



ORDINARY MEETING AGENDA

Friday 11 March 2022
commencing at 9.30am

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

4 March 2022

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Notice is hereby given that a Pre Meeting Briefing will be held in the Council Boardroom, on **Friday 11 March 2022**, commencing at **8.30 am**.

Notice is also hereby given that an Ordinary Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Friday 11 March 2022**, commencing at **9.30am**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Justin Hancock
Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Friday 11 March 2022
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

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- 1 OPENING OF MEETING**
- 2 ATTENDANCE**
- 3 APOLOGIES**
- 4 CONDOLENCES**
- 5 DECLARATIONS OF INTEREST**

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON FRIDAY 18 FEBRUARY 2022

IX: 221589

Author: Lorraine Mathieson, Executive Assistant / Grants Officer

Attachments: 1. Minutes of the Council Meeting held on 18 February 2022

RECOMMENDATION

That the Minutes of the Council Meeting held on 18 February 2022 be received and the recommendations therein be adopted.



Ordinary Meeting of Council

MINUTES

Friday 18 February 2022

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



**MINUTES OF QUILPIE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON FRIDAY, 18 FEBRUARY 2022 AT 9.30AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 10.06am.

2 ATTENDANCE

Cr Stuart Mackenzie (Mayor), Cr Jenny Hewson (Deputy Mayor), Cr Lyn Barnes, Cr Bruce Paulsen, Cr Roger Volz

In Attendance: Mr Justin Hancock (Chief Executive Officer), Ms Lisa Hamlyn (Director Corporate and Community Services), Mr Peter See (Director Engineering Services), Lorraine Mathieson (Secretariat)

3 APOLOGIES

Nil

4 CONDOLENCES

Condolence notices have been sent to note the passing of Cheryl Crawley, Bill Challenor, Alan Groves and Scott Turner.

5 DECLARATIONS OF INTEREST

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

6 RECEIVING AND CONFIRMATION OF MINUTES**6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 18 JANUARY 2022**

RESOLUTION NO: (QSC009-02-22)

Moved: Cr Jenny Hewson

Seconded: Cr Roger Volz

1. That the Minutes of the Council Meeting held on 18 January 2022 be received and the recommendations therein be adopted.

5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

- 20/01/22 Deputy CHO teleconference
- 20/01/22 Regional Development Australia Meeting (Zoom) – regional housing discussed
- 28/01/22 Regional Development Australia Executive Meeting (Zoom)
- 17/2/22 Budget Workshop Meeting – phone in
- 18/2/22 Business Development Meeting (Quilpie)

9 COUNCILLOR PORTFOLIO REPORTS

Details	Date of Meeting	Location	Mackenzie	Hewson	Paulsen	Volz	Barnes
Ordinary Council Meeting	17-Jan-22	Quilpie	1	1	1	1	1
Deputy CHO teleconference	20-Jan-22	Teleconference	1				
Regional Development Australia Meeting	20-Jan-22	Zoom	1				
Australia Day Celebration	21-Jan-22	Quilpie		1		1	
Australia Day Activities - Quilpie Pool	26-Jan-21	Quilpie				1	
Regional Development Australia Executive	28-Jan-22	Zoom	1				
Quilpie Diggers Race Club	07-Feb-22	Quilpie					1
Eromanga District Community Association AGM	09-Feb-22	Eromanga		1		1	1
Agricultural Show Committee	10-Feb-22	Quilpie		1			
Budget Workshop	17-Feb-22	Quilpie	Phone	1	1	1	1
Queensland Treasury Corp Workshop	17-Feb-22	Quilpie		1	1	1	1
Dinner Queensland Treasury Corp	17-Feb-22	Quilpie		1	1	1	1
Business Development Group Meeting	18-Feb-22	Quilpie	1	1	1	1	1

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 ENGINEERING SERVICES STATUS REPORT JANUARY 2022

EXECUTIVE SUMMARY

This report provides an overview of the work in Engineering Services during the month of January 2022.

Noted

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 SWIMMING POOLS REPORT

EXECUTIVE SUMMARY

This report is to provide information to Council on programs and activities at Council's swimming pools.

Noted

10.2.2 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Pest and Livestock Management Officer's portfolio.

Noted

10.2.3 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES - MONTHLY STATUS REPORT**EXECUTIVE SUMMARY**

This report information and updates to Council on various activities and programs that are facilitated within the Director of Corporate & Community Services portfolio.

ACTION ITEMS

Meeting Date	Subject	Action	Comments	Status
9 Nov 2021	LGAQ Small Business Friendly Council	Apply to LGAQ to participate in their Small Business Friendly Council initiative.	Liaising with Manager of Tourism & Economic Development	Commenced
9 Jul 2021	Queens Jubilee	Create an event for the Queen's Platinum Jubilee 2 June 22`	Need to establish size of event and budget to enable further planning.	Commenced

Noted

10.3 FINANCE SERVICES STATUS REPORTS**10.3.1 FINANCE SERVICES STATUS REPORT****EXECUTIVE SUMMARY**

This report is to provide Council with a summary of the cheques issued for month ending 31 January 2022.

Noted

10.4 GOVERNANCE SERVICES STATUS REPORTS**10.4.1 TOURISM AND ECONOMIC DEVELOPMENT REPORT****EXECUTIVE SUMMARY**

The purpose of this report is to update Council on Tourism and Economic Development activities.

Noted

10.4.2 WORKPLACE HEALTH AND SAFETY MANAGERS STATUS REPORT

EXECUTIVE SUMMARY

Workplace Health & Safety

The 2022-23 Workplace Health & Safety Management Plan was reviewed at the WHS Consultation Group Meeting on February 2, accepted and signed by the CEO. The plan outlines the strategic framework to support the 2022-23 WHS Management System to provide overall actions for reducing workplace injury and disease and to ensure Quilpie Shire Council employees, contractors, volunteers and visitors are free from hazards and risks to their health and wellbeing.

The plan will be reviewed at the end of each quarter over the next two years to measure WHS performance as outlined in the Quarterly Action Plans.

Hal Waddington from LGW advised that LGW hope to have the new WHS Management System functioning by mid-year. The new system will align with ISO45001 Occupational Health and Safety Management System and is purpose built for small and large councils allowing councils to build a system to suit their needs as it will be a base system with add on units relevant to operations.

- Bi-annual Fire Equipment inspection completed in January
- COVID19 Personal Safety Packs have been issued to employees and placed in vehicles.
- RAT kits are in stock should they be required by staff for self-testing requirements.

Noted

10.4.3 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

Noted

11 ENGINEERING SERVICES

11.1 RFQ07 21-22 SUPPLY OF COMPACT TRACK LOADER

EXECUTIVE SUMMARY

Council has a 2021/22 budget allocation for the replacement of one (1) Compact Track Loader. The new plant item is to replace the current Skid Steer Unit, item #117 which is seven years old.

Tender T21-22 was issued for the purchase and trade-in of the Compact Track Loader with the responses considered by Council at the September 2021 meeting. Resolution 07-09-21 was passed awarding the tender to Black Truck and Ag for one (1) Kubota SVL97-2 for the price of \$106,232.24 excl GST, with a management decision for plant #117 to be sold at auction due to the low trade-in value offered. A notice was issued to Councillors on 9 February 2022 advising of the repeal of the resolution.

Purchase order number 40373 was issued on 21 September 2021. Subsequently Black Truck and Ag e-mailed Council on 28 January 2022 advising they wish to formally withdraw their tender.

RESOLUTION NO: (QSC010-02-22)

Moved: Cr Jenny Hewson

Seconded: Cr Bruce Paulsen

1. That Council:
 - (a) rescind resolution 07-09-21 awarding Tender T21-22 for the purchase of a Kubota SVL97-2 Track Skid Steer Loader to Black Truck and Ag for \$106,232.24 excl GST;
 - (b) award Tender T21-22 to Hastings Deering for a Caterpillar 289D3 Compact Track Loader for \$162,200.00 excl GST; and
 - (c) accept the Tender T21-22 trade-in offer from Hastings Deering for plant item 117, Bobcat Skid Steer Loader, for \$43,000.00 excl GST.

5/0

12 CORPORATE AND COMMUNITY SERVICES**12.1 DEVELOPMENT APPLICATION - PROPOSED CONTAINER EXCHANGE DEPOT (LOW IMPACT INDUSTRY)**

EXECUTIVE SUMMARY

Near the intersection of Chipu Street and Galah Street in Quilpie, is a large, irregularly shaped lot that contains a large industrial type shed and associated laydown areas. The premises, more accurately described as 49 Chipu Street, Quilpie (Lot 81 on SP234974), is located on the fringe of the Quilpie residential precinct in an area of town made up of a range of land uses that include residential, commercial and industrial activities. The site has previously been used for commercial and industrial type activities, and the owner of the premises is now wanting to establish a container exchange drop off at the site, providing an opportunity for the general public to recycle aluminium cans and plastic bottles.

The proposal constitutes a *material change of use* as defined in the *Planning Act 2016* (being *the start of a new use at the premises*) and requires a development permit to be issued by Council prior to the commencement of use. Provisions of the *Quilpie Shire Scheme 2018* make the required development application subject to code assessment. A code assessable application must be assessed against the assessment benchmarks (to the extent relevant) and any matters prescribed by regulation. The *Development Assessment Rules* set out the procedural requirements for the development assessment process.

The development application has been assessed against all relevant assessment benchmarks and found to comply, or able to be conditioned to comply. Further, officers have identified a number of matters that support approval of the application, including; the development is for a low impact industrial type activity consistent with the type of activities already established at the premises and in the general vicinity, such that the use is not out of character and within a reasonable expectation of the type of use anticipated in this area; that there is an overall absence of negative impacts resulting from the proposed development, having regard to the previous uses on the land and those land uses directly adjacent and the impacts generated by those uses; and the proposal will provide a valuable service to the community and the wider region, and by doing so will promote commercial and economic growth.

RESOLUTION NO: (QSC011-02-22)

Moved: Cr Roger Volz

Seconded: Cr Lyn Barnes

The application for a Material Change of Use “Low impact industry” (container exchange depot) at 49 Chipu Street, Quilpie and being more accurately described as Lot 81 on SP234974 be approved subject to the listed relevant and reasonable General advice and Development conditions.

GENERAL ADVICE

- (a) The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme 2018*. All references to the ‘Planning Scheme’ and ‘Planning Scheme Schedules’ within these conditions refer to the above Planning Scheme.
- (b) Under the Planning Scheme a **“Low impact industry”** means the use of premises for an industrial activity –
 - (a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and
 - (b) that a local planning instrument applying to the premises states is low impact industry; and
 - (c) that complies with any thresholds for the activity states in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity.
- (c) The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their ‘general environmental duty’ to minimise the risk of causing environmental harm to adjoining premises.

- (d) The land use rating category may change upon commencement of any new use on the approved lot(s). Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: www.guilpie.qld.gov.au
- (e) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- (f) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
- (g) All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- (h) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- (i) This development approval has been issued during a COVID-19 applicable event declared under 275F of the *Planning Act 2016*. The period for undertaking the approved development may be subject to an extension of time under section 275R of the *Planning Act 2016*.

DEVELOPMENT CONDITIONS

Development details

1. The approved development is a Material Change of Use – “Low impact industry” (Container Exchange drop-off facility) as defined in the Planning Scheme and as shown on the approved plans.

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless noted in the approval conditions or otherwise confirmed in writing by Council.
3. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

Approved plans and documents

4. The approved development is to be carried out in accordance with the following approved plans/documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number	Plan/Document Name	Date
001	Site Plan	
002	Traffic movement plan	

Development works

5. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
6. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

Separation distance

7. Approved use areas must maintain a minimum 15 metre separation distance from common boundaries it shares with accommodation activities. The storage of containers and other materials and machinery associated with the approved use must not occur within this buffer area at any time.

Applicable standards

8. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant provisions in the Planning Scheme;
 - c) any relevant Australian Standard that applies to that type of work; and
 - d) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Works in road reserve

9. A Works in a Road Reserve Permit will be required from Council for any works associated with the development that are undertaken within the Council road reserve by private contractor/entity. Works include, but are not limited to, cutting work, kerb and channel and site access/crossovers. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

No cost to Council

10. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development, survey, registration, document lodgment, easement documentation preparation and plan sealing.

Latest versions

11. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are

publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

Application documentation

12. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and Approved Documents bearing 'Council Approval'.

Landscaping and fencing

13. Landscaping areas must run for the length of the development site frontage adjacent to Chipu Street (excluding accessways). Landscaping areas must be minimum of 2.0 metres wide, and plantings within the landscaping areas shall include a mix of shrubs and ground covers which must contribute to the amenity of the development and the street.
14. Site landscaping is to be irrigated during an establishment period of two years, and ground covers should fully cover vegetated areas within one year of planting.
15. All site landscaping is to be maintained throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.
16. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
17. Landscaping must not interfere with site lines at access driveways for vehicle traffic.
18. Existing fencing/screening separating the site from adjoining houses must be maintained whilst the use continues.

Access

19. Vehicle crossovers to and from the development site shall be provided from Chipu Street , generally in the locations shown on approved plan *002 Traffic movement plan*.
20. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the external road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
21. Vehicle crossovers are to be designed and constructed to cater for the maximum vehicle size accessing the site, ensuring no damage to the roadway or kerb. Suitable flares and tapers are to be provided at the interface with the roadway to cater for vehicle swept path movements.
22. Vehicle crossovers must be located a minimum distance of one metre from any power poles, street signage, streetlights, manholes, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.

Directional signage

23. Signage shall be installed internal to the site at strategic locations that clearly demonstrate the direction that vehicles are to travel through the site.
24. Signage shall be installed in proximity of the site access points clearly advising the required entry and exit points for vehicle manoeuvres associated with the use.

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25. Signage shall be installed internal to the site restricting vehicle speed and making drivers aware of any potential for pedestrian and vehicle conflict.

Laydown area

26. The *laydown area for containers* as shown on approved plan 001 - *Site Plan* is to be clearly delineated from vehicle manoeuvring areas through the use of such things as temporary bollards, rope-fencing and/or other traffic management measures.

Parking and manoeuvring

27. A minimum of three onsite car parking spaces including PWD spaces in accordance with the Building Code of Australia, are to be provided within the development site.
28. Vehicles accessing the designated onsite parking area must be able to enter and leave in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent roadway.
29. The vehicle parking area must not encroach into the swept paths for vehicle movements within the site.
30. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
31. On-street parking associated with the approved use is prohibited at all times.
32. On-site car parking spaces (widths and lengths), vehicle access lanes and manoeuvring areas are to comply with Australian Standard AS/NZS 2890.1:2004 Part 1: Off-street car parking.
33. Disabled car parking bays are to comply with Australian Standard AS/NZS 2890.6:2009 - Parking Facilities Part 6: Off-street parking for people with disabilities.
34. Onsite service vehicle access, parking and manoeuvring is to comply with Australian Standard AS/NZS 2890.2:2004 - Parking facilities Part 2: Off-street commercial vehicle facilities requirements.

Refuse storage

35. An enclosed bulk refuse storage area must be provided within the development site area.
36. Refuse storage areas are to be located behind the building/s and screened from view from the street and nearby sensitive land uses and retain reasonable standards of amenity for users of the premises and the surrounding properties.
37. A dedicated, convenient and unobstructed area for service vehicle access and manoeuvring to the bulk refuse storage area must be provided.
38. Waste containers shall be removed from the site on a regular basis.
39. Refuse collection from the site must not occur before 7:00am or after 6:00 pm, or on Sundays or public holidays.

Avoiding nuisance

40. No unreasonable and sustained nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.

Note: Refer to the *Environmental Protection Regulation 2019* for acceptable emission levels.

41. Dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.
42. Lighting of the site, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.
43. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

Note: The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances.

Maintain the premises

44. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

Screening mechanical equipment

45. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

Services

46. All services installation, including sewer, water, electricity and telecommunications connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such designs exist (v) any relevant Australian Standard that applies to that type of work and (vi) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.
47. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Stormwater and drainage

48. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed.
49. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
50. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Construction activities and erosion control

51. If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.
52. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
53. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
54. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately where there is a potential hazard to pedestrians and/or passing traffic.

Advertising signage

55. Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless compliant with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.
56. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads.

Operating hours

57. Operating hours are restricted to 7:00am to 5:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. The development is not permitted to operate on Sundays or Public Holidays.

Delivery of goods

58. Loading and unloading of goods must not occur outside the hours of 7:00am to 6:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. No loading or unloading shall occur on Sundays or Public Holidays.

Individuals or Organisations to which the report applies:

Council's decision regarding this matter is likely to affect;

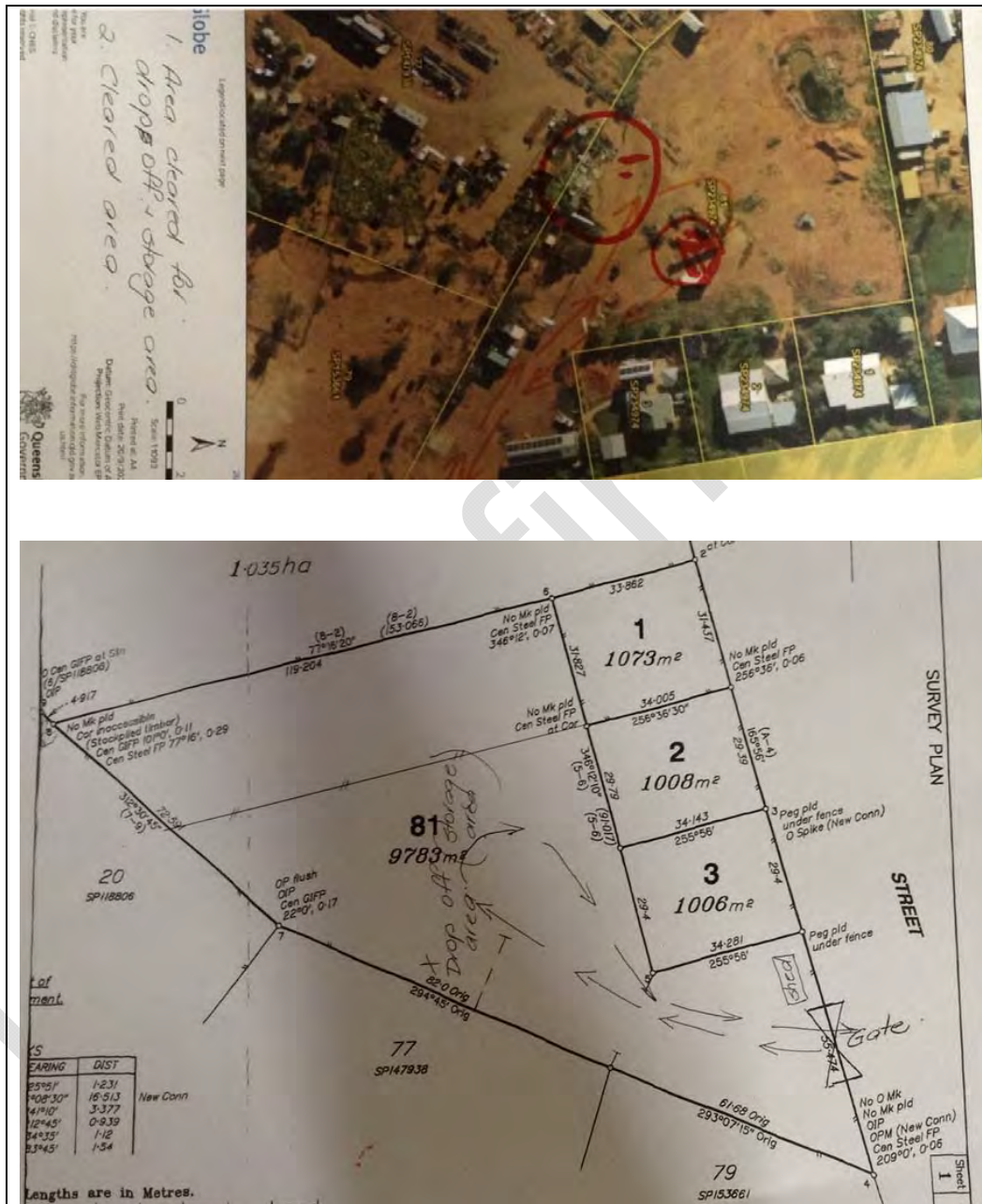
- the applicant and owner of the premises; and
- adjacent properties; and
- the wider Quilpie Shire community less directly.

Context:

This development application is subject to code assessment. Determination of a code assessable application sits outside the scope of Officer Delegations and a decision about the application is required to be made by Council resolution.

Proposal:

- The applicant is wanting to establish a container exchange drop off on her large industrial-type lot located at 49 Chipu Street in Quilpie. A container exchange depot accepts aluminium cans and bottles from the general public in exchange for payment. Containers are then transported off-site for further recycling.
- The proposed site plan and traffic movement plan is shown in Figure 1 below.

**Figure 1 – Proposed site plan and Traffic Movement Plan**

The proposed development in the context of the existing community infrastructure and zoning is shown in Figure 2.



Figure 2- Site location and zoning

- A full assessment of the application against the applicable assessment benchmarks prescribed by Regulation, including an assessment against the zone code is provided in the Supporting documents.

- The development is highly desirable from both a strategic planning perspective and economic development standpoint, as it provides for the adaptive and efficient reuse of underutilised industrial land and existing infrastructure, provides obvious and distinct links to the Quilpie township urban areas, and provides direct and convenient access major transport route. There is also a reasonable expectation that this type of use will occur in this area - having regard to the previous use of the site and existing adjacent uses - so much so that it is unlikely that there will be any negative impacts either tangible or perceived resulting from the proposed development.
- Notwithstanding the desirability of the proposal from a site-specific land-use and infrastructure perspective, should Council resolve to approve the development, it should ensure that relevant, reasonable, and enforceable conditions are imposed to mitigate potential impacts on surrounding development and that the proposed use both complements and contributes to the vitality of existing land uses in this area.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

The proposal constitutes a *Material change of use* as defined in the *Planning Act 2016* being the start of a new use at the premises and requires a development permit to be issued by Council.

Provisions of the *Quilpie Shire Planning Scheme* make the required development application subject to code assessment. Code assessment is an assessment that must be carried out against the applicable codes in the Planning Scheme.

An assessment of the application against these assessment benchmarks is attached in the Supporting Documents.

In accordance with Section 60 of the *Planning Act 2016*, after carrying its assessment Council must decide to:

- approve all or part of the application; or
- approve all or part of the application, but impose development conditions on the approval; or
- refuse the application.

Council Policies or Asset Management Plans:

The *Quilpie Shire Planning Scheme 2018* is applicable to the assessment of further application. The following sections of the planning scheme are applicable:

- Township Zoning Code
- General Development Code

Input into the Report & Recommendation:

- Manager Governance and Compliance

The Officer's recommendation has been informed by feedback from the party consulted.

Risks:

Potential risks associated with the proposal can be addressed in the development assessment. Other matters outside of this, which are not called up in the *Planning Act 2016*, cannot be considered in decision making.

As with any planning decision reached by Council, there is a risk that the applicant can appeal any aspect of the decision to the Planning and Environment Court (the Court).

Note: The likelihood of an appeal by any party is not a valid planning consideration and must not be used to inform Council's decision on any planning matter.

Advice to Council:

It is considered that the proposal presents no significant conflict with the applicable assessment benchmarks. Development conditions have been recommended to ensure compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks needs to be considered in light of various relevant matters including:

- the development is a low impact industry on a lot previously used for industry activities and is adjacent to other industry activities, such that the use is not out of character and within a reasonable expectation of the type of use anticipated in this area;
- approval of the application would encourage and diversify economic development within the region and will support several key themes of Council's strategic planning framework including *encouraging economic commercial/growth* in Quilpie;
- the site achieves adequate infrastructure service levels;
- there is an absence of any significant impacts that result from the development; and
- the development has been deliberately located and designed, and includes landscaping and other elements to mitigate any perceived impacts to nearby sensitive receptors;

Based on the above, Council should endorse the officer recommendation and approve the development application for a material *change of use* for a "Low impact industry" (container exchange depot) at 49 Chipu Street, Quilpie (and being more accurately described as Lot 81 on SP234974) subject to relevant, reasonable and enforceable conditions that mitigate potential impacts from the development.

Attachments:

Assessment against the applicable sections of the Township Zone Code

Performance outcomes	Acceptable outcomes
For assessable development	
PO1 Development is consistent with the existing built form in terms of size, design, siting and physical characteristics. The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby buildings, and is respectful and sympathetic to any heritage place identified in the SPP mapping – Environment, Cultural heritage .	✓ The proposed development will be conditioned to ensure that reasonable levels of amenity are achieved and that impacts on adjoining land uses are mitigated.
PO2 Development with frontage to a highway must have safe access points that do not adversely impact on the safety and efficiency of the road.	N/A - the development does not front a highway.
PO3	N/A - the development does not front a highway.

Development adjacent to the highway corridor is setback from the corridor to avoid adverse impacts to the operation of the road corridor.	
PO4 All uses are located, designed, orientated and constructed to minimise the impacts from the noise, vibration and dust emissions from the State-controlled road and/or rail network.	✓ The proposed development will be conditioned to ensure that reasonable levels of amenity are achieved and that impacts on adjoining land uses are mitigated.
PO5 Tourist accommodation in the form of a caravan park or motel is provided in a location where it can be serviced with infrastructure, where it: (a) is complementary to the existing character of the area. (b) does not have an adverse impact on residential amenity in terms privacy, safety, noise, odour and fumes, lighting and traffic generation. does not lead to a reduced quality of accommodation experiences available within the location.	N/A – the development is not for tourist accommodation.
PO6 Commercial and industrial uses that support and service the residential areas are centrally located where they can be conveniently and safely accessed without having an adverse impact on residential amenity, privacy impacts, safety, noise, odour and fumes, lighting and traffic generation.	The use is appropriately located on the fringe of the Quilpie residential areas, with convenient access. Adequate separation distances and other mitigation measures imposed as development conditions will ensure adverse impacts on nearby receptors are limited.
PO7 Industrial land uses are protected from encroachment by incompatible land uses.	✓ The use will not encroach on industrial land uses.

Assessment against the applicable sections of the General Development Code

Performance outcomes	Acceptable outcomes
Site Layout	
PO1 The size and bulk of new buildings associated with development maintains and enhances the intended local character of the zone by avoiding over-development of the site, and allowing for development at a consistent scale, siting and intensity to nearby development.	✓ The development will not exceed 50% maximum site cover
PO2	

Landscaping is provided to enhance the visual appeal of the development and soften the appearance of the built form. The majority of landscaping is to be undertaken on the principal street frontage of the development.	✓ The development site provides areas for landscaping, as appropriate.
Building Design	
PO3 New development maintains the low-rise scale and character of the Shire.	✓ The proposed development will not exceed 8.5m above ground level.
PO4 New buildings or structures present a traditional façade to the street.	N/A – No new buildings are proposed as part of the development.
PO5 Development is generally in accordance with existing setbacks within the locality.	✓ Setbacks will be conditioned in to ensure amenity is maintained.
Access, manoeuvring and parking	
PO10 The proposed development accommodates sufficient car parking on site.	Car parking proportionate to the use will be conditioned. The site provides sufficient space for car parking and manoeuvring areas.
PO11 The proposed driveway is clear of all impediments.	✓ The proposed driveway is clear of street furniture, gully pits, man holes, power poles and street trees.
PO12 The location of driveways does not create a danger to the safety and efficiency of existing intersections.	✓ The minimum distance of a driveway from an intersection of one street with another is 6m.
PO13 Access to, from and within the site: <ul style="list-style-type: none"> • is adequate for the type and volume of traffic generated by the use. • does not adversely impact on the traffic network external to the site. • caters for safe pedestrian access. • provides for disabled access. 	✓ Vehicle crossovers conditioned to Quilpie Shire standards.
Infrastructure and Services	
PO14	Conditions will require that any telecommunications and electricity supplies

The development is supplied with an appropriate level of infrastructure to support the intended use.	are designed and installed to supplier standards.
PO16 Stormwater is collected and discharged to ensure no impacts on adjoining land owners, BSC or State infrastructure while also ensuring environmental values of waters in the Shire are maintained.	Conditions of development approval have been included to ensure stormwater is managed appropriately.
PO17 Wastewater discharge to a waterway is avoided or managed in a way that maintains ecological processes, riparian vegetation, waterway integrity, and downstream ecosystem health.	Conditions of development approval have been included to ensure wastewater is managed appropriately.
BSC assets	
PO18 Structures and buildings do not adversely impact on QSC infrastructure.	All proposed structures and buildings are clear of QSC easements and underground infrastructure within the site boundaries, as per Queensland Development Code requirements.

5/0

12.2 COMMUNITY ASSISTANCE PROGRAM APPLICATION - EROMANGA DISTRICT COMMUNITY ASSOCIATION (EDCA)

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider a request from the Eromanga District Community Association (EDCA) for financial support of up to \$1,373.76 for reimbursement of travel costs for All About Aquatics to provide swimming lessons to the wider Eromanga community.

RESOLUTION NO: (QSC012-02-22)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council approves the request received from the Eromanga District Community Association for reimbursement of up to \$1,373.76 for travel costs for All About Aquatics to provide various swimming activities to the Eromanga Community between January and March 2022.

5/0

13 FINANCE

13.1 2021/2022 BUDGET - REVIEW DECEMBER 2021

EXECUTIVE SUMMARY

The 2021/2022 Budget was originally adopted on Friday 16 July 2021, a budget review was undertaken for the first quarter of the financial year (July – September) and presented to Council on 12 October 2021. This report covers a review of Council's actual performance against budgeted performance from July to December and projected final position as at 30 June 2022.

RESOLUTION NO: (QSC013-02-22)

Moved: Cr Jenny Hewson

Seconded: Cr Roger Volz

That

1. pursuant to section 170(3) and section 173 of the Local Government Regulation 2012, Council adopt the amended budget as tabled; and
2. Council endorse the following policies:
 - (a) Revenue Policy
 - (b) Revenue Statement.

5/0

13.2 INTEREST WRITE-OFF ON OVERVALUED MINING LEASES**EXECUTIVE SUMMARY**

This report is to request Council's authorisation to write off rates interest revenue raised against four petroleum leases due to historical land valuation reductions.

RESOLUTION NO: (QSC014-02-22)

Moved: Cr Jenny Hewson

Seconded: Cr Bruce Paulsen

That Council authorises the write off of the following rates interest amounts totalling \$37,767.49 comprising:

Rates Assessment	Total Interest
PL65 - Assessment 00886-00500-000	\$ 9,301.29
PL115 - Assessment 00886-00260-000	\$ 8,302.05
PL117 - Assessment 00886-00270-000	\$ 8,182.72
PL184 - Assessment 00886-00600-000	\$11,981.43

5/0

13.3 FINANCIAL SERVICES REPORT MONTH ENDING 31 JANUARY 2022**EXECUTIVE SUMMARY**

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

RESOLUTION NO: (QSC015-02-22)

Moved: Cr Lyn Barnes
Seconded: Cr Bruce Paulsen

That Council receive the Finance Report for the period ending 31 January 2022.

5/0

13.4 PROCUREMENT POLICY AMENDMENT AND ADOPTION

EXECUTIVE SUMMARY

Council is required to adopt a Procurement Policy at least once each financial year. The attached policy fulfils that requirement for 2021/22 as well as makes a number of functional and compliance improvements to the existing policy.

RESOLUTION NO: (QSC016-02-22)

Moved: Cr Bruce Paulsen
Seconded: Cr Roger Volz

That Council adopt the Procurement Policy 2022 as provided in the accompanying agenda.

5/0

14 GOVERNANCE

14.1 ORGANISATIONAL STRUCTURE - FEBRUARY 2022

EXECUTIVE SUMMARY

In accordance with Section 196 of the Local Government Act 2009, Council is required to adopt by resolution an 'organisational structure that is appropriate to the performance of the local government's responsibilities'. This structure was last reviewed in May 2021.

RESOLUTION NO: (QSC017-02-22)

Moved: Cr Jenny Hewson
Seconded: Cr Lyn Barnes

That Council adopt the Quilpie Shire Council Organisational Structure – February 2022 as presented in the accompanying agenda.

5/0

14.2 QUILPIE SHIRE COUNCIL - INDUSTRIAL ESTATE

EXECUTIVE SUMMARY

Council constructed an Industrial Estate in 2015, with blocks first offered for sale by tender in September 2015, closing on October 2015. Since this initial tender, remaining blocks have been offered for sale via listing through a local real estate agent and an auction took place in late 2020. This report is to seek Council's direction regarding the preferred method of sale.

RESOLUTION NO: (QSC018-02-22)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

1. That Council resolve to enact the exemption under S236 of the Local Government Regulation 2012 for the sale of lots 5, 6, 7, 12, 13 and 14 on SP273738 as these were previously offered for sale by tender and auction but were not sold; and
2. Council delegates authority to the Chief Executive Officer to undertake the following:
 - (a) Authorise for a written report about the market value of land from a valuer registered under the Valuers Registration Act 1992 and establish a reserve price of the lots based in the report received;
 - (b) Engage registered agents for the sale of lots 5, 6, 7, 12, 13 and 14 on SP273738; and
 - (c) Delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into contract, negotiate, finalise and execute any and all matters associated with or in relation to lots 5, 6, 7, 12, 13 and 14 on SP273738, subject to Council's normal procurement policies and practices.

5/0

14.3 QUILPIE SHIRE COUNCIL - CURLEW ESTATE

EXECUTIVE SUMMARY

Council constructed a residential estate known as Curlew Estate in 2012, with blocks first offered for sale by auction in 2013. In November 2015, Council resolved (12-11-15) to advertise Curlew Estate allotments for a 30-day period as a special half-price offer subject to terms and conditions. In July 2021, Council released the New Home Owner Grant to support the expansion of private investment in residential housing. Due to the overwhelming response, in November 2021 Council resolved (QSC026-11-21) to auction Lots 5 and 6 on SP 234966, and Lots 12, 13, 21, 22, 26, 27, 33 and 34 on SP 234965. This report is to provide Council an update as to the outcome of the auction and seek Council's direction regarding the preferred method of sale for the remaining lots.

RESOLUTION NO: (QSC019-02-22)

Moved: Cr Bruce Paulsen

Seconded: Cr Jenny Hewson

1. That Council
 - a) resolve to offer Lots 3, 5 and 6 on SP234966; and Lots 14, 15, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 31, 33, 34, 37, 42 and 46 on SP234965 for sale via public auction in accordance with Section S227 of the Local Government Regulation 2012; and
 - b) delegate authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to set the reserve price per lot, enter into contract, negotiate, finalise and execute any and all matters associated with the sale, subject to Council's normal procurement policies and practices.

5/0

ADJOURNMENT

The meeting adjourned for lunch from 12.45pm to 1.09pm.

14.4 REMOTE ROADS UPGRADE PILOT PROGRAM

EXECUTIVE SUMMARY

The Australian Government Remote Roads Upgrade Pilot Program is designed to provide funding to State, Territory and Local Governments for projects which will address significant deficiencies on key regional and rural roads that limit community access, pose safety risks and impact the economic development of the surrounding area.

RESOLUTION NO: (QSC020-02-22)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

The Council endorse the application for the Adavale Black Road under the Remote Roads Upgrade Pilot Program.

5/0

14.5 2022-24 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM**EXECUTIVE SUMMARY**

The 2022–24 Local Government Grants and Subsidies Program is aimed at providing funding assistance to support councils to deliver priority infrastructure and essential services that meet the identified needs of their communities.

RESOLUTION NO: (QSC021-02-22)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council endorse the application under the 2022–24 Local Government Grants and Subsidies Program for the Town House Residential Estate.

5/0

14.6 REMOTE AIRSTRIP UPGRADE PROGRAM – ROUND 9**EXECUTIVE SUMMARY**

The Remote Airstrip Upgrade Program provides grants to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia. It will provide year round all weather access, particularly where road access is unavailable or unreliable.

RESOLUTION NO: (QSC022-02-22)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

That Council endorse the Remote Airstrip Upgrade Program Round 9 application for the Toompine Aerodrome for the:

- (a) Installation of solar runway delineation lighting;
- (b) Installation of cones to replace the existing tyres that delineate the runway; and
- (c) Replacement of windsock indicator.

5/0

14.7 AUDIT COMMITTEE FRAMEWORK**EXECUTIVE SUMMARY**

This report will provide a review of the Audit Committee Framework.

RESOLUTION NO: (QSC023-02-22)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

That the Council resolves to:

1. rescind the current Internal Audit Policy and adopt the new Internal Audit Policy, as per the attachment; and
2. rescind the current Audit Committee Charter and adopt the new Audit Committee Charter, as per the attachment; and
3. rescind the current Audit Committee Policy.

5/0

14.8 TENURE OF CURRENT AUDIT COMMITTEE MEMBERS**EXECUTIVE SUMMARY**

This report provides the Council with an update in relation to the tenure of the current Audit Committee members.

RESOLUTION NO: (QSC024-02-22)

Moved: Cr Lyn Barnes

Seconded: Cr Bruce Paulsen

1. That the Council notes the report providing an update in relation to the membership of the current Audit Committee.
2. That the Council resolves to formally extend Kerri Mooring's tenure in the Audit Committee to April 2024.

5/0

14.9 RATIFICATION OF FLYING MINUTE T03 2122 VEHICLE PURCHASE**EXECUTIVE SUMMARY**

CEO forwarded a Flying Minute to Councillors to resolve the matter of the trade in of Unit 1114, misrepresented as GXL rather than GX which affected the value of the trade-in offered by South West Ford. A revised trade-in offer of \$38,000 incl GST based on the corrected information, representing a reduction of \$5,500. The trade-in of Unit 1050 remains unchanged.

RESOLUTION NO: (QSC025-02-22)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council resolve to accept the trade-in values of \$35,500 and \$38,000 for plant items #1050 and #1114 respectively from South West Ford.

5/0

15 CONFIDENTIAL ITEMS

Nil

16 LATE ITEMS

Nil

17 GENERAL BUSINESS

Councillors were invited to raise any matters they wished to discuss. Matters raised included:

- Cr Hewson has been approached by a resident who has been in contact with a monumental mason, noting that the burial mounds at the cemetery are being left at a higher level, and not compacted, which makes the building of the grave monuments unstable. Council will send a notice to all residents in the Shire to ensure they are aware that in future, grave mounds will be made level to 100mm above surrounding ground level two weeks after the funeral.

ADJOURNMENT

The meeting adjourned from 1.48pm to 2.57pm while Councillors attended the Quilpie State College Leadership Ceremony.

- Cr Volz spoke about Brolga Street footpath between Dukkamurra and Chipu Streets which is becoming overgrown with weeds etc. He also noted thanks to the local people who maintain their own yards and footpaths to help improve the look of the towns.
- Cr Paulsen asked about the waiting list for units at Gyrica Gardens; Director Community & Corporate Services noted that the two oldest units in the complex were not designed for aged persons independent living.
- Cr Barnes asked if there had been progress with the Quilpie Sock venture. Manager Tourism and Economic Development has spoken with local business to gauge interest.
- Cr Barnes suggested we contact Geosciences Australia to ascertain their interest in Quilpie Shire.
- Cr Barnes suggested that Council approach Australia Post to clarify the mail delivery routes through Quilpie and Cooladdi.
- Cr Barnes requested that Council commemorate the Queen's Platinum Jubilee on 2 June with a beacon lighting event at Baldy Top. Director Community & Corporate Services to organise an event.
- Cr Mackenzie suggested that Council support a Shearing School this year during July school holidays. Councillors agreed.
- Cr Mackenzie suggested that Council provide a dog water drinking fountain near the Visitor Information Centre. Councillors agreed.
- Anzac Day sunset ceremony will be Sunday night 24 April, followed by dinner at the Club. Anzac Day will be commemorated at the dawn service, followed by the march, and service at the Shire Hall.

18 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Friday 11 March 2022 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 9.30am.

There being no further business the Mayor declared the meeting closed at 3.57pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on the Friday, 18 February 2022.

Submitted to the Ordinary Meeting of Council held on Friday, 11 March 2022.

Cr Stuart Mackenzie

Mayor of Quilpie Shire Council

Date

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

9 COUNCILLOR PORTFOLIO REPORTS

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 ENGINEERING SERVICES STATUS REPORT FEBRUARY 2022

IX: 221426

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides an overview of the works in Engineering Services during the month of February 2022.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Roads

RMPC

Shoulder grading is continuing on the Diamantina Developmental Road Charleville Quilpie from the Paroo River shire boundary working back towards Quilpie. Edge patching is being done after grading using the Murweh Shire Jet Patcher. All guide posts and signs are also being maintained in this area.

Contractors have been approached to carry out shoulder grading on the Diamantina Developmental Road at the Barcoo Shire Boundary.

Herbicide spraying of tree saplings has been done across the road network by Council's pest management officer.

Main Roads TIDS

TMR have advised an increase in TIDS funding for 2022-2023 by \$72,500.00 to a total of \$1,047,500.00. This work will be done on the section 0.0 km to 5.0 km of the Quilpie-Adavale Red Road next financial year. There are no further TIDS works this financial year.

Main Roads Widening Contract Quilpie-Charleville Road (REEF)

The final concrete headwalls were completed over the past month. The final bitumen sealing was done on 25 February. Some minor clean up works are all that remains.

Flood Damage Repairs

Council staff have completed works on Boondook road and have now begun work on Mt Howitt Road.

All other flood damage works are covered by the attached monthly report from Proterra Group.

Roads to Recovery

Floodway works on Telephone Bore and Cooma Roads is now expected to begin in April 2022.

General Roads

Council is receiving a few complaints from property owners with regard to road conditions following the recent flood events. Cr Volz and the Director were due to meet complainants at Ambathalla and Boondoon Roads on Friday 2 March 2022.

Council Buildings and Facilities

Materials are very difficult to resource at present and there is no sign that this will end.

The house renovation works at 53 Galah Street are continuing. The bathroom and toilet works have been completed by Council's tradesman. Painting is due to begin and new flooring is also organised.

Waste

No significant issues have occurred. Some additional signage will be erected at the Quilpie Transfer station to aid clarity for users.

Water and Sewerage.

The Water Regulator approved our annual Drinking Water Quality Management Plan Review. This is a legislative requirement.

The Supervisor attended back flow prevention training in Toowoomba.

The Grant application for a new bore at Toompine has moved to the next stage of the approval process.

The new plumber commenced working with Council on 21 February 2022.

The work on irrigation lines at Bulloo Park is continuing.

Plant and Workshops

The new Toyota Coaster bus has been delivered this month.

Spare parts supply is very slow with long delays occurring.

All Prados and Hilux vehicles were subject to a recall.

Town Services

One staff member has resigned to relocate interstate.

The recent wet weather has caused grass control delays.

Planning work has been done to turf the Driver Reviver centre area and also the new grass lawn at the Eromanga Natural History Museum. These will be done in March 2022.

CONSULTATION (Internal/External)

CEO and Staff

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

Within Council budget

RISK MANAGEMENT IMPLICATIONS

As per Council's risk management plan.

OPERATIONAL STATUS REPORTS

WATER AND SEWERAGE STATUS REPORT

ORDINARY COUNCIL MEETING AGENDA

11 MARCH 2022

10.1.2 WATER AND SEWERAGE STATUS REPORT

IX: 221448

Author: Alan McNall, Water & Sewer Supervisor

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides a quarterly operational update to Council regarding the Water and Sewerage portfolio .

WATER

Consumption

Raw Water Statistics

Locality	Monthly Use (meg)	2020/21 YTD Total (meg)	Annual License (kl)	% Time Remaining	% of License Remaining
Quilpie old	142	30/11/21-28/02/22			
Quilpie new	92	30/11/21-28/02/22			
Eromanga	9.796	10/11/21-28/02/22			

ACTION ITEMS

Call-Outs

Locality	Date	Time	Details	Outcome/ Comment
Nil				

Planned Interruptions (Customer Supply Cut)

Locality	Date	Details/ Reason	Notification Details	Time to restore supply
Gyrca St	03/12/21	Mains repair	Verbal/Office	2hrs
Eromanga	30/12/21	Mains/Service Repairs	Verbal	1hr
65 Galah St	21/01/22	Service replace	Verbal	1/2hr
49 Brolga St	23/02/22	Service repair	Verbal	1hr
Eromanga	23/02/22	2 x Service repair	Verbal	1hr

Unplanned Interruptions (Customer Supply Cut)

Locality	Date	Details/ Reason	Notification details	Response time	Time to restore supply
Nil					

OPERATIONAL UPDATE

New Services

Locality	Date	New connections	Outcome/ comments
Nil			

Complaints / Requests

Locality	Date	Complaint No:	Outcome/ comments	Time to rectify
Nil				

SEWERAGE – STATUS DETAILS

Overflows / Breaks / Repairs

Locality	Date	Details/ Reason	Overflow private pty (Y/N)	EPA notified	Sewer break	Sewer choke	House conn proble m (✓)	Response time (notification/ completion)
Nil								

Minor Works / Breaks / Repairs

Locality	Date	Details/ Reason	Mains repair	Connection Point	House Drain	Response time (notification / completion)
Nil						

Call-Outs

Locality	Date	Details	Outcome/comment
Nil			

New Connections

Locality	Date	Outcome/ comment
Nil		

Complaints

Locality	Date	Complaint No:	Outcome/ comment	Time to rectify
Nil				

Capital Works and Council Requests

Project details	Status/Comments	% Complete
VIC driver reviver project toilet block & irrigation	complete	

Other Works and Requests

- Completed 50 x requests on council's buildings/infrastructure, minor leaks
- Various swimming pool maintenance

- Eromanga Sewerage pump station repairs
- Various irrigation upgrades to automatic systems

CONSULTATION (Internal/External)

Nil

LEGAL IMPLICATIONS

Nil

FINANCIAL AND REVENUE IMPLICATIONS

Within budget

RISK MANAGEMENT IMPLICATIONS

According to Council's Risk Management Policy

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES - MONTHLY STATUS REPORT

IX: 221470

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Director of Corporate & Community Services portfolio.

ACTION ITEMS

Meeting Date	Subject	Action	Comments	Status
18-Feb-22	Queens Jubilee	Organise beacon lighting event at Baldy Top for 2 June		

OPERATIONAL UPDATE

A Condolence Card was forwarded to the family of the late Mrs Georgina ("Georgie") Walker.

Community Advisory Network (CAN) - A Meeting of the Quilpie CAN was held on 22 February 2022. The meeting was well attended by CAN members and the following items of business were discussed:

SWHHS Mental Health Community Advisory Network Meeting

Gyrca Gardens Multi Purpose Centre – official opening 23 March 2022

Council Community Engagement Session to discuss 22/23 Budget and Master plans for John Waugh Park Sporting Precinct and the Main Street

TRAIC funded Laugh Out Loud event – Bulloo Park 26 March 2022

My Health Record Update

Quilpie Shire Council Staff Health & Wellbeing Week

Gyrca Gardens / Housing

Dental Services

CAN Member portfolio reports

COVID-19 Updates

Quilpie Wild Dog Advisory Group - The Quilpie Wild Dog Advisory Group met on 23 February 2022 and discussion included the following issues:

Draft Quilpie Shire Council Wild Dog Strategy – prepared and presented by Craig Alison

Quilpie Shire Council Exclusion Fence Subsidy Program – Round 6 (program completion date has been extended to 30 September 2022 for landholders due to recent rainfall)

FeralScan – Overview of program and discussion in regard to implementation

Member / syndicate reports

Wild Dog Barrier Fence Review Consultation - LGAQ - As the Wild Dog Barrier Fence Review Consultation Workshop was scheduled to be held the same day as Council's Whole of Staff Meeting, the WDAC Chair, PLMC and I will be attending a Consultation Workshop via Zoom with Synergies on 9 March 2022.

Leotard - arTour, Western Touring Circuit in conjunction with Council presented Boyle & Waters in "Leotard" on 26 February 2020. Fifty-five people attended the performance, feedback from attendees and the presenters was extremely positive.

Upcoming Events

8 March	International Women's Day Breakfast	
11/12 March	Quilpie Common Muster	
12 March	TRAIC Workshop – Ballerinas & Broilgas	Quilpie
13 March	TRAIC Workshop – Ballerinas & Broilgas	Adavale
19 March	TRAIC Workshop – Ballerinas & Broilgas	Eromanga
20 March	TRAIC Workshop – Ballerinas & Broilgas	Toompine

CONSULTATION (INTERNAL/EXTERNAL)

CEO

Councillors

Various Staff

Community

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Low Risk – Within standard operations

10.2.2 NDIS COORDINATORS REPORT

IX: 221471

Author: Chris Houghton, NDIS Officer

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

The purpose of this report is to inform and update Council on National Disability Insurance Scheme activities and programs.

ACTION ITEMS

N/A

OPERATIONAL UPDATE

General Information

The start of 2022 has seen 22 participants with plans being utilised well. Six clients are waiting for approval for access to the NDIS and with school commencing in February, there have been 5 referrals for the Early Childhood Early Intervention Program. During the next 8 weeks there will be twelve monthly reviews for 5 clients. This involves preparation and collation of reports from all Service Providers and Support Workers.

The Support Workers in Quilpie have been working well with one deciding to utilise funding for the completion of a Cert 3 in Disability Care. I have also managed to organise training in particular areas for Support Workers who have a participant with complex high needs.

The Remote Planner that commenced in Charleville recently has not been in contact with me to date. I have queried this with Chris Kelso, NDIS Director - Longreach and she assured me that this will be rectified. The plans and reviews carried out from December to March have been via phone, (which isn't ideal for participants) with Planners that are not from this area. Apparently, this has been the case due to Covid 19. I also raised this issue with Chris Kelso and was assured that this will be hopefully be changing in the near future.

Statistics

STATISTICS	NDIS Client Meetings	NDIS Provider Assistance Meetings	Agency Meetings
	45	20	8

Current Issues

- NDIS Plan and Review Meetings via telephone

Correspondence / Newsletters

- NDIS Provider Network
- Endeavor E Newsletter
- NDS Newsletter and Online Training Portal

CONSULTATION (Internal/External)

Participants

NDIS

Stakeholders

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

In accordance with Quilpie Shire Council Risk Management Policy

10.2.3 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

IX: 221588

Author: Damien McNair, Pest & Livestock Management Coordinator

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Pest and Livestock Management Officer's portfolio.

ACTION ITEMS

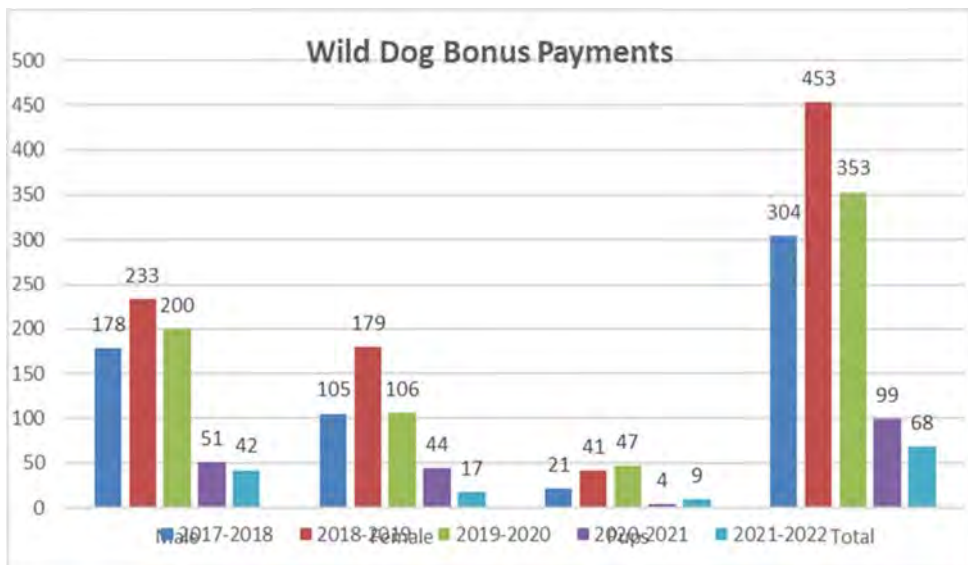
Nil

OPERATIONAL UPDATE

Wild Dog Scalps Present to Council – 01/07/2021 to 28/02/2022

<u>Property</u>	<u>No of Scalps</u>			<u>Amount of Payment</u>
	Male	Female	Pups	
Armoobilla	2	2	-	\$200.00
Greenmulla	5	1	-	\$300.00
Varna	2	2	2	\$300.00
Bronte	20	7	1	\$1400.00
Mt Howitt	13	5	5	\$1150.00
Total	42	17	8	\$3350.00

*There have been no wild dog scalps submitted during the month of February.



Property Inspections / Trapping

Traps Set	Property Inspections
Nerrigundah Nickavilla Alaric	Nerrigundah Nickavilla Alaric

1080 Hotspot Baiting

Property	Meat Qty
Canaway Downs Goombie	100kg 50kg

Commons and Reserves

<u>Reserve</u>	<u>Condition</u>
Quilpie Common	Very Good
Dillons Well Reserve	Very Good
Warrabin Lane	Very Good
Eromanga Common	Very Good
Adavale Common	Very Good

Meetings / Training

Quilpie Wild Dog Advisory Group Meeting - 23 February 2022

Pest Weed Control

Pest Weed Control continues to be undertaken on roadsides of Windorah Road and Eromanga Road.

Animal Control / Local Laws

One dog rehomed to Toowoomba

Surveillance Cameras /Monitoring

Fulcrum

The Wild Dog Advisory Group supported the introduction of FeralScan to eventually replace Fulcrum for monitoring, data collection and pest management reporting purposes.

CONSULTATION (Internal/External)

Supervisors / Managers

Quilpie Wild Dog Advisory Committee

Landholders

Residents / Animal owners

LEGAL IMPLICATIONS

Quilpie Shire Council Local Laws

Animal Management Act 2008

FINANCIAL AND REVENUE IMPLICATIONS

Quilpie Shire Council Schedule of Fees & Charges

RISK MANAGEMENT IMPLICATIONS

Quilpie Shire Council Risk Management Policy

10.3 FINANCE SERVICES STATUS REPORTS

10.3.1 FINANCE SERVICES STATUS REPORT

IX: 221590

Author: James Gauvin, Acting Manager Finance and Administration

Attachments: 1. February 2022 Cheque Register

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report is to provide Council with a summary of the cheques issued for month ending 28 January 2022.

ACTION ITEMS

For information only

OPERATIONAL UPDATE

See Attachment

CONSULTATION (Internal/External)

CEO

LEGAL IMPLICATIONS

None noted

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's Budget

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy

Cheque Register

(Date Range from 01-02-2022 to 28-02-2022. Ordered by: Date. 67% of year elapsed.)

Local Supplier Analysis			Expenditure Summary		
Non-Local Supplier	\$	966,360	54%	February	January
Local Supplier Analysis	\$	820,415	46%		
TOTAL	\$	1,786,775	100%		
(a local supplier is deemed to be a business that is based in Quilpie Shire, has a depot in Quilpie, is a ratepayer, or employs local staff)			Wages and Superannuation	\$ 483,194	\$ 439,990
			IT and Communications	\$ 27,876	\$ 25,762
			Roadworks and Plant Hire	\$ 304,069	\$ 563,548
			Consultants and Prof. Services	\$ 4,352	\$ 16,822
			Fuels	\$ 98,644	\$ 1,568
			Other Capital Purchases	\$ 722,613	\$ 128,799
			Other	\$ 146,027	\$ 131,350
				\$ 1,786,775	\$ 1,307,840
The following table provides information about cash spent with local companies (excluding wage creditors, reimbursements, and companies not based locally)			TOTAL OF CHEQUES	\$ 1,874,924	
Monthly Value	# Suppliers	Total \$	less: Investment Movements	\$ -	
\$0 - \$1,000	8	\$ 2,295	less: Internal Adjustments- Quilpie Shire Council	-\$ 372	
\$1,001 - \$5,000	10	\$ 26,648	less: Tax Payments	-\$ 87,777	
\$5,001 - \$15,000	3	\$ 34,653	NET CREDITOR PAYMENTS	\$ 1,786,775	
\$15,001 - \$50,000	3	\$ 100,037			
\$50,000 +	1	\$ 52,553			

DATE	CHEQUE NUMBER	PAYEE	DESCRIPTION	AMOUNT
1/02/2022	CHARGE	ANZ Banking	Merch Fee	\$ 36.84
1/02/2022	E014180	Chris Evans	Refund of Overpaid Rates	-\$ 8,692.76
1/02/2022	E014195	Light 'Em Up Fireworks	Pyrotechnic display	-\$ 3,850.00
1/02/2022	E014234	Light 'Em Up Fireworks	Pyrotechnic display	\$ 3,850.00
1/02/2022	E014235	Chris Evans	Refund of Overpaid Rates	\$ 8,692.76
1/02/2022	E014236	CoolDrive Distribution	Parts for Roller	\$ 377.69
1/02/2022	E014237	Black Toyota	Rearbow 50mm p/coated	\$ 1,457.28
1/02/2022	E014238	Bunnings Warehouse	Door tracks	\$ 169.10
1/02/2022	E014239	Delnorth Pty Ltd	Steel guide post	\$ 24,689.50
1/02/2022	E014240	Followmont Transport Pty Ltd	Freight	\$ 609.77
1/02/2022	E014241	Great Western Electrical	VIC toilet block	\$ 826.85
1/02/2022	E014242	HAYMANS ELECTRICAL	Rapid test	\$ 896.50
1/02/2022	E014243	IOR Petroleum Pty Ltd	Diesel fuel	\$ 1,553.38
1/02/2022	E014244	Maney Transport	Freight	\$ 1,170.29
1/02/2022	E014245	Meads Foodwork's	Detergent 25LTR	\$ 56.00
1/02/2022	E014246	Teletrac Navman and Transtech	Training	\$ 3,674.00
1/02/2022	E014247	Traffic Control Supplies P/L	Signs & frames	\$ 801.68
1/02/2022	E014248	Western Wholesalers	Cleaning products	\$ 778.50
1/02/2022	1897642	National Australia Bank Limited	Merch Fee	\$ 86.44
2/02/2022	2021	National Australia Bank Limited	Connect Fee	\$ 101.97
2/02/2022	45570499	National Australia Bank Limited	Credit Card Jan 22	\$ 10,284.35
3/02/2022	1ATOPAYG	Australian Taxation Office	Pay Dedns Pay 1 Period No 16	\$ 35,934.00
3/02/2022	1CHILD16	CHILD SUPPORT AGENCY	Pay Dedns Pay 1 Period No 16	\$ 905.66
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 144.75
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 203.50
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 350.25
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 1,600.00
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 125.12
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 245.74
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 214.84
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 114.97
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 132.06
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 1,235.94
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 144.17
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 169.66
3/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 16	\$ 6,095.62
3/02/2022	1NAB16	National Australia Bank Limited	D/Cr Pay 1 Period No 16	\$ 130,588.42
3/02/2022	SGL PY1P	LG Super Clearing House	SGL Pay No 1 Period 2022/16	\$ 20,798.94
4/02/2022	1ATOPAYG	Australian Taxation Office	Pay Dedns Pay 1 Period No 17	\$ 9,140.00
4/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$ 1.41
4/02/2022	1NAB17	National Australia Bank Limited	D/Cr Pay 1 Period No 17	\$ 17,269.15
4/02/2022	E014249	All About Aquatics	Aqua Jan 2022	\$ 308.00
4/02/2022	E014250	APV Contracting Pty Ltd	Screening	\$ 35,375.14
4/02/2022	E014251	Channel Country Refrigeration	AC Remote	\$ 66.00
4/02/2022	E014252	Department of Environment & Science	Camping Permits Dec 21	\$ 4.10
4/02/2022	E014253	Sajer Trust T/A Elle's Newsagency	Stationery	\$ 1,451.53
4/02/2022	E014254	Great Western Electrical	Works to Eromanga Houses	\$ 1,926.24
4/02/2022	E014255	Hewsonhall Electrical Centre	Local Buy Vouchers	\$ 390.00

4/02/2022	E014256	Tina Hilton	Christmas in the Gallery 2021	\$	303.00
4/02/2022	E014257	Holding Redlich	Native Title	\$	517.00
4/02/2022	E014258	King & Company Solicitors	RTI Application	\$	616.00
4/02/2022	E014259	Lowes Petroleum Service	Unleaded	\$	340.84
4/02/2022	E014260	MBA Lawyers	EBA Assistance	\$	3,218.89
4/02/2022	E014261	Orion Satellite Systems	EWTP Fees	\$	654.50
4/02/2022	E014262	Quilpie Hardware	Chlorine, pool salt, joiner	\$	1,412.72
4/02/2022	E014263	Quilpie Sporting Clays Club	Catering for Australia Day	\$	2,560.00
4/02/2022	E014264	R M Williams Publishing Pty Ltd	Feb/March 22 Advert	\$	3,102.00
4/02/2022	E014265	Salary Packaging Australia	QSC Salary Packaging	\$	3,509.72
4/02/2022	E014266	South West Ford	622-CV3 - Ford Everest	\$	36,626.29
4/02/2022	E014267	TELSTRA CORPORATION LIMITED	Main Account	\$	10,165.53
4/02/2022	E014268	Vink Publishing	Bus wrap Design	\$	1,320.00
4/02/2022	E014269	Brian Weeks	Reimbursement Claim	\$	336.38
4/02/2022	E014270	West-Tech Systems Pty Ltd	Photocopier Bill Jan 22 #393	\$	44.00
4/02/2022	E014271	Work Metrics Pty Ltd	Monthly Fee	\$	198.00
4/02/2022	SGL PY1P	LG Super Clearing House	SGL Pay No 1 Period 2022/17	\$	2.81
11/02/2022	E014272	Australia Post	Postage	\$	234.33
11/02/2022	E014273	Steve Bonsey Transport	FD Works	\$	52,552.50
11/02/2022	E014274	George Bourne & Associates	Eromanga WTP repair	\$	2,546.50
11/02/2022	E014275	Cadia Plumbing Equipment	Cutter's	\$	355.07
11/02/2022	E014276	Channel Country Refrigeration	Aircon - NDIS Office	\$	3,052.50
11/02/2022	E014277	Clarke Equipment Sales Pty Ltd	SEAL KIT	\$	325.12
11/02/2022	E014278	CoolDrive Distribution	7" LED driving lamp	\$	253.00
11/02/2022	E014279	Winc Australia Pty Ltd	STATIONERY	\$	870.62
11/02/2022	E014280	Elders Limited	PLUMBING FITTINGS	\$	2,009.51
11/02/2022	E014281	Ergon Energy Queensland Pty Ltd	General Account	\$	7,154.56
11/02/2022	E014282	Ezyquip Hire Pty Ltd	Multi Tyre Roller Hire	\$	2,860.00
11/02/2022	E014283	Golders Charleville	Work Boots	\$	1,478.00
11/02/2022	E014284	Granville Proprietors	Refund of overpaid account	\$	910.00
11/02/2022	E014285	BHL & DA Hall Transport		\$	2,145.00
11/02/2022	E014286	Erica Heinemann	Reimbursement Claim	\$	32.95
11/02/2022	E014287	Shane Heinemann	Reimbursement Claim	\$	50.20
11/02/2022	E014288	IOR Aviation Pty Ltd	AVGAS	\$	41,299.50
11/02/2022	E014289	IOR Petroleum Pty Ltd	EROMANGA DIESEL 31/01 - 06/02	\$	1,458.01
11/02/2022	E014290	Institute of Public Works - QLD	Conference	\$	748.00
11/02/2022	E014291	Komatsu Australia	SCARIFIER SHANKS	\$	3,236.51
11/02/2022	E014292	Long Plain Contracting	Water Truck Hire	\$	40,283.00
11/02/2022	E014293	Lowes Petroleum Service	ADBLUE	\$	3,689.62
11/02/2022	E014294	Maney Transport	Freight	\$	546.68
11/02/2022	E014295	O.C Heavy Vehicle Repairs	Labour	\$	1,925.00
11/02/2022	E014296	Piping and Automation Systems Pty Ltd	Pit Pump	\$	550.00
11/02/2022	E014297	Paulsen Brothers Foodworks	Local Buy Voucher #3,4,6	\$	560.00
11/02/2022	E014298	Proterra Group	Project Management	\$	119,307.41
11/02/2022	E014299	Quilpie Hardware	Batter deep cycle	\$	2,399.45
11/02/2022	E014300	Quilpie Shire Council	Correction of misrecepted fun	\$	130.00
11/02/2022	E014301	Quilpie Shire Trust	Transfer of Fundraising Money	\$	242.00
11/02/2022	E014302	Quilpie Sport & Recreation Inc	12 Months A Moody	\$	480.00
11/02/2022	E014303	Roma Firefighting Equipment Pty Ltd	Annual Fire inspection	\$	5,310.25
11/02/2022	E014304	Shire Networks	Exchange Licences	\$	4,549.84
11/02/2022	E014305	IXOM Operations Pty Ltd	Chlorine 1/01/22-31/01/22	\$	422.84
11/02/2022	E014306	South West Ford	FILTER KITS	\$	1,680.20
11/02/2022	E014307	Teletrac Navman and Transtech	Monthly Satellite Service	\$	65.89
11/02/2022	E014308	Total Tools Toowoomba	Concreting Sprayer	\$	259.00
11/02/2022	E014309	SL & SA Travers	Excavator & Float Hire	\$	14,200.00
11/02/2022	E014310	Jeff Turner	Refund of Overpaid rent	\$	580.00
11/02/2022	E014311	Wideland Ag and Construction	Backhoe parts	\$	69.10
11/02/2022	E014312	Wurth Australia Pty Ltd	Silicone Sealing Compound	\$	174.06
21/02/2022	E014313	Master Plumbers Association of QLD	Backflow Prevention Course	\$	954.00
22/02/2022	1ATOPAYG	Australian Taxation Office	Pay Dedns Pay 1 Period No 17	\$	42,335.00
22/02/2022	1CHILD17	CHILD SUPPORT AGENCY	Pay Dedns Pay 1 Period No 17	\$	905.66
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	144.75
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	203.50
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	350.25
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	1,600.00
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	214.84
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	126.73
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	5,964.49
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	132.06
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	1,293.23
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	144.18
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	169.66

22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	125.13
22/02/2022	1LGSUPCL	LG Super Clearing House	Pay Dedns Pay 1 Period No 17	\$	281.77
22/02/2022	1NAB17	National Australia Bank Limited	D/Cr Pay 1 Period No 17	\$	144,121.86
22/02/2022	E014314	Black Truck Sales	Isuzu Hook Truck	\$	469,511.34
22/02/2022	E014315	South West Ford	621CV3 - Ford Everest	\$	34,126.29
22/02/2022	SGL PY1P	LG Super Clearing House	SGL Pay No 1 Period 2022/17	\$	21,391.05
23/02/2022	2ATOPAYG	Australian Taxation Office	Pay Dedns Pay 2 Period No 18	\$	368.00
23/02/2022	2LGSUPCL	LG Super Clearing House	Pay Dedns Pay 2 Period No 18	\$	1,357.00
23/02/2022	2NAB18	National Australia Bank Limited	D/Cr Pay 2 Period No 18	\$	26,308.31
23/02/2022	SGL PY2P	LG Super Clearing House	SGL Pay No 2 Period 2022/18	\$	2,774.90
24/02/2022	CHARGE	National Australia Bank Limited	Connect Fee	\$	86.47
24/02/2022	E014316	Wideland Ag and Construction	22 Seat Coaster Bus	\$	118,260.01
25/02/2022	E014317	Black Truck Sales	Reverse camera	\$	369.41
25/02/2022	E014318	Black Toyota	REVERSE CAMERA	\$	414.82
25/02/2022	E014319	SC & KG Bowen	Change out grids	\$	3,000.00
25/02/2022	E014320	Brown & Hurley Group Pty Ltd	TRUCK FILTERS	\$	1,084.25
25/02/2022	E014321	Bulloo River Ice	Ice	\$	1,110.00
25/02/2022	E014322	Cutting Edges Equipment Parts	GRADER BLADES	\$	9,832.46
25/02/2022	E014323	Ergon Energy Queensland Pty Ltd	Various	\$	5,466.62
25/02/2022	E014324	Golders Charleville	Boots	\$	185.00
25/02/2022	E014325	Great Western Electrical	Repair Eromanga Sewerage pump	\$	931.04
25/02/2022	E014326	G & T Mechanical	TOYOTA FILTERS	\$	2,900.00
25/02/2022	E014327	BHL & DA Hall Transport	Water truck hire	\$	8,855.00
25/02/2022	E014328	Hastings Deering (Australia) Limited	SOS Kits	\$	4,260.81
25/02/2022	E014329	Megan Haylock	Refund of Rates Overpayment	\$	900.00
25/02/2022	E014330	Dan & Lousie Hoch	Fencing Agreement	\$	24,378.73
25/02/2022	E014331	HPB Post Pty Ltd	DRILL SHIRT	\$	115.83
25/02/2022	E014332	IOR Petroleum Pty Ltd	DIESEL 14 - 22/02/2022	\$	7,929.40
25/02/2022	E014333	Jas Oceania Pty Ltd	Micro Fuse Kit	\$	36.25
25/02/2022	E014334	Komatsu Australia	GLASS	\$	1,046.20
25/02/2022	E014335	Landmark (QLD) Limited	HERBICIDE	\$	8,103.92
25/02/2022	E014336	Lowes Petroleum Service	BULK DIESEL	\$	42,373.30
25/02/2022	E014337	Maney Transport	Freight	\$	3,677.43
25/02/2022	E014338	Mike Trace Engineering Sales and Services	Switch	\$	264.00
25/02/2022	E014339	Kent Moyle	Reimbursement - Lifegaurd	\$	335.00
25/02/2022	E014340	Municipal Works Australia	NW&EC conference	\$	2,280.00
25/02/2022	E014341	Old Empire Cafe	Kids Xmas Voucher	\$	75.00
25/02/2022	E014342	Ozled Pty Ltd	Led Warning Lights	\$	642.14
25/02/2022	E014343	Quilpie Hardware	Tyre, strip & fit	\$	5,640.63
25/02/2022	E014344	MR KEVIN J RICHARDSON	Posts & new steps	\$	4,889.50
25/02/2022	E014345	Salary Packaging Australia	QSC Salary Packaging	\$	3,474.74
25/02/2022	E014346	Samios Plumbing Services	Bath	\$	139.70
25/02/2022	E014347	Signpro Australia Pty Ltd T/as	LED SIGNS	\$	53,900.00
25/02/2022	E014348	Spectur Ltd	Antenna Kit	\$	2,426.60
25/02/2022	E014349	TELSTRA CORPORATION LIMITED	Navmans	\$	2,535.97
25/02/2022	E014350	Toll Priority	Feight	\$	2,368.36
25/02/2022	E014351	Traffic Control Supplies P/L	SIGNS	\$	1,212.75
25/02/2022	E014352	Vink Publishing	Advert	\$	435.60
25/02/2022	E014353	Warrego Water Services Toowoomba	Seal, gasket & pump	\$	1,374.78
25/02/2022	E014354	Daimler Trucks Toowoomba	Filters	\$	1,766.01
25/02/2022	E014355	West-Tech Systems Pty Ltd	Photocopier bill Jan 22 #404	\$	2,089.84
25/02/2022	E014356	Wideland Ag and Construction	Rim	\$	1,375.54
25/02/2022	E014357	Jack McKinght and Lynda Springall	26.5km Fencing @ \$2500/km	\$	72,875.00
25/02/2022	28468	Petty Cash	Petty Cash	\$	75.95
25/02/2022	28469	Department of Environment and	Annual fee permit EPPR00904813	\$	15,195.10
25/02/2022	28470	Queensland Transport	31525C #117	\$	276.80
25/02/2022	28471	Residential Tenancies Auth.	Bond - R Pettigrew	\$	520.00
28/02/2022	CHARGE	National Australia Bank Limited	Trust Fee	\$	5.00
28/02/2022	CHARGE	National Australia Bank Limited	Operating Fee	\$	20.30
28/02/2022	504407	National Australia Bank Limited	BPay Fee	\$	79.12

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 TOURISM AND ECONOMIC DEVELOPMENT REPORT

IX: 221457

Author: Karen Grimm, Manager Tourism & Economic Development

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

The purpose of this report is to update Council on Tourism and Economic Development activities.

ACTION ITEMS

NIL Outstanding Action Items

OPERATIONAL UPDATE

Tourism Development:

OQTA Digital Acceleration Roundup: Held on the 23rd and 24th February in Brisbane the two days of workshops, Council representatives were Karen Grimm and Jess Tully. They incorporated information on PR and Media, ATDW, understanding Review's ad working with TEQ including developing experiences in the Shire. Over the next 12 months, the team will continue to work with contacts made to identify ways to continue to implement into Quilpie Shire promotions and most effective ways to support local businesses to continue to build their digital presence.

OQTA Outback Muster: Held on 24th February in Brisbane (coinciding with the Digital Roundup) it involved a mix of travel agents, writers and bus and coach companies attending an expo style event. Quilpie was able to boast existing relationships and identify new relationships and opportunity to develop new itineraries and packages to meet the market. SW had each of the six SWQROC council's in attendance, with operators also participating. The event also included the launch of the 2022 Travellers Guide, a 112-page brochure covering the entire outback region. Delivery of these new guides are expected as the VIC for distribution in March.

Moreton Bay Expo: SWQROC attended the expo in Redcliffe 18th – 20th February. This was the first expo the SW has attended under the SW – Be our Guest brand. Quilpie Shire Council sent a representative to be part of this expo. It was very successful for Quilpie and the SW group with the stand running out of brochures on the Sunday. Quilpie distributed over 500 brochures, running out on Sunday. The visitors were also engaged with representatives, asking about how to get there, different routes and activities. It is a positive sign for the year for the SW and wider outback region.

SWQROC (Tourism): Work has commenced on RAB funded project – 'Be our Guest' position SWQ as the Premier Outback Event Destination. This will feature digital tourism strategy training for the SWQ group to allow for increase in capacity of tourism officers throughout the region. Key deliverables in this project include Qld SW – Be our Guest' Pre-tourism season marketing plan and campaign, A suite of QSW – Be our Guest Social Media Assets, SWQ Outback Tourism Capability and Capacity Building Framework and SWQ Outback Tourism Attraction Report. Further updates will be provided to Council as project develops.

The group also resolved to engage Anita Clark to attend Australian Tourism Exchange (ATE) on behalf of SWQROC to highlight the SW itinerary and products and experiences in the region.

Economic Development & Business support

Business Meeting: Meeting was held on Friday 18th February at Bulloo Park with over 40 people in attendance. This included Council representatives, Businesses and APA (staff and contractors). It was a positive meeting, with positive feedback received from APA. Minutes have been distributed to all businesses and Councillors for this meeting. Manager working to connect APA and its contractors to local business, and maintain contact with project contacts throughout the delivery of the gas compressor. Next meeting to be advised.

SWQROC (EDAC): The ED group are currently working through Boundless Opportunities SW Qld RAB project, which will include Phase 3 of the Boundless Opportunities Marketing Plan, SWQ Pipeline of Projects Prospectus and a 'Local Government Investment Ready' Audit report and capability Improvement Action Plan. This project will be delivered over the coming 12 months. Further updates on each element will be provided in future reports.

Department of State Development – Regional Economic Development South – EDO catch up: This catch up is with EDO's from Toowoomba, south to Goondiwindi across to Bulloo and Quilpie Shire's. It is an opportunity to share projects, ideas and work throughout the region. They organise presentations from agencies that may assist Councils deliver their objectives. February meeting included a presentation from Boosting the Local Care Workforce Program, including information about NDIS spend and opportunity for spend in the communities. The Dept. also organise the EDO catch up's in line with regional meeting of Mayor's, next meeting scheduled for 24th March in Cunnamulla.

General

Quilpie Shire Council Branding and Style Guide: Work is underway to develop a Style and Branding Guide. The project includes a logo refresh, it will maintain the Q, however provide a refresh and additional versions of the logo to allow for greater ease of use for corporate promotional activities. It will also support creation of document templates for internal and external use i.e. hire forms, email signatures to promote consistent brand for Quilpie.

CDI Design will be the company completing this body of work. They completed the design work in the SWQROC Boundless Opportunities Campaign. Council will be updated throughout the project. This project will be completed in May 2022.

ENHM Funding Acknowledgement event: Scheduled for Wednesday 23rd March at 11am. Manager working through logistics with ENHM for the day. Community invitations will be released early march through newsletters and social media channels. Cardinal Spin and Peter Murray have been engaged to support media and PR for the event. RSVP's are being collated by CEO's office.

Gallery exhibition dates for 2022

Exhibition	Date
Cultural Society and R.A.D.F	18 th March – 1 st May
Mother's Day Exhibition	8 th May – 17 th June
Indigenous exhibition	24 th June – 5 th August
'Through my eyes' Kerri Keanalley	12 th August – 9 th September
Quilpie & District Show photo exhibition	15 th September – 2 nd October
Combined Schools Exhibition	11 th October – 6 th November
Christmas in the Gallery	12 th November – 23 rd December

Social media

Instagram - @visitquilpieshire – data as at 28 th February 2022			
Page followers	February: 1226	January: 1215	Increase of:
Most popular post February	Reel of raining one afternoon		Likes: 70
Most popular post January	How many river roosters does it take to cross the river? None....if its flooded, forget it!		Likes: 56
Posts per month	February: 16	January: 7	
Average likes/post from month	February: 35	January: 43	
Website – visitquilpieshire.com.au			
Sessions	January 2022: 1096	December 2021: 859	January 2021: 1135

Facebook - @visitquilpieshire – data as at 28 th February 2022			
Page likes	February: 2644	January: 2629	Increase of
Page followers	February: 2979	January: 2957	Increase of
Total posts/shares	February: 24	January: 22	Change:
Average reach per post from month	February: 1144		January: 1132
Most popular post February	SAVE THE DATE – Eromanga Rodeo		
	Reach: 2696	Post clicks: 22	Reactions: 59
	Shares: 14	Comments: 1	Likes: 44
Most popular post December	2022 Quilpie Shire events poster		
	Reach: 4,165	Post clicks: 106	Reactions: 114
	Shares: 27	Comments: 12	Likes: 75
**Average daily total reach:	February: 912	January: 747	Increase of: 165
**The number of people who had any content from your Page or about your Page enter their screen. This includes posts, check-ins, ads, social information from people who interact with your Page and more, Unique users.			

Total visitation numbers through the Visitor Information Centre

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2013	174	359	408	442	1019	1498	1879	1887	1618	451	115	53	9903
2014	100	112	209	556	1513	1616	1832	1564	1912	414	139	127	10094
2015	112	73	174	843	1425	1811	2152	1820	1935	531	213	75	11164
2016	60	83	187	629	1523	2685	2421	1970	1220	529	205	69	11581
2017	97	106	207	1842	1300	2114	2348	2048	1079	445	246	88	11920
2018	67	62	240	583	1416	1622	2610	2035	1229	408	259	124	10655
2019	89	52	194	443	1130	1712	2725	1440	1450	548	241	97	10121
2020	8	42	53	0	0	446	1688	1458	2172	1111	350	146	7474
2021	64	59	295	894	2154	2657	2950	967	1515	842	290	108	12795
2022	66	65											

Total Queensland Visitors through the Visitor Information Centre

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2013	25	78	134	170	356	385	354	338	468	90	13	10	2421
2014	12	18	31	192	410	282	397	314	344	119	18	13	2150
2015	18	11	53	192	315	288	265	222	339	136	22	0	1861
2016	16	13	28	164	275	258	284	269	142	69	24	6	1101
2017	2	0	34	185	138	182	178	145	202	23	9	3	1101
2018	6	8	33	107	210	155	172	66	70	44	26	2	899
2019	2	5	3	196	479	530	943	480	614	234	52	35	3573
2020	5	23	39	0	0	419	1189	1518	1743	784	170	53	5943
2021	37	50	154	651	1157	1248	1327	823	1247	558	168	59	7420
2022	47	51											

CONSULTATION (Internal/External)

NIL

LEGAL IMPLICATIONS

No legal implications

FINANCIAL AND REVENUE IMPLICATIONS

Operating within budget

RISK MANAGEMENT IMPLICATIONS

Nil risk implications

OPERATIONAL STATUS REPORTS
CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT
ORDINARY COUNCIL MEETING AGENDA **11 MARCH 2022**

10.4.2 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

IX: 221578

Author: Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

ACTION ITEMS

All actions raised in the February Council Meeting have been actioned.

Monthly Meetings:

Meeting Date	Subject	Action	Comments	Status
20-Aug-21	SWQROC funding for recycling	Progress requested regarding SWQROC recycling funding	Recycling initiatives to progress through SWQROC Waste Group	Commenced
9-Jul-21	Internet Outage	Write to gain clarification of issues and to seek information regarding alternative providers	Meeting with Telstra was scheduled in Quilpie for 8 December, however this was cancelled due to recent rain. Meeting to be undertaken via Teams.	Commenced
11-Jun-21	Quilpie Airport planning	Undertake community consultation regarding changes to airport	Budget approved for the 2021/2022 period, draft design completed, community consultation to commence prior to works being undertaken.	Ongoing
08-Apr-21	Send letter to BOM requesting automatic weather recording station	That a letter be sent to the Minister and the Bureau of Meteorology requesting an automatic weather recording station be installed in Quilpie Shire.	This is to be marked as completed as multiple Ministers regarding this issue. This matter will be pursued until a resolution has been identified.	Completed
08-Apr-21	Eromanga bean pump	That the beam pump adjacent to the road near Eromanga could be renovated and made into a working pump as a tribute to the oil and gas industry in the shire.	Beam pump has been reassembled. Council to explore potential of signage on history of Oil and Gas in the Shire.	Ongoing

Meeting Date	Subject	Action	Comments	Status
12-Mar-21	Increase number of councillors	Investigate the potential of appointing additional councillors		Not Commenced
19-Jan-21	Opening of Eromanga Natural History Museum	That Council ratify to conduct an opening for the Eromanga Natural History Museum - Stage 2 Phase one and allocate up to \$30,000 in the 2020/2021 budget to cover this acknowledgement event	This matter will be marked as completed as an acknowledgement ceremony is planned for 23 March 2022.	Completed
16-Dec-20	Learn and Earn Centre	That Council continue to look for appropriate funding to progress the idea of a Learn and Earn Centre	This matter will be marked as completed as it was previously decided not to pursue this project.	Completed
16-Dec-20	Toompine Bore	Look into funding re water announced by David Littleproud	This matter will be marked as completed as application has been lodged under BOR 6.	Completed
12-Nov-20	Strategic Plan for Exclusion Fence	Liaise with Craig Allison - to include a map	Draft map has been completed – additional work required to identify all privately constructed fencing.	Ongoing
12-Nov-20	Map	Map to landholders in regards to exclusion fencing for the next 5 yrs.	Map provided further amendments to be made	Ongoing
11-Sep-20	Race Track	Follow up with Peter See re options	This matter will be marked as completed as the initial works have been completed.	Completed
14-Aug-20	Adavale Bore Cooling Pond	That Council receive the report and offer to pay 50% of the material costs to the approximate value of \$17,000 to rehabilitate/upgrade the cooling pond and grid subject to the following conditions:	Letter sent. Draft agreement prepared. Waiting to hear from property owner	Ongoing
14-Aug-20	Weighbridge	Further discussion to be held with interested party	This matter will be marked as completed as a development application is currently in development with meetings scheduled with SARA.	Completed

OPERATIONAL UPDATE

Monthly Meetings:

Date	Event	Location
2 February	RDA Meeting	Quilpie
9 February	EDCA AGM	Eromanga
15 February	Queensland Racing – Quilpie Racetrack	Quilpie
17 February	Budget Workshop & QTC Meeting	Quilpie
18 February	Business Development Meeting	Quilpie

Date	Event	Location
18 February	Ordinary Meeting	Quilpie
23 February	Wild Dog Advisory Committee	Quilpie
24 February	NBN Meeting	Quilpie
28 February	SWQROC Meeting	Zoom
28 February	Mulga Mates AGM	Quilpie

John Waugh Park (Aquatic) Master Plan/ Quilpie Main Street Masterplan – Meeting scheduled for 8 February to discuss further on site meetings.

2022-24 Local Government Grants and Subsidies Program – Grant extended to 18 March 2022.

Remote Roads Upgrade Pilot Program – Application submitted

Remote Airstrip Upgrade Program – Round 9 – Program closes on 17 March 2022.

Upcoming Meetings

Date	Event	Location
1 March	Whole of Staff Meeting	Quilpie
2 March	Budget Workshops	Toompine/ Adavale/ Quilpie
3 March	Budget Workshops	Eromanga
9 March	Main Street Masterplan/ John Waugh Park Masterplan	Quilpie
9-11 March	Western Queensland Alliance of Councils	Charleville
11 March	Ordinary Meeting	Quilpie
14 March	SWQROC Meeting	Zoom
16 March	LGAQ President & CEO Meeting	Quilpie
22 March	Budget Workshop	Quilpie
23 March	ENHM & Gyrica MFC Official Opening	Quilpie/ Eromanga
24-25 March	DDSWQCOM	Cunnamulla
12 April	Budget Workshop	Quilpie
13 April	LDMG Meeting	Quilpie
19 April	Ordinary Meeting	Quilpie
20 April	SWQROC Meeting	Zoom
3 May	Budget Workshop	Quilpie
17 May	Ordinary Meeting	Quilpie
24 May	Budget Workshop	Quilpie
31 May	SWQROC Meeting	Zoom
14 June	Budget Workshop	Quilpie
20-22 June	Australian Local Government Association - National General Assembly	Canberra
21 June	Ordinary Meeting	Quilpie

CONSULTATION (Internal/External)

Councillors

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Low Risk – Within standard operations

11 ENGINEERING SERVICES

Nil

12 CORPORATE AND COMMUNITY SERVICES

Nil

13 FINANCE

Nil

14 GOVERNANCE**14.1 LOCAL GOVERNMENT REMUNERATION COMMISSION ANNUAL REPORT 2020-21****IX: 221345****Author: Justin Hancock, Chief Executive Officer****Attachments: 1. Local Government Remuneration Commission Report 2021****KEY OUTCOME****Key Outcome:** 1. Governance**Key Initiative:** 1.1.3 Develop and implement an Organisational Development Plan**EXECUTIVE SUMMARY**

On 30 November 2021, the Local Government Remuneration Commission (Commission) concluded its determination of the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the Local Government Act 2009 and Chapter 8, Division 1 of the Local Government Regulation 2012. This determination is to apply from 1 July 2022.

RECOMMENDATION

1. That Council endorse the recommendation of the Local Government Remuneration Commission to apply from 1 July 2022 as follows:
 - (a) Mayor - \$110,386
 - (b) Deputy Mayor - \$63,864
 - (c) Councillor - \$55,192 (a base payment of \$36,794.67 and a meeting fee of \$1,533.11 per calendar month)

BACKGROUND

The Commission has decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors by 2.0% from 1 July 2022.

The Act requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election. The next review of the categories is due in 2022.

The Commission intends to undertake a category review during 2022 and will engage with and invite submissions from councils and stakeholders commencing in early 2021.

In addition to the category review due in November 2022, the Commission intends to conduct a general review of its methodology in determining its maximum remuneration, categories, and functions in early 2022. After the scope of the general review has been formulated, the Commission will also invite submissions from councils and stakeholders to assist it in its general review.

Quilpie Shire Council is a Category 1 Council, the Remuneration schedule to apply from 1 July 2022 is as follows:

Mayor - \$110,386

Deputy Mayor - \$63,684

Councillor* - \$55,192

*For councillors in category 1 councils, a base payment of \$36,794.67 is payable for the 12 months commencing on 1 July 2021. A meeting fee of \$1,533.11 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown

CONSULTATION (Internal/External)

Local Government Remuneration Commission

LEGAL IMPLICATIONS

A local government must pay remuneration to each councillor of the local government. The local government must make a resolution for the remuneration payable from 1 July of a particular year, before 1 July of that year.

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL AND RESOURCE IMPLICATIONS

Budget allocation for the 2022/2023 period to be included as per resolution.

RISK MANAGEMENT IMPLICATIONS

Low Risk

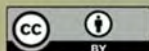
Local Government Remuneration Commission

Annual Report 2020-21



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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not consider individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available at www.dsdlgp.qld.gov.au.

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Local Government Remuneration Commission

14 December 2021

The Honourable Steven Miles MP
Deputy Premier
Minister for State Development, Infrastructure, Local Government and Planning
1 William Street
Brisbane QLD 4000

Dear Minister

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On 30 November 2021, the Local Government Remuneration Commission (Commission) concluded its determination of the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*.

Our determinations on these matters, together with the Remuneration Schedule to apply from 1 July 2022 are included in the enclosed Report, which we commend to you.

Yours sincerely



Robert (Bob) Abbot OAM
Chair Commissioner



Andrea Ranson
Commissioner



Reimen Hii
Commissioner



2021 Report key determinations

Determination of maximum remuneration levels

The Commission has decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors by 2.0% from 1 July 2022.

In making its determination, the Commission considered the following:

- › Increase in the Consumer Price Index (CPI) compared to the same quarter 12 months prior:
 - for the period December 2020 Quarter: ¹
 - Weighted average of the eight capital cities: +0.9%
 - Brisbane: 1.0%
 - for the 12 month period ending on 31 March 2021: ²
 - Weighted average of the eight capital cities: +1.1%
 - Brisbane: 1.7%
 - for the financial year ended 30 June 2021: ³
 - Weighted average of the eight capital cities: +3.8% per cent
 - Brisbane: +4.9 per cent
 - for the 12 month period ending on 30 September 2021: ⁴
 - Weighted average of the eight capital cities: +3.0%
 - Brisbane: 3.9%
- › Increases in the Wage Price Index (WPI) for the financial year ended 30 June 2021 as compared to the financial year ending 30 June 2020: ⁵
 - Australia (All Industries): +1.5%
 - Queensland (All Industries): +1.6%
 - Queensland and Australia (Public Sector): +1.3%
- › Average Weekly Earnings for the period of May 2020 to May 2021: ⁶
 - Australia (All Industries): +2.3%
 - Australia (Public Sector): +1.7%
 - Queensland (All Industries): +0.2%
 - Queensland (Public Sector): +0.8%

¹ Source: *Consumer Price Index (report), December quarter 2020*, Queensland Government Statisticians Office, Queensland Treasury.

² Source: *Consumer Price Index (report), March quarter 2021*, Queensland Government Statisticians Office, Queensland Treasury.

³ Source: *Consumer Price Index (report), June quarter 2021*, Queensland Government Statisticians Office, Queensland Treasury.

⁴ Source: *Consumer Price Index (report), September quarter 2021*, Queensland Government Statisticians Office, Queensland Treasury.

⁵ Source: *Wage price index, Queensland and Australia, 1997-98 to 2020-21*, Queensland Government Statisticians Office, Queensland Treasury; and *Wage Price Index Australia, September 2021*, All WPI Series: Original (Financial Year Index Numbers for year ended June quarter), Australian Bureau of Statistics (ABS). This data represents the average hourly pay across all employment types and does not take into account issues such as the impact of COVID-19 and any increase or decrease of part-time or casual worker hours.

⁶ Source: *Average weekly earnings, Queensland and Australia, 1981-82 to 2020-21*, Queensland Government Statisticians Office, Queensland Treasury; and *Average Weekly Earnings, Australia, May 2021*, Australian Bureau of Statistics. This data represents the average weekly gross take-home earnings for all workers and takes into account factors such as the impact of COVID-19. The Commission is aware that the majority of Queensland public servants did receive a wage increase of 2.5% for some of this period but it was paid retrospectively in September 2021 and would not be included in this data. The large increase will be reflected in 2021-22 data.

⁷ Source: Weekly Payroll Jobs and Wages in Australia, Week ending 13 September 2021

-
- › Average Queensland Weekly Payroll Jobs and Wages for the period of: ⁷
 - 14 August to 13 September 2021: Jobs +0.2%; Wages +2.2%
 - 12 September 2020 to 13 September 2021: Jobs +3.0% per cent; Wages +5.1%
 - › As in previous years the Commission considered the Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT) remuneration determination as a potentially relevant factor. However, the ICRT reviews and resets Brisbane City Councillor remuneration arrangements every five years. The last increase was in 2017, at which time the ICRT accorded a 2.0% increase to salaries effective 1 July 2018. In its 20 November 2019 Report, the ICRT determined not to make any changes outside of its four yearly remuneration review cycle. The Commission also notes that in April 2020, the ICRT announced a two year freeze on wages.
 - › In its 31 May 2020 determination, the Queensland Independent Remuneration Tribunal (QIRT) determined that the Base and Additional Salary rates for members would be increased by:
 - 0% with effect on and from 1 September 2019;
 - 2.0% with effect on and from 1 September 2021;
 - 2.25% with effect on and from 1 March 2022; and
 - 2.5% with effect on and from 1 September 2022.
 - › On 1 March 2021, the Queensland Industrial Relations Commission (QIRC) made Wages Determination: Certification of Salary Schedules (Wages Determination) which varied the State Government Entities Certified Agreement 2019 (the 2019 Certified Agreement) to:
 - set the salary rate for public service employees under the core agreement at 1 September 2020 as the award rate current at that time (this will be the rate upon which annual increases will be made);
 - align the salary increase dates for public service employees as follows:
 - 2.5% wage increase from 1 September 2019;
 - 2.5% wage increase from 1 September 2021;
 - 2.5% wage increase from 1 March 2022; and
 - 2.5% wage increase from 1 September 2022.
 - › Decision of the Salaries and Allowances Tribunal of Western Australia determination dated 8 April 2021: no increase, and no changes to any council's category.
 - › Decision of the New South Wales Local Government Remuneration Tribunal Determination and Annual Report dated 23 April 2021: 2.0% increase in the minimum and maximum fees applicable in each category and that the current allocation of councils into the current categories of councils is appropriate.

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⁷ Source: Weekly Payroll Jobs and Wages in Australia, Week ending 13 September 2021

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- › Decision of the Victorian Minister for Local Government: two per cent increase effective on 1 December 2019 – no update available since 2019. It is noted that a review is currently underway as a result of the passing of the Local Government Act 2020 which transfers the responsibility for determining mayoral, deputy mayoral and councillor allowances to the Victorian Independent Remuneration Tribunal.
- › In Tasmania, the remuneration for local government councillors is automatically increased under the provisions of the Local Government (General) Regulations 2015. The increase, effective 1 November 2021, is an automatic indexation of local government allowances provided for under the Local Government Act 1993 (Tas) by multiplying the allowances for the previous year by the inflationary factor (determined by calculating the current year's June quarter Wage Price Index divided by the previous years' June Wage Price Index).
- › In the Northern Territory, the allowances for local government council members are indexed by CPI (Darwin) at 1 July each year.
- › The application of principles of consistency and austerity, and general consideration of recent conservative wage review practices in both the public and private sectors.
- › The impact of the COVID-19 pandemic, and signs of Queensland's improving economic recovery, and the disparity between different parts of the State.
- › The Commission's inability to project the long-term impacts of COVID-19 with certainty.

The Commission also had regard to anecdotal reports and submissions received about:

- › The impact of economic hardship experienced by local communities during and following the COVID-19 pandemic and natural disasters of 2019-2020.
- › The potential disproportional impact of the COVID-19 pandemic restrictions throughout the State particularly rural and remote communities.
- › The economic cost to communities of interruption to businesses and employment.
- › The significant economic volatility and contraction during 2020 and the recent optimistic rebound in economic activity.
- › The need to ensure sustainability for local governments and their communities.
- › Local governments' role in Queensland's post COVID-19 economic recovery and development.

The Commission also gratefully acknowledges the submissions received this year which have assisted in its discharge of its statutory obligations.

Councillor advisors

In the 2020-2021 year, the Commission did not receive any direction or request to make recommendations relating to councillor advisors in the period between 1 December 2020 to 30 November 2021.

Category review and future actions

The Act requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election. The next review of the categories is due in 2022.

In its 2019 report, the Commission determined not to make any category changes to the categories of local government. In its 2019, and 2020 report, the Commission stated its intention to undertake an analysis of the categories in the period 2020-2021, after the 2020 quadrennial Queensland Local Government Elections. This anticipated analysis has been delayed in 2020 due to the impact of the COVID-19 global pandemic and the rolling-lockdowns experienced throughout Queensland and Australia generally. COVID-19 has inevitably resulted in an increased focus on other priorities for Queensland local government. The Commission commends all local government members for their on-going contribution to their communities and the State of Queensland.

The Commission intends to undertake a category review during 2022 and will engage with and invite submissions from councils and stakeholders commencing in early 2021.

In addition to the category review due in November 2022, the Commission intends to conduct a general review of its methodology in determining its maximum remuneration, categories, and functions in early 2022. After the scope of the general review has been formulated, the Commission will also invite submissions from councils and stakeholders to assist it in its general review.

To that end, the Commission intends to issue practice directions to assist councils and stakeholders to engage with and make relevant submission to the Commission to inform and assist in the discharge of the Commission's statutory functions.

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1. The Commission

Formation and composition

The Local Government Remuneration Commission (the Commission) is an independent entity established under the *Local Government Act 2009* (the Act). On 1 October 2019, His Excellency the Governor, acting by and with the advice of the Executive Council, approved three new appointees to the Commission for a term of four years.

This is the second report of the new Commission, and the fourteenth report including the reports of the former Local Government Remuneration and Discipline Tribunal and the Local Government Remuneration Tribunal.

The current Chair and Commissioners of the Commission are:

Mr. Robert (Bob) Abbot OAM
Chair

Mr. Abbot has extensive experience in the local government sector with 32 years as an elected councillor and mayor. Mr. Abbot has experience working at state and national local government organizations and has held board and panel positions, including Deputy Chair of the South East Queensland Council of Mayors, Director of the Local Government Association of Queensland (LGAQ), and Director of the Australian Local Government Association. Mr. Abbot has been a mentor for newly elected mayors on behalf of the LGAQ, with a particular focus on mentoring Queensland Indigenous mayors.

In the Australia Day 2020 Honours List, Mr. Abbot was the recipient of an Order of Australia (OAM) for his service to local government and to the communities of Noosa and the Sunshine Coast.

Ms. Andrea Ranson
Commissioner

Ms. Ranson is a lawyer with extensive experience in public and private sector business and governance. Ms. Ranson brings substantial legal experience in commercial, industrial, and equal opportunity law, ethics, and justice. Ms. Ranson is a Nationally Accredited Mediator currently working with the Queensland Civil

and Administrative Tribunal (QCAT), and a member of the Department of Justice Dispute Resolution Panel and Aboriginal Working Group. Ms. Ranson is appointed as a Non-Executive Director to the Board of North Queensland Bulk Ports Corporation, a government owned corporation. Ms. Ranson is Chair of the Corporate Governance & Planning Committee and a Member of the Audit & Financial Risk Management Committee of that Board. Ms. Ranson holds a Master of Laws (LLM), Bachelor of Laws (Hons) and Bachelor of Arts from Monash University. She is a Graduate of the Australian Institute of Directors (GAICD) and a Fellow of the Governance Institute of Australia (FGIA).

Mr. Reimen Hii
Commissioner

Mr. Hii is a barrister and Nationally Accredited Mediator. He holds the degrees of Bachelor of Laws and Bachelor of Arts. He is a practicing lawyer with extensive knowledge in public administration and community affairs, and a particular interest in civil and commercial law. Mr. Hii is experienced in professional discipline matters, including investigations, public administration, corporate and public governance, public sector ethics and finance. Mr. Hii has a culturally and linguistically diverse background and experience working with diverse communities. Mr. Hii has previously been recognized as Australian Young Lawyer of the Year by the Law Council of Australia, in recognition of his significant contribution to access to justice and diversity advocacy. Mr. Hii provides a deep understanding of diversity and brings well respected analytic skill, together with legal and business acumen to the role.

Remuneration responsibilities

Chapter 6, Part 3 of the Act, proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- › to establish the categories of local governments, and
- › to decide the category to which each local government belongs, and
- › to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- › to consider and make recommendations to the Minister about the following matters relating to councillor advisors—
 - (i) whether or not to prescribe a local government under section 197D(1)(a);
 - (ii) the number of councillor advisors each councillor of a local government may appoint;
 - (iii) the number of councillor advisors a councillor of the council under the *City of Brisbane Act 2010* may appoint; and
- › another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine

whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the Commission to vary the remuneration for a councillor, or councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The Commission may, but is not required to, consider any such submission. If the Commission is satisfied that exceptional circumstances exist, the Commission may approve payment of a higher amount of remuneration.

On 12 October 2020, the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* and section 197A of the *Local Government Act 2009* came into force. These changes formed part of the Queensland Government rolling reform agenda in the local government sector to further strengthen transparency, accountability and integrity measures that apply to the system of local government in Queensland.

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Section 197A of the Act established requirements for councils that wish to employ councillor advisors and councillor administrative support staff to assist councillors complete their duties. The role of councillor advisors is currently restricted to Brisbane City Council and to those councils within category 4 to 8 as prescribed by this Commission.

The requirements in relation to the appointment of councillor advisors include the following:

- › must vote to pass a resolution to create councillor advisor positions (except Brisbane City Council)
- › appoint advisor, at the discretion of councillors and only until the councillor's term ends, unless re-appointed by a new councillor
- › must report the costs of councillor advisors to the community, for example through the council's annual report.

Requirements for councillor advisors include the following:

- › they must submit registers of interests and keep them up-to-date
- › they must follow a new Code of conduct for councillor advisors in Queensland
- › they must comply with the local government principles and can be found guilty of integrity offences.

A dedicated telephone hotline (07 3452 6747 – available between the hours of 8.30 am to 5.00 pm, Monday to Friday) has been established by the Department of State Development, Infrastructure, Local Government and Planning to respond to any questions regarding councillor advisors.

Alternatively, email enquiries can be forwarded to lgreforms@dlgrma.qld.gov.au.

The Commission is yet to receive any submissions or enquiries in relation to councillor advisors as at the date of its determination.

2. Remuneration determination

Remuneration determination for councillors

As required by section 246 of the Regulation the Commission has prepared a remuneration schedule for the 2022-2023 financial year, applicable from 1 July 2022 (the Schedule), which appears below.

Arrangements have been made to publish the Schedule in the Queensland Government Gazette and for this Report to be printed and presented to the Minister for Local Government.

Methodology

The Commission had regard to the matters in section 244 and 247 (2), (5) of the Regulation in determining the Schedule. The Commission also noted and had regard to the matters listed on pages 6 to 9 of this Report to determine the appropriate maximum remuneration in each category of local government.

The Commission notes it did not receive any specific submissions from councils in relation to setting the remuneration schedule for the 2020-2021 financial year and has continued to adopt a conservative approach to setting remuneration levels.

Matters not included in the remuneration schedule

During the 2021 consultation period, Rockhampton Regional Council sought clarification and approval in relation to the payment of Deputy Mayors or Councillors at the level of a Mayor when they are acting in the capacity of Acting Mayor for a period of longer than one month.

The Commission notes that:

- (a) s.247(2) of the Regulation provides that the maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor, and decides another amount is payable;

- (b) s.247(5) of the Regulation states that the amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same; and
- (c) pursuant to s.248(1) and (2) of the Regulation, if a local government considers that, having regard to exceptional circumstances, a councillor of its local government is entitled to an amount of remuneration that is more than the maximum amount of remuneration payable to the councillor under the remuneration schedule, it may make a submission to the Commission for approval to pay the councillor an amount of remuneration of more than the maximum amount.

The Commission notes that the submission is not a request for approval for a specific councillor to remunerated at a level more than the maximum amount payable under remuneration the schedule. The Commission considers that it is unable to issue a blanket approval about the remuneration payable to acting Mayors or acting Deputy Mayors in the absence of a specific request or submission from councils specifying the exceptional circumstances that exist in relation to a request to remunerate a specific councillor at an amount more than the maximum payable under the schedule.

The Commission notes that practices may differ within or between individual councils and otherwise considers that any decision to seek an approval of a higher amount of remuneration payable to councillors acting in a higher role from time-to-time is a matter for individual Councils taking into account their own circumstances including budgetary constraints.

The Commission has informed Rockhampton Regional Council of this determination.

Pro rata payment

Should an elected representative hold a councillor position for only part of a financial year, she or he is only entitled to remuneration to reflect the portion of the year served.

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Remuneration schedule to apply from 1 July 2022

Remuneration determined (from 1 July 2022) (\$ per annum; see Note 1)				
Category	Local governments assigned to categories	Mayor	Deputy mayor	Councillor
Category 1 (see Note 2)	Aurukun Shire Council	\$110,386	\$63,684	\$55,392
	Balonne Shire Council			
	Banana Shire Council			
	Barcaldine Regional Council			
	Barcoo Shire Council			
	Blackall-Tambo Regional Council			
	Boulia Shire Council			
	Bulloo Shire Council			
	Burdekin Shire Council			
	Burke Shire Council			
	Carpentaria Shire Council			
	Charters Towers Regional Council			
	Cherbourg Aboriginal Shire Council			
	Cloncurry Shire Council			
	Cook Shire Council			
	Croydon Shire Council			
	Diamantina Shire Council			
	Doomadgee Aboriginal Shire Council			
	Douglas Shire Council			
	Etheridge Shire Council			
	Flinders Shire Council			
	Goondiwindi Regional Council			
	Hinchinbrook Shire Council			
	Hope Vale Aboriginal Shire Council			
	Kowanyama Aboriginal Shire Council			
	Lockhart River Aboriginal Shire Council			
	Longreach Regional Council			
	Mapoon Aboriginal Shire Council			
	McKinlay Shire Council			
	Mornington Shire Council			
	Murweh Shire Council			
	Napranum Aboriginal Shire Council			
	North Burnett Regional Council			
	Northern Peninsula Area Regional Council			
	Palm Island Aboriginal Shire Council			
	Paroo Shire Council			
	Porpuraaw Aboriginal Shire Council			
	Quilpie Shire Council			
	Richmond Shire Council			
	Torres Shire Council			
	Torres Strait Island Regional Council			
	Winton Shire Council			
	Woorabinda Aboriginal Shire Council			
	Wujal Wujal Aboriginal Shire Council			
	Yarrabah Aboriginal Shire Council			

Remuneration determined (from 1 July 2022) (\$ per annum; see Note 1)				
Category	Local governments assigned to categories	Mayor	Deputy mayor	Councillor
Category 2	Mareeba Shire Council Mount Isa City Council Somerset Regional Council	\$127,366	\$76,421	\$63,684
Category 3	Cassowary Coast Regional Council Central Highlands Regional Council Gympie Regional Council Isaac Regional Council Livingstone Shire Council Lockyer Valley Regional Council Maranoa Regional Council Noosa Shire Council Scenic Rim Regional Council South Burnett Regional Council Southern Downs Regional Council Tablelands Regional Council Western Downs Regional Council Whitsunday Regional Council	\$135,860	\$84,912	\$72,174
Category 4	Bundaberg Regional Council Fraser Coast Regional Council Gladstone Regional Council Rockhampton Regional Council	\$161,331	\$106,140	\$93,402
Category 5	Cairns Regional Council Mackay Regional Council Redland City Council Toowoomba Regional Council	\$186,806	\$127,366	\$110,386
Category 6	Ipswich City Council Townsville City Council	\$212,279	\$144,350	\$127,366
Category 7	Logan City Council Moreton Bay Regional Council Sunshine Coast Regional Council	\$237,753	\$164,729	\$144,350
Category 8	Gold Coast City Council	\$263,227	\$182,561	\$157,086

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Notes to the remuneration schedule

In its 2014 report the then Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

Note 1 The monetary amounts shown are the per annum figures to apply from 1 July 2022. If an elected representative only serves for part of a full financial year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.

Note 2 For councillors in category 1 councils, a base payment of \$36,794.67 is payable for the 12 months commencing on 1 July 2021. A meeting fee of \$1,533.11 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

3. Matters raised with the Commission during the remuneration review program

A summary table of submissions made to the Commission during the review period and the Commission's determination is provided below.

Meetings and deputations

Local governments were provided with the opportunity to engage with the Commission at the 125th Annual Conference of the LGAQ at the Mackay Entertainment and Convention Centre held from 25 to 27 October 2021.

Isaac Regional Council provided the Commission with oral deputations during the LGAQ Conference.

Local governments were also given an opportunity to provide written submissions to the Commission. The Commission determined and advised councils that the date for written submissions would close on 5 November 2021. Three written submissions were received by 5 November 2021: from the Toowoomba Regional Council, Rockhampton Regional Council, and Isaac Regional Council.

The Commission also received one written submission from Aurukun Shire Council after the due date on 11 November 2021.

In making its determination, the Commission had regard to all submissions it received, together with the matters on pages 6 to 9 of this report.

Key points raised with the Commission during the 2020 review period were not dissimilar to 2019 and included increasing demands on councils in relation to sustainability, industry and innovation, potential recognition of differential council and councillor workloads. Councils also raised the impact and future uncertainty of the COVID-19 pandemic with particular emphasis on concerns for the wellbeing of their community constituents, future economic growth, development, and sustainability, especially in regional areas.

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Table – Summary of 2021 submissions

1	Date received	Oral Submission made at LGAQ Mackay Conference on 25 October 2021 and Written Submission on 5 November 2021
	Received from	Isaac Regional Council: Cr Gina Lacey (oral submissions only) and Chief Executive Officer Jeff Stewart-Harris (oral and written submissions)
	Summary of submission	<p>As in 2018, 2019, and 2020 Council submitted for an increase in Mayoral remuneration and requested that consideration be given to amending the classification of categories and the Council's allocation within the categories, because of the significant role the Mayor plays in managing the emerging and long-term issues in the region brought on by the significant transformation through industry and structural change.</p> <p>Council submitted that the challenge for the Commission is to develop categories and descriptions that reflect the workload of Mayors and Councillors. Council proposed that Mayors ought to be considered as a full-time role, while Councillors are more appropriately classified as part-time, as Mayors in the Isaac and similar regions would not be able to hold secondary employment as the part time nature of the role suggests.</p> <p>The submission also identified the significant geographical area (over 56,000km²) covered by the Council, change in industry, employment and social issues, escalation of youth disengagement/wellness and official mine closures requiring a futures preparedness plan as challenges faced by the Council and Mayor.</p>
	Determination	<p>The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission forthcoming comprehensive review of categories.</p> <p>The Commission will consider the matters raised and invite further submissions and/or engagement with councils in 2022 when the Commission undertakes an analysis of the current methodology, remuneration categories and their application.</p>
2	Date received	Written Submission on 28 October 2021
	Received from	Rockhampton Regional Council: Acting Chief Executive Officer Ross Cheesman
	Summary of submission	<p>Council submits that the Deputy Mayor or another Councillor in an Acting Mayor capacity for a period of longer than one month receive remuneration equal to the salary of the Mayor as set by the Commission.</p> <p>Council notes that it recently experienced following a Mayoral vacancy of three months resulting in the Deputy Mayor acting as Mayor without expectation or seeking further compensation.</p>
	Determination	The Commission is unable to issue a general approval of policies about the remuneration payable to acting Mayors or acting Deputy Mayors in the absence of a specific request or submission from a council specifying the exceptional circumstances that exist in relation to a request to remunerate a specific councillor at an amount more than the maximum payable under the schedule.

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3	Date received	Written Submission on 2 November 2021
	Received from	Toowoomba Regional Council: Chief Executive Officer Brian Pidgeon
	Summary of submission	Submission to elevate council from current Category 5 to Category 6. Currently in the same category as Cairns, Mackay, Redland, however, Toowoomba submitted that it is more appropriately benchmarked on a variety of measures, with those in Category 6, specifically Ipswich and Townsville.
	Determination	The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission's forthcoming comprehensive review of categories, and will consider the matters raised and invite further submissions in 2022.
4	Date received	Written Submission on 11 November 2021
	Received from	Aurukun Shire Council: Chief Executive Officer Bernie McCarthy PSM
	Summary of submission	Council submitted that the following matters undertaken by it were relevant to the Commission's remuneration determinations: <ul style="list-style-type: none"> › Accessibility to residents (eg, discussions on issues happen in public places wherever the Mayor may be); › Requests to do Welcome to Country and open events; › Demand to attend meetings, virtual and in person; › Requests to school meetings and assembly; › Advice on social issues to other agencies; › Community unrest (it is expected of the Mayor to work with Police consulting with families); › School mediations; › Regular meetings with the Police; › Mayor has an open door policy for Aurukun residents
	Determination	Submission received and noted. No change requested on behalf of Council. The Commission is also cognisant of the unique and wide ranging nature of the work undertaken Indigenous councils such as Aurukun SC. It notes that the remuneration schedule applicable from 1 July 2022 allows for councillors from Category 1 councils such as Aurukun to remunerated by way of a base payment of \$36,794.67 plus \$1,533.11 per month for meeting fees. Mayors and Deputy Mayors receive the full annual remuneration level specified in the schedule, being \$110,386 and \$63,684. The Commission will consider the matters raised and invite further submissions and/or engagement with councils in 2022 when the Commission intends to undertake an analysis of the current methodology, remuneration categories and application.

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4. Other activities of the Commission

Exceptional circumstances submissions (matters raised under Local Government Regulation 2012, section 248):

Nil.

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5. Commission's future priorities

The Commission intends to undertake its comprehensive analysis of the council categories in 2022 and looks forward to engaging with local government and its stakeholders over the next 12 months.

Further information about the Commission and/or the Councillor Conduct Tribunal can be located at www.dsdlgp.qld.gov.au

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Local Government Remuneration Commission

PO Box 15009
City East Qld 4002

1 William Street
Brisbane Qld 4000

Email: LGRComquiries@dlgrma.qld.gov.au

Phone: (07) 3452 6732

Website: www.dsdilgp.qld.gov.au

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14.2 DISASTER RECOVERY FUNDING ARRANGEMENTS PROJECT MANAGEMENT**IX: 221460****Author: Justin Hancock, Chief Executive Officer****Attachments: 1. Proterra Group Proposal****KEY OUTCOME**

Key Outcome: 4. Built Environment

Key Initiative: 4.1.2 Complete the upgrade of Kyabra Road to a sealed standard.

EXECUTIVE SUMMARY

The Disaster Recovery Funding Arrangements (DRFA) have been activated for the Western Queensland Low Pressure Trough, 19 – 24 January 2022 event. The purpose of this report is to allow Council to appoint a project manager for the delivery phase of the works.

RECOMMENDATION

That Council appoint Proterra Group as project manager for the 2022 Disaster Recovery Funding Arrangements Restoration of Essential Public Assets works program.

BACKGROUND

The Minister for Fire and Emergency Services has approved the activation of the jointly funded Commonwealth/State Disaster Recovery Funding Arrangements (DRFA) for the event Western Queensland Low Pressure Trough, 19 – 24 January 2022. The area defined for receipt of DRFA relief measures is “Communities within western Queensland affected by a low pressure trough and associated heavy rainfall and flooding, 19 – 24 January 2022”

Assistance for state and local governments:**Counter Disaster Operations**

To assist local governments and state agencies to undertake activities that alleviate personal hardship and distress, address the immediate needs of individuals and protect the general public, immediately prior to, during or immediately after an eligible disaster.

Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction)

- **Emergency Works**

To assist local governments and state agencies to undertake urgent activities necessary following an eligible disaster to temporarily restore an eligible essential public asset to enable it to operate/be operated at an acceptable level of efficiency to support the immediate recovery of a community.

- **Immediate Reconstruction Works**

To assist state agencies or local governments to immediately and permanently reconstruct damaged essential public assets to pre-disaster function immediately after the eligible

disaster. Reconstruction of Essential Public Assets are works undertaken by local governments and state agencies and to reconstruct damaged essential public assets to pre-disaster function.

- Reconstruction of Essential Public Assets:

To assist local governments and state agencies to reconstruct damaged essential public assets to pre-disaster function.

Emergent works have been completed for this event and Proterra Group have been appointed to coordinate the road damage assessment and data collection for the event including preparing the relevant submissions to the Queensland Reconstruction Authority (QRA).

The data collection work has been completed and the submissions are being prepared for lodgement with the QRA. A total of six submissions has been lodged to date.

- Proterra Group have successfully delivered the 2012, 2014, 2016, 2019, 2020 and 2021 NDRRA (now DRFA) programs for Council and were appointed by Council in July 2021 to project manage the delivery of the Southern Queensland Severe Weather, 20 – 31 March 2021 event.
- Proterra Group have gained a lot of knowledge of local contractors, property owners, gravel pits and water sources. They have also developed pro-forma tender documents that the local contractors are becoming very familiar with.
- Proterra Group have previously been appointed under Local Buy Contract LB279.
- Proterra Group have provided the rates detailed in Table 1 to undertake the project management and supervision of the 2022 works.

TABLE 1 2022 DRFA RATES

Position	Personnel Name	Cost (+ GST)	Experience (years)
Project Director	David Bell	\$195 hourly	20
Project Manager	Cameron Mocke	\$165 hourly	25
Civil Supervisor(s)	Shane Weber	\$165 hourly	25
Civil Inspector(s)	Michael McConnell	\$165 hourly	25
Civil Engineer	TBA as required	\$145 hourly	
QRA Submission Coordinator	Sandra Mocke	\$135 hourly	4
GIS Support / Project Engineering Support / Project Administration	Sophie Geldenhuis	\$125 hourly	
Works Assistant	Andrew Leo	\$105 hourly	1
Accommodation & Meals		\$200 per person daily	
Vehicles		\$1.10 per km	
Flights (if required)		AT COST +10%	

Note: All prices are exclusive of GST.

Based on the above and past experience, it is believed that Proterra Group offer value for money in this instance.

CONSULTATION (Internal/External)

Peter See, Director of Engineering Services

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

Council's Procurement Policy

Section 234 of the Local Government Regulation 2012 allows a local government to enter into a contract for services without first inviting written quotes or tenders if the contract is entered into under an LGA Arrangement.

Local Buy, a company whose only shareholder is the Local Government Association of Queensland, has established an LGA Arrangement for Project Management Consultancy Services – Contract Number LB279.

FINANCIAL AND RESOURCE IMPLICATIONS

Project Management Costs are recoverable through the DRFA Funding.

RISK MANAGEMENT IMPLICATIONS

Low Risk



2 Aubigny Street (PO Box 208) Toowoomba QLD 4350
E: tenders@proterragroup.com.au
W: www.proterragroup.com.au
ABN: 82 626 886 771

25th February 2022

Mr Justin Hancock
 The Chief Executive Officer
 Quilpie Shire Council
 50 Brolga Street
 PO Box 57 Quilpie QLD 4480

Dear Justin,

RE: RFQ - DRFA Flood Restoration Works for the January 2022 Event - Damage Assessment / Inspection & Scoping / MARS Submission Prep / Project Management

As per your email dated 21st February 2022, we are pleased to present our revised proposal for your review in relation to the above mentioned RFQ. This proposal is submitted in accordance with Local Buy Contract **Project Management Services (Civil Infrastructure) LB 279**.

Our commitment to Quilpie is ongoing with our ability to increase and maintain our resourcing to provide you with the valued service for this new event.

Since 2010, Proterra Group have project managed approximately \$175M in Flood Restoration works for various Council's in Southwest QLD and our skills and experience continue to grow in this area.

In addition to our current works for Quilpie Shire Council, we have other projects underway with Paroo Shire Council, Goondiwindi Regional Council and Western Downs Regional Council where we have just commenced damage assessment.

We will deliver this project using our highly experienced team, all of which have worked extensively in Western QLD, some of these team members include:

Position	Personnel Name	Experience (years)
Project Director	David Bell	20
Project Manager	Cameron Mocke	25
Civil Supervisor	Shane Weber	25
Civil Inspector	Michael McConnell	25
Civil Inspector/ Works Assistant	Andrew Leo	1
QRA Submission Coordinator	Sandra Mocke	4

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The MARS submission will be completed concurrently with damage assessment with deliverables available soon after data pick up. Our QRA Submissions Coordinator works closely with the Inspectors and Project Manager to ensure the MARS submission is submitted with minimal errors and maximum opportunity for approval. Throughout the years, Proterra Group have worked closely with QRA developing strong relationships, open lines of communication and have capacity to undertake In-Field Assessments on behalf of Council to expedite the approval process.

Our natural disaster recovery teams have not only a focus but experience submitting on betterment and resilience funding applications, with our recent wins for our Council clients include:

- Goondiwindi Regional Council QRRRF (Queensland Resilience and Risk Reduction Fund) Cairns Street and Oakhole Road Levee Bank Repairs (\$160,737.00). The Goondiwindi Town Levee Bank has been damaged repeatedly since Tropical Cyclone Debbie in 2016. GRC & Proterra Group have been successful in obtaining funding to improve the resilience of the levee bank by the installation of gabion baskets and rock mattresses.
- Goondiwindi Regional Council Betterment Funding Morennan Road Floodway – successful in obtaining funding to install box culverts on Morennan Road to significantly improve the level of service of this floodway, which is frequently inundated and damaged, therefore making it inaccessible during and after rain events.
- Quilpie Shire Council QRRRF (Queensland Resilience and Risk Reduction Fund) concrete floodway repairs on Canaway Downs Road (\$120,000.00) QSC & Proterra Group have been successful in obtaining funding for two floodway upgrades including concrete floodways and rock protection.

One of our key objectives for Council's is always value for money and Proterra Group is very conscious that Councils are not able to claim a profit on any DRFA Program that they deliver, and as such it is essential that they obtain the most value they can whilst they have contract project managers onsite. Initiatives that could be taken up to add value to this project include:

- Prioritise Emergent Works and Immediate Reconstruction Works within our damage assessment program to best utilise available funding and restore network safety.
- Provision of continuous GoPro imagery of Council's entire road network:
 - Provides evidence of current damage, and
 - Current condition for undamaged roads, which can be used for pre-event evidence for future events.
- Visual condition assessment of culvert network:
 - With the option for up-to-date GIS information.
 - Current condition assessment of culvert network assisting with Asset Management Planning.
- Provision of an online dashboard (utilising ESRI) showing location and photos of damage which can be used for planning network resilience.

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Again, thank you very much for the opportunity to provide this proposal to Council. I am confident that we would continue to do a great job for Quilpie Shire, helping to deliver the project on time and in budget, and providing a very high-level contribution to your local community.

Should you have any queries, please contact me on the below details.

Kind regards,

A handwritten signature in black ink, appearing to read "David Bell".

David Bell | Regional Projects Manager | Proterra Group

M: 0407 434 780 E: david.bell@proterragroup.com.au

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About Us

Established in regional Queensland in 2008, Proterra Group is proud of our history supporting and strengthening communities across regional Australia.

We have over 50 employees and permanent offices in Toowoomba and Goondiwindi, site offices in Quilpie and Cunnamulla, and the 6 waste facilities we manage throughout regional Queensland.

Specialising in providing resources for Local Government, we offer four distinct service offerings to our Council's including:



Civil Engineering



Regional Projects



Asset Management



Waste Management

Proterra Group has 13 years-experience in working with Local Government to reduce project risk and deliver practical, on time projects for our Councils and their ratepayers. We do this by hiring experienced, committed staff with a background in Local Government and a passion to help the communities where we operate.

We ensure our solutions and project delivery are practical and fit for purpose for the community where we are working, and we don't over design or over deliver leaving an ongoing cost burden for the ratepayers.

When we take on a project, we don't just work for Council, we work for the community. We ask ourselves; will this provide better infrastructure for generations to come? We don't gold-plate solutions just for the sake of it; we understand the ever-changing challenges of regional communities and we think fit for purpose. Without fail, we deliver on our promises. It doesn't matter if the circumstances change, we are committed to providing exceptional service.



Our open book policy means we share our extensive knowledge and experience with your teams, so everyone is better equipped for the future. We understand that each project is unique and maintain collaborative relationships with Councils and together we solve problems to get the job done.

Proterra Group have been delivering natural disaster recovery works since 2010, initially through the Natural Disaster Relief and Recovery Arrangements (NDRRA) and now being delivered under the Disaster Relief Funding Arrangements (DRFA).

Shortages of staff and excessive workload due to extraordinary occurrences like floods can place significant strain on Council resources. Proterra Group can quickly mobilise trained personnel for your project and aid in Council's recovery.

Core Competencies

- Damage identification and recording
- Funding submission development
- Procurement and project delivery
- Site supervision and project management
- Project close out

Featured Clients





Why Proterra Group?

WE ARE LOCAL

10

sites across regional
QLD with a
commitment to using
local suppliers &
contractors

PROVEN EXPERTISE

\$175M

successfully
delivered over 10
years

**ABOVE 90%
APPROVAL
VS
SUBMISSION
RATE.**

**EMERGENT &
REPA FUNDING
EXPERTS.**

**FOCUSSED ON
BETTERMENT &
RESILIENCE.**

Certified Management Systems

Our commitment to delivering outstanding service has led us to attain and maintain certification to the following standards:

- ISO 9001:2015 Quality Management System.
- ISO 45001:2018 Safety Management System.
- ISO 14001:2015 Environmental Management System.



Risk Management Approach

Proterra Group has a risk management framework compliant with ISO 3100:2018. The company is financially strong and assesses the business and operational risks on all new projects. Proactive risk management is a core part of the company's culture and we have worked with Risk Specialists VIRTUAL out of North Sydney for over five years now to develop, review and improve our Risk Management Framework for Proterra Group.

Insurances

Proterra Group carries the following insurances:

- QLD Workcover (with bridging documents available for other states)
- Public & Products Liability
- Industrial Special Plan
- Professional Indemnity
- Motor Vehicle Fleet
- Annual Contract Works



Industry Memberships & Associations

Proterra Group hold the following current professional industry associations & memberships:

- Queensland Building & Construction Commission (QBCC)
- Engineers Australia
- Institute of Public Works and Engineering Queensland
- Toowoomba Chamber of Commerce
- Highfields Chamber of Commerce
- Goondiwindi Chamber of Commerce
- Waste Management Association of Australia
- Australian Institute of Project Management
- Board of Professional Engineers of Queensland (BPEQ)





The Project

Introduction & Background

Due to the recent rainfall, DRFA assistance measures are activated by the Queensland Government for the area formally defined as: "Western Queensland Low Pressure Trough 19 January – 4 February 2022".

As such, Quilpie Shire Council (Council) is seeking suitable project management consultants to assess damage caused on the roads due to recent disaster event. Council has an estimated **2500 KM** of rural road network and the event have caused damage on major parts of the road network.



Council is requesting that all damage inspection, data collection, validation, and submission to MARS Portal to be completed and then conduct Project Management and Supervision to complete the restoration works.



Methodology

Proterra Group proposes the following methodology for the scope of works provided in the RFQ document.

Assessment of Damage

Planning phase

The following scope of work applies:

- Review Councils existing data (including geographical information, photographs of pre-event condition etc.)
- Attend pre-start meeting with Council to discuss assessment processes, data, and safety requirements
- Provide plan of assessments to be undertaken including details of:
 - Assessment teams,
 - Equipment, and
 - Software.
- Program of assessments and submissions
- Workplace Health and Safety plan, including completion of Councils induction
- Contact details of all assessment teams on site
- Details of quality control processes to ensure sufficient and appropriate photos and data are collected
- Obtain contact list for key Council personnel

All documentation will require Council review and acceptance before field work can commence.

**Field work**

The following scope of work applies:

- Undertake field work as set out in plans provided to Council.
- Capture details of damaged assets including asset name and number, damage locations (GPS coordinates and start/finish chainages), date photos were taken, nature and extent of damage, proposed treatments and quantities.
- Treatments to be selected in accordance with DRFA Treatment Guide 2020-21.
- Utilise Civica's Recover software for all in-field data capture.
- Take sufficient and appropriate photos to enable successful submission and approval through QRA's MARS system with all photos taken in accordance with QRA's Tip Sheet 3 - Practical Guide to Photo Evidence available from the QRA website.



Figure 1 Proterra Group Inspection Set-Up



Production of data and submissions

- Quality control of all data collected, and photos taken.
- Upload of data into MARS submission on behalf of Council.
- Review of MARS submission including:
 - Review treatment types to ensure they are adequate to repair all damage.
 - Check all QRA validation requirements are met.
- Prior to lodgement, request and attend an Infield Assessment (IFAs) with Council and QRA Assessors. (provisional).
- Post QRA review of submission to provide additional evidence where required and come to an agreement on funding values.
- Final submission lodgement.

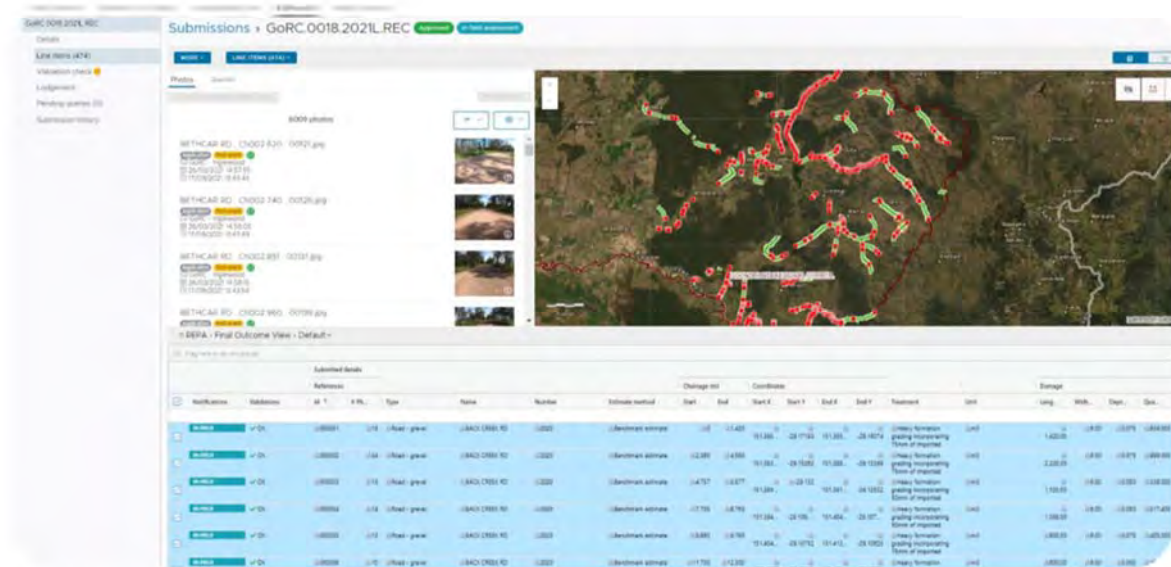
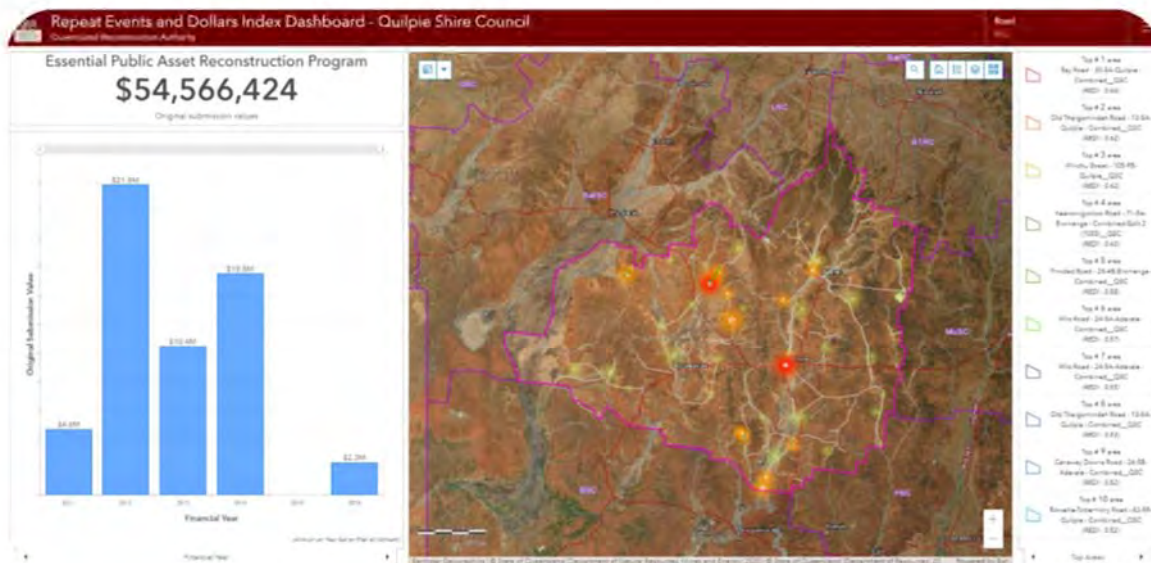


Figure 2 Expertise in MARS submissions



Project Management of Flood Recovery Works

- Manage the program using Council's construction resources, or contractors or a combination of both.
- Proterra Group are happy to manage the project in this manner and will also conduct any tender processes required to add additional contractors to the mix as is required under Council guidance.
- Regardless of the delivery option that Council chooses, Proterra Group have the skills and experience to manage your project efficiently and effectively maximising the use of local resources for the benefit of your community.
- You will find that Proterra Group are very big supporters of the local community including businesses, and sporting/charity organisations and we will go out of our way to ensure these organisations are supported whilst also ensuring value for money over the duration of your project.





Key Personnel Skills & Experience

The key Proterra Group project team members have been included below with detailed company resumes included as supporting documentation in **Appendix A**.

Position	Personnel Name	Responsibilities
Project Director	David Bell	<ul style="list-style-type: none"> Manage all aspects of the program including Design, Financial, Construction and Safety
Project Manager	Cameron Mocke	<ul style="list-style-type: none"> Damage Assessment Team Lead Verification of QRA approved scope
Civil Inspector(s)	Michael McConnell Andrew Leo	<ul style="list-style-type: none"> Damage Assessment & Pick up Verification of QRA approved scope. Inspection and Monitoring of Contract Crews.
Civil Supervisor(s)	Shane Weber	<ul style="list-style-type: none"> Direct Supervision of Day labour and Subcontract Crews. Management of Safety, Environmental, Quality and productivity aspects of the project deliverables.
Contracts Administrator (QRA Submission Coordinator)	Sandra Mocke	<ul style="list-style-type: none"> Submission of QRA Claims Expenditure and progress updates



Recent Relevant Project Experience

Proterra Group have completed flood damage pickups, submission preparation, project management and site supervision for over \$175M in QRA Flood Restoration Works since 2010. We have also completed full construction projects for several Councils totalling approximately \$15M.

Proterra Group have current programs underway with Quilpie Shire (\$40M), Paroo Shire (\$55.5M), Goondiwindi Regional Council (\$60M) and we are currently completing Damage Assessment for Western Downs Regional Council.

Please see below project experience and referees for the above-mentioned current projects.



Value: \$60M+ (2010-2021)

Contact:

- Gavin Williams, Regional Liaison Officer (QRA), 0438-389-373
- Luke Tanner, Works Manager (Council), 0427-717-411

Proterra Group was established in Goondiwindi in 2008 and has been heavily involved in the delivery of Flood Restorations works with Goondiwindi Council ever since. This has not only involved Project Management but also full construction restoration works on roads, levee banks and stormwater infrastructure such as culverts and pump stations. Our Team in Goondiwindi consists of a Project Manager for the current 2021 event supported by our Engineering Manager Mick Shellshear along with two Site Inspectors and a Technical Officer. This team manages works on the ground and is supported by our office-based staff in Toowoomba for submission building and liaison with the QRA Team out of Brisbane.

The 2021 Event is in the order of \$40M and Proterra Group will be looking after overall Program Management as well as managing Construction teams delivering emergent works on local roads, along with Betterment works on Levee Bank and Culvert Infrastructure along the McIntyre River.



Value: \$40M over 5 events (2012-2021)

Contact:

- Robert Da Fonseca, Regional Liaison Officer (QRA), 0438-408-658
- Peter See, Director of Engineering Services (Council), 0452-387-6176

Since 2012 Proterra Group have been working with Quilpie Shire Council delivering any Flood Restoration events as they've occurred under a LocalBuy Arrangement. This has been an effective partnership for both parties and has ensured that all works delivered under the approved programs were completed using locally based contractors, who are often local landholders who are able to take advantage of road works during busy periods. It's a win-win for the Shire and the community.

After recently completing the 2020 Program, Proterra Group is now supervising composite crews of Council staff and contractors to deliver the program of works that have occurred due to flooding and rain events in April 2021. We currently have a Project Manager, two Site Supervisors, a Works Assistant and Administration Officer working and living onsite in Quilpie. Whilst onsite Proterra Group staff also assist in other Council projects including RMPC and TMR Project works.



Value: \$55.5M over 3 events (2019-2021)

Contact:

- Daniel Piat, Regional Liaison Officer (QRA) 0447-093-932

Proterra Group commenced works with Paroo Shire Council in June 2019 to inspect an estimated \$500k in infrastructure damage. Following completion of inspections, the approved submission value was just over \$3M and Proterra Group have had a relationship with Paroo Shire Council ever since.

We currently have five staff based onsite in Cunnamulla managing Council's 2020 event (\$49.5M) and have recently completed submissions for the 2021 event which is in the order of \$3M. Our onsite personnel include a Project Manager, a Contract Administrator, two Site Inspectors and a Quarry Specialist.

Each of the above-mentioned events required initial inspection by Proterra Group, preparation of submissions and lodgement in MARS, then full delivery of works involving a combination of Council and local contract resources to ensure that not only was the infrastructure returned to pre-event condition, but there was maximum value to the local community during the project delivery.



Price

Proterra Group have provided the following hourly rates for key personnel.

Position	Personnel Name	Cost (+ GST)	Experience (years)
Project Director	David Bell	\$195 hourly	20
Project Manager	Cameron Mocke	\$165 hourly	25
Civil Supervisor(s)	Shane Weber	\$165 hourly	25
Civil Inspector(s)	Michael McConnell	\$165 hourly	25
Civil Engineer	TBA as required	\$145 hourly	
QRA Submission Coordinator	Sandra Mocke	\$135 hourly	4
GIS Support / Project Engineering Support / Project Administration	Sophie Geldenhuis	\$125 hourly	
Works Assistant	Andrew Leo	\$105 hourly	1
Accommodation & Meals		\$200 per person daily	
Vehicles		\$1.10 per km	
Flights (if required)		AT COST +10%	

Note: All prices are exclusive of GST.



Value Add during Damage Assessment and Project Management

Proterra Group is very conscious that Councils are not able to claim a profit on any DRFA Program that they deliver, and as such it is essential that they obtain the most value they can whilst they have contract project managers onsite. Initiatives that could be taken up to add value to this project include:

- Prioritise Emergent Works and Immediate Reconstruction Works within our damage assessment program to best utilise available funding and restore network safety.
- Continuous GoPro imagery of Council's entire road network:
 - Provides evidence of current damage, and
 - Current condition for undamaged roads, which can be used for pre-event evidence for future events.
- Visual condition assessment of culvert network:
 - With the option for up-to-date GIS information.
 - Current condition assessment of culvert network assisting with Asset Management Planning.
- Provision of an online dashboard (utilising ESRI) showing location and photos of damage which can be used for planning network resilience.
- Focused on Betterment and Resilience Funding applications.



Figure 4 Example ESRI Dashboard (showcasing levee damage)



Value Add during Program Delivery

Proterra Group is very conscious that Councils are not able to claim a Profit on any DRFA Program that they deliver, and as such it is essential that they obtain the most value they can whilst they have contract project managers onsite. Initiatives that could be taken up to add value to our provisional services include:

- o Quarry Management Implementation
- o Water Point Identification and process management, and water use agreements
- o Development and implementation of Quality, Safety and Environmental Management Systems
- o GIS Mapping of infrastructure, water points and quarries
- o Design works for Flood related structures such as floodways and culverts
- o Contracts administration for contractor engagement
- o Supervision of physical reconstruction work, QRA progress reporting, QRA project close out.
- o Completion of ongoing QRA Reporting Requirements for Council such as Benchmarking, and Plant Rate Reviews.



Figure 5 Example ESRI Dashboard showcasing continuous GoPro footage

14.3 INTERNAL AUDITOR APPOINTMENT**IX:** 221586**Author:** Sanchit Rathee, Manager Governance and Compliance**Attachments:** Nil**KEY OUTCOME****Key Outcome:** 1. Governance**Key Initiative:** 1.1.1 Develop and implement risk management assessment and reporting frameworks.**EXECUTIVE SUMMARY**

A request for quote was initiated through the 'VendorPanel' system by the Council for the provision of Internal Audit Services for a 2-year period. The purpose of this report is for Council to appoint the internal auditor for a 2-year period as per the relevant responses.

RECOMMENDATION

1. That Council endorse O'Connor Marsden and Associates Pty Ltd (OCM) as internal auditors for a two year period, commencing 1 July 2022.

BACKGROUND

Section 105(1) of the Local Government Act Qld (2009) states that:

"Each local government must establish an efficient and effective internal audit function..."

Furthermore, Section 207 of the Local Government Regulation QLD (2012) provides for the requirements of the internal audit:

(1) *For each financial year, a local government must—*

- (a) prepare an internal audit plan; and*
- (b) carry out an internal audit; and*
- (c) prepare a progress report for the internal audit; and*
- (d) assess compliance with the internal audit plan.*

(2) *A local government's internal audit plan is a document that includes statements about—*

- (a) the way in which the operational risks have been evaluated; and*
- (b) the most significant operational risks identified from the evaluation; and*
- (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.*

(3) *A local government must give its audit committee—*

- (a) the progress report mentioned in subsection (1)(c); and*

(b) at least twice during the year after the internal audit is carried out, each of the following documents—

- i. a summary of the recommendations stated in the report;
- ii. a summary of the actions that have been taken by the local government in response to the recommendations;
- iii. a summary of any actions that have not been taken by the local government in response to the recommendations.

The Request for Quotation (RFQ) for the Provision of Internal Audit Services for Quilpie Shire Council opened on 16 Feb 22 and closed at 5pm on 1 March 2022. The RFQ required the following from the respondents:

- Prices for a 2-year internal audit plan and provision of two internal audit projects per year for FY23 and FY24 – via the completion for the given form.
- Responses to given questions in relation to their understanding of Quilpie Shire Council and any relevant local government experience.

Four suppliers provided the response for the RFQ. Their responses are summarised below. Note that the hourly rates for the proposed personnel are in the respective submissions if the scope of a project changes or the Council requires additional projects.

O'Connor Marsden and Associates Pty Ltd (OCM)

Submitted Quote (excl. GST) for Internal Audit Plan and Projects

\$69,300.00

Response to the questions

OCM has conducted projects for small, medium and large sized councils in addition to private, state and federal agencies. In their response, they have highlighted their understanding of the key risks specifically related to Quilpie Shire Council by directly referencing the Council's 2017-22 Corporate Plan.

Mead Perry Group Pty Ltd

Submitted Quote (excl. GST) for Internal Audit Plan and Projects

\$55,650.00

Response to the questions

Mead Perry Group have conducted projects for small to medium sized councils, in addition to state agencies. They have extensive experience with remote councils and they have highlighted their understanding of the key risks related to a remote local government.

O'Regan & Partners Pty Ltd

Submitted Quote (excl. GST) for Internal Audit Plan and Projects

\$35,670.00

Response to the questions

O'Regan & Partners Pty Ltd have conducted projects for small to medium sized councils. In their response, they have highlighted their understanding of the key risks specifically related to Quilpie Shire Council which is mainly due to them being the Council's current internal auditors.

Bentleys

Submitted Quote (excl. GST) for Internal Audit Plan and Projects

\$76,950.00

Response to the questions

Bentleys has conducted projects for small, medium and large sized councils in addition to private, state and federal agencies. In their response, they have highlighted their understanding of the key risks related to a remote local government. It is clear that they have the most qualified personnel of the four submissions. However, their experience is geared mainly towards urban organisations/local governments.

RECOMMENDATION OPTIONS

Both O'Regan Partners Pty Ltd and OCM have highlighted the specific risks to Quilpie Shire Council. However, O'Regan Partners are more geared towards remote local government and very competitive in pricing. While OCM, in comparison, have a lot more resourcing capability if needed for a more diverse range of projects.

It must be noted that O'Regan Partners have been the Council's Internal Auditor since 2014 and it is best practice to rotate Internal Auditors for a differing viewpoint of the organisation.

CONSULTATION (Internal/External)

Chief Executive Officer – Justin Hancock

LEGAL IMPLICATIONS

As mentioned above, Council must prepare and execute an internal audit plan in accordance with the relevant legislation.

POLICY AND LEGISLATION

Any relevant legislation is listed in the report's background section.

FINANCIAL AND RESOURCE IMPLICATIONS

Financial implications arise in accordance with the successful supplier's price schedule.

RISK MANAGEMENT IMPLICATIONS

Internal audit enhances and protects organisational value by providing risk-based and objective assurance, advice, and insight.

15 CONFIDENTIAL ITEMS

Nil

16 LATE ITEMS**17 GENERAL BUSINESS****18 MEETING DATES**