither possible nor desirable that the price volatility should be removed. In lieu of removal of price volatility, other ways should be sought to ensure that capacity is maintained, particularly in downturns.
 2. Though direct industry-specific subsidies are struck down under World Trade Organisation rules, various indirect industry support measures are relevant. Possible indirect support includes skills training, government provision of infrastructure and wage subsidies available on a regional rather than an industry basis.
 3. The advantages of wage subsidies on a regional basis are stronger than they appear prima facie, in that such subsidies assist the maintenance and development of the regional infrastructure (defined broadly to include support services) on which the export industries depend.
 4. The case for wage subsidies is strongest when the industries are in maintenance phase but can be made generally, in that wage subsidies compensate across the trade cycle for the higher than average risks which otherwise result in the industries having less claim on resources than desirable.
 5. This argument is further strengthened by the current policy of floating exchange rates. Whatever the benefits of this policy for short-term economic management, it contributes to price volatility in the trade-exposed industries and on their competitiveness, particularly the competitiveness of those industries heavily dependent on local labour. Once again, wage subsidies compensate for higher than average risks, which in this case a direct effect of policy.
- The case for wage subsidies confined to the remote areas therefore rests on their being much more dependent on trade-exposed industries with volatile prices than the rest of the country. Not only are they more dependent; they depend on a community basis; the residents as a whole contribute, through their social networks and support services, to the prosperity of the resource-

based export industries. Further, the particular export industries in remote areas happen to be ones in which cost control and maintenance of capacity through lean times are important, by contrast with manufacturing where innovation is the crucial determinant of long-run competitiveness.

Providing wage subsidies to all employers in the remote areas strengthens their capacity while avoiding interference with the market allocation of resources within the remote areas and interfering no more than marginally with the allocation of resources between the remote and non-remote areas. The capacity of local government to maintain infrastructure is enhanced along with the capacity of pastoralists to maintain their properties.

The mineral exploitation industry may also benefit, but, as noted in the companion paper, it has adopted a completely different employment strategy to the other remote-area industries, one in which there may be less case for wage subsidies. A major element in this strategy is fly-in fly-out and the question raised is whether wage subsidies should apply to fly-in fly-out workers.

Fly-in fly-out

Currently whether a fly-in fly-out worker can claim a remote area rebate depends on the six month rule. If he or she spends more than six months worth of nights in the remote area during two succeeding financial years, a claim can be made. It is not unknown for employment contracts to be drawn up with an eye to satisfying this requirement. It would, however, be a simple matter to withdraw eligibility from fly-in fly-out workers by extending the residence requirement to (say) ten months in each year, or alternatively to reduce the residence period so as to include visiting professional personnel who stay for shorter periods.

The decision here depends on conceptualisation. If the wage subsidy is simply an ill-targeted form of compensation to employment in industries which are under-investing due to uninsurable risks arising from price and exchange rate volatility, it would be appropriate to extend it to all persons employed in such industries, whether in remote areas or no. If, however, the wage subsidy is a form of compensation to those who employ the residents of communities which are heavily dependent on the risk-exposed industries, and which contribute to the prosperity of those industries, it is not appropriate to extend it to fly-in fly-out workers. Looked at this way, fly-in fly-out workers should be seen as belonging to the labour markets of their region of primary residence. It was argued in the companion piece that the mineral exploitation industry, with exceptions, has not been highly committed to regional development – and when it is committed to such development, it is likely to develop a resident workforce which would be eligible for remote area rebates under a ten-month rule. It was also argued in the companion piece that it pays less than it should in royalties – hence a somewhat diminished claim on wage subsidies.

A second argument for excluding fly-in fly-out workers from wage subsidies was also reviewed in the companion piece: fly-in fly-out is perceived as imposing unnecessary costs on workers' families. If this is the case, the least the Commonwealth can do is to refrain from subsidising it.

It should also be noted that, in so far as fly-in fly-out workers spend their incomes in their places of permanent residence and not in the remote regions, arguments for compensation for high living costs or for high costs of access to public services do not apply to them.

Finally, the extent to which remote area employers resort to fly-in fly-out is also influenced by fringe benefits tax. A review of this tax is beyond the scope of this paper but would have to be incorporated into any considered review of the Zone rebates.

Higher Education Contribution Scheme

The HECS has many virtues as a means of financing higher education. It is essentially a tax measure since it relies on income tax assessments to recoup, thus avoiding many of the problems of private-sector student loan schemes – though with the corresponding disadvantage that repayment can be avoided by emigration.

An incentive to young professionals to work in the remote areas could easily be provided by the Commonwealth forgoing HECS repayments which would otherwise have been exacted from residents of remote areas.

Costs of living

Remote area rebates have frequently been defended as compensation for higher costs of living in remote areas. This is most easily argued if one takes the view that the benefit goes to employees – the concession then goes to increase the taxpayer's disposable income to compensate for higher prices. However, in a free labour market it is likely that price compensation has already been included in the wage package and that the benefit of the rebate goes to employers. In this case the rebate (partly) compensates employers for the higher costs of labour hire in the remote regions, where these costs relate to the higher cost of living.

The Cox Inquiry took the simpler approach. If the taxpayer rather than the employer benefits from the rebate, it is arguably fair that income received should be adjusted for geographic price differentials. Comparing two people on the same cash wage, the one who has to pay higher prices has the lower ability to pay taxes. However, as always there is a contrary argument. If geographic differentials reflect different costs in service provision or different land costs, they have a function in providing incentives to the efficient location of economic activity. Compensation will blunt the incentives. A taxpayer who objects to the higher prices charged in the remote areas has the option of shifting elsewhere and the incentive argument says that this is exactly what he should do; he should not be granted a concession. In this conflict of values the Cox inquiry inclined towards the 'real income' view.

It is one thing to claim that the cost of living is higher in remote areas than in some reference area, say the metropolitan areas. It is quite another to give this monetary expression. The following observations are more or less agreed.

- Transport costs add to the price of widely-distributed consumers' goods in remote regions.
- In small remote towns there are further additions due to diseconomies of small scale, including less than truck load shipments and/or high warehousing costs for larger shipments. Consumers can avoid these costs only at the considerable expense of driving to a larger town.
- Remote area consumers are further disadvantaged by the limited range of goods and services on offer.

- Housing cost differentials are more complicated – in general, the unimproved value of the underlying land is less than in metropolitan areas but the costs of construction are greater, both subdivision costs and dwelling costs.
- Construction costs are particularly high in small towns which lack resident tradespeople, since transport and accommodation costs have to be met.

The Cox Inquiry noted that the ABS had, in the late 1970s, prepared an experimental index of relative retail prices for food across Australia's major metropolitan areas and a large selection of country towns. Where a weighted average of prices in the eight capital cities was set at 100 this index yielded values of 110 in Cunnamulla and Charleville, the only two centres assessed in South West Queensland. It was only in the Pilbara that larger and smaller centres could be compared, with an index value of 115 in Port Hedland and 136 in Marble Bar. Judging by this differential, Thargomindah would probably turn in a value around 125. The index was experimental and was not continued, but the differentials thus documented accord with current anecdotal experience in South West Queensland – not only for food but for consumer prices generally. The main exception is housing costs, which depend on the particular supply and demand balance in each town.

A fundamental feature of price indices is that they cover the same 'basket of goods and services' for each comparison. This is a bold assumption over time – new commodities are constantly entering consumers' shopping trolleys and old items exiting – and it is also a bold assumption when comparing places. Consumers in remote areas have different opportunities to those in the metropolitan areas – less choice, perhaps, but also some choices that are not available in metropolitan areas (a rodeo, anyone?). Again, restricted choice itself has benefits: there's no need to agonise over choice and maybe more time for simple entertainments, like yarning over a beer or playing participant sport. Some remote area residents have rejected the rat race, don't have to keep up with the Joneses and consider that they pay less for a better life than they would have had in the cities. More generally, people confronted with different price patterns adjust to those patterns and make different choices. These problems are known in economics as the 'index number problem', which means that comparisons apply to 'typical' people and not to those who have taken particular advantage of the opportunities available in different places or at different times. The result regarding a 'typical person' is robust: the cost of living is indeed higher in remote areas.

Even so, the difficulties of measuring cost of living differentials and the lack of up-to-date evidence have caused people to appeal to an alternative differential – differences in access to government services – as a justification for zone rebates.

Isolation and services

In 1945 Zone Allowances were, in part, justified as compensation for isolation. This is a somewhat slippery concept. In so far as it was desirable to compensate for isolation to make it easier to recruit labour to the developmental task in the remote regions, the argument collapses back to populating the North, decentralisation and the exploitation of remote resources already discussed. However, the argument can take another tack: Zone rebates can be seen as (possibly token) compensation for the reduced range of government services available to the residents of remote regions and/or as partial compensation for the transport and telecommunications costs occasioned in accessing essential services. Here the appeal is to another of the classic principles of taxation – the Benefit Principle, which argues that taxes should be related to the value of benefits received. Remote area residents receive

less benefit, therefore should pay less. Alternatively, the private (mainly transport) costs of accessing government services are greater and there should be compensation for this. For this argument to work directly, it is assumed that taxpayers receive the benefit of the rebate, but like cost compensation it can also be applied when the benefit is assumed to go to employers. The rebate then compensates employers for the extra wages they have to pay so that their employees can access services.

In 1981 it was suggested that Zone rebates were an unfair way of compensating for service access costs because they were available only to taxpayers and not to people who fell below the tax threshold. However, this argument is no longer valid. The provision of Remote Area Allowances to social security recipients in 1984 meant that most remote-area residents now gain compensation.

Remote area residents have two main ways of dealing with the problems of service access. These are:

- Bundling trips. Visits to service outlets, other than emergency visits, can be bundled together and satisfied in a single 'trip to town'.
- Accepting a more limited range of choice. Thus metropolitan residents who disapprove of the education provided in the local high school send their children somewhere else. Residents of towns which are not large enough to support multiple schools are much more likely to campaign for an improvement in standards in their local school.

By contrast with the lack of recent work on cost of living differences, two studies on geographic differences in service provision have been published since the Cox inquiry.

In 1997 the Commonwealth Department of Health and Aged Care commissioned the National Key Centre for Social Applications of GIS to develop an accessibility/remoteness index for Australia. There are two main inputs to this calculation:

- A list of urban centres classified into five population groups: 1000<5000, 5000<18,000, 18,000<48,000, 48,000<250,000 and >250,000.
- A matrix of road distances.

For each 'populated locality' in Australia, road distances were calculated to nearest urban centre in each of the five groups. This distance is divided by the average all-Australia distance for the category. The five scores thus obtained are added and used to define five 'remoteness area classes'. (That there are five scores and five classes is coincidental – the researchers could have varied either number.) The remoteness area classes vary from 'major city' through 'inner regional', 'outer regional' and 'remote' to 'very remote'. (Note the peculiar use of 'regional' in this nomenclature to mean neither metropolitan nor remote.) The ABS has adopted this index as a means of classifying the remoteness of localities throughout Australia.

The fundamental assumption underlying the remoteness index is that service availability depends on town size and that increments in service availability occur more or less equally at the five population sizes used in the classification. Using the same general methodology, a different size classification would yield different patterns. Similarly, different weights could be awarded to the size categories. Work by NIEIR for the Farm Institute provides a check on these assumptions, since this work did not take urban centre size as a proxy for service availability but instead plotted actual locations of service delivery and estimated the distances residents would have to travel to visit a standard list of services, mainly in the education, health and welfare fields.

Not surprisingly in view of the major differences between service provision in the heavily and sparsely populated regions, both of the studies supported came to two conclusions.

- The accessibility of services differs systematically between rural locations (defined as all settlements of less than a thousand population) and urban locations. The ABS has been understandably reluctant to publish remoteness indicators for other than very small geographic areas because the typical larger area, say a Local Government Area, contains a range of locations which often have significant differences in accessibility to services.
- The accessibility of services also differs systematically with distance from the major metropolitan areas. This differential is particularly marked if emphasis is placed on choice of service outlets – for example, only the metropolitan areas have multiple universities.

The NIEIR study distinguished between widespread services, which are available locally in most country towns with a choice of service providers where this is appropriate (it is not appropriate, for example, for police services) and centralised services which are provided mainly in the metropolitan areas and not in the country. Centralised services include tertiary education and specialised health services, and also, surprisingly, secondary education, which is available in the typical country town but with very limited choice.

Judged by employment, centralised services account for roughly one-third of the public services provided in Australia. Because of their metropolitan concentration, they account for the way in which service accessibility declines with distance from the main cities. However, even if attention is confined to the widespread services and the micro-variation between towns and the countryside is averaged out, the NIEIR report generates patterns which largely accord with the ABS remoteness index. According to the ABS the 'very remote' area comprises the Australian north coast from Shark Bay nearly to Cooktown, except around Darwin; the coast of the Great Australian Bight, and all the country between these two coasts except for the immediate surrounds of Alice Springs and Mt Isa, which are merely 'remote'. In South West Queensland all places west of Mitchell are considered 'very remote' while the 'remote' area is a strip between the 'very remote' area and a line running from roughly Dirrinbandi to Miles.

The NIEIR study helps to place these patterns in context. According to this study a typical journey from a residence to the nearest outlet of a widespread service (or nearest several outlets in the case of services like GPs where choice is important) will take more or less the following times:

- 12 minutes in Brisbane.
- About 12 minutes in Dalby but more like 40 minutes in the rural parts of Western Downs.
- Just under two hours in Roma (due to restricted choice in some services) and over two hours in the rest of Maranoa.
- Just under three hours in Charleville (again mainly due to restricted local choice) and over three hours in the rest of Murweh and in Paroo.
- Nearly five hours for residents of Quilpie and Bulloo shires.

These estimates can be roughly translated into dollar costs. Without imputing any cost to residents' time, the typical metropolitan service access trip costs around \$3. It costs less in town like Bundaberg, due to less congestion and lower car parking costs. At the other end of the distribution, the typical remote area trip costs around \$50. As already pointed out, remote area residents live with these

accessibility costs by restricting choice, by bundling trips and simply by doing without (e.g. by forgoing education).

To a large extent the superior accessibility of essential services in the metropolitan areas and provincial cities is due to the inexorable logic of economies of scale. An approach which emphasises economic efficiency narrowly defined would leave it at that: services are cheaper to provide in large centres, and if they want good services citizens should shift to these centres. (Never mind if the shift causes congestion and increases land costs.) However, the Queensland government endeavours to guarantee equality of service access to all its citizens, if necessary by bearing transport costs and also by upholding service standards in remote areas to overcome the need for choice and duplication.

Given this policy, is there any need for Zone rebates and the complementary social security allowances as contributions towards service access costs?

- Whatever the good intentions of the state governments, remote area residents bear significant service access costs which have to be met from their own pockets.
- The Zone rebates can be interpreted as a contribution towards the basic mobility, e.g. car ownership, assumed by service providers.
- Accessibility costs for essential services can be taken as proxy for accessibility disadvantages more generally – those which we have already considered as cost of living disadvantages or, more broadly, the costs of a minimum level of engagement with society as a whole – those costs which, in the broad social welfare literature, are called the costs of belonging.

The Cox inquiry argued that service accessibility and costs of living provided an equity argument for Zone allowances. At the very least, these sorts of calculations help to identify the affected areas and the size of the disability.

Zone boundaries

When the system was inaugurated in 1945, the then Treasurer, Mr Chifley, said that the zone boundaries took into account latitude, rainfall, distance from centres of population, density of population, predominant industries, rail and road services and the cost of food and groceries. Unfortunately the exact criteria used in the demarcation (if there were any) have been lost. Zone A lay north of the Tropic of Capricorn excluding the more settled parts of tropical Queensland, and Zone B angled across the country from the Queensland coast between Sarina and Cape Tribulation to the Great Australian Bight and the WA coast north of Geraldton.

The only general change to date in the Zone boundaries occurred in 1955 when the boundary of Zone A was extended south to the 26th parallel, so conveniently including the whole of the Northern Territory within Zone A. As noted above, Special Zones were introduced in 1981.

A comparison of the current Zone map with the ABS remoteness/accessibility index broadly mapped, and similarly with the NIEIR/Farm Institute service accessibility index, shows several major divergences. We consider first the Zone A/Zone B differential.

- Though Darwin is somewhat disadvantaged (according to the ABS it ranks as 'outer regional') its level of disadvantage is well short of that in the typical Zone A location. It might be added

that Darwin has now developed a broad industry structure and is no longer dependent on the prosperity of a limited number of export industries exposed to fluctuating world prices.

- Similar considerations apply to the Queensland coast between Mackay and Cairns, which is included in Zone B despite 'outer regional' status.
- There is essentially no difference in remoteness between Zone A and Zone B locations either side of the 26th parallel.
- Apart from Darwin, Zone A and Zone B taken together are remarkably similar to 'Very Remote Australia' as defined by the ABS.

By contrast, apart from Mt Isa, Alice Springs, Kalgoorlie and Esperance, the Special Zones are not recognisable in the ABS remoteness map, nor are they to be found in the NIEIR calculations. For example, in Queensland Charleville and Longreach are each responsible for large circles in which residents are not entitled to Special Zone allowances, but in both instances the typical trip to access a widespread service from within the town is rated at around two hours and from within the excluded circle is closer to three hours. Among the isolated centres in Queensland, only Mt Isa is large enough, and has a sufficient range of services, to produce a significant improvement in accessibility. This suggests two conclusions:

- A town population of 2500 is too low to produce significant improvements in accessibility in an otherwise remote area. Judging by the populations of Alice Springs, Mt Isa and Kalgoorlie, the cut-off appears to be more like 15,000.
- The radius of 250 road km is too long. Accessibility drops rapidly with distance from urban centres.

There is a strong case for redefining the Zones to take these findings into account. The exclusion of Darwin, Mackay, Townsville and Cairns and the adjacent coast, plus an extension of the eligibility period from six to ten months, would go a long way towards financing the re-drawing of Zone boundaries, with Zone A based on 'very remote' Australia as defined by the ABS. Zone B could be retained as a transition area and also for several towns of 15,000 plus population which would otherwise be located within Zone A.

Value of the allowance/rebate

When introduced the Zone A allowance was set at £40 but in 1947 it was increased to £120, a considerable concession at a time when workers were typically paid around £500 a year (average earnings per railway employee were £477 in 1948-49). In conjunction with the schedule of marginal rates, this increased disposable incomes by 20-25 per cent compared with charging the full income tax to workers in Zone A. (The top marginal rate did not cut in till income was around 20 times the average. Despite the rising marginal rate, at the income where the top marginal rate cut in the £120 deduction produced an increase in disposable income of only 1.6 per cent.) The Zone A deduction was indexed sporadically and in 1958-9 was still producing increases in disposable income of the order of 25 per cent for workers on average weekly earnings. The additional deductions for dependants meant that the proportion was broadly similar for taxpayers with and without dependants. From 1959, however, there was a pronounced reluctance to index the allowances, later rebates, for inflation.

The Cox Inquiry failed to produce any indexation of the rebates but its recommendations to raise the loading for dependants and introduce Special Zones were implemented. As a result, in the 1981-82

tax year Zone rebates produced the following increases in real incomes (calculated, for convenience, on the assumption that the allowance benefits the taxpayer rather than the employer):

- Taxpayer on average weekly earnings living in Zone A, an increase in disposable income of approximately 1.8 per cent. Due to the dependant allowances, this increase was roughly the same for all levels of dependants.
- Taxpayer on the minimum wage living in Zone A, an increase in disposable income of approximately 2.7 per cent. Increases for taxpayers with dependants were somewhat less because they ran out of tax to offset the rebate against.
- Taxpayer on average weekly earnings living in a Special Zone: an increase in disposable income of 6.3 per cent (9.4 per cent for a taxpayer on the minimum wage).

The two dissenting members of the Cox committee would both have made more generous allowances available.

- Mr Kerr, a rebate sufficient to raise the disposable incomes of taxpayers earning average weekly earnings in the Special Zone by 12.6 per cent (18.8 per cent if on the minimum wage).
- Mr Slater, a rebate sufficient to raise the disposable incomes of taxpayers earning average weekly earnings in a revised Zone A by 16.8 per cent (22.2 per cent if on the minimum wage).

The rebates were increased in 1984, 1985, 1992 and 1993, but since then the Zone A rebate has remained at \$338 plus a 50% loading on dependant rebates. Due to growth in earnings and lack of indexation of the rebate, its value has now been eroded to an increase of 0.8 per cent the in disposable income of a Zone A resident without dependants receiving average weekly earnings. The value of the rebate for a taxpayer without dependants working in the Special Zone now stands at an increase in disposable income of 2.7 per cent.

The value of the remote area allowance for social security recipients now (September 2011) stands at an increase of 2.6 per cent in the disposable income of a single pensioner and 3 per cent in the disposable income of a couple.

The real value of Zone rebates has been falling for decades now, which accords with Treasury's preference for removing concessional tax offsets. Indeed, the failure to review the Zone rebate may indicate satisfaction with the current non-indexed benefit – from Treasury's point of view there is a risk that a review might defend the rebate and recommend that it be raised. The present paper has shown that there are indeed strong arguments for retaining and increasing the rebate.

Conclusion

To be written in after digesting the above and receiving comments.

Strategic / Decision Report

Governance

13.5 (04/19) – National Road Safety Week

IX: 176747

Author: Chief Executive Officer, Dave Burges

PURPOSE:

The purpose of this report is to allow Council to consider undertaking activities to support the 2019 Yellow Ribbon National Road Safety Week.

POLICY/LEGISLATION:

Not applicable

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

For discussion

BACKGROUND:

By letter of 12 March 2019, the Australian Local Government Association has written to Mayor Mackenzie requesting Council's support in promoting the 2019 Yellow Ribbon National Road Safety Week.

DISCUSSION:

The 2019 Road Safety Week will run from 06 to 12 May and will coincide with the United Nations Global Road Safety Week. The national initiative will be launched in Brisbane on Sunday 05 May.

The correspondence lists a variety of low-cost initiatives that Council may consider to demonstrate its support of 2019 National Road Safety Week including:

1. Leading the **Remember the 1200@1200** event – Encouraging the community to observe a minute's silence at 12:00pm on Monday 6 May 2019 to acknowledge and support those victims, families and friends who have lost loved ones in road crashes;
2. Creating a link to the 2019 Pledge <https://www.roadsafetyweek.net.au/home/#home/pledge>;
3. Displaying yellow ribbons or yellow ribbon stickers on Council vehicles as both a sign that Council promotes safe driving in its community and as a symbol of Council's commitment to protecting all road users;
4. Lighting Council buildings or local icons in yellow, and their subsequent promotion as Road Safety Week symbols within your community;
5. Displaying yellow pennants or ribbons from main street light poles;
6. Using the phrases "Supporter of 2019 Yellow Ribbon National Road Safety Week - 6 to 12 May 2019" and "Drive So Others Survive!" in signature blocks, media promotion, media releases, web sites, posters and promotional activities in the lead up to and during the Week;

7. Promoting National Road Safety Week activities on social media in the lead up to and during National Road Safety Week.

FINANCIAL:

Most activities would be possible using existing operational budgets.

CONSULTATION:

Not applicable

ATTACHMENTS:

Attachment A: Inwards correspondence

Cr Stuart MacKenzie
Mayor
Quilpie Shire Council
PO Box 57
QUILPIE QLD 4480

Dear Mayor,

We are writing to you on behalf of both the National Road Safety Week Principal Partners and the Australian Local Government Association to request your Council's support of 2019 Yellow Ribbon National Road Safety Week (*National Road Safety Week*). The event will run from 6 to 12 May and will both coincide with, and be an event of, the United Nations Global Road Safety Week.

We are delighted to inform that the national launch will be held in Brisbane on Sunday 5 May 2019 with the Hon Mark Bailey MP, Queensland Minister for Transport and Main Roads, hosting the event. Also, we are hoping that as in 2017, His Excellency General Hon Sir Peter Cosgrove AK MC (Ret'd) Governor-General of Australia will launch the Week, while the Deputy Prime Minister Hon Michael McCormack MP and Shadow Minister for Transport and Infrastructure, Hon Anthony Albanese MP, have already noted their support for this national event.

Activities in support of National Road Safety Week

Firstly, we are pleased to advise that 2019 Yellow Ribbon National Road Safety Week is not only supported by the Australian Local Government Association (ALGA) but ALGA is a member of the National Road Safety Week Communications Group.

Secondly, and as noted in SARAH President Peter Frazer's presentation at the November 2018 ALGA Congress in Alice Springs, ensuring the safety of those who use and maintain the road system is a significant primary activity undertaken by Council. Given this, we hope that Council will not only join with ALGA and the Principal Partners to promote the Week but will indeed lead local activities.

There are a variety of low-cost initiatives that Council may consider to demonstrate its support of 2019 National Road Safety Week including:

1. Leading the **Remember the 1200@1200** event – Encouraging the community to observe a minute's silence at 12:00pm on Monday 6 May 2019 to acknowledge and support those victims, families and friends who have lost loved ones in road crashes;
2. Creating a link to the 2019 Pledge <https://www.roadsafetyweek.net.au/home/#home/pledge>;
3. Displaying yellow ribbons or yellow ribbon stickers on Council vehicles as both:
 - a. a sign that Council promotes safe driving in its community; and
 - b. as a symbol of Council's commitment to protecting all road users;
4. Lighting Council buildings or local icons in yellow, and their subsequent promotion as Road Safety Week symbols within your community;
5. Displaying yellow pennants or ribbons from main street light poles;

6. Using the phrases “Supporter of 2019 Yellow Ribbon National Road Safety Week - 6 to 12 May 2019” and “Drive So Others Survive!” in signature blocks, media promotion, media releases, web sites, posters and promotional activities in the lead up to and during the Week;
7. Promoting National Road Safety Week activities on social media in the lead up to and during National Road Safety Week.

Conclusion

There is no doubt that National Road Safety Week provides a great opportunity to raise awareness of Council’s leading road safety activities, as well as showing how your community can play their part in achieving zero road deaths and serious injuries.

So that we can promote Council’s road safety leadership, we would appreciate your advice by Friday 12 April 2019 regarding the nomination of possible activities that Council may wish to undertake in support of National Road Safety Week. We would also appreciate it if you could nominate an appropriate person, and their email address, as a contact for the above matters. Advice and any queries should be forwarded to Council@SarahGroup.Org.

In conclusion, we recognize Council’s on-going efforts to improve road safety. Your leadership not only shows your commitment to protecting your local community, staff and especially its vulnerable road workers, but also demonstrates Council’s advocacy as it stands in solidarity with those victims, their loved ones and all those affected by road trauma.

Please find attached the daily themes and hyperlinks to National Road Safety Week promotional images and webpages. With regard to the promotional images, please feel free to incorporate Council’s logo, and use it as you see fit. Lastly, relevant hyperlinks are provided to assist Council activities, including should Council wish to obtain lapel ribbons, vehicle ribbons and/or stickers.

We look forward to hearing from you.

Yours sincerely



Peter Frazer
President
Safer Australian Roads and Highways



David O’Loughlin
President
Australian Local Government Association

cc.

*Mr Michael Bradley, Chief Executive Officer, Australian Automobile Association;
Mr Jeff Doyle, Chief Executive Officer, Altus Traffic Australia;
Mr Rod Tweed, Chief Executive Officer, Ennis Flint Australia;
Mr Terry Birss, Chief Executive Officer, Road Safety Education.*

Attachment A

Daily Themes

National Road Safety Week 2019

Overall theme

Lead the way: drive so others survive



Daily themes

Date	Focus	Theme	Call to action
Sunday 5 May	Official launch in Brisbane	<i>Lead the way: drive so others survive</i>	Launch event and landmark lightings begin
Monday 6 May	Remember the 1200 people who died on our roads last year	<i>Remember the 1200</i>	Pause to remember at 12.00pm
Tuesday 7 May	Pledge to drive so that you and others survive	<i>Take the pledge, lead the way – drive so others survive</i>	Take the pledge
Wednesday 8 May	Keep our emergency services, roadside assist and roadside workers safe	<i>Move over, slow down</i>	When you see the flashing lights, move over and slow down
Thursday 9 May	Vulnerable road users – pedestrians, children, seniors, people with a disability	<i>Protecting every life</i>	Drive safety to protect every life
Friday 10 May	Regional and remote road users	<i>Shine the light on regional and remote road users – protect your mates so everyone gets home safe</i>	Turn your headlights on for road safety
Saturday 11 May	Cyclists and motorcyclists	<i>Share the roads and give cyclists and motorcyclists space</i>	Yellow Ride Day
Sunday 12 May	Mother's Day	<i>The greatest gift you can give Mum is for everyone to arrive home safe</i>	Take the pledge

Resources to help Council show its leadership of National Road Safety Week

Website for 2019 NRSW:

<https://www.roadsafetyweek.net.au/>

2019 NRSW Promotional Image:

<https://www.roadsafetyweek.net.au/branding>

2019 NRSW Style Guide:

<https://www.roadsafetyweek.net.au/s/NRSW-Style-Guide-2019.pdf>

Logos for signature blocks:

<https://www.roadsafetyweek.net.au/branding>

Activities to show your support:

<https://www.roadsafetyweek.net.au/get-involved>

2019 Yellow Ribbons and Stickers:

<http://sarah.cart.net.au/>



NRSW Principal Partners

What will you do for Yellow Ribbon National Road Safety Week?

#NRSW - 6 to 12 May 2019 – "Take the Lead and Drive So Others Survive!"

Strategic / Decision Report

Governance

13.6 (04/19) – Policy Review – F.05 Procurement Policy

IX: 176943

Author: Chief Executive Officer, Dave Burges

PURPOSE:

The purpose of this report is to present Council with a revised Procurement Policy for consideration and adoption.

POLICY/LEGISLATION:

F.05 Procurement Policy

F.05-A Procurement (Credit Card & Credit Devices) Procedure

F.05-B Procurement (Tenders & Quotes) Procedure

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That Council adopt the revised policy F.05 Procurement Policy as presented.

BACKGROUND:

Council currently has a policy to guide and advise staff in relation to procurement activities. This policy is supported by two operational procedures.

This policy is reviewed annually and has been reviewed in preparation for the next financial year.

DISCUSSION:

The changes are shown as “tracked changes” in the attachments.

A copy of the draft revised policy is provided in **Attachment A**.

FINANCIAL:

Not applicable

CONSULTATION:

Not applicable

ATTACHMENTS:

Attachment A: Draft Revised Policy F.05 – Procurement Policy

F.05 Procurement Policy

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Date Adopted by Council	08 July 2016	Council Resolution No.	07-03-18
Effective Date	08 July 2016	Review Date	June 2020
Policy Owner	Council	Responsible Officer	MFS

F.05 Procurement Policy

Policy Number	F.05		IX Reference	91112
Version Number	V1	22-Jan-13	Developed and adopted	
	V2	08-Apr-14	Reviewed and adopted	
	V3	16-Jun-15	Reviewed and adopted	
	V4	08-Jul-16	Reviewed and adopted	
	V5	09-Mar-18	Reviewed and adopted	
	V6	12-Apr-19	Reviewed and adopted	

CEO	Chief Executive Officer
MCCS	Manager Corporate & Community Services
MES	Manager Engineering Services
MFS	Manager Financial Services

1 OBJECTIVE

Quilpie Shire Council is committed to ensuring that it is transparent and accountable in the procurement of all goods and services. This policy establishes a framework to ensure that all of Council's procurement activities take into consideration the following factors:-

- are carried out in a professional manner, promoting probity and accountability;
- are conducted in a fair and transparent manner through open and effective competition;
- support local business;
- comply with the Council's legal and statutory obligations;
- minimise operational costs;
- deliver best quality and value for money;
- support and advance Council's environmental, economic and social responsibilities;
- maintain public confidence in the Council;
- effectively manage risk; and
- assist in achieving Council's goals, as set out in the Corporate Plan.

2 SCOPE

This document sets out the Council's policy for purchasing throughout the organisation and provides information on the roles and responsibilities of key officers and areas involved in the purchasing function within Council to ensure compliance with the *Local Government Act 2009*.

This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) by Council as defined in the *Local Government Act 2009*.

3 STATEMENT

3.1 PRINCIPLES

All Council procurement must be conducted in strict compliance with Section 104(3) of the *Local Government Act 2009*, including the procurement principles as follows:-

Value for money.

- The Council will harness its purchasing power to achieve the best value for money.
- The concept of value for money is not restricted to price alone.

- The value for money assessment will include consideration of:-
 - contribution to the advancement of the Council's priorities;
 - fitness for purpose, quality, services and support;
 - whole-of-life costs including costs of acquiring, using, maintaining and disposing;
 - internal administration costs;
 - technical compliance issues;
 - risk exposure; and
 - the value of any associated environmental benefits.

Open and effective competition.

- The Council will as far as is reasonably possible conduct purchasing of goods and services through a process of open and effective competition.
- The Council will give fair and equitable consideration to all prospective suppliers.
- Suppliers wishing to conduct business with the Council will be given every reasonable opportunity to do so subject to them satisfying the Council's requirements and relevant evaluation criteria. This may include but not be limited to demonstrated technical ability, environmental impact, company profile, professional references, quality assurance and total acquisition cost.

The development of competitive local business and industry.

- The Council encourages the development of competitive local businesses within the regional area. It will endeavour to promote and support local industry and efficient competition in the region in all its procurement activities.
- The Council acknowledges and fully supports the Queensland Government's Local Industry Policy.
- It is committed to giving local industry a fair and reasonable opportunity to tender for project work.
- When considering quotations and tenders for projects, Council's evaluation methods will be tailored to suit the specific project and should include appropriate provisions for the consideration of preferred suppliers.
- In addition to price, performance, quality, suitability and other evaluation criteria, the following areas may also be considered in evaluating offers:
 - creation of local employment opportunities;
 - readily available servicing support;
 - more convenient communications for contract management;
 - economic growth within the local area; and
 - benefit to the Council of associated local commercial transactions.

Environmental protection.

The Council promotes environmental protection through its procurement activities. In undertaking any procurement activities, the Council will:-

- promote the purchase of environmentally friendly goods and services that satisfy value for money criteria, when considering value for money also include the environmental cost;
- foster the development of products and processes of low environmental and climatic impact;
- provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and

- encourage environmentally responsible activities.

Ethical behaviour and fair dealing.

- Council staff involved in purchasing must behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.
- In addition, procurement must be conducted in a way that ensures that expenditure is only for Council purposes and is adequately documented to provide support for and transparency of recommendations and decisions.
- Avoid suppliers who seek favours and operate outside the competition and the policies encompassed in this documents.
- Council officers involved in the purchasing process must avoid and/or declare, to their Supervisor, Manager, or the Chief Executive Officer, any potential conflicts of interest or material personal interest (please refer to Council's Code of Conduct and the Act), and, if there is a conflict of interest ,take no further part in the process.

Probity and Transparency

Council is committed to high levels of ethical standards in purchasing. In every instance, decisions in purchasing must be based on value and benefit to Council and the community;

- Transparency in decision making is most formally met through written scope/specifications: written evaluations against these must be provided for accountability and record keeping;
- Information given to prospective suppliers must be designed to inform and not to mislead;
- Commercially sensitive information, including bid prices and terms must be treated confidentially;
- Officers must declare to their line Manager any potential or actual conflict of interest, including any situation where a supplier has an association or relationship with a Council Officer ;
- No purchases for private use are to be made using Council's orders or otherwise via Council unless specific written approval is obtained from the Chief Executive Officer; and
- Officers must not accept from suppliers' gifts, gratuities, entertainment or other forms of personal favour, other than those of a token kind. Guidelines for acceptable token gifts, benefits or hospitality are set out in Code of Professional Conduct and reference must be made to that document.

3.2 RESPONSIBILITIES

Council officers responsible for purchasing goods and services are to comply with these instructions. It is the responsibility of Council employees involved in the procurement process to understand the policies and procedures as well as their meaning and intent.

3.3 PURCHASING REQUIREMENTS

3.3.1 Financial Delegation

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

- where expenditure has been provided for in Council's budget; or
- in the opinion of the CEO such expenditure is required because of genuine emergency or hardship.

The CEO may grant financial delegation to a Council Officer to incur expenditure on behalf of the Council if:

- such delegation is recorded in the Register of Delegations; and
- the expenditure is provided for as a line item in the current capital budget or operational budget
- the expenditure is within the Council Officers' direct area of responsibility¹.
- in the case of genuine emergency or hardship the power to incur expenditure in these circumstances has also been delegated.

The accountable officer (CEO) must approve financial delegations in writing by recording them in the Register of Delegations.

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

Officers are only to make contracts for the acquisition of goods and services where the total of the contract is considered to be within the officers' financial delegation limits and within the officers own department.

When a purchase involves a trade-in of goods which form part of the purchase cost the transaction must be assessed on the cost of the asset net of trade-in.

3.3.2 Financial Delegation (Other Than Credit Cards)

Only the Council Officers listed in the following schedule are authorised to approve **order requisitions**, and then only in accordance with their financial delegation limits. By signing an order requisition all officers are confirming that they have taken full notice of the Purchasing Policy and have met with all of the relevant conditions.

Chief Executive Officer	unlimited
Manager of Corporate & Community Services	\$100,000.00
Manager of Financial Services	\$30,000.00
Manager of Engineering Services	\$100,000.00
Technical Officers Coordinator	\$520 ,000.00
Work Supervisors	\$105 ,000.00
Workshop Supervisor	\$10,000.00
WHSO	\$10,000.00
Stores Officer / Store-person	\$30,000.00
Tourism Manager Development Officer	\$2,500

¹ Management will interpret "direct area of responsibility" very narrowly. Any Officer procuring goods or services MUST check with their supervisor or manager if in any doubt.

Senior Governance Manager Officer	\$ 24 ,000
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3.3.3 Procurement Delegation – Signing Officers

Purchase orders shall only be signed by officers with procurement delegation after an officer with the appropriate financial delegation or Council has authorised the expense by way of a requisition or resolution. Alternatively the order must be signed by an officer with the relevant financial delegation.

Only the Council Officers listed in the following schedule are authorised to raise purchase orders.

Manager of Financial Services
Stores Officer / Store-person
Finance Officer
Junior Finance Officer
Rates, Housing, IT Officer (if Finance/ Junior Finance Officer not available)

3.3.4 Recurring Operational Expenditure

In some cases, it can be considered impractical to issue a requisition or purchase order where such purchasing activities are recurring and operational in nature. Examples of this type of expenditure include:

<u>Provider</u>	<u>Expenditure Description</u>
<u>Ergon Energy</u>	<u>Electricity</u>
<u>Telstra</u>	<u>Telephones/Internet</u>
<u>Jardine Lloyd Thompson</u>	<u>Insurance</u>
<u>Qld Local Government Workcare</u>	<u>Workers Compensation</u>
<u>Queensland Local Government Mutual</u>	<u>Public Liability</u>
<u>Civica</u>	<u>Annual Licence Renewal</u>
<u>Microsoft Products</u>	<u>Microsoft Annual Licence Renewal</u>
<u>Shire Networks</u>	<u>Various ITC hardware and software licences</u>
<u>Department of Natural Resources and Mines</u>	<u>Property Valuations/Licence Renewals</u>
<u>Local Government Association Queensland</u>	<u>Memberships/Subscriptions</u>
<u>Department of Transport and Main Roads</u>	<u>Vehicle Registration</u>
<u>Electoral Commission of Queensland</u>	<u>Election costs</u>
<u>Queensland Audit Office</u>	<u>State Government Auditing</u>
<u>5 x 5</u>	<u>Website hosting and maintenance</u>
<u>Wordpress</u>	<u>Website hosting</u>

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3.3.43.3.5 Credit Card Transaction and Monthly Limits

Only the Council Officers listed in the following schedule are authorised to utilise Council Corporate Purchase Cards in line with the approved procedure.

Council's total approved Credit Card Transaction Limit is \$20,000.

Mayor	3,000.00
Chief Executive Officer	8,000.00
Manager of Corporate & Community Services	3,000.00
Manager of Engineering Services	3,000.00
Stores Officer	3,000.00
TOTAL Facility Limit	\$20,000.00

3.3.53.3.6 Workplace Health & Safety and Quality Assurance

At all delegation levels workplace health and safety and quality requirements must be considered for goods and services and acceptable standards must be included in the specifications supplied to suppliers (or possible suppliers). Similar diligence must be applied when supplied goods or services are evaluated after delivery/supply and before signing off for payment.

3.3.63.3.7 Keeping Record of Verbal and Written Quotes

Proper records which can be audited must be kept of verbal and written quotes. Verbal quotes **must** be noted in appropriate diaries or registers and evidence of the quote attached to the requisition and / or the office copy of orders. Written quotes **must** be attached to requisitions and/or the office copy of orders.

All quotes for goods and services above \$15,000 must be retained in Council's corporate record keeping system.

Each quote sought for goods and services **must** have a common closing date.

3.3.8 Conflicts of Interest

There are two steps in identifying a conflict of interest. First, there must be a relevant direct or indirect interest. This could be financial or it could define a special advantage to a family member or a responsibility to another organisation. Secondly, the interest must intersect or overlap with a person's Council duties. This may involve a decision made by a Council officer or one who is advising Council.

In the context of this Policy, any person involved in the evaluation of a tender or quotation submissions must declare the existing conflict. Depending on what the conflict constitutes it may be necessary for that person to withdraw.

It is good practice to make an interest known to other members of an evaluation panel in any situation where there might be a perception of unduly influencing a decision.

3.3.73.3.9 Requirements to be Met For Purchases to a Value of \$15,000 (GST Exclusive), Subject to Section Exemptions (S 3.3.11)

Purchases up to \$50.00 (GST Inclusive) - purchases up to \$50.00 may be made out of petty cash except as defined otherwise by the Chief Executive Officer.

Purchase of goods and services up to \$500 (GST Exclusive) - at least one verbal offer.

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Purchase of goods and services between \$500 and \$5,000 (GST Exclusive) – at least two verbal offers.

Purchase of goods and services between \$5,000 and \$15,000 (GST Exclusive) - at least two written quotes.

3.3.83.3.10 Requirements to be Met For Purchases Above a Value of \$15,000 (GST Exclusive), Subject to Section Exemptions (S 3.3.11)

In accordance with Section 225 of the Local Government Regulation 2012, Council must invite written quotations before making a contract for goods or services involving a cost between \$15,000 and \$200,000 (GST Exc). The invitation must be given to at least three (3) persons or suppliers that Council considers can meet its requirements at competitive prices. Council may decide not to accept any quotes it receives however, if Council does accept a quote, it must accept the quote most advantageous to it having regard to the sound contracting principles.

3.3.93.3.11 Purchase of Goods and Services Above \$200,000 (GST Exclusive), Subject to Section Exemptions (S 3.3.11)

In accordance with Section 226 of the *Local Government Regulation 2012*, all purchases above \$200,000 (GST Exclusive) must occur by way of written tender.

3.3.103.3.12 Publishing Details of Contracts Worth \$200,000 or More

In accordance with Section 237 of the Local Government Regulation 2012, Council must, as soon as practicable after entering into a contract (other than a staff employment contract) worth \$200,000 (GST Exclusive) or more:-

- publish relevant details of the contract on Councils website; and
- display relevant details of the contract in a conspicuous place in Councils public offices.

Relevant details of a contract include the following:-

- the person with whom Council has entered into the contract;
- the value of the contract;
- the purpose of the contract.

3.3.113.3.13 Exemptions to Requirements to Seek Tenders or Quotations

Council may enter into a contract without inviting written quotations or tenders if the local government resolves: -

- that it is satisfied that there is only 1 supplier reasonably available; or
- that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- that a genuine emergency exists; or
- to obtain second-hand goods; or
- to purchase goods at an auction; or
- the contract is made with, or under an arrangement with, a government body; or
- to purchase goods via an approved contractor list, a pre-qualified supplier list, under a preferred supplier arrangement or an LGA Arrangement (local buy) - *refer Sections 6.4 of this policy for further guidelines.*

3.4 PURCHASE ORDERS

The issue of a purchase order under the terms of the contract represents the acceptance of an offer, thereby establishing a contract with the legal implications that this entails. It is important to note that purchase orders must be raised **before** the supply of goods and services to Council.

Purchase orders must specify where and to whom the goods are to be delivered along with delivery instructions. Purchase orders must contain a quoted price or estimated quoted price apportioned to the relevant job numbers.

Expenditure limits and threshold limits have been set in this policy to ensure proper controls and checks are carried out on all purchases. No officer shall break down a procurement of products or services into its components or reduce quantities or take any other action in order to avoid complying with this policy or obtaining the prescribed approvals.

3.4.1 Receipt of Goods and Services

Immediately upon receipt, goods must be inspected for compliance with the order specifications and quantities and be reconciled with the order. The supplier must be formally notified of any returns or shortfalls or damage to goods received. Credit requests must be raised and shortages endorsed on the delivery documents to ensure Council only pays for the quantities received.

3.4.2 Payment for Goods and Services

A signed proof of satisfactory receipt of the goods or services must be sent to the Accounts Payable Section to authorise payment to the supplier. Shortages, incorrect supplies, damaged goods, etc. must be noted and unless otherwise negotiated or specified in the offer or on the account, payment will be made strictly in accordance with Council's trading terms of net thirty (30) days from the date of receipt.,

Settlement discounts will be treated with urgency by the Council Officers and processed within the nominated discount period.

Purchase orders which may require cancellation must be referred immediately to the issuing Procurement Officer (Creditors/Finance Officer or Stores Officer) for appropriate action.

3.5 CORPORATE PURCHASE CARDS (INCL. FUEL CARDS)

3.5.1 Policy Conditions – Corporate Purchase Cards

The Corporate Purchase Card is recognised as a valuable cost reduction tool for efficient and effective operation of Council's procurement activities. Within Council, purchasing cards are issued on the basis that:

- The Corporate Purchase Card will only be used for official Council business conducted in the course of the card holders business activity;
- In the absence of pre-established arrangements, Corporate Purchase Cards are a preferred form of procurement reducing use of orders for low-value purchases;
- Corporate Purchase Card use is limited by monthly limits and by individual transaction value on goods and/or services. (refer to Section 8, Schedule 2);
- The operation of the Corporate Purchase Card and the transaction limits be reviewed every year in order to identify the ongoing value in their use at Council;
- Issuing Corporate Purchase Cards are subject to written approval from the Chief Executive Officer;
- Each card holder is aware of and understands their obligations regarding use of Council's Corporate Purchase Cards, (refer to purchase card guidelines and conditions of use);
- Each card holder is aware of and understands the consequences of misusing Corporate Purchase Cards.

Council Corporate Purchase Cards **must not be used to draw cash advances**.

Council Corporate Purchase cards **are not to be used to:**

- pay for any private or unofficial purchases;
- pay for goods/services which are not available or complete at the time of the transaction (i.e. no back orders);
- purchase items which would otherwise be available for issue from the Council's stores except where such purchases are necessary in cases of emergency or after hours.

The issue and use of Council's Corporate Purchase Cards is also subject to the "Quilpie Shire Council Procurement (Credit Card) Procedure.

3.6 TENDERS AND EXPRESSIONS OF INTEREST

3.6.1 Requirements

Council must invite written tenders for: -

- contracts worth \$200,000 (GST Exclusive) or more; or
- a valuable non-current asset contract.

Council must either: -

- invite written tenders; or
- invite expressions of interest before considering whether to invite written tenders.

However Council may only invite expressions of interest if it: -

- decides, by resolution, that it would be in the public interest to invite expressions of interest before inviting written tenders; and
- keeps a record of its reasons for making the resolution.

Invitation for tenders must:-

- be made by an advertisement in a newspaper that circulates generally in the local government area; and
- allow written tenders to be given to the local government for at least 21 days after the advertisement is published.

Invitation for expressions of interest must: -

- be made by an advertisement in a newspaper that circulates generally in the local government area; and
- allow written expressions of interest to be given to the local government for at least 21 days after the advertisement is published.

If Council invites expressions of interest, Council may:-

- prepare a shortlist from the persons who respond to the invitation for expressions of interest; and
- invite written tenders from those persons.

If: -

- an invitation to tender states that Council might later invite all tenderers to change their tenders to take account of a change in the tender specifications; and

- Council does change the tender specifications;
- Council may invite all the persons who submitted a tender to change their tender to take account of the change, before making a decision on the tenders.

Council may decide not to accept any tenders it receives.

However, if Council does decide to accept a tender, Council must accept the tender most advantageous to it, having regard to the sound contracting principles.

3.6.2 Tenders Closure Date and Time

Council is to provide a strongly constructed tender box in a designated area of Council premises for the purpose of holding all tender documents submitted by potential suppliers.

The tender box is to be securely locked and keys held by the CEO or their delegate.

All tender documents received before the advertised tender closure times are to be lodged in the tender box unopened. Tender documents received after the advertised closing date and time will be rendered invalid, unless the tender documents made provision for conditions under which late lodgements may be considered.

For tenders received electronically, only authorised persons will have access to the email account.

All tenders will be opened in public unless specified otherwise in the tender documents. All tenderers, whether successful or not, will be advised of the outcome.

3.6.3 Release of Information

No person must not release information, including names of tenderers to other tenderers, prior to the awarding of contracts.

Communications should be minimized with suppliers prior to the award of a tender except during the course of work.

All quotation and tender documents should include advice regarding protocols for contact with staff and Councillors during contracting processes. Lobbying of any Councillor during the contracting process will automatically disqualify the tenderer/quoter from the contracting process.

3.6.4 Tender Storage Period

All tender documents shall be held for the duration of the tender period and documents (excluding brochures) shall be held for the period specified in the Queensland State Archives – General Retention and Disposal Schedule for Administrative Records.

3.6.1 Caretaker Period

Council must not make a major policy decision during the caretaker period prior to an election unless exceptional circumstances exist. This includes entering into any contract, the value of which is greater than \$200,000.00 exclusive of GST or 1% of the Council's net rate and utility charges as stated in the financial statements of its annual report, whichever is the greater.

If Council does enter into a Contract that exceeds these amounts and the transaction does not constitute exceptional circumstances they may be liable for legal proceedings and/or compensation to the other party of the contract who has acted in good faith. The Contract would be considered to be an invalid policy decision.

3.7 COUNCILLORS

Councillors are authorised to sign cheque and EFT remittance payments with the Chief Executive Officer, Manager Corporate & Community Services or Manager Financial Services.

The Mayor, Deputy Mayor and Councillors are authorised to sign legal and contractual documents on behalf of Council.

4 DEFINITIONS

Procurement

Procurement is the framework, the rules and procedures, by which a Council obtains an effective supply of the required goods and services. It seeks to align with the organisational strategy rather than just process orders and "buy things".

To be effective a good procurement function should provide to its organisation the following outcomes:

- Provide protection to the organisation and staff through the use of robust systems and procedures;
- Provide efficiencies of cost and process;
- Provide quality goods and reliable services;
- Support budget processes by enabling timely delivery of goods and services and reducing oversupply errors;
- Provide a strong contract and supplier management framework;
- Allow improved communication and understanding between the organisation and its supplier base;
- Contribute to financial sustainability;
- Provide some controlled flexibility with regard to the organisation's particular circumstances; and
- Reduce the risk of conflicts of interest and unethical or illegal behaviours.

Purchasing

The term purchasing refers to the process of ordering and receiving goods and services. It is a subset of the wider procurement function. Generally purchasing refers to the process involved in orders goods and services which is comprised of request, approval, purchase order and receipt of said goods and/or services. It does not generally drive policy decisions or act in a strategic manner.

Approved Contractor List

- a) An **'approved contractor list'** is a list of persons Council considers to be appropriately qualified to provide services for medium or large sized contracts.
- b) Council may establish an approved contractor list by:-
 - inviting expressions of interest from suitably qualified persons, by an advertisement in a newspaper that circulates generally in the local government area; and
 - allowing expressions of interest to be given to Council for at least 21 days after the invitation is advertised; and
 - choosing persons for the approved contractor list on the basis of the sound contracting principles.

Register of Pre-Qualified Suppliers

- a) 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.
- b) Council may establish a register of pre-qualified suppliers of particular goods or services only if:-
 - the preparation and evaluation of invitations every time that the goods or services are needed would be costly; or
 - the capability or financial capacity of the supplier of the goods or services is critical; or
 - the supply of the goods or services involves significant security considerations; or

- a precondition of an offer to contract for the goods or services is compliant with particular standards or conditions set by Council; or
- the ability of local business to supply the goods or services needs to be discovered or developed.

Preferred Supplier Arrangement

- a) Council may establish a **preferred supplier arrangement** if –
 - the supply of goods or services is needed in large volumes or frequently; and
 - Council is able to obtain better value for money by accumulating the demand for the goods or services; and
 - the goods or services needed can be described in terms that would be well understood in the relevant industry.
- b) Council must invite persons to tender for a preferred supplier arrangement.
- c) The invitation to tender for a preferred supplier arrangement must:-
 - be made by an advertisement in a newspaper that circulates generally in the local government area; and
 - allow tenders to be given to Council for at least 21 days after the advertisement is published; and
 - describe the terms of the preferred supplier arrangement.
- d) When selecting a person to be the preferred supplier under a preferred supplier arrangement, Council must have regard to the sound contracting principles.
- e) Council must ensure the terms of the preferred supplier arrangement allow the contract to be cancelled for the poor performance of the preferred supplier.
- f) A preferred supplier arrangement may be entered into for a term of more than 2 years only if the local government is satisfied it will get better value for doing so.

LGA Arrangement (Local Buy)

- a) An “**LGA Arrangement**” is an arrangement that has been entered into by:-
 - the Local Government Association of Queensland (LGAQ Ltd.); or
 - a company (the **associated company**) registered under the Corporations Act if LGAQ Ltd. is its only shareholder; and
- b) If LGAQ Ltd. or the associated company were a local government, would be either:-
 - a contract with an independent supplier from a register of pre-qualified suppliers established under section 232 by LGAQ Ltd. or the associated company; or
 - a contract with an independent supplier entered into under a preferred supplier arrangement under section 233.
- c) An **independent supplier** is an entity other than a subsidiary (a **relevant subsidiary**) of LGAQ Ltd. or the associated company under the Corporations Act.
- d) Despite subsection 6.4 (b), an **LGA Arrangement** may include a contract with a relevant subsidiary from a register of pre-qualified suppliers or a preferred supplier arrangement with a relevant subsidiary if the arrangement is approved by the minister.
- e) For deciding whether to approve an LGA arrangement under subsection 6.4 (d) the Minister:-
 - must have regard to the sound contracting principles; and

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

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

IX #	Details
91111	F.05-A Procurement (Credit Card) Procedure
91123	F.05-B Procurement (Tenders and Quotes) Procedure

Strategic / Decision Report

Governance

13.7 (04/19) – Policy G.17 Dealing With a Complaint Against the Chief Executive Officer

IX: 177042

Author: Senior Administration Officer, Nina Burges

PURPOSE:

The purpose of this report is to present minor changes to policy 'G.17 Dealing With a Complaint Against the Chief Executive Officer'.

POLICY/LEGISLATION:

Crime and Corruption Act 2001

CORPORATE PLAN:

- 1.2.2 Maintain a high standard governance framework that supports Council in compliance with legislation.

RECOMMENDATION:

That Council adopt revised policy G.17 Dealing With a Complaint Against the Chief Executive Officer.

BACKGROUND:

Section 48A of the *Crime and Corruption Act 2001* requires Council to prepare a policy about how it will deal with a complaint that involves or may involve corruption of the Chief Executive Officer.

DISCUSSION:

By letter dated 07 June 2016 approval for Council's draft policy was granted by the Crime and Corruption Commission. The policy was subsequently adopted on 08 July 2016. By email dated 29 March 2019, the Commission has contacted Council that some minor amendments are now required to the policy. Specifically the Commission advises that:

- The reference on page one in 'Section 1 – Objective' should be to section 48A of the *Crime and Corruption Act 2001* (instead of section 48); and
- Contact details for the nominated person including a direct telephone number, email address and postal address need to be included in the policy.

The amendments have been incorporated into the policy which is included as **Attachment A**. Council is required to review the amendments and adopt the revised policy.

FINANCIAL:

Not applicable

CONSULTATION:

Not applicable

ATTACHMENTS:

Attachment A Draft Policy G.17 Dealing With a Complaint Against the Chief Executive Officer

G.17 Dealing With a Complaint Involving the Chief Executive Officer Policy

Contents

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Date Adopted by Council	08 July 2016		Council Resolution No.	09-04-18
Effective Date	08 July 2016		Review Date	June 2020
Policy Owner	Council		Responsible Officer	CEO
Policy Number	G.17		IX Reference	96619
Version Number	1	08-Jul-16	Developed and adopted	
	2	13-Apr-18	Reviewed – no changes	
	<u>3</u>	<u>12-Apr-19</u>	<u>Reviewed – minor amendments</u>	

CEO Chief Executive Officer
MCCS Manager Corporate & Community Services

1 OBJECTIVE

The objectives of this policy are to:

- set out how Quilpie Shire Council will deal with a complaint (also information or matter)¹ that involves or may involve corrupt conduct of its Chief Executive Officer (the public official) as defined in the *Crime and Corruption Act 2001* (CC Act);
- comply with section 48A of the Crime and Corruption Act 2001;
- promote public confidence in the way suspected corrupt conduct of the Chief Executive Officer is dealt with (s34 (c) CC Act); and
- promote accountability, integrity and transparency in the way Quilpie Shire Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the Chief Executive Officer.

2 SCOPE

This policy applies to all elected members, employees, and any other persons engaged by or associated with Quilpie Shire Council on a paid or unpaid basis (eg contractors, consultants, volunteers and work experience students). This policy is only applicable if there are grounds to suspect that a complaint may involve corrupt conduct of the Chief Executive Officer of Quilpie Shire Council.

3 STATEMENT

3.1 NOMINATED PERSON

In accordance with section 48A(2) and (3) of the CC Act, this policy nominates the Manager Corporate and Community Services as the nominated person to notify the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.

The CC Act applies as if a reference about notifying or dealing with the complaint to the CEO is a reference to the nominated person.

Contact details for the nominated person are:

Mrs Lisa Hamlyn

PO Box 57

QUILPIE QLD 4480

Telephone: (07) 4656 0504

Mobile: 0427 861 133

Email: dceo@quilpie.qld.gov.au

¹ See section 48A of the CC Act and definitions below

3.2 COMPLAINTS ABOUT THE CHIEF EXECUTIVE OFFICER

If a complaint may involve an allegation of corrupt conduct of the Chief Executive Officer of Quilpie Shire Council, the complaint may be reported to:

- The Manager Corporate and Community Services; or
- The Mayor; or
- A person to whom there is an obligation to report under an Act (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the Manager Corporate and Community Services.

If the Manager Corporate and Community Services reasonably suspects (*Schedule 2 of the CCA defines reasonably suspects as reasonably suspects means suspects on grounds that are reasonable in the circumstances*), the complaint may involve corrupt conduct of the Chief Executive Officer, they are to:

- Notify the CCC of the complaint, and
- Deal with the complaint, subject to the CCC's monitoring role, when:
 - o Directions issued under s40 apply to the complaint, if any; or
 - o Pursuant to s46, the CCC refers the complaint to the Manager Corporate and Community Services to deal with.

If the Chief Executive officer reasonably suspects that the complaint may involve corrupt conduct on their part the Chief Executive Officer must:

- Report the complaint to the Manager Corporate and Community Services as soon as practicable and may also notify the CCC; and
- Take no further action to deal with the complaint unless requested to do so by the Manager Corporate and Community Services in consultation with the Mayor.

If directions issued under s40 apply to the complaint:

- The Manager Corporate and Community Services is to deal with the complaint; and
- The Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the Manager Corporate and Community Services in consultation with the Mayor.

3.3 RESOURCING THE NOMINATED PERSON

If pursuant to ss40 or 46 of the CC Act, the Manager Corporate and Community Services has responsibility to deal with the complaint:

- Council will ensure that sufficient resources are available to the Manager Corporate and Community Services to enable them to deal with the complaint appropriately; and
- The Manager Corporate and Community Services is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - Authorisation under a law of the Commonwealth or the State, or
 - The consent of the Manager Corporate and Community Services; and

- The Manager Corporate and Community Services must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - Purposes of the CC Act;
 - The importance of promoting public confidence in the way suspected corrupt conduct in the Quilpie Shire Council is dealt with; and
 - Quilpie Shire Council's statutory, policy and procedural framework.

If the Manager Corporate and Community Services has responsibility to deal with the complaint, they:

- Are delegated the same authority, functions and powers as the Chief Executive Officer to direct and control staff of Council as if the Manager Corporate and Community Services is the Chief Executive Officer for the purpose of dealing with the complaint only;
- Are delegated the same authority, functions and powers as the Chief Executive Officer to enter into contracts on behalf of Council for the purpose of dealing with the complaint; and
- Do not have any authority, function or power that cannot – under the law of the Commonwealth or the State – be delegated by either the Council, Mayor or the Chief Executive Officer, to the Manager Corporate and Community Services.

3.4 LIAISING WITH THE CCC

The Chief Executive Officer is to keep the CCC and the Manager Corporate and Community Services informed of:

- The contact details for the Chief Executive Officer and the Manager Corporate and Community Services; and
- Any proposed changes to this policy.

3.5 CONSULTING WITH THE CCC

The Chief Executive Officer will consult with the CCC when preparing any policy about how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer.

4 DEFINITIONS

4.1 CRIME AND CORRUPTION COMMISSION (CCC)

The Crime and Corruption Commission (CCC) is a statutory body set up to combat and reduce the incidence of major crime and corruption in the public sector in Queensland. Its functions and powers are set out in the *Crime and Corruption Act 2001*.

4.2 COMPLAINT

In accordance with s48A of the Crime and Corruption Act 2001, complaint for the purpose of this policy includes information or matter.

4.3 CONTACT DETAILS

Contact details should include a direct telephone number, email address and postal address to enable confidential communications.

4.4 CORRUPTION

Means corrupt conduct (refer 4.5)

4.5 CORRUPT CONDUCT

Corrupt conduct is defined by the CC Act as conduct of a person, regardless of whether the person holds or held an appointment, that:

- adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - a unit of public administration; or
 - a person holding an appointment; and
- results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned above in a way that:
 - is not honest or is not impartial; or
 - involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
- is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and
- would, if proved, be—
 - a criminal offence; or
 - a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Conduct that involves any of the following could be corrupt conduct:

- abuse of public office;
- bribery, including bribery relating to an election;
- extortion;
- obtaining or offering a secret commission;
- fraud;
- stealing;
- forgery;
- perverting the course of justice;
- an offence relating to an electoral donation;
- loss of revenue of the State;
- sedition;
- homicide, serious assault or assault occasioning bodily harm or grievous bodily harm;

- obtaining a financial benefit from procuring prostitution or from unlawful prostitution engaged in by another person;
- illegal drug trafficking;
- illegal gambling.

4.6 DEAL WITH

To deal with a complaint about corruption or information or matter involving corruption, includes—

- investigate the complaint, information or matter; and
- gather evidence for—
 - prosecutions for offences; or
 - disciplinary proceedings; and
- refer the complaint, information or matter to an appropriate authority to start a prosecution or disciplinary proceeding; and
- start a disciplinary proceeding; and
- take other action, including managerial action, to address the complaint in an appropriate way.

4.7 NOMINATED PERSON

Refer to section 3.1 of this policy.

4.8 PUBLIC OFFICIAL / CEO

The Chief Executive Officer of Quilpie Shire Council. Also refer to Schedule 2 (Dictionary) and s48A of the *Crime and Corruption Act 2001*.

4.9 UNIT OF PUBLIC ADMINISTRATION (UPA)

The Local Government entity being Quilpie Shire Council. Also refer to s20 of the *Crime and Corruption Act 2001*.

4.10 REASONABLY SUSPECTS

Suspects on grounds that are reasonable in the circumstances.

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Public Interest Disclosure Act 2010

Criminal Code Act 1899

IX #	Details
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Strategic / Decision Report

Governance

13.8 (04/19) – Exclusion Fence Subsidy Scheme

IX: 177114

Author: Chief Executive Officer, Dave Burges

PURPOSE:

The purpose of this report is for Council to finalise the successful applications received under the Exclusion Fence Subsidy Scheme applications in December 2018.

POLICY:

Local Government Act 2009

Local Government Regulation 2012

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That Council finalise the exclusion fence application project priorities for funding under the Communities Combating Pests and Weed Impacts During Drought Program as follows:

Applicant	Property	Length	Rate per km

BACKGROUND:

Applications have been called from rural property owners in relation to an exclusion fence subsidy scheme to be funded under the *Communities Combating Pests and Weed Impacts During Drought Program* if the application by Council were to be successful.

Applications closed on Friday 25 January 2019.

Twenty five applications were received by the closing date. The application details are summarized in **Table 1** below.

Council undertook an initial prioritisation of the applications in February 2019.

Based on that the applications shaded below were advised they had been shortlisted for inclusion in Council's submission for funding under the "*Communities Combating Pests and Weed Impacts During Drought Program*". It was noted in the correspondence that if Council's funding submission was approved by the Australian Government, projects would be awarded based on Council's prioritised assessment of applicants for the extent of the approved funding.

TABLE 1: SUMMARY OF APPLICATIONS

Applicant	Property	Length	Initial Prioritisation
Lucy Britton ¹	Raymore	36	1
Francis Murray ²	Belombre	29.2	1
Scott Pegler ³	Monler	49.5	1
Brendan & Patrick Murray ⁴	Tallyabrab/ Glenvale	56	1
Dorothy Walker ⁵	Panjee	24	1
Cameron McConnell	Butchers Paddock	14.14	2
Jon Mooring	Comongin	17	3A
Shane Hamlyn	Wanko	120	3B
Dale Stevenson	Coolbinga	57.5	3C
Yuji Takahata	Woolbuna	20.4	3D
Joe & Stacey Tully	Tenham	52	4A
Tony & Peta Geiger	Springfield	61	4B
VG & JM Richardson	Moondilla	20	5
Jack McKnight	Yallamurra	60 (aprx)	6A
Mel Ruddy	Arranfield	20	6B
Michael & Judy Treloar	Boothulla	42	6C
Andrew Truss	Boran	104	
Michael Hall	Whynot	13.5	
James Rennick	Gumbardo	60 (est)	
Scott McKechnie	Sherwood Park	12	
Peter Jukes	Quartpot	15	
Ben Mckinnon	Kyabra & Yapunyah	40	
Steven Hall	Greenmulla	25	
Troy Kuhn & Scott Tweed	Nikavilla & Gunnadorah	18	
Greg Windsor	15 Mile	11.5	

¹ Subject to the SWNRM / SQNRM subsidy of \$2,500 per kilometre being successful

² Subject to the SWNRM / SQNRM subsidy of \$2,500 per kilometre being successful

³ Subject to the SWNRM / SQNRM subsidy of \$2,500 per kilometre being successful

⁴ Subject to the SWNRM / SQNRM subsidy of \$2,500 per kilometre being successful

⁵ Subject to the SWNRM / SQNRM subsidy of \$2,500 per kilometre being successful

An application was subsequently submitted to the Australian Government under the *Communities Combating Pests and Weed Impacts During Drought Program* for a total value of \$900,000.

A further application was submitted for pest weed control to the value of \$100,000.

Both applications were successful.

DISCUSSION:

Council now needs to finalise their project prioritisation for the funding program.

FINANCIAL:

The project will be funded to the value of \$900,000 under the *Communities Combating Pests and Weed Impacts During Drought Program*.

Relevant provisions will be made in the 2019/2020 budget.

CONSULTATION:

Not applicable

ATTACHMENTS:

Not applicable

Strategic / Decision Report

Governance

13.9 (04/19) – Content Insurance for Selected Buildings

IX: 177154

Author: Chief Executive Officer, Dave Burges

PURPOSE:

The purpose of this report is to allow Council to consider making a submission to the Productivity Commission Review of the Remote Area Tax Concessions and Payments.

POLICY/LEGISLATION:

Not applicable

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That Council consider the risk versus cost of insuring building contents for the 2019/20 financial year.

BACKGROUND:

A meeting was held with Kale Townsend, Account Manager, LGM Assets on 05 March 2019 to discuss insurance needs and asset coverage for the 2019/20 financial year. At the meeting the matter of contents insurance on selected Council buildings was discussed.

DISCUSSION:

Kale Townsend was tasked with following this up and has now responded to Council as follows:

“Further to our conversation regarding cover for contents as part of Council’s Property Protection, please find below the Contribution amount for 2018/19 Cover Period had Council declared Contents on its Property Protection Risk Browser for the same period. Please note, Council’s declared value for Section 1 – Material Loss or Damage on its Property Protection Risk Browser is \$38,958,418 for the 2018/19 period.

\$91,223.04	<i>Current Contribution based on \$38,958,418 (Current Declared Value)</i>
\$95,480.32	<i>Contribution for \$40,958,418 (Current Declared value plus \$2m Contents)</i>
\$97,608.97	<i>Contribution for \$41,958,418 (Current Declared value plus \$3m Contents)</i>
\$99,737.61	<i>Contribution for \$42,958,418 (Current Declared value plus \$4m Contents)</i>

Please note, the figures noted above are inclusive of GST and are for the 2018/19 period if cover for Contents had of been taken (by way of declaring contents on Council’s Property Protection Risk Browser). As discussed in our meeting, we are advising Members of the LGM Assets Scheme to budget for a 15% increase across all covers. Specific to the Property Protection cover, this opinion is based on the recent events (Victorian, Tasmanian and Central Queensland Fires; North Queensland Weather Event; Northern Territory Cyclone) and industry opinions”.

For discussion

FINANCIAL:

As detailed above

CONSULTATION:

Not applicable

ATTACHMENTS:

Not applicable

Strategic / Decision Report

Governance

13.10 (04/19) – Application for Mining Claim No 300225

IX: 177168

Author: Building, Environmental and Planning Officer, Jamie Wensley

PURPOSE:

The purpose of this report is to allow Council to provide their views to the Department of Natural Resources and Mines (DNRM) Mines Lodgment Office unit on a Mining Claim Application Certificate for Mining Claim No. 300225

POLICY/LEGISLATION:

Mineral Resources Act 1989

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That Council offers no objection to the Mining Claim Certificate for Mining Claim No.300225

BACKGROUND:

The locality of the Mining Claim is North West of Eromanga QLD. The applicant has no outstanding rate balances. A compensation agreement is required with the landholder.

DISCUSSION:

By mail received 12th March 2019, Council were provided the opportunity to object to the application for a mining claim. Relevant details are:

Applicant: Mr Brian Senior & Mr Alexander Kent
Purpose: Opal mining
Location: Keeroongooloo Station
Area: 0.1 Ha
Access: Kyabra Station

FINANCIAL:

Not applicable

CONSULTATION:

No consultation has been undertaken. Council is not the landholder. The applicant will advise the landholder.

ATTACHMENTS:

Not Applicable

Strategic / Decision Report

Governance

13.11 (04/19) – Application for Mining Claim No 300224

IX: 177175

Author: Building, Environmental and Planning Officer, Jamie Wensley

PURPOSE:

The purpose of this report is to allow Council to provide their views to the Department of Natural Resources and Mines (DNRM) Mines Lodgment Office unit on a Mining Claim Application Certificate for Mining Claim No. 300224

POLICY/LEGISLATION:

Mineral Resources Act 1989

CORPORATE PLAN:

Not applicable

RECOMMENDATION:

That Council offers no objection to the Mining Claim Certificate for Mining Claim No.300224

BACKGROUND:

The locality of the Mining Claim is North West of Eromanga QLD. The applicant has no outstanding rate balances. A compensation agreement is required with the landholder.

DISCUSSION:

By mail received 8th March 2019, Council were provided the opportunity to object to the application for a mining claim. Relevant details are:

Applicant: Mr Alexander Kent
Purpose: Opal mining
Location: Keeroongooloo Station
Area: 0.1 Ha
Access: Kyabra Station

FINANCIAL:

Not applicable

CONSULTATION:

No consultation has been undertaken. Council is not the landholder. The applicant will advise the landholder.

ATTACHMENTS:

Nil

Order of Proceedings

14 CONFIDENTIAL ITEMS

14.1 (04/19) – Rates Recovery Action

14.2 (04/19) – Show Cause Notice – Assessment 00374-00000-000

14.3 (04/19) – Suspension of Food Business Licence

14.4 (04/19) – Staffing Matters

15 LATE CONFIDENTIAL ITEMS

16 LATE ITEMS

17 GENERAL BUSINESS

17.1 (04/19) – Request for Sponsorship – STEAM Conference

By email dated 28 March 2019 a request has been received for Council to give consideration to sponsoring a conference targeted at female school students in Toowoomba. The conference is designed for teachers of Science, Technology and Maths (STEAM), and girls (years 4 to 10) to experience the latest in classroom practice, network with experts and spark their passion for STEAM.

17.2 (04/19) – Corporate Plan Review

Section 165 of the Local Government Regulation states that Council may amend its 5 year Corporate Plan by resolution at any time. It is prudent for Council to review the Corporate Plan to ensure the development of annual operational plan aligns with the Corporate Plan and is reflective of Council's strategic direction.

17.3 (04/19) – Rates Pensioner Rebates

Any enquiry has been received from a senior resident in relation to the State Government Pensioner Rates Rebate scheme. The resident has advised that although he is of an eligible age he is not in receipt of an aged pension, and asking Council to give consideration to extending the applicable Council discount to those above retirement age.

17.4 (04/19) – Deputation – Local Government Workcare and Mutual Liability Membership

Mr Alan Balloch of Jardine Lloyd Thompson will be attending the meeting to provide Council with an update on the various Local Government Insurance Schemes Council participates in.

17.5 (04/19) – Policy Reviews

Council reviews all its policies on an annual or bi-annual basis. A number of policies have been forwarded to Councillors for consideration. Council feedback on the policies is required.

18 MEETING DATES