



# LATE ITEMS AGENDA

Friday 11 October 2019

commencing at 9:30am

Quilpie Shire Council Boardroom  
50 Brolga Street Quilpie

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## Ordinary Meeting of Council

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10 October 2019

The Mayor and Council Members  
Quilpie Shire Council  
QUILPIE QLD 4480

Dear Members

Reference is hereby made to the Ordinary Meeting of the Quilpie Shire Council scheduled to be held at the Council Chambers, on **Friday, 11 October 2019**, commencing at **9:30am**.

An agenda for the Ordinary Meeting was forwarded to all Members on 4 October 2019. In addition to the agenda, please find attached a summary of "Late Items".

Yours faithfully

Dave Burges  
Chief Executive Officer





# ORDINARY MEETING OF COUNCIL AGENDA

Friday 11 October 2019  
Quilpie Shire Council Boardroom

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## 17 LATE ITEMS

### 17.1 (10/19) – Gyrica Gardens Multi-function Centre Concept Design

IX: 186970

Author: Chief Executive Officer, Dave Burges

#### PURPOSE:

Quotations were called for the high level conceptual design of a multi-function centre at the Gyrica Gardens complex. The purpose of this report is to allow Council to review the draft plans received from Elia Architecture.

#### POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

Council's Procurement Policy

#### CORPORATE PLAN:

6.2.2 Identify programs and initiatives to ensure the needs of our older residents are met

#### RECOMMENDATION:

*That Council review the draft plans from Elia Architecture for the conceptual design of a multi-function centre at Gyrica Gardens.*

#### BACKGROUND:

Quotations were called for the high level conceptual design of a multi-function centre at the Gyrica Gardens complex. This matter was considered by Council at the August 2019 meeting and the project was subsequently awarded to Elia Architecture.

#### DISCUSSION:

Chris Gay from Elia Architecture visited Quilpie on 05 and 06 September 2019 to undertake the necessary consultation and site visit. The outcomes of the consultation are provided **as Attachment A, Attachment B and Attachment C.**

Subsequent to the resident consultation on 06 September, correspondence has been received from two residents, both of whom have the view that the facility is not required. One respondent had the view that improving the grounds should be a higher priority.

The draft concept plans are provided as **Attachment D.**

A "walk through" video file will be available for viewing at the meeting.

#### FINANCIAL:

Council has made a provision for this activity in the 2019/20 budget. No provision has been made for design and construction of the facilities.

**CONSULTATION:**

Consultation has been undertaken with Councillors, staff and the residents of Gyrica Gardens.

**ATTACHMENTS:**

Attachment A: Consultation with Council

Attachment B: Consultation with Residents

Attachment C: Summary Brief

Attachment D: Draft Concept Plans

# Notes of meeting

**Project:** Multi-Purpose Building - Gyrica Gardens

**Project No:** 190802



**Meeting:** Quilpie Shire Council

**Meeting Location:** Council Chamber, QSC

**Meeting Time/Date:** 5 September 2019, at 2pm

PRESENT / CIRCULATION				
Present	Name	Company	Telephone	Email
✓	Stuart Mackenzie	Mayor QSC		
✓	Jenny Hewson	Cr QSC		
✓	Bob Hall	Cr QSC		
✓	Bruce Paulsen	Cr QSC		
✓	Roger Volz	Cr QSC		
✓	Dave Burges	CEO QSC	07 4656 0500	<a href="mailto:ceo@quilpie.qld.gov.au">ceo@quilpie.qld.gov.au</a>
✓	Lisa Hamlyn	QSC		
✓	Chris Gay	ELIA Architecture (ELIA)	07 4632 0200	<a href="mailto:chris@elia.com.au">chris@elia.com.au</a>

**Apologies:** N/A.

NEW BUSINESS		ACTION
1.1	<b>General Discussion</b> <ul style="list-style-type: none"> <li>Meeting to be held with occupants / stakeholders on site tomorrow at 9.30am to obtain their input</li> <li>If the project proceeds further than the current instructed scope (concept design), this will be in the next financial year</li> <li>Units at Gyrica Gardens are all 2 bedroom units – 17 units                             <ul style="list-style-type: none"> <li>Only two couples, remainder are single occupants</li> </ul> </li> </ul>	
1.2	<b>Project Scope</b> <ul style="list-style-type: none"> <li>Multi-Purpose Room                             <ul style="list-style-type: none"> <li>Should allow flexibility for multiple uses</li> <li>Dementia Week Presentations</li> <li>Maybe up to 20 people</li> <li>Large TV</li> <li>Although there is a separate Men's' Shed, meetings could be held here</li> </ul> </li> <li>Kitchenette                             <ul style="list-style-type: none"> <li>Urn for hot water, rather than Zip unit</li> <li>Cold water (filtered), jug</li> <li>Fridge, microwave, stove, oven</li> </ul> </li> <li>Office/ small meeting room – individual / confidential meetings</li> <li>Say 2 x PWD WC's</li> <li>Cleaner cupboard</li> <li>Storage room – chairs and tables, general storage</li> <li>Outside covered area                             <ul style="list-style-type: none"> <li>Bi-fold doors to allow space to open up</li> <li>BBQ</li> </ul> </li> <li>Driveway (deliveries)</li> <li>General considerations                             <ul style="list-style-type: none"> <li>Sustainability</li> <li>Reverse cycle A/C; insulation</li> </ul> </li> </ul>	

## TOOWOOMBA OFFICE

Info Agenda - Ordinary Meeting of Council 11 October 2019  
 Ph +61 4632 0200 Fax +61 7 4636 6044 [www.elia.com.au](http://www.elia.com.au) [info@elia.com.au](mailto:info@elia.com.au) PO Box 547 ■ 109 Herries St, Toowoomba QLD 4350  
 Ehrlich Layton International Pty Ltd ABN 38 083 196 230

	<ul style="list-style-type: none"> <li>- Ceiling fans</li> <li>- Blinds required</li> <li>- Mix of lighting downlights and panel LED fittings, to allow flexibility of mood</li> <li>- Materials <ul style="list-style-type: none"> <li>▪ Floors- - commercial finish, suitable for wheelchairs and scooters (possibly vinyl?)</li> <li>▪ Possibly brick veneer</li> <li>▪ QSC can supply concrete</li> </ul> </li> <li>- Construction cost <ul style="list-style-type: none"> <li>- Say \$350- 400K. Approximately the cost of a small 2 bed house</li> </ul> </li> <li>- Location <ul style="list-style-type: none"> <li>- Central area seems to be adequate in size; will not impinge on any individual units; easy access from road via existing vehicular gate</li> </ul> </li> </ul>	
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# minutes of meeting

**Project:** Multi-Purpose Building - Gyrica Gardens

**Project No:** 190802



**Meeting:** Gyrica Gardens Residents & Stakeholders

**Meeting Location:** Gyrica Gardens

**Meeting Time/Date:** 6 September 2019, at 9.30am

PRESENT / CIRCULATION				
Present	Name	Company	Telephone	Email
✓	Jenny Hewson	Cr QSC		
✓	Bob Hall	Cr QSC		
✓	Bruce Paulsen	Cr QSC		
✓	Roger Volz	Cr QSC		
✓	Dave Burges	CEO QSC	07 4656 0500	<a href="mailto:ceo@quilpie.qld.gov.au">ceo@quilpie.qld.gov.au</a>
✓	Lisa Hamlyn	QSC		
✓	Sally	Qld Health		
✓	9 Residents			
✓	Chris Gay	ELIA Architecture (ELIA)	07 4632 0200	<a href="mailto:chris@elia.com.au">chris@elia.com.au</a>

**Apologies:** N/A.

NEW BUSINESS		ACTION
1.1	<b>General Discussion</b> <ul style="list-style-type: none"> <li>Meeting held with occupants / stakeholders to obtain their input, to confirm a new building would be used, and explore requirements</li> </ul>	
1.1	<b>Project Scope</b> <ul style="list-style-type: none"> <li>Multi-Purpose Room <ul style="list-style-type: none"> <li>Exercise area (specialised equipment for aged care) rather than at hospital with nurse</li> <li>Quilting group</li> <li>Men's' meeting (currently held under carport)</li> <li>Books /DVD / Book exchange</li> <li>Physio (comes from Charleville)</li> <li>Foot spas (from hospital)</li> <li>Internet access</li> <li>TV / movies</li> <li>Birthday parties with families</li> <li>Group meetings / info sessions</li> </ul> </li> <li>Kitchenette <ul style="list-style-type: none"> <li>Fridge, microwave, stove, oven</li> <li>Disabled compliant</li> <li>Coffee machine (possibly)</li> </ul> </li> <li>Office/ small meeting room – individual / confidential meetings</li> <li>Say 2 x PWD WC's</li> <li>Cleaner cupboard</li> <li>Storage room – chairs and tables, general storage</li> <li>Outside covered area <ul style="list-style-type: none"> <li>Bi-fold doors to allow space to open up</li> <li>BBQ</li> </ul> </li> <li>General considerations <ul style="list-style-type: none"> <li>Cleaning - QSC would have to decide who does it; users could clean up after functions; general cleaning by QSC?</li> <li>Concrete paths would be useful to allow easy access with mobility scooters &amp; walkers. Join up to existing.</li> </ul> </li> </ul>	

## TOOWOOMBA OFFICE

In the Agenda, Ordinary Meeting of Council 11 October 2019  
 Ph +61 4632 0200 Fax +61 7 4638 8644 [www.elia.com.au](http://www.elia.com.au) [timba@elia.com.au](mailto:timba@elia.com.au) PO Box 547 ■ 109 Herries St, Toowoomba QLD 4330  
 Ehrlich Layton International Pty Ltd ABN 38 083 196 230

# Brief



Project: Multi-Purpose Room, Gyrica  
Gardens, Quilpie

Date: 27 Sept 2019

Time: N/A

Project No: 190802

Initials: CG

## Brief for building

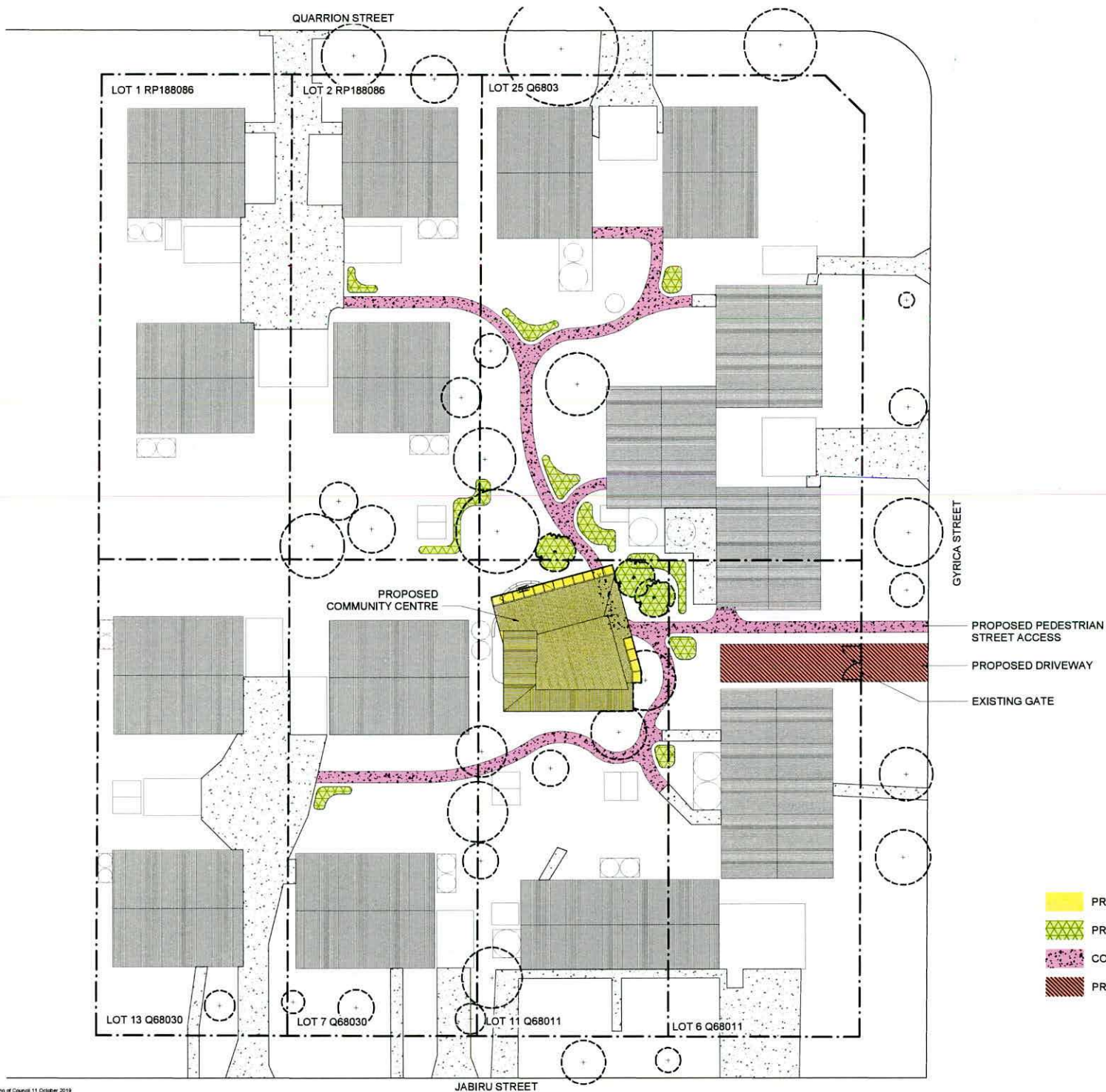
Consolidated from meetings with Council and residents / stakeholders

### General

- Construction cost
  - o Say \$350- 400K. Approximately the cost of a small 2 bed house
- Location - Central area seems to be adequate in size; will not impinge on any individual units; easy access from road via existing vehicular gate

### Accommodation schedule

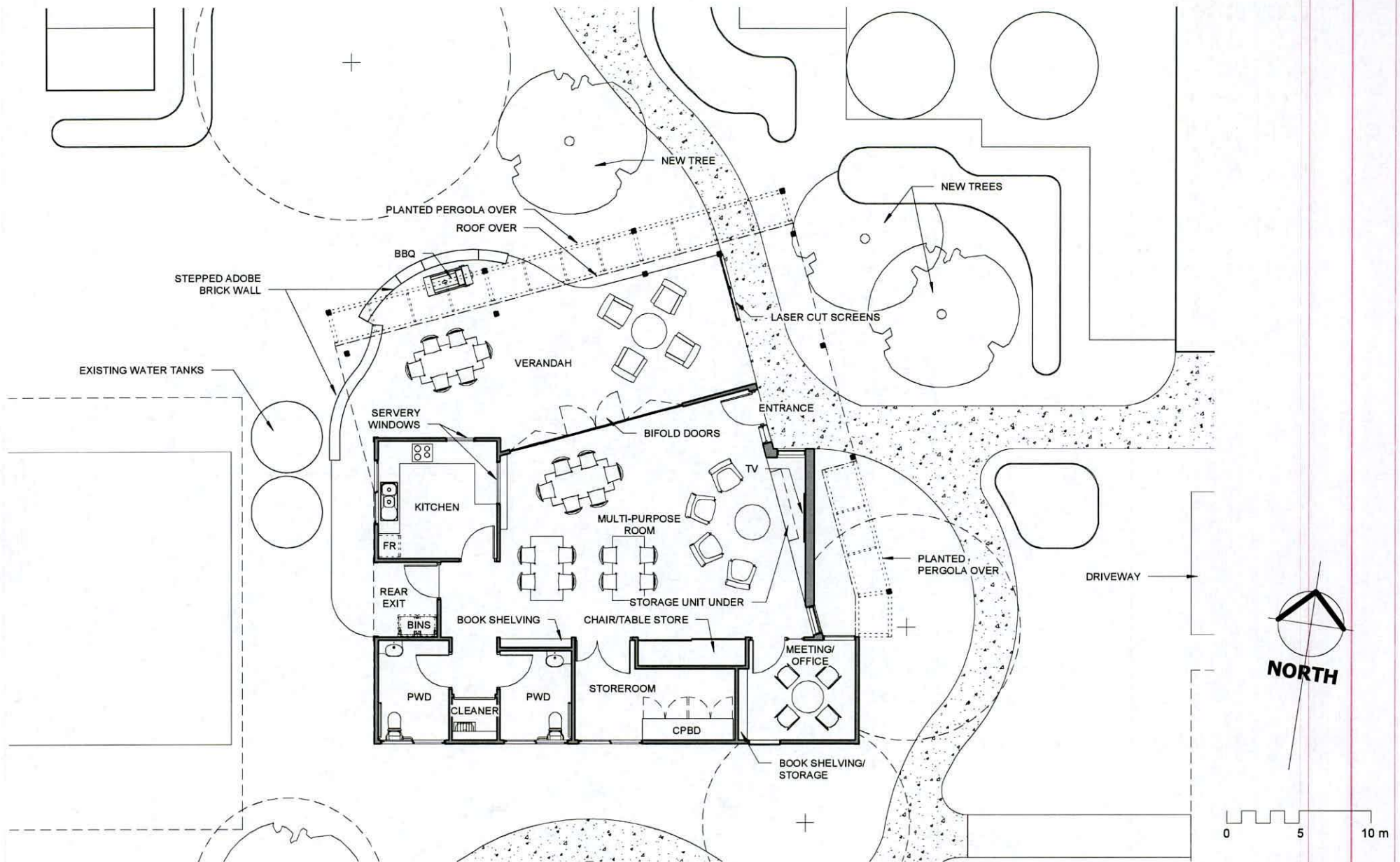
- Multi-Purpose Room
  - Should allow flexibility for multiple uses
  - Maybe up to 20 people
  - Dementia Week Presentations
  - Large TV
  - Exercise area (specialised equipment for aged care) rather than at hospital with nurse
  - Quilting group
  - Men's' meeting (currently held under carport)
  - Books /DVD / Book exchange
  - Physio (comes from Charleville)
  - Foot spas (from hospital)
  - Internet access
  - TV / movies
  - Birthday parties with families
  - Group meetings / info sessions
- Kitchenette
  - Urn for hot water, rather than Zip unit
  - Cold water (filtered), jug
  - Fridge, microwave, stove, oven
- Office/ small meeting room – individual / confidential meetings
- Say 2 x PWD WC's
- Cleaner cupboard
- Storage room – chairs and tables, general storage
- Outside covered area
  - Bi-fold doors to allow space to open up
  - BBQ
- Driveway (deliveries)
- General considerations
  - Sustainability
  - Reverse cycle A/C; insulation
  - Ceiling fans
  - Blinds required
  - Mix of lighting downlights and panel LED fittings, to allow flexibility of mood
  - Materials
    - Floors- - commercial finish, suitable for wheelchairs and scooters (possibly vinyl?)
    - Possibly brick veneer

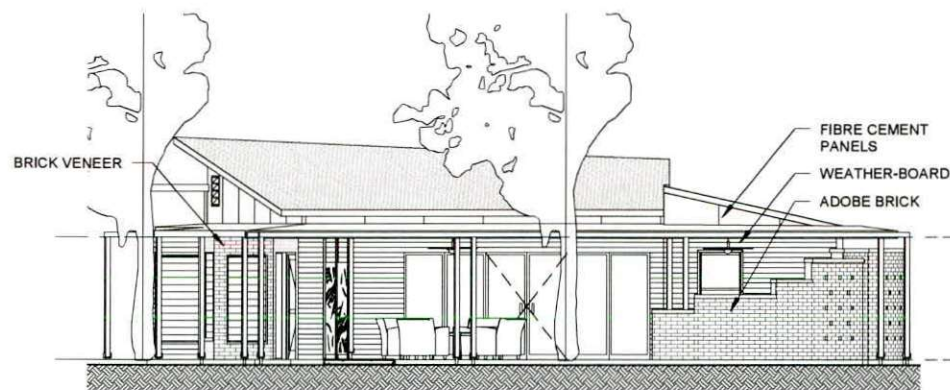


- PROPOSED COMMUNITY CENTRE
- PROPOSED PLANTING
- CONNECTING AMBULANT PATHWAYS
- PROPOSED DRIVEWAY

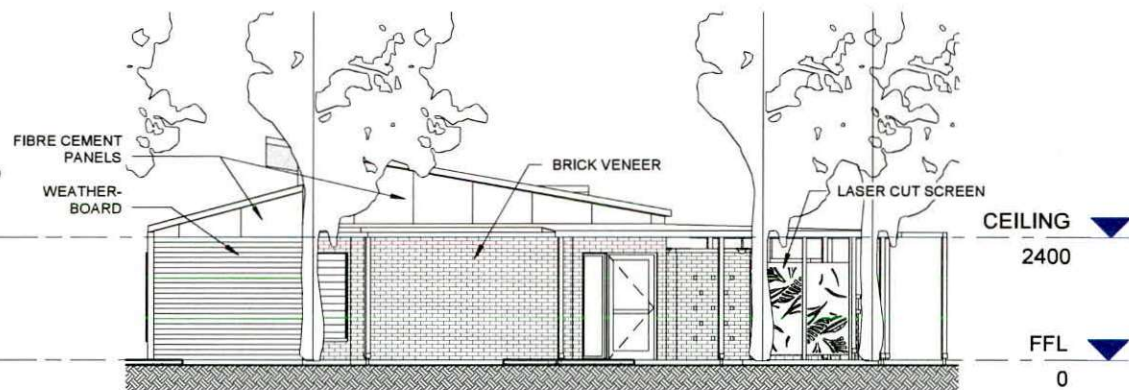


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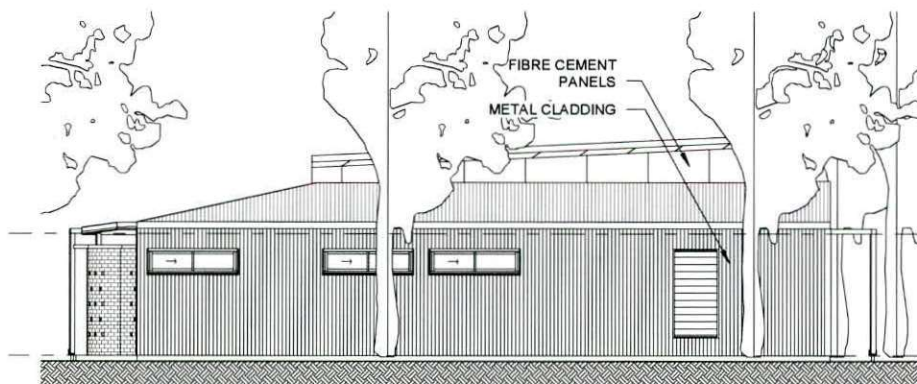




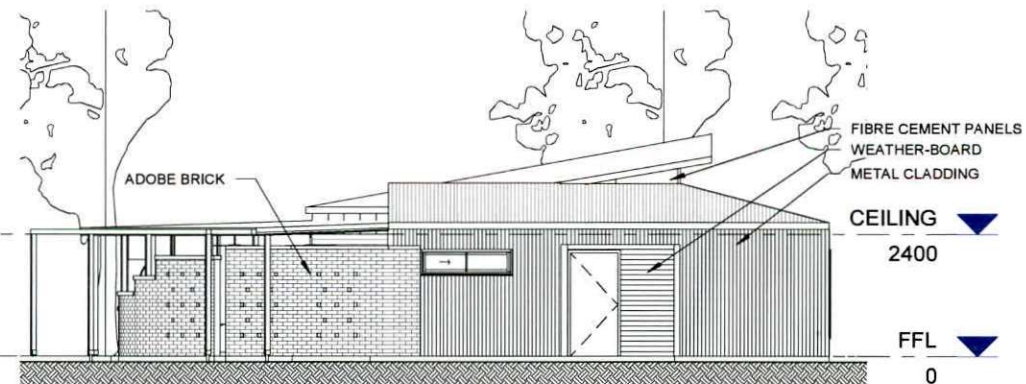
1 NORTH ELEVATION  
1 : 100



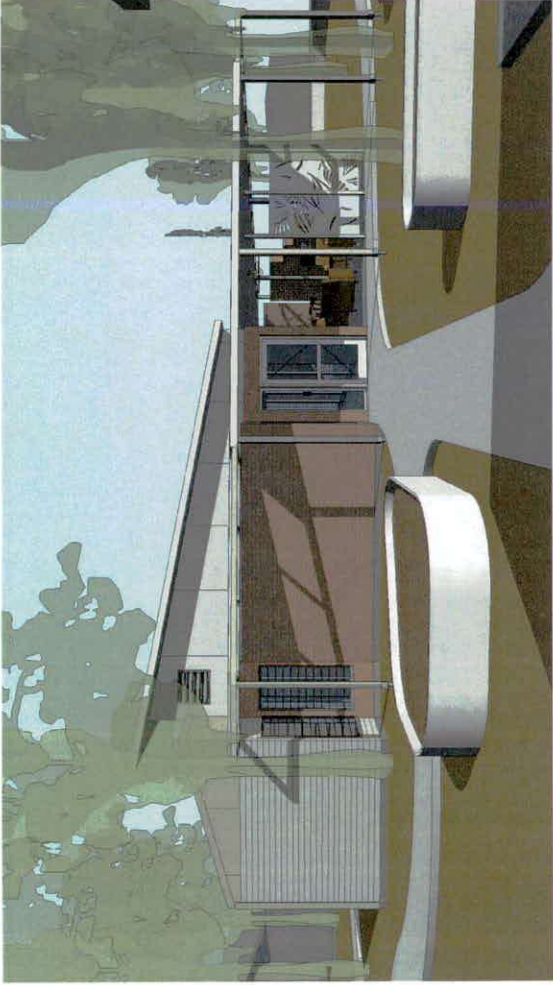
2 EAST ELEVATION  
1 : 100



3 SOUTH ELEVATION  
1 : 100



4 WEST ELEVATION  
1 : 100



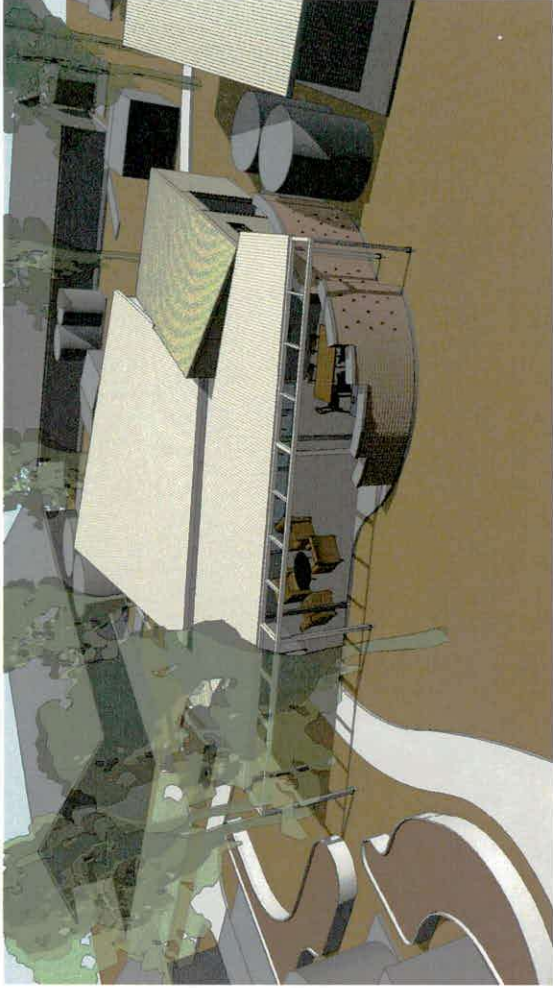
1 EAST



2 NORTH



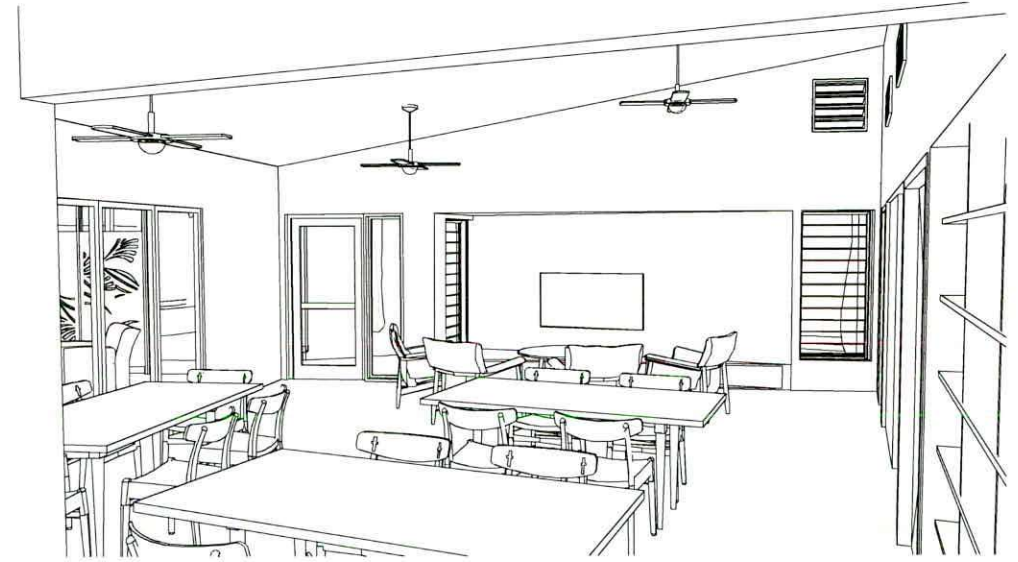
3 NORTH WEST



4 NORTH EAST



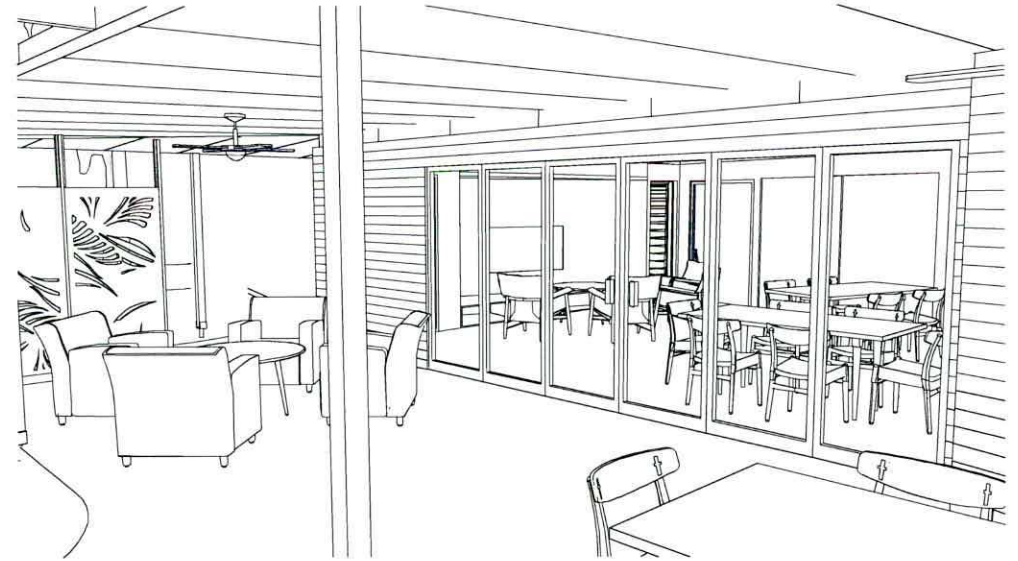
1 MULTI-PURPOSE TO SERVERY



2 MULTI-PURPOSE TO ENTERTAINMENT



3 VERANDAH TO BBQ



4 VERANDAH TO ENTRANCE

## 17.2 (10/19) – Offer to purchase land, Quilpie

IX: 187032

Author: Manager of Corporate and Community Services, Lisa Hamlyn

### PURPOSE:

The purpose of this report is for Council to consider an offer received from Di Andrews to purchase two parcels of land known as Lot 44 on SP234965 and Lot 45 on SP234965, Curlew Estate Quilpie.

### POLICY:

Local Government Act 2009

Local Government Regulation 2012

F.102 Asset Disposal Policy

### CORPORATE PLAN:

Not Applicable

### RECOMMENDATION:

*That Council accepts / does not accept the offer received from Di Andrews to purchase two parcels of land known Lot 44 on SP234965 and Lot 45 on SP234965, Curlew Estate Quilpie.*

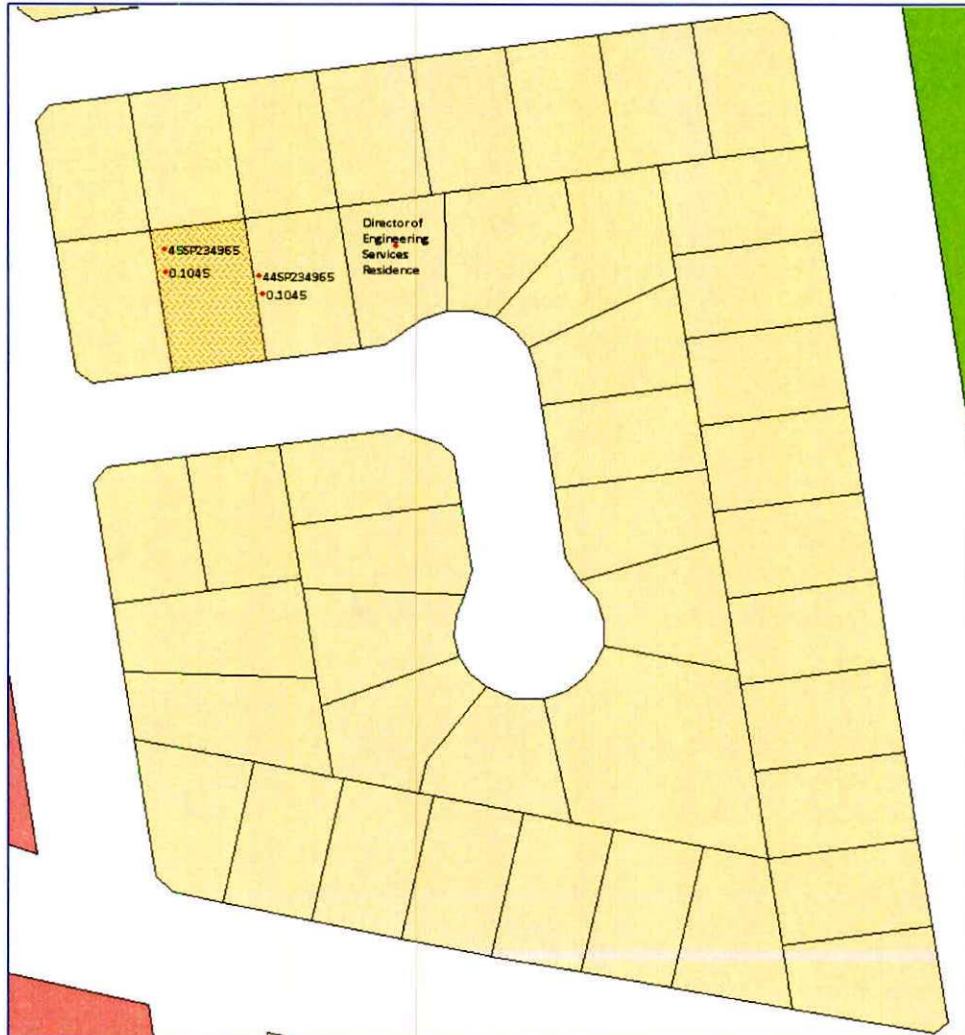
### BACKGROUND:

In accordance with the Quilpie Shire Council rates system, details of the property are outlined below:

	Parcel 1	Parcel 2
Assessment No	00447-44400-440	00447-44400-450
Property Description	L44 SP234965	L45 SP234965
Property Address	6 Boobook Street, Quilpie	4 Boobook Street, Quilpie
Area	1045m <sup>2</sup>	1045m <sup>2</sup>
Tenure	Freehold	Freehold
Property Use	Vacant land - Residential	Vacant land - Residential
Valuation	No valuation	No valuation
Emerg. Management Fire & Rescue Levey	Applicable	Applicable

**DISCUSSION:**

Correspondence has been received from Di Andrews offering Council \$25,000 to purchase Lots 44 & 45 SP234965, Curlew Estate Quilpie. This is vacant land currently owned by Quilpie Shire Council.



**FINANCIAL:**

Unknown

**CONSULTATION:**

NA

**ATTACHMENTS:**

NA

### 17.3 (10/19) – Playground Equipment Request, Bicentennial Park

IX: 187039

Author: Manager of Corporate and Community Services, Lisa Hamlyn

#### PURPOSE:

The purpose of this report is to advise Council of correspondence received from Samantha Welk requesting Council's consideration of purchasing and installing additional playground equipment at Bicentennial Park, Quilpie to enhance play experiences, improve physical health, social and sensory experiences of the children / youth in our community.

#### POLICY:

Not Applicable

#### CORPORATE PLAN:

6.1.1 – Actively identify and implement initiatives that support, retain and attract families to the shire.

6.2.5 – Provide a range of leisure and recreation activities for the benefit of the community.

#### RECOMMENDATION:

*That Council agrees to further investigate additional playground equipment at Bicentennial Park to develop the facility for young families.*

#### BACKGROUND:

Whilst travelling to NSW and stopping several times at various parks along the way, Samantha noted the equipment at other parks, particularly relevant to smaller children that could compliment the lovely park and playground Quilpie has. Samantha and other parents of young children meet regularly at Bicentennial Park (usually once a day) as well as holding birthday parties for the children regularly and agree that it would be of benefit to a variety of age groups within our community to have additional equipment installed.

#### DISCUSSION:

The correspondence received from Samantha Welk also contains signatures of support from other Quilpie families with children.

Samantha also advises that she can provide photos and ideas should Council progress this request.

Suggestions of equipment:

- Swings – including some to suit small babies through to teenagers
- Seesaw
- Climbing equipment
- Sound travel pipes
- Smaller play equipment for toddlers (similar to park at Roma Big Rig)

- Additional shade for equipment to enable it to be better utilised during summer.

**FINANCIAL:**

Unknown

**CONSULTATION:**

NA

**ATTACHMENTS:**

Incoming Correspondence

2 September 2019

Dear Councillors,

I recently drove with my three children to the Southern Highlands in N.S.W. As you could imagine all our rest stops were at parks. This had me thinking about our lovely little park in Quilpie.

We visit the park on average at least once a day, often meeting up with other families for a spontaneous play (local families and travellers) or attending the many kid's birthday parties held at the park.

After returning from our trip and talking with other Quilpie families with small children, there were a few aspects we all missed about the other parks we visit.

Although we all enjoy our little Quilpie park, we would love to upgrade the park to suit a wider variety of age groups.

- Swings - Some that would suit small babies through to late teenagers.
- Additional equipment (seesaw, climbing equipment, sound travel pipes)
- Smaller play equipment for toddlers (Roma Big Rig has a great example).
- Better shade for the play equipment, to better utilise during the warmer months.









I have taken photos of the different parks which had some great ideas that I'd love to share and I'm looking forward to hearing from you all to find the best way to move forward with a Quilpie Park Upgrade.

Regards,



Samantha Welk

Signatures of support from Quilpie families;

 - Lauren Park  
 - Simone Bennett  
 - Richie Hodge  
 - Jenny Reinders  
 - Scott Young  
 - Kiri Castles  
 - Laura Wilson  
 - Stephanie Picone

QUILPIE SHIRE COUNCIL		
04 OCT 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 type="checkbox"/>	<input type="checkbox"/>
Community	<input checked="" 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"/>

# Late Decision Report

Ordinary Meeting of Council

## 17.1 (10/19) – RFQ 27 1920 Quilpie Adavale Road Bitument Sealing

IX: 186157

Author: Chief Executive Officer, Dave Burges

### PURPOSE:

Quotations have been called for the bitumen sealing of the next stage of the Quilpie Adavale Road upgrade project. The purpose of this report is to allow Council to review the quotation results and award the works.

### POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

Council's Procurement Policy

### CORPORATE PLAN:

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

### RECOMMENDATION:

*That Council award RFQ27 1920 Quilpie Adavale Road Bitumen Sealing to COLAS Queensland Pty Ltd for the value of \$231,053.98 including GST.*

### BACKGROUND:

Not applicable

### DISCUSSION:

Quotations for next section of the Quilpie Adavale (Red) Road bitumen sealing, from 54.35km to 58.0km were called via Vendor Panel (LocalBuy) on Monday 30 September 2019.

Relevant details are provided in **Table 1**.

Reference	VP163219
Opened	Monday 30 September 2019
Closed	Thursday 10 October 2019 @ 02:00 PM
Supplier lists selected	Road, Water, Sewerage & Civil Works - BUS270
Categories selected	1: Road Resurfacing
Suppliers selected	1. Austek Asphalt Services PTY LTD 2. Boral Resources (Qld) Pty Ltd 3. COLAS Queensland Pty Ltd 4. Road Surfaces Group Pty Ltd 5. RPQ Spray Seal Pty Ltd

**TABLE 1: VENDORPANEL DETAILS**

Three submissions were received on Vendor Panel by the closing time and one submission was received to Council's Tenders email account with the details provided in **Table 2**.

Name	Offer (including GST)	Comments
Austek Asphalt Services PTY LTD	\$242,430.10	
COLAS Queensland Pty Ltd	\$231,053.98	
Road Surfaces Group Pty Ltd	\$252,984.25	Does not include aggregate
RPQ Spray Seal Pty Ltd	\$250,636.54	

**TABLE 2: SUMMARY OF SUBMISSIONS RECEIVED**

All companies are reputable and it is recommended that the decision be based on price.

**Comment from Director Engineering Services**

I have analysed the tenders which were received and opened today.

All tenders appear to be conforming except Road Surfaces Group. Road Surfaces Group have a notation that the works will be carried out in conjunction with Cunnamulla and Yowah streets and have not provided a works program. They also state that "you" (council presumably) will provide the aggregate.

All are reputable contractors.

The least expensive conforming tender is from COLAS Queensland Pty Ltd for a total cost of \$231,053.98 including GST.

I recommend that the tender be awarded to COLAS Queensland Pty Ltd for a total cost of \$231,053.98 including GST.

**FINANCIAL:**

Council has made provision for this project in the 2019/20 budget and the works are partly funded under the Transport Infrastructure Development Scheme (TIDS).

**CONSULTATION:**

Not applicable

**ATTACHMENTS:**

Not applicable