



LATE ITEMS AGENDA

Friday 17 April 2020
commencing at 9:30am
Quilpie Shire Council Boardroom
50 Brolga Street Quilpie

Ordinary Meeting of Council

15 April 2020

The Mayor and Council Members
Quilpie Shire Council
QUEENSLAND 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, 17 April 2020**, commencing at **9:30am**.

An agenda for the Ordinary Meeting was forwarded to all Members on 11 April 2020. 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 17 April 2020
Quilpie Shire Council Boardroom

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Late Decision Report

Ordinary Meeting of Council

17 LATE ITEMS

17.1 (04/20) – Eromanga Masterplan

IX: 193649

Author: Chief Executive Officer, Dave Burges

PURPOSE:

CUSP Landscape Architecture & Urban Design have been appointed to prepare the Eromanga Masterplan. The purpose of this report is to allow Council to review the draft plan and provide feedback to CUSP.

POLICY/LEGISLATION:

Local Government Act 2009

Local Government Regulation 2012

CORPORATE PLAN:

Priority Focus Area: Ensure our towns are excellent places to live and work

RECOMMENDATION:

That Council receive this report and provide feedback on the draft Eromanga Masterplan.

BACKGROUND:

This matter was discussed with the Eromanga Community at the November 2019 Eromanga District Community Association. Council subsequently resolved to undertake a master planning process at their December 2019 meeting.

The resolution to award the project to CUSP was made at the February 2020 meeting.

DISCUSSION:

The draft masterplan is provided as **Attachment A**.

FINANCIAL:

Council resolved to fund this project from the 2019-2020 Eromanga Community Development funds.

Expenditure to date from that allocation is \$14,597 from a budget of \$40,000.

CUSP were awarded the project for a quotation amount of \$19,590 excluding GST (plus disbursements).

CONSULTATION:

This matter was discussed with the Eromanga Community at the November 2019 Eromanga District Community Association.

CUSP undertook extensive consultation with the Eromanga community as part of the development of the draft plan.

Further consultation will be had with the Eromanga community on the draft plan.

ATTACHMENTS:

Attachment A: Draft Eromanga Masterplan



EROMANGA MASTERPLAN

DRAFT



03 April 2929 | Rev A

Document Control Sheet

Project: Eromanga
Report Title: Masterplan

Author: Andrew Tomlins, Christoph Pester, Milkana Kirova
Approved by: Stephen Pate

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- 11** COMMUNITY RECREATION HUB DETAILED PLAN
- 12** KNOT-A-SAURUS PARK DETAILED PLAN
- 13** OVERALL MASTERPLAN
- 14** PRIORITY PLAN

1. INTRODUCTION & VISION

INTRODUCTION

CUSP was commissioned by Quilpie Shire Council in February 2020 to undertake a masterplan for the township of Eromanga, situated approximately one thousand kilometres directly west of Brisbane. Its association to opal mining, prehistoric archaeology and oil relates to its location on the edge of what was once called the Eromanga Inland Sea, a body of water that existed in the early Cretaceous period. Eromanga has a diverse history of indigenous culture; western history (settlement commenced in the late 19th century); prehistoric/megafauna background (internationally renowned); opal mining and oil drilling/refining (IOR), giving it a unique mix of industrial, rural, cultural and historic attributes. The formulated strategy to respond to the client brief was to:-

- establish the existing community's issues and ideas for the future;
- identify potential constraints and opportunities;
- identify improvements related to core and extended community facilities/services;
- identify improvements to leverage from the existing and future tourism potential of the township and surrounding region; and
- propose a schedule of priority projects to be undertaken over the next 4-year period to both support tourism and community growth.

"People- residents, - visitors and ultimate users of the spaces and buildings - are at the heart of any master plan. A successful master plan will embody a community's collective vision and values to create sustainable places for living, working and recreation."

The approach to establishing this "community vision" was to meet with key stakeholders in Eromanga in the local town hall to listen to their concerns and their ideas for strengthening their community through a workshop framework. This was run over two number of approximately 2 to 2 and half hour sessions. In summary, the core principles identified by the community were as follows:-

- Strengthen their existing community "hubs" such as the Town Hall park; and the recreation zone (public pool and courts) – which represent the main current locations for inter-generational interaction - other than the local pub – The Royal.
- Increase opportunities for youth and family active / passive activities within the surrounding common areas near the town centre, including the small river/creek corridors that define the township's footprint.
- Ensure pedestrian/cycle connectivity is increased, particularly for school aged children within the township, linking to the common areas and connecting to the Eromanga Natural History Museum (ENHM).
- Address the township's overall general image and character to revitalise community spirit/pride and increase visitor perception and appreciation of Eromanga, particularly around "first impressions", through improvements to the main streets; tackling the issue of vacant/abandoned lots; creating significant gateways that recognise the towns semi-industrial/rural history as well as its prehistoric.
- Capitalise on the already rich history and nearby tourist attractions by providing additional interest sites within Eromanga; improving on existing; supporting current attractions (such as the Historic Centre and ENHM) and providing clear information regarding access to the surrounding region.
- Improve drainage and flood infrastructure, particularly in the main streets of Deacon and Webber to alleviate seasonal issues.

The following Issues and Opportunities section details the points that were made.

Through the workshops, general community conversations and site analysis over a 2-day period, it was concluded that Eromanga had a vital close-knit community that desired two main outcomes progressing into the future:-

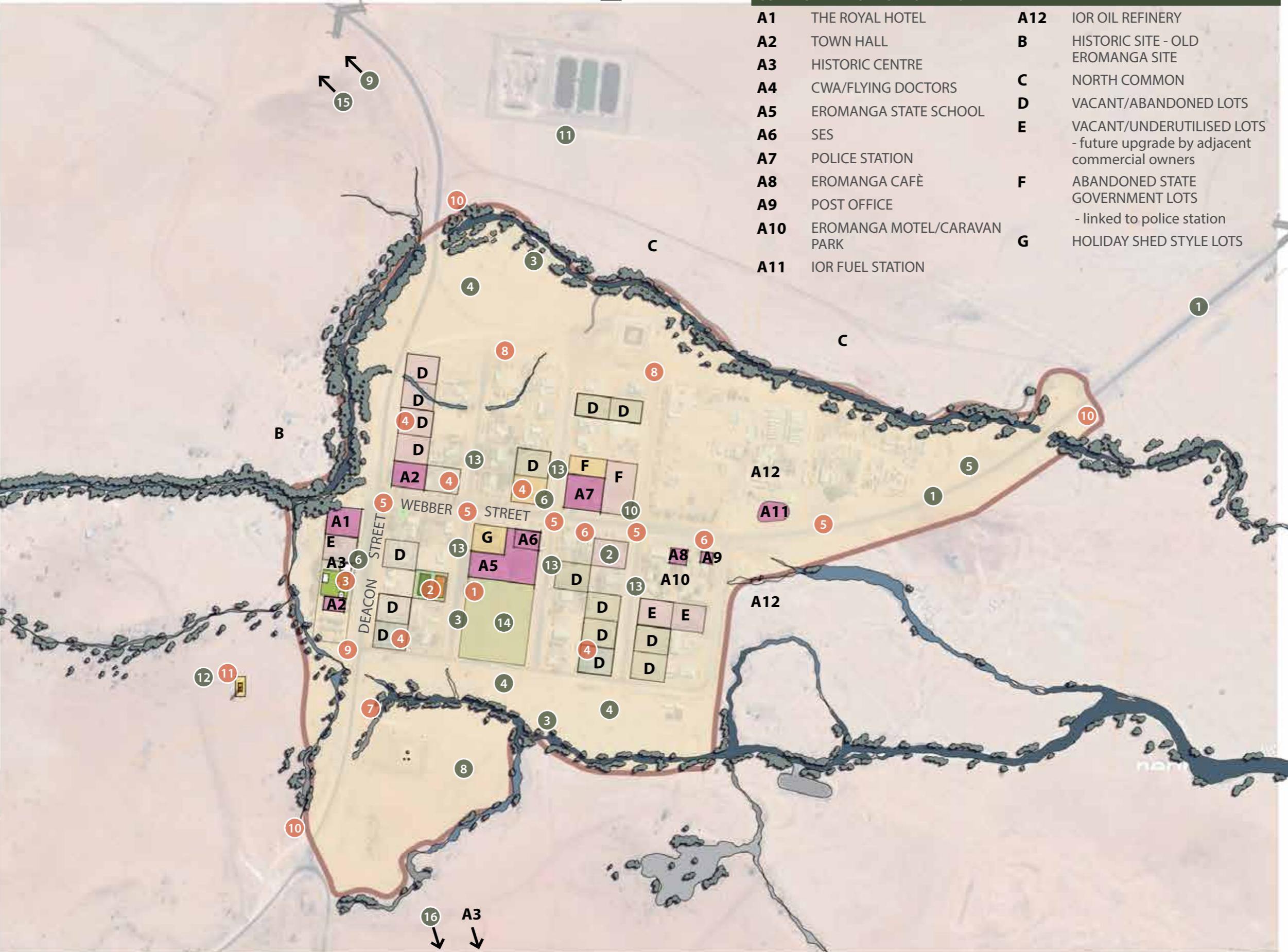
- Provision of improved and additional community facilities and support to implement character changes to the town that enabled a revitalisation of their community; and
- Provision of improved and additional facilities/elements that supported and established Eromanga's position as a tourist destination

The town's basic grid layout and the rivers/creeks that form its immediate boundaries establish a highly legible township. The surrounding stark landscape and featureless flat landscape of the clay pans form the quintessential "outback" character that the town sits within. The Royal Hotel is the unofficial town centre point sitting at the ninety-degree bend/ intersection of the two main streets Deacon and Webber. Despite the clearly defined main street and contextual feature of the hotel; the town lacks an overall character and identity other than the Royal and the natural landscape surrounding it. Along with identified community issues and opportunities, (detailed in the following section), the masterplan report attempts to identify and address the towns attributes and fundamental issues by proposing positive and possible strategies. It is suggested that when combined and implemented in a logical program, the proposals/projects based on the strategies, will assist the township to build a stronger community and provide Quilpie Shire with a tourism flagship, destination and 'gateway' to the western region of the municipality.





2. ISSUES AND OPPORTUNITIES



COMMUNITY - OPPORTUNITIES

- A1** THE ROYAL HOTEL
- A2** TOWN HALL
- A3** HISTORIC CENTRE
- A4** CWA/FLYING DOCTORS
- A5** EROMANGA STATE SCHOOL
- A6** SES
- A7** POLICE STATION
- A8** EROMANGA CAFÈ
- A9** POST OFFICE
- A10** EROMANGA MOTEL/CARAVAN PARK
- A11** IOR FUEL STATION

- A12** IOR OIL REFINERY
- B** HISTORIC SITE - OLD EROMANGA SITE
- C** NORTH COMMON
- D** VACANT/ABANDONED LOTS
- E** VACANT/UNDERUTILISED LOTS - future upgrade by adjacent commercial owners
- F** ABANDONED STATE GOVERNMENT LOTS - linked to police station
- G** HOLIDAY SHED STYLE LOTS

ISSUES

- 1** EXISTING PUBLIC POOL
- 2** RECREATION COURTS
- 3** TOWN HALL PARK
- 4** VACANT/ABANDONED LOTS - refer D to G
- 5** WEBBER STREET DRAINAGE
- 6** WEBBER STREET ROAD SHOULDER
- 7** KNOT-A-SAURUS PARK CARPARK
- 8** MITCHELL STREET
- 9** DEACON STREET VERGE AND DRAINAGE
- 10** TOWN GATEWAY SIGNS
- 11** INTERNET CONNECTIVITY

OPPORTUNITIES

- 1** TOWN ARRIVAL AREAS
- 2** PEGLER LOT
 - Collection Of Rural/Industrial Artefacts
 - Tourism Opportunities
- 3** PEDESTRIAN CONNECTIONS
 - To South Park
 - Riverwalks
- 4** COMMON AREAS
 - In Close Proximity To Township
- 5** SPACE FOR SCREENING AND ARRIVAL ENHANCEMENT
- 6** HISTORIC CENTRE
- 7** CENTRAL WAYFINDING OPPORTUNITY
- 8** 'BORROW PIT' - Tourist Opportunity
- 9** OFF ROAD TRAIL - To North Of Town
- 10** HISTORIC CENTREPOINT - 'Furthest Town From The Sea'
- 11** WATER TREATMENT PLANT
 - Bird Watching Opportunities
- 12** INTERNET CONNECTIVITY UPGRADE
- 13** FOOTPATH CONNECTIONS
- 14** SCHOOL OVAL
- 15** EROMANGA SPORTING COMPLEX (RODEO)
- 16** EROMANGA NATURAL HISTORY MUSEUM (2km approx)



Scale 1:12500 @ A3

0 50 100 200 300 400 500

2. ISSUES AND OPPORTUNITIES

ISSUES AND OPPORTUNITIES

1. Public Swimming Pool

- 1.1. Currently poor state of repair due to flood damage – distortion to fibreglass shell and cracking to coping. Damage has also caused leaking issues which creates a permanently wet area on the eastern side of the pool and creates higher water usage.
- 1.2. There are no available change rooms with the nearest being across the street at the recreation courts.
- 1.3. In the absence of changerooms/showers there is an external shower, but it has no privacy screen.
- 1.4. The current length of the pool is 18 metres which is satisfactory to provide swimming classes but not to provide a pool that meets a competition level provision.

2. Recreation Courts (Tennis Courts)

- 2.1. The community is appreciative of the Council's efforts to upgrade the tennis court areas however have requested that this project is completed to include the following:-
 - a. Shade over the newly upgraded multi-purpose court
 - b. Surrounding to court on either side is unsafe uneven ground is preferred to be a sprayed seal surround area to the court extent.
 - c. Large gap under the fence allows balls through to surrounding properties.
 - d. Setbacks to court of posts /poles particularly on long sides needs to be reviewed.



Town Hall Park



Public Pool



Recreation Courts

- e. It's noted that following from the above comment that playing tennis on this upgraded court would not be possible, due to the location of the supports for the basketball/netball hoops – unless these were removed for this purpose.

2. In addition, there are other identified issues separate to the stage 1 completion:-
 - a. Inadequate toilet and change facilities
 - b. No storage available for nets/balls/equipment etc to provide all weather protection
 - c. The second court also requires replacement / upgrading.
 - d. Separation (low fence) required between courts to maintain order/safety whilst both courts are in use.
 - e. Planting /seating to western side of courts area
 - f. Area between the two courts could be upgraded to provide an even surface/seating etc.

3. Town Hall Park

- 3.1. This small park is widely used by both locals and visitors for informal and formal events and is viewed as an important town space akin to a "town square". The main issues in this space are as follows:-
 - a. Facilities/play equipment/ outdoor gym equipment/ furniture are outdated/tired/ in disrepair.
 - b. Safety fence is required to footpath side to ensure children don't run out towards Deacon Street.
 - c. Memorial Garden – drainage issues that results in flooding of the Historic Society because of levels/ falls.

- d. Memorial Garden requires more formalisation and rationalisation to function.

- e. The shade structures need review – The main timber structure: [shade sails need replacing/ seats splintered] – steel shade structure – no covering.
- f. Fence to adjacent property needs repair to safeguard from kangaroos.
- g. Furniture (bin) /signage locations need rationalising.

4. Vacant /abandoned and/or absent owners

- 4.1. The relevant lots are identified as being a major issue, in that these add to a poor image and first impression of the town. It was noted that this is due to an ageing population who don't have the energy to clean-up or, deceased estates with family members too far away to resolve the situation. In addition, there were owners who only occasionally visited for a holiday break and left their residences – usually sheds locked up. These places have a lower amenity and don't contribute to the town's character or "life".

5. Main Street Drainage

- 5.1. Every intersection along the east/west main street (Webber Street) has a drainage issue.
- 5.2. Drainage out to the east is impeded by the road levels of the Cooper Development Road.

6. Webber Street Road Verge

- 6.1. Road verge along Webber Street, completed recently, is deteriorating.

7. Knot-O-Saurus Park

- 7.1. Carpark needs review and rationalisation to improve aesthetics; functionality; safety and connectivity to Park.
- 7.2. Pedestrian/cycle connection between town and park needs to be established. Access along road is not safe.
- 7.3. Needs to have more facilities in park for community and tourists alike.

8. Mitchell Street

- 8.1. Gravel road surface causing dust issues as IOR trucks use as alternative access. Also, northern end of town feels incomplete as north/south streets (north of Webber Street) end in gravel.

9. Deacon Street

- 9.1. Verge at Deacon Street east side between Webber and Berella Streets is unsealed and becomes muddy with rainfall.
- 9.2. Verge at west side south of the hall requires the drainage to be reviewed and bituminisation as water is slow to drain into the adjacent small creek and area becomes muddy.

10. Entry Signs

- 10.1. Dissatisfaction with current signage at the main entry points of Cooper Development Road (north east) and (south west) as well as the new sign at the corner of Deacon and Webber Street.

2. ISSUES AND OPPORTUNITIES

11. North east visual amenity

- 11.1. Its noted that the view of the town approaching across the clay pan to the north east is compromised by the industrial land use at this end of town and provides a poor first impression.

12. Traffic through town

- 12.1. The main traffic through town generally are local vehicles and road trains along Deacon Street and into Webber Street. Tourists are coming through mainly during the winter months and the overall numbers are increased for this period. It is recognised all these vehicles need to be accommodated. The issues related to this are as follows: -

- a. The current speed limit is 60/km/hr which is too fast particularly for the main bend at the Deacon and Webber Street corner.
- b. Parking for longer vehicles such as 4WDs with long format caravans and road trains (up to 2 additional trailers) needs to be accommodated in Deacon Street and in Webber Street opposite IOR and Eromanga Motel.
- c. For people coming to the town for the first time the 90 degree turn between Deacon and Webber Streets provides little indication of these being the main streets. The intersection requires additional work to provide more indication of arrival.

13. Flood vulnerability

- 13.1. Due to the flat surrounding topography Eromanga is susceptible to flooding and in extreme events such as 2010 the entire town becomes flooded except for the Royal Hotel.



Abandoned Vacant Lots



Town Hall Park



Town Hall Park



Old Telegraph Station

IDENTIFICATION OF OPPORTUNITIES

1. Arrival and first impressions –

- 1.1. Existing creek crossing and planting provides starting point for increasing screening and creating an arrival point on the north east.
- 1.2. Opportunities to improve streetscapes of Deacon and Webber Streets through civil eng improvements; planting (irrigation water available – sub-arterial); and improvements/minor works at key historical/visual locations.
- 1.3. Upgrading of Knot-O-Saurus Park at the south west entry offers opportunity to improve this arrival point.

2. Bill Pegler's block (Webber Street)-

(It is noted that the following relates to private lots, but the indication is that the current owners of these 2 lots would be amenable to proposals) –

- 2.1. Currently this is a vacant block that has a significant amount of historical farm/industrial machinery, randomly located across its area. It is noted that this had been systematically arranged prior to the 2010 floods which had pushed the machinery into the northern edges. It was advised that the Peglers would be willing to have this area reorganised and opened to the public – with assistance – providing a key moment on the main street and the historical trail.
- 2.2. An intact old telegraph station is in the adjacent lot (Betty Merchant's property)- Opportunity identified based on Betty's agreement to move this into the Pegler block as part of display or step fence around to incorporate the station into the area



Common Area - South

3. Pedestrian connections/Riverwalk –

- 3.1. Opportunity to extend path along east side of Donald Street past pool across to Knot-O-Saurus Park- with a bridge crossing over the creek.
- 3.2. Surrounding creek lines provide opportunity to create a pedestrian walkway loop around the town that can be linked to the Park, and main gateway points.

4. Common Areas

- 4.1. "Common" areas surrounding the town particularly to the south (including Knot-O-Saurus Park) and the north provide opportunity to include recreational facilities – to provide activities for both local / tourist children and community interaction points. Suggestions were as follows: –

- 4.11. Pump track
- 4.12. Learn to Ride – bicycle
- 4.13. Skate Park
- 4.2. Frisbee Golf
- 4.3. 4Maze

5. Screening along entry

- 5.1. Opportunities on approach road across clay pan to provide screening – mounding/planting (subject to irrigation connection- similar distance to cemetery distance)



Riverline

2. ISSUES AND OPPORTUNITIES

6. Historic Centre – Deacon Street

- 6.1. Suggestion to include visitors centre within this facility as counter is already set-up. Would require signage/casual staff for possibly mornings only – to enable tourists to access more information about the area.

7. Wayfinding - signage

- 7.1. Opportunity at Park; at north east entry point or corner of Deacon /Webber Street to include an information sign of the town and immediate surroundings – to include ENHM/Cemetery/the Sports Ground/ and the town itself.
- 7.2. Sign could also include wider region to indicate surrounding places to visit such as Kyabra Sand Hills or Kyabra Waterhole.

8. Opal Fossicking Location- "Borrow Pit"

- 8.1. Opportunity to locate an opal fossicking location comprising of botch stone – for tourists to visit. Could be in several locations around the town fringe and possibly set up in a way that had the character of an open cut mine. This would be to highlight and celebrate the Opal of Eromanga, which as the third place in Australia to discover this precious stone.

9. Off Road trail

- 9.1. Identified opportunity of nearby potential 4WD trail/nature trail with inherent natural /cultural features that could be sign posted and mapped. (different vegetation types, eagle nest, geology).

10. Historical point – Webber Street

- 10.1. "Furthest point of town from the sea" celebrated more visually. Currently only identified by a concrete dome with the remains of the original signposts located in the south east corner of the police station but offers a key point along the main street for both a community and tourism benefit.

11. Birdwatching locations potential

- 11.1. Locations identified as being around the creek line and at the evaporation ponds. ENHM have local bird lists and information that could be provided in a format for interested parties.

12. Internet

- 12.1. Internet is only 3G and is inadequate for use by locals and visitors. Opportunity to upgrade this in conjunction with Telstra.

13. More Footpaths

- 13.1. Opportunity to emphasise the historic trail through additional connections/ pavement materials and further plaques.
- 13.2. Opportunity to provide more footpaths in side streets and including north side of Webber Street to provide better connectivity for the community/support the historic trail and provide safer links for children moving to school and recreational facilities.

14. School Oval

- 14.1. It was noted that the school oval could be made more into a community facility with additional fencing to the school proper; gates into the oval area for the public; returfing and irrigation and perimeter tree planting. Paired with the public pool and adjacent recreation courts - a significant community rec and event facility could be created.

15. Eromanga Sports Ground

- 15.1. Currently fallen into disrepair, this area to the north of the township provides a significant community resource that could be repurposed or reinstated.

16. Pedestrian/bikeway connection to Natural History Museum

- 16.1. Opportunity to provide a pedestrian/bikeway link commencing at the Park near the existing sculpture (with signage) to the south around the edge of the clay pan to the ENHM – for tourists and locals

17. Shed doors to SES

- 17.1. Opportunity to "brighten" town by painting doors either in colour or as mural. This could be extended to other lockdown sheds owned by absentee owners.

18. Historic Centre

- 18.1. This facility has had a lot of time and energy put into it and further support to enhance its displays and allow access to it. This may also include upgrade and rationalisation of the entry, enhanced signage and connection with the community.

19. Royal Hotel

- 19.1. The Hotel represents a vital meeting place for the community as well as a significant cultural/historic icon. This building/place can provide an important focus for upgrades to the town.
- 19.2. The area immediately to the south of the Hotel – an old Cobb and Co stable- is part of the private lot to the Hotel. There may be possible upgrades to this area in the future that include accommodation and opportunities are to provide more "life"/activity along the main street and the possibility to emphasise the historical value of the site.



HistoricCentre



Furthest Town from the Sea



School Oval



SES

3. CONTEXT



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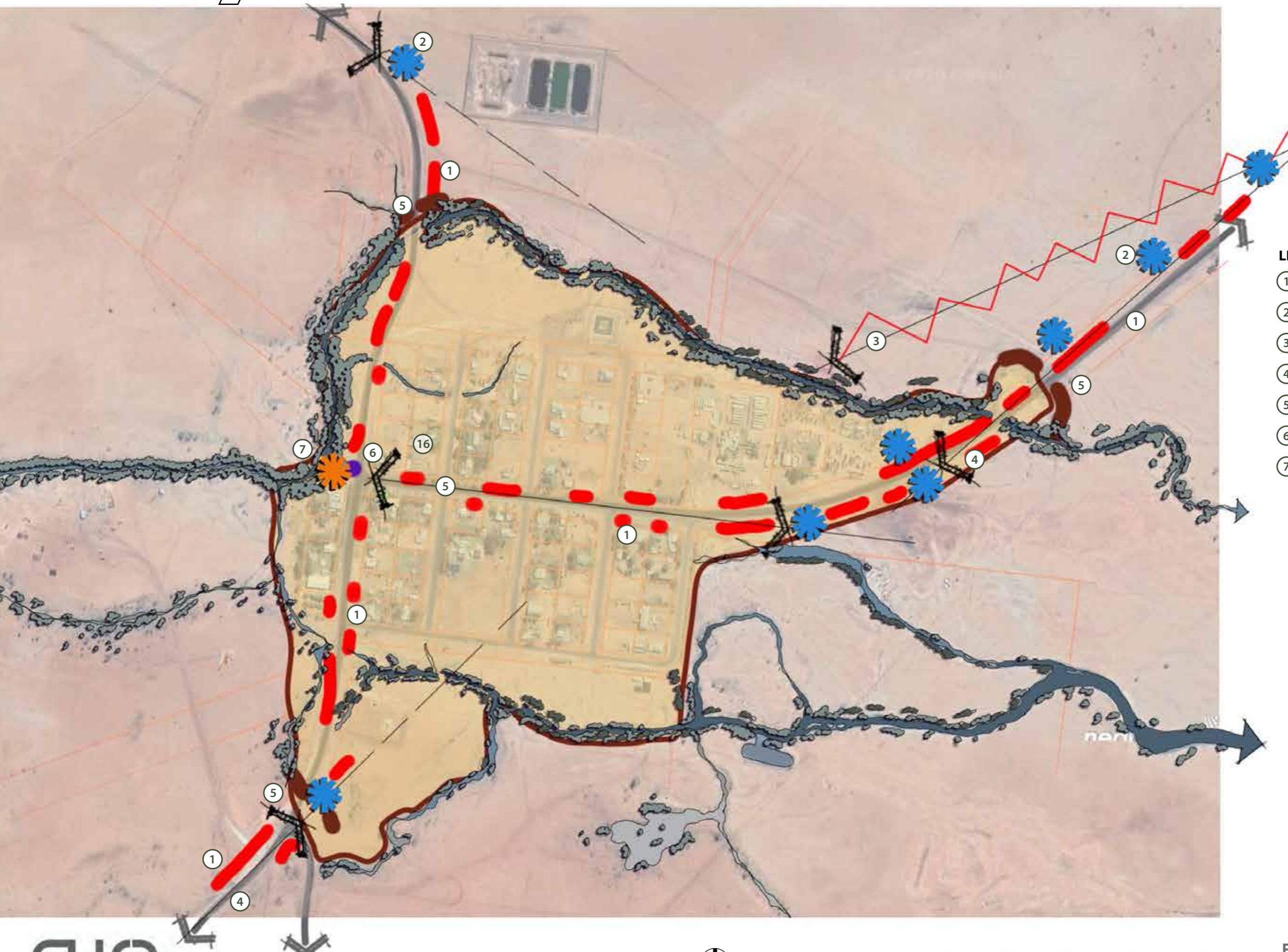
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MASTERPLAN CONCEPTS

4. ARRIVAL



LEGEND

- ① CONTINUITY ELEMENTS
- ② KEY FOCAL DIVERSION ELEMENT
- ③ VIEWS TO BE SCREENED
- ④ VIEWS TO BE HIGHLIGHTED
- ⑤ 'GATEWAY'
- ⑥ WAYFINDING SIGNAGE/MAPS
- ⑦ CENTRAL FOCAL POINT

4. ARRIVAL

ARRIVAL

The proposed approach is to:

- Capture the character of the towns history and culture.
- Provide an image that the community takes pride in.
- Create a memorable experience and a good quality “first impression” for visitors.
- Diverts attention from existing low amenity views.
- Enhances the wide-open expanse of the surrounding clay pan area
- Provides an element/element through the town that provides continuity/interest;
- Utilise readily available material/ and local skills at reasonable costs.

1. Continuity Elements

Simple vertical elements such as groups of painted telegraph poles – refer exemplars. Other elements that are easily sourced and implemented could be explored.

2. Key Focal Diversion Elements

Rather than screening “eyesores” with planting/mounding which would detract from the openness of the town approaches, these elements would be strategically located to provide points of high interest – eg stacked container art or solid colour painted containers/ oil tankers (vertical)/ old drilling rigs brightly painted and lined up – (refer exemplars)- referencing rural/semi-industrial ties - that integrate with town “gateways”. Examples around Australia – silo art/ Charleville water tower. Art subjects could include local celebrities/ wildlife/ prehistory/industries or combination. Potential to attract local/ national/ international artists which has been achieved in other rural communities

3. Views to be “Screened”

Use of the above elements in 1 and 2 would be used to focus away from IOR plant and industrial area north east corner. Elements at other entries north west and south west would provide continuity of theming.

4. View to be Highlighted

Key focal views along main streets and town entries.

5. “Gateways” – Main town signs

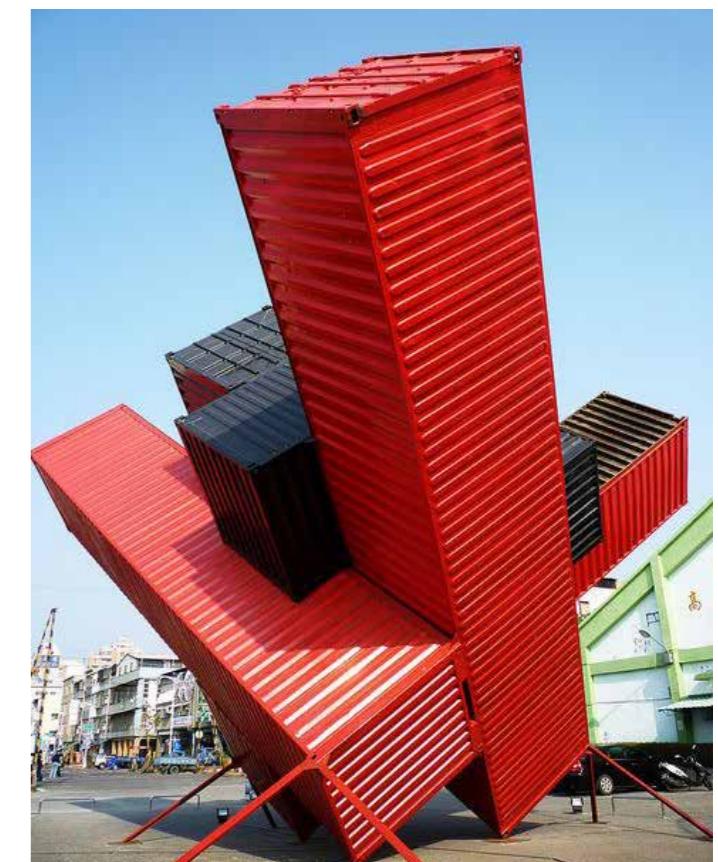
which could be combined with “Key Focal Diversion Elements.”

6. Wayfinding Signage/Maps

Located at main corner adjacent to The Royal and integrated with this upgraded space.

7. Central Focal Point

Currently signified by a container with a 1959 Holden ute placed on top, The Royal intends to have an artist paint the container. This approach is supported as it creates highlight points that are both unique and particular to the town. This theme has inspired the proposal to use industrial elements combined with art and the outback setting as an interesting vital combination.



THE ROAR

5. COMMUNITY



5. COMMUNITY

COMMUNITY

COMMUNITY

The following proposed improvements and upgrades are related to providing a suitable quality of living that support the community and provide impetus for its growth and connectivity.

1. Public Swimming Pool

There was a very strong desire from stakeholders to improve this facility for a number of reasons such as general community health; children's fitness and sports development; a way in which to cope with the harsh environment (heat) and to provide a significant community social hub outside of the pub environment (particularly connected to local swimming club)

- a. Provision of 25 metre swimming pool
- b. Change rooms and showers/ facilities (potential to share facilities with adjacent recreation courts).
- c. Associated viewing/breakout space.

2. Recreation Courts (Tennis Courts)

The co-locating of the courts and the pool have the potential to create a vital social and recreation hub. The proposed improvements include:-

- a. Completion of works to the existing court upgrade, particularly related to the surrounds
- b. Provision of shade over the courts

- c. Provision of toilet facilities
- d. Provision of secured equipment store.
- e. Upgraded area between the two courts
- f. Planting /seating to western side of courts area
- g. Upgrade second court.

3. School Oval

Upgrade the school oval to provide an irrigated grassed community facility as a kick about multi-purpose field with secure fencing and gates for both school and community. Provision of shade trees encircling space to improve current environment

4. Town Hall Park

This small park is widely used by both locals and visitors for informal and formal events and is viewed as an important town space akin to a "town square". The park requires upgrading of furniture and equipment as well as rationalising access/ providing improved child security fencing to main road and upgrading existing Memorial Garden

5. "Learn to Ride"

Children's bike facility to allow safe place for children to learn to ride a bicycle and basic road rules

6. Skate Park

Concrete skate park

forms part of overall youth outdoor use facilities

7. Bike Skill Area

Mounding/ tyres/concrete pies etc to allow children to improve core riding skills– forms part of overall outdoor use facilities

8. Pump Track – Bike track

predominantly formed with clay/dirt with mounding/berms to create both a racetrack and a more fluid skills riding area -forms part of overall youth outdoor use facilities

9. Picnic / BBQ Facilities

10. Connecting Footpaths

Increase safe community connections – predominantly one side of secondary streets and both sides of Webber Street.

11. River Walks

forms part of overall outdoor active use facilities

12. Connecting tracks

provides paths/tracks to connect between Riverwalk tracks/ footpaths.

13. Disc Golf – Frisbee "golf"

played on a course similar to golf with a frisbee; concrete throwing "tees" and specialised "baskets" as "holes in the greens". No grass areas would be incorporated into this facility only utilising the natural red clay/rock to articulate the course. Including feature elements to provide interest.

14. Running Track

School noted that they have a state and several regional track champions/participants. As the school oval isn't large enough to provide the official distances – this is proposed to be a simple natural clay track delineated by local rock.

15. "The Grove"

Grid of endemic trees to provide feature on corner of Deacons and Mitchell Streets as well as a shaded communal gathering area associated with the running track and Disc Golf. Would include picnic table/seats facilities.

16. Deacon Street/Webber Street Corner

Include additional tree planting/ feature element/"continuity element" (refer Arrival strategy)

17. Deacon Street Webber Street Intersection

Highlight corner possibly with change in road pavement (Gidgee stone finish – "brown asphalt").

18. Historic Centre

Forecourt to include Heritage Trail map/historic town context map and existing town map. Include seating and forecourt upgrade. Allow for visitor centre function for minimum 8 to 10am each morning for passing tourists. Potential funding allowance for staff member located in Historic Centre.



5. COMMUNITY

19. SES – Community art project

repaint SES doors/walls- Provide interest at this centre point along with below note (20)- which could be undertaken in collaboration with the school

20. Private Owned "Shouse"

Community art project – repaint shouse doors/walls- requires owner participation and approval/consent.

21. The Royal Hotel

Continue to support the Hotel as a significant historical town building and meeting place for the community. Its iconic façade and setting should be preserved. The container art project that inspires the Arrival strategy is supported and could include further work at this intersection to create a hard-surfaced gathering area at the west end point to Webber Street. This would also be a starting point for the North Riverwalk and Historic Old Town section as well as a potential location for a regional context map.

22. North/South Street Shade Trees

Increase community amenity and improve residential streetscape environment. Irrigated off main system.

23. Telecommunications

Liaise with Telstra to improve internet connection to town. Would assist in tourism/education and business.



24. IOR -Oil refinery

origins in Eromanga (1984) – now national. Significant local business. Currently has FIFO workers who are totally self-contained within facility. Potential for partnering with IOR to house or attract workers with young families to integrate and provide additional vitality/ numbers to community. The high rate of vacant lots could be utilised as part of this strategy.

25. Connection to Natural History Museum

The Natural History Museum is currently a major tourist drawcard and with the expansion currently underway – its importance will increase. Establishing a clear safe and definite connection for pedestrians/cyclists (approx. 2 kms) that also allows people to appreciate the natural beauty of the claypans to the south.

26. Water Treatment Plant

This area has future potential for providing birdwatching related to the existing biodiversity around the site.

27. Main Entry Point

Upgrade sign to provide a more individual signage approach.

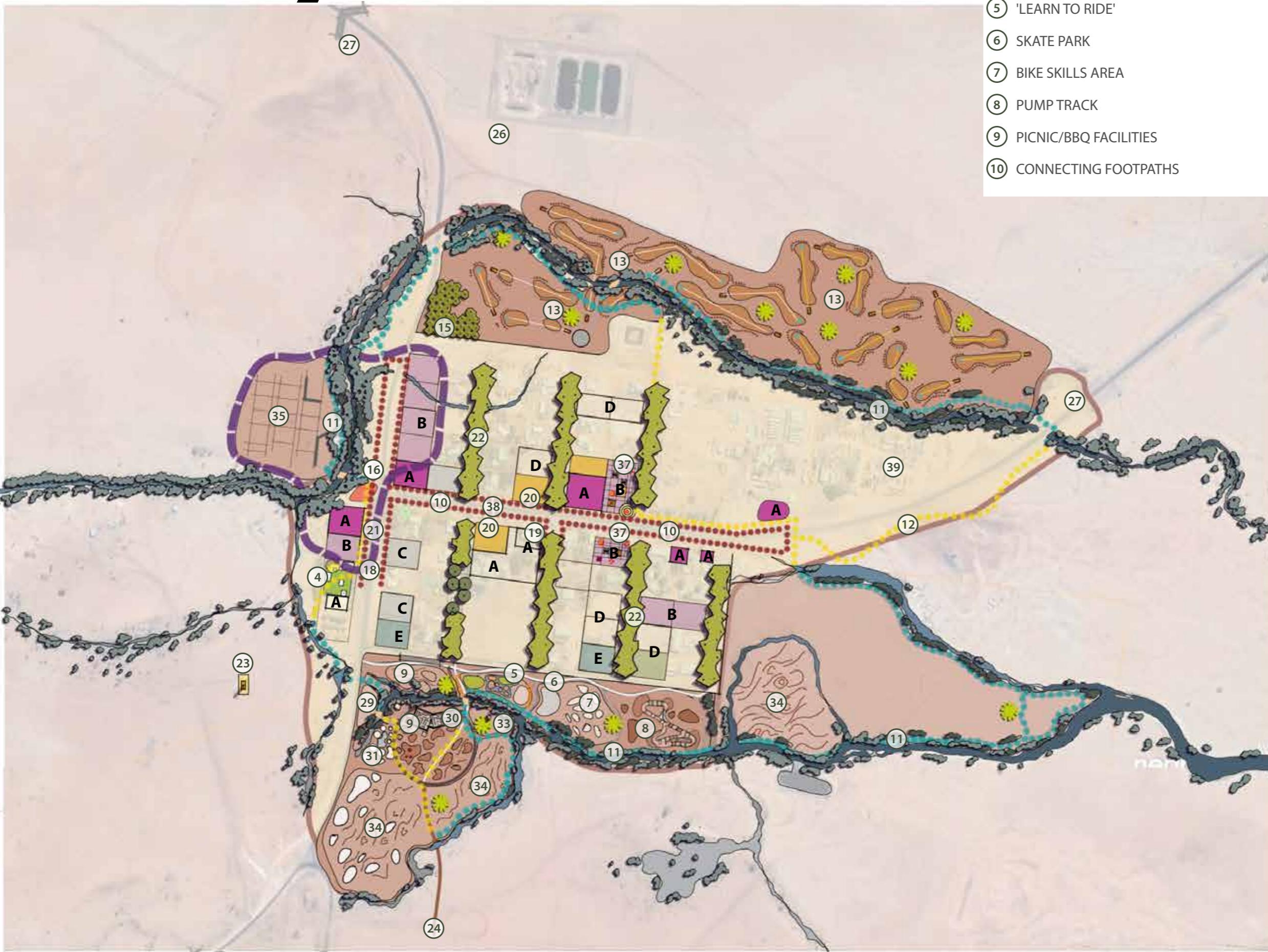
28. Sports Ground (Rodeo site)

Opportunity to upgrade facility for events. Ongoing maintenance should be undertaken to ensure it doesn't fall into disrepair.

- A. Core Community Facilities
- B. Vacant Lot – Type 1- Tourism potential
- C. partnering with owners
- D. Vacant Lot – Type 2 – provide assistance/incentive to owners to improve
- E. Vacant Lot – Type 3 – potential for upgrade for housing – IOR staff/ ENHM personnel/ seasonal rural staff
- F. Abandoned Lots – high profile - provide assistance/incentive to owners to improve



6. TOURISM



LEGEND

- ④ TOWN HALL PARK
- ⑤ 'LEARN TO RIDE'
- ⑥ SKATE PARK
- ⑦ BIKE SKILLS AREA
- ⑧ PUMP TRACK
- ⑨ PICNIC/BBQ FACILITIES
- ⑩ CONNECTING FOOTPATHS
- ⑪ RIVERWALKS
- ⑫ CONNECTING TRACKS
- ⑬ 'DISC GOLF'
- ⑯ 'THE GROVE'
- ⑯ DEACON/WELLER CORNER
- ⑰ DEACON/WELLER INTERSECTION
- ⑱ HISTORIC CENTRE
- ⑳ PRIVATE OWNED 'SHOUSE'
- ㉑ THE ROYAL HOTEL
- ㉒ NORTH/SOUTH STREET SHADE TREES
- ㉓ TELECOMMUNICATIONS TOWER
- ㉕ LINK TO NATURAL HISTORY MUSEUM
- ㉖ WATER TREATMENT PLANT
- ㉗ MAIN ENTRY POINT
- ㉙ KMOT-A SOURUS PARK - CARPARK
- ㉚ MAZE
- ㉛ BARROW PIT
- ㉜ SCULPTURE AREA
- ㉝ SCULPTURE PARK CONTINUED
- ㉞ LAND ART ZONE
- ㉟ OLD EROMANGA
- ㉟ 'FURTHEREST TOWN FROM THE SEA'
- ㉞ OUTDOOR MUSEIM
- ㉟ HERITAGE TRAIL
- ㉟ DISTANCE SIGNAGE POSTS -IOR
- A**: IMPORTANT CORE COMMUNITY FACILITIES
- B**: VACANT LOTS - TYPE 1
- C**: VACANT LOTS - TYPE 2
- D**: VACANT LOTS - TYPE 3
- E**: ABANDONED LOTS
- FEATURE ELEMENT

6. TOURISM

TOURISM

Many of the proposals for the Community strategy are also improvements that will benefit the tourism potential of the township based on improved activities/ facilities and amenity. Refer to Community for description of elements 1 to 28.

Knot-A Saurus Park – Based around the sculpture of the same donated to Eromanga/Quilpie Shire by the Stage Government after the G20 in Brisbane – this area has the potential to provide the town with additional tourist value. (Note: -On the basis of feedback at the workshop it is observation that the township might be open to a vote on a more suitable name that reflects the towns history/ people).

29. Knot-A Saurus Park Carpark

Formalise carpark with additional planting / feature rocks and graded surface with improved and more aesthetic bridge crossing to park area.



MAZE



OPAL MINE MOUNDS

30. Maze

Provide feature based on rural /industrial character. Possible materials – steel frame with corrugated iron cladding/ pre-cast concrete sections with relief/ central tower and feature "rooms" related to Eromanga history.

31. "Borrow Pit"

Set up to appear as open opal mine with round mounds of white dirt and central pile of "botch stone" for fossicking. Shade structure for shelter.

32. Sculpture Area

Provide additional setting for current sculpture including "red dirt" surfacing to mound and additional mounding to create more interest. Large loop provides more definition to the park and echoes the circular forms from the opal mining mounds.

33. Sculpture Area continues

Extend from original idea of Knot-A-Saurus sculpture – robust outdoor art. Outdoor local and beyond sculpture park – smaller pieces on mounds.

34. Land Art Zone

Transition into clay pan area. Simple wave like patterns using rock lines. Could also be interactive allowing community/visitors to undertake their own rock placement / piles.

35. Old Eromanga

Provide access and information to old site of town destroyed by an early flood. More research required.

36. "Furthest Town From the Sea"

Embellish current location of concrete dome indicating "the point". Suggestion is to include a feature fence to this corner with a setback on the corner. Ground treatment/ reinstate replica of original sign. Idea: Include formed concrete chaise lounge to commemorate historic photo of Quilpie Shire Queen – 1985 (?) photographed at this point on a chaise lounge under the sign.

37. Outdoor Museum

Provide a developed space for display of Bill Peglers rural and industrial "treasures" – arranged to provide a location for visitors to be able walk through and enjoy. The old Telegraph station in the adjacent lot could also be moved or integrated into the space. This might take place on both the Pegler lot and / or the adjacent lot next to the police station behind location 36. This would require negotiation/ co-ordination with the relevant owner's, but it is the understanding that these parties are open to this idea.

38. Heritage Trail

Proposal to formalise the nodal points the existing sign locations. Where new footpaths are included – particularly along the main streets – where there is an overlap with the Heritage Trail – motifs/patterning could be sand blast or etched into surface.

39. Distance Signage Posts – IOR

Repair "Brisbane" sign. Provide some additional rock placement around base.

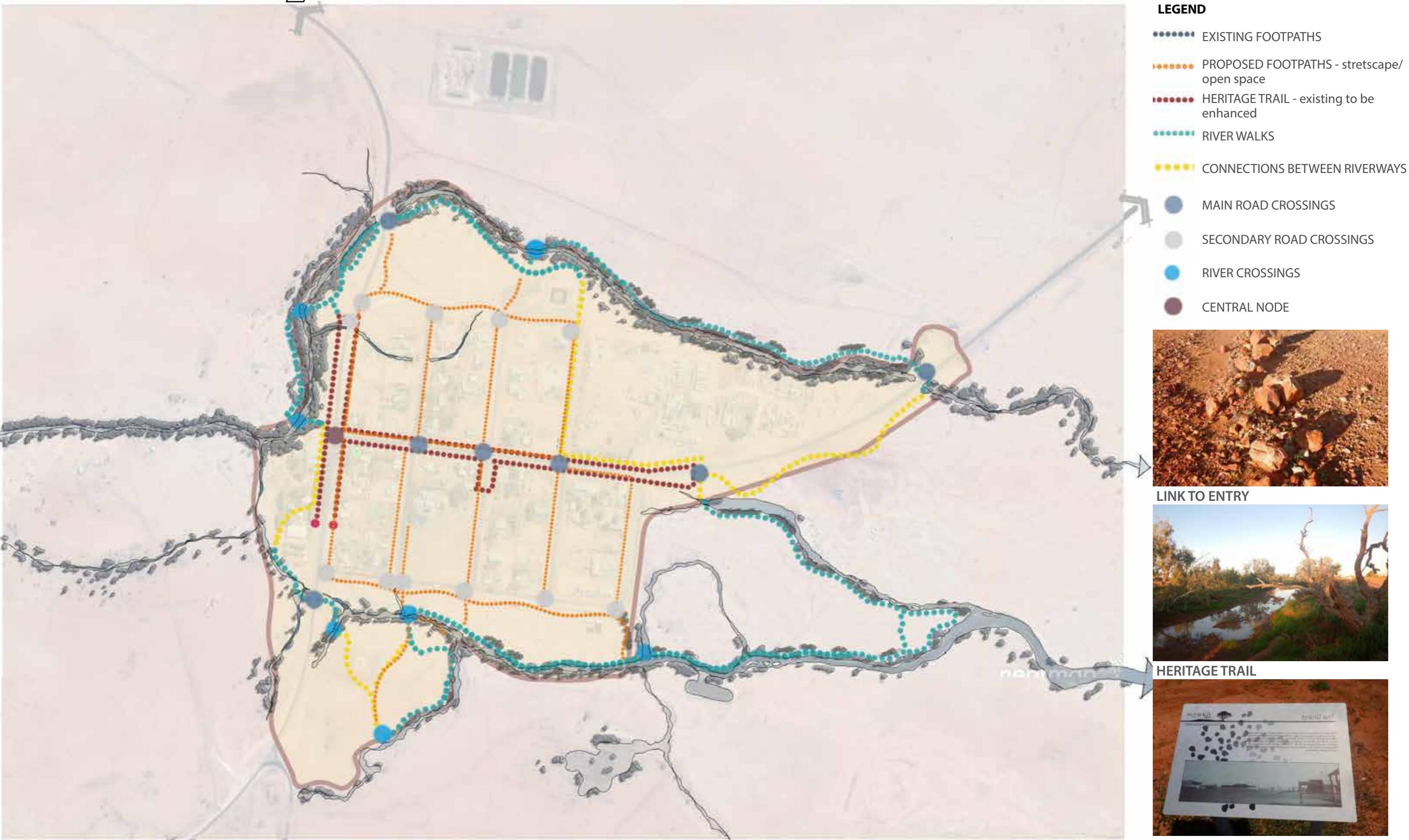


CONCRETE OUTDOOR LOUNGE

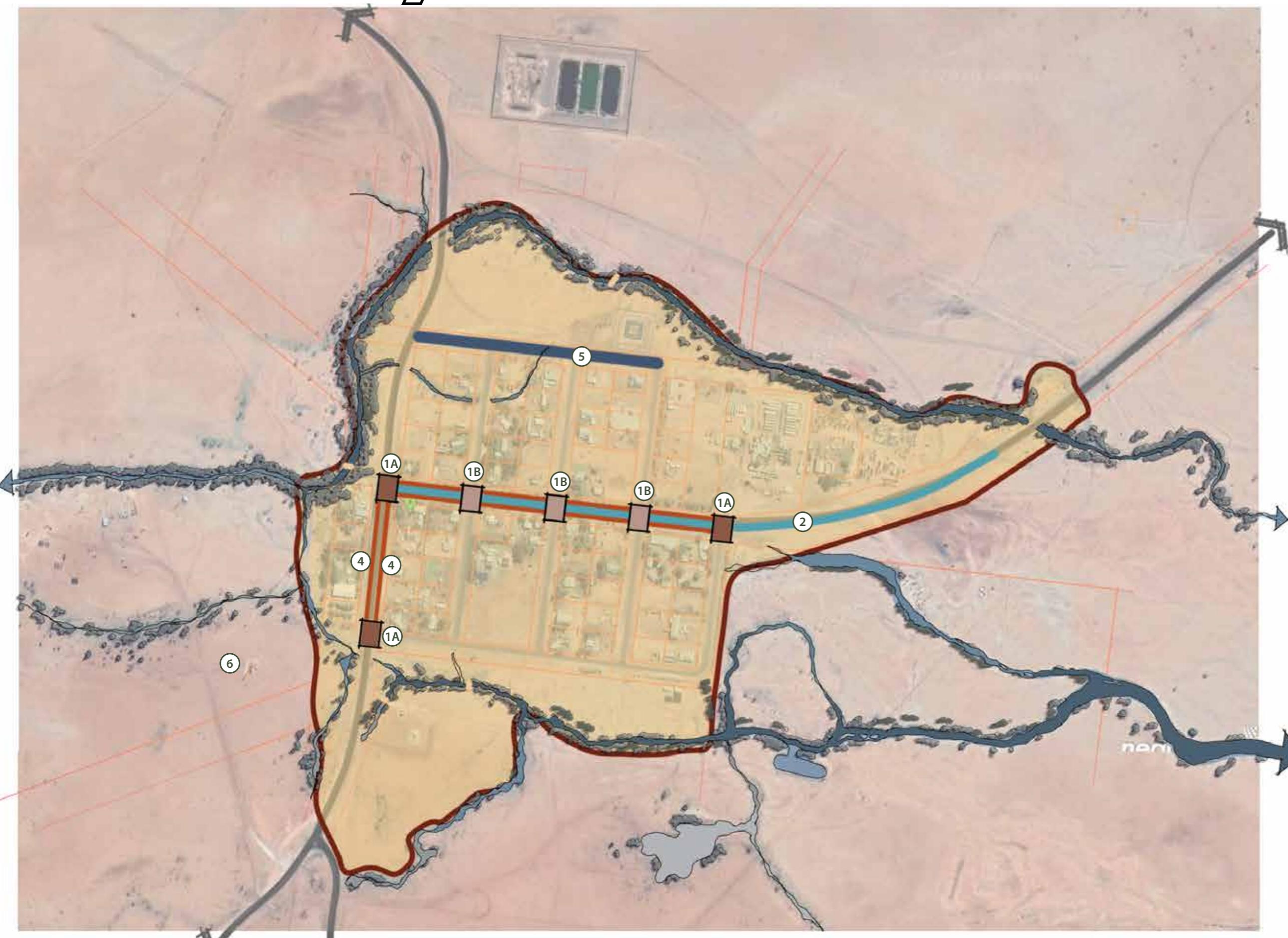


LAND ART

7. CONNECTIONS



8. INFRASTRUCTURE >



- LEGEND**
- (1A) MAIN INTERSECTION
 - (1B) SECONDARY INTERSECTION
 - (2) MAIN ROAD DRAINAGE
 - (3) WEBBER STREET ROAD SHOULDER
 - (4) DEACON STREET ROAD SHOULDER
 - (5) MITCHELL STREET



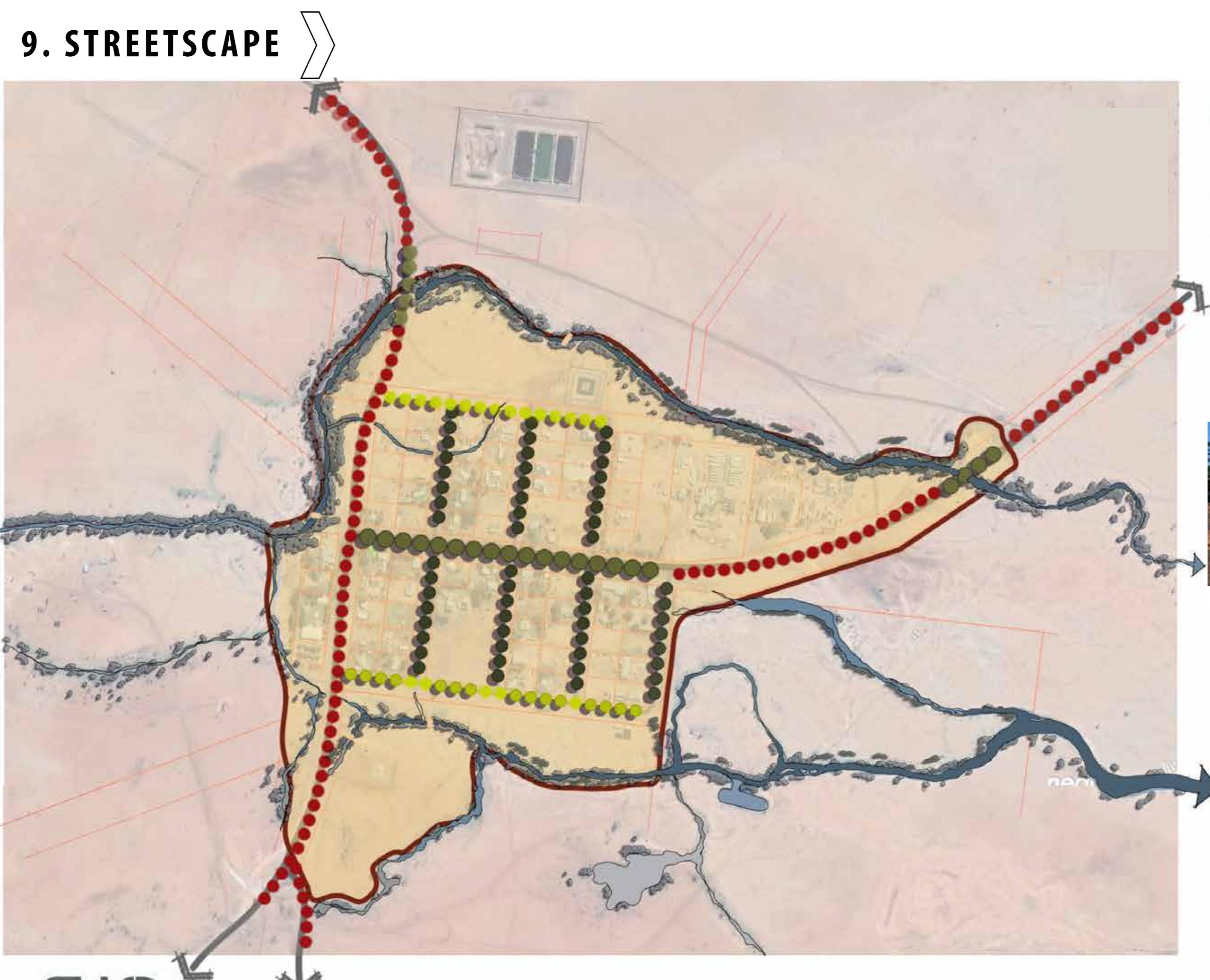
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9. STREETSCAPE





**DETAILED
PLANS**

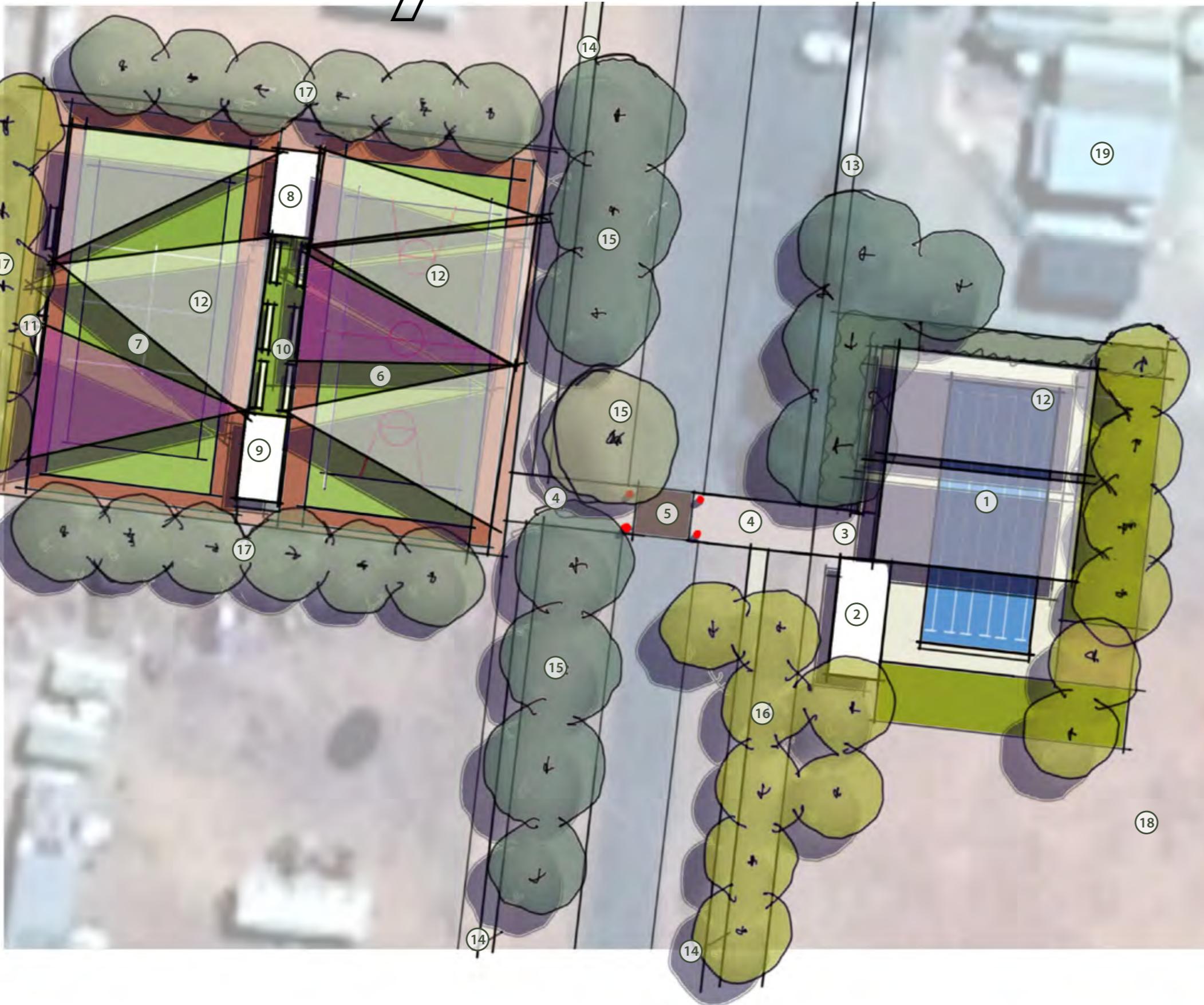
10. TOWN HALL



LEGEND

- ① TOWN HALL
- ② HISTORIC CENTRE
- ③ GAZEBO
- ④ BBQ SHELTER
- ⑤ PLAYGROUND
- ⑥ MEMORIAL GARDEN
- ⑦ MEMORIAL HALL
- ⑧ SAFETY FENCE
- ⑨ EXISTING SIGN WALL
- ⑩ MAIN LINK PATH
- ⑪ SECONDARY LINK PATH
- ⑫ RELOCATED context map
- ⑬ RELOCATED BIN
- ⑭ SEATING AREA
- ⑮ PLAYGROUND SEATING WALL
- ⑯ HISTORIC CENTRE FORECOURT

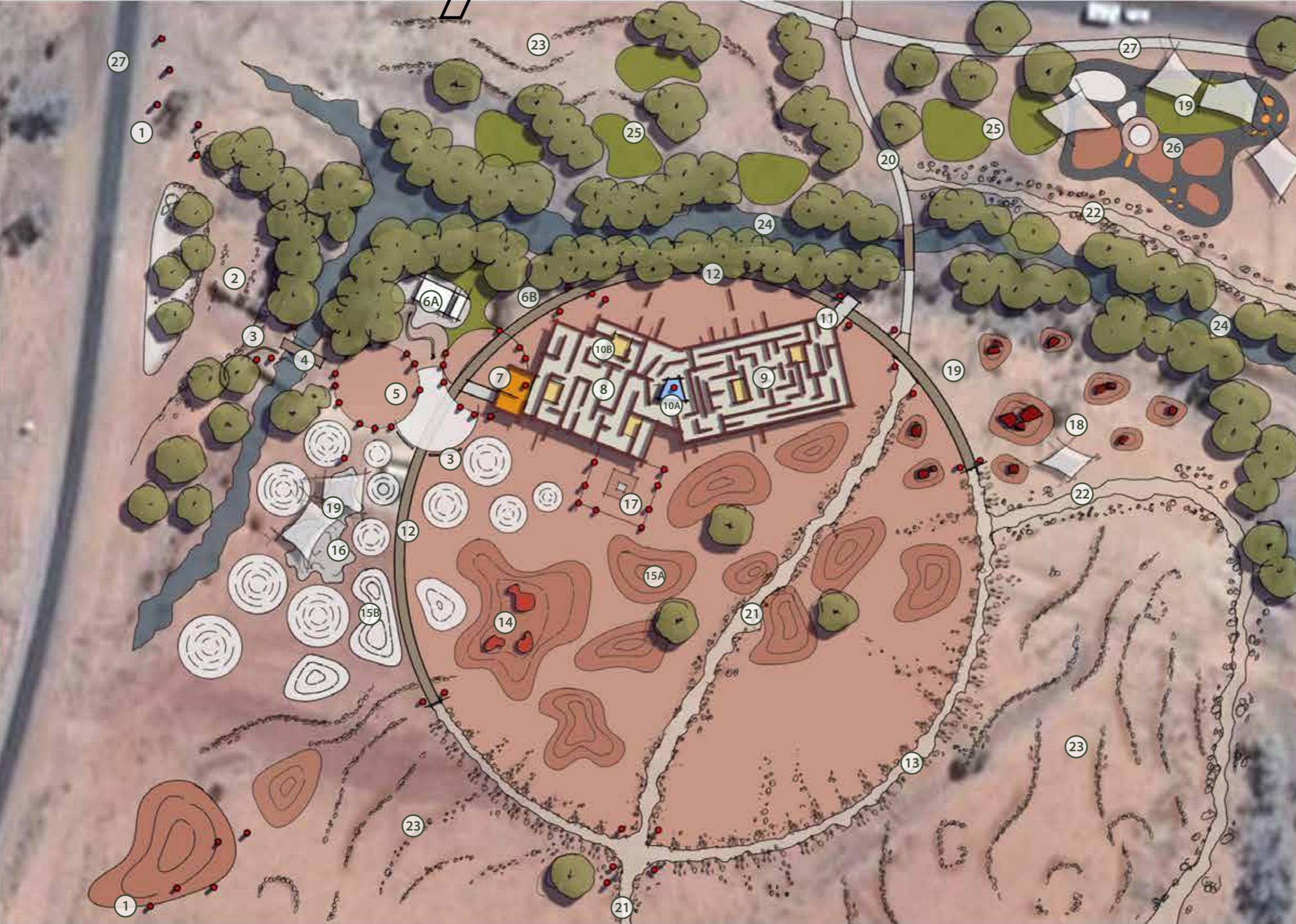
11. COMMUNITY HUB



LEGEND

- ① UPGRADE POOL AREA
- ② CHANGE ROOM/FACILITIES
- ③ POOL ENTRY
- ④ LINK BETWEEN COURTS/POOL
- ⑤ RAISED TABLE CROSSING
- ⑥ EXISTING UPGRADED COURT
- ⑦ UPGRADE TO RECREATION 2
- ⑧ NEW FACILITIES
- ⑨ NEW LOCK UP EQUIPMENT SPACE
- ⑩ CENTRAL AREA UPGRADE
- ⑪ WESTERN SITTING AREA
- ⑫ SHADE STRUCTURE
- ⑬ EXISTING FOOTPATH
- ⑭ PROPOSED FOOTPATH
- ⑮ NEW TREE PLANTING AT COMMUNITY RECREATION NODE
- ⑯ GENERAL STREET PLANTING
- ⑰ ADDITIONAL SCREEN/SHADE PLANTING (in private lots)
- ⑱ SCHOOL OVAL
- ⑲ SCHOOL

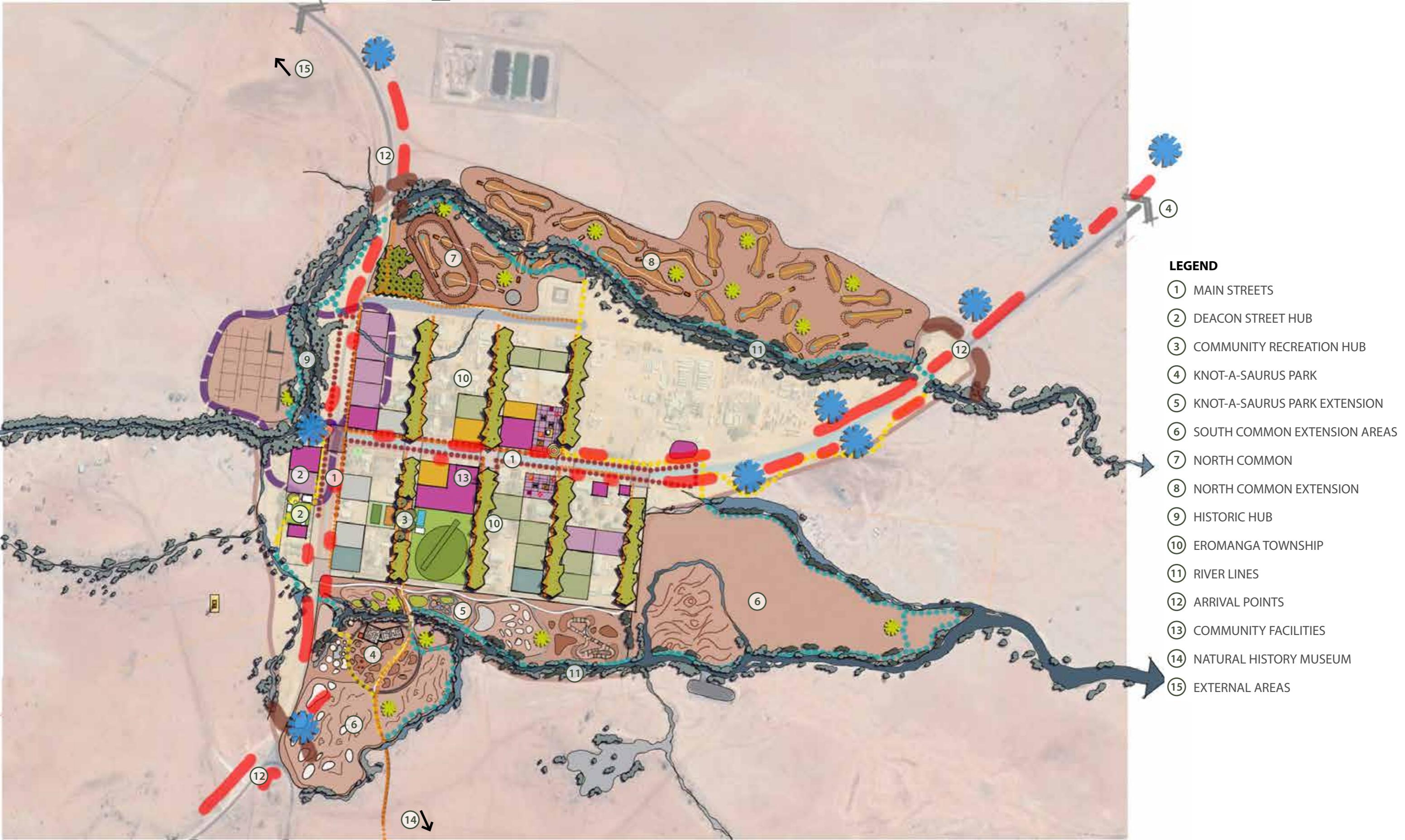
12. KNOT-A-SAURUS



LEGEND

- ① ENTRY MARKERS
- ② CARPARK
- ③ 'BOTCH STONE' ENTRY WALLS
- ④ BRIDGE LINKS
- ⑤ PARK 'FORECOURT'
- ⑥A SHELTER AND MAIN PICNIC AREA
- ⑥B AMENITIES
- ⑦ MAZE ENTRY
- ⑧ MAZE WEST
- ⑨ MAZE EAST
- ⑩A CENTRAL TOWER
- ⑩B FEATURE 'ROOMS'
- ⑪ MAZE EXIT
- ⑫ 'THE LOOP' - TYPE 1
- ⑬ 'THE LOOP' - TYPE 2
- ⑭ KNOT-A-SAURUS MOUND UPGRADED
- ⑮A FEATURE MOUNDS - RED
- ⑮B FEATURE MOUNDS - WHITE
- ⑯ 'BORROW PIT'
- ⑰ CHINESE WELL-HISTORIC FEATURE
- ⑱ 'SCULPTURE CORNER'
- ⑲ SHADE SAILS
- ⑳ PATH LINK TO TOWN
- ㉑ TRACK LINK TO ENTRY - PEDESTRIAN/CYCLE
- ㉒ RIVER WALK
- ㉓ LAND ART AREA
- ㉔ RIVER CORRIDOR
- ㉕ PICNIC AREAS
- ㉖ 'LEARN TO RIDE'
- ㉗ EAST/WEST PATH ALONG BERELLA STREET

13. OVERALL MASTERPLAN



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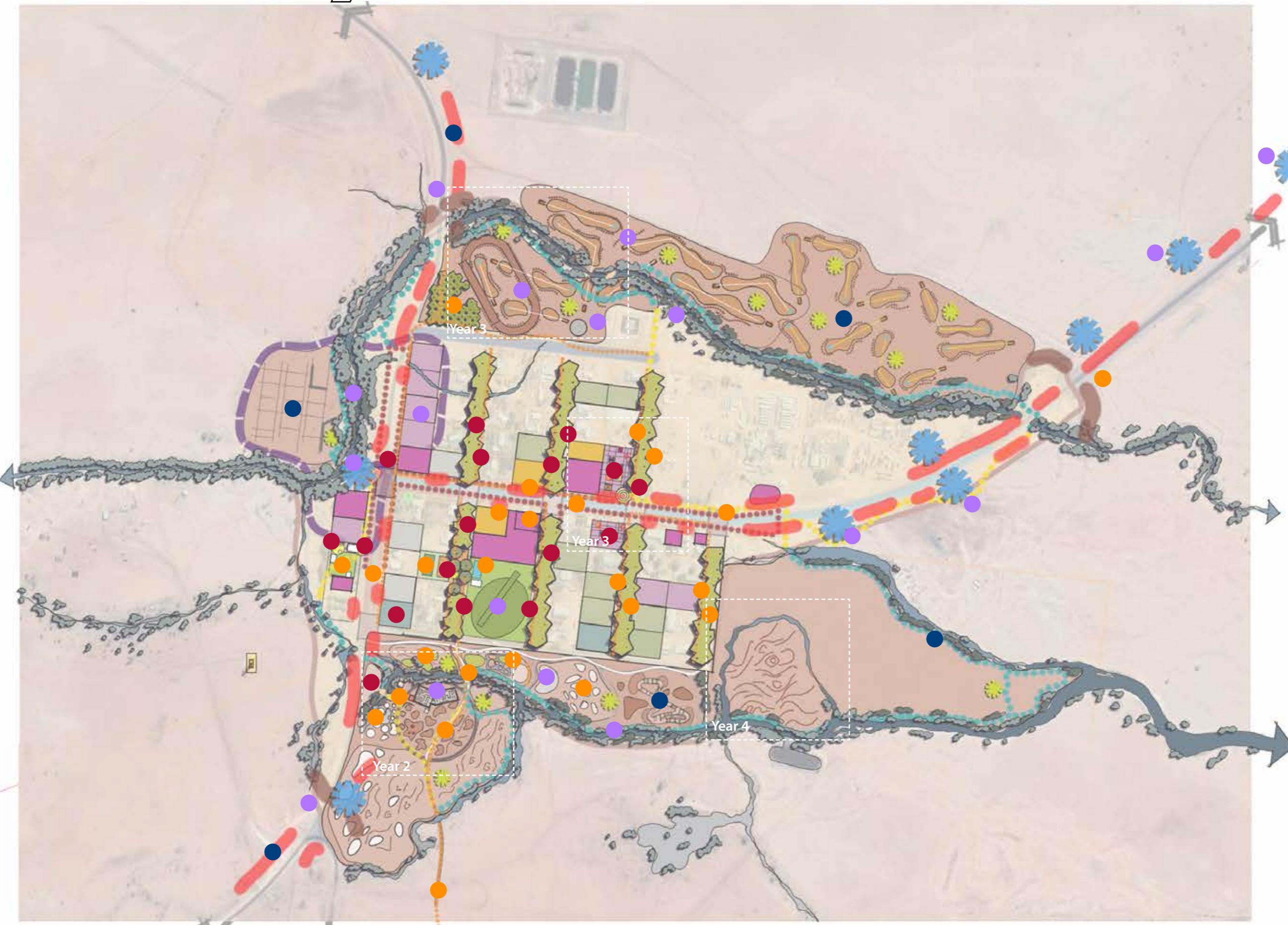
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14. PRIORITY

PRIORITIES

- YEAR 1
- YEAR 2
- YEAR 3
- YEAR 4



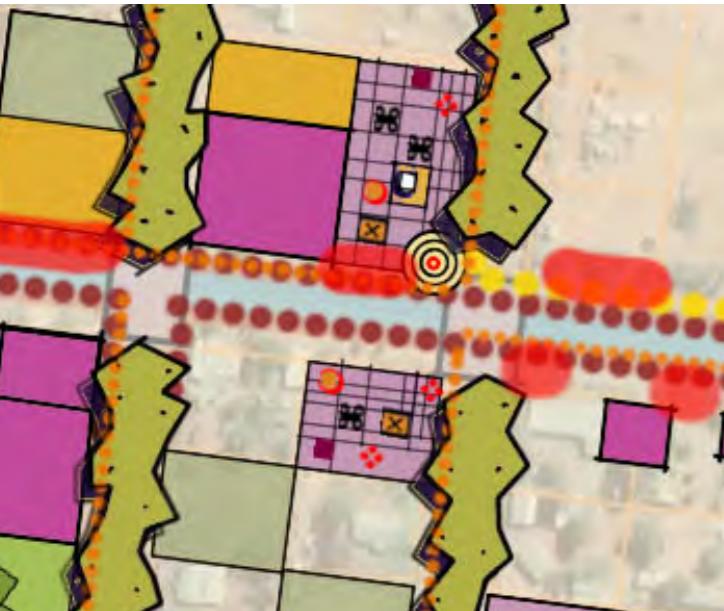
14. PRIORITY PLAN

Year 1 ●

- Town Hall Park upgrade 1- Memorial Garden
- Recreation Courts – works completion on court 1 and general upgrade 1
- North/south secondary streets upgrade – street trees (with irrigation) and footpaths
- Outdoor Museum
- “Furthest Town from The Sea” – tourist icon
- Knot-A-Saurus Park – stage 1- carpark
- Directional context sign – town node- adjacent to north end of The Royal
- South east lot – Deacon Street – assistance/incentives

Year 2 ●

- Town Hall Park upgrade 2 – shelters, landscape and equipment upgrade
- Recreation Courts- central area upgrade and court 2
- North/south secondary streets upgrade – street trees (with irrigation) and footpaths- stage 2
- Pool facility upgrade – 25 metre pool with change rooms/facilities
- Webber Road – footpath and kerb (north), drainage works, road shoulder and intersection work.
- Deacon Road verge
- North East town entry sign/feature
- Town continuity elements – stage 1
- Knot-A-Saurus Park – stage 2- bridge connections, shelter, picnic areas, “Loop”, Borrow Pit and mounding.
- South Common - “Learn to Ride” facility
- South Common - Bike Skills zone
- Link to ENHM – stage 1 (to cemetery)
- “The Grove” tree planting
- Shed /SES door artworks project



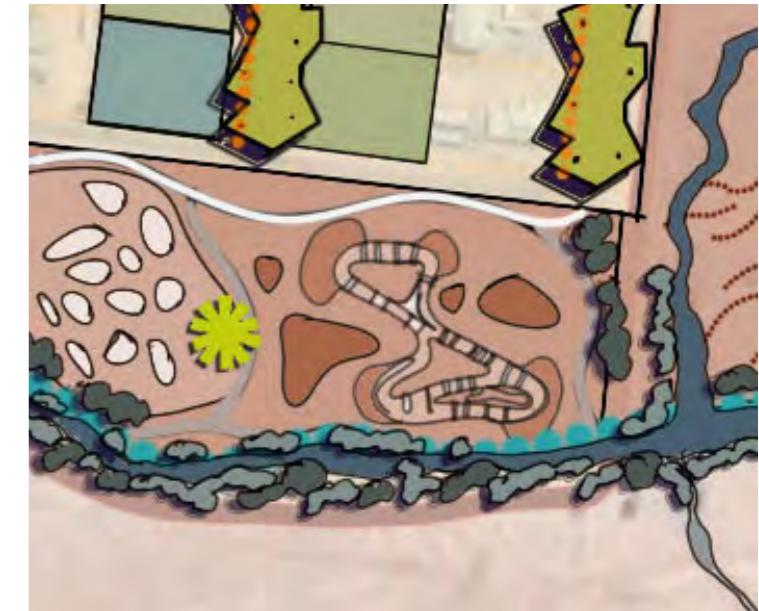
Year 3 ●

- Knot-A-Saurus Park – stage 3- Maze – stage 1, Sculpture Corner
- South Common – Skate Park
- Eromanga River walks – stage 1
- Town continuity elements – stage 1
- Main Street and arrival elements – stage 1
- North Common – running track
- North Common – Disc Golf – stage 1 (9 holes)
- Deacon and Webber Streets intersection and feature element
- Old Eromanga Town – heritage /tourism works- stage 1
- Link to ENHM – stage 2 (cemetery to ENHM)



Year 4 ●

- South Common – Pump Track
- Eromanga River walks – stage 2
- Town continuity elements – stage 2
- Main Street and arrival elements – stage 2
- North Common – Disc Golf – stage 2 (second 9 holes)
- Old Eromanga Town – heritage /tourism works- stage 2
- North west and south west gateway entry signs
- Knot-A-Saurus Park – stage 3- Maze – stage 2, Land Art Zones



OUTBACK FUELS
EROMANGA
THE FURTHEST SERVICE STATION
FROM THE SEA

3539km PERTH
2887km DARWIN
1249km ADELAIDE
668km BIRDSVILLE

SYDNEY 1433km
MELBOURNE 1583km
CAIRNS 1057km





Late Decision Report

Ordinary Meeting of Council

17.2 (04/20) – Application for Agistment

IX: 193659

Author: Manager of Corporate and Community Services, Lisa Hamlyn

PURPOSE:

The purpose of this report is to provide Council with an overview of the request received from Scott and Mel Edwards for permission to graze cattle, maximum head of 30 mixed cattle on the Warrabin Lane Reserve for a period of six months to be reassessed after the first three months based on seasonal conditions.

POLICY:

Not Applicable

CORPORATE PLAN:

Not Applicable

RECOMMENDATION:

That Council grants / does not grant permission to Scott and Mel Edwards to agist a maximum of 30 head of mixed cattle on Warrabin Lane Reserve for an initial period of six (6) months, to be reviewed after the first three months based on seasonal conditions.

BACKGROUND:

Correspondence was received from Scott and Mel Edwards requesting permission from Council to graze a maximum of 30 head of mixed cattle on the Warrabin Lane Reserve for an initial period of six (6) months, to be reassessed after the first three months based on seasonal conditions.

DISCUSSION:

Not applicable

FINANCIAL:

Quilpie Shire Council Schedule of Fees & Charges 2019-2020

Reserves – Agistment \$255.00 per month (GST Inc)

CONSULTATION:

The Rural Lands Officer supports the application and reported that the reserve is in good condition with a general spread of herbage and grass. Both dams are presently full.

Late Decision Report

Ordinary Meeting of Council

17.3 (04/20) – Policy Review – F.05 Procurement Policy

IX: 193660

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 and due to changes to Council's corporate financial system allowing electronic orders to be raised.

DISCUSSION:

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

The changes are shown as "tracked changes" in the attachment.

FINANCIAL:

Not applicable

CONSULTATION:

Relevant staff have been consulted on the changes.

ATTACHMENTS:

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

F.05 Procurement Policy

1	OBJECTIVE	1
2	SCOPE	1
3	STATEMENT	1
	3.1 Principles	1
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1	OBJECTIVE	1
2	SCOPE	1
3	STATEMENT	1
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	3.3 Purchasing Requirements	1
	3.4 Purchase Orders	1
	3.5 Corporate Purchase Cards (Incl. Fuel Cards)	1
	3.6 Tenders and Expressions of Interest	1
	3.7 Councillors	1
4	DEFINITIONS	1
5	RELATED POLICIES LEGISLATION OTHER DOCUMENTS	1

Date Adopted by Council	08 July 2016	Council Resolution No.	12-04-19
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
	V7	17-Apr-20	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.

F.05 Procurement Policy

- 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;

F.05 Procurement Policy

- 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.

F.05 Procurement Policy

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 a paper based order requisition or by processing an order requisition inputted into the corporate financial management system by another staff member, all officers are confirming that they have taken full notice of the Procurement Purchasing Policy and have met with all of the relevant requirementsconditions.

The required number of quotations, or a duly authorised exemption form, must be attached to the hard copy or electronic requisition.

Chief Executive Officer	unlimited
Director/Manager of Corporate & Community Services	\$100,000.00
Manager of Financial Services	\$30,000.00
Director/Manager of Engineering Services	\$100,000.00
Technical Officers	\$105,000.00
Work Supervisors	\$10,000.00
Workshop Manager	\$10,000.00
WHS Manager	\$10,000.00
Stores Officer / Store-person	\$420,000.00
Tourism Manager	\$52,000
Senior Governance Officer	\$2,000

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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.

F.05 Procurement Policy

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	Formatted: Space Before: 3 pt, After: 3 pt
Stores Officer / Store person	Formatted: Space Before: 3 pt, After: 3 pt
Finance Officer	Formatted: Space Before: 3 pt, After: 3 pt
Rates, Housing, IT Officer (if Finance Officer not available)	Formatted: Space Before: 3 pt, After: 3 pt

3.3.43.3.3 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:

Provider	Expenditure Description	
Ergon Energy	Electricity	Formatted: Font: Bold
Telstra	Telephones/Internet	Formatted: Line spacing: single
Jardine Lloyd Thompson	Insurance	Formatted: Line spacing: single
Qld Local Government Workcare	Workers Compensation	Formatted: Line spacing: single
Queensland Local Government Mutual	Public Liability	Formatted: Line spacing: single
Civica	Annual Licence Renewal	Formatted: Line spacing: single
Microsoft Products	Microsoft Annual Licence Renewal	Formatted: Line spacing: single
Shire Networks	Various ITC hardware and software licences	Formatted: Line spacing: single
Department of Natural Resources and Mines	Property Valuations/Licence Renewals	Formatted: Line spacing: single
Local Government Association Queensland	Memberships/Subscriptions	Formatted: Line spacing: single
Department of Transport and Main Roads	Vehicle Registrations	Formatted: Line spacing: single
Electoral Commission of Queensland	Election costs	Formatted: Line spacing: single
Queensland Audit Office	State Government Auditing	Formatted: Line spacing: single
5 x 5	Website hosting and maintenance	Formatted: Line spacing: single
Wordpress	Website <u>domainshosting</u>	Formatted: Line spacing: single
Adobe	<u>Creative Cloud subscription</u>	Formatted: Line spacing: single
Sprout Social	<u>Facebook interface</u>	
IXOM	<u>Quilpie pool chlorine gas cylinder rental</u>	Formatted: Line spacing: single
BOC	<u>Gas cylinder rentals</u>	
<u>Compac Integrated Refuelling Solutions</u>	<u>Quilpie airport refueling system</u>	
<u>Department of Agriculture, Fisheries & Forestry</u>	<u>Land Protection Fund (2 annual instalments)</u>	
<u>Heart of Australia</u>	<u>Contribution – Heart bus visits</u>	
<u>Magiq</u>	<u>Management Licences / Support</u>	

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<u>N-Com Pty Ltd</u>	<u>Satellite Television Services</u>
<u>Jasko</u>	<u>Expert airport advice</u>

3.3.53.3.4 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
<u>DirectorManager</u> of Corporate & Community Services	\$3,000.00
<u>DirectorManager</u> of Engineering Services	\$3,000.00
Stores Officer	\$3,000.00
TOTAL Facility Limit	\$20,000.00

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3.3.63.3.5 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.

3.3.73.3.6 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 hardoffice copy of orders or be scanned and uploaded for electronic requisitions or 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.

3.3.83.3.7 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.

3.3.93.3.8 Requirements to be Met For Purchases to a Value of \$15,000 (GST Exclusive), Subject to Section Exemptions (S 3.3.134)

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.

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

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.

3.3.103.3.9 Requirements to be Met For Purchases Above a Value of \$15,000 (GST Exclusive), Subject to Section Exemptions (S 3.3.134)

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.

3.3.113.3.10 Purchase of Goods and Services Above \$200,000 (GST Exclusive), Subject to Section Exemptions (S 3.3.134)

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.

3.3.123.3.11 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 Council's website; and
- display relevant details of the contract in a conspicuous place in Council's 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.

3.3.133.3.12 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 LOCAL PREFERENCE

Council will give preference to local suppliers wherever possible.

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The Council delegates the Chief Executive Officer (CEO) the authority to award individual quotations to local suppliers over other providers where the difference in price is minimal and the transaction is clearly to the benefit of the local area and economy.

3.43.5 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.

3.4.13.5.1 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.

3.4.23.5.2 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.

3.53.6 CORPORATE PURCHASE CARDS (INCL. FUEL CARDS)

3.5.13.6.1 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;

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- 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.

3.63.7 TENDERS AND EXPRESSIONS OF INTEREST

3.6.13.7.1 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.

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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.

3.6.23.7.2 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.

3.6.23.7.3 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.

3.6.43.7.4 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.

3.6.13.7.1 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.

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3.73.8 COUNCILLORS

Councillors are authorised to sign cheque and EFT remittance payments with the Chief Executive Officer, Director 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 ordering 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

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- 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.

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- 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