



ORDINARY MEETING AGENDA

Tuesday 20 June 2023
commencing at 09:30am

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

13 June 2023

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 **Tuesday 20 June 2023**, 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 **Tuesday 20 June 2023**, commencing at **09:30am**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Justin Hancock
Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Tuesday 20 June 2023
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 TUESDAY 16 MAY 2023

IX: 237901

Author: Wanda Loveday, Executive Assistant

Attachments: 1. Minutes of the Council Meeting held on 16 May 2023

RECOMMENDATION

That the Minutes of the Council Meeting held on 16 May 2023 be received and the recommendations therein be adopted.



Ordinary Meeting of Council

MINUTES

Tuesday 16 May 2023

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 TUESDAY, 16 MAY 2023 AT 09:30AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:57am.

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) and Wanda Loveday (Secretariat)

3 APOLOGIES

Nil

4 CONDOLENCES

Nil

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.

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES**6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 18 APRIL 2023**

RESOLUTION NO: (QSC059-05-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

1. That the Minutes of the Council Meeting held on 18 April 2023 be received and the recommendations therein be adopted.

5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

- 21/04/23 - South West Carbon Review SC Meeting
- 24/04/23 - Twilight Service
- 25/04/23 - Dawn Service
- 25/04/23 - Main ANZAC Service
- 27/04/23 - SWQROC Meeting
- 27/04/23 - DD and SW RDA Meeting
- 02/05/23 - Council Workshop
- 09/05/23 - Wild Dog Barrier Fence Board Meeting
- 10/05/23 - SW Carbon Review SC Meeting
- 10/05/23 - DD and SW RDA Meeting

9 COUNCILLOR PORTFOLIO REPORTS

Details	Date of Meeting	Location	Mackenzie	Hewson	Paulsen	Volz	Barnes
Ordinary Meeting of Council	18-Apr-23	Quilpie	1	1	1	1	1
ANZAC Planning Meeting	19-Apr-23	Quilpie				1	
DDSW Regional Waste Group Meeting	19-Apr-23	Teams				1	
South West Carbon Review SC Meeting	21-Apr-23	Zoom	1				
ANZAC Twilight Service	24-Apr-23	Quilpie	1	1	1	1	1
ANZAC Dawn Service	25-Apr-23	Quilpie	1	1	1	1	1
ANZAC Main Community Service	25-Apr-23	Quilpie	1	1	1	1	1
SWQROC Meeting	27-Apr-23	Zoom	1				
DD and SW RDA Meeting	27-Apr-23	Zoom	1				
Councillor Workshop	2-May-23	Quilpie	1		1	1	1
QAO Audit Chairs Meeting	2-May-23	Teams				1	
Cyber Security Training	4-May-23	Quilpie		1		1	1
Staff Barbecue	5-May-23	Quilpie		1			
Opening of Teelow Court (Independent Living)	6-May-23	Thargomindah		1			
King's Coronation	6-May-23	Quilpie			1	1	1
Wild Dog Barrier Fence Board Meeting	9-May-23	Zoom	1				
SW Carbon Review SC Meeting	10-May-23	Zoom	1				
DD and SW RDA Meeting	10-May-23	Zoom	1				
Mother's Day Gallery - Opening of exhibition "Allusions"	14-May-23	Quilpie				1	
CAN Meeting	15-May-23	Quilpie		1			

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 ENGINEERING SERVICES STATUS REPORT FOR APRIL 2023

EXECUTIVE SUMMARY

This report is about works carried out by Engineering Services during April 2023

Noted

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 CORPORATE AND COMMUNITY SERVICES STATUS REPORT

EXECUTIVE SUMMARY

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

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 Coordinator's portfolio.

Noted

10.3 FINANCE SERVICES STATUS REPORTS**10.3.1 FINANCIAL SERVICES STATUS REPORT - APRIL 2023****EXECUTIVE SUMMARY**

This report is to provide Council with an update on financial services for month ending 30 April 2023.

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 from April 2023.

Noted

10.4.2 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 RFQM 21 22-23 SUPPLY & DELIVERY OF ONE (1) 2023 30KW, 4WD PARKS TRACTOR****EXECUTIVE SUMMARY**

The Purpose of this report is to provide Council with a recommendation to award RFQM 20 22-23 Supply and Delivery of One (1) 30 Kw, 4wd Parks Tractor

RESOLUTION NO: (QSC060-05-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

That Council resolves to:

- a. Award RFQM 21 22-23 Supply and Delivery of One (1) 30 Kw, 4wd Parks Tractor to Black Truck & Ag for the amount of \$59,828.90 Ex GST; and
- b. Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

5/0

11.2 RFQM 22 22-23, SUPPLY & DELIVERY OF ONE (1) 2023 80KW 4WD, AGRICULTURAL TRACTOR**EXECUTIVE SUMMARY**

The Purpose of this report is to provide Council with a recommendation to award RFQM 22 22-23, Supply and Delivery of one (1) 2023, 90 KW 4WD Agricultural Tractor.

RESOLUTION NO: (QSC061-05-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council resolves to:

- (a) Award RFQM 22, 22-23 Supply and Delivery of One (1) 90 Kw, 4wd Agricultural Tractor to Black Truck & Ag for the amount of \$88,636.30 Ex GST; and
- (b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

5/0

12 CORPORATE AND COMMUNITY SERVICES**12.1 COMMUNITY ASSISTANCE APPLICATION - TOOMPINE POLOCROSSE CLUB****EXECUTIVE SUMMARY**

Toompine Polocrosse Club have submitted an application for a direct cash contribution of \$5,000 to assist with the 2023 Polocrosse Carnival Ambulance fees, Entertainment fees and the supply of diesel for the heavy machinery used to prepare the playing fields. All machinery will be supplied and operated by the Toompine Polocrosse Club members. The Carnival will be held 24 & 25 June 2023.

RESOLUTION NO: (QSC062-05-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council Approves the amount of \$5,000 as requested by the Toompine Polocrosse Club.

5/0

12.2 STAKEHOLDER ENGAGEMENT - COAG SECTION 19(2) EXEMPTIONS INITIATIVE - QUILPIE MPHS**EXECUTIVE SUMMARY**

Correspondence has been received from Belinda Chiconi, Manager Revenue and Analysis – Queensland Health seeking Council's support as key stakeholders within the Community to maintain the exemption granted under subsection 19(2) of the Health Insurance Act 1973 to allow Quilpie MPHS to continue to bulk bill the Medicare Benefits Schedule in accordance with the Australian Governments (COAG) Improving Access to Primary Care in rural and remote areas Initiative.

RESOLUTION NO: (QSC063-05-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

1. That Council supports the request from Queensland Health to maintain the exemption granted under subsection 19(2) of the Health Insurance Act 1973 to allow Quilpie MPHS to continue to bulk bill the Medicare Benefits Schedule in accordance with the Australian Governments (COAG) Improving Access to Primary Care in rural and remote areas Initiative by completing and submitting the Support Form for Relevant Stakeholders (other than Primary Care).

5/0

12.3 QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2021/22**EXECUTIVE SUMMARY**

On behalf of Mayor Mackenzie, this report presents the Queensland Audit Office Final Management Report for 2021/22 to Council.

RESOLUTION NO: (QSC064-05-23)

Moved: Cr Lyn Barnes

Seconded: Cr Bruce Paulsen

That pursuant to section 213(3) of the *Local Government Regulation 2012*, Council receive and note the Queensland Audit Office Final Management Report for 2021/22 presented by the Mayor.

5/0

12.4 REVIEW OF THE WILD DOG BARRIER FENCE ANNUAL PAYMENT CALCULATION METHODOLOGY

EXECUTIVE SUMMARY

Correspondence has been received from LGAQ regarding the Review into the Wild Dog Barrier Fence Annual Payment Calculation Methodology, providing an update of the work completed to date. LGAQ are seeking feedback to assist in forming the next stages of this work by 16 June 2023.

RESOLUTION NO: (QSC065-05-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

1. That Council

- (a) Supports option 2 in relation to the future management of the Wild Dog Barrier Fence— Continuation of the current governance arrangements, with increased use of landholder partnerships, where landholders are willing to participate, in replacing sections of the WDBF to improve the efficiency of the maintenance of the WDBF; and
- (b) Supports option 1 in relation to the methodology for calculating Council contributions – To reflect the significance of proximity to the WDBF to the benefit derived from the WDBF by landholders, the proportion of the area of land in each council area that relies on the WDBF be incorporated into the calculation of each council's funding requirement.

5/0

Council adjourned for lunch at 12:00pm and resumed at 1:28pm.

13 FINANCE

13.1 FINANCIAL SERVICES REPORT MONTH ENDING 30 APRIL 2023

EXECUTIVE SUMMARY

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 30 April 2023.

RESOLUTION NO: (QSC066-05-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council receive the Monthly Finance Report for the period ending 30 April 2023.

5/0

13.2 REQUEST FOR ALLOWANCE OF DISCOUNT ASSESSMENT 00845-00000-000**EXECUTIVE SUMMARY**

The purpose of this report is to consider a request to allow the prompt payment discount on assessment 00845-00000-000 and write off any interest that has accrued as a result of the ratepayer missing the due date due to a system failure and administrative error by Council.

RESOLUTION NO: (QSC067-05-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

1. That Council allows the discount on assessment 00845-00000-000 and writes off any interest that has accrued as a result of a Council system failure and administrative error.

5/0

14 GOVERNANCE**14.1 APPLICATION FOR FULL POSTAL VOTE - 2024 LOCAL GOVERNMENT ELECTIONS****EXECUTIVE SUMMARY**

Council has received correspondence from the Electoral Commission of Queensland regarding the upcoming 2024 Local Government Elections. In accordance with S45AA of the Local Government Electoral Act 2011, '*local government may apply to the Minister for a poll to be conducted by postal ballot...for a poll for a quadrennial election—before 1 May in the year preceding the quadrennial election or a later day approved by the Minister.*' This report is for Council to consider an application to the Minister for a postal vote to occur.

RESOLUTION NO: (QSC068-05-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

1. That Council endorse the flying minute issued on 24 April 2023 to apply to the Minister under S45AA of the Local Government Electoral Act 2011 for the 2024 quadrennial election be conducted by way of full postal ballot.

5/0

14.2 REQUEST FOR CONSENT FOR MINING CLAIM WHICH ENCROACHES ON ROAD RESERVE**EXECUTIVE SUMMARY**

The report is to provide Council an opportunity to consider whether Council should give consent to the Mining Lease ML60020 which encroaches on a Road Reserve

RESOLUTION NO: (QSC069-05-23)

Moved: Cr Roger Volz

Seconded: Cr Bruce Paulsen

That Council:

1. Endorse the Mining Lease ML60020 on the condition that the road reserve is removed from the lease area; and
2. Delegate Power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this matter.

5/0

14.3 DELEGATIONS REGISTER

EXECUTIVE SUMMARY

To formally consider and adopt the Delegations Register as required by regulation.

RESOLUTION NO: (QSC070-05-23)

Moved: Cr Lyn Barnes

Seconded: Cr Bruce Paulsen

That, subject to any considerations at this meeting to modify or restrict any identified delegations, Council resolves to:

1. Give the Chief Executive Officer (CEO) and, in accordance with the *Appointment of Acting CEO Policy*, any acting CEO, the delegations listed in the register; and
2. Note those listed sub-delegations to other Council officers designed to improve administrative efficiencies; and
3. Further note that Council can modify the delegations, and at all times, exercise any of the delegated matters in its own right.

5/0

14.4 JAM BILLBOARD PARTNERSHIP REQUEST

EXECUTIVE SUMMARY

Council has been approached by Quilpie Motor Inn about the renewal of a JAM Billboard located on the Warrego Way, east of Roma.

RESOLUTION NO: (QSC071-05-23)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council does not support the JAM Billboard partnership with Quilpie Motor Inn.

5/0

15 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

15.1 Outstanding Rates - Assessments 00581-14000-000, 00649-15000-000 and 00845-03500-000

This matter is considered to be confidential under Section 254J(3) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

15.2 Request for Support - Remote Australia Matters

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

MOTION**RESOLUTION NO: (QSC072-05-23)**

Moved: Cr Jenny Hewson

Seconded: Cr Bruce Paulsen

That Council move into closed session at 2:23pm.

5/0

MOTION**RESOLUTION NO: (QSC073-05-23)**

Moved: Cr Jenny Hewson

Seconded: Cr Bruce Paulsen

That Council move out of closed session at 2:49pm.

5/0

15.1 OUTSTANDING RATES - ASSESSMENTS 00581-14000-000, 00649-15000-000 AND 00845-03500-000**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an update on the concession / payment arrangement applicable to Assessments 00581-14000-000, 00649-15000-000 and 00845-03500-000.

RECOMMENDATION

That Council note the update provided.

15.2 REQUEST FOR SUPPORT - REMOTE AUSTRALIA MATTERS

EXECUTIVE SUMMARY

This purpose of this report is for Council to give consideration to supporting a conference to be held in Charleville in September 2023 to support the development of primary health care options/solutions to meet their community's needs.

RESOLUTION NO: (QSC074-05-23)

Moved: Cr Roger Volz

Seconded: Cr Lyn Barnes

1. That Council support the request from Remote Australia Matters to provide in kind support through managing the registration function of the event.

5/0

16 LATE ITEMS

16.1 QUILPIE MEDICAL SERVICES - FUTURE SERVICE DELIVERY MODEL

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a summary of actions and progress to date in regard to Quilpie Doctor Services and future models of service delivery to the community and to request further direction to assist in achieving Council's objectives in regard to Healthcare / Doctor Services in Quilpie.

RESOLUTION NO: (QSC075-05-23)

Moved: Cr Roger Volz

Seconded: Cr Bruce Paulsen

1. That Council supports the prioritisation of the option of a permanent roster of doctors who have indicated interest in working in Quilpie on a two-week rotation and continues to advocate for a full-time doctor to work and live in Quilpie by providing support to South West Hospital and Health Service where appropriate and supports the Quilpie Community Advisory Network Chair to lead this process in collaboration with SWHHS.

5/0

17 GENERAL BUSINESS

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

- Cr Volz brought up Hell Hole Gorge access, with four cars a day going there. Council have contacted the Department of Parks and Wildlife for a meeting regarding the levels of service for the National Park. Council will continue to pursue a future meeting.
- Cr Volz queried the Toompine sign still not working, Council's engineering department will arrange an electrician to check. A question was also raised around the usage of the sign to promote future events.
- Cr Volz raised concerns around the wash down bay need for a slope into the drain to allow trayback utes and body trucks to clean down more effectively. Council to give consideration as part of 2023/2024 budget.

- Cr Volz queried Council's Motor Vehicle Policy, in particular the storage of vehicles and securing of portable and attractive items in the trays of vehicle. CEO advised that this policy is on the register to review.
- Cr Volz queried the progress of the Common Policy, this is still under review by DCCS and will be tabled to Council once completed.
- Cr Paulsen mentioned that doggy bags on bins are ripping in half when pulled out. DES will investigate.
- Cr Paulsen queried the cancellation of the youth program at the Library. DCCS advised that activities for the next 2 weeks have been cancelled due to the Officer running the program being on leave during this time.
- Cr Paulsen queried Council's Local Preference Policy. CEO advised that this Policy is still current and will be reviewed in the future. Staff have recently undertaken 3 days of procurement training and with the introduction of a dedicated Procurement Officer, practices are being reviewed and updated. This includes the updated Councils' Credit Card Policy for authorised staff to purchase directly from local stores.
- Cr Barnes raised concerns over the State Pathway to Treaty – push to veto mines – no call for consultation with local authorities. Council to seek further clarification how this may impact Quilpie Shire.
- Cr Barnes queried the progress of water charges review, CEO advised that this is still under review and the MFA expects this back by the end of May.
- Cr Barnes noted the Federal Budget announced the extension of the RAUP program, CEO advised that when guidelines have been released suggested airport upgrades throughout the Shire will be assessed.
- Cr Barnes queried if the announcement for flood warning funding would be extended to weather radars. CEO advised that at present it was unclear, it would be unlikely however further clarification would be sought.
- Cr Barnes queried if the funding announcement of the Bridge Renewal Program could be used for the replacement of South Comongin. CEO advised that when guidelines have been released an assessment can be made on the eligibility.
- Cr Barnes noted how well Baldy Top presents at night time with the 2 solar lights currently installed. Current estimated to continue with solar lights to light up the entirety of Baldy Top would be \$30,000. This will be provided as a budget consideration item.
- Cr Barnes suggested that Quilpie Shire extend an invitation to King Charles and Queen Camilla to visit the Shire on their Australian Tour, as Quilpie was one of very few regional areas to celebrate the King's Coronation.
- Cr Barnes raised the importance for Council to undertake an emissions study on the Shire to assess the true emissions generated and identify potential projects that can be undertaken to reduce emissions and earn Australian Carbon Credit Units (ACCUs). CEO advised that this is also being investigated on a regional level through the SWQROC.
- Cr Mackenzie raised about the release of the Community Child Care Fund, DCCS to investigate this further.
- Cr Mackenzie queried the progress of the Industrial subdivision. CEO advised that 5 blocks have sold in the past 6 months, 1 block remains under contract and 1 block is being retained by Council for storage of bulk material. Council to give consideration to potentially extending the industrial subdivision in the future.
- CEO advised that Council have commenced reviewing the proposed Rural Residential estate, due to the time that has lapsed the original Development Applications have expired and need to be reviewed and re-adopted.

18 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Tuesday 20 June 2023 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 09:30am.

There being no further business the Mayor declared the meeting closed at 4:21pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on the Tuesday, 16 May 2023.

Submitted to the Ordinary Meeting of Council held on Tuesday, 20 June 2023.

Cr Stuart Mackenzie

Mayor of Quilpie Shire Council

Date

Unconfirmed

6.2 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 30 MAY 2023**IX: 237902****Author: Wanda Loveday, Executive Assistant****Attachments: 1. Minutes of the Special Council Meeting held on 30 May 2023**

RECOMMENDATION

1. That the Minutes of the Special Council Meeting held on 30 May 2023 be received and the recommendations therein be adopted.



Special Meeting of Council

MINUTES

Tuesday 30 May 2023

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



**MINUTES OF QUILPIE SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON TUESDAY, 30 MAY 2023 AT 08:30AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 8:39am.

2 ATTENDANCE

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

In Attendance: Mr Justin Hancock (Chief Executive Officer), Mr Peter See (Director Engineering Services) and Wanda Loveday (Secretariat)

3 APOLOGIES

Nil

4 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 next Council meeting.

Nil

5 ENGINEERING SERVICES**5.1 SOUTH WEST QUEENSLAND WATER AND SEWERAGE ALLIANCE TENDER FOR SWQWSA 230035.10 RESERVOIR INSPECTION & ASSESSMENT****EXECUTIVE SUMMARY**

Quilpie Shire Council acts as the Chair of the Southwest Queensland Water and Sewerage Alliance (SWQWSA) and acts as the Group's banker and administrative centre. The Mayor Chairs the Elected members and the Director of Engineering Services chairs the Technical Group.

The SWQWSA was successful in obtaining a Grant to assess and prioritise future water and sewerage projects across the area of the Alliance made up of the six Councils. Initial data collection has been carried out by GBA Engineers. The next step is to carry out asset condition assessments. Tenders were called by GBA Engineers, and an analysis of the tenders has been carried out. This report recommends the award of the contract.

RESOLUTION NO: (QSC076-05-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Lyn Barnes

That Council:

- 1) Accept the report on behalf of the SWQWSA: and

-
- 2) Award the tender SWQWSA 230035.10 Reservoir Inspection & Assessment to **Waters Marine Pty Ltd** for a total amount of \$105,500.00 excluding GST.

5/0

5.2 SOUTH WEST QUEENSLAND WATER AND SEWERAGE ALLIANCE TENDER FOR SWQWSA 230035.12 SEWER PUMP STATION INSPECTION & ASSESSMENT

EXECUTIVE SUMMARY

Quilpie Shire Council acts as the Chair of the Southwest Queensland Water and Sewerage Alliance (SWQWSA) and acts as the Group's banker and administrative centre. The Mayor chairs the Elected Members and the Director of Engineering Services chairs the Technical Group.

The SWQWSA was successful in obtaining a Grant to assess and prioritise future water and sewerage projects across the area of the Alliance made up of the six Councils. Initial data collection has been carried out by GBA Engineers. The next step is to carry out asset condition assessments. Tenders were called by GBA Engineers, and an analysis of the tenders has been carried out. This report recommends the award of the contract.

RESOLUTION NO: (QSC077-05-23)

Moved: Cr Roger Volz

Seconded: Cr Jenny Hewson

That Council:

- 1) Accept the report on behalf of the SWQWSA; and
- 2) Award tender SWQWSA 230035.12 Sewer Pump Station Inspection & Assessment to **Insight Asset Services Pty Ltd** for a total amount of \$55,000.00 excluding GST.

5/0

5.3 SOUTH WEST QUEENSLAND WATER AND SEWERAGE ALLIANCE TENDER FOR SWQWSA 230035.7 DRINKING WATER TESTING & ASSESSMENT OF WATER QUALITY

EXECUTIVE SUMMARY

Quilpie Shire Council acts as the Chair of the Southwest Queensland Water and Sewerage Alliance (SWQWSA) and acts as the Group's banker and administrative centre. The Mayor chairs the Elected Members and the Director of Engineering Services chairs the Technical Group.

The SWQWSA was successful in obtaining a Grant to assess and prioritise future water and sewerage projects across the area of the Alliance made up of the six Councils. Initial data collection has been carried out by GBA Engineers. The next step is to carry out asset condition assessments. Tenders were called by GBA Engineers, and an analysis of the tenders has been carried out. This report recommends the award of the contract.

RESOLUTION NO: (QSC078-05-23)

Moved: Cr Lyn Barnes

Seconded: Cr Bruce Paulsen

That Council:

- 1) accept the report on behalf of the SWQWSA; and
- 2) award tender SWQWSA 230035.7 - Drinking Water Testing & Assessment of Water Quality to **MJM Environmental Pty Ltd** for a total amount of \$73,250.00 excluding GST.

5/0

5.4 SOUTH WEST QUEENSLAND WATER AND SEWERAGE ALLIANCE TENDER FOR SWQWSA 230035.8 SEWAGE TREATMENT PLANT INSPECTION & ASSESSMENT

EXECUTIVE SUMMARY

Quilpie Shire Council acts as the Chair of the Southwest Queensland Water and Sewerage Alliance (SWQWSA) and acts as the Group's banker and administrative centre. The Mayor chairs the Elected Members and the Director of Engineering Services chairs the Technical Group.

The SWQWSA was successful in obtaining a Grant to assess and prioritise future water and sewerage projects across the area of the Alliance made up of the six Councils. Initial data collection has been carried out by GBA Engineers. The next step is to carry out asset condition assessments. Tenders were called by GBA Engineers, and an analysis of the tenders has been carried out. This report recommends the award of the contract.

RESOLUTION NO: (QSC079-05-23)

Moved: Cr Roger Volz

Seconded: Cr Jenny Hewson

That Council:

- 1) accept the report on behalf of the SWQWSA; and
- 2) award tender SWQWSA 230035.8 Sewage Treatment Plant Inspection & Assessment to **MJM Environmental Pty Ltd** for a total amount of \$36,590.00 excluding GST.

5/0

5.5 RFT02 22-23 CONSTRUCTION OF THE TOOMPINE ARTESIAN BORE

EXECUTIVE SUMMARY

Council has received a grant from the Department of State Development, Infrastructure, Local Government and Planning to install an artesian bore and associated works at Toompine. This will replace an existing nearby bore. Tenders have been called by Council and closed on 5 May 2023. This report makes a recommendation to award the tender.

RESOLUTION NO: (QSC080-05-23)

Moved: Cr Jenny Hewson

Seconded: Cr Lyn Barnes

That Council:

- a) Award RFT02 22-23 Construction of Toompine Artesian Bore to **Drill Engineering & Pastoral Co. PTY. LTD** for an amount of \$465,553.55 excluding GST: and

-
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

5/0

6 GOVERNANCE

6.1 DESIGNATED AREA MIGRATION AGREEMENT - DARLING DOWNS AND SOUTH WEST QUEENSLAND

EXECUTIVE SUMMARY

This report is for Council to consider supporting Regional Development Australia to engage a Migration Consultant to progress a Designated Area Migration Agreement Business Case for the Darling Downs and South West Queensland region.

RESOLUTION NO: (QSC081-05-23)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

1. That Council:

- (a) Support the engagement of a Migration Consultant to progress a Designated Area Migration Agreement Business Case for the Darling Downs and South West Queensland region;
- (b) Financially contribute up to \$2,060.06 towards the project; and
- (c) Delegate authority to the Mayor and/ or CEO to notify Regional Development Australia - Darling Downs and South West of this decision on 9 June 2023 in St George at the Darling Downs and South West Queensland Council of Mayors meeting.

5/0

7 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

7.1 Outback Car Hire Proposal – The Tourism Group

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

7.2 2022/23 Budget Review

This matter is considered to be confidential under Section 254J(3) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

MOTION

RESOLUTION NO: (QSC082-05-23)

Moved: Cr Roger Volz

Seconded: Cr Bruce Paulsen

That Council move into closed session at 9:21am.

5/0

MOTION

RESOLUTION NO: (QSC083-05-23)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

That Council move out of closed session at 9:58am.

5/0

7.1 OUTBACK CAR HIRE PROPOSAL – THE TOURISM GROUP**EXECUTIVE SUMMARY**

This report tables a proposal from The Tourism Group (TTG) for the Quilpie Shire Council to consider partnering with the group and two other Councils – Balonne and Paroo – in the South West Region to create a regional car hire service.

RESOLUTION NO: (QSC084-05-23)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

1. That Council:

- (a) receive and note the report regarding the Outback Car Rental Scheme and the proposed contractual arrangements with The Tourism Group; and
- (b) participate in a three-year trial of the Outback Car Hire Service proposed by The Tourism Group, subject to an annual review; and
- (c) in conjunction with Balonne Shire Council and Paroo Shire Council, authorise the CEO to:
 - (i) Make a submission to the Minister for State Development, Infrastructure, Local Government and Planning to grant an exemption to the Participating Councils from complying with the procedures under section 227 of the Local Government Regulation 2012; and
 - (ii) Make a submission to the Australian Competition and Consumer Commission seeking approval for the Participating Councils to engage in a collective bargaining activity in accordance with the Competition and Consumer Act 2010.
- (d) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract.

5/0

7.2 2022/23 BUDGET REVIEW

EXECUTIVE SUMMARY

In accordance with S170 (3) of the *Local Government Regulation 2012*, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

RESOLUTION NO: (QSC085-05-23)

Moved: Cr Jenny Hewson

Seconded: Cr Roger Volz

That Council:

1. Note that the budget has been prepared on an accrual basis and is consistent with the Corporate Plan and annual Operational Plan.
2. Approve the 2022/23 budget amendments (operational and capital) which are outlined in the report.
3. Approve the revised financial statements for the 2022/23 budget amendments and the following report attachments:
 - (a) Revised Budget Financial Statements (Financial Position, Cash Flow, Income and Expenditure and Changes in Equity) - 2022/23 & the next two years
 - (b) Revised Long Term Financial Forecast - 2022/23 & the next nine financial years
 - (c) Revised Measures of Financial Sustainability for 2022/23 and the next nine financial years (Ratios)
 - (d) Revenue Policy 2022/23
 - (e) Revenue Statement 2022/23
 - (f) Revised Total Value of Change in Rates and Charges
4. Include the May Budget Review 2022/23 document on Council's website.

5/0

8 LATE ITEMS

9 GENERAL BUSINESS

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

There being no further business the Mayor declared the meeting closed at 9:59am.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Special Meeting held on the Tuesday, 30 May 2023.

Submitted to the Council Meeting held on Tuesday, 20 June 2023.

Cr Stuart Mackenzie

Mayor of Quilpie Shire Council

Date

Unconfirmed

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 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES MAY 2023

IX: 237437

Author: Peter See, Director Engineering Services

Attachments: 1. Monthly Flood Damage Report Proterra Group

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report is about works carried by Engineering Services during May 2023.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

General

- The Director attended the Strategic meeting of the Southwest Queensland Water Alliance in Cunnamulla as the Technical Group Chairman.

Roads

RMPC

- Pavement repairs were carried out on the Quilpie-Adavale Red Road at various locations using a hired stabiliser machine.
- Guideposts and signs have been maintained on the Cooper Developmental Road and on the Diamantina Developmental Road northwest of the Cooper Developmental Road intersection.
- All RMPC funds have been spent.

Other TMR Works

- The Grey Range widening project was delayed due to a higher requirement on paperwork set by TMR than previously experienced with prior contracts.
- Preliminary design works are being carried out for the next Quilpie-Adavale Red Road Project.
- Three grids were removed from the Quilpie-Thargomindah Road in the Orinya Area.

Flood Damage Works TMR

- Flood damage pavement repairs were carried out on the Diamantina Developmental Road west of Quilpie at the 3 Mile, Tebin Road Intersection, and at Woorbil Creek. These areas are to be bitumen sealed around 16 June 2023.
- Shoulder reinstatements were done on the Quilpie-Thargomindah Road south of Toompine.

Flood Damage Works Shire Roads

- Please find attached the Proterra Group monthly report.

Concrete and Structures

- The disability concrete pathway at the Eromanga Natural History Museum linking the buildings together is complete other than some handrails to install.
- Concrete works under the foundation concretion rock at the ENHM are underway. This work is part in-situ and part pre-cast in construction.
- The grid for the Quilpie Town Grid is being replaced as the previous steelwork has collapsed.

Council Buildings and Facilities

- Renovations at unit 5 and unit 11 at Gyrica Gardens are nearing completion.
- The house at 66 Pegler is complete other than paint and shed. We have been waiting for six months for a painter.
- The new houses at Boobook Place and Dukamurra Street have been installed and have been handed over to Council. Erection of fencing and garages, as well as the establishment of gardens is yet to be carried out.

Waste

- Waste had to be transported from Eromanga to Quilpie due to the pit overflowing. There are large amounts of waste being dumped at Eromanga. A camera will be installed to determine the source.
- An audit of domestic bins in Quilpie has again been carried out to check for rating purposes.

Water and Sewerage

- The gang continues to be short staffed with only two staff. This has led to a few days on multiple occasions where Council has not had any staff due to leave requirements.
- Connection of water and sewerage for the new houses is underway.
- A prestart meeting for the Toompine Bore construction will take place on 6 June 2023. Earthworks for the site have commenced.

Plant and Workshops

- A considerable amount of plant has been delivered including a prime mover, backhoe, two rollers, a grader, three fuel tankers, and two utilities.
- A utility delivered is defective and is being returned to the dealer. The new workshop truck is also defective and is being returned.
- One staff member is relieving as Supervisor in Town Services.
- A replaced plant on-line auction will be carried out soon to dispose of all the replaced plant that was not traded in. Please see a separate report on this.

Town Services

- Staff assisted with the King's Coronation event, and with the Opera performance. Both events were held at Baldy Top.
- Work is underway to remove some turf sections of the Brolga Street Median strip between Chulungra and Gyrica Street intersections.
- The tree line at Bulloo Park and Galah Street is complete. Edging remains to be done.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

Works are carried out in accordance with the budget.

Risk Management Implications

Nil.



**MONTHLY PROJECT REPORT
JUNE 2023**

**QUILPIE SHIRE COUNCIL
DRFA – FLOOD RESTORATION PROJECTS**


MARCH 2021 EVENT

JANUARY 2022 EVENT

SEPTEMBER 2022 EVENT

COOMA ROAD BETTERMENT PROJECT-Complete

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023****AMENDMENT, DISTRIBUTION and APPROVAL**

ISSUE	AUTHOR	REVIEWER	APPROVED FOR ISSUE		
			NAME	SIGNATURE	DATE
1	Nicole Wuehrl	Cameron Mocke	Cameron Mocke		25/5/23

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**QSC – DFRA MONTHLY PROJECT REPORT****May 2023****TABLE OF CONTENTS**

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**QSC – DFRA MONTHLY PROJECT REPORT****May 2023****CONTRACT SUMMARY**

Contract Number	RFQL06 22-23
Principal Representative's Delegate	PROTERRA GROUP
Project Manager	Cameron Mocke
Target Date for Practical Completion of 2022 September event works	20 December 2024

FINANCIAL STATEMENT

Description	Status	Percentage Completed
Approved Submissions QSC.0007.1920-QSC.0023.1920	Approved	100%
Approved Submissions QSC.0027.2021L-100% complete. QSC.0028.2021L, QSC.0030.2021L, QSC.0031.2021L, QSC.0032.2021L, QSC.0029.2021L-Includes Betterment submission.	Approved	95%
2022 event works Submissions		
QSC.0036.2122F, QSC.0037.2122F, QSC.0039.2122F and QSC.0040.2122F.	Approved	70%
Betterment Works- Old Charleville Road	Approved	100%
2022-September event works Submissions		
QSC.0042.2223C,	Approved	5%
QSC.0043.2223C.	Approved	5%
QSC.0046/QSC.0047/QSC.0048/QSC.0049.2223C.REC	Awaiting approval	

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023**

Event date	Percent Complete	Estimated Final Cost
26-February-2020	100%	\$16,720,732.34
31-March-2021	99%	\$11,785,018.67
04-February-2022	41%	\$9,841,567.19
15-September-2022	5%	\$18,000,000.00

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023****FINANCIAL DISCUSSION**

All funds for submissions approved by QRA have had the required upfront funds transferred to QSC. We lodged several submissions for part payment in December and have received that funding.

VARIATIONS / SCOPE CHANGES**2021 REPA Works**

No variations have been issued for 2021 REPA works.

2022 REPA Works

No variations have been issued.

PROGRAM

The supervised crew consisting of equipment hired from Longplains Contracting and on occasion other local contractors have completed works on Humeburn Road.

APV Contracting have completed their works on Pkg A, B and Pkg E.

Tolbra Earthmoving have completed the works on Cheepie Adavale Road.

SL & SA Travers have completed works on their Package D.

The heavy rainfall that took place mid-September 2022 has been declared as an event by QRA, with Proterra Group being awarded the delivery of these restoration works by QSC. Proterra Group have assessed the damage and have submitted six submissions to QRA for assessment. The first two have been assessed and approval has been given, the next four have been lodged and approval should be given in June 2023.

The first submission lodged which covers the following roads, Tobermory, Ingeberry, Mulliana and Bowallie-Tobermory Roads. This tender has been awarded to APV Contracting.

The second submission covers roads around the Eromanga township. Boondook, Congie, Corowa, Earlstoun, Kyabra, Mt Howitt, Pinkilla, Ray, Raymore, Wallyah and Warrabin Roads. The tender covering the preparation of this material has been awarded to APV Contracting, APV have commenced with the preparation of the material.

The tender for REPA works on Trinidad Road- RFQL 017 22 – 23 Flood Restoration Works has been awarded to APV Contracting after they had supplied a very comprehensive set of tender documents as well as pricing to match the works. APV have commenced and are slightly behind target due to localized rain, however they should complete works on time.

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023****PROCUREMENT****6.1 UPCOMING TENDERS**

- Tenders have been received for the gravel screening of 50,000m³ of material for the 2022 works, this tender was awarded to APV Contracting.
- Tenders have been received for the gravel screening of 30,000m³ of material for the 2022 September works for the Eromanga Roads package, this tender was awarded to APV Contracting.
- Tenders have been received for the preparation of 35000m³ of material for the Tobermory Roads Package, APV Contracting have been awarded this work.
- Once approval is given for the rest of the works under the September 2022 works a tender will be issued for the preparation of that material.
- Pkg F- Which covers Napoleon, Wareo and Duck Creek Roads has been forwarded to council for evaluation, this work was awarded to Tolbra Earthmoving, who have declined the package as they did not interpret the contract documents correctly. An Extension of Time has been sought from QRA due to the contractor not starting works.
- Pkg G-Closed 6th December 2022. This package was issued to SC & KG Bowen and covers Old Thargomindah and Kiandra Roads. However, this contract was subsequently handed back by the Contractor. QSC will re-evaluate this package.
- RFQL 016 22 - 23 Flood Restoration Works 2022 Package T-(Tobermory Roads Package), this contract was awarded to APV Contracting.
- Further quotes will be issued via Vendor Panel once preparations and approvals have been received.

6.2 TENDERS/QUOTES AWARDED-2022 and 2022 September WORKS

Tender	Contractor	Value	GST	Total
RFQ 02 22-23 Flood Restoration Works Pkg A-(Keeroongooloo, Regleigh and Springfield Roads)	APV Contracting	\$750,271.91	\$75,027.19	\$825,299.10
RFQ 06 22-23 Flood Restoration Works Pkg B-(Pinkenetta and Giberoo Roads)	APV Contracting	\$345,807.47	\$34,580.75	\$380,388.22

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023**

RFQ 016 22-23 Flood Restoration Works 2022 Pkg C- (Cheepie Adavale Road)	Tolbra Earthmovers and Haulage	\$1,057,496.87	\$105,749.59	\$1,163,245.46
RFQL 08 22 - 23 Flood Restoration Works 2022 Package F- (Wareo, Duck Creek and Napoleon Roads)	Tolbra Earthmovers and Haulage	\$320,939.55	\$32,093.96	\$353,033.51
RFQL 04 22-23 Flood Restoration Works 2022 Pkg D- (Old Charleville Road)	SA & SL Travers	\$1,110,981.28	\$111,098.13	\$1,222,079.41
RFQ 07 22-23 Flood Restoration Works 2022 Pkg E-(Big Creek Road)	APV Contracting	\$626,170.00	\$62,617.00	\$688,787.00
RFQL 09 Flood Restoration Works 2022 Pkg G- (Old Thargo and Kiandra Roads)	SC & KG Bowen	\$797,189.14	\$79,718.91	\$876,908.05
RFQL 016 22 - 23 Flood Restoration Works 2022 Package --(Tobermory Road Package)- Screening	APV Contracting	\$494,310.00	49,310.00	\$543,741.00
RFQL 015 22-23 Screening-Eromanga Pkg	APV Contracting	\$461,769.60	\$46,176.96	\$507,946.56
RFQL 017 22 - 23 Flood Restoration Works 2022 Trinidad Road Package	APV Contracting	\$1,615,500.85	\$161,550.09	\$1,777,050.94

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023****6.3 GRAVEL SCREENING**

The gravel screening for the 2022 September Works on Tobermory Roads Pkg has been completed with both screening plants moving to the Eromanga area.

WATER ISSUES

Construction water is becoming an issue; however, all contracts allow for the hauling of construction water from the various town bores where available.

QRA

The QRA are planning a visit to council at the end of March 2023.

PHOTOS

Complimentary works funded by QSC where roadsides are cleared in preparation of upcoming roadworks.

Photo on left shows trees/shrubbery close to road, photo on right shows area cleared.

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023**

Preperation of material - for Trinidad Road package.

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023**

Typical equipment-Grader used by road crews during the reconstruction of flood works in the shire.

**QSC – DFRA MONTHLY PROJECT REPORT****May 2023**

Typical equipment-Water tanker used by road crews during the reconstruction of flood works in the shire.

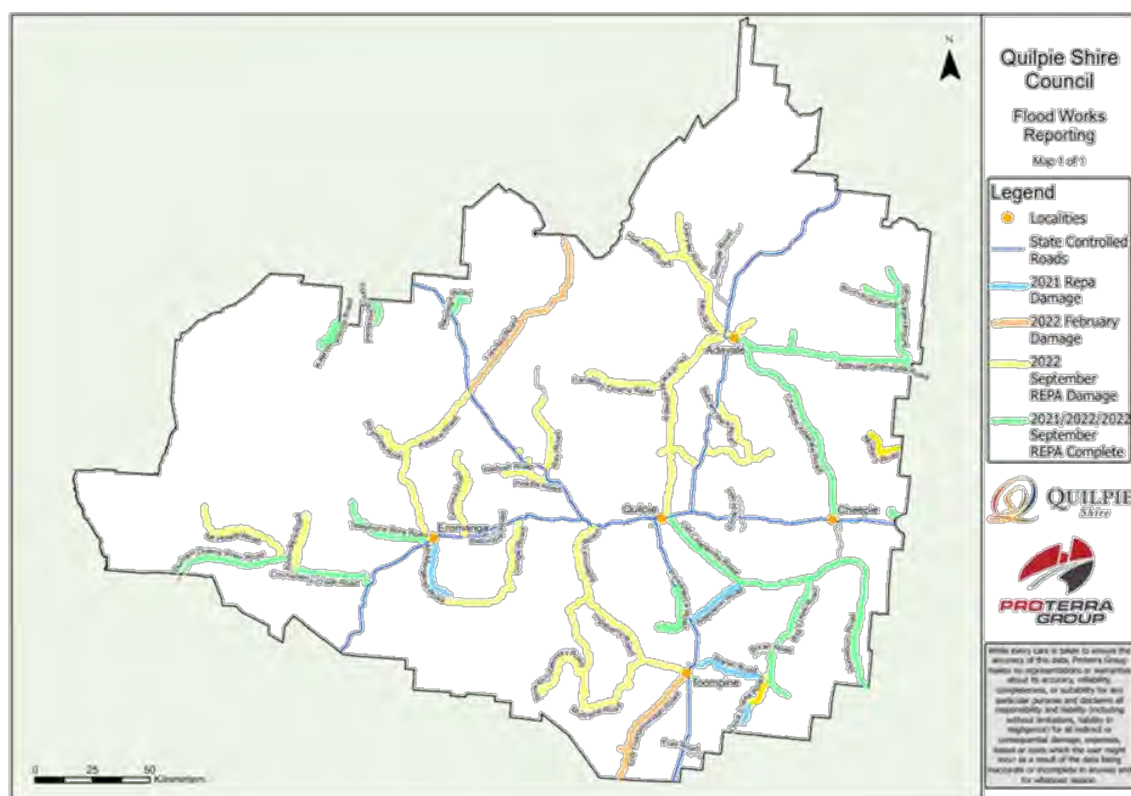


Typical equipment-Double Side Tipper used by road crews during the reconstruction of flood works in the shire to transport gravel from pits to site.



QSC – DFRA MONTHLY PROJECT REPORT

May 2023



APPENDIX A – 2021/2022/2022 SEPTEMBER REPA WORKS MAP

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

IX: 238009

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 Coordinator's portfolio.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Wild Dog Scalps Presented to Council 01-07-2022 to 31-05-2023

<u>Property</u>	<u>No of Scalps</u>			<u>Amount of Payment</u>
	Male	Female	Pups	
Armoobilla	3	2	-	250.00
Wyapra	37	7	6	2500.00
Varna	2	3	-	250.00
Sherwood Park	20	13	-	1650.00
Ray	5	5	2	600.00
Boran / Wareo	3	3	-	300.00
Burkobulla	4	1	-	250.00
Boothulla	8	5	-	650.00
Total	82	39	8	6450.00

Wild Dog Scalps - 5 Year Comparative Data

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023 (to date)
Male	233	200	51	42	82
Female	179	106	44	17	39
Pups	41	47	4	8	8
Total	453	353	99	67	129

Wild Dog Baiting Program

The Wild Dog Baiting Program (1) is nearing completion with Congie airstrip still to be completed. Keeroongooloo and Raymore will hand out bait.

A total of 21T of meat has been used to date, a further 2T will be used to complete the program. All reports to date indicate that the Baiting Program has been effective.

All pig baits have been utilised. Reports received indicate that feral pig numbers are increasing dramatically.

Quotation documents are currently being prepared to re-stock the freezer with dog bait and pig bait in readiness for the next Baiting Program in September.

Trapping

Traps are currently set at Nerrigundah, Canaway Downs, Possamunga and Maybe.

- Two dogs have been trapped on Possamunga;
- Three dogs have been trapped on Nerrigundah;
- Two dogs have been trapped on Canaway Downs.

Local Laws

One complaint was received in regard to a dog attack in Eromanga.

One complaint was received in regard to barking dogs in Quilpie.

Three residents have been spoken to regarding adhering to Council's Local Laws.

Commons and Reserves

Reserve	Condition	Notes
Quilpie Common	Good	Common Muster - 12/13 May. 257 cattle are recorded as current and 45 cattle were sold. There are currently 20 permit holders with cattle on the Common.
Eromanga Common	Good	Currently one permit holder with cattle on common.
Adavale Common	Good	Common Muster – 6/7 May. 50 cattle were sold. Awaiting number of cattle returned to the Common Currently 7 permit holders with cattle on the common.
Warrabin Lane	Good	-
Dillon's Well	Good	Agistment granted (3 months) – has not commenced to date. Waiting for parts for solar pump.

Pest Weed Management

Pest weed management spraying was undertaken on the Quilpie Common, Quilpie storm drains and rubbish dump.

TMR pest weed management was also carried out on Quilpie – Adavale Road (Red Road).

General

Burnt off bull rushes that had been poisoned.

Quotes invited for Supply and Delivery of baiting meat.

Quotes invited for the Supply of 1080.

Reviewed the LGAQ / Synergy Wild Dog Barrier Fence Review with DCCS.

CONSULTATION (Internal/External)

Director Corporate & Community Services

Council Staff

Landholders

Community members / animal owners

LEGAL IMPLICATIONS

Quilpie Shire Council Local Laws

Animal Management act 2008

Biosecurity Act 2014

FINANCIAL AND REVENUE IMPLICATIONS

NA

RISK MANAGEMENT IMPLICATIONS

Program operated in accordance with Quilpie Shire Council Risk Management Policy

10.2.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORT

IX: 238028

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 and Community Services portfolio.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Get Ready Queensland 2023/2024

Advice has been received that the Council has been successful in receiving an allocation as part of the 2023-24 Get Ready Queensland program. Get Ready Queensland is an all-hazards, grants-based resilience building initiative that aims to position Queensland as the most disaster resilient state in Australia.

The 2023-24 Get Ready Queensland program will be administered by QRA, and the funding allocation for QSC.0050.2324A.GQR is \$6,780 (excluding GST). Grant allocations are the same as the 2022-23 allocations. In previous years, this funding has been utilised to design and produce "Get Ready" Calendars and "Get Ready" awareness merchandise distributed to the community. The intent will be to utilise the 2023-2024 funding for a similar project.

SWQROC Disaster Management Committee Meeting

A SWQROC Disaster Management Committee will be convened on **Tuesday 20th June from 9:00am – 10:30am** via TEAMS.

This date has been chosen based on the need to contribute input to the Federal Review into Natural Disaster Funding arrangements – with submissions to this Review closing on July 14th.

Queensland Mental Health Week Community Events Program

Mental Health Week takes place 7th – 15th October 2023. A funding application has been submitted to the Queensland Mental Health Week Community Events Program to assist with activities being delivered in the community during this week. This year we have branded this important week in our community - "Mind Your Mind". which will include:

- Community morning tea and unveiling of our Unwind the Wire sculptures (Ballerinas & Brolgas)
- Plant & Seed Swap, coffee and conversation outdoor morning tea.
- QSC Library's First Five Program - Meet the Seniors.
- Mindfulness and relaxation sessions.
- Collaborative Community Project (currently being planned with Kylee Smith)

Youth Mental Health First Aid Training

TRAC will be conducting a Youth Mental Health First Aid Training Workshop in our community during July. This is a course that equips adults who teach, care for and support young people with the skills and confidence needed to recognise and respond to a young person experiencing a mental health problem or crisis.

NAIDOC Week

A meeting of the NAIDOC Week Planning Committee took place on Wednesday 7 June. Nine people attended the meeting, three apologies were received. Attendees: Megan McFadzean, Lisa Hamlyn, Toni Bonsey, Dom Wells, Ruby Andrews, Jocelyn Wallace, Kara Marsh, Sarah Taylor, Emma Wilson. The meeting was very productive and the group is working towards delivering a successful and inclusive program for NAIDOC Week 2023. Meeting outcomes included:

- 2023 South-West Qld Indigenous Exhibition being held at Quilpie Shire Gallery 2 July – 13 August. Megan McFadzean advised that a flyer had been distributed inviting all South-West Qld based Indigenous artists to be a part of the 2023 South-West Indigenous Exhibition and provided an overview of the opening program for the official opening on Sunday 2 July 2023.
- NAIDOC Week will be celebrated in the Quilpie Shire Community 21st – 25th August 2023.

The change of date will allow the school students and Shire community to participate and celebrate the activities planned for the week.

Deadly Choices / Bond University Netball Clinic South West Tour

Due to the great success of clinics held in the region previously and positive feedback received from parents and participants, Deadly Choices and Bond University will be teaming up to deliver similar Netball Clinics within the region during September School holidays.

Bond University will provide mentors, players and coaches, who will travel throughout the southwest with the Deadly Choices Team to Cunnamulla, Quilpie and Charleville. The Quilpie Clinic will be held on the morning of Wednesday 27th September 2023.

Breast Screen Queensland

Breast Screen Bus Queensland will be visiting Quilpie 19th – 21st June 2023.

Australian Government Mobile Service Centre

The Australian Government Mobile Service Centre Desert Rose will be visiting Quilpie on 1st and 2nd August 2023 and will be located at the front of the Council Administration Office.

Australian Government Mobile Service Centres travel to rural and regional communities to provide community members with information and access to government services. They provide personalised face-to-face servicing to individuals and families who may not have easy access to a Services Australia office.

Staff from Services Australia travel with the Mobile Service Centres and can help the community with Centrelink and Medicare payments and services. Information about Department of Veterans' Affairs programs and support services for veterans and their families is also available.

Red Ridge

Red Ridge will be holding a Hand Painted Silk Scarf Workshop on Saturday 17 June 2023 at Gyrica Gardens Multi-Purpose Centre.

Under 8's Day

Under 8's Day will be celebrated in Quilpie on 15 June 2023. The theme for 2023 is "Community" - program activities will be held at Mural Park, lawned area of Visitor Information Centre, front of the Council Administration Building and the Library. Parks and Gardens staff will participate in a session with children planting seeds in mini pots.

Bulloo Park User Group

Following the Bulloo Park User Group Meeting held in April, I have received responses from Quilpie Polocrosse, Quilpie Diggers Race Club and Quilpie & District Show in regard to their wish list and priorities for the future of Bulloo Park. The responses will be collated and distributed to Council and the User Group.

CONSULTATION (Internal/External)

Chief Executive Officer

Council Staff

Community

Various State / Federal Government Departments

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

10.2.3 NDIS COORDINATOR STATUS REPORT

IX: 238055
Author: Christine 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

NIL

OPERATIONAL UPDATE

General

Quilpie Shire presently has 30 NDIS Participants and 6 people waiting on access to the Program. Across the 30 participants their budgets are fair and reasonable for their current needs. Participants have been able to increase usage of their plans/ budgets dramatically due to regular visits by Allied Health Services, Support Workers being utilized as required and the purchase of aides to assist Participants inside and outside the home e.g., beds, walkers, mobility scooters and home modifications. All of these things assist participants to live independently and socialize outside the home, providing choice and control.

Amos Saggars (Social Worker) has commenced delivering a Capacity Building Program in Quilpie every fortnight with teenagers and young adults. His focus areas are socialization and personal goals. This Program has been well received and Amos is very popular with the young people involved.

Maryanne Schmidt has also commenced traveling to Quilpie Shire. Maryanne has a background in teaching and is using Music Therapy and Art Therapy with some of the younger NDIS participants.

Vital Health has recruited a new Physiotherapist, Keegan Simpson.

The Community Resource Unit annual visit occurred in May. Four families engaged with the CRU to discuss inclusive education and employment options. The CRU visits are always well received. I attended the SWHHS Primary Care Pilot Workshop in May. Caboolture and Redcliffe, along with the SWHHS, were given \$16 million last year to develop pathways to address the shortfall in treating chronic health issues and the long wait times in seeing GP's and how best this could be addressed and streamlined. The workshop was a gathering of ideas from across the district. The main topic was that it must suit each town with medical services and there needs to be a sharing of information between the medical services in each town, which is a problem in most places including Quilpie and is most certainly to blame for some clients "falling through the cracks". The Project team is currently collating all ideas from the meeting. There will be a follow-up meeting on the 12th of June.

Statistics

NDIS Client Meetings	NDIS Provider Assistance Meetings	Agency Meetings
86	22	5

Current Issues

Educating GP's on NDIS Paperwork.

Correspondence / Newsletters

NDIS E Newsletter

CRU Newsletter

Endeavor E Newsletter

CONSULTATION (Internal/External)

Director of Corporate and Community Services

Stakeholders

Participants

LEGAL IMPLICATIONS

NA

FINANCIAL AND REVENUE IMPLICATIONS

NA

RISK MANAGEMENT IMPLICATIONS

Quilpie Shire Council Risk Management Policy

OPERATIONAL STATUS REPORTS

FINANCIAL SERVICES STATUS REPORT - MAY 2023

ORDINARY COUNCIL MEETING AGENDA

20 JUNE 2023

10.3 FINANCE SERVICES STATUS REPORTS

10.3.1 FINANCIAL SERVICES STATUS REPORT - MAY 2023

IX: 237725

Author: Sharon Frank, Manager Finance & Administration

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report is to provide Council with an update on financial services for month ending 31 May 2023.

ACTION ITEMS

For information only

OPERATIONAL UPDATE

Procurement of Goods and Services

Cheque Register

(Date Range from 01-05-2023 to 31-05-2023.. Ordered by: Date. 92% of year elapsed.)

Local Supplier Analysis			Expenditure Summary		
			May-23	Apr-23	
Non-Local Supplier	\$	1,429,234			51%
Local Supplier Analysis	\$	1,387,573			49%
TOTAL	\$	2,816,808			100%
<i>(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)</i>					
The following table provides information about cash spent with local companies (excluding wage creditors, reimbursements, and companies not based locally)					
Monthly Value	# Suppliers	Total \$			
\$0 - \$1,000	10	\$ 2,913			
\$1,001 - \$5,000	15	\$ 34,136			
\$5,001 - \$15,000	3	\$ 27,764			
\$15,001 - \$50,000	3	\$ 64,283			
\$50,000 +	3	\$ 578,178			
TOTAL		\$ 707,274			
			Wages and Superannuation	\$ 724,905	\$ 315,469
			IT and Communications	\$ 72,190	\$ 21,508
			Roadworks and Plant Hire	\$ 539,963	\$ 945,327
			Consultants and Prof. Services	\$ 276,920	\$ 521,767
			Workshop/ Parts & Consumables	\$ 62,718	
			Fuels	\$ 41,240	\$ 105,755
			Other Capital Purchases	\$ 754,189	\$ 370,577
			Other	\$ 344,682	\$ 764,353
			TOTAL OF CHEQUES	\$ 2,816,808	\$ 3,044,756
			less: Investment Movements		\$ -
			less: Internal Adjustments - Quilpie Shire Council	-\$	810,406
			less: Tax Payments	-\$	145,487
			NET CREDITOR PAYMENTS		\$ 2,816,808

Outstanding Rates and Charges

Reminder notices were sent for outstanding rates. Work continues on advanced debt recovery action in accordance with Council's adopted policy for the Recovery of Overdue Rates and Charges Policy Resolution No: (QSC005-01-23). Letters of Demand were issued on 9 May 2023 to seven (7) landowners. An update on outstanding rates and charges is presented quarterly and will be provided at the July 2023 meeting.

Planning for Preparation of 2022/23 Financial Statements

- A draft Comprehensive Valuation of Council's Road Infrastructure and Airport Assets has been received with the final valuation anticipated for completion by 30 June.
- A draft Comprehensive Valuation of Council's Water and Sewerage assets has been received with the final valuation anticipated for completion by 30 June.
- External Auditors are scheduled to be onsite for the final visit for two weeks on 7 – 18 August.
- Feedback on Council's position papers was received from Audit in May. The suggestions will be considered as part of their review for when the Auditors are onsite in August.

Budget Development - 2023/24

- General Rates Benchmarking is completed.
- Water Charges Review is completed.
- Second General Rates modelling was completed. Further modelling to be undertaken.
- A draft register of cost-recovery fees and commercial charges in being developed for Council's consideration using the new LG Fees and Charges Solution. This includes a third-party review of the Goods and Services Tax (GST) component.

Local Government Mutual Services (LGMS) Member Renewal Questionnaires for 2023/24

Work has continued on updating asset and motor vehicle schedules (new format and updating with new assets) and responding to queries and clarifications from JLT Risk Solutions Pty Ltd. The 2023/24FY insurance renewals include:

- Assets (and marine hull vessel listing)
- Casual Hirers Liability
- Councillor and Officers Liability
- Crime
- Cyber Liability
- Motor Vehicle (and plant schedule)
- Property (and property schedule)
- Public Liability & Professional Indemnity
- Risk Profile and General Information

Grants and Subsidies – Reporting and Acquittals

- Quarterly reporting for LGGSP Town House Residential Estate - Stage 1 and 2021-24 Works for Queensland – Construct Residential Dwellings in Eromanga and Quilpie. New signage was required to meet the funding guidelines. An approved grant payment is pending the installation of the new signage.
- Toompine Airport RAUP Acquittal Finalised.

Stores Stocktake

An interim stores stocktake was planned for 12 – 14 April; however unexpected absences impacted the stocktake. The annual stocktake is tentative for the first week in June.

Community Service Obligations

The team has been progressing a small project on the value of support provided to the community e.g. fee waivers, in-kind support etc. Input was also provided into research by the LGAQ into community service obligations.

Finance

- Completion of Monthly Finance Report for April 2023.
- Budget review completed (operating and capital) and Amended Budget adopted.
- Capital work in progress review. Capitalisation of \$1.9 million in asset purchases – predominately plant and equipment.
- Grant and contract assessment – monthly review with revenue recognition and adjustments for contract assets and contract liabilities as required.

Meetings

- Council Workshop – 2 May – as required
- Cyber Executive Leadership Workshop – 3 May
- Executive Leadership Team Meeting – 4 May
- Procurement Training – ArcBlue – 9 to 11 May (Procurement Essentials, Contract Management and Probity & Risk Management)
- Ordinary Council Meeting – 13 May – as required
- Property Management Update – 17 May
- Advancing Asset Management – Team Meeting – 18 May
- Virtual Client Service Visit – Department of Local Government (Team Meeting) – 24 May
- Audit Committee Meeting – 25 May
- Team Meeting – Ergon Energy Network – Public Lighting Proposed Tariff Forum – 26 May
- Council Workshop – 30 May – as required

CONSULTATION (Internal/External)

Chief Executive Officer

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

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 TOURISM AND ECONOMIC DEVELOPMENT REPORT

IX: 237852

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 from May 2023.

ACTION ITEMS

NIL Outstanding Action Items

OPERATIONAL UPDATE

Tourism

Tiny town tourism awards: Quilpie was successful as a finalist in these awards, with eight other regions. The announcement for the awards will be held on Friday 9th June, CEO Justin Hancock will be attending as representative for Quilpie.

Visitor numbers: The numbers through the centre have increased in the month of May, with 1337 through the centre, compared to 1329 for May 2022, up by 8 people. There has been a drop in Queensland visitors, however the numbers for Queensland visitors are still up by 152 from 2019. The centre has seen an 32% increase in YTD visitor numbers through the centre compared to 2019. In 2021 Quilpie Visitor Information Centre recorded their highest numbers on record, however, YTD the centre is only down by 15% in 2023, compared to same period in 2022.

Website: Engagement on the visitquilpieshire.com.au page is still high with a 10% increase in visits compared to May 2022. YTD the website has recorded a 70% increase from 2022. This is one of the main digital communication tools the Council have for tourism. The team will be working to improve this engagement by increasing length of time spent on the website.

Social Media: the platforms are still performing well, with new engagement (followers) each month. Link clicks are up, this would be connected to the opera. Further engagement will be developed to encourage people to click through to find out more. These links will typically take people to our website to boost length of engagement.

Economic Development & Business support

EDO catch up: MTED attended a virtual EDO catch up in March with Darling Downs and Southwest representatives. Key discussion points included childcare issues throughout the region, REFF funding, introduction of Liaison Officers. A lot of useful discussions about activities and projects and sharing of knowledge and information.

Miscellaneous

Information about projects being delivered by Tourism and Economic Development team.

Open House: Manager assisted in organising an open house for the new Boobook Place property. It received a positive response with 20 people in attendance. There is interest in another open house when the new bedroom properties arrive.

Cultural Heritage booklet: This book was supported by Quilpie Shire Council. It has been finalised and is currently at the printer. A 'launch' of the book will be conducted in Quilpie in coming months and available for distribution through the visitor information centre and other outlets.

Remote Australians Matter: MTED has had meetings with coordinator of this group in regard to Council's in-kind support for registrations for this event. The event will be launched shortly with the conference to be held in September in Charleville.

Media:

Events:

Lady Sings the Maroons (Opera Queensland) Saturday 27th May: A successful event held at Baldy Top with 150 tickets sold. It received media coverage on television and some limited print. Survey's will be sent to respondents to assist with future planning of events.

Kings coronation: The team assisted with media for this event and promotion at the centre. A night enjoyed by the community and visitors.

Gallery

On Sunday 14th May (Mother's Day) the exhibition 'Illusions' by Roma artist Jason Gregg was officially opened. This exhibition is very different to any other mediums we have displayed in the gallery before but has been well received by visitors to the Gallery.

Upcoming 2023 Exhibitions

2nd July – 13th August Indigenous Exhibition for NAIDOC week

15th Sept – 30th Sept Show photography Exhibition

10th Oct – 3rd Nov Combined Schools Exhibition

11th Nov – TBA Dec Christmas in the Gallery

Quilpeta Night Show

Quilpeta total numbers								
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
2023	-	-	126					

Quilpeta – Guests to regular screenings								
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
2023	-	-	93					

Quilpeta – Guests with Tour Groups								
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
2023			33					

Tour Groups

In the month of May the centre hosted 3 town tours, 2 with the morning tea option at rear of the VIC (catered by Staff fundraising group). We have 6 future tours scheduled for 2023 and 6 tour bookings for the Night Show.

The centre has started taking group bookings for 2024, to date the centre has received 9 bookings for the Town Tour & Morning Tea and 10 bookings for Quilpeta for next year. 2024/25 Product Rates sheet have been updated and staff will be promoting these to new tour companies to boost group touring to the Quilpie Shire.

Social Media - INSTAGRAM

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	1041	820	1619	1458	1108							
PROFILE VISITS	33	28	114	126	101							
NEW FOLLOWERS	12	7	25	26	20							

Social Media - FACEBOOK

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	30,114	25,267	28,571	6915	10,208							
PAGE VISITS	603	559	1260	731	652							
NEW FOLLOWERS	14	27	39	26	19							
LINK CLICKS	163	180	35	28	193							

Website

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2020	1329	3190	1238	1332	2337	3363	2338	2613	2175	1350	1008	881
2021	1135	138	1642	2521	2416	3330	3733	2109	2033	3925	1418	859
2022	1096	1314	1493	958	1864	1547	1638	1768	1313	913	996	642
2023	2026	1621	3287	2423	2058							

Visitation numbers - Visitor Information Centre

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2018	67	62	240	583	1416	1622	2610	2035	1229	408	259	124	10,655
2019	89	52	194	443	1130	1712	2725	1440	1450	548	241	97	10,121
2020	8	42	53	0	0	446	1688	1458	2172	1111	350	146	7,474
2021	64	59	295	894	2154	2657	2950	967	1515	842	290	108	12,795
2022	66	65	314	1191	1329	1573	2650	1546	1142	552	265	155	10,856
2023	80	66	279	758	1337								

Visitation number - Visitor Information Centre (Queensland only)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
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	217	876	846	717	1197	654	558	271	130	43	4970
2023	53	49	159	506	631								

CONSULTATION (Internal/External)

NIL

LEGAL IMPLICATIONS

No legal implications

FINANCIAL AND REVENUE IMPLICATIONS

Operating within budget

RISK MANAGEMENT IMPLICATIONS

Nil risk implications

10.4.2 GOVERNANCE & COMPLIANCE MONTHLY STATUS REPORT

IX: 238030

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to provide an update of the Governance and Compliance area.

ACTION ITEMS

Currently be prepared and monitored.

OPERATIONAL UPDATE

Corporate Governance

Operational Plan 2023/24

The Operational Plan for 2023/24 is currently being drafted in consultation with the Leadership Team. Once finalised it will be presented to Council in July 2023 with the 2023/24 Budget.

Internal Audit and Audit Committee

An audit committee meeting was held on 25 May 2023. The internal audit reports for the Procurement and Payroll internal audits were presented. The internal audit plan for 2023/24, which includes business continuity testing and a review of cyber security, was also presented to the committee.

Audit Action Register

An audit action register is being compiled so that all audit findings can be monitored on a regular basis.

1. Risk Management Framework - A draft risk management framework, enterprise risk register and a risk policy have been developed and presented to Council for adoption at Council Meeting on 20 June 2023.
2. Delegations from Council to the CEO – this document was adopted at the Council Meeting on 23 May 2023.

Policy Review

There are around 99 policies that are due or overdue for review. 31 of these policies are to be adopted by Council. 3 of these policies will be adopted with the 2023/24 budget and 3 are included with June 2023 Council meeting. Depending on the number of changes 3-5 policies per month will be presented to Council for adoption.

Building and Planning Services

Since 1 July 2022 there have been 17 building approvals and 5 Development Applications.

Environmental Health Services

Council is trying to secure an arrangement with Toowoomba Regional Council. Once this has been finalised Council will arrange Food Licence inspections.

Legal Matters**Leases and Land Matters**

Council is currently negotiating 7 leases and 2 water agreements.

During May 2023, 2 mining claim/leases compensation agreements have been prepared.

Outback Car Hire

A letter is being forwarded to the Honourable Steven Miles, the Minister for Local Government, regarding an exemption for disposal of vehicles so that they can be transferred by the Outback Car Hire business.

Land Sales

During May 2023 - 3 Industrial Properties have been sold and settlement has been completed and 1 contract for the sale of an Industrial Property has been signed with settlement due 9 October 2023.

Local Laws/Compliance

No complaint actions were undertaken during May 2023.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

OPERATIONAL STATUS REPORTS

CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

ORDINARY COUNCIL MEETING AGENDA

20 JUNE 2023

10.4.3 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

IX: 238107

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

Update of action below, those actions arising in the May Council meeting that are not listed have been actioned.

Meeting Date	Subject	Action	Comments	Status
16-Aug-22	Tender Consideration Plan - Purchase of up to four (4) x four (4) bedroom houses	Supply of up to four (4) x four (4) bedroom houses from Hoek Modular Homes.	The first of the four (4) bedroom homes arrived early May, the second four (4) bedroom home is due for delivery in late May. The tow (2) x five (5) bedroom homes are due for delivery in July 2023.	Ongoing
21-Jun-22	Water Access Agreement - Lot 40 NK839916	Action the request for the installation of a water connection for Lot 40 NK83991.	Applicant has been contacted, meeting scheduled in September 2022.	Ongoing
20-Aug-21	SWQROC funding for recycling	Progress requested regarding SWQROC recycling funding	Recycling initiatives to progress through SWQROC Waste Group	Commenced
11-Jun-21	Quilpie Airport planning	Undertake community consultation regarding changes to airport	EOI Released.	Ongoing
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
12-Mar-21	Increase number of councillors	Investigate the potential of appointing additional councillors		Not Commenced

Meeting Date	Subject	Action	Comments	Status
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
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

OPERATIONAL UPDATE

Monthly Meetings

Date	Event	Location
2 May	Council Workshop	Quilpie
3 May	Cyber Security Training	Quilpie
4 May	Internal Audit Strategy Meeting	Online
9-11 May	Procurement Training	Quilpie
10 May	TMR Catch Up	Online
16 May	Council Meeting	Quilpie
18 May	LGAQ Uluru Statement Briefing	Online
18 May	DSDILGP - Quilpie Advancing Asset Management Session	Online
25 May	Audit Committee Meeting	Quilpie
25-26 May	SWQROC Meeting	Cunnamulla
27 May	Boobook Place Open House	Quilpie
30 May	Council Workshop – Proposed	Quilpie
31 May	Department of Tourism, Innovation and Sport - Sport infrastructure planning	Quilpie

Upcoming Meetings:

Date	Event	Location
8-9 June	DDSWQCOM Meeting	St George
9 June	Top Tourism Town Awards	Brisbane
13 June	DDG - Arts Queensland	Brisbane
14 June	DG - Department of Tourism, Innovation and Sport	Brisbane
14 June	Department of Housing	Brisbane
14 June	Assistant Minister for Local Government	Brisbane
16 June	SWQROC Meeting	Online
20 June	Council Meeting	Quilpie
22 June	NHFIC invitation to Housing Australia Future Fund (HAFF)	Online
26 June	SWQROC Meeting	Online
4 July	Council Workshop	Quilpie
10-11 July	Psychological Safety in the Workplace Training for Supervisors and Managers	Quilpie
18 July	Council Meeting	Quilpie
18 July	QPWS - Hell Hole Gorge	Quilpie
18 July	TMR	Quilpie
25-27 July	Bush Councils Convention	Goondiwindi
31 July – 2 August	Brett de Chastel Visit	Quilpie
1 August	Council Workshop	Quilpie
4 August	Leadership in Disaster Recovery Masterclass	Brisbane
7-11 August	Rockhampton Regional Council Visit	Rockhampton
15 August	Council Meeting	Quilpie
21-22 August	SWQROC Deputation	Brisbane
29-31 August	LGMA Conference	Caloundra
1 September	Meteorology for Disaster Managers Masterclass	Brisbane
5 September	Council Workshop	Quilpie
11 September	Audit Committee Meeting	Quilpie

Date	Event	Location
12-15 September	Mental Health First Aid Training	Quilpie
14 September	SWQROC Meeting	Virtual
19 September	Council Meeting	Quilpie
26-28 September	WQAC Assembly	Winton
10 October	Council Workshop	Quilpie
10-12 October	Rural Management Challenge	St George
16-18 October	LGAQ Conference	Gladstone
24 October	Council Meeting	Quilpie
7 November	Council Workshop	Quilpie
9 November	SWQROC Meeting	Virtual
21 November	Council Meeting	Quilpie
5 December	Council Workshop	Quilpie
7-8 December	SWQROC Meeting	Roma
12 December	Council Meeting	Quilpie

OPERATIONAL UPDATES

Nil

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

11.1 DISPOSAL OF REPLACED PLANT AND EQUIPMENT BY AUCTION.

IX: 237937

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

Council have replaced plant items over the last twelve-month period as per the Council budget. The replaced plant items are to be disposed of by online auction. Council also intends to auction other redundant items.

RECOMMENDATION

1. That Council:

(a) Approve the following assets to be dispose of via online auction:

MAKE	UNIT NUMBER	KM'S/HOURS
Hino Truck	56	123410
Mitsubishi Truck	96	141539
Amman Flat Drum Roller with padfoot shells	134	
Honda Motorbike	4502	
Suzuki Motorbike	4501	
Pallet of Steel Rims	n/a	
Trailer Tyres x4	n/a	
Portable Bench with Roller	n/a	
Mixed pallet- Pump Kohler	n/a	
Trailer Axels and Wheel Carrier	n/a	
Generator Agrison 37 KVA	n/a	30 hours
Ford Ranger	Unit 93	102559
Compressor on Skid	n/a	
Portable Compressor	n/a	
Portable Generator Yanmar	n/a	
Honda 2 Inch Pump	Unit 324	

Metal Master Press	n/a	
Marari Sprinkler (irrigator)	Unit 292	
Portable Fuel Trailer 1000L	Unit 813	
Ford Ranger	Unit 1104	
Hino Truck	Unit 85	
Kenworth Prime Mover	Unit 50	
Amman Roller	Unit 3200	
Komatsu Grader	Unit 3001	7495 hours
Mixed pallets of redundant filters and parts (6 of)		

- (b) invite three (3) auction houses to provide reserve prices for the full plant and equipment listing;
- (c) authorise the Chief Executive Officer to engage an auction house that provides best value for money to Council; and
- (d) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

BACKGROUND

Council has replaced a considerable amount of plant over the 22-23 Financial Year. Each large plant item has formed part of a decision of Council to dispose of the item of plant by auction. There are also several general items surplus to Council's needs which will be auctioned.

The items to be auctioned are listed below.

MAKE	UNIT NUMBER	KM'S/HOURS
Hino Truck	56	123410
Mitsubishi Truck	96	141539
Amman Flat Drum Roller with padfoot shells	134	
Honda Motorbike	4502	
Suzuki Motorbike	4501	
Pallet of Steel Rims	n/a	
Trailer Tyres x4	n/a	
Portable Bench with Roller	n/a	
Mixed pallet- Pump Kohler	n/a	
Trailer Axels and Wheel Carrier	n/a	
Generator Agrison 37 KVA	n/a	30 hours
Ford Ranger	Unit 93	102559
Compressor on Skid	n/a	
Portable Compressor	n/a	
Portable Generator Yanmar	n/a	
Honda 2 Inch Pump	Unit 324	
Metal Master Press	n/a	

Marari Sprinkler (irrigator)	Unit 292	
Portable Fuel Trailer 1000L	Unit 813	
Ford Ranger	Unit 1104	
Hino Truck	Unit 85	
Kenworth Prime Mover	Unit 50	
Amman Roller	Unit 3200	
Komatsu Grader	Unit 3001	7495 hours
Mixed pallets of redundant filters and parts (6 of)		

Council staff will circulate the plant list to three online auction houses and select the auction house who provides the best total reserve amounts for the auction.

Council does not pay for the auction as the purchaser pays the costs as part of the transaction.

The auction will be conducted on a 'as is where is basis', meaning the plant will remain at the Shire depot and the successful bidder will need to make their own arrangements to collect the plant.

The Local Government Regulation 2012 provides Council the ability to dispose of plant by auction as per Section 227.

OPTIONS

Option 1 – RECOMMENDATION

1. That Council:

(a) Approve the following assets to be disposed of via online auction:

MAKE	UNIT NUMBER	KM'S/HOURS
Hino Truck	56	123410
Mitsubishi Truck	96	141539
Amman Flat Drum Roller with padfoot shells	134	
Honda Motorbike	4502	
Suzuki Motorbike	4501	
Pallet of Steel Rims	n/a	
Trailer Tyres x4	n/a	
Portable Bench with Roller	n/a	
Mixed pallet- Pump Kohler	n/a	
Trailer Axels and Wheel Carrier	n/a	
Generator Agrison 37 KVA	n/a	30 hours
Ford Ranger	Unit 93	102559
Compressor on Skid	n/a	
Portable Compressor	n/a	
Portable Generator Yanmar	n/a	
Honda 2 Inch Pump	Unit 324	
Metal Master Press	n/a	

Marari Sprinkler (irrigator)	Unit 292	
Portable Fuel Trailer 1000L	Unit 813	
Ford Ranger	Unit 1104	
Hino Truck	Unit 85	
Kenworth Prime Mover	Unit 50	
Amman Roller	Unit 3200	
Komatsu Grader	Unit 3001	7495 hours
Mixed pallets of redundant filters and parts (6 of)		

- (b) invite three (3) auction houses to provide reserve prices for the full plant and equipment listing;
- (c) authorise the Chief Executive Officer to engage an auction house that provides best value for money to Council; and
- (d) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2

1. That Council resolved to dispose of the plant via a tender process.

Option 3

2. That Council resolved not to dispose of any plant at this time.

CONSULTATION (Internal/External)

Works Coordinator

Manager Fleet and Workshop

Director Engineering Services.

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Regulation 2012 - S224 What div 2 is about

(5) A valuable non-current asset contract is a contract for the disposal of a valuable non-current asset.

(6) The disposal of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset. Example— the grant of a lease over land or a building

(7) A valuable non-current asset is— (a) land; or (b) another non-current asset that has an apparent value that is equal to or more than a limit set by the local government.

(8) A limit set by the local government under subsection (7)(b) can not be more than the following amount—

(a) for plant or equipment—\$5,000;

(b) for another type of non-current asset—\$10,000.

227 Valuable non-current asset contract—tenders or auction needed first

(1) A local government can not enter into a valuable non-current asset contract unless it first—

(a) invites written tenders for the contract under section 228; or

(b) offers the non-current asset for sale by auction.

(2) This section is subject to division 4.

FINANCIAL AND RESOURCE IMPLICATIONS

The funds to be received from the sale of plant have been accounted for in Council's annual budget. This revenue has been allocated towards to cost to replace the existing plant, with the remaining costs allocated out of Councils general reserves.

RISK MANAGEMENT IMPLICATIONS

There is a low risk of vendors defaulting on their purchase. If this occurs the item can be auctioned again.

11.2 REQUEST FOR QUOTATION RFQL 22-23 93B WIDENING SEAL WORKS

IX: 237990

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

A Request for Quotation was called for bitumen surfacing works for a Department of Transport and Main Roads project on the Diamantina Developmental Road 30-38 km west of Quilpie. This report recommends the award of the Request for Quotation.

RECOMMENDATION

That Council:

- a) Subject to funding approval and finalisation accept the Request for Quotation RFQL 22-23 93B Widening Seal Works from Austek Spray Seal Pty Ltd for the sum of **\$399,503.44 excluding GST**; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

WORK SCOPE

The Department of Transport and Main Roads have contracted Council to widen the road width and to upgrade flood ways on the Diamantina Developmental Road from 30- 38 km west of Quilpie.

This RFQ is for the bitumen sealing of the completed works.

PROCUREMENT PROCESS

A Request for Quotation RFQL 22-23 93B Widening Seal Works was called in Vendor Panel on 17 May 23 and closed on 29 May 2023.

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	17 May 2023
RFQ Close	29 May 2023

Suppliers Invited	Responses	
RPQ Spray Seal Pty Ltd	RFQ Opened	Response Received
Colas Queensland Pty Ltd	RFQ Opened	Response Received
Austek Spray Seal Pty Ltd	RFQ Opened	Response Received
Boral Resources (Qld) Pty Ltd	RFQ Opened	Response Received

All companies have complying quotations and all who quoted are able to conduct the works.

The request was assessed in accordance with the evaluation criteria below:

Criteria	Weighting
Value for Money	50%
Availability	15%
Qualifications and Experience	10%
Compliance to Specification	10%
Safety and Management	15%

Evaluation Process:

The Evaluation Panel (3 Council Officers) were invited to evaluate responses via Vendor Panel Multiparty Evaluation at the close of the request on 05 June 2023.

All panel members attended an evaluation meeting on the 08 June 2023.

The final assessment and evaluation scores of the four responses were collated and summary of the evaluation can be seen in the table below –

Suppliers-			RPQ Spray Seal Pty Ltd	Colas Queensland Pty Ltd	Austek Spray Seal Pty Ltd	Boral Resources (Qld) Pty Ltd
Price Excluding GST			\$394,626.24	\$455,104.96	\$399,503.44	\$563,276.80
			<u>Weighted Average Score</u>			
Evaluation Criteria	Price	50%	50.0	43.4	49.4	35.0
	Availability	15%	9.0	10.5	10.5	7.5
	Qualifications and Experience	10%	8.0	8.0	9.0	7.0
	Compliance to Specification	10%	7.0	8.0	8.0	7.0
	Safety and Management	15%	10.5	12.0	10.5	9.0
Overall Score out of 100 -			84.5	81.9	87.4	65.5

Council may decide not to accept any responses it receives. The response accepted must be the one deemed most advantageous to Council. It is noted that the lowest priced response and/or the highest weighted response may not be the most advantageous.

In accordance with S104 (3) of the Local Government Act 2009, Council must also consider the following sound contracting principles:

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

Based on the overall evaluation, it is recommended that the Request for Quotation RFQL 22-23 93B Widening Seal Works be awarded to Austek Spray Seal Pty Ltd for the sum of **\$399,503.44 excluding GST**.

OPTIONS

Option 1 - Recommended

- a) Subject to funding approval and finalisation accept the Request for Quotation RFQL 22-23 93B Widening Seal Works from **Austek Spray Seal Pty Ltd** for the sum of **\$399,503.44 excluding GST**; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2

- a) Subject to funding approval and finalisation accept the Request for Quotation RFQL 22-23 93B Widening Seal Works from **RPQ Spray Seal Pty Ltd** for the sum of **\$394,626.24 excluding GST**; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 3

That Council does not accept any Request for Quotation.

If a decision is made that is inconsistent with the above recommendation, Council is requested to provide reason as per Part 2, Division 1A of the *Local Government Regulation 2012*:

254H Recording of reasons for particular decisions

(1) This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—

(a) the decision is about entering into a contract the total value of which is more than the greater of the following—

(i) \$200,000 exclusive of GST.

(ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report

CONSULTATION (Internal/External)

Director Engineering Services

Works Coordinator

Technical Officer

Procurement Officer

LEGAL IMPLICATIONS

The works to be performed are being carried out under a parent contract for the Department of Transport and Main Roads.

POLICY AND LEGISLATION

All Procurement has been carried out in accordance with the Local Government Regulations (Qld) 2012. The procurement also meets Council's Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

This is within the budget for the project works.

RISK MANAGEMENT IMPLICATIONS

If the Request for Quotation is not approved by Council the Contract with the Department of Transport and Main Roads will be affected and Council may risk penalties being applied.

12 CORPORATE AND COMMUNITY SERVICES

12.1 SPONSORSHIP REQUEST - CHANNEL COUNTRY LADIES DAY 2023

IX: 237165

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments:

1. CCLD 2023 Case for Support
2. CCLD 2023 Partnership packages
3. CCLD Sponsorship Letter

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes

EXECUTIVE SUMMARY

This report is to give consideration towards a request from The Channel Country Ladies Day Committee towards sponsorship for its 2023 Channel Country Ladies Day Event to be held in October at Bedourie in the Diamantina Shire.

RECOMMENDATION

That Council purchases a Bronze Sponsorship package valued at \$1,000 to support 2023 Channel Country Ladies Day Event to be held in Bedourie during October.

BACKGROUND

EXECUTIVE SUMMARY

The Channel Country Ladies Day Committee has written to Council requesting sponsorship for its 2023 Channel Country Ladies Day Event to be held in October at Bedourie in the Diamantina Shire. This will be the 10th year of this event.

Channel Country Ladies Day in 2022 provided a platform and safe environment for women to openly share and discuss emotions and access women's health services. At the same time, this event offers women opportunities to have fun, form new friendships and engage in creative arts experiences which, in turn, promote positive emotional and physical wellbeing while reducing stress and social isolation.

The positive interactions experienced at the event also have a beneficial flow-on effect for the participants families, communities and businesses living and working in the Channel Country region. The event rotates between the four key Shires of the Channel Country to ensure access to as many women as possible across the region.

Channel Country Ladies Day Committee is in the organisational stage for this year's event and as a group, cannot organise an event of such calibre without such generous supporters such as Council. CCLDC would like to invite Council to partner with them in 2023, to help create another memorable 'Inspiration in Isolation' weekend for the women of the Channel Country.

2023 Event Sponsorship Packages:**Principal Partner – P.O.A**

Exclusive position as Principal Partner, including prominent branding leading up to and during the weekend event, with benefits as negotiated.

Platinum - \$15,000 and over or in-kind equivalent

- Prominent branding, including:
 - o Recognition in pre-event media release and featured in Facebook posts
 - o Logo in printed program, on website, on all email newsletters sent to our database
 - o Banner on display at the event
 - o Recognition in media release following event
- Two complimentary registrations for attendance at the event
- Inclusion of promotional material in Goodies Bag
- Opportunity to introduce the speaker or activity sponsored
- Collection of high-resolution digital photographs of partner's involvement following event
- Photobook with record of the event

Gold - \$10,000 and over or in-kind equivalent

- Branding, including:
 - o Logo in printed program and on website
 - o Feature in a newsletter article sent to email newsletter database and in Facebook posts
 - o Banner on display at the event
 - o Recognition in media release following the event
- One complimentary registration for attendance at the event
- Inclusion of promotional material in Goodies Bag
- Acknowledgement by the MC at the introduction of the speaker or activity sponsored
- Collection of high-resolution digital photographs of partner's involvement in the event
- Photobook with record of the event

Silver - \$5,000 and over or in-kind equivalent

- Logo in printed program, on website and featured in Facebook posts
- Inclusion of promotional material in Goodies Bag
- Acknowledgement by MC
- A high-resolution digital photograph of partner's involvement in the event
- Report on the event

Bronze - \$1,000 and over or in-kind equivalent

- Mention in printed program, on website and tagged in Facebook post.
- Report on the event

Event - Under \$1000 or in-kind equivalent

- Mention in printed program, on website and tagged in Facebook post

Since 2012, this annual event has provided an immersive experience of care, creativity and fun for women of all ages. For many, this is their only opportunity during the year to focus on themselves, their health, and their mental wellbeing.

In order to reach as many women as possible, the event is held in a different area of the Channel Country each year. From its inception at Durham Downs Station with 100 attendees, the tents and lights that herald Ladies Day have appeared at Noccundra, Eromanga and Betoota. By its' seventh year, at Thargomindah the event had more than doubled, hosting 250 women from properties and towns up to fifteen hours' drive away.

Since 2012, in some remote shires of Queensland, **40% of the female population have attended a Channel Country Ladies Day.**

Increased social connection is recognised as being vital in creating positive mental health outcomes, while providing early support as close to the home as is safe is key to reducing the impact, severity and duration of problems (Queensland Rural and Remote Mental Health and Wellbeing Action Plan 2016-2018).

PREVIOUS SUPPORT:

2016/2017 Silver Sponsorship Package	\$ 1,000.00
2017/2018 Silver Sponsorship Package	\$ 1,000.00
2018/2019 Silver Sponsorship Package	\$ 1,000.00
2021/2022 Platinum Sponsorship Package	\$12,000.00 (cash contribution)
	\$ 4,000.00 (In-kind support)

OPTIONSOption 1 – Recommended

That Council purchases a Bronze Sponsorship package valued at \$1,000 to support 2023 Channel Country Ladies Day Event to be held in Bedourie during October.

Option 2

That Council purchase an alternative sponsorship package to support 2023 Channel Country Ladies Day Event to be held in Bedourie during October.

Option 3

That Council do not provide sponsorship towards the support 2023 Channel Country Ladies Day Event.

CONSULTATION (Internal/External)

Channel Country Ladies Day Committee

Quilpie Shire Council

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Regulation 2012

Part 5 Community grants

Section 194 Grants to community organisations

A local government may give a grant to a community organisation only —

(a) if the local government is satisfied —

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

(b) in a way that is consistent with the local government's community grants policy.

Section 195 Community grants policy

*A local government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.*

Council Policy:

C.01 Community Assistance Program Policy

This policy covers any request from the community or community organisations outside of established works programs and Council operations. The scope includes financial assistance to community organisations, assistance to businesses and sponsorship requests. Requests for funding will typically be capped at \$2,000, however each request will be considered on a "merit based" approach.

The identified priorities for funding under this program are:

- To assist a community organisation where there is a genuine need or hardship preventing them from operating or undertaking core activities;
- To enhance existing events or programs to increase the benefits to the community;
- To enhance economic development and skills base in the Shire;
- To develop open spaces and sport and recreation facilities within the Shire;
- To promote active participation from a range of community sectors such as youth, aged, family, urban, rural etc; and
- To promote local procurement.

FINANCIAL AND RESOURCE IMPLICATIONS

2022/2023 Program Budget	\$53,000.00
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2022/2023 Program Expenditure to date	\$47,375.00
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*Please note not all in-kind contributions are reflected in this amount

RISK MANAGEMENT IMPLICATIONS

Low Risk in accordance with Council's Risk Management Policy





Channel Country Ladies Day

“Nothing else throughout the year is for me. You’ve got a husband and family and business to try and run, nothing’s about you, you’re just a link in the chain. That’s why it’s so important, it’s just about me.” - Past attendee, Robyn, who lives on a property 1505 kilometres from Brisbane.

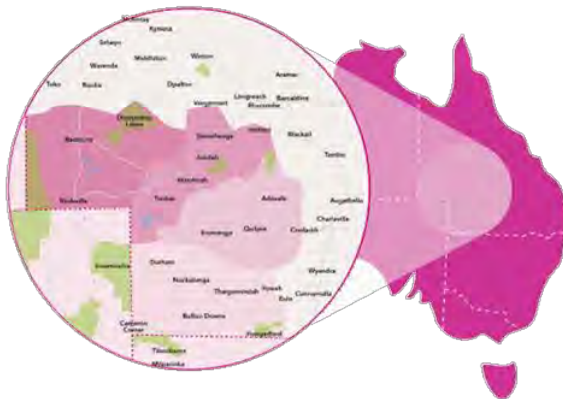
THE CHANNEL COUNTRY LADIES DAY IS CREATING...

Inspiration in Isolation

We invite you to support the resilience of our region.

Health & Wellbeing | Creative & Performing Arts | Business Skills & Personal Development

The Channel Country Ladies Day, run through the incredible contributions of our local volunteer Committee, is creating health and wellbeing benefits for women across the remote Channel Country of western Queensland, northern South Australia and the north west corner of New South Wales.



Since 2012, in some remote shires of Queensland, **40% of the female population have attended a Channel Country Ladies Day.**

- Ashlee, a CCLD scholarship recipient, who lives on a property 868km from Adelaide.



“The biggest challenge and danger is losing yourself, losing your identity amongst everything and not being able to develop yourself.” – Lindy, a past attendee, who lives on a property 850 kilometres from Brisbane.



LAUGHTER, SELF-EXPRESSION AND PERSONAL DEVELOPMENT

The restorative benefits of gathering women together and facilitating connections between them cannot be overstated. Having space and time to reflect and share common life experiences in a non-judgemental environment with laughter and positivity is rare for Channel Country women who live and work in an often very male dominated and demanding environment.

"I laugh so much throughout each event ...it is an important part of feeling positive and makes the whole weekend so uplifting. There is just so much to smile about!" – Megan, a Committee member, who lives on a property 1280 kilometres from Brisbane.

The benefits of taking part in art and creative activities for therapy or pleasure are well documented, but such opportunities for self-expression and time away from work and family expectations are rarely available to the women who live in the Channel Country.

A key aspect of Ladies Day, since its inception, are the opportunities for personal development, self-expression and creative connection through arts and cultural workshops, teaching skills in forms such as poetry, silversmithing, photography, singing, millinery, performing, dancing and silk painting. Each year innovative and new art forms are chosen to challenge and extend participants outside of their comfort zone. Community art projects like the collective painting of a public canvas are ways for the ladies to contribute to a piece that lasts within the community for years to come.

Keynote speakers and workshops at Ladies Day focus on empowering and skilling women to be leaders in their communities, covering topics from financial practices to body image and healthy relationships. Speakers have featured the likes of former Governor General, Dame Quentin Bryce, relationships and sex therapist Dr Rosie King, writer and director Taryn Brumfitt, Jane Cay, CEO of Birdsnest and succession planning advisor Jill Rigney.

Evaluations have shown that women leave the Channel Country Ladies Day with a greater sense of self-acceptance, empowerment and connection with their sense of self; which, research has shown, are all important factors for resilience.

"Mental health is a really big issue... we always seem to be in drought again, you might have one or two good seasons and then you'll be in drought again. To be able to get away from that and get support from the many different workshops here that deal with every single issue you can think of is great." – Past attendee, Fiona, who lives on a property 1061 kilometres from Brisbane.



"Being able to express yourself through art, it's amazing what people will put down on paper or make. It's really good to see **people walk away with a sense of pride. Taking away a new skill like a tiny little gem.**"

"It gets you **reconnected with your creative side**, because sometimes that can get forgotten."

"The women that participated in the arts... were empowered and given new **skills that can carry them through hard times and drought.**"





HEALTH SERVICES GO WHERE THE WOMEN ARE

“One of the biggest issues we deal with out here is mental health. At the Channel Country Ladies Day I see the looks on the ladies faces. I see the stress and tension dropping off them and that’s got to be great for their mental health.” - Stephen Pursell, Police Officer, Birdsville.

For many Channel Country women, the nearest health service is a day’s drive away.

Research from the Royal Flying Doctor Service (RFDS) shows that remote Australians face poorer health outcomes than those living in cities, with reduced access to health care, greater rates of ill health, and higher levels of mortality, morbidity and disease risk factors. People living in the bush also access mental health services at about a fifth of the rate of city residents (Mental Health in Remote and Rural Communities. RFDS. March 2017).

Ladies Day provides women with opportunities to access both physical and mental health services. They can book sessions with allied health and primary health professionals, including mental health workers, the RFDS team, a women’s health nurse, female doctor, massage therapist and naturopath. Access to regular health checks like pap smears and breast check education have already had worthwhile results, with one attendee having had pre-cancerous cells picked up from her pap smear at CCLD.

There is also evidence that the event is successfully challenging the culture of stoicism so characteristic of people in the bush, providing health education and promotion, which has helped attendees to acknowledge the importance of self-care and seeking help when needed.

The women can also take part in workshops which teach strategies and skills for coping with stress including mindfulness, processing grief and loss, sexuality, fitness, health and nutrition.



“Often our isolated communities are among the most disadvantaged from a health service point of view and this is a really good opportunity for us to provide some of that primary health care to go where the women are rather than expecting them to come to health centres.” - RFDS, Senior Medical Team, Charleville



DIRECTION, STRENGTH AND CLARITY IN HARD TIMES

Liz Lynch, a Royal Flying Doctor Service Health Promotion Officer from Longreach, says it's not always easy to build relationships with other service providers for the women and families who live in the area. "Because of the distance it can take quite some time to build relationships and this event has just been a brilliant catalyst."

This aspect of the event became hugely important in the life of Emma, a past attendee.

"I went from living in a town I grew up in, with a huge support network of friends and family, to being a mother in a setting that was entirely foreign to me. No visits to a station can ever prepare you for life living on a property."

A couple of weeks after attending my first Channel Country Ladies Day, I got in the car to drive to Broken Hill, our closest major centre, 500 kilometres away. I got 120 kilometres from town and thought, **'I need to do something while I'm away or I'm not coming back'.**

I got to mobile reception and thought, 'I'm going to ring that lady from Longreach mental health that spoke on the stage at Ladies Day'. At the time I didn't know she was going to be an important person to me. But I thought, that lady will know who would be able to help me.

It's when hurdles come up later in your life when you go back to the station that you pull on those things that you're exposed to at Ladies Day, and that gives you direction, or gives you strength, or gives you clarity on things that you didn't even know were going to come up for you." – Emma, who lives on a property 730km from Adelaide.

For a little window of time on a weekend in October, the women of the Channel Country come and camp for the weekend in tents set up for them, eat gourmet meals someone else has prepared for them, and are given the opportunity to explore their creativity, revive their health and wellbeing, pamper themselves and be inspired.

It's about taking that inspiration away with them, to experience again, even in the isolation of daily life on a property. The ladies leave the "wonderful bubble" of Ladies Day:

"Knowing that it's okay to speak out about self-care, personal development and health in general."

"Feeling very positive and able to face the challenges of a hot, dry summer."





We'd love to talk to you about how you can help us create Inspiration in Isolation.

Our Committee of dedicated volunteers are continually focused on the sustainability and long-term planning of the event. We want to ensure we are able to have a lasting impact on the lives of women in the Channel Country.

As the event evolves, it requires greater inputs of time, resource and knowledge. We are seeking to better support the time and financial contributions of our volunteer Committee through administration support and capacity building. An event of this magnitude has an annual budget in excess of \$150,000, along with in-kind contributions. Our objectives in seeking a diverse range of financial and in-kind support are:

- Continuing to increase the social, cultural and health outcomes we have achieved for women of the Channel Country by holding the event annually.
- Maintain the professionalism and quality of our event through innovative guest speakers and partnerships with health and social service providers.
- To continue to deliver an event with ticket prices affordable for women in the Channel Country to attend.

As we grow the social and cultural health of women in the Channel Country, we are working to achieve a more resilient community as a whole.

We invite you to partner with us in creating a sustainable future for the Channel Country Ladies Day.



The Channel Country Ladies Day has an extensive, engaged community, and is regularly featured in local and national online, print and radio media. We have a range of sponsorship and donor recognition options.

Please get in touch to discuss how you can partner with us:



EVENT SPONSORSHIP PACKAGES 2023

Our event is only made possible by the support of our partners. We would like to work with you to ensure that your contribution is recognised in a way that will add value to your business and organisation. Whilst the following packages are presented as a guide, we love collaborating; if you have ideas about ways that you could add value to our event, or could leverage your input, we are keen to work with you to make it happen.

Principal Partner – P.O.A

Exclusive position as Principal Partner, including prominent branding leading up to and during the weekend event, with benefits as negotiated.

Platinum - \$15,000 and over or in-kind equivalent

- Prominent branding, including:
 - Recognition in pre-event media release and featured in Facebook posts
 - Logo in printed program, on website, on all email newsletters sent to our database
 - Banner on display at the event
 - Recognition in media release following event
- Two complimentary registrations for attendance at the event
- Inclusion of promotional material in Goodies Bag
- Opportunity to introduce the speaker or activity sponsored
- Collection of high-resolution digital photographs of partner's involvement following event
- Photobook with record of the event

Gold - \$10,000 and over or in-kind equivalent

- Branding, including:
 - Logo in printed program and on website
 - Feature in a newsletter article sent to email newsletter database and in Facebook posts
 - Banner on display at the event
 - Recognition in media release following the event
- One complimentary registration for attendance at the event
- Inclusion of promotional material in Goodies Bag
- Acknowledgement by the MC at the introduction of the speaker or activity sponsored
- Collection of high-resolution digital photographs of partner's involvement in the event
- Photobook with record of the event

Silver - \$5,000 and over or in-kind equivalent

- Logo in printed program, on website and featured in Facebook posts
- Inclusion of promotional material in Goodies Bag
- Acknowledgement by MC
- A high-resolution digital photograph of partner's involvement in the event
- Report on the event

Bronze - \$1,000 and over or in-kind equivalent

- Mention in printed program, on website and tagged in Facebook post.
- Report on the event

Event - Under \$1000 or in-kind equivalent

- Mention in printed program, on website and tagged in Facebook post.



Date: May 2023

Thank you so much for your previous generous support of the Channel Country Ladies Day. As our event draws close, we recognise that this one is extra special for the ladies of the Channel Country, it is our 10th physical event that is to be held in the heart of the Channel Country at Bedourie, in the Diamantina Shire. We are looking forward to welcoming our ladies back, providing the many services to help their wellbeing, and enriching their lives with our 3 pillars of Health & Wellbeing, Creative & Performing Arts and Business Skill & Personal Development. We would please ask if you could consider sponsoring our ladies again for this amazing weekend.

We will recognise your valuable contribution and thank you whole heartedly for your generosity which enables our volunteer committee to organise a little window on a weekend in October, for the women of the Channel Country. They eagerly await the sign up for a fun packed weekend to explore their creativity, access medical services, pamper themselves and be inspired.

Channel Country Ladies Day in 2022 provided a platform and safe environment for women to openly share and discuss emotions and access women's health services. At the same time offering opportunities to have fun, form new friendships and engage in creative arts experiences which in turn, promote positive emotional and physical wellbeing while reducing stress and social isolation.

The positive interactions experienced at our event also have a beneficial flow-on effect for the participants families, communities and businesses living and working in the Channel Country region.

The event rotates between the four key Shires of the Channel Country to ensure access from as many women as possible across the region. This year, the Event is being held in the Diamantina Shire, in the little township of Bedourie, we can't wait to go back to our foundations and celebrate our very special 10th event.

Channel Country Ladies Day Committee is in the organisational stages for another year. As a group, we cannot organise an event of such calibre, without such generous supporters such as yourself, so we would like to invite you to partner with us in 2023, to help create another memorable 'Inspiration in Isolation' weekend for the women of the Channel Country.

Thank you for your time and looking forward to hearing back from you soon.

Yours Sincerely,



Mandy Travers
Financial Lead & Partnerships/Sponsorship Coordinator
Channel Country Ladies Day

finances@channelcountryladiesday.com.au

12.2 APPLICATION FOR CONVERSION OF GHPL 0/214254 OVER LOT 4 ON SP126461

IX: 238066

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.4 Enhance and support our agricultural industry, resource sector and all businesses

EXECUTIVE SUMMARY

Mr S and Mrs A Tully, Bunginderry, submitted an application for conversion of GHPL 0/214254 over Lot 4 on Plan SP126461 (freehold) to Department of Natural Resources in June 2021. Mr and Mrs Tully received a response from the Department, dated 12 May 2023, advising that as part of the department's assessment of the application, it was identified that there are relevant stock routes which intersect the subject land which will need to be retained by the State as part of the conversion process. The result of this assessment proposes to impose several onerous requirements onto Mr and Mrs Tully to progress their application for conversion of this land to freehold. Mr and Mrs Tully are seeking Council's support in objecting to the requirements outlined in the correspondence from the Department of Natural Resources, due by 14 June 2023.

RECOMMENDATION

1. That Council endorse the flying minute issued on 12 June 2023 to write to the Department of Natural Resources and Minister for Resources, the Hon. Scott Stewart MP, supporting the strong objection of Mr S Mrs A Tully in relation to the proposed requirements outlined by Department of Natural Resources relating to their Application for Conversion of GHPL 0/214254 over Lot 4 on SP126461.

BACKGROUND

Mr S and Mrs A Tully submitted an Application for Conversion of GHPL 0/214254 over Lot 4 on SP126461 to the Department of Natural Resources in June 2021. Mr & Mrs Tully received a response from the Department of Natural Resources dated 12 May 2023 advising that under the *Land Act 1994*, when evaluating applications of this nature, the Department is required to undertake investigations into a range of matter including environmental, social and economic factors, Native Title, cultural heritage, local planning schemes and the future needs of the community. The Department also advised in the correspondence that a component of this evaluation requires that State and Local authorities, and community stakeholders with a potential interest in the land are consulted.

The Department has advised that as part of this process, it has been identified that there are relevant stock routes which intersect the subject land which will need to be retained by the state as part of the conversion process, basing this outcome on the department's policy which supports the maintenance of a viable stock route network; and widths are determined based on land type and historical usage.

Further, the following requirements are proposed by the Department to apply to the conversion application:

- Stock Route SRID: 484QUIL is currently surveyed to a width of 800 metres and has been identified as being inadequate and will be required to be surveyed to a width of 1600m.
- All fences severing / crossing stock route SRID: 484QUIL will require 7.3 metre-wide gateways to be installed at a location agreed to by the Quilpie Shire Council as Road Managers of the Stock Route Network in the local government area.

Mr and Mrs Tully have responded to the correspondence from the Department of Natural Resources, through legal representation, objecting to the proposal to widen SRID: 484QUIL which crosses their property Lot 4, on SP126461 (Bunginderry). The response is based on the fact that neither policy criteria (outlined below) are met and therefore strongly object to the proposal to widen the Stock Route and reduce the area of Bunginderry:

- In conversion of leasehold land to freehold land, the *Act 1994* entitles the Department to retain areas of land it identifies as “*required for public use*”
- The Operation Policy SLM/2013/363 (Stock Route Policy) further clarify that the stock route widths are determined “*based on land type and historical usage.*”

Further objection is detailed in the response letter to Department of Natural Resources addressing:

Land Type – The physical characteristics of Bunginderry and the Stock Route make a proposed expansion of the Stock Route impractical and;

Historical Usage – Bunginderry has been held by the Tully family since 1874 and Mr & Mrs Tully have a deep understanding of the historical use of the Stock Route.

The proposed requirements to the Stock Route outlined by the Department of Natural Resources would cause considerable expense to Mr and Mrs Tully.

There have been no stock movements on the SRN throughout the Quilpie Shire in more than twenty (20) years, rendering it difficult for Council to support the proposed requirements outlined by Department of Natural Resources as necessary or reasonable in this instance. The outcome of this matter may have dire consequences on the future of stock routes and land management within the Shire.

A flying minute was issued to Councillors on 12 June 2023 with a closing date of 13 June 2023 with the above information and below options in order for the Council to support the objection of the Applicant and meet the deadline for response to the Department of Natural Resources.

OPTIONS

Option 1 - Recommended

That Council endorse the flying minute issued on 12 June 2023 to write to the Department of Natural Resources and Minister for Resources, the Hon. Scott Stewart MP, supporting the strong objection of Mr S Mrs A Tully in relation to the proposed requirements outlined by Department of Natural Resources relating to their Application for Conversion of GHPL 0/214254 over Lot 4 on SP126461(freehold).

CONSULTATION (Internal/External)

Mr S Tully

Mayor

Chief Executive Officer

LGAQ

LEGAL IMPLICATIONS

NA

POLICY AND LEGISLATION

Land Act 1994

Stock Route Management Act 2002

Stock Route Network Management Strategy 2021-2025

FINANCIAL AND RESOURCE IMPLICATIONS

NA

RISK MANAGEMENT IMPLICATIONS

NA

ORDINARY COUNCIL MEETING AGENDA

13 FINANCE**13.1 POLICY REVIEW - RELATED PARTY DISCLOSURES****IX:** 235499**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. Related Parties Disclosures Policy**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The purpose of this report is to present a review of the Related Parties Disclosures Policy

RECOMMENDATION

That the Council adopt the Related Parties Disclosures Policy.

BACKGROUND

In accordance with *AASB 124 – Related party Disclosures*, Council is required to report certain financial information for key management personal, in its annual financial statements.

This policy provides the guidelines who is key management personal and what information is collected.

The Related parties Disclosure policy was last reviewed in September 2020.

The following minor updates were made to the policy:-

- updates to position titles
- infoXpert reference number for reviewed procedures & forms.
- version control information
- inclusion of Human Rights Compatibility Statement

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Australian Accounting Standards

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

F.12 Related Party Disclosure Policy

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Date Adopted by Council	10 June 2016	Council Resolution No.	
Effective Date	20 July 2023	Review Due	June 2024
Policy Owner	Council	Responsible Officer	CEO
Policy Number	F.12	IX Reference	238174
Version Number	V1	10-Jun-16	Developed and adopted
	V2	13-Apr-18	Reviewed – no changes
	V3	09-Jul-19	Reviewed – no changed
	V4	11-Sep-20	Reviewed and adopted
	V5	15-Jun-23	Reviewed and adopted

CEO Chief Executive Officer
DCCS Director Corporate & Community Services
DES Director Engineering Services
MFA Manager Finance & Administration

F.12 Related Party Disclosure Policy

1 OBJECTIVE

The objective of this policy is to ensure that Council's transactions with related parties are disclosed, thereby ensuring transparency in dealings and their effect on Council's financial reports. These disclosures draw attention to the possibility that Council's financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

2 SCOPE

This Policy shall be applied in:

- (a) identifying related parties and relevant transactions;
- (b) identifying outstanding balances, including commitments, between Council and its related parties;
- (c) identifying the circumstances in which disclosure of the items in (a) and (b) is required; and
- (d) determining the disclosures to be made about those items.

This policy applies to Quilpie Shire Council's key management personnel (KMP).

3 STATEMENT**3.1 BACKGROUND**

Related party relationships are a normal feature of commerce and business. A related party relationship could have an effect on the profit or loss and financial position of Council. Related parties may enter into transactions that unrelated parties would not. For example, an entity that sells goods to its parent at cost might not sell on those terms to another customer.

In addition, the profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties.

Council is committed to responsible corporate governance, including compliance with the laws and regulations governing related party transactions.

3.2 DISCLOSURES

In accordance with section 186 of the *Local Government Regulation 2012* Council shall continue to disclose in its Annual Report the details of remuneration, expenses incurred and facilities provided to Councillors. Details of remuneration to senior management as required under section 201 of the *Local Government Act 2009* shall also continue to be provided.

In addition, in accordance with *AASB 124 – Related Party Disclosures* Council shall, in its financial statements disclose:

- a) Key management personnel compensation in total and for each of the following categories:
 - Short-term employee benefits;
 - Post-employment benefits;
 - Other long-term benefits;
 - Termination benefits; and
- b) Where Council has related party transactions it shall disclose the nature of the related party relationship as well as information about those transactions and outstanding balances, including commitments. As a minimum the disclosures shall include:
 - The amount of the transactions;
 - The amount of outstanding balances, including commitments and their terms and conditions,

F.12 Related Party Disclosure Policy

- including whether they are secured, and the nature of the consideration to be provided in settlements;
 - Details of any guarantees given or received;
 - Provisions for doubtful debts related to the amount of outstanding balances; and
 - The expense recognised during the period in respect of bad or doubtful debts due from related parties.
- c) Disclosures made under (b) shall be made separately for each of the following categories:
- Subsidiaries of Council;
 - Associates of Council;
 - Joint ventures in which Council is a joint venturer;
 - Key management personnel; and
 - Other related parties.
- d) Items of a similar nature shall be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of Council.
- e) Transactions not considered material (as defined in *AASB 101 Presentation of Financial Statements*) shall not be disclosed. Assessing transactions for materiality shall be undertaken in conjunction with Council's external auditor and audit committee.

3.3 ORDINARY CITIZEN TRANSACTIONS (OCT)

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Use of Council facilities, equipment and services in accordance with Council's fees, charges and policies;
- Payment of rates and charges;
- Attendance at Council functions and activities that are open to the public;
- Payment of fines and other penalties on normal terms and conditions; and
- Related party transactions occurring during the course of delivering Council's public service objectives and which occur on no different terms to that of the general public.

Amendments to transactions classified as Ordinary Citizen Transactions may be identified from time to time and this policy will be amended accordingly.

3.4 IDENTIFICATION OF RELATED PARTIES AND RELATED PARTY RELATIONSHIPS

Council management shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. A review of related parties will be undertaken at twelve monthly intervals or sooner if required. KMP have a responsibility to identify and report any changes to their related parties as they occur. Prior to the commencement of this policy taking effect an initial identification process will be undertaken and recorded.

3.5 IDENTIFICATION AND RECORDING OF RELATED PARTY TRANSACTIONS

F.12 Related Party Disclosure Policy

Council management shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2016. Identification and reporting methods shall consider;

- Transactions occurring via Council's accounting and electronic records management systems;
- Other transactions not passing through Council's electronic accounting / management systems; and
- The identification of the associated terms and conditions of the related party transactions.

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the Chief Executive Officer who will, in consultation with the Manager Financial Services, make a determination on the matter.

3.6 PRIVACY AND FREEDOM OF INFORMATION

Collection and storage of personal information is governed by Council's Information Privacy Policy, the *Privacy Act 1988* and the *Right to Information Act 2009*. Information provided by Council's Key Management Personnel and other related parties shall be held for the purpose of compliance with Council's legal obligations and shall be disclosed where required for compliance or legal reasons only.

4 DEFINITIONS

<u>Key Management Personnel (KMP)</u>	Those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For Quilpie Shire Council the Key Management Personnel that have been identified include Mayor, Councillors, Chief Executive Officer, Director Corporate & Community Services and Director Engineering Services.
<u>Related Person</u>	Includes key management personnel (KMP) and close family members of KMPs.
<u>Related Entity</u>	Is a subsidiary, associate or joint venture or any other entity that is controlled or jointly controlled by related persons.
<u>Related Party Transaction</u>	Is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. In considering related party relationship, attention is directed to the substance of the relationship and not merely the legal form.
<u>Close Family Members of a Person</u>	Are those family members who may be expected to influence, or be influenced by, that person in their dealings with Council.

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

AASB 124 – Related Party Disclosures (July 2015)

Australian Accounting Standards

F.12 Related Party Disclosure Policy

IX #	Details
102175	F.12-A Related Party Disclosure Procedure
102292	F.12-B Related Party Disclosure Declaration Form
91583	G.12 Personal Information Privacy Policy
Various	Registers of Interests – Key Management Personnel
on website	Model Code of Conduct for Councillors
176905	Employee Code of Conduct

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

**13.2 PRESENTATION OF AUDITOR-GENERAL'S OBSERVATION REPORT - INTERIM
AUDIT REPORT FOR 2023****IX: 237278****Author: Sharon Frank, Manager Finance & Administration****Attachments: 1. 2023 05 Quilpie Shire Council - Interim Report - FY2023.pdf****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

On behalf of the Mayor, this report presents the Auditor-General's Observation Report (Interim Audit Report) for 2023.

RECOMMENDATION

That Council receive and note the Auditor-General's Observation Report (Interim Audit Report) for 2023.

BACKGROUND

The Interim Audit Report for 2023 presents the results of Queensland Audit Office and RSM Australia interim audit (full details in the attached report). In summary there were no new audit matters raised through the interim audit. There are matters from previous audits which are being progressed/ actioned.

This report was reviewed by the Audit Committee at their meeting on 25 May 2023.

OPTIONS

OPTION:

That Council receive and note the Auditor-General's Observation Report (Interim Audit Report) for 2023.

CONSULTATION (Internal/External)

- RSM Australia

LEGAL IMPLICATIONS

The presentation of the Interim Audit Report to Council is in accordance with the *Local Government Act 2009* and section 213 of the *Local Government Regulation 2012*.

POLICY AND LEGISLATION***Local Government Regulation 2012*****213 Presentation of auditor-general's observation report**

(1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.

*(2) An **auditor-general's observation report**, about an audit of a local government's financial statements, is a report about the audit prepared under [section 54](#) of the [Auditor-General Act 2009](#) that includes observations and suggestions made by the auditor-general about anything arising out of the audit.*

(3) The mayor must present a copy of the report at the next ordinary meeting of the local government.

FINANCIAL AND RESOURCE IMPLICATIONS

Audit fees for 2023 - \$103,000 (2022: \$102,370)

RISK MANAGEMENT IMPLICATIONS

Low – this report maintains good governance practices.



2023 INTERIM REPORT

Quilpie Shire Council

30 June 2023

Issued: 28 April 2023



Cr Stuart Mackenzie
Mayor
Quilpie Shire Council

Via email: Mayor@quilpie.qld.gov.au

Dear Mayor

2023 Interim report

We present our interim report for Quilpie Shire Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 31 March 2023. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

Significant deficiencies:

- One unresolved from prior years, relating to high level detective controls.

Deficiencies:

- Six unresolved from prior years, relating to high level detective controls and IT security.

Financial reporting matters:

- Three unresolved from prior years.

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does not support an audit strategy where we can rely upon your entity's controls. A fully substantive approach will be adopted for the audit.

Milestones – On track

All agreed financial audit milestones have been delivered on time, and the interim audit visit was performed as planned. No new issues have been identified.

If you have any questions or would like to discuss the audit report, please contact me on 3225 7882 (M: 0414 307 259) or James Foley on 3225 7828 (M: 0429 022 211).

Yours sincerely

Steve Stavrou
Partner – RSM Australia Partners

Enc.

cc. Cr Roger Volz, Audit Committee Chair
Mr Justin Hancock, Chief Executive Officer

Queensland Audit Office
Level 13, 53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

Phone 07 3149 6000
Email qao@qao.qld.gov.au
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

2023 Interim report

1. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to [section 2 Matters previously reported](#) for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	-	-
Prior year issues – unresolved	1	6	-
Total issues	1	6	-

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The interim audit visit did not reveal any new internal control issues. Council has initiated the implementation of measures to remedy the issues raised in the previous years. However, at the date of this report, it is premature to classify them as resolved at this stage. Audit will reassess the status of these measures at the final visit.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Financial reporting issues

This table identifies the number of financial reporting issues we raised. Details of the financial reporting issues we identified during our interim audit are outlined further in this section. Refer to [section 2 Matters previously raised](#) for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year Issues	-	-	-
Prior year issues – unresolved	1	-	2

No new financial reporting issues were identified during the interim audit visit. Council have implemented actions to remedy the issues previously identified. However, at the date of this report, it is premature to report on the status of these as resolved. Audit will reassess these issues at the final visit.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



SENSITIVE

2023 Interim report

2. Matters previously reported




The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
22IR-2	S	Review of Masterfile Changes (Supplier, Payroll) No evidence of a review process for Masterfile changes.	Resolved pending audit clearance Independent verification is now obtained from the supplier or employee (verbal contact) prior to any changes to bank account details. The Masterfile Change Log is reviewed each month as part of the end of month reconciliations. Responsible officer: Manager Finance & Administration
22IR-1	D	IT Security – End-of-Life/Unsupported Software An unused website is still live, which is based on software that is no longer supported.	Work in progress Council has been working to have the unused council website deleted, however, to date the matter is not resolved. Responsible officer: IT and Revenue Officer with support of the external contractor Shire Networks Revised Action date: 31 August 2023
22IR-3	D	Review of General Journals There was limited evidence of an independent review and approval of the manual journal process.	Resolved pending audit clearance Management have implemented a review process for all manual journals. Manual journals made by the Manager Finance & Administration (MF&A) are reviewed by the Chief Executive Officer. Manual journals requested by any other officer are reviewed by the MF&A before processing. Responsible officer: Manager Finance & Administration
22CR-1	D	Review of valuation results and adjustments There were significant errors in the accounting for the valuation of fixed assets due to insufficient review over the valuation process.	Work in progress Management are implementing stronger controls in relation to valuing assets, and correctly importing them into PCS. Responsible officer: Manager Finance & Administration Action date: 30 June 2023
21IR-2	D	Lack of formalised IT Security Policy There is no formalised IT security policy in place.	Work in progress Action has yet to be undertaken. This is expected to be addressed by the newly hired IT Officer. Responsible officer: Manager Finance & Administration
21IR-3	D	Business continuity plan is not tested regularly There was limited evidence of the business continuity plan being tested.	Work in progress Action has yet to be undertaken. This is expected to be addressed by the newly hired IT Officer Responsible officer: Manager Finance & Administration
18FML-4	D	Maturity of risk management framework	Work in progress Risk Registers to be updated/formulated with

SENSITIVE

2

2023 Interim report

Ref.	Rating	Issue	Status
		A risk management framework has not been formalised.	assistance from the LG Mutual Scheme. Overall framework to be implemented once the risk registers are completed. Responsible officer: Manager Governance and Compliance Revised action date: 31 July 2023
22CR-2		Accounting for capital grants – Grant revenue, contract assets and contract liabilities Errors were identified relating to capital grants in prior year audit. Incorrect accounting assumptions were used in the calculation by management.	Work in progress Management have prepared a position paper for the assessment of grant revenue and the respective contract assets and liabilities. Management has been preparing monthly calculations on the back of fortnightly meetings since November 2022 ('Executive Leadership Team' established for this purpose) to assess the status of each project. Responsible officer: Manager Finance & Administration Action date: 30 June 2023
22CR-3		Stores – Cut-off There were delays in receipting invoices, causing inventory items to miss the hard "cut off" period in the stores model of PCS.	Work in progress Management will incorporate procedures at year end to capture all GRNI ("Goods Received Not Invoiced") and enquire as to the status of open purchase orders. Responsible officer: Manager Finance & Administration Action date: 30 June 2023
22CR-4		Expected credit losses (ECL) review A calculation of an allowance for ECL of trade and other receivables had not been prepared by the Council in accordance with the requirements of AASB 9: Financial Instruments.	Work in progress Management is currently reviewing all overdue receivables and considering available recovery options, which includes legal advice/action for any material matters in dispute. Additionally, a position paper has been prepared outlining management's expectations on recovery. Responsible officer: Manager Finance & Administration Action date: 31 July 2023

SENSITIVE



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PO Box 15396, City East Qld 4002



13.3 FINANCIAL SERVICES REPORT MONTH ENDING 31 MAY 2023**IX:** 237728**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. Monthly Finance Report May 2023.pdf**KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 31 May 2023.

RECOMMENDATION

That Council receive the Monthly Finance Report for the period ending 31 May 2023.

BACKGROUND

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

OPTIONS

Not applicable

CONSULTATION (Internal/External)

Not applicable

LEGAL IMPLICATIONS

Not applicable

POLICY AND LEGISLATION***Local Government Regulation 2012******204 Financial report***

(1) *The local government must prepare a financial report.*

(2) *The chief executive officer must present the financial report —*

(a) if the local government meets less frequently than monthly — at each meeting of the local government; or

(b) otherwise — at a meeting of the local government once a month.

- (3) *The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.*

FINANCIAL AND RESOURCE IMPLICATIONS

As per attached documentation.

RISK MANAGEMENT IMPLICATIONS

Low in accordance with Council's Risk Management Policy

Income Statement

For the Month Ending 31 May 2023

Year Elapsed 92%

	Actual May	Actual YTD	Amended Budget	%
REVENUE				
Operating Revenue				
Rates, Levies and Charges	40,740	7,715,771	7,484,000	103%
Fees and Charges	24,761	169,236	137,920	123%
Rental Income	51,140	382,569	460,500	83%
Interest Received	73,352	700,944	735,000	95%
Other Income	-	-	39,000	0%
Recoverable Works Revenue	1,295,556	15,390,911	16,226,588	95%
Grants and Subsidies	865,730	2,762,998	7,906,500	35%
Total Operating Revenue	2,351,278	27,122,427	32,989,508	82%
EXPENSES				
Operating Expenses				
Corporate Governance	123,381	1,433,320	1,646,000	87%
Administration Costs	163,441	1,845,668	1,966,370	94%
Community Service Expenses	192,072	1,997,188	2,178,000	92%
Utilities Costs	69,516	720,471	779,500	92%
Recoverable Works / Flood Damage	1,202,276	15,184,832	16,511,588	92%
Environmental Health Expenses	188,881	792,117	995,500	80%
Net Plant Operations	(45,841)	(893,626)	(1,662,000)	54%
Tourism and Economic Development	90,159	671,844	1,066,000	63%
Infrastructure Maintenance	242,191	1,961,445	2,492,000	79%
Finance Costs	3,667	36,323	35,000	104%
Depreciation and Amortisation	553,059	5,964,925	6,806,597	88%
Total Operating Expenses	2,782,804	29,714,507	32,814,555	91%
NET OPERATING SURPLUS / (DEFICIT)	(431,526)	(2,592,080)	174,953	-1482%
Capital Revenue				
Grants and Subsidies	853,411	1,755,938	1,915,000	92%
Gain / (Loss) on Disposal of PPE	99,486	154,231	-	0%
Total Capital Revenue	952,897	1,910,168	1,915,000	100%
NET RESULT	521,372	(681,911)	2,089,953	-33%

Notes:

- Grants and subsidies - Financial Assistance Grants paid quarterly - General Component received for 2022/23 YTD - \$1,666,920 and Road Component \$455,471.
- Net rates, levies and charges includes Levy 1 and Levy 2 for 2022/23FY. Discount period for Levy 2 ended 30 March. Revenue above budget due to new petroleum lease / increase in assessments for Category 14 and missed discounts for some assessments with large balances.
- Depreciation run for 11 months completed (July 2022 to May 2023) - on Target.
- Flood Damage 2021 Restoration Works Revenue recognised YTD - \$3,704,595, Flood Damage 2022 Restoration Works Revenue recognised YTD - \$6,772,759, Flood Damage Sept 2022 Emergent Works - \$101,913, Flood Damage Sept 2022 Immediate Reconstruction Works - \$204,702 and Flood Damage Sept 2022 Restoration Works Revenue recognised YTD - \$782,866.

Balance Sheet

For the Month Ending 31 May 2023

Year Elapsed 92%

	Actual YTD	Amended Budget	%
Current Assets			
Cash and Equivalents	26,616,525	34,009,428	78%
Trade Receivables	5,515,119	114,538	4815%
Rate Receivables	3,494,249	1,616,001	216%
Inventories	1,108,233	891,408	124%
Total Current Assets	36,734,126	36,631,375	100%
Non-Current Assets			
Trade and Other Receivables	48,343	49,947	97%
Property, Plant and Equipment	276,697,494	273,240,911	101%
Capital Works in Progress	3,085,418	7,319,689	42%
Total Non-Current Assets	279,831,254	280,610,547	100%
TOTAL ASSETS	316,565,381	317,241,922	100%
Current Liabilities			
Trade and Other Payables	5,285,883	3,273,641	161%
Employee Leave Provisions	1,025,134	938,082	109%
Total Current Liabilities	6,311,017	4,211,723	150%
Non-Current Liabilities			
Employee Leave Provisions	281,307	285,279	99%
Total Non-Current Liabilities	281,307	285,279	99%
TOTAL LIABILITIES	6,592,324	4,497,002	147%
NET COMMUNITY ASSETS	309,973,056	312,744,920	99%
Community Equity			
Shire Capital Account	88,402,906	90,317,906	98%
Asset Revaluation Reserve	198,037,712	198,037,712	100%
Current Year Surplus	(681,911)	2,089,953	-33%
Accumulated Surplus (B/Fwd)	24,214,349	22,299,349	109%
TOTAL COMMUNITY EQUITY	309,973,056	312,744,920	99%

Notes:

- Amended budget figures updated to reflect adopted May Budget Review.
- Rates receivable (overdue) are higher than expected. Reminder notices have been issued.
- Current Trade Receivables includes Contract Assets of \$5.108M.
- Current Trade and Other Payables include Contract Liabilities of \$4.113M.

Cash Flow Statement

For the Month Ending 31 May 2023

Year Elapsed 92%

	Actual YTD	Amended Budget	%
Cash Flows from Operating Activities			
Receipts from customers	18,507,855	22,966,627	81%
Payment to suppliers and employees	(25,302,274)	(25,984,565)	97%
	(6,794,420)	(3,017,938)	225%
Interest received	874,926	849,000	103%
Rental income	382,334	460,000	83%
Income from investments	195,969	68,000	288%
Operating grants and subsidies	3,772,572	9,079,500	42%
Net Cash Inflow (Outflow) from Operating Activities	(1,568,619)	7,438,562	-21%
Cash Flows from Investing Activities			
Payments for property, plant and equipment	(5,255,485)	(7,312,670)	72%
Net movement on loans and advances	3,750	4,000	94%
Proceeds from sale of assets	209,406	493,000	42%
Capital grants and subsidies	1,755,938	1,915,000	92%
Net Cash Inflow (Outflow) from Investing Activities	(3,286,391)	(4,900,670)	67%
Cash Flows from Financing Activities			
Repayments of loans	-	-	0%
Net Cash Inflow (Outflow) from Financing Activities	-	-	0%
Net Increase (Decrease) in Cash Held	(4,855,010)	2,537,892	
Cash at beginning of reporting period	31,471,535	31,471,536	
Cash at End of Reporting Period	26,616,525	34,009,428	

Cash Analysis

For the Month Ending 31 May 2023

Cash at Bank	384,037
Investments	<u>26,232,487</u>
	<u>26,616,525</u>
<i>less: Long Service Provisions (50%)</i>	(354,066)
<i>less: Annual Leave Provisions</i>	(588,059)
<i>less: Unspent Grant Receipts (Contract Liabilities)</i>	(4,112,871)
<i>less: Prepaid Rates</i>	(71,937)
<i>less: Fire Levy Payable</i>	(64,355)
<i>less: Accumulated Surplus 30th June 2022</i>	(18,377,825)
<i>less: Working Capital Cash</i>	(3,000,000)
<i>add: Contract Assets</i>	5,108,155
<i>add: Rates Receivable</i>	<u>3,488,869</u>
NET CASH SURPLUS (DEFICIT)	<u>8,644,436</u>

Investment Analysis

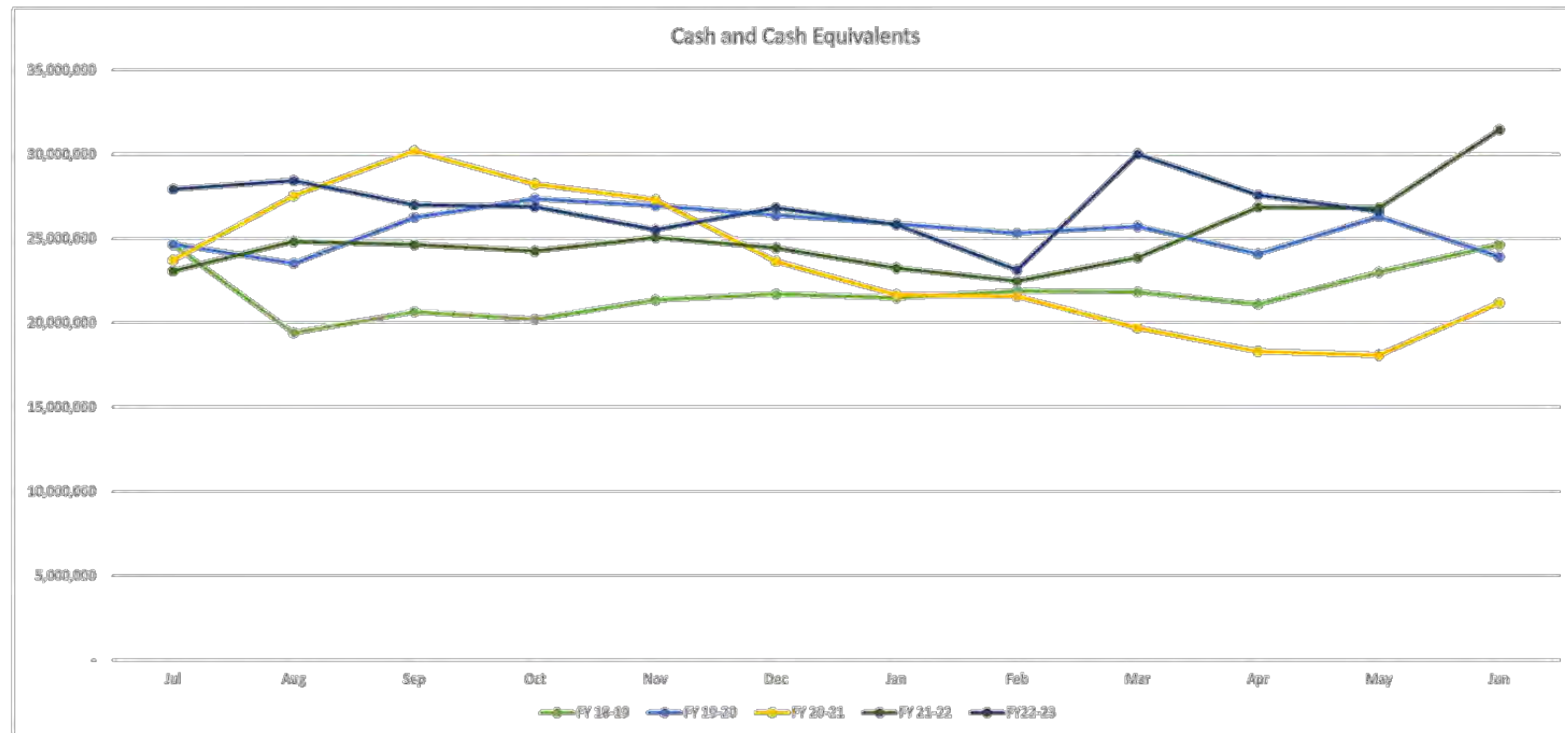
Investment	Type	Expiry	Rate	Balance	Interest
QTC Cash Fund	At Call	N / A	3.85%	21,795,982	49,162.22 #
NAB 68-980-5860-080921	Term	4-Sep	4.35%	1,096,463	6,925.74
NAB 24-364-1822-271219	Term	25-Jun	2.55%	1,158,011	2,750.67
NAB 85-292-7623-080921	Term	8-Sep	4.35%	2,182,031	13,782.67
				<u>26,232,487</u>	<u>72,621.30</u>

QTC charges an admin fee of 0.15% on funds managed per year.

Financial Data

Cash and Equivalents

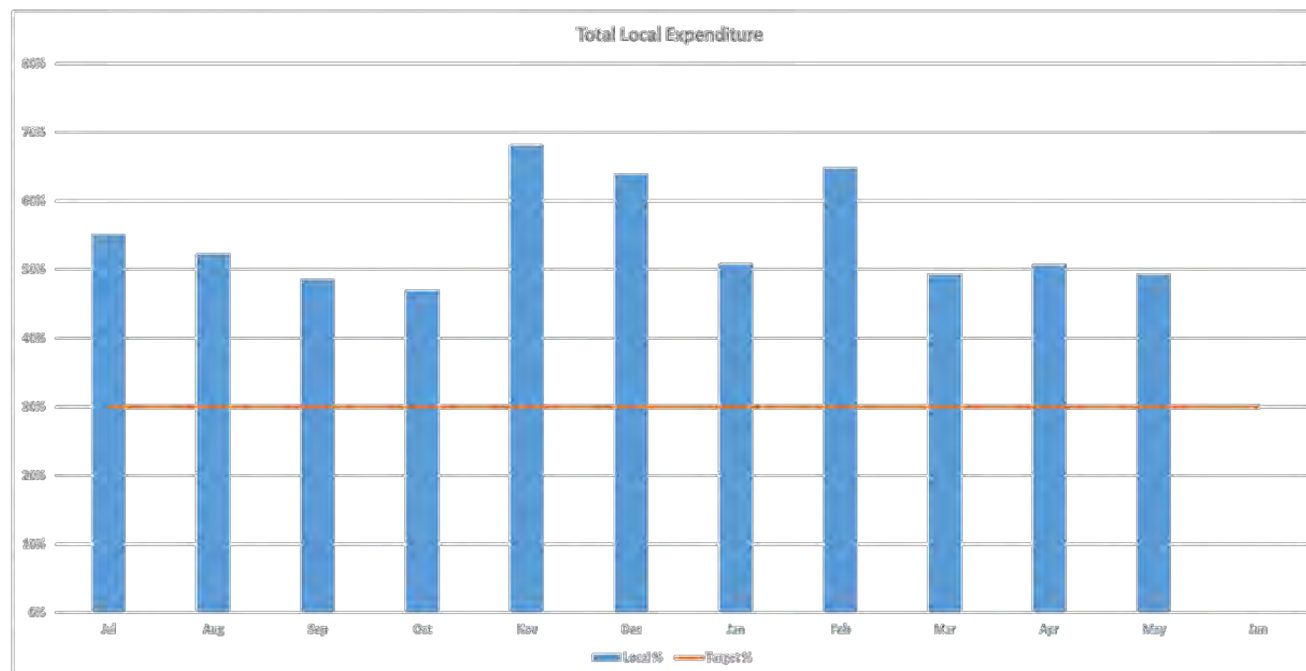
Cash and Equivalents held at the end of each month for a period of 4 years



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 18-19	24,645,339	19,416,468	20,658,115	20,218,396	21,367,850	21,712,663	21,496,078	21,904,409	21,840,431	21,121,655	23,013,177	24,645,339
FY 19-20	24,671,551	23,535,958	26,256,800	27,367,857	26,953,500	26,393,586	25,865,667	25,326,981	25,726,670	24,102,136	26,312,322	23,927,800
FY 20-21	23,726,766	27,543,742	30,208,159	28,241,316	27,312,776	23,654,673	21,675,829	21,585,261	19,715,656	18,319,491	18,093,239	21,191,653
FY 21-22	23,086,462	24,832,275	24,642,707	24,261,564	25,072,828	24,452,004	23,258,895	22,491,538	23,871,859	26,878,307	26,817,458	31,457,677
FY 22-23	27,939,994	28,445,824	26,999,467	26,892,016	25,530,823	26,841,302	25,836,843	23,147,162	30,022,835	27,590,275	26,616,525	

Financial Data

Local Expenditure - Data of the number of suppliers and value of payments made to local suppliers each month



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Total
Number local suppliers	23	20	23	29	27	30	26	25	32	27	34		
Local supplier spend	\$1,142,318	\$392,144	\$801,012	\$683,247	\$1,380,598	\$2,672,858	\$387,826	\$1,789,050	\$340,490	\$1,004,936	\$707,274		\$11,301,753
Local spend e.g wages	\$759,587	\$463,207	\$452,871	\$441,162	\$746,040	\$617,988	\$498,821	\$750,733	\$681,827	\$537,232	\$680,299		\$6,629,768
Total spend in local economy	\$1,901,905	\$855,352	\$1,253,883	\$1,124,409	\$2,126,638	\$1,290,846	\$886,648	\$2,539,783	\$1,022,317	\$1,542,168	\$1,387,573		\$17,931,521
Non-local spend	\$1,554,340	\$782,404	\$1,329,160	\$1,272,464	\$996,359	\$1,863,763	\$860,484	\$1,381,549	\$1,051,308	\$1,502,587	\$1,429,234		\$14,023,652
Total Spend	\$3,456,245	\$1,637,756	\$2,583,043	\$2,396,873	\$3,122,997	\$5,154,609	\$1,747,131	\$3,921,332	\$2,073,625	\$3,044,755	\$2,816,807		\$31,955,173
Local %	55%	52%	49%	47%	68%	64%	51%	65%	49%	51%	49%		56%
Target %	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

		REVENUE			EXPENSE			COMMENTS
Resp. Off		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
1000-0001	CORPORATE GOVERNANCE							
1000-0002	EXECUTIVE SERVICES							
1000-2000-0000	Executive Services Salaries and Oncosts	CEO			276,617	283,000	98%	
1000-2020-0000	Executive Services Expenses	CEO			392,204	533,000	74%	
1000-2040-0000	Executive Services - HR Expenses	HR			197,876	376,000	53%	
1000-0002	EXECUTIVE SERVICES		-	0%	866,697	1,192,000	73%	
1100-0002	COUNCILLORS EXPENSES							
1100-2000-0000	Councillor Wages	CEO			237,195	302,000	79%	
1100-2001-0000	Councillor Remuneration - Meetings	CEO			47,530	65,500	73%	
1100-2020-0000	Councillors Allowances & Expenditure	CEO			2,564	14,500	18%	
1100-2025-0000	Councillor Superannuation	CEO			32,708	35,000	93%	
1100-2030-0000	Councillor Professional Dev Training	CEO			-	5,000	0%	
1100-2040-0000	Councillors Conferences & Deputation	CEO			13,621	22,000	62%	
1100-2050-0000	Election Expenses	CEO			-	-	0%	
1100-2060-0000	Meeting Expenses	CEO			8,742	10,000	87%	
1100-0002	COUNCILLORS EXPENSES		-	0%	342,359	454,000	75%	
1000-0001	CORPORATE GOVERNANCE		-	0%	1,209,056	1,546,000	73%	
2100-0002	ADMINISTRATION & FINANCE							
2100-2000-0000	Administration Salaries	MF			1,068,010	1,339,000	80%	
2100-2020-0000	Consultants	MF			36,199	120,000	30%	
2100-2070-0000	Staff Training & Development	HR			127,181	175,000	73%	
2100-2090-0000	Council Gym Membership Program - 20%	HR			1,740	6,000	29%	
2100-2110-0000	Advertising	MF			2,207	8,000	28%	
2100-2120-0000	Audit Fees	MF			122,697	142,370	86%	
2100-2130-0000	Bank Charges	MF			7,323	7,000	105%	
2100-2135-0000	Dishonoured Cheques	MF			-	-	0%	
2100-2180-0000	Computer Services	MF			198,334	206,000	96%	
2100-2185-0000	Fringe Benefits Tax	MF			6,022	13,000	46%	
2100-2220-0000	Shire Office Operating Expenses	DCCS			84,669	87,000	97%	
2100-2230-0000	Insurance	MF			14,246	80,000	18%	
2100-2260-0000	Bad Debts Expense	MF			-	-	0%	
2100-2270-0000	Legal Expenses	MF			69,194	60,000	115%	
2100-2280-0000	Postage	DCCS			4,093	5,000	82%	
2100-2290-0000	Printing & Stationery	DCCS			24,974	30,000	83%	
2100-2330-0000	Shire Office Repairs & Maintenance	DCCS			19,495	20,000	97%	
2100-2340-0000	Subscriptions	CEO			109,632	110,000	100%	Airconditioning Unit Replacement x 2 LG&A annual subscription paid.
2100-2350-0000	Administration Telephone & Fax	MF			59,711	60,000	100%	Due to fibre connection fee and monthly cost

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
2100-2370-0000	Valuation Fees Rates							
	MF				11,299	12,000	94%	Annual subscription and valuation role services
2100-2500-0000	Valuation of Assets				58,438	65,000	90%	
2100-2510-0000	Asset Management Expenses				-	-	0%	
2100-2600-0000	Depn General Admin				82,497	85,141	97%	
2100-2991-0000	Odd Cents Rounding Expense				0	-	0%	
2100-0002	ADMINISTRATION & FINANCE	-	-	0%	2,107,961	2,630,511	80%	
2110-0002	STORES							
2110-1550-0000	Auction Sales	-	-	0%				
2110-2220-0000	Stores Operating Expenses				172,636	198,000	87%	
2110-2225-0000	Stores Write-Offs				167	-	0%	
2110-2250-0000	Auction Expenses					5,000	0%	
2110-2540-0000	Freight				53,003	75,000	71%	
2110-2815-0000	Stores Oncosts Recoveries				(115,284)	(122,000)	94%	
2110-0002	STORES	-	-	0%	110,523	156,000	71%	
2200-0002	RATES & CHARGES							
2210-0003	General Rates - Resid. / Commercial							
2210-1000-0000	Rates - Residential / Commercial	216,207	216,000	100%				
2210-1005-0000	Interest on Rates	4,610	3,000	154%				
2210-1080-0000	Discount - Residential / Commercial	(16,123)	(21,000)	77%				
2210-1085-0000	Pensioner Rebates	(4,708)	(4,500)	105%				
2210-1090-0000	Writeoffs and Refunds	(2,910)	(1,000)	291%				
2210-1095-0000	Charge on Land	(270)	-	0%				
2210-0003	General Rates - Resid. / Commercial	196,806	192,500	102%	-	-	0%	
2220-0003	General Rates - Commercial							
2220-1000-0000	Rates - Commercial	30,769	30,000	103%				
2220-1080-0000	Discount - Commercial	(2,578)	(2,500)	103%				
2220-1090-0000	Write Off & Refund - Commercial	(8)	(1,000)	1%				
2220-1105-0000	Interest on Rates - Commercial	288	1,000	29%				
2220-0003	General Rates - Commercial	28,472	27,500	104%				
2230-0003	General Rates - Rural Categories							
2230-1000-0000	Rates - Rural Categories	1,598,369	1,600,000	100%				
2230-1005-0000	Interest on Rates - Rural	11,188	6,000	186%				
2230-1080-0000	Discount - Rural Categories	(131,780)	(121,000)	109%				
2230-0003	General Rates - Rural Categories	1,477,777	1,485,000	100%	-	-	0%	

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
2236-0003 General Rates - Oil and Gas Activity								
2236-1000-0000 Rates - Oil and Gas Activities	MF	5,056,749	5,000,000	101%				
2236-1001-0000 Adjustment - Rates Oil & Gas Activit	MF	84,500	-	0%				
2236-1005-0000 Interest on Rates - Oil and Gas	MF	150,771	100,000	151%				Due to the number of assessments outstanding
2236-1080-0000 Discount - Oil and Gas Activities	MF	(194,337)	(165,000)	118%				
2236-1090-0000 Write-offs and Refunds - Oil and Gas	MF	(30,151)	(30,000)	101%				
2236-0003 General Rates - Oil and Gas Activity		5,067,532	4,905,000	103%	-	-	0%	
2295-1100-0000 FAGS General Component	MF	1,666,920	5,760,000	29%				Financial Assistance Grants General Component is paid quarterly. Prepayment for 2023/24FY is normally expected by 30 June 2023 - approx 75%.
2295-1130-0000 FAGS Identified Road Component	MF	455,471	1,708,000	27%				Financial Assistance Grants Identified Road Component is paid quarterly. Prepayment for 2023/24FY normally expected by 30 June 2023 - approx 75%.
2297-1000-0000 SWQ Water and Sewerage Alliance Revenue	DES	215,918	150,000	144%				
2297-2000-0000 SWQ Water and Sewerage Alliance Costs	DES	-	-	0%	-	150,000	0%	
2298-1200-0000 Capital Grant - SES Donation	MF	-	-	0%				
2298-1205-0000 Cap Grant - LRCIP Programme	MF	257,435	260,000	99%				
2298-1210-0000 Capital Grant - RAUP Toompine	MF	29,534	30,000	98%				
2298-1220-0000 Capital Grant - LGGSP - Townhouses	MF	-	84,000	0%				
2298-1230-0000 Capital Grant - BOR Toompine Bore	MF	-	20,000	0%				
2298-1235-0000 Capital Grant - Toompine Bore Contributions	MF	-	-	0%				
2298-1270-0000 Cap Grant - R2R Revenue	MF	650,675	650,000	100%				
2298-1275-0000 Capital Grant - BOR Quilpie STP Design	MF	-	11,000	0%				
2298-1285-0000 Cap Grant - W4Q 21-24	MF	818,293	860,000	95%				
2295-0002 GRANTS		4,094,247	9,531,000	43%	-	150,000	0%	
2300-0002 OTHER REVENUE								
2300-1500-0000 Administration Fees (GST Applies)	MF	1,166	5,000	23%				
2300-1510-0000 Admin Fees (GST Exempt)	MF	5,342	5,000	107%				
2300-1601-0000 Fire Levy Commission	MF	-	4,000	0%				
2300-1800-0000 Bank Interest Received	MF	11,596	10,000	116%				Rise in interest rates achieving more interest revenue
2300-1810-0000 Investment Interest	MF	689,347	725,000	95%				
2300-1990-0000 Miscellaneous Income	MF	16,819	2,000	841%				
2300-1995-0000 Misc Income GST Free	MF	27,228	2,000	1361%				Leave refunds
2300-2130-0000 Investment Admin Fees	MF	-	0%	0%	29,000	28,000	104%	
2310-1300-0000 Quilpie Club Rent	MF	235	500	47%				
2310-2300-0000 Quilpie Club Expenses	MF	-	-	0%	275	500	55%	
2300-0002 OTHER REVENUE		751,733	753,500	100%	29,275	28,500	103%	

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

		REVENUE			EXPENSE			COMMENTS
Resp. Off		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
2400-0002	EMPLOYEE ONCOSTS							
2400-2010-0000	Expense Annual Leave	MF			616,208	550,000	112%	
2400-2011-0000	Expense Long Service Leave	MF			88,596	130,000	68%	
2400-2012-0000	Expense Sick Leave	MF			187,470	140,000	134%	Due to Covid cases in July 2022
2400-2013-0000	Expense Public Holiday	MF			219,798	170,000	129%	As expected based on when public holidays fall in the year
2400-2015-0000	Expense Bereavement Leave	MF			9,757	4,000	244%	
2400-2016-0000	Expense Domestic Violence Leave	MF			-	2,000	0%	
2400-2020-0000	Expense Maternity Leave	MF			-	7,000	0%	
2400-2065-0000	Expense Super Contributions	MF			539,392	590,000	91%	
2400-2230-0000	Expense Workers Compensation	MF			51,717	80,000	65%	Workcover paid in September (Annual)
2400-2315-0000	Expense Employee Relocation	MF			-	10,000	0%	
2400-2410-0000	Expense WH&S	MF			202,745	216,000	94%	
2400-2821-0000	Recovery Annual Leave	MF			(456,377)	(550,000)	83%	
2400-2822-0000	Recovery Sick Leave	MF			(118,472)	(140,000)	85%	
2400-2823-0000	Recovery LSL	MF			(101,536)	(130,000)	78%	
2400-2824-0000	Recovery Public Holidays	MF			(155,021)	(170,000)	91%	
2400-2825-0000	Recovery Superannuation	MF			(486,998)	(590,000)	83%	
2400-2826-0000	Recovery Workers Comp	MF			(70,974)	(80,000)	89%	
2400-2827-0000	Recovery Training	MF			(169,242)	(175,000)	97%	
2400-2828-0000	Recovery WH&S	MF			(213,239)	(193,000)	110%	
2400-2829-0000	Recovery Contractors	MF			(182,695)	(240,000)	76%	
2400-2830-0000	Recovery Office Equipment	MF			(52,920)	(60,000)	88%	
2400-2831-0000	Recovery Administration	MF			(91,175)	(120,000)	76%	
2400-0002	EMPLOYEE ONCOSTS				(182,867)	(549,000)	33%	
2000-0901	ADMINISTRATION AND FINANCE							
		11,616,565	16,894,500	69%	2,064,792	2,416,011	85%	

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

		REVENUE				EXPENSE				
	Resp. Off	ACTUAL YTD	AMENDED BUDGET 22/23	%		ACTUAL YTD	AMENDED BUDGET 22/23	%	COMMENTS	
3000-0001	INFRASTRUCTURE									
3000-0002	ENGINEERING ADMIN & SUPERVISION									
3000-1100-0000	DES	32,000	15,000	213%						
3000-2029-0000	DES				(209,146)	(230,000)	91%			
3000-2030-0000	DES				(19,049)	(20,000)	95%			
3000-2040-0000	DES				(53,178)	(50,000)	106%			
3000-2050-0000	DES				(32,184)	(30,000)	107%			
3000-2060-0000	DES				1,846	2,000	92%			
3000-2080-0000	DES				3,256	-	0%			
3000-2220-0000	DES				42,804	75,000	57%			
3000-2420-0000	DES				62,785	67,000	94%			
3000-2985-0000	DES				46,409	100,000	46%			
3000-2990-0000	DES				579,120	721,000	80%			
3000-0002		32,000	15,000	213%		422,663	635,000	67%		
3100-0002	WATER									
3100-0003	WATER - QUILPIE									
3100-1000-0000	DES	260,588	256,000	102%						
3100-1005-0000	DES	2,151	1,000	215%						
3100-1020-0000	DES	-	-	0%						
3100-1080-0000	DES	(22,551)	(21,000)	107%						
3100-1085-0000	DES	(3,807)	(3,500)	109%						
3100-1090-0000	DES	(13)	(500)	3%						
3100-1500-0000	DES	-	-	0%						
3100-2200-0000	DES				4,920	5,000	98%			
3100-2230-0000	DES				94,708	97,000	98%			
3100-2600-0000	DES				108,244	117,000	93%			
3100-0003		236,367	232,000	102%		207,872	219,000	95%		
3110-0003	WATER - EROMANGA									
3110-1000-0000	DES	32,868	32,000	103%						
3110-1005-0000	DES	247	-	0%						
3110-1020-0000	DES	55,000	-	0%						
3110-1080-0000	DES	(2,885)	(2,500)	115%						
3110-1085-0000	DES	(706)	(500)	141%						
3110-1090-0000	DES	(5)	-	0%						
3110-2220-0000	DES				31,908	31,500	101%			
3110-2230-0000	DES				53,514	50,000	107%			
3110-2600-0000	DES				113,896	132,000	86%			
3110-0003		84,520	29,000	291%		199,319	213,500	93%		

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Year Elapsed 92%

		REVENUE			EXPENSE			COMMENTS
Resp. Off		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
3120-0003	WATER - ADAVALE							
3120-1000-0000	Adavale Water Charges	DES 27,649	26,000	106%				
3120-1005-0000	Adavale Water Charges Interest	DES 238	-	0%				
3120-1080-0000	Adavale Water Discount	DES (2,399)	(2,000)	120%				
3120-1085-0000	Adavale Water Pensioner Remissions	DES (1,009)	(1,000)	101%				
3120-1090-0000	Adavale Water Chgs Writeoff & Refund	DES (1)	-	0%				
3120-2220-0000	Adavale Water Operations	DES			3,065	5,000	61%	
3120-2600-0000	Depn Adavale Water	DES			14,219	17,000	84%	
3120-0003	WATER - ADAVALE	24,478	23,000	106%	17,285	22,000	79%	
3130-0003	WATER - CHEEPIE							
3130-2220-0000	Cheepie Water Operations	DES			893	2,000	45%	
3130-2600-0000	Depn Cheepie Water	DES			905	1,000	91%	
3130-0003	WATER - CHEEPIE	-	-	0%	1,799	3,000	60%	
3140-0003	WATER - TOOMPINE							
3140-2220-0000	Toompine Water Operations-Wages	DES			1,031	2,000	52%	
3140-2230-0000	Toompine Water Operations	DES			1,363	2,000	68%	
3140-2600-0000	Water Depreciation-Toompine	DES			1,841	2,000	92%	
3140-0003	WATER - TOOMPINE	-	-	0%	4,235	6,000	71%	
3100-0002	WATER	345,365	284,000	122%	430,509	463,500	93%	
3200-0002	SEWERAGE							
3200-0003	SEWERAGE QUILPIE							
3200-1000-0000	Quilpie Sewerage Charges	DES 206,290	202,000	102%				
3200-1005-0000	Quilpie Sewerage Interest	DES 1,784	1,000	178%				
3200-1080-0000	Quilpie Sewerage Discount	DES (18,085)	(18,000)	100%				
3200-1085-0000	Quilpie Sewerage Pensioner Remission	DES (211)	(500)	42%				
3200-1090-0000	Quilpie Sewerage Writeoff & Refunds	DES (20)	(500)	4%				
3200-1500-0000	Quilpie Sewerage Waste Charge	DES 33,818	34,000	99%				
3200-1510-0000	Quilpie Sewerage Connection	DES -	1,000	0%				
3200-2230-0000	Quilpie Sewerage Operations	DES			76,569	90,000	85%	
3200-2600-0000	Depn Quilpie Sewerage	DES			91,294	110,000	83%	
3200-0003	SEWERAGE QUILPIE	223,576	219,000	102%	167,863	200,000	84%	

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	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
3210-0003 SEWERAGE EROMANGA								
3210-1000-0000 Eromanga Sewerage Charges	DES	24,180	23,000	105%				
3210-1005-0000 Eromanga Sewerage Charges Interest	DES	166	-	0%				
3210-1080-0000 Eromanga Sewerage Discount	DES	(1,637)	(2,000)	82%				
3210-1085-0000 Eromanga Sewerage Pensioner Remissions	DES	-	-	0%				
3210-1090-0000 Eromanga Sewerage Writeoff & Refunds	DES	(8)	-	0%				
3210-2230-0000 Eromanga Sewerage Operations	DES				17,274	25,000	69%	
3210-2600-0000 Depn Eromanga Sewer	DES				17,488	23,000	76%	
3210-0003 SEWERAGE EROMANGA		22,700	21,000	108%	34,762	48,000	72%	
3212-0003 SEWERAGE ADAVALE								
3212-2600-0000 Depn Adavale Septic System	DES				92	500	18%	
3212-0003 SEWERAGE ADAVALE		-	-	0%	92	500	18%	
3214-0003 SEWERAGE TOOMPINE								
3214-2600-0000 Depn Toompine Hall Septic System	DES				92	500	18%	
3214-0003 SEWERAGE TOOMPINE		-	-	0%	92	500	18%	
3200-0002 SEWERAGE		246,276	240,000	103%	202,809	249,000	81%	
3300-0002 INFRASTRUCTURE MAINTENANCE								
3300-0003 SHIRE ROADS MAINTENANCE								
3300-2220-0000 Shire Roads & Drainage - Wages	DES				224,264	-	0%	
3300-2230-0000 Shire Roads & Drainage Expenses	DES				475,755	620,000	77%	
3300-2600-0000 Depn Roads & Streets	DES				2,779,670	3,250,000	86%	
3300-0003 SHIRE ROADS MAINTENANCE		-	-	0%	3,479,688	3,870,000	90%	
3305-0003 SHIRE ROADS - FLOOD DAMAGE 2021								
3305-1250-0000 FD 2021 Restoration Works	DES	3,704,595	3,702,490	100%				Revenue recognised on works completed.
3305-2300-0000 FD 2021 Restoration	DES				3,704,595	3,702,490	100%	Actual works completed.
3305-0003 SHIRE ROADS - FLOOD DAMAGE 2021		3,704,595	3,702,490	100%	3,704,595	3,702,490	100%	
3306-0003 SHIRE ROADS - FLOOD DAMAGE 2022								
3306-1150-0000 FD 2022 Emergent Works	DES	-	-	0%				
3306-1250-0000 FD 2022 Restoration Works	DES	6,772,759	9,000,000	75%				Revenue recognised on works completed.
3306-2200-0000 FD 2022 Emergent Works	DES				925	-	0%	
3306-2300-0000 FD 2022 Restoration Works	DES				6,772,759	9,000,000	75%	Actual works completed.
3306-0003 SHIRE ROADS - FLOOD DAMAGE 2022		6,772,759	9,000,000	75%	6,773,684	9,000,000	75%	

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	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
3307-0003 SHIRE ROADS - FLOOD DAMAGE SEPT 2022								
3307-1150-0000 FD SEPT 2022 Emergent Works	DES	101,913	100,458	101%				Revenue recognised on works completed.
3307-1160-0000 FD Sept 2022 IRW	DES	204,702	200,640	102%				Revenue recognised on works completed.
3307-1170-0000 FD Sept 2022 Restoration Works	DES	782,866	-	0%				Revenue recognised on works completed.
3307-2200-0000 FD SEPT 2022 Emergent Works	DES				101,913	100,458	101%	Works completed.
3307-2300-0000 FD SEPT 2022 Restoration Works	DES				204,702	200,640	102%	Works completed.
3307-2400-0000 FD Sept 2022 Restoration Works	DES				782,866	-	0%	Works completed.
		1,089,481	301,098	2	1,089,481	301,098	2	
3310-0003 TOWN STREET & DRAINAGE MAINTENANCE								
3310-2220-0000 Town Street & Drainage Maintenance	DES				547,684	591,000	93%	
3310-2230-0000 Street Lighting	DES				23,390	30,000	78%	
3310-2240-0000 Street Cleaning Operations	DES				1,441	5,000	29%	
3310-0003 TOWN STREET & DRAINAGE MAINTENANCE		-	-	0%	572,515	626,000	91%	
3330-0003 DEPOTS & CAMPS								
3330-1510-0000 Camp Accommodation Rent	DES	8,886	10,000	89%				
3330-2220-0000 Camps Operations	DES				44,426	62,000	72%	
3330-2330-0000 Depots Operations	DES				157,518	177,000	89%	
3330-2600-0000 Depn Depot & Camp	DES				223,815	243,858	92%	
3330-0003 DEPOTS & CAMPS		8,886	10,000	89%	425,759	482,858	88%	
3340-0003 WORKSHOP								
3340-2220-0000 Workshop Operations	DES				32,622	22,000	148%	
3340-2230-0000 Workshop Maintenance & Repairs	DES				247,529	275,000	90%	
3340-0003 WORKSHOP		-	-	0%	280,150	297,000	94%	
3350-0003 PLANT & MACHINERY								
3350-1510-0000 Gain/Loss on Sale/Disposal of Plant	DES	66,750	-	0%				
3350-1570-0000 Diesel Rebate - ATO	DES	58,724	75,000	78%				
3350-2145-0000 Small Plant Repairs	DES				11,374	23,000	49%	
3350-2225-0000 Small Plant Purchases	DES				6,705	20,000	34%	
3350-2229-0000 Plant Operations	DES				662,599	703,000	94%	
3350-2330-0000 Plant Repairs & Maintenance	DES				895,910	820,000	109%	
3350-2331-0000 Plant Registration	DES				133,974	75,000	179%	
3350-2585-0000 Plant Recoveries	DES				(2,894,339)	(3,600,000)	80%	
3350-2600-0000 Depn Plant	DES				795,520	854,096	93%	
3350-0003 PLANT & MACHINERY		125,474	75,000	167%	(378,256)	(1,104,904)	34%	

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		REVENUE			EXPENSE			COMMENTS	
	Resp. Off	ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%		
3360-0003	AERODROME								
3360-1310-0000	Quilpie Refuelling Revenue	DES	327,584	250,000	131%				
3360-2310-0000	Quilpie Refuelling Op & R&M	DES			300,555	255,000	118%		
3360-2320-0000	CASA Drone Signage	DES			-	-	0%		
3360-2325-0000	Quilpie Aerodrome Operations	DES			12,816	30,000	43%		
3360-2330-0000	Quilpie Aerodrome Repairs & Maint	DES			123,177	100,000	123%		
3360-2340-0000	Eromanga Aerodrome Repairs & Maint	DES			15,362	15,000	102%	Includes new aviation lighting	
3360-2350-0000	Adavale Aerodrome Repairs & Maint	DES			7,402	5,000	148%	Includes new aviation lights	
3360-2360-0000	Toompine Aerodrome Repairs & Maint	DES			984	2,000	49%	Maintenance	
3360-2370-0000	Cheepie Aerodrome Repairs & Maint	DES			147	2,000	7%		
3360-2600-0000	Depn Quilpie Aerodrome	DES			263,056	303,000	87%		
3365-2600-0000	Depn Eromanga Aerodrome	DES			117,882	128,439	92%		
3360-0003	AERODROME		327,584	250,000	131%	841,381	840,439	100%	
3370-0003	BULLOO PARK								
3370-1500-0000	Bulloo Park Fees	DCCS	1,527	2,000	76%				
3370-2220-0000	Bulloo Park Operations	DCCS			147,750	121,000	122%		
3370-2600-0000	Depn Bulloo Park	DCCS			79,299	86,400	92%		
3370-0003	BULLOO PARK		1,527	2,000	76%	227,048	207,400	109%	
3371-0003	BULLOO RIVER WALKWAY								
3371-2220-0000	Bulloo River Walkway Operations	MED			1,600	5,000	32%		
3371-0003	BULLOO RIVER WALKWAY		-	-	0%	1,600	5,000	32%	
3375-0003	JOHN WAUGH PARK								
3375-1500-0000	John Waugh Park Fees	DCCS							
				0%					
3375-2220-0000	John Waugh Park Operations	DCCS			123,685	110,000	112%		
3375-2600-0000	Depn John Waugh Park	DCCS			34,179	37,240	92%		
3375-0003	JOHN WAUGH PARK		-	-	0%	157,864	147,240	107%	
3376-0003	BICENTENNIAL PARK								
3376-2220-0000	Bicentennial Park Operations	DCCS			50,003	35,000	143%	This is ahead due to the tidy up works associated with the upgrade of the playground shade shed and memorial.	
3376-2600-0000	Depn Bicentennial Park	DCCS			40,222	49,000	82%		
3376-0003	BICENTENNIAL PARK		-	-	0%	90,225	84,000	107%	
3377-0003	BALDY TOP RECREATION AREA								
3377-2220-0000	Baldy Top Operations	DCCS			5,533	4,000	138%	Clearing of facilities	
3377-0003	BALDY TOP RECREATION AREA		-	-	0%	5,533	4,000	138%	
3378-0003	OPALOPOLIS PARK								
3378-2220-0000	Opalopolis Park Operations	DCCS			1,730	2,000	0%	Watering and mowing	
3378-0003	OPALOPOLIS PARK				1,730	2,000	0%		

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		REVENUE			EXPENSE			COMMENTS
	Resp. Off	ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
3379-0003	KNOT-O-SAURUS PARK							
3379-2220-0000	Knot-o-saurus Park Operations	DCCS			6,797	2,000	0%	Weed spraying
3379-0003	KNOT-O-SAURUS PARK				6,797	2,000	0%	
3380-0003	COUNCIL LAND & BUILDINGS							
3380-1500-0000	Gain / Loss on Land & Buildings for Resale	DCCS	-	- 0%				
3380-1501-0000	Profit / (Loss) on Sale of Assets	DCCS	87,481	0%				
3380-2100-0000	Land Sale Costs	DCCS			6,365	10,000	0%	
3380-2330-0000	Council Properties Operating Exp	DCCS			23,119	31,000	75%	
3380-2600-0000	Depn Council Buildings Other	DCCS			71,554	77,962	92%	
3380-0003	COUNCIL LAND & BUILDINGS		87,481	- 0%	101,038	118,962	85%	
3385-0003	PARKS & GARDENS							
3385-2220-0000	Parks & Gardens Operating Expenses	DES			118,634	148,000	80%	
3385-2420-0000	Street Tree Program	DES			332	3,000	11%	
3385-2600-0000	Depn Parks Building	DES			17,747	82,000	22%	
3385-0003	PARKS & GARDENS		-	- 0%	136,714	233,000	59%	
3390-0003	PUBLIC TOILETS							
3390-2220-0000	Public Toilets Operations	DES			55,577	74,000	75%	
3390-0003	PUBLIC TOILETS		-	- 0%	55,577	74,000	75%	
3300-0002	INFRASTRUCTURE MAINTENANCE		12,117,787	13,340,588 91%	17,573,125	18,892,583 93%		
3400-0002	BUSINESS OPPORTUNITIES							
3400-0003	DMR WORKS							
3400-1280-0000	Red Road Resheet 21/22 (Rev)	DES	-	- 0%	-			
3400-2260-0000	Red Road Resheet 21/22 (Exps)	DES			-	-	0%	
3401-1258-0000	DMR Works-MRD RMPC Revenue	DES	1,899,048	1,750,000 109%				
3401-2230-0000	DMR Works - MRD RMPC Expenses	DES			440,393	1,675,000 26%		
3402-2230-0000	RMPC Contract 2022/23 Expenses	DES			988,368	-	0%	
3403-1275-0000	Quilpie-Adavale Red Rd (TIDS) Revenue	DES	1,047,500	1,047,000 100%				
3403-2200-0000	Quilpie-Adavale Red Road (TIDS) Exps	DES			1,408,253	1,408,000 100%		Works completed
3406-1200-0000	DMR WORKS - Others (Revenue)	DES	49,259	- 0%				
3406-2200-0000	DMR WORKS - Others (Expenses)	DES			47,480	-	0%	
3407-1280-0000	CN19645 Diamantina Development Road	DES	-	- 0%				
3407-2300-0000	CN19645 Diamantina Development Road	DES			1,693	-	0%	
3400-0003	DMR WORKS		2,995,807	2,797,000 107%	2,886,187	3,083,000 94%		
3410-0003	PRIVATE WORKS							
3410-1550-0000	Private Works Revenue	DES	500,685	26,000 1926%				
3410-2230-0000	Private Works Expenditure	DES			430,329	20,000 2152%		
3410-0003	PRIVATE WORKS		500,685	26,000 1926%	430,329	20,000 2152%		
3400-0002	BUSINESS OPPORTUNITIES		3,496,493	2,823,000 124%	3,316,516	3,103,000 107%		
3000-0001	INFRASTRUCTURE		16,237,920	16,702,588 97%	21,945,622	23,343,083 94%		

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		REVENUE			EXPENSE			COMMENTS
		Resp. Off	ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	
4000-0001	ENVIRONMENT & HEALTH							
4100-0002	PLANNING & DEVELOPMENT							
4100-0003	TOWN PLANNING - LAND USE & SURVEY							
4100-1500-0000	Town Planning Fees	CEO	1,250	1,000	125%			
4100-2220-0000	Town Planning Expenses	CEO				5,899	25,000	24%
4100-0003	TOWN PLANNING - LAND USE & SURVEY		1,250	1,000	125%	5,899	25,000	24%
4150-0003	BUILDING CONTROLS							
4150-1500-0000	Building Fees No GST	CEO	660	-	0%			
4150-1501-0000	Building Fees - GST Applies	CEO	7,572	2,000	379%			
4150-2220-0000	Building Expenses	CEO				15,075	40,000	38%
4151-1505-0000	Swimming Pool Inspection Fees	CEO				-	-	0%
4151-2225-0000	Swimming Pool Inspection Costs	CEO				-	-	0%
4150-0003	BUILDING CONTROLS		8,232	2,000	412%	15,075	40,000	38%
4100-0002	PLANNING & DEVELOPMENT		9,482	3,000	316%	20,974	65,000	32%
4200-0002	WASTE MANAGEMENT							
4200-0003	GARBAGE COLLECTION							
4200-1000-0000	Garbage Charges	DES	320,727	321,000	100%			
4200-1005-0000	Garbage Charges - Interest	DES	2,828	3,000	94%			
4200-1080-0000	Garbage Charges Discount	DES	(26,737)	(29,000)	92%			
4200-1085-0000	Garbage Pensioner Remission	DES	-	-	0%			
4200-1090-0000	Garbage Charges Writeoff and Refund	DES	(49)	-	0%			
4200-2220-0000	Garbage Operations	DES				109,152	130,000	84%
4220-2225-0000	Annual Kerbside Collection	DES				9,763	10,000	98%
4200-0003	GARBAGE COLLECTION		296,769	295,000	101%	118,914	140,000	85%
4250-0003	LANDFILL OPERATIONS							
4250-1500-0000	Landfill Fees Revenue	DES	-	-	0%			
4250-2235-0000	Landfill Operations	DES				316,310	330,000	96%
4250-2600-0000	Depn Landfill	DES				15,571	16,151	96%
4250-0003	LANDFILL OPERATIONS		-	-	0%	331,881	346,151	96%
4200-0002	WASTE MANAGEMENT		296,769	295,000	101%	450,795	486,151	93%

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	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
4300-0002 PEST MANAGEMENT & ANIMAL CONTROL								
4300-0003 PLANT PEST CONTROL								
4300-2250-0000 Com. Combating Drought-Pest Weed Exp	DCCS				-	10,000	0%	
4300-2290-0000 Plant Pest Control Expenses	DCCS				28,197	65,000	43%	
4300-0003 PLANT PEST CONTROL		-	-	0%	28,197	75,000	38%	
4310-0003 ANIMAL PEST CONTROL								
4310-1000-0000 Wild Dog Special Levy	DCCS	90,594	90,000	101%				
4310-2235-0000 Wild Dog Coordinator Expenditure	DCCS				153,303	175,500	87%	
4310-2250-0000 Wild Dog Bonus Payments	DCCS				5,250	10,000	53%	
4310-2280-0000 DNR Precept - Barrier Fence	DCCS				117,805	115,000	102%	
4312-1000-0000 Baiting Fee Reimbursements	DCCS	-	35,000	0%				
4312-2260-0000 Syndicate Baiting Expense	DCCS				256,281	252,000	102%	
4313-2290-0000 2022 Council Exclusion Fence Subsidy	DCCS				130,000	244,000	53%	
4313-2300-0000 2023 Council Exclusion Fence Subsidy	DCCS				-	-	0%	
4310-0003 ANIMAL PEST CONTROL		90,594	125,000	72%	662,639	796,500	83%	
4320-0003 STOCK ROUTES & RESERVES MANAGEMENT								
4320-1500-0000 Common Application Fees	DCCS	1,260	2,000	63%				
4320-1600-0000 Mustering / Supplement Fees	DCCS	926	5,000	19%				
4320-1800-0000 Reserve Fees	DCCS	5,564	3,000	185%				
4320-2200-0000 Common Fence Repairs & Firebreaks	DCCS				12,023	4,000	301%	Pest control costs
4320-2220-0000 Stock Routes & Reserves Expenses	DCCS				34,765	34,000	102%	
4320-0003 STOCK ROUTES & RESERVES MANAGEMENT		7,750	10,000	77%	46,788	38,000	123%	
4330-0003 DOMESTIC ANIMAL CONTROL								
4330-1300-0000 Animal Write-Off	DCCS	(4,080)	(4,080)	100%				
4330-1400-0000 Animal Discounts	DCCS	-	-	0%				
4330-1500-0000 Animal Control Fees	DCCS	8,730	10,000	87%				
4330-1700-0000 Animal Control Fines & Penalties	DCCS	742	1,000	74%				
4330-2220-0000 Animal Control Expenses	DCCS				10,709	15,000	71%	
4330-0003 DOMESTIC ANIMAL CONTROL		5,392	6,920	78%	10,709	15,000	71%	
4300-0002 PEST MANAGEMENT & ANIMAL CONTROL		103,735	141,920	73%	748,332	924,500	81%	

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		REVENUE			EXPENSE			COMMENTS
Resp. Off		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
4500-0002	ENVIRONMENT & HEALTH							
4510-0003	ENVIRONMENTAL PROTECTION							
4510-2220-0000	Environmental Protection Expenses	DCCS			21,275	28,000	76%	
4510-0003	ENVIRONMENTAL PROTECTION		-	0%	21,275	28,000	76%	
4520-0003	HEALTH AUDITING & INSPECTION							
4520-1400-0000	Health Licenses & Permits Revenue	CEO	3,388	3,500	97%			
4520-2230	Health Operations		3,388	3,500	97%	-	-	0%
4500-0002	ENVIRONMENT & HEALTH		3,388	3,500	97%	21,275	28,000	76%
4000-0001	ENVIRONMENT & HEALTH		413,374	443,420	93%	1,241,377	1,503,651	83%
5000-0001	COMMUNITY SERVICES							
5100-0002	COMMUNITY DEVELOPMENT							
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS							
5120-2220-0000	Quilpie Swimming Pool Operations	DCCS			193,407	172,000	112%	
5120-2330-0000	Quilpie Swimming Pool Repairs & Mtc	DCCS			30,329	38,000	80%	
5120-2600-0000	Depn Swimming Pool Structures	DCCS			75,716	82,497	92%	
5125-2220-0000	Eromanga Swimming Pool Opt & Maint	DCCS			21,607	30,000	72%	
5125-2230-0000	Eromanga Swimming Pool Repairs & Mtc	DCCS			-	-	0%	
5125-2600-0000	Depn Eromanga Swimming Pool	DCCS			20,499	22,069	93%	
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS		-	0%	341,559	344,566	99%	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS							
5150-1500-0000	Shire Halls - Revenue	DCCS	4,893	3,000	163%			
5150-2220-0000	Shire Hall Operations	DCCS			33,455	35,000	96%	
5150-2330-0000	Shire Halls Repairs & Maintenance	DCCS			130,456	120,000	109%	
5150-2600-0000	Depn Shire Halls	DCCS			167,901	182,923	92%	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS		4,893	3,000	163%	331,812	337,923	98%
5170-0003	RECREATION FACILITIES							
5170-2220-0000	Recreational Facilities Operating Expenses	DCCS			10,702	10,000	107%	
5170-2230-0000	Recreational Facilities Repairs & Maintenance	DCCS			1,299	11,000	12%	
5170-2250-0000	All Sports Building	DCCS			1,421	4,000	36%	
5170-2330-0000	Adavale Sport & Rec Grounds	DCCS			7,377	18,000	41%	
5170-2340-0000	Eromanga Rodeo & Race Grounds	DCCS			13,511	15,000	90%	
5170-2600-0000	Depn Recreational Facilities	DCCS			206,719	220,408	94%	
5170-0003	RECREATION FACILITIES		-	0%	241,029	278,408	87%	

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

		REVENUE			EXPENSE			COMMENTS
	Resp. Off	ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
5180-0003	TOWN DEVELOPMENT							
5180-2820-0000	Town Development - Eromanga	CEO			2,291	5,000	46%	Xmas decorations
5180-2830-0000	Town Development - Adavale	CEO			6,100	5,000	122%	Xmas decorations
5180-2840-0000	Town Development - Toompine	CEO			1,021	5,000	20%	Xmas decorations
5180-0003	TOWN DEVELOPMENT		-	-	9,411	15,000	63%	
5190-0003	COMMUNITY DEVELOPMENT							
5190-1150-0000	Community Bus Income	DCCS	8,492	5,000	170%			
5190-1160-0000	Community Event - Ticket Sales	DCCS	-	-				
5190-1210-0000	Grants - National Australia Day Council	DCCS	15,225	10,000	152%			
5190-2100-0000	Community Support Activities & Event	DCCS			31,166	56,500	55%	
5190-2150-0000	Buses - Community Support	DCCS			-	3,000	0%	
5190-2320-0000	Community Celebrations	DCCS			63,983	54,000	118%	
5190-2500-0000	Council Community Grants	DCCS			47,322	53,000	89%	
5190-2840-0000	Quilpie Street Development	DCCS			-	5,000	0%	
5190-0003	COMMUNITY DEVELOPMENT		123,717	115,000	108%	142,471	171,500	83%
5100-0002	COMMUNITY DEVELOPMENT		128,609	118,000	109%	1,066,283	1,147,397	93%
5200-0002	AGED SERVICES							
5220-1200-0000	Aged Peoples Accommodation Rent	DCCS	87,981	125,000	70%			
5220-2220-0000	Aged Peoples Accommodation O&M	DCCS			79,170	120,000	66%	
5220-2240-0000	Gyrca Gardens Rec-Centre - O&M	DCCS			39,708	40,000	99%	
5220-2600-0000	Depn Aged Accom Building	DCCS			107,328	116,940	92%	
5200-0002	AGED SERVICES		87,981	125,000	70%	226,206	276,940	82%
5225-0002	HOUSING							
5225-1200-0000	Rent - Housing	DCCS	285,467	325,000	88%			
5225-2220-0000	Housing Operating Expenses	DCCS			17,844	35,000	51%	
5225-2230-0000	Housing - Repairs & Maintenance	DCCS			285,955	270,000	106%	
5225-2600-0000	Depn Housing	DCCS			199,320	217,169	92%	
5225-0002	HOUSING		285,467	325,000	88%	503,120	522,169	96%
5300-0003	COMMUNITY HEALTH PROMOTIONS							
5300-1100-0000	Health Promotions Officer Grant Rev	DCCS	150,000	150,000	100%			
5300-1105-0000	Checkup Aust QMHW Grant	DCCS	-	500	0%			
5300-1110-0000	Comedy Night Grant	DCCS	3,000	-	0%			
5300-2000-0000	Health Promotions Officer Wages	DCCS			-	-	0%	
5300-2020-0000	National Dis. Ins. Scheme Officer	DCCS			88,832	100,000	89%	
5300-2200-0000	Heart of Australia Bus Visit	DCCS			10,000	30,000	33%	
5300-2240-0000	Health Promotions Officer Activities	DCCS			174,203	173,000	101%	
5300-2700-0000	TRAIC Grant	DCCS			-	-	0%	
5310-1100-0000	Grant - Localised Mental Health	DCCS	-	-				
5310-2000-0000	Localised Mental Health Grant Costs	DCCS			-	-		
5320-1100-0000	Grant - TRAIC	DCCS	2,810	-	0%			2021/22 grant recognition

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
5320-2000-0000 TRAIC Grant Costs	DCCS				-	-	0%	
5300-0003 COMMUNITY HEALTH PROMOTIONS		155,810	150,500	104%	273,935	303,000	90%	
5500-0002 TOURISM								
5510-0003 ECONOMIC DEVELOPMENT & PROMOTION								
5510-2100-0000 Economic Development	MED				121,020	181,000	67%	
5510-2120-0000 Economic Dev Training & Conferences	MED				14,688	15,000	98%	
5510-2130-0000 Opal Fossicking Area	MED				4,194	11,000	38%	
5510-2140-0000 Subscriptions & Memberships	MED				13,542	15,000	90%	
5510-2150-0000 SWRED - Tourism Development	MED				24,143	59,000	41%	
5510-2170-0000 Quilpie Well Spring	MED				-	-	0%	
5510-2190-0000 Shop Front Upgrades	MED				-	50,000	0%	
5510-2200-0000 DCP2-Virtual Reality Tourism Proj.	MED				-	-	0%	
5510-0003 ECONOMIC DEVELOPMENT & PROMOTION		-	-	0%	177,588	331,000	54%	
5520-0003 VISITOR INFORMATION CENTRE								
5520-1500-0000 Visitors Info Centre Sales	MED	30,136	30,000	100%				
5520-1505-0000 VIC - Quilpie Sales	MED	4,445	8,000	56%				
5520-1510-0000 VIC Gallery Sales (GST Free)	MED	1,598	10,000	16%				
5520-1515-0000 VIC Gallery Sales (GST)	MED	(269)	-	0%				
5520-1520-0000 Visitors Information Centre Donation	MED	1,066	1,500	71%				
5520-1530-0000 Bus Tour Fees	MED	1,438	2,000	72%				
5520-1540-0000 VIC Gallery Sales Commission	MED	372	-	0%				
5520-2000-0000 VIC - Wages	MED				243,243	254,000	96%	
5520-2110-0000 VIC - Exhibitions & Events	MED				2,405	6,000	40%	
5520-2120-0000 VIC - Tourism Promotion	MED				47,259	60,000	79%	
5520-2130-0000 VIC - Bus Tour	MED				483	-	0%	
5520-2220-0000 VIC Operating Expenses	MED				51,770	65,000	80%	
5520-2230-0000 VIC - Repairs & Maintenance	MED				38,483	45,000	86%	
5520-2510-0000 Artist Payments - Sales (GST Excl)	MED				-	8,000	0%	
5520-2515-0000 Artist Payments - Sales (GST Incl)	MED				-	2,000	0%	
5520-2600-0000 Depn VIC	MED				45,938	50,052	92%	
5521-1500-0000 VIC Outback Mates Sales	MED	(129)	-	0%				
5522-1500-0000 VIC - Hell Hole Gorge Pass	MED	283	2,000	14%				
5520-0003 VISITOR INFORMATION CENTRE		38,940	53,500	73%	429,580	490,052	88%	
5530-0003 TOURISM EVENTS & ATTRACTIONS								
5530-2100-0000 Major Events Promotion	MED				1,398	15,000	9%	
5531-2200-0000 EVENTS - Tourism Events	MED				17,725	82,500	21%	
5530-0003 TOURISM EVENTS & ATTRACTIONS		-	-	0%	19,123	97,500	20%	
5500-0002 TOURISM		568,199	654,000	87%	1,628,652	2,020,661	81%	

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
5600-0002	ARTS & CULTURE							
5610-0003	MUSEUMS							
5610-2220-0000	Eromanga Living History Centre O&M	CEO			7,584	13,000	58%	
5610-2230-0000	Museum Operations & Maintenance	MED			3,428	5,000	69%	
5610-2240-0000	Powerhouse Museum Operations	MED			3,517	4,500	78%	
5610-2250-0000	Railway / Local History	MED			3,415	25,000	14%	
5610-2260-0000	Eromanga Natural Hist. Museum	CEO			36,796	55,000	67%	
5610-2290-0000	ENHM COVID-19 Operating Support	CEO			-	-	0%	
5610-2600-0000	Depn Museum	MED			206,437	224,923	92%	
5610-0003	MUSEUMS		-	0%	261,177	327,423	80%	
5630-0003	REGIONAL ARTS DEVELOPMENT FUNDING							
5630-1100-0000	RADF Grant Revenue	DCCS	-	20,000	0%			
5630-1110-0000	RADF Revenue 22/23	DCCS	25,000	25,000				
5630-1400-0000	RADF Earnback and Refunds	DCCS	-	-	0%			
5630-2180-0000	RADF Grant Expenditure	DCCS			13,441	20,000	67%	
5630-2190-0000	RADF Grant Expenditure 22/23	DCCS			24,949	30,000	83%	
5630-5000-0000	REGIONAL ARTS DEVELOPMENT FUNDING		25,000	45,000	56%	38,390	50,000	77%
5600-0002	ARTS & CULTURE		25,000	45,000	56%	299,567	377,423	79%
5700-0002	LIBRARY SERVICES							
5710-1100-0000	Libraries Operating Grant Revenue	DCCS	-	1,000	0%			
5710-1120-0000	First Five Grant - Library	DCCS	3,000	9,000	33%			
5710-1600-0000	Library Fees & Charges Revenue	DCCS	440	-	0%			
5710-2120-0000	First Five Grant - Library Exp	DCCS			1,274	9,000	14%	
5710-2220-0000	Library Operating Expenses	DCCS			107,377	178,000	60%	
5710-2330-0000	Library Repairs & Maintenance Expens	DCCS			2,507	6,000	42%	
5710-2600-0000	Depn Library	DCCS			25,637	26,778	96%	
5711-1130-0000	Grant Centrelink Access Point	DCCS	7,809	9,000	87%			
5700-0002	LIBRARY SERVICES		11,249	19,000	59%	136,796	219,778	62%
5750-0002	DISASTER MANAGEMENT SERVICES							
5750-1100-0000	Grant - Get Ready Queensland	DCCS	0	6,000	0%			
5750-2020-0000	Get Ready Qld Exp	DCCS			6,740	6,000	112%	
5750-2220-0000	Disaster Management Operations	CEO			1,261	4,000	32%	
5750-0002	DISASTER MANAGEMENT SERVICES		0	6,000	0%	8,001	10,000	80%
5800-0002	PUBLIC SERVICES							

Revenue and Expenditure Report

For the Month Ending 31 May 2023

Year Elapsed 92%

	Resp. Off	REVENUE			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 22/23	%	ACTUAL YTD	AMENDED BUDGET 22/23	%	
5810-0003 STATE EMERGENCY SERVICES								
5810-1140-0000 QLD Emergency Services Grant Revenue	WHS	27,120	20,000	136%				
5810-2220-0000 Emergency Services Operations	WHS				19,639	20,000	98%	
5810-2600-0000 Depn S.E.S	WHS				14,140	18,000	78%	
5810-0003 STATE EMERGENCY SERVICES		27,120	20,000	136%	33,779	38,000	89%	
5820-0003 TELEVISION								
5820-2230-0000 TV Maintenance & Repairs	DCCS				33,129	25,000	133%	
5820-2600-0000 Depn Satellite TV	DCCS				24,242	26,413	92%	
5820-0003 TELEVISION		-	-	0%	57,371	51,413	112%	
5830-0003 CEMETERIES								
5830-1500-0000 Burial Fees	DCCS	3,023	2,000	151%				
5830-1510-0000 Grave Reservation Fee	DCCS	1,536	-	0%				
5830-2220-0000 Cemeteries Operations	DCCS				21,249	36,000	59%	
5830-2230-0000 Cemeteries Maintenance	DCCS				-	3,000	0%	
5830-2600-0000 Depn Cemeteries Building	DCCS				1,962	2,138	92%	
5830-0003 CEMETERIES		4,559	2,000	228%	23,211	41,138	56%	
5800-0002 PUBLIC SERVICES		42,928	47,000	91%	259,158	360,329	72%	
3000-0001 COMMUNITY SERVICES		764,736	864,000	89%	3,253,660	3,905,810	83%	
TOTAL REVENUE AND EXPENDITURE		29,052,586	24,904,596	83%	29,714,507	32,814,555	91%	
		ACTUAL	BUDGET					
PROFIT / (LOSS)		(681,911)	2,089,953	-33%				

Capital Expenditure Summary

Asset Description	Type	Brought Forward WIP 30/06/2022	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Amended Budget 2022/23	%	Total Project Cost	Comments
Land									
		0	0	0	0		0%		
Buildings and Structures									
CARRY-OVER: 2 X 4 Bedroom Houses Quilpie	N	25,163	801,302	154,890	956,192	876,000	109%	981,355	Ongoing. Arrived April 2023. Sheds ordered
2 x 5 Bedroom Houses Quilpie	N		637,767	276,232	913,999	812,000		913,999	Delivery set for July 2023.
CARRY-OVER: 1 x 3 Bedroom House Eromanga	N	147,647	146,690	66,295	212,985	252,000	140%	360,632	House onsite. Power connected and plumbing completed. House practically completed with a few small things to still happen.
CARRY-OVER: TMR/QRA Office	N	1,700	-	-	-	-		1,700	C/f 2023/24
CARRY-OVER: Quilpie Shire Admin Offices	R		-	-	-	-	0%	-	C/f 2023/24
Council Housing Refurbishments	R		189,341	48,488	237,829	280,000	85%	237,829	Few things in 66 Pegler to go. Still waiting for painter.
Gyrca Housing Refurbishment	R	-	36,320	2,764	39,084	100,000	39%	39,084	Awaiting availability of tradesperson to complete works.
Adavale Work Camp Upgrade	U	-	-	-	-	-	0%	-	Carry over to 2024
Eromanga Work Camp Upgrade	U	-	-	-	-	-	0%	-	Carry over to 2024
Cheepie Work Camp Upgrade	U	-	-	-	-	-	0%	-	Carry over to 2024
Quilpie Hall - Shower Block	N	-	-	-	-	100,000	0%	-	Investigating options - auctions.
Adavale Hall - Ground Upgrade	U	-	-	-	-	-	0%	-	C/f 2023/24 Upgrade to include drop point, additional camping spots, BBQ etc.
Library - Airconditioner Replacement	R	-	18,170		18,170	18,170	0%	18,170	New airconditioners installed. Redundant airconditioning infrastructure to be removed.
Townhouse Estate Development	N	54,528	62,072	205,927	267,999	300,000	0%	322,527	Demolition/removal of buildings to commence. C/f 2023/24
		229,037	1,891,661	754,596	2,646,257	2,738,170	27%	2,875,294	
Other Infrastructure									
CARRY-OVER: Bi-centennial Upgrade	U		90,038		90,038	20,000	450%	90,038	Job closed - completed.
Knot-o-saurus Park - Stage 1			-	-	-			-	Interpretative signed completed - to be installed.
CARRY-OVER: Baldy Top Beautification	N	59,574	16,684		16,684			76,258	Job closed - completed.
CARRY-OVER: River Walk Beautification	N	31,258	30,994	-	30,994	31,000	62%	62,252	Job closed - completed.
CARRY-OVER: Toompine Playground / Shade Structure	N	-	10,659	149	10,808	25,000	43%	10,808	New shade ordered. Waiting to install.
CARRY-OVER: Shade Structures Upgrade	R	15,805	29,696		29,696	30,000		45,501	Job closed - completed.
Quilpie Footpath Masterplan	N	889	11,643		11,643			12,532	Job closed - completed.
CARRY-OVER: Quilpie Cemetery Beautification	U	5,864	-		-	-	0%	5,864	Carry over to 2024
CARRY-OVER: Adavale Museum	R	-	-		-	-	0%	-	Carry over to 2024
CARRY-OVER: Park Seating at Council Facilities	U	-	-		-	12,000	0%	-	Job closed.

Capital Expenditure Summary

Asset Description	Type	Brought Forward WIP 30/06/2022	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Amended Budget 2022/23	%	Total Project Cost	Comments
CARRY-OVER: Aerodrome Fuel Relocation	R		1,006	-	1,006	5,000		1,006	To be completed at the same time as the Airport Upgrade.
Rain Guages	N	-	49,233	37,375	86,608	50,000	192%	86,608	Completed.
Opalopolis Park Upgrade - Stage 1	U	-	1,581	179,995	181,576	185,000	66%	181,576	Playground ordered. C/f 2023/24
Community Christmas Tree	R	-	31,161	-	31,161	35,000	1	31,161	Completed.
Toompine Aerodrome Upgrade	U	-	59,641	-	59,641	60,000	70%	59,641	Completed.
CARRY-OVER: Toompine Transfer Station	R	-	-	-	-	20,000	0%	-	Blocks ordered. C/f 2023/24
Eromanga Transfer Station	R	-	24,889	11,200	36,089	36,000	72%	36,089	Blocks ordered. C/f 2023/24
Adavale Transfer Station	R	-	38,322	14,900	53,222	45,000	106%	53,222	Works commenced. C/f 2023/24
Bulloo Park / Galah St Irrigation	N	-	-	-	-	30,000	0%	-	Works complete - cost to come.
Mobility Access Footpath - ENHM	N	-	83,945	-	83,945	45,000	336%	83,945	Works completed.
Eromanga Pool	R	375	44,174	-	44,174	45,000		44,549	C/f 2023/24
		113,765	523,666	243,618	767,284	674,000		881,050	
Plant & Equipment									
2021-2022 Plant Replacement	WFM	-	178,933	-	133,246			133,246	
2022 - 2024 Plant Replacement	MFA	-	1,895,185	-	1,355,137			1,355,137	
CARRY-OVER: Replace Unit 93 - Ranger			67,079			61,000			Job Closed. Completed.
CARRY-OVER: Replace Unit 1103 - Ranger			24,740	36,169					Ordered c/f 2023/24 - delivery expected in August 2023
CARRY-OVER: Replace Unit 1104 - Ranger			24,740	36,169					Ordered c/f 2023/24 - delivery expected in August 2023
CARRY-OVER: Replace Unit 1109 - Ranger				60,909					Ordered c/f 2023/24 - delivery expected in August 2023
Ford Everest			62,373			63,000			Job Closed. Completed
96 - Mitsubishi Fighter						140,000			Expected to be delivered by 30 June
31 - SES Hilux Eromanga				49,091					Ordered c/f 2023/24 - delivery expected in August 2023
3001 - Komatsu Grader			524,000			524,000			Job Closed. Completed
3200 - Ammann Roller			250,000			250,000			Job Closed. Completed
134 - Ammann Roller			265,500			265,500			Job Closed. Completed
67 - Tractor John Deere				59,829		60,000			Expected to be delivered by 30 June
68 - Honda Hustler Super Z									RFQ issued
69 - Husqvarna Mower PZ 29D Zxero									RFQ issued
NEW - Ryobi Electric Zero turn			8,897			9,000			Job Closed. Completed
1115 - Toyota Hilux (SES)				57,928					Ordered 20/9/2022 - c/f 2023/24 - expected to be delivered by July 2023
1105 - Toyota Hilux			65,644			65,500			Job Closed. Completed
1119 - Toyota Hilux			63,498			63,500			Job Closed. Completed
1113 - Toyota Prado				70,551					Ordered
1116 - Toyota Prado				70,551					Ordered
43 - Toyota Hi-Ace Bus				69,484		70,000			Ordered 15/12/2022 - expected to be delivered by 30 June
4502 - Honda CRF230F			5,859			6,000			Job Closed. Completed
4505 - Can-Am Defender			21,246			21,500			Job Closed. Completed
4170 - Generator									c/f 2023/24 Sewerage Pump Station - SEW-Q-SPS01-GENS
323 - Concrete Crew Trailer									

Capital Expenditure Summary

Asset Description	Type	Brought Forward WIP 30/06/2022	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Amended Budget 2022/23	%	Total Project Cost	Comments
401 - Diesel Fuel Tanker				29,339		30,000			Ordered 14/02/2023 - expected to be delivered by 30 June
325 - Fuel Trailer Adavale				29,339		30,000			Ordered 14/02/2023 - expected to be delivered by 30 June
251 - Generator									C/f 2023/24
252 - Generator									C/f 2023/24
NEW - Gypsum Spreader			16,130			15,000			Job Closed. Completed
3401 - Bobcat skidsteer S770				132,500					Ordered 22/3/2023 - c/f 2023/24
130 - Tractor John Deere				88,636					C/f 2023/24
4001 - Toro Zero Turn Mower									C/f 2023/24
4002 - Hustler 0 Turn									C/f 2023/24
2600 - Tandem Axel Dolly				50,000					Ordered 28/10/2022 - c/f 2023/24 - delivery expected mid October 2023
2601 - Side Tipper - Second Hand				157,500					Ordered 28/10/2022 - c/f delivery expected mid October 2023
220 - Side Tipper				157,500					Ordered 28/10/2022 - c/f delivery expected mid October 2023
2000 - Mitsubishi Fuso Canter				54,655		55,000			Ordered 22/3/2023 - expected to be delivered by 30 June
2001 - Mitsubishi Fuso canter				54,655		55,000			Ordered 22/3/2023 - expected to be delivered by 30 June
95 - Mitsubishi Fighter 1224				117,902					Ordered 22/3/2023 - c/f 2023/24
50 - Kenworth T650			376,470			377,000			Job Closed. Completed
1117 - Toyota Landcruiser Ute									Expected late 23 - 24 - c/f 2023/24
1118 - Toyota Landcruiser Ute									Expected late 23 - 24 - c/f 2023/24
4051 - Suzuki DR200			5,859			6,000			Job Closed. Completed
4103 - Kubota 50kva Eromanga									C/f 2023/24
221 - Skid Steer Trailer									C/f 2023/24
Elevated Work Platform				27,990		28,000			Ordered
312 - Concrete Batching Plant									Refurbish of concrete batching plant complete.
326 - Fuel Trailer				29,339		30,000			Ordered 14/02/2023 - expected to be delivered by 30 June
Hydraulic Press - Workshop			15,250			16,000			Job Closed. Completed
Skip Bins (Hook Bins) - Waste Services			33,650			34,000			Job Closed. Completed
Xtrail						21,000			Expected to be delivered early June
New 2022 4WD Backhoe			243,182			243,500			Job Closed. Completed
86 - Liberty Water Tanker				136,363					Ordered - ETA 24/1/2024 - c/f 2023/24
		-	2,074,118	1,576,400	1,488,383	2,539,500	37%	1,488,383	
Roads									
Grid Replacements	DES	-	No Account	-	-	-	0%	-	
Quilpie Adavale Road Lookout	DES		-						Completed
CARRY-OVER: Eromanga Kerb	DES		-	-	-	-	0%	-	
Donald Street Carpark	DES		-	-	-	-	0%	-	
Coonaberry Creek Reseal	DES		70,122	-	70,122	70,000		70,122	Job closed - completed.
Eagle Drive Reseal	DES		32,541	-	32,541	32,500		32,541	Job closed - completed.
Quarrior Street Reseal	DES		89,922	-	89,922	75,000	75%	89,922	Job closed - completed.
Adavale Link Road Upgrade (R2R)	DES		43,436		43,436	43,500	94%	43,436	Job closed - completed.

Capital Expenditure Summary

Asset Description	Type	Brought Forward WIP 30/06/2022	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Amended Budget 2022/23	%	Total Project Cost	Comments
Boobook Place	DES					15,000			
Red Road	DES			-	-	360,000	0%	-	Budget to be updated - expense.
Quilpie Aerodrome Pavement Reconstruction (L	DES		264,509	4,347	268,856	268,000	15%	268,856	Ongoing
Adavale Charleville Road (R2R)			53,902	-	53,902	54,000		53,902	Job closed - completed.
		-	554,431	4,347	558,778	918,000	20%	558,778	
Water Infrastructure									
Eromanga Water Treatment	DES		-		-		0%	-	Job closed - expensed.
Quilpie Water Main Upgrade	DES		176,284	605	176,889	400,000	0%	176,889	Construction 50% completed (2 of 4 blocks). Remainder to be started in April.
Toompine Bore Replacement	DES		21,126	7,860		25,000	0%	-	Tender documents in progress for drilling.
		-	197,410	8,465	176,889	425,000	15%	176,889	
Sewerage Infrastructure									
Eromanga Sewerage Shed	DES	7,019		-	-		0%	7,019	Job closed - expensed.
Quilpie Sewerage Treatment Plant - Design	DES		14,199	419,400	433,599	18,000	0%	433,599	Tender awarded. Order to be raised.
		-	14,199	419,400	433,599	18,000	91%	433,599	
		349,822	5,255,485	3,006,826	6,071,191	7,312,670	32%	6,413,993	

13.4 ANNUAL LAND VALUATIONS**IX: 237974****Author: Sharon Frank, Manager Finance & Administration****Attachments: 1. 2023 06 Letter from Department of Resources - Consideration for the annual valuation program effective 30 June 2024.pdf****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

Council received correspondence from the Valuer-General on 6 June 2023 seeking Council's views in relation to the proposed inclusion of Quilpie Shire in the 2024 revaluation program.

Council's last land revaluation assessment was completed in 2020 with an effect date of 30 June 2021 and a significant number of valuations were amended. A response to the Valuer-General is due by Friday 13 July 2023.

The Valuer-General will consider Council's views in deciding whether a revaluation should take place in the area.

RECOMMENDATION

That Council recommend to the Valuer-General that a valuation of all rateable land in Quilpie Local Government Area be undertaken effective 30 June 2024.

BACKGROUND

In accordance with the *Land Valuation Act 2010*, the Department of Resources is responsible for issuing valuations on land in Queensland for Councils.

Councils must use these land valuations when calculating general rates, by applying the 'rate' (or cents per dollar) to the valuation, and also set minimums and apply other rating tools approved in the legislation.

The valuations provide a basis for fair and equitable rating systems between ratepayers. It is important that the valuations of land are as up to date as possible and reflective of the market.

The *Land Valuation Act 2010* (the Act) requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- a) market survey report of the Local Government Area which reviews sales of land since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and

- b) the results of consultation with the local government for the area, and appropriate local and industry groups.

Under the Act, annual valuations are required to be issued prior to 31 March in the year the valuation is to take effect.

OPTIONS

1. That Council requests a valuation be undertaken by the Valuer-General of all rateable land in Quilpie effective June 2024.
2. That Council requests a valuation not be undertaken by the Valuer-General of all rateable land in Quilpie effective June 2024.
3. That Council advises the Valuer-General that it makes no submission in this regard.

CONSULTATION (Internal/External)

Chief Executive Officer and Manager of Finance and Administration

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Land Valuation Act 2010

74 Exceptions to annual valuation requirement

- (1) *The valuer-general need not make an annual valuation of land in a local government area if the valuer-general considers it is not possible to do so because of unusual circumstances.*
- (2) *The valuer-general may decide not to make an annual valuation of land in a local government area after considering—*
 - (a) *a market survey report for the area; and*
 - (b) *the results of consultation with the local government for the area, and appropriate local groups and industry groups.*

Example of local group—

the local Chamber of Commerce

Examples of industry groups—

AgForce, Queensland Industrial Union of Employers and Queensland Canegrowers Organisation Limited
- (3) *In this section—*

market survey report, *for a local government area, means a report to the valuer-general giving—*

 - (a) *details of sales of land, including sales of land outside the area, since the last annual valuation was made; and*
 - (b) *the probable impact of the sales on the value of land in the area if an annual valuation were to be made.*

Local Government Regulation 2012***72 What is the value of land***

*The **value**, of land for a financial year, is its value under the Land Valuation Act when a liability for payment of rates or charges for the land arises for the financial year.*

74 Rateable value of land

(1) A local government must calculate the rates for land by using the rateable value of the land.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

In accordance with Council's Risk Management Policy.

6 June 2023



Department of Resources

Mr Justin Hancock
Chief Executive Officer
Quilpie Shire Council
50 Brolga Street
Quilpie QLD 4480

By email: admin@quilpie.qld.gov.au

Dear Mr Hancock

Consideration for the annual valuation program effective 30 June 2024

I would like to introduce myself; my name is Laura Dietrich, I am the Valuer-General, Department of Resources. I have more than 25 years valuation experience across the public and the private sector. I have lived and worked in regional Queensland including Mackay, Roma, Emerald, and Maryborough and South-East Queensland.

I am seeking your views in relation to the revaluation of your local government area as part of the 2024 revaluation program that will take effect on 30 June 2024.

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

The State Valuation Service (SVS) is currently considering a range of factors, including the timing of the last valuation and market movements. The SVS will continue to monitor the property market.

Consistent with the Act, please advise me of your support or otherwise for a revaluation in 2024. You may also wish to provide me with any additional information relevant for consideration. Please provide your response to me **by Friday, 13 July 2023** by email at valuer-general@resources.qld.gov.au. The results of this consultation will be used to inform my final decision about the 2024 revaluation program.

If you have any further enquiries regarding the revaluation program, please contact John Thomas, Area Manager, State Valuation Service on telephone (07) 4529 1383 or email John.Thomas@resources.qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Laura Dietrich", followed by a horizontal line.

Laura Dietrich
Valuer-General
Department of Resources

1 William Street, Brisbane Qld 4000
PO Box 15216, City East Qld 4002
www.resources.qld.gov.au
ABN 59 020 847 551

13.5 REGISTER OF COST-RECOVERY FEES AND COMMERCIAL CHARGES**IX: 238010****Author: Hannah Tully, Finance Officer****Attachments: 1. Draft register of cost-recovery fees and commercial charges****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability**EXECUTIVE SUMMARY**

The purpose of this report is to present a new Register of Cost-Recovery Fees and Commercial Charges to be effective from 1 July 2023.

RECOMMENDATION

That Council:

1. Receive and note the report;
2. Adopt the fees in the Register of Cost-Recovery Fees and Commercial Charges;
3. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* applies:
 - (i) the applicant is the person liable to pay these fees; and
 - (ii) the fee must be paid at or before the time the application is lodged; and
4. Delegate to the Chief Executive Officer the power to amend commercial charges to which section 262 (3) (c) of the *Local Government Act 2009* applies.

BACKGROUND

Council is required to keep a register of its cost-recovery fees. A review of all fees and charges has been undertaken.

The attached draft register of cost-recovery fees and commercial charges incorporates the following proposed changes:

- A general increase of 5% for all existing fees (except for rental accommodation or as described below)
- Rental accommodation to increase by \$10 per week
- Avgas and JetA1 remains at – ‘at cost’ plus 10%

QUILPIE SHIRE COUNCIL | GOVERNANCE | ANIMAL CONTROL | RESERVES AGISTMENT

- Gunnadorah Reserve is on a lease agreement from 2019 to 2024 at \$255 per month. The fee in the register of cost-recovery fees has risen over the years but the correct amount has been charged based on the lease agreement. The charge needs to be as per the lease agreement of \$255 per month (\$3,060 annually) – recommended by Finance Officer.

QUILPIE SHIRE COUNCIL | CORPORATE | VISITOR INFORMATION CENTRE / GALLERY

Visitor Information Centre (VIC) currently charge the following fees for the Night Show & Bus tours – based on actual costs. These have not had the 5% general increase applied as these figures have already been sent out to tour groups for 2023/2024 bookings.

- Quilpeta Night Show
 - Adults (Mon – Fri) \$28
 - Child (Mon – Fri) \$10
 - Family (Mon – Fri) – 2x Adult, 2x Child \$66
 - Family (Mon – Fri) – 2x Adult, 3x Child \$76
 - Weekend (by request/coach group bookings only – Adults Sat \$34, Sun \$38).
- Bus Tours
 - Town Tour (Monday – Friday + weekends before 1pm) \$8 per person
 - Saturday after 1pm \$16 per person
 - Sunday after 1pm \$20 per person
 - Town Tour + Morning Tea (Monday – Friday + weekends before 1pm) \$22 per person
 - Town Tour + Morning Tea (Saturday after 1pm) \$28 per person
 - Town Tour + Morning Tea (Sunday after 1pm) \$32 per person

QUILPIE SHIRE COUNCIL | GOVERNANCE | PLANNING ASSESSMENT

- Certificate to be changed to Planning Search – recommended by Records Officer.
- Remove “Certificate of Town Planning - Commercial Only” – recommended by Records Officer.
- Add Exemption Certificate - \$ 165.00 (when Council grants an exemption as the development doesn't require approval) – recommended by Records Officer.

QUILPIE SHIRE COUNCIL | CORPORATE | PHOTOCOPYING

- Removal of all “own paper” photocopying fees – recommended by Director of Corporate and Community Services (DCCS).
- Removal of council paper wording and just have a flat fee – recommended by DCCS.

QUILPIE SHIRE COUNCIL | CORPORATE | LAMINATING

- Removal of laminating “larger than A3” (Council has no facility to provide this service) – recommended by DCCS.

QUILPIE SHIRE COUNCIL | CORPORATE | FACSIMILE SERVICES

- Removal of facsimile services – recommended by DCCS.

QUILPIE SHIRE COUNCIL | CORPORATE | RENTAL ACCOMMODATION

- Add line for non-pensioner rate so that charge is clear and apply the \$10 increase – recommended by Finance Officer.

QUILPIE SHIRE COUNCIL | COMMUNITY SERVICES | FACILITY & EQUIPMENT HIRE | PARKS | BULLOO PARK

- Change wording – recommended by DCCS.
 - Complete facility to Complete facility (all inclusive).
 - Complex only to Complex only (Kitchen, Bar, Kiosk, Toilets & furniture).
- Add stabling fee & camping (horses only – preapproval needed) – recommended by DCCS.
- Remove jockeys' room for vet - no longer used – recommended by DCCS.

QUILPIE SHIRE COUNCIL | COMMUNITY SERVICES | FACILITY & EQUIPMENT HIRE | TOWN HALLS | CWA HALL

- Removal of CWA Hall, visiting trades (use of power) – recommended by DCCS.

QUILPIE SHIRE COUNCIL | COMMUNITY SERVICES | FACILITY & EQUIPMENT HIRE | PARKS | JOHN WAUGH PARK

- Removal kiosk hire – recommended by DCCS.
- Change wording – recommended by DCCS.
 - Complete (with or without lights) to Complete complex.

QUILPIE SHIRE COUNCIL | COMMUNITY SERVICES | FACILITY & EQUIPMENT HIRE | EQUIPMENT | PORTABLE TOILETS

- Add cleaning fee for portable toilets into the actual hire fee to avoid confusion – recommended by DCCS.

QUILPIE SHIRE COUNCIL | COMMUNITY SERVICES | LIBRARY SERVICES

- Removal of library bag cost – recommended by DCCS.

QUILPIE SHIRE COUNCIL | ENGINEERING | ACCOMMODATION

- Transportable/floating accommodation units (per room per day) – remove as we no longer provide. All camps are fixed – recommended by DES.
- Caravan (per day) – remove as we no longer have caravans – recommended by DES.

OPTIONS

That Council resolves to accept the proposed changes to the Register of Cost-Recovery Fees and Commercial Charges to be effective from 1 July 2023.

CONSULTATION (Internal/External)

- Councillors
- Chief Executive Officer
- Directors and Managers
- Administration staff

LEGAL IMPLICATIONS

Council is required to keep a register of Cost-Recovery Fees – section 98 of the *Local Government Act 2009*.

POLICY AND LEGISLATION***Local Government Act 2009******97 Cost-recovery fees***

- (1) *A local government may, under a local law or a resolution, fix a cost-recovery fee.*
- (2) *A **cost-recovery fee** is a fee for—*
 - (a) an application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an **application fee**); or*
 - (b) recording a change of ownership of land; or*
 - (c) giving information kept under a Local Government Act; or*
 - (d) seizing property or animals under a Local Government Act; or*
 - (e) the performance of another responsibility imposed on the local government under the [Building Act](#) or the [Plumbing and Drainage Act](#).*
- (3) *A local law or resolution for subsection (2)(d) or (e) must state—*
 - (a) the person liable to pay the cost-recovery fee; and*
 - (b) the time within which the fee must be paid.*
- (4) *A cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.*
- (5) *However, an application fee may also include a tax—*
 - (a) in the circumstances and for a purpose prescribed under a regulation; and*
 - (b) if the local government decides, by resolution, that the purpose of the tax benefits its local government area.*
- (6) *The local law or resolution that fixes an application fee that includes a tax must state the amount, and the purpose, of the tax.*
- (7) *If an application fee that includes a tax is payable in relation to land, the tax applies only in relation to land that is rateable land.*
- (8) *A local government may fix a cost-recovery fee by resolution even if the fee had previously been fixed by a local law.*

98 Register of cost-recovery fees

- (1) *A local government must keep a register of its cost-recovery fees.*
- (2) *The register must state the paragraph of [section 97](#)(2) under which the cost-recovery fee is fixed.*

(3) Also, the register must state—

- (a) for a cost-recovery fee under [section 97\(2\)\(a\)](#)—the provision of the Local Government Act under which the licence, permit, registration or other approval is issued or renewed; or
- (b) for a cost-recovery fee under [section 97\(2\)\(c\)](#)—the provision of the Local Government Act under which the information is kept; or
- (c) for a cost-recovery fee under [section 97\(2\)\(d\)](#)—the provision of the Local Government Act under which the property or animals are seized; or
- (d) for a cost-recovery fee under [section 97\(2\)\(e\)](#)—the provision of the [Building Act](#) or the [Plumbing and Drainage Act](#) under which the responsibility is imposed.

(4) The public may inspect the register at the local government's public office.

Environmental Protection Act 1994

Food Act 2006

Public Health (Infection Control for Personal Appearance Services) Act 2003

Planning Act 2016

Water Act 2002

FINANCIAL AND RESOURCE IMPLICATIONS

Fees and charges revenue form part of the proposed budget for 2023/24 and the long-term financial forecasts.

A rounding policy has been applied to ensure the new fees are rounded to the nearest 10 cents or \$1.00 as follows:

From	To	Rule	Rounding Value
\$0.00	\$3.00	Round to Nearest	\$0.10
\$3.01	onwards	Round Up	\$1.00

RISK MANAGEMENT IMPLICATIONS

Nil – Council currently maintains a register of fees and charges. A review of the cost-recovery and commercial fees has been undertaken. This report presents an updated register for adoption, which if adopted, will be effective from 1 July 2023.

Fee Name	with general increase				with Rounding Policy		
	2022/2023 Fee	2023/2024 Fee	% Increase	\$ Increase	2023/2024 Fee	% Increase	\$ Increase
	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)
QUILPIE SHIRE COUNCIL GOVERNANCE PLANNING ASSESSMENT							
Reconfiguring a Lot	\$ 625.00	\$ 656.25	5.00%	\$ 31.25	\$ 657.00	5.12%	\$ 32.00
Material change of use – Code assessable	\$ 625.00	\$ 656.25	5.00%	\$ 31.25	\$ 657.00	5.12%	\$ 32.00
Material change of use – Impact assessable	\$ 1,095.00	\$ 1,149.75	5.00%	\$ 54.75	\$ 1,150.00	5.02%	\$ 55.00
Advertising	\$ 595.00	\$ 624.75	5.00%	\$ 29.75	\$ 625.00	5.04%	\$ 30.00
Planning Search	Cost + \$110.00 admin fee	Cost + \$115.50 admin fee	5.00%	\$ 5.50	Cost + \$115.50 admin fee	5.00%	\$ 5.50
Exemption Certificate (*Where council deems developemnt doesn't require approval		\$ 165.00			\$ 165.00		
QUILPIE SHIRE COUNCIL GOVERNANCE BUILDING							
Amendment to Building Application	50% of original building application fee	50% of original building application fee			50% of original building application fee		
Assessment Approval post Construction	Application fee plus 50%	Application fee plus 50%			Application fee plus 50%		
Building Records Search	\$ 165.00	\$ 173.25	5.00%	\$ 8.25	\$ 173.50	5.45%	\$ 9.00
Private Certification Document Archival Lodgement Fee	\$ 114.00	\$ 119.70	5.00%	\$ 5.70	\$ 120.00	5.26%	\$ 6.00
QUILPIE SHIRE COUNCIL GOVERNANCE NEW CONSTRUCTIONS CLASS 1 – DWELLINGS							
< 300m² GFA – Registered builder	\$ 790.00	\$ 829.50	5.00%	\$ 39.50	\$ 830.00	5.06%	\$ 40.00
< 300m² GFA – Owner builder	\$ 1,075.00	\$ 1,128.75	5.00%	\$ 53.75	\$ 1,130.00	5.02%	\$ 54.00
> 300m² GFA – Registered builder	\$2.18/m² + \$885.00	\$2.29/m² + \$929.25.00	5.00%		\$2.30/m² + \$930.00		
> 300m² GFA – Owner builder	\$3.10/m² + \$1,180.00	\$3.25/m² + \$1,239.00	5.00%		\$3.25/m² + \$1,240.00		
QUILPIE SHIRE COUNCIL GOVERNANCE NEW CONSTRUCTIONS CLASS 2 & 3 – FLATS, MOTELS, ACCOMMODATION UNITS							
< 300m² GFA – Registered builder	\$ 1,095.00	\$ 1,149.74	5.00%	\$ 54.74	\$ 1,150.00	5.02%	\$ 55.00
< 300m² GFA – Owner builder	\$ 1,095.00	\$ 1,149.74	5.00%	\$ 54.74	\$ 1,150.00	5.02%	\$ 55.00
> 300m² GFA – Registered builder	\$3.12/m² + \$1,190.00	\$3.28/m² + \$1,249.50	5.00%		\$3.30/m² + \$1,250		
QUILPIE SHIRE COUNCIL GOVERNANCE NEW CONSTRUCTIONS CLASS 4 – 9 – COMMERCIAL & INDUSTRIAL BUILDING							
< 300m² GFA – Registered builder	\$ 1,065.00	\$ 1,118.25	5.00%	\$ 53.25	\$ 1,120.00	5.07%	\$ 54.00
300m² – 500m² GFA – Registered builder	\$ 1,735.00	\$ 1,821.75	5.00%	\$ 86.75	\$ 1,825.00	5.01%	\$ 87.00
500m² – 800m² GFA – Registered builder	\$ 3,135.00	\$ 3,291.75	5.00%	\$ 156.75	\$ 3,295.00	5.01%	\$ 157.00
> 800m² GFA – Registered builder	\$3.64/m² + \$3,240.00	\$3.82/m² + \$3,402.00	5.00%		\$3.82/m² + \$3,402.00		
QUILPIE SHIRE COUNCIL GOVERNANCE NEW CONSTRUCTIONS CLASS 10 – GARDEN SHEDS, UNROOFED PERGOLAS & DECKS ETC							
< 10m² GFA – Registered builder	\$ 135.00	\$ 141.75	5.00%	\$ 6.75	\$ 142.00	5.19%	\$ 7.00
< 10m² GFA – Owner builder	\$ 190.00	\$ 199.50	5.00%	\$ 9.50	\$ 199.50	5.26%	\$ 10.00
10m² – 120m² GFA – Registered builder	\$ 325.00	\$ 341.24	5.00%	\$ 16.24	\$ 342.00	5.23%	\$ 17.00
10m² – 120m² GFA – Owner builder	\$ 400.00	\$ 420.00	5.00%	\$ 20.00	\$ 420.00	5.00%	\$ 20.00
120m² – 300m² GFA – Registered builder	\$ 460.00	\$ 483.00	5.00%	\$ 23.00	\$ 483.00	5.00%	\$ 23.00
120m² – 300m² GFA – Owner builder	\$ 525.00	\$ 551.25	5.00%	\$ 26.25	\$ 552.00	5.14%	\$ 27.00
QUILPIE SHIRE COUNCIL GOVERNANCE NEW CONSTRUCTIONS CLASS 10 – SWIMMING POOL & FENCING							
Fee (including inspection) – Registered builder	\$ 585.00	\$ 614.25	5.00%	\$ 29.25	\$ 615.00	5.13%	\$ 30.00
Fee (including inspection) – Owner builder	\$ 725.00	\$ 761.25	5.00%	\$ 36.25	\$ 762.00	5.10%	\$ 37.00
Swimming pool inspection fee (including certificate) – Registered builder	\$ 270.00	\$ 283.49	5.00%	\$ 13.49	\$ 283.50	5.19%	\$ 14.00
Swimming pool inspection fee (including certificate) – Owner builder	\$ 270.00	\$ 283.49	5.00%	\$ 13.49	\$ 283.50	5.19%	\$ 14.00
QUILPIE SHIRE COUNCIL GOVERNANCE NEW CONSTRUCTIONS AWNINGS & ADVERTISING SIGNS							
Minimum fee	\$ 390.00	\$ 409.51	5.00%	\$ 19.51	\$ 410.00	5.13%	\$ 20.00

Fee Name	with general increase		% Increase	\$ Increase	with Rounding Policy		
	2022/2023 Fee (incl. GST)	2023/2024 Fee (incl. GST)			2023/2024 Fee (incl. GST)	% Increase (incl. GST)	\$ Increase (incl. GST)
QUILPIE SHIRE COUNCIL GOVERNANCE NEW CONSTRUCTIONS UNCLASSIFIED BUILDINGS							
Minimum fee	\$ 390.00	\$ 409.51	5.00%	\$ 19.51	\$ 410.00	5.13%	\$ 20.00
QUILPIE SHIRE COUNCIL GOVERNANCE RELOCATIONS CLASS 1 - DWELLINGS							
< 300m² GFA – Registered builder	\$ 790.00	\$ 829.50	5.00%	\$ 39.50	\$ 830.00	5.06%	\$ 40.00
< 300m² GFA – Owner builder	\$ 1,075.00	\$ 1,128.75	5.00%	\$ 53.75	\$ 1,129.00	5.02%	\$ 54.00
> 300m² GFA – Registered builder	\$2.16/m² + \$885.00	\$2.29/m² + \$929.25	5.00%		\$2.30/m² + \$930.00		
> 300m² GFA – Owner builder	\$3.10/m² + \$1180.00	\$3.26/m² + \$1,239.00	5.00%		\$3.30/m² + \$1,240.00		
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS CLASS 1 – DWELLINGS							
< 150m² GFA – Registered builder	\$ 635.00	\$ 666.75	5.00%	\$ 31.75	\$ 667.00	5.04%	\$ 32.00
< 150m² GFA – Owner builder	\$ 785.00	\$ 824.25	5.00%	\$ 39.25	\$ 825.00	5.10%	\$ 40.00
> 150m² GFA – Registered builder	\$3.38/m² + \$735.00	\$3.55/m² + \$771.75	5.00%		\$3.55/m² + \$772.00		
> 150m² GFA – Owner builder	\$4.36/m² + \$885.00	\$4.58/m² + \$929.25	5.00%		\$4.60/m² + \$930.00		
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS CLASS 2 & 3 – FLATS, MOTELS, ACCOMMODATION UNITS							
< 150m² GFA – Registered builder	\$ 780.00	\$ 819.00	5.00%	\$ 39.00	\$ 819.00	5.00%	\$ 39.00
> 150m² addition – Registered builder	\$4.36/m² + \$100.00	\$4.58/m² + \$105.00	5.00%		\$4.60/m² + \$105.00		
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS CLASS 4 – 9 – COMMERCIAL & INDUSTRIAL BUILDING							
< 300m² GFA – Registered builder	\$ 780.00	\$ 819.00	5.00%	\$ 39.00	\$ 819.00	5.00%	\$ 39.00
300m² – 500m² GFA – Registered builder	\$ 1,040.00	\$ 1,091.99	5.00%	\$ 51.99	\$ 1,092.00	5.00%	\$ 52.00
> 500m² GFA – Registered builder	\$ 1,695.00	\$ 1,779.75	5.00%	\$ 84.75	\$ 1,780.00	5.01%	\$ 85.00
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS CLASS 10 – GARDEN SHEDS, UNROOFED PERGOLAS & DECKS ETC							
< 10m² GFA – Registered builder	\$ 130.00	\$ 136.50	5.00%	\$ 6.50	\$ 137.00	5.38%	\$ 7.00
< 10m² GFA – Owner builder	\$ 130.00	\$ 136.50	5.00%	\$ 6.50	\$ 137.00	5.38%	\$ 7.00
10m² – 120m² GFA – Registered builder	\$ 255.00	\$ 267.75	5.00%	\$ 12.75	\$ 268.00	5.10%	\$ 13.00
10m² – 120m² GFA – Owner builder	\$ 315.00	\$ 330.75	5.00%	\$ 15.75	\$ 331.00	5.08%	\$ 16.00
> 120m² GFA – Registered builder	\$ 520.00	\$ 546.00	5.00%	\$ 26.00	\$ 546.00	5.00%	\$ 26.00
> 120m² GFA – Owner builder	\$ 580.00	\$ 609.00	5.00%	\$ 29.00	\$ 609.00	5.00%	\$ 29.00
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS CLASS 10 – SWIMMING POOL & FENCING							
Minimum fee – Registered builder	\$ 455.00	\$ 477.75	5.00%	\$ 22.75	\$ 478.00	5.05%	\$ 23.00
Minimum fee – Owner builder	\$ 580.00	\$ 609.00	5.00%	\$ 29.00	\$ 609.00	5.00%	\$ 29.00
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS AWNINGS & ADVERTISING SIGNS							
Minimum fee – Registered builder	\$ 455.00	\$ 477.75	5.00%	\$ 22.75	\$ 478.00	5.50%	\$ 23.00
Minimum fee – Owner builder	\$ 580.00	\$ 609.00	5.00%	\$ 29.00	\$ 609.00	5.00%	\$ 29.00
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS UNCLASSIFIED BUILDINGS							
Minimum fee – Registered builder	\$ 455.00	\$ 477.75	5.00%	\$ 22.75	\$ 478.00	5.05%	\$ 23.00
Minimum fee – Owner builder	\$ 580.00	\$ 609.00	5.00%	\$ 29.00	\$ 609.00	5.00%	\$ 29.00
QUILPIE SHIRE COUNCIL GOVERNANCE EXTENSIONS & RENOVATIONS DEMOLITION, REMOVAL OR MISCELLANEOUS MINOR WORKS REQUIRING APPROVAL							
Minimum fee – Registered builder	\$ 315.00	\$ 330.75	5.00%	\$ 15.75	\$ 331.00	5.08%	\$ 16.00
Minimum fee – Owner builder	\$ 395.00	\$ 414.75	5.00%	\$ 19.75	\$ 415.00	5.06%	\$ 20.00
QUILPIE SHIRE COUNCIL GOVERNANCE ANIMAL CONTROL ANIMAL REGISTRATION							
Puppy (under 6 months – evidence required)	\$ 30.00	\$ 31.50	5.00%	\$ 1.50	\$ 32.00	6.67%	\$ 2.00
Entire dog	\$ 110.00	\$ 115.50	5.00%	\$ 5.50	\$ 116.00	5.45%	\$ 6.00
Entire dog – Aged pensioners (entitlement card required)	\$ 55.00	\$ 57.75	5.00%	\$ 2.75	\$ 58.00	5.45%	\$ 3.00
Desexed dog (evidence required)	\$ 40.00	\$ 42.00	5.00%	\$ 2.00	\$ 42.00	5.00%	\$ 2.00
Desexed dog – Aged Pensioners (entitlement card required)	\$ 20.00	\$ 21.00	5.00%	\$ 1.00	\$ 21.00	5.00%	\$ 1.00

Fee Name	with general increase				with Rounding Policy		
	2022/2023 Fee	2023/2024 Fee	% Increase	\$ Increase	2023/2024 Fee	% Increase	\$ Increase
	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)
Dangerous Dog (Declared Regulated Dog as per the Animal Management (Cats & Dogs) Act 2008)	\$ 275.00	\$ 288.75	5.00%	\$ 13.75	\$ 289.00	5.09%	\$ 14.00
Menacing dog (Declared Menacing Dog as per the Animal Management (Cats & Dogs) Act 2008)	\$ 170.00	\$ 178.50	5.00%	\$ 8.50	\$ 179.00	5.29%	\$ 9.00
Working dog (an application with supporting evidence must be submitted to Council)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Guide dog and assistance dog – no registration fee applies (must still submit an animal registration form and provide a copy of the appropriate handlers' identification card)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Kennel permit (per year – by application to Council) (up to 6 dogs/puppies) (includes registration component)	\$ 315.00	\$ 330.75	5.00%	\$ 15.75	\$ 331.00	5.08%	\$ 16.00
Replacement registration tag	\$ 5.00	\$ 5.25	5.00%	\$ 0.25	\$ 6.00	20.00%	\$ 1.00
Boarding fee (eg emergency accommodation)	\$ 31.00	\$ 32.55	5.00%	\$ 1.55	\$ 33.00	6.45%	\$ 2.00
Cat trap bond (dependent on availability)	\$ 31.00	\$ 32.55	5.00%	\$ 1.55	\$ 33.00	6.45%	\$ 2.00
Barking collar bond (dependent on availability)	\$ 52.00	\$ 54.60	5.00%	\$ 2.60	\$ 55.00	5.77%	\$ 3.00
QUILPIE SHIRE COUNCIL GOVERNANCE ANIMAL CONTROL IMPOUNDMENT							
1st impoundment (dog & cat)	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
2nd impoundment (dog & cat)	\$ 175.00	\$ 183.75	5.00%	\$ 8.75	\$ 184.00	5.14%	\$ 9.00
3rd impoundment (dog & cat)	\$ 230.00	\$ 241.50	5.00%	\$ 11.50	\$ 242.00	5.22%	\$ 12.00
Micro-chipping fee for all impounded animals not micro-chipped (dog & cat)	\$ 115.00	\$ 120.75	5.01%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
Sustenance fee – per day or part thereof for detained animals (dog & cat)	\$ 26.00	\$ 27.30	5.00%	\$ 1.30	\$ 28.00	7.69%	\$ 2.00
Entire bull	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
Entire stallion	\$ 285.00	\$ 299.25	5.00%	\$ 14.25	\$ 300.00	5.26%	\$ 15.00
All other horses and cattle	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
Sheep	\$ 10.00	\$ 10.50	5.00%	\$ 0.50	\$ 11.00	10.00%	\$ 1.00
Goats	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
Sustenance fee – all other animals (except sheep)	\$ 31.00	\$ 32.55	5.00%	\$ 1.55	\$ 33.00	6.45%	\$ 2.00
Sustenance fee – sheep	\$ 10.00	\$ 10.50	5.00%	\$ 0.50	\$ 11.00	10.00%	\$ 1.00
Driving fees for leading, transporting etc. to pound	At cost	At cost			At cost		
QUILPIE SHIRE COUNCIL GOVERNANCE ANIMAL CONTROL COMMON PERMIT							
Application fee	\$ 60.00	\$ 63.00	5.00%	\$ 3.00	\$ 63.00	5.00%	\$ 3.00
Annual fee (renewal)	\$ 60.00	\$ 63.00	5.00%	\$ 3.00	\$ 63.00	5.00%	\$ 3.00
Mustering fee	At cost	At cost			At cost		
Out of hours call outs deemed non-urgent by the CEO or delegated officer	At cost	At cost			At cost		
QUILPIE SHIRE COUNCIL GOVERNANCE ANIMAL CONTROL RESERVES AGISTMENT							
Warrabin Lane (upon approved application to Council)	\$ 3.00	\$ 3.15	5.00%	\$ 0.15	\$ 4.00	33.33%	\$ 1.00
Dillon's Well (upon approved application to Council)	\$ 3.00	\$ 3.15	5.00%	\$ 0.15	\$ 4.00	33.33%	\$ 1.00

Fee Name	2022/2023 Fee	with general increase	% Increase	\$ Increase	with Rounding Policy		
	(incl. GST)	2023/2024 Fee (incl. GST)			2023/2024 Fee (incl. GST)	% Increase (incl. GST)	\$ Increase (incl. GST)
Gunnadorah Reserve	\$ 3,200.00	\$ 3,060.00			\$ 3,060.00		
QUILPIE SHIRE COUNCIL GOVERNANCE ANIMAL CONTROL PORTABLE FENCING PANELS							
Fee per panel/per week	\$ 5.00	\$ 5.25	5.00%	\$ 0.25	\$ 6.00	20.00%	\$ 1.00
Bond per panel	\$ 205.00	\$ 215.25	5.00%	\$ 10.25	\$ 215.00	5.37%	\$ 11.00
QUILPIE SHIRE COUNCIL GOVERNANCE LICENCE FEES FOOD LICENCE FEES							
Food licence application (new food premises) (includes annual fee)	\$ 270.00	\$ 283.50	5.00%	\$ 13.50	\$ 284.00	5.19%	\$ 14.00
Food premise licence renewal fee (annual)	\$ 140.00	\$ 147.00	5.00%	\$ 7.00	\$ 147.00	5.00%	\$ 7.00
Amendment (change address/minor)	\$ 58.00	\$ 60.90	5.00%	\$ 2.90	\$ 61.00	5.17%	\$ 3.00
Amendment to premises (major)	At Cost	At Cost			At Cost		
Copy/replacement of licence	\$ 10.00	\$ 10.50	5.00%	\$ 0.50	\$ 11.00	10.00%	\$ 1.00
Additional inspection (per hour)	\$ 125.00	\$ 131.25	5.00%	\$ 6.25	\$ 132.00	5.60%	\$ 7.00
Volunteer group (eg sporting/school)	\$ 10.00	\$ 10.50	5.00%	\$ 0.50	\$ 11.00	10.00%	\$ 1.00
Home based catering service	\$ 31.00	\$ 32.55	5.00%	\$ 1.55	\$ 33.00	6.45%	\$ 2.00
Accrediting a food safety program	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
Auditing a food safety program	At Cost	At Cost			At Cost		
Amending a food safety program	\$ 58.00	\$ 60.90	5.00%	\$ 2.90	\$ 61.00	5.17%	\$ 3.00
Environmental Health Search only	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
Apiary Site Application Fee	\$ 280.00	\$ 294.00	5.00%	\$ 14.00	\$ 294.00	5.00%	\$ 14.00
Apiary site yearly fee	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
QUILPIE SHIRE COUNCIL GOVERNANCE LICENCE FEES BEAUTY THERAPY							
Beauty therapy licence application (new)	\$ 145.00	\$ 152.25	5.00%	\$ 7.25	\$ 153.00	5.52%	\$ 8.00
Beauty therapy licence application (renewal)	\$ 115.00	\$ 120.75	5.00%	\$ 5.75	\$ 121.00	5.22%	\$ 6.00
QUILPIE SHIRE COUNCIL GOVERNANCE LICENCE FEES ENVIRONMENTALLY RELEVANT ACTIVITIES							
All other ERA's	\$ 335.00	\$ 351.75	5.00%	\$ 16.75	\$ 352.00	5.07%	\$ 17.00
Registration of motor vehicle workshop	\$ 335.00	\$ 351.75	5.00%	\$ 16.75	\$ 352.00	5.07%	\$ 17.00
QUILPIE SHIRE COUNCIL GOVERNANCE LICENCE FEES HEALTH COMPLIANCE INSPECTIONS							
Inspection fee	\$ 145.00	\$ 152.25	5.00%	\$ 7.25	\$ 153.00	5.52%	\$ 8.00
QUILPIE SHIRE COUNCIL GOVERNANCE LICENCE FEES REGULATED WASTE FEES							
Application for Trade Waste Licence discharge – Category 1 (Schedule 9 of the EP Regulation)	\$ 390.00	\$ 409.51	5.00%	\$ 19.51	\$ 410.00	5.13%	\$ 20.00
Application for Trade Waste Licence discharge – Category 2 (Schedule 9 of the EP Regulation)	\$ 390.00	\$ 409.51	5.00%	\$ 19.51	\$ 410.00	5.13%	\$ 20.00
Burial of trade asbestos/CCA treated timber or other waste greater than 10m2	\$ 315.00	\$ 330.75	5.00%	\$ 15.75	\$ 331.00	5.08%	\$ 16.00
Asbestos 10m2 or less (MUST CONTACT COUNCIL PRIOR)	\$ 205.00	\$ 215.25	5.00%	\$ 10.25	\$ 216.00	5.37%	\$ 11.00
Contaminated soil (low level)	\$ 42.00	\$ 44.10	5.00%	\$ 2.10	\$ 45.00	7.14%	\$ 3.00
Contaminated soil (high level)	POA	POA			POA		
Disposal of septic or grey water waste (any quantity)	\$ 0.10	\$ 0.10	0.00%	\$ -	\$ 0.10	0.00%	\$ -
QUILPIE SHIRE COUNCIL GOVERNANCE LICENCE FEES UNREGULATED WASTE FEES							
Commercial/industrial and demolition waste fee per tonne	\$ 52.00	\$ 54.60	5.00%	\$ 2.60	\$ 55.00	5.77%	\$ 3.00
Commercial/industrial and demolition waste fee per m3	\$ 17.00	\$ 17.85	5.00%	\$ 0.85	\$ 18.00	5.88%	\$ 1.00
QUILPIE SHIRE COUNCIL CORPORATE COPIES OF DOCUMENTS							

Fee Name	with general increase		% Increase	\$ Increase	with Rounding Policy		
	2022/2023 Fee (incl. GST)	2023/2024 Fee (incl. GST)			2023/2024 Fee (incl. GST)	% Increase (incl. GST)	\$ Increase (incl. GST)
Annual Report	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Budget & Revenue Statement	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Corporate Plan	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Operational Plan	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Minutes – monthly	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Local Laws	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Archive fee	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Planning Scheme – complete hard copy	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Planning Scheme – complete electronic copy	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
Planning Scheme – sections (hardcopy/electronic)	\$ 12.00	\$ 12.60	5.00%	\$ 0.60	\$ 13.00	8.33%	\$ 1.00
QUILPIE SHIRE COUNCIL CORPORATE RIGHT TO INFORMATION							
Right to Information Access Application Fee	As per regulation	As per regulation					
Processing fee where total processing is 5 hours or less	As per regulation	As per regulation					
Processing fee for each 15 minutes or part thereof where the processing is greater than 5 hours (note charge is for total time including first 5 hours)	As per regulation	As per regulation					
Access charge for each black and white copy of an A4 document	As per regulation	As per regulation					
QUILPIE SHIRE COUNCIL CORPORATE PHOTOCOPYING							
A4 single sided page – black & white	\$ 0.65	\$ 0.68	4.62%	\$ 0.03	\$ 0.70	7.69%	\$ 0.05
A4 single sided page – colour	\$ 1.10	\$ 1.16	5.45%	\$ 0.06	\$ 1.20	9.09%	\$ 0.10
A4 double sided page – black & white	\$ 0.85	\$ 0.89	4.71%	\$ 0.04	\$ 0.90	5.88%	\$ 0.05
A4 double sided page – colour	\$ 2.10	\$ 2.21	5.24%	\$ 0.11	\$ 2.20	4.76%	\$ 0.10
A3 single sided page – black & white	\$ 0.85	\$ 0.89	4.71%	\$ 0.04	\$ 0.90	5.88%	\$ 0.05
A3 single sided page – colour	\$ 1.25	\$ 1.32	5.60%	\$ 0.07	\$ 1.30	4.00%	\$ 0.05
A3 double sided page – black & white	\$ 1.05	\$ 1.10	4.76%	\$ 0.05	\$ 1.10	4.76%	\$ 0.05
A3 double sided page – colour	\$ 1.55	\$ 1.63	5.16%	\$ 0.08	\$ 1.60	3.23%	\$ 0.05
QUILPIE SHIRE COUNCIL CORPORATE LAMINATING							
A4 laminating	\$ 3.50	\$ 3.67	4.86%	\$ 0.17	\$ 4.00	14.29%	\$ 0.50
A3 laminating	\$ 5.60	\$ 5.88	5.00%	\$ 0.28	\$ 6.00	7.14%	\$ 0.40
QUILPIE SHIRE COUNCIL CORPORATE BINDING							
All sizes	\$ 3.00	\$ 3.15	5.00%	\$ 0.15	\$ 4.00	33.33%	\$ 1.00
QUILPIE SHIRE COUNCIL CORPORATE RATE / PROPERTY SEARCHES							
Property Search – full rate search	\$ 165.00	\$ 173.25	5.00%	\$ 8.25	\$ 174.00	5.45%	\$ 9.00
Property Search – full rate search (24 hour reply)	\$ 275.00	\$ 288.75	5.00%	\$ 13.75	\$ 289.00	5.09%	\$ 14.00
QUILPIE SHIRE COUNCIL CORPORATE VISITOR INFORMATION CENTRE / GALLERY							
Quilpie Night Show Experience (Mon - Fri) – Adult		\$ 28.00			\$ 28.00		
Quilpie Night Show Experience (Mon - Fri) – Child		\$ 10.00			\$ 10.00		
Quilpie Night Show Experience (Mon - Fri) – Family 2x Adult & 2x Child		\$ 66.00			\$ 66.00		
Quilpie Night Show Experience (Mon - Fri) – Family 2x Adult & 3x Child		\$ 76.00			\$ 76.00		

Fee Name	with general increase		% Increase	\$ Increase	with Rounding Policy		
	2022/2023 Fee	2023/2024 Fee			2023/2024 Fee	% Increase	\$ Increase
	(incl. GST)	(incl. GST)			(incl. GST)	(incl. GST)	(incl. GST)
Quilpie Night Show Experience (Saturday - request/coach group bookings only) Adult		\$ 34.00			\$ 34.00		
Quilpie Night Show Experience (Sunday - request/coach group bookings only) Adult		\$ 38.00			\$ 38.00		
Quilpie Town Tours (Monday - Friday + weekends before 1pm)		\$ 8.00			\$ 8.00		
Quilpie Town Tours (Saturday after 1pm)		\$ 16.00			\$ 16.00		
Quilpie Town Tours (Sunday after 1pm)		\$ 20.00			\$ 20.00		
Quilpie Town Tours & Morning Tea (Monday - Friday + weekends before 1pm)		\$ 22.00			\$ 22.00		
Quilpie Town Tours & Morning Tea (Saturday after 1pm)		\$ 28.00			\$ 28.00		
Quilpie Town Tours & Morning Tea (Sunday after 1pm)		\$ 32.00			\$ 32.00		
Gallery - commission on all gallery sales	15% per item	15% per item			15% per item		
QUILPIE SHIRE COUNCIL CORPORATE RENTAL ACCOMMODATION QUILPIE HOUSES							
8 Boobook Street, Quilpie (house - timber) - 3 bedroom (Employment Contract)	\$ 300.00	\$ 310.00	3.33%	\$ 10.00	\$ 310.00	3.33%	\$ 10.00
30 Boonkai Street, Quilpie (house - brick) - 3 bedroom (Lease Agreement - Catholic Education)	\$ 180.00	\$ 190.00	5.56%	\$ 10.00	\$ 190.00	5.56%	\$ 10.00
51 Dukamurra Street, Quilpie (house - timber) - 4 bedroom (Employment Contract)	\$ 340.00	\$ 350.00	2.94%	\$ 10.00	\$ 350.00	2.94%	\$ 10.00
41 Galah Street, Quilpie (house - brick) - 3 bedroom (Employment Contract)	\$ 310.00	\$ 320.00	3.23%	\$ 10.00	\$ 320.00	3.23%	\$ 10.00
53 Galah Street, Quilpie (house - brick) - 3 bedroom	\$ 180.00	\$ 190.00	5.56%	\$ 10.00	\$ 190.00	5.56%	\$ 10.00
57 Galah Street, Quilpie (house - brick) - 3 bedroom (Lease Agreement Ergon Energy)	\$ 350.00	\$ 360.00	2.86%	\$ 10.00	\$ 360.00	2.86%	\$ 10.00
62 Galah Street, Quilpie (house - modular) - 4 bedroom (Employment Contract)	\$ 320.00	\$ 330.00	3.13%	\$ 10.00	\$ 330.00	3.13%	\$ 10.00
65-67 Galah Street, Quilpie (house - timber) - 4 bedroom (Lease Agreement - Queensland Health)	\$ 510.00	\$ 520.00	1.96%	\$ 10.00	\$ 520.00	1.96%	\$ 10.00
57 Jabiru Street, Quilpie (house - timber) - 3 bedroom	\$ 180.00	\$ 190.00	5.56%	\$ 10.00	\$ 190.00	5.56%	\$ 10.00
7 Kookaburra Street, Quilpie (house - timber) - 3 bedroom	\$ 180.00	\$ 190.00	5.56%	\$ 10.00	\$ 190.00	5.56%	\$ 10.00
41 Pegler Street, Quilpie (house - timber) - 3 bedroom	\$ 180.00	\$ 190.00	5.56%	\$ 10.00	\$ 190.00	5.56%	\$ 10.00
64 Pegler Street, Quilpie (house - timber) - 3 bedroom (Employment Contract)	\$ 180.00	\$ 190.00	5.56%	\$ 10.00	\$ 190.00	5.56%	\$ 10.00
66 Pegler Street, Quilpie (house - timber) - 3 bedroom	\$ 180.00	\$ 190.00	5.56%	\$ 10.00	\$ 190.00	5.56%	\$ 10.00
74 Pegler Street, Quilpie (house - brick) - 4 Bedroom (Lease Agreement Ergon Energy)	\$ 415.00	\$ 425.00	2.41%	\$ 10.00	\$ 425.00	2.41%	\$ 10.00
QUILPIE SHIRE COUNCIL CORPORATE RENTAL ACCOMMODATION EROMANGA HOUSES							
7 Neal Street, Eromanga (house - timber) - 3 bedroom	\$ 150.00	\$ 160.00	6.67%	\$ 10.00	\$ 160.00	6.67%	\$ 10.00
5 Neal Street, Eromanga (house - timber) - 3 bedroom	\$ 150.00	\$ 160.00	6.67%	\$ 10.00	\$ 160.00	6.67%	\$ 10.00

Fee Name	with general increase		% Increase	\$ Increase	with Rounding Policy		
	2022/2023 Fee	2023/2024 Fee			2023/2024 Fee	% Increase	\$ Increase
	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)
14 Donald Street, Eromanga (house – modular) – 3 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
QUILPIE SHIRE COUNCIL CORPORATE RENTAL ACCOMMODATION UNITS/DUPLEXES							
60 Pegler Street, Quilpie – Unit 1 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
60 Pegler Street, Quilpie – Unit 2 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
88 Quarrion Street, Quilpie – Unit 1 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
88 Quarrion Street, Quilpie – Unit 2 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
67 Boonkai Street, Quilpie – Unit 1 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
67 Boonkai Street, Quilpie – Unit 2 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
43 Galah Street, Quilpie – Unit 1 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
43 Galah Street, Quilpie – Unit 2 – 2 bedroom	\$ 160.00	\$ 170.00	6.25%	\$ 10.00	\$ 170.00	6.25%	\$ 10.00
1 Boobook Street, Quilpie (Duplex 1) Timber – 2 bedroom	\$ 220.00	\$ 230.00	4.55%	\$ 10.00	\$ 230.00	4.55%	\$ 10.00
54 Chipus Street, Quilpie (Duplex 2) Timber – 2 bedroom	\$ 220.00	\$ 230.00	4.55%	\$ 10.00	\$ 230.00	4.55%	\$ 10.00
5 Boobook Street, Quilpie (Duplex 1) Brick – 2 bedroom	\$ 225.00	\$ 235.00	4.44%	\$ 10.00	\$ 235.00	4.44%	\$ 10.00
5 Boobook Street, Quilpie (Duplex 2) Brick – 2 bedroom	\$ 225.00	\$ 235.00	4.44%	\$ 10.00	\$ 235.00	4.44%	\$ 10.00
QUILPIE SHIRE COUNCIL CORPORATE RENTAL ACCOMMODATION AGED PERSON HOUSING							
1-17 Gyrica Gardens, Quilpie (unit – brick) 2 bedroom (Pensioner Rate – evidence required)	\$ 140.00	\$ 150.00	7.14%	\$ 10.00	\$ 150.00	7.14%	\$ 10.00
1-17 Gyrica Gardens, Quilpie (unit – brick) 2 bedroom					\$ 160.00		
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES COMMERCIAL CHARGES USE OF ROADS / STREETS							
Permit – per week	\$ 165.00	\$ 173.25	5.00%	\$ 8.25	\$ 174.00	5.45%	\$ 9.00
Permit – per year	\$ 355.00	\$ 372.75	5.00%	\$ 17.75	\$ 373.00	5.07%	\$ 18.00
Business activities – sale of good – traders/itinerant vendors	\$ 680.00	\$ 714.00	5.00%	\$ 34.00	\$ 714.00	5.00%	\$ 34.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE TOWN HALLS QUILPIE HALL & SUPPER ROOM							
Hall only – Hire fee	\$ 78.00	\$ 81.90	5.00%	\$ 3.90	\$ 82.00	5.13%	\$ 4.00
Hall only – Bond	\$ 155.00	\$ 162.75	5.00%	\$ 7.75	\$ 163.00	5.16%	\$ 8.00
Supper room only – Hire fee	\$ 78.00	\$ 81.90	5.00%	\$ 3.90	\$ 82.00	5.13%	\$ 4.00
Supper room only – Bond	\$ 155.00	\$ 162.75	5.00%	\$ 7.75	\$ 163.00	5.16%	\$ 8.00
Hall & supper room – Hire fee	\$ 130.00	\$ 136.50	5.00%	\$ 6.50	\$ 137.00	5.38%	\$ 7.00
Hall & supper room – Bond	\$ 205.00	\$ 215.25	5.00%	\$ 10.25	\$ 216.00	5.37%	\$ 11.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE TOWN HALLS EROMANGA HALL							
Hall – Hire fee	\$ 78.00	\$ 81.90	5.00%	\$ 3.90	\$ 82.00	5.13%	\$ 4.00
Hall – Bond	\$ 155.00	\$ 162.75	5.00%	\$ 7.75	\$ 163.00	5.16%	\$ 8.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE TOWN HALLS TOOMPINE HALL							
Hall – Hire fee	\$ 78.00	\$ 81.90	5.00%	\$ 3.90	\$ 82.00	5.13%	\$ 4.00
Hall – Bond	\$ 155.00	\$ 162.75	5.00%	\$ 7.75	\$ 163.00	5.16%	\$ 8.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE TOWN HALLS ADAVALE HALL							

Fee Name	with general increase		% Increase	\$ Increase	with Rounding Policy		
	2022/2023 Fee (incl. GST)	2023/2024 Fee (incl. GST)			2023/2024 Fee (incl. GST)	% Increase (incl. GST)	\$ Increase (incl. GST)
Hall – Hire fee	\$ 78.00	\$ 81.90	5.00%	\$ 3.90	\$ 82.00	5.13%	\$ 4.00
Hall – Bond	\$ 155.00	\$ 162.75	5.00%	\$ 7.75	\$ 163.00	5.16%	\$ 8.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE PARKS BULLOO PARK							
Complex only (Kitchen, Bar, Kiosk, Toilets & Furniture) – Hire fee	\$ 155.00	\$ 162.75	5.00%	\$ 7.75	\$ 163.00	5.16%	\$ 8.00
Complex only (Kitchen, Bar, Kiosk, Toilets & Furniture) – Bond	\$ 105.00	\$ 110.25	5.00%	\$ 5.25	\$ 111.00	5.71%	\$ 6.00
Complete facility (all inclusive) – Hire fee	\$ 315.00	\$ 330.75	5.00%	\$ 15.75	\$ 331.00	5.08%	\$ 16.00
Complete facility (all inclusive) – Bond	\$ 205.00	\$ 215.25	5.00%	\$ 10.25	\$ 216.00	5.37%	\$ 11.00
Stabling & Camping fee (horses only – preapproval needed) Per horse per night		\$ 20.00			\$ 20.00		
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE PARKS JOHN WAUGH PARK							
Complete Complex – Bond	\$ 155.00	\$ 162.75	5.00%	\$ 7.75	\$ 163.00	5.16%	\$ 8.00
Complete Complex – Hire fee	\$ 105.00	\$ 110.24	4.99%	\$ 5.24	\$ 111.00	5.71%	\$ 6.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE EQUIPMENT TABLE & CHAIRS							
Tables & chairs – Bond	\$ 105.00	\$ 110.25	5.00%	\$ 5.25	\$ 111.00	5.71%	\$ 6.00
Tables & chairs – Hire fee	\$ 105.00	\$ 110.25	5.00%	\$ 5.25	\$ 111.00	5.71%	\$ 6.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE EQUIPMENT TABLECLOTHS & CHAIR COVERS							
Tablecloths (round or rectangular) each	\$ 6.00	\$ 6.30	5.00%	\$ 0.30	\$ 7.00	16.67%	\$ 1.00
Chair covers each	\$ 2.00	\$ 2.10	5.00%	\$ 0.10	\$ 2.10	5.00%	\$ 0.10
Tablecloths and chair covers (regardless of number)	\$ 105.00	\$ 110.25	5.00%	\$ 5.25	\$ 111.00	5.71%	\$ 6.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE EQUIPMENT CROCKERY & CUTLERY							
Crockery & cutlery – Hire fee	\$ 105.00	\$ 110.25	5.00%	\$ 5.25	\$ 111.00	5.71%	\$ 6.00
Crockery & cutlery – Bond	\$ 105.00	\$ 110.25	5.00%	\$ 5.25	\$ 111.00	5.71%	\$ 6.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE EQUIPMENT PORTABLE TOILETS							
Portable toilet (single unit) – hire fee (per day/weekend/event (maximum of 3 days))	\$ 167.00	\$ 175.35	5.00%	\$ 8.35	\$ 176.00	5.39%	\$ 9.00
Portable toilet (single unit) – hire fee (per week)	\$ 193.00	\$ 202.65	5.00%	\$ 9.65	\$ 204.00	5.70%	\$ 11.00
Portable toilets (single unit) – Bond	\$ 230.00	\$ 241.50	5.00%	\$ 11.50	\$ 242.00	5.22%	\$ 12.00
Portable toilets (twin unit) – hire fees (per day/weekend/event (maximum of 3 days))	\$ 320.00	\$ 336.00	5.00%	\$ 16.00	\$ 337.00	5.31%	\$ 17.00
Portable toilets (twin unit) – hire fees (per week)	\$ 370.00	\$ 388.50	5.00%	\$ 18.50	\$ 389.00	5.14%	\$ 19.00
Portable toilets (twin unit) – Bond	\$ 425.00	\$ 446.25	5.00%	\$ 21.25	\$ 447.00	5.18%	\$ 22.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE EQUIPMENT OUTDOOR THEATRE EQUIPMENT							
Outdoor theatre equipment – Bond	\$ 130.00	\$ 136.50	5.00%	\$ 6.50	\$ 137.00	5.38%	\$ 7.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES FACILITY & EQUIPMENT HIRE EQUIPMENT COMMUNITY BUS							
Usage fee – Commercial use & non-Quilpie Shire community groups	\$ 1.65	\$ 1.73	4.85%	\$ 0.08	\$ 1.70	3.03%	\$ 0.05
Usage fee – Quilpie Shire community non-profit use	\$ 0.45	\$ 0.47	4.44%	\$ 0.02	\$ 0.50	11.11%	\$ 0.05
Minimum charge	\$ 41.00	\$ 43.05	5.00%	\$ 2.05	\$ 44.00	7.32%	\$ 3.00
Cleaning fee	\$ 62.00	\$ 65.10	5.00%	\$ 3.10	\$ 66.00	6.45%	\$ 4.00
Bond	\$ 62.00	\$ 65.10	5.00%	\$ 3.10	\$ 66.00	6.45%	\$ 4.00
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES SWIMMING POOLS							
Entry Fee – Quilpie Pool	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Entry Fee – Eromanga Pool	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Full day hire Quilpie (9.00am to 5.00pm)	\$ 105.00	\$ 110.25	5.00%	\$ 5.25	\$ 111.00	5.71%	\$ 6.00

Fee Name	with general increase		% Increase	\$ Increase	with Rounding Policy		
	2022/2023 Fee (incl. GST)	2023/2024 Fee (incl. GST)			2023/2024 Fee (incl. GST)	% Increase (incl. GST)	\$ Increase (incl. GST)
After hours hire Quilpie	\$ 26.00	\$ 27.30	5.00%	\$ 1.30	\$ 28.00	7.69%	\$ 2.00
Quilpie Swimming Club	As negotiated with pool manager	As negotiated with pool manager			As negotiated with pool manager		
School swimming sessions	As negotiated with pool manager	As negotiated with pool manager			As negotiated with pool manager		
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES LIBRARY SERVICES							
Library membership	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Internet usage - ½ hour maximum usage at any one time	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
Wifi/Ipads/BOYD (Bring your own device)	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -
QUILPIE SHIRE COUNCIL COMMUNITY SERVICES CEMETERIES							
Grave digging fee Quilpie (Monday – Friday)	\$ 1,065.00	\$ 1,118.25	5.00%	\$ 53.25	\$ 1,119.00	5.07%	\$ 54.00
Grave digging fee Quilpie (weekends and public holidays)	\$ 2,130.00	\$ 2,236.50	5.00%	\$ 106.50	\$ 2,237.00	5.02%	\$ 107.00
Grave digging fee Toompline, Eromanga and Adavale	At Cost	At Cost			At Cost		
Grave site reservation fee	\$ 130.00	\$ 136.50	5.00%	\$ 6.50	\$ 137.00	5.38%	\$ 7.00
Columbarium niche fee	\$ 160.00	\$ 168.00	5.00%	\$ 8.00	\$ 168.00	5.00%	\$ 8.00
Columbarium reservation fee	\$ 130.00	\$ 136.50	5.00%	\$ 6.50	\$ 137.00	5.38%	\$ 7.00
Columbarium plaque fixing fee	\$ 130.00	\$ 136.50	5.00%	\$ 6.50	\$ 137.00	5.38%	\$ 7.00
Ashes to be interred into grave (32.5cm long x 20cm wide x 17.5cm deep)	\$ 270.00	\$ 283.49	5.00%	\$ 13.49	\$ 284.00	5.19%	\$ 14.00
QUILPIE SHIRE COUNCIL ENGINEERING WATER & SEWERAGE							
Water – connection charge	\$ 545.00	\$ 572.25	5.00%	\$ 27.25	\$ 573.00	5.14%	\$ 28.00
Water – disconnection charge	Quote	Quote			Quote		
Bulk water supply – access fee*	\$ 1,095.00	\$ 1,149.75	5.00%	\$ 54.75	\$ 1,150.00	5.02%	\$ 55.00
Bulk water supply – consumption*	\$ 0.10	\$ 0.11	10.00%	\$ 0.01	\$ 0.10	0.00%	\$ -
Sewerage – connection charge	\$ 550.00	\$ 577.50	5.00%	\$ 27.50	\$ 578.00	5.09%	\$ 28.00
Sewerage – disconnection charge	Quote	Quote			Quote		
QUILPIE SHIRE COUNCIL ENGINEERING QUILPIE AERODROME							
Aerodrome operations (out of ordinary working hours)	At cost + 40%	At cost + 40%			At cost + 40%		
Quilpie Airport refuelling card including replacement card	\$ 26.00	\$ 27.30	5.00%	\$ 1.30	\$ 28.00	7.69%	\$ 2.00
AvGas fuel	At cost + 10%	At cost + 10%			At cost + 10%		
Jet A1 fuel	At cost + 10%	At cost + 10%			At cost + 10%		
QUILPIE SHIRE COUNCIL ENGINEERING PRIVATE WORKS							
Labour (at cost including oncosts)	At cost + 30%	At cost + 30%			At cost + 30%		
Plant hire	At cost + 30%	At cost + 30%			At cost + 30%		
Parts and materials (at cost including oncosts)	At cost + 30%	At cost + 30%			At cost + 30%		
QUILPIE SHIRE COUNCIL ENGINEERING ACCOMMODATION							
Adavale permanent camp (per room per day)	\$ 61.00	\$ 64.05	5.00%	\$ 3.05	\$ 65.00	6.56%	\$ 4.00
Cheepie permanent camp (per room per day)	\$ 61.00	\$ 64.05	5.00%	\$ 3.05	\$ 65.00	6.56%	\$ 4.00
Eromanga permanent camp (per room per day)	\$ 61.00	\$ 64.05	5.00%	\$ 3.05	\$ 65.00	6.56%	\$ 4.00
Own facilities using Council camp (all camps) per day	\$ 13.00	\$ 13.65	5.00%	\$ 0.65	\$ 14.00	7.69%	\$ 1.00

		with general increase			with Rounding Policy		
Fee Name	2022/2023 Fee	2023/2024 Fee	% Increase	\$ Increase	2023/2024 Fee	% Increase	\$ Increase
	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)	(incl. GST)
QUILPIE SHIRE COUNCIL ENGINEERING WASTE							
Bulk refuse bin hire – 12m ³ bin	\$ 330.00	\$ 346.50	5.00%	\$ 16.50	\$ 347.00	5.15%	\$ 17.00
Bulk refuse bin hire – 18m ³ bin	\$ 495.00	\$ 519.75	5.00%	\$ 24.75	\$ 520.00	5.05%	\$ 25.00
Internal delivery charge (incl final collection) 12m ³ bin within township of Quilpie	\$ 325.00	\$ 341.24	5.00%	\$ 16.24	\$ 342.00	5.23%	\$ 17.00
Internal delivery charge (incl final collection) 18m ³ bin within township of Quilpie	\$ 420.00	\$ 441.00	5.00%	\$ 21.00	\$ 441.00	5.00%	\$ 21.00
Internal delivery charges (incl final collection) all other areas	At cost + 30%	At cost + 30%			At cost + 30%		
Additional bin collection (per collection) 12m ³ bin within township of Quilpie	\$ 260.00	\$ 273.00	5.00%	\$ 13.00	\$ 273.00	5.00%	\$ 13.00
Additional bin collection (per collection) 18m ³ bin within township of Quilpie	\$ 355.00	\$ 372.75	5.00%	\$ 17.75	\$ 373.00	5.07%	\$ 18.00
Additional bin collection (per collection) all other areas	At cost + 30%	At cost + 30%			At cost + 30%		
Lost or damaged bins	At cost + 30%	At cost + 30%			At cost + 30%		

13.6 DISPOSAL OF OBSOLETE STORE ITEMS BY AUCTION**IX:** 237737**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** Nil**KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

Council has undertaken a complete stocktake of store items over the last few months and identified obsolete stock to be disposed of by online auction. It is intended to include these in the auction of replaced plant and equipment – under separate report in this agenda *Disposal of Replace Plant and Equipment by Auction*.

RECOMMENDATION

1. That Council
 - (a) approve the disposal of the obsolete store items via online auction; and
 - (b) include these items with the next online auction of Council plant and equipment.

BACKGROUND

Over the last few months, a complete stocktake of store items has been undertaken.

This involved team members from the workshop to identify any store items (parts/workshop supplies) that may be obsolete. Service kits/parts etc held in store can become obsolete when plant and equipment is replaced and are incompatible with the new items.

The obsolete store items recommended to be auctioned is as follows:

STORE CODE	ITEM DESCRIPTION	QTY
F1F101	Filter Fuel Element Assy 31	1
SK134A	Service Kit 500H	1
SK134B	Service Kit 1000H	1
SK134C	SERVICE KIT 2000H	1
SKAFK004	Air Filter Kit 85	2
SKL013	Lube Filter Kit	1
F3F106	Filter Fuel Spin On	5
F3F107	Filter Fuel/Water	5
F3F111	Filter Fuel Tier III	2
F3H108	Filter Hydraulic	2
F3H109	Filter Breath HYD Tank	2
F3H110	Filter HYD Spin On	3

F3L108	Filter Lube Spin On	4
F3L110	Filter Lube Spin On	3
STORE CODE	ITEM DESCRIPTION	QTY
F2A109	Filter Air Outer	1
F2A110	Filter Air Inner	1
F2A113	Filter Air Inner	5
F2A115	Filter Air Outer	2
F2F111	Filter Fuel Sec	2
F2L101	Filter Oil	1
F2L103	Filter Oil	1
F2L104	Filter Oil Bypass	5
F2O100	Coolant Filter	2
F2T100	Filter Lube Diff	7
F2T104	Filter Power Steering	1
F2T105	Filter Transmission	2
F3A111	Filter Air Inner	3
F3A112	Filter Air	3
F3A117	Filter Air Primary	4
F3A118	Filter Air Safety	5
F3A121	Filter Air Primary	3
F3A122	Filter Air Safety	3
F3A123	Filter Cab Air	3
F3A124	Filter Air Con	3
F3A125	Filter Air Con	2
F3O102	Filter Suction	4
F1A104	Filter Cab Air	5
F1A105	Filter air Outer	2
F1F102	Filter Fuel	2
F2F114	Filter Fuel	5
F2H102	Filter P/Steering	3
F3A107	Air Filter	3
F3A108	Filter Air	3
F3A109	Filter Cab Air	4
F3A110	Filter Cab Inner	4
F3A111	Filter Air Inner	3
F3A112	Filter Air	3
F3A126	Filter Fresh A/C	3
F3F104	Fuel Filter	3
F3F110	Filter Fuel	3
F3H105	Hyd Filter	2
F3L106	Filter Lube	2

OPTIONS

Option 1

1. That Council

- (a) approve the disposal of the obsolete store items via online auction; and
- (b) include these items with the next online auction of Council plant and equipment.

Option 2

2. That Council resolve not to dispose of the obsolete stock.

CONSULTATION (Internal/External)

- Senior Stores Officer
- Procurement Officer
- Director Engineering Services
- Fleet & Workshop Manager and Team

LEGAL IMPLICATIONS

Store items are classed as current assets therefore section 224 of the *Local Government Regulation 2012* does not apply to their disposal, however approval is being sought from Council to auction the obsolete items as a good governance practice.

POLICY AND LEGISLATION***Local Government Regulation 2012 - S224 What div 2 is about***

(5) *A valuable non-current asset contract is a contract for the disposal of a valuable non-current asset.*

(6) *The disposal of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset. Example— the grant of a lease over land or a building*

(7) *A valuable non-current asset is— (a) land; or (b) another non-current asset that has an apparent value that is equal to or more than a limit set by the local government.*

(8) *A limit set by the local government under subsection (7)(b) can not be more than the following amount—*

- (a) for plant or equipment—\$5,000;*
- (b) for another type of non-current asset—\$10,000.*

227 Valuable non-current asset contract—tenders or auction needed first

(1) *A local government can not enter into a valuable non-current asset contract unless it first—*

- (a) invites written tenders for the contract under section 228; or*
- (b) offers the non-current asset for sale by auction.*

(2) *This section is subject to division 4.*

FINANCIAL AND RESOURCE IMPLICATIONS

The total value of the obsolete stock is \$10,610.35 which will be recorded as written off as part of the end of year stores stocktake adjustment.

Auction proceeds will be recorded as sundry income to Council on completion of the auction.

RISK MANAGEMENT IMPLICATIONS

Nil – this approval to dispose of obsolete store items by way of auction is a good governance practice.

ORDINARY COUNCIL MEETING AGENDA

14 GOVERNANCE**14.1 COMMUNITY SATISFACTION SURVEY 2023****IX:** 237784**Author:** Justin Hancock, Chief Executive Officer**Attachments:** 1. Quilpie Shire Council Community Satisfaction Survey 2023**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.6 Inclusive community engagement and decision-making**EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of the final analysis from the Community Satisfaction Survey 2023 which was conducted from 27 February to 3 May 2023.

RECOMMENDATION

That Council note and accept the Quilpie Shire Council Community Satisfaction Survey 2023.

BACKGROUND

Community satisfaction surveys have been conducted by the Quilpie Shire in 2018, 2021 and again in 2023 to gauge the community's perspectives and contentment with a range of council services including parks and reserves, roads, communication and engagement with the Council, along with evaluating the Council's performance and operations.

This market research has been conducted in accordance with ISO 20252 by McGregor Tan, who were provided with the data from the 2018 survey and 2021 survey in order to analyse and compare the results with this year's survey.

When viewing the results, it is important to consider the decrease in the number of completed surveys in 2023 (48) compared to 2021 (101) and 2018 (81).

Paper copies of the surveys were handed out at community functions, with very few of these being returned. A QR code was also prominently displayed at various places around the Shire, but again, the uptake was low. The survey was regularly promoted on Facebook and the website, as well as displayed on the Electronic Notice Board.

The executive summary from McGregor Tan states that overall, the Council is performing well, and this may account for the low survey response as it may indicate that the community is happy with the performance of the Council.

OPTIONSOption 1:

That Council note and accept the Quilpie Shire Council Community Perception Report.

Option 2:

That Council does not accept the Quilpie Shire Council Community Perception Report.

CONSULTATION (Internal/External)

McGregor Tan

CEO Justin Hancock

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil



QUILPIE SHIRE COUNCIL

Community Satisfaction Survey

May 2023 | 12297



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Background and methodology

This research was conducted from Monday 27 February to Wednesday 3 May 2023.



Community satisfaction surveys were conducted by the Quilpie Shire in 2018, 2021 and 2023 to gauge the community's perspectives and contentment with a range of council services including parks and reserves, roads, communication and engagement with the Council, along with evaluating the Council's performance and operations.



Market research has been conducted in accordance with ISO 20252. The data was analysed using Q software.



McGregor Tan was provided with the data from the 2018 survey (n=81) and the 2021 survey (n=101) to analyze the results. The 2023 survey (n=48) was hosted by McGregor Tan using Voxco software, but it's important to note that the data was sourced through Council methods. Surveys took, on average, 13 minutes to complete. When reviewing the results, it is important to consider the decrease in the number of completed surveys in 2023.



Over the past 40 years, McGregor Tan has grown to be one of the largest independent market and social research companies in Australia. We have achieved this through the vision of our researchers which is underpinned by a strong company ethos respecting tradition while driving innovation and new technologies.



Executive summary



Overall

In general, the Council is performing well in delivering services and maintaining community satisfaction. The Councilors and staff are perceived as approachable and supportive of the community's needs. Communication with the Council is effective, although there is a need to encourage greater engagement with the online website platform to fully utilise its potential.

The findings highlight the Council's strengths, areas of concern, and community priorities, providing valuable insights into the perceptions and needs of the residents.

Performance

The majority of residents express satisfaction with the Council's performance and their interactions with Council members and staff. A few mentioned concerns related to funding allocation, road and footpath maintenance, communication, and council processes.

However, the overall sentiment is positive, with an emphasis on creating a family-friendly environment, attracting tourists, fostering community identity, and providing a diverse range of services and facilities.

Services

Residents value road maintenance, sporting venues and facilities, library services, and the arts as areas of increased importance. The Council is perceived to deliver a high level of service in most areas, and the community also prioritises health services, local business, liveability, and population growth.

To enhance satisfaction, the Council should focus on environmental management, road maintenance and upgrades, as well as parks and gardens.

Economic development opportunities and the utilisation of technology solutions for regional development are recognised as relatively lower strengths of the Council.



Detailed Analysis

MCGREGOR TAN
RESEARCH. STRATEGY. SOLUTIONS.

The majority of residents express satisfaction with the Council's performance and their interactions with Council members and staff

The community's overall positive attitudes towards the council were evident, as disagreement levels remained relatively low.

Council parameters - 2023

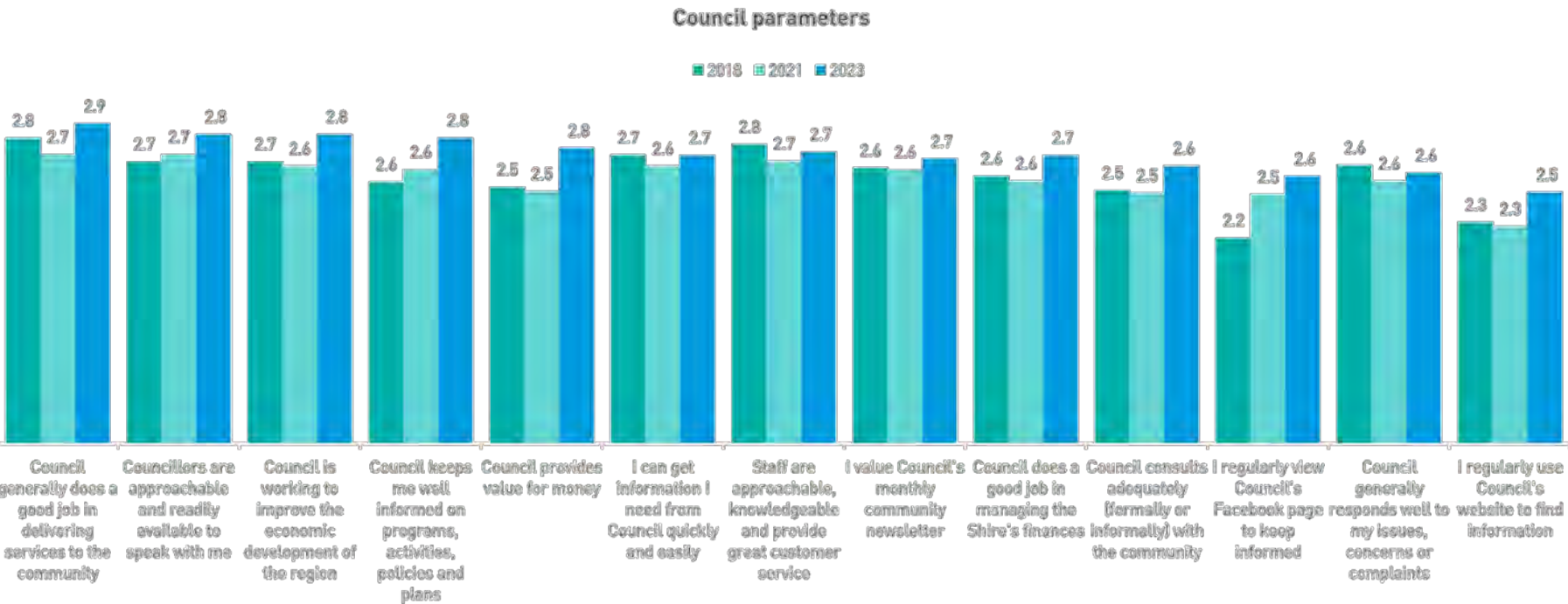


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06/09 Council parameters 2023 n=48

7

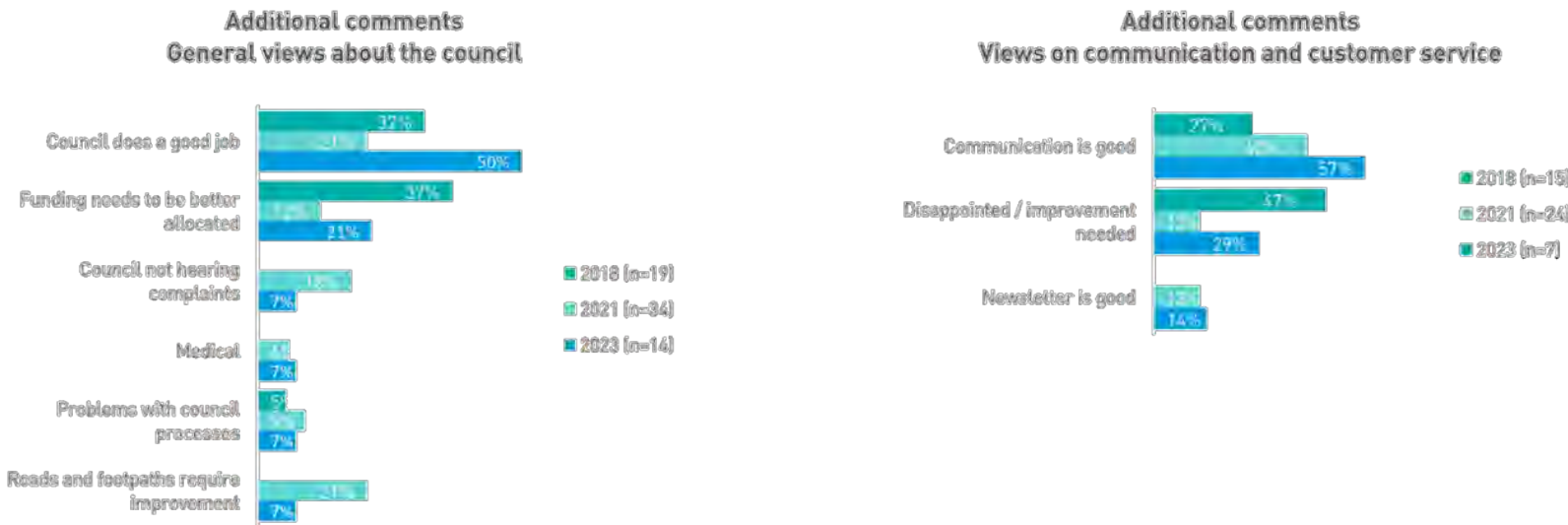
All Council parameters have recorded an increase since 2021



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Q3/09 Council parameters 2018 n=73-80 | 2021 n= 101 | 2023 n=48

Most respondents did not provide any additional comments with regards to Council performance and communication

Among those who provided additional comments, a small number highlighted concerns regarding funding allocation, road and footpath maintenance, as well as dissatisfaction with communication and council processes. However, the majority expressed satisfaction with the Council, its communication efforts and shared positive feedback.



*Caution small sample sizes

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Q&B: General views about the Council : Any comments you would like to make? 2018 n=19 | 2021 n=24 | 2023 n=14 (not all respondents answered the question)

Q&B: Views on communication and customer service : Any comments you would like to make? 2018 n=19 | 2021 n=24 | 2023 n=7 (not all respondents answered the question)

Prioritising service areas for Council

An importance/ satisfaction (performance) chart or matrix is a way of combining 2 sets of data in an integrated way, identifying the attributes or services which respondents think are particularly important to them, but they are less satisfied with.

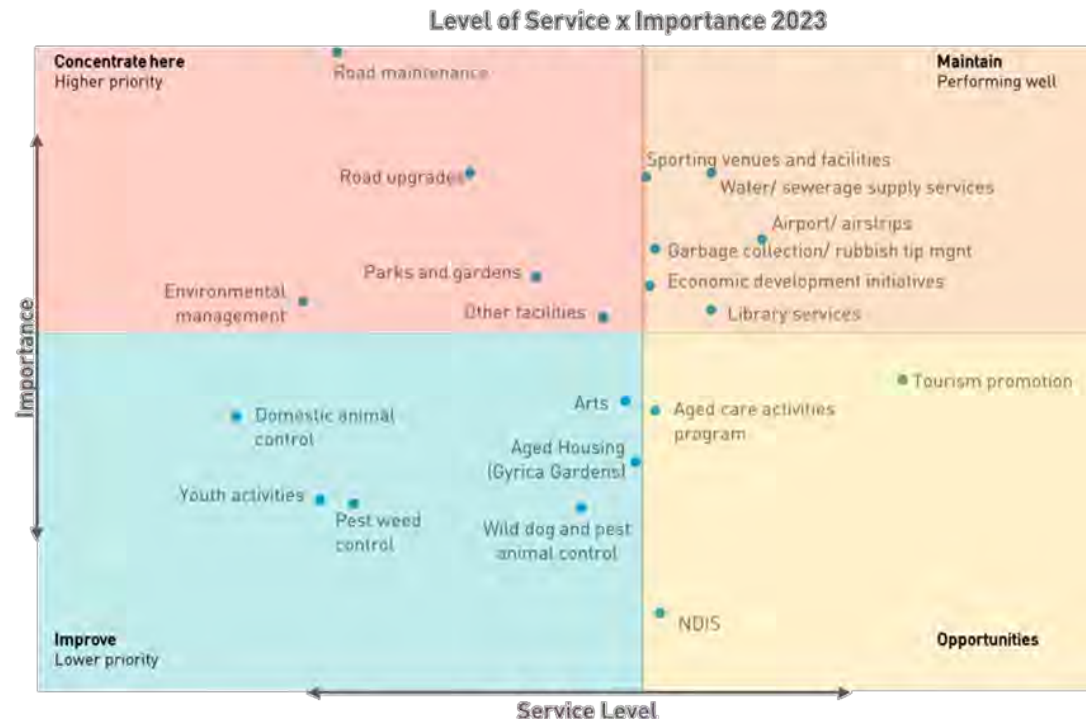
There are typically 4 quadrants of interest. The quadrant for immediate focus is the **top left quadrant**, which isolates the attributes that are of **higher importance** but has **lower levels of satisfaction** or perceived performance. These are the critical areas for service improvements.

The other 3 quadrants are useful for different reasons. This might mean reducing investment in service delivery in areas which are not considered important by the respondent e.g. the lower right quadrant might indicate an over-emphasis on elements that are of little importance to the respondents and therefore could indicate a low return on investment for those efforts.



Environmental management, road maintenance and upgrades, parks and gardens and other facilities should be the key focus for Council

CONTINUE DELIVERING ON:	<ul style="list-style-type: none"> Airports/ airstrips Library services Water/ sewerage supply services Garbage collection / rubbish tip management Economic development initiatives Sporting venues and facilities
DRIVE EXTRA FOCUS ON:	<ul style="list-style-type: none"> Environmental management Road maintenance Road upgrades Parks and gardens Other facilities
LOWER PRIORITY BUT IMPROVEMENT REQUIRED	<ul style="list-style-type: none"> Arts Aged Housing (Gyrice Gardens) Wild dog and pest animal control Pest weed control Youth activities Domestic animal control



12297 Quilpie Shire Council – Community Satisfaction

Q10A Service 2023 n=48

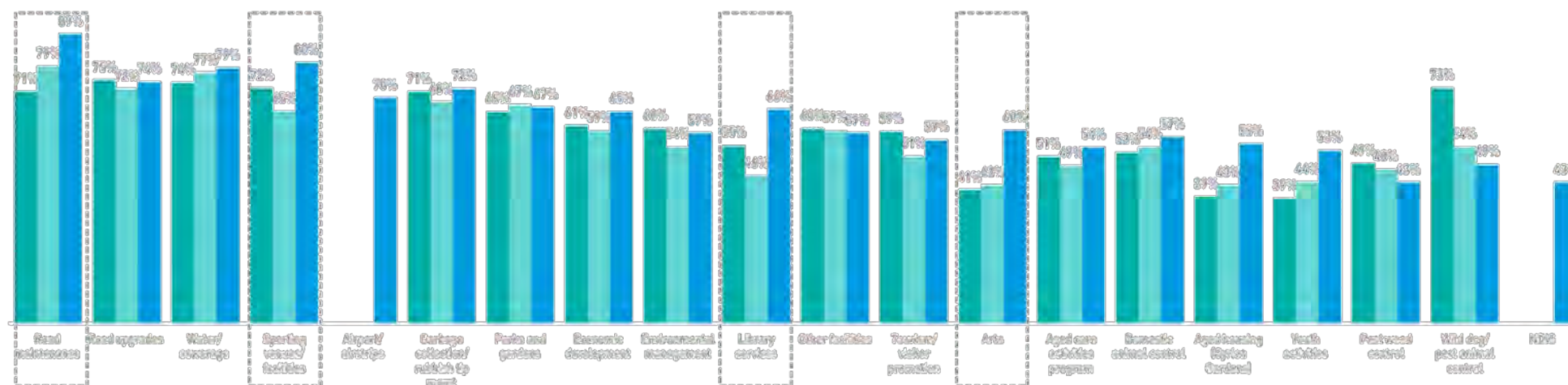
2023 Survey of satisfaction 2023 - 20

11

Road maintenance, sporting venues and facilities, library services, and the arts exhibited the most significant increase in perceived importance

"High" level of importance comparison - 2018 to 2023

■ 2018 High ■ 2022 High ■ 2023 High



12297 Quilpie Shire Council – Community Satisfaction

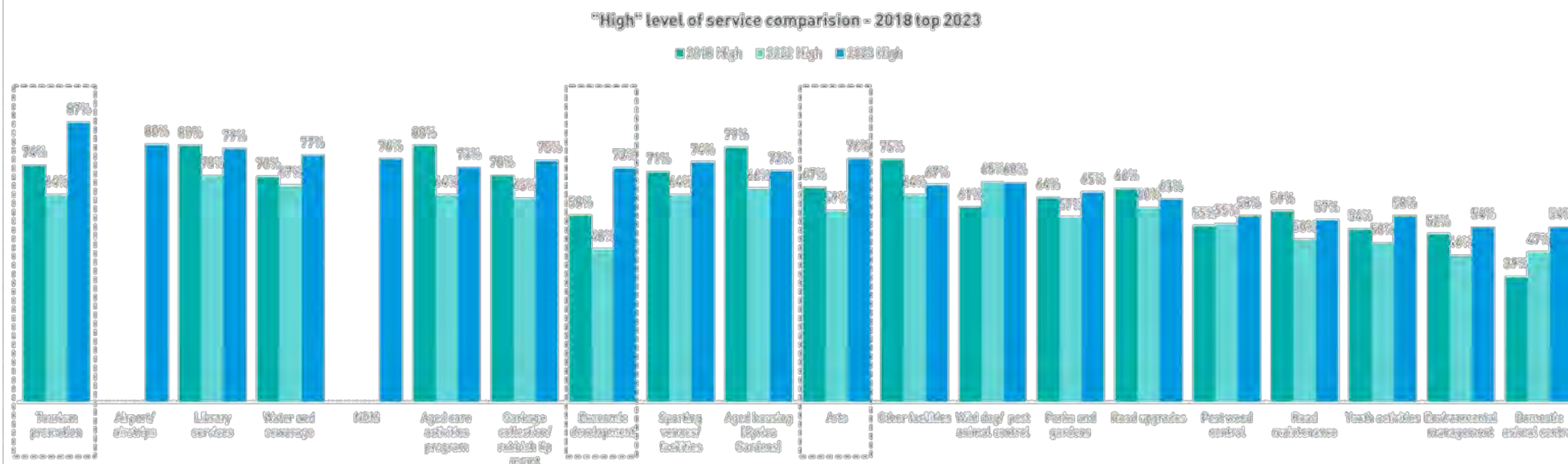
Q10A. How do you rate the level of service Council provides in delivering those services and how important are they to you?

Importance of services 2018 n=66-75* | 2021 n= 101 | 2023 n=48

12

According to residents, the Council is delivering a high level of service across most areas

The service level for economic development, tourism promotion and the Arts experienced the highest increases from 2021.

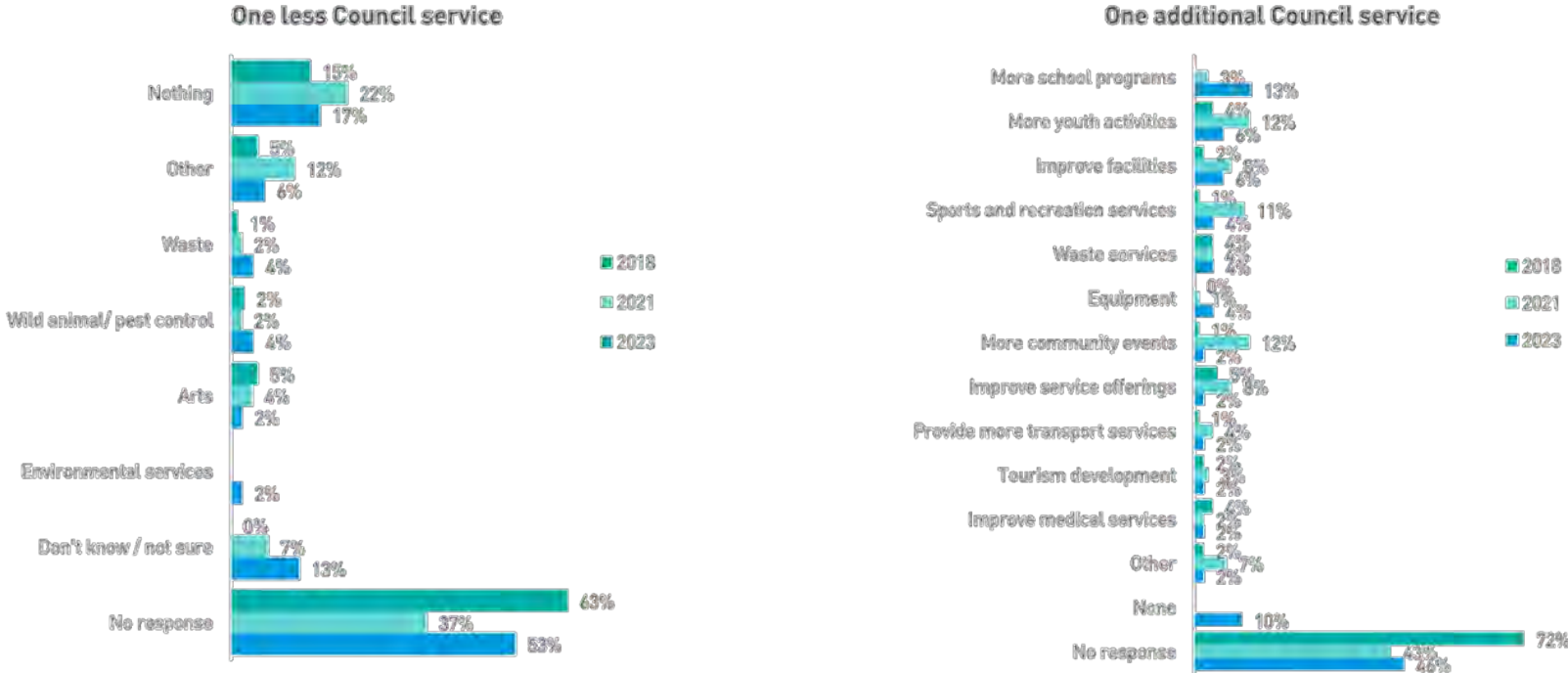


12297 Quilpie Shire Council – Community Satisfaction

Q10A. How do you **rate the level of service** Council provides in delivering these services and how important are they to you?
 Service level 2018 n=43-76* / 2021 n= 101 / 2023 n=48

13

The majority of residents did not provide a response regarding additional or reduced services that the council could offer



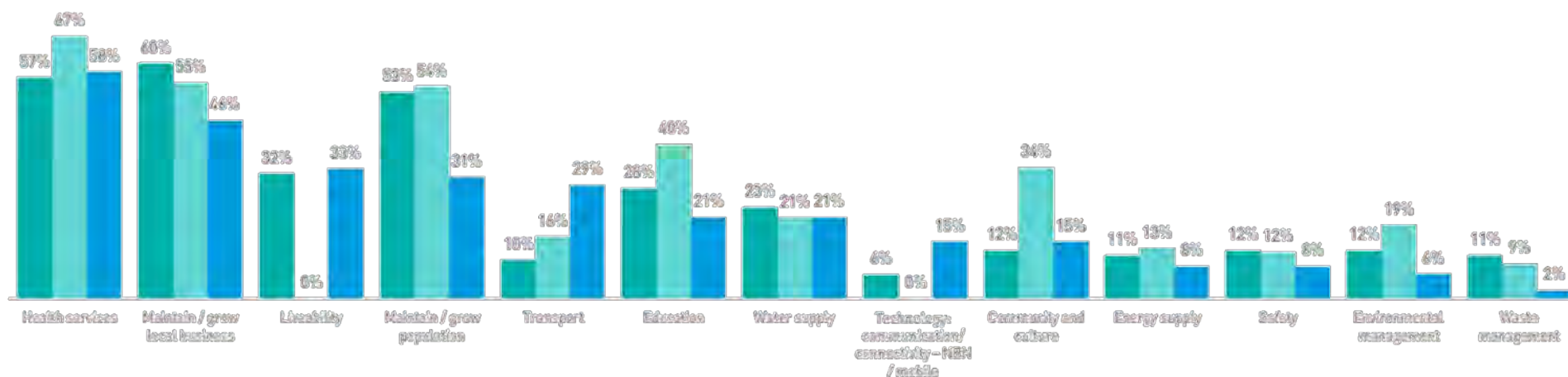
There is a belief that all services are important (nothing should be removed).

Among those who provided suggestions, more school programs, youth activities and an improvement in facilities are desired.

In addition to the Council performance parameters, the community places importance on health services, local business, liveability, and population growth as essential attributes

How the shire would meet the needs of the community, now and in the future

■ 2018 ■ 2021 ■ 2023



12297 Quilpie Shire Council – Community Satisfaction

Q11 What are the three things most important to you to ensure our shire meets the needs of the community now and into the future?

Q11 - 04/1/2023 - 04/1/2023 - 10

15

Eight residents shared additional comments regarding their priorities for the community, both in the present and future

With these three main areas addressed, the others will continue to improve as well.

Attract more young people to town by improving daycare facilities, after school care pick up, aged services transport to appointments like dentist, better access to Drs.

The most important service needed is that of a resident doctor.

Just the old council yard and more houses. I would love to see something about approaching banks or Government about giving locals bigger loans to be able to build family homes in Quilpie.

All are important and necessary.

Further investment in Infrastructure i.e. pools, footpaths, housing, Kindy, bike paths etc. Along with the green space next to the racetrack when you get there.

As I said before getting a Mini Golf and Tenpin Bowling area set up as I said in a large shed, this would bring a couple of extra jobs to the town plus it would give the kids something to do as it would be a safe area as council would have security cameras installed. It would be great for families and travellers also to give them more reason to want to stop in Quilpie. To me this would be a win win for council as it covers a few areas, such as area for kids to enjoy, tourist to come and enjoy, families to have a fun day or evening with friends and family, employment, you could have light snacks available etc.

Quilpie is exceptionally well supported by council. Despite the remote geographic location, the access to services, activities and facilities is second to none. This is demonstrated in the pride the community takes in its town and culture. What a pleasure it is to be able to be a part of this wonderful community.

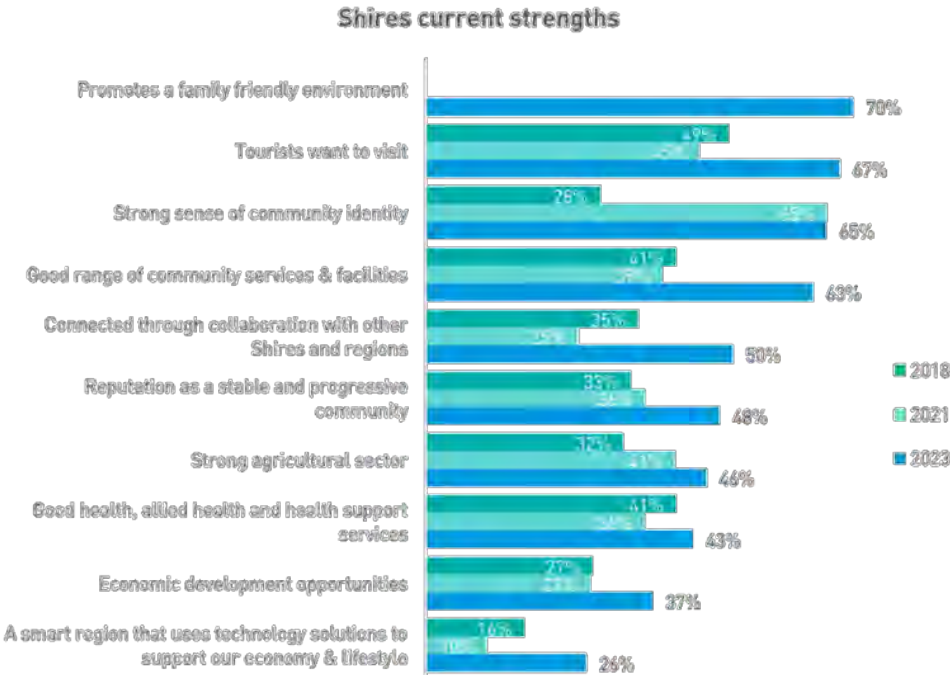
12297 Quilpie Shire Council – Community Satisfaction

Q11b Any other comments you would like to make? What are three things most important to you for the community now and into the future? 2023 n=8

16

Shire's strengths include promoting family-friendly environment, tourist appeal, strong community identity, and diverse services

Economic development opportunities and the utilisation of technology solutions to support economy and lifestyle have been identified as relatively lower strengths of the Council.



Four residents provided further comments for the Council

When having town events consider people that live out of town and need to travel home after.

I am happy with all the services that the Council provide to the community, and especially the Senior's program that Council have in place for the elderly. I am very grateful for that.

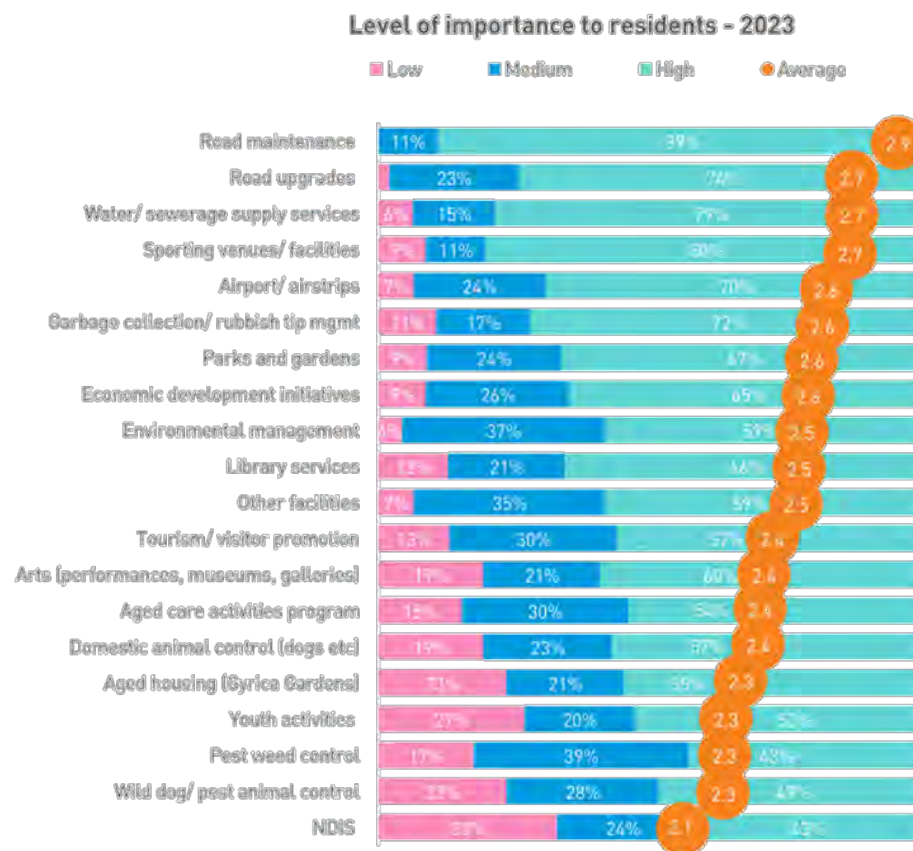
We are lucky to enjoy a strong community with great facilities and a council with strong financial backing, to ensure good maintenance of the town. Previous initiatives from Council to upgrade shop fronts showed great support for businesses.

Housing community.



APPENDIX 1 Additional Slides

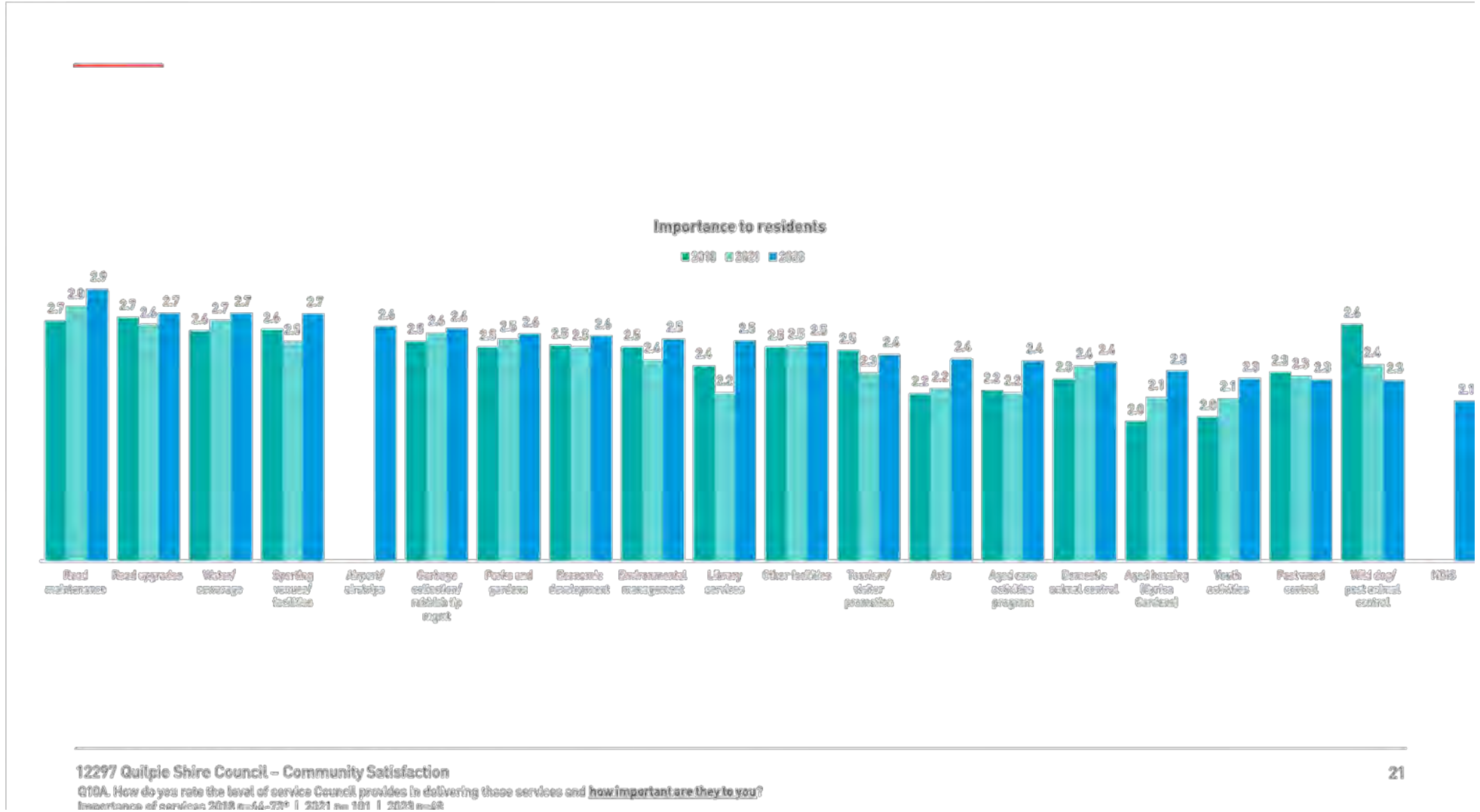
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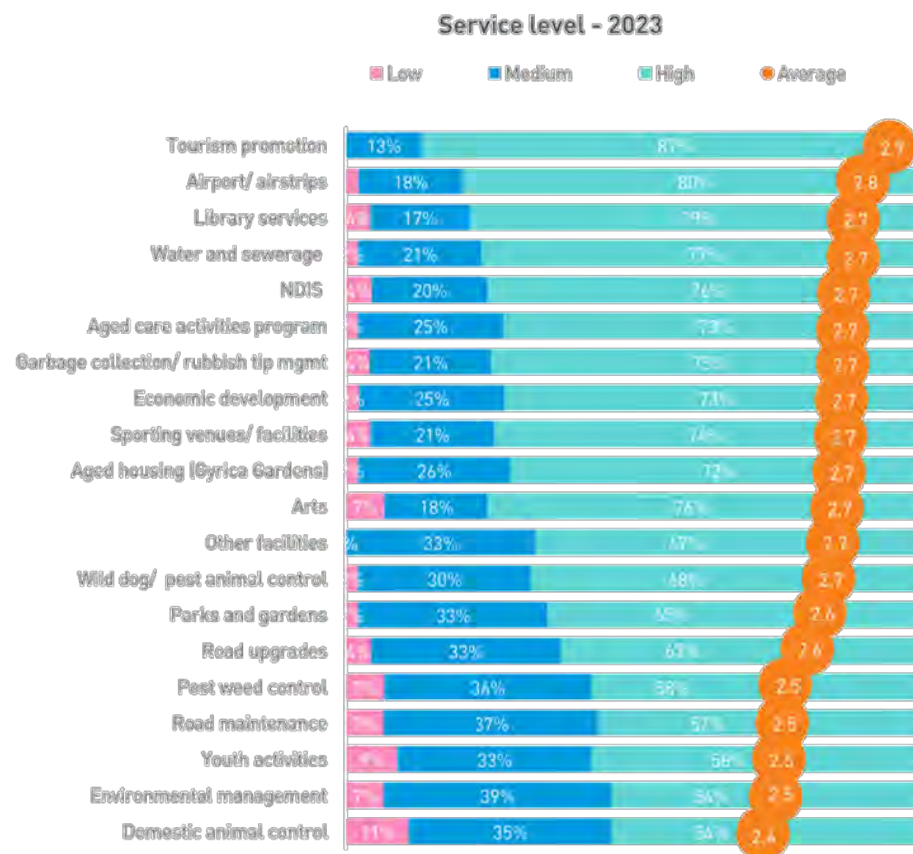


12297 Quilpie Shire Council – Community Satisfaction

Q10A. How do you rate the level of service Council provides in delivering those services and how important are they to you?

20

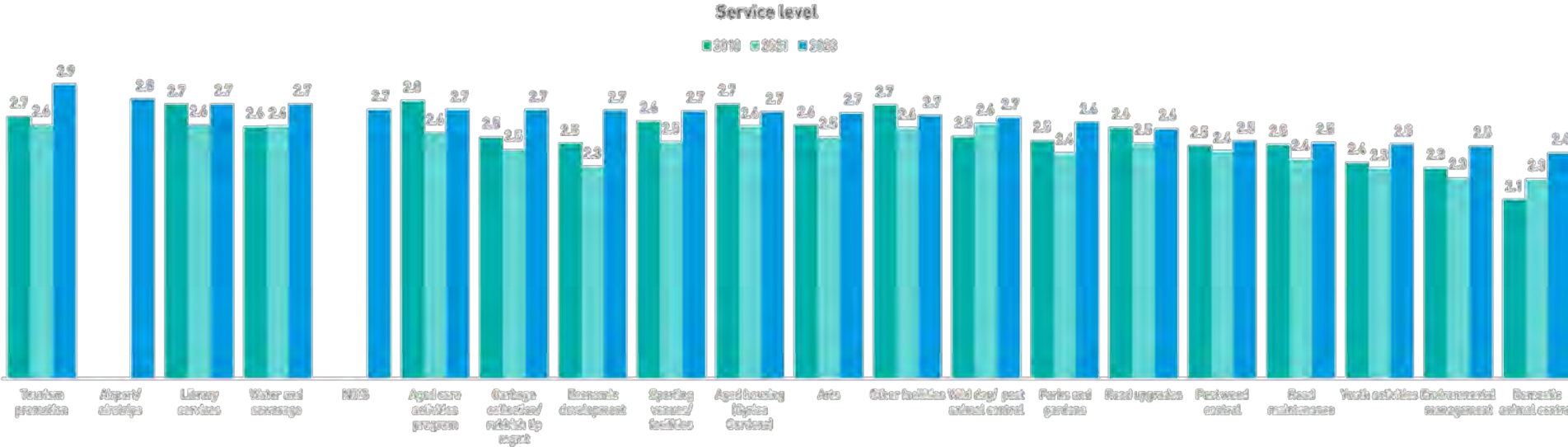




12297 Quilpie Shire Council – Community Satisfaction

Q10A. How do you rate the level of service Council provides in delivering these services and how important are they to you?

22



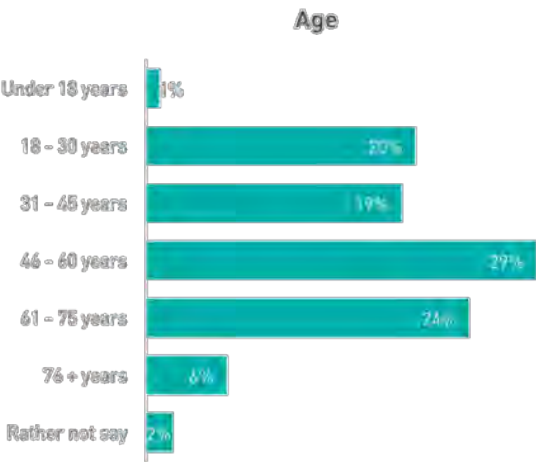
12297 Quilpie Shire Council – Community Satisfaction
Q10A. How do you rate the level of service Council provides in delivering these services and how important are they to you?
Service level 2018 n=67-74* | 2021 n= 101 | 2023 n=48



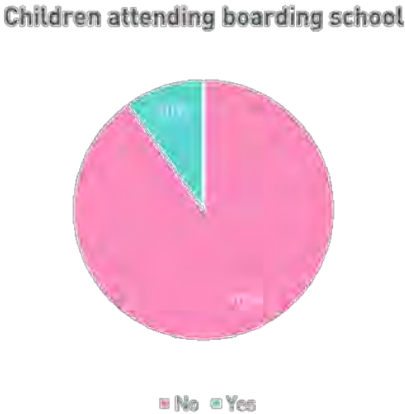
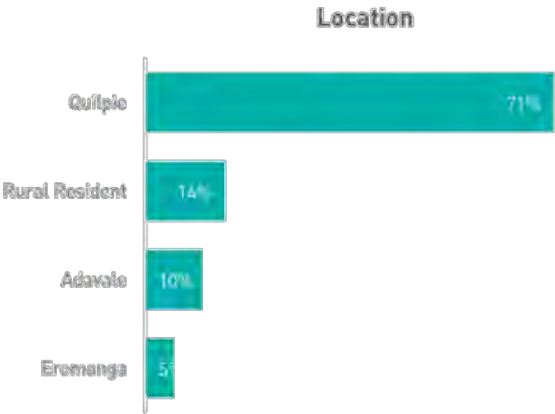
APPENDIX 2 Respondent Profile

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Respondent profile



Respondent profile





APPENDIX 3 Survey Tool

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COMMUNITY SATISFACTION SURVEY

2023



12297 Quilpie Shire Council – Community Satisfaction

OVERVIEW

Quilpie Shire Council is undertaking a community satisfaction survey, which is intended to gather data to better understand the community's views about what is important to them and how they rate Council's performance and priorities.

Surveys are to be returned to Council by Tuesday 2 May 2023

Surveys can be completed online.
Follow the link on Council's web page

www.quilpie.qld.gov.au

If you place your name and contact details below, you will automatically go into the draw to win one of two

\$250 local shopping vouchers.



These prizes will be drawn at the Quilpie Shire Council Meeting on 16 May 2023

NAME:	
PHONE:	
EMAIL:	

*Please note that if other members of the household wish to complete their own survey, an online version is available on our website (www.quilpie.qld.gov.au) or copies are available at council's customer service desk

1. What is your gender?

	Please tick
a) Female	<input type="checkbox"/>
b) Male	<input type="checkbox"/>

2. Are you of Aboriginal or Torres Strait Islander origin?

a) Yes	<input type="checkbox"/>
b) No	<input type="checkbox"/>

3. Which age bracket are you in?

a) 19 years or under	<input type="checkbox"/>
b) 20-29 years	<input type="checkbox"/>
c) 30-39 years	<input type="checkbox"/>
d) 40-49 years	<input type="checkbox"/>
e) 50-59 years	<input type="checkbox"/>

f)	60-69 years	<input type="checkbox"/>
g)	70-79 years	<input type="checkbox"/>
h)	80 years and above	<input type="checkbox"/>

4. Which of the following applies?

a)	I live in the township of Quilpie	<input type="checkbox"/>
b)	I live in the township of Eromanga	<input type="checkbox"/>
c)	I live in the township of Adavale	<input type="checkbox"/>
d)	I am a rural resident (Including the townships of Cheepie and Toompine)	<input type="checkbox"/>

5. Are you a Quilpie Shire ratepayer?

a)	Yes	<input type="checkbox"/>
b)	No	<input type="checkbox"/>

6. Do you currently have children living at home?

		Please tick
a)	Yes	<input type="checkbox"/>
b)	No	<input type="checkbox"/>

7. Do you currently have children away attending school?

a)	Yes	<input type="checkbox"/>
b)	No	<input type="checkbox"/>

8. General views about Council.

	Please one per statement		
	Agree	Neutral	Disagree
Council generally does a good job in delivering services to the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council generally responds well to my issues, concerns or complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Council provides value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council does a good job in managing the Shire's finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council is working to improve the economic development of the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b: Any comments you would like to make?			

9. Communication and Customer Service.

	Please one per statement		
	Agree	Neutral	Disagree
Council keeps me well informed on programs, activities, policies and plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councillors are approachable and readily available to speak with me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are approachable, knowledgeable and provide great customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council consults adequately (formally or informally) with the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can get information I need from Council quickly and easily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



I regularly use Council's website to find information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I regularly view Council's Facebook page to keep informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I value Council's monthly community newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9b: Any comments you would like to make?			

10. The following is a list of services Council provides.

How do you rate the level of service Council provides in delivering these services and how important are they to you?

		Please one for service level and one for importance <u>per service</u>		
		High	Medium	Low
Aged Housing (Gyrca Gardens)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road maintenance — grids, grading, town streets, footpaths	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road upgrades — e.g. Red Road sealing, widening works etc.	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water and sewerage supply services	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Garbage Collection and rubbish tip management	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wild dog and pest animal control	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pest weed control	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic animal control (dogs etc)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12297 Quilpie Shire Council – Community Satisfaction

Q10 continued		Please one for service level and one for importance per service		
		High	Medium	Low
Parks and Gardens (including playgrounds)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sporting venues and facilities (e.g. Bulloo Park, pools etc)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other facilities (e.g. halls, equipment hire, bus hire)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Services	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts (Performances, Museums, Galleries)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12297 Quilpie Shire Council – Community Satisfaction

Youth activities (e.g. after school arts and crafts)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aged care activities program	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tourism and Visitor Promotion	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development initiatives	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NDIS (National Disability Insurance Scheme)	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airport/Airstrips	Service level provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Importance to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12297 Quilpie Shire Council – Community Satisfaction

10b: If there was one LESS service that Council was able to provide, which would you prefer it to be?
10c: If there was one ADDITIONAL service Council could provide, what would you like it to be?
10d: Any other comments you would like to make?

11. What are three things most important to you for the community now and into the future?

		Please 3
a)	Environmental Management	<input type="checkbox"/>
b)	Maintain / grow population	<input type="checkbox"/>
c)	Maintain / grow local business	<input type="checkbox"/>
d)	Safety	<input type="checkbox"/>
e)	Transport – Roads / Airstrips	<input type="checkbox"/>
f)	Waste Management	<input type="checkbox"/>

g)	Water Supply	<input type="checkbox"/>
h)	Energy Supply	<input type="checkbox"/>
i)	Community and Culture	<input type="checkbox"/>
j)	Education	<input type="checkbox"/>
k)	Health Services	<input type="checkbox"/>
l)	Communication/Connectivity – NBN / Mobile	<input type="checkbox"/>
m)	Liveability	<input type="checkbox"/>
Any other comments you would like to make?		

12. Which of these statements do you think describes our shire's current strengths?

	Please tick all that apply
a) A shire tourists want to visit	<input type="checkbox"/>
b) A shire that has a strong agricultural sector	<input type="checkbox"/>
c) A vibrant area with a good range of community services & facilities	<input type="checkbox"/>
d) A strong sense of community identity	<input type="checkbox"/>
e) A smart region that uses technology solutions to support our economy & lifestyle	<input type="checkbox"/>
f) A region that has economic development opportunities	<input type="checkbox"/>
g) A shire with a reputation as a stable and progressive community	<input type="checkbox"/>
h) A shire that stays connected through collaboration with other Shires and regions	<input type="checkbox"/>
i) A shire with good health, allied health and health support services	<input type="checkbox"/>
j) A shire that promotes a family friendly environment	<input type="checkbox"/>
k) Other (specify)	<input type="checkbox"/>



13. Please add any further comments that you would like to make.

QUILPIE SHIRE COUNCIL WOULD LIKE TO THANK YOU FOR TAKING THE TIME TO FILL OUT
THIS SURVEY

Please return your survey to Council by
Tuesday 2 May 2023

REMEMBER THERE ARE TWO PRIZES OF \$250 VOUCHERS TO BE WON IF YOU PUT YOUR
NAME ON THE SURVEY

Surveys can be returned to:

QUILPIE SHIRE
COUNCIL PO BOX 57
QUILPIE QLD 4480

OR

COUNCIL ADMINISTRATION CENTRE
50 BROLGA STREET
QUILPIE QLD 4480

12297 Quilpie Shire Council – Community Satisfaction

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THANK YOU

46

14.2 SPECIAL HOLIDAY 2024**IX: 237921****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: 1. Show Holiday Request****KEY OUTCOME**

Key Outcome: 1. Great Place to Live

Key Initiative: 1.6 Celebration of the arts, culture, and local and natural history

EXECUTIVE SUMMARY

The Holiday's Act 1983 provides for the granting and observance of special holidays which includes show days. Each year local governments are invited to request special and show holidays for the following year.

RECOMMENDATION

That Council nominate Friday 9 September 2024 (Quilpie Show Day) as the 2024 Special Holiday

BACKGROUND

Each year in accordance with the Holidays Act 1983 local governments are invited to request special holidays to be observed during the following year for districts in their area. If Council wishes to request a special holiday to be observed during 2024 a submission must be made by no later than Friday, 3 July 2023.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, on a public holiday employees are, without loss of ordinary pay, entitled to be absent from work or refuse to work in reasonable circumstances. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but is a bank holiday only and under the Trading (Allowable Hours) Act 1990, is only a holiday for banks and insurance offices and under a directive of the Public Service Act 2008, a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

CONSULTATION (Internal/External)

Quilpie Show Society

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Holidays Act 1983

FINANCIAL AND RESOURCE IMPLICATIONS

Under federal industrial relations legislation, on a public holiday employees are, without loss of ordinary pay, entitled to be absent from work or refuse to work in reasonable circumstances. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

RISK MANAGEMENT IMPLICATIONS

Low



Office of
Industrial Relations

Department of Education

15 May 2023

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983* local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2024 for districts in your local government area, please complete the attached request form and submit via email to info@oir.qld.gov.au by no later than **Friday, 3 July 2023**.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, on a public holiday employees are, without loss of ordinary pay, entitled to be absent from work or refuse to work in reasonable circumstances. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but is a bank holiday only and under the *Trading (Allowable Hours) Act 1990*, is only a holiday for banks and insurance offices and under a directive of the *Public Service Act 2008*, a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Ms Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email patricia.faulkner@oir.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to be "A J (Tony) James".

A J (Tony) James
Assistant Director-General
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe +61 7 3247 4711
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 486 188 983

14.3 AUDIT COMMITTEE REPORT**IX: 237963****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: 1. Audit Committee Minutes****KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

This report will present the Audit Committee Draft Minutes of Meeting held on Thursday 25 May 2023.

RECOMMENDATION

That Council receive and note the Draft Minutes of Meeting held on Thursday 25 May 2023.

BACKGROUND

Section 211(1)(c) of the Local Government Regulation 2012 states “the audit committee of a Local Government must as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s recommendation about the matters.

Section 211(4) of the Local Government Regulation 2012 states “the chief executive officer must present the report mentioned in subsection 1(c) at the next meeting of the local government.

The audit committee met on the 25 May 2023 and the minutes of the meeting are the written report about the matters discussed.

CONSULTATION (Internal/External)

Audit Committee

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A



Audit Committee

MINUTES

Thursday 25 May 2023

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



AUDIT COMMITTEE MEETING MINUTES**25 MAY 2023**

**MINUTES OF QUILPIE SHIRE COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON THURSDAY, 25 MAY 2023 AT 8:30AM**

1 OPENING OF MEETING

The Chair declared the meeting open at 8:33am.

2 ATTENDANCE

Committee: Cr Roger Volz (Chair), Mr Robert Hall (via Teams), Ms Kerry Mooring

Cr Stuart Mackenzie, Cr Lyn Barnes, Justin Hancock CEO, Sharon Frank Manager Finance & Administration, Janelle Menzies Manager Governance & Compliance, and Wanda Loveday (Secretariat).

Megan Manuel QAO, Steven Stavrou RSM, James Foley RSM, Wayne Gorrie OCM (Internal Auditor)

In Attendance:

3 APOLOGIES

Committee: Cr Jenny Hewson

Cr Bruce Paulsen

4 PREVIOUS MINUTES**4.1 AUDIT COMMITTEE MEETING OF QUILPIE SHIRE COUNCIL HELD ON THURSDAY
27 OCTOBER 2022**

RESOLUTION NO: (AC001-05-23)

Moved: Ms Kerry Mooring

Seconded: Mr Robert Hall

1. That the Minutes of the Audit Committee Meeting held on 27 October 2022 be received and the recommendations therein be adopted.

3/0

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

AUDIT COMMITTEE MEETING MINUTES**25 MAY 2023**

6 GENERAL BUSINESS**6.1 INTERNAL AUDIT REPORTS****EXECUTIVE SUMMARY**

To provide the Audit Committee with the reports for the two Internal Audits recently undertaken.

RESOLUTION NO: (AC002-05-23)

Moved: Cr Roger Volz

Seconded: Ms Kerry Mooring

That the Audit Committee receive and note the two Internal Audit Reports.

3/0

6.2 INTERNAL AUDIT PLAN 2023/24**EXECUTIVE SUMMARY**

To provide the audit committee the Internal Audit Plan for 2023/24

RESOLUTION NO: (AC003-05-23)

Moved: Mr Robert Hall

Seconded: Ms Kerry Mooring

That the Audit Committee receive and note the Internal Audit Plan for 2023/24.

3/0

6.3 QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2021/22**EXECUTIVE SUMMARY**

To provide the Audit Committee with the 2021/22 Final Management Report from the Queensland Audit Office.

RESOLUTION NO: (AC004-05-23)

Moved: Ms Kerry Mooring

Seconded: Mr Robert Hall

That the Audit Committee receive and note the 2021/22 Final Management Report from the Queensland Audit Office.

3/0

AUDIT COMMITTEE MEETING MINUTES**25 MAY 2023**

6.4 EXTERNAL AUDIT PLAN 2023**EXECUTIVE SUMMARY**

On behalf of the Queensland Audit Office and RSM, the External Audit Plan for 2023 is presented to the Audit Committee.

RESOLUTION NO: (AC005-05-23)

Moved: Ms Kerry Mooring

Seconded: Mr Robert Hall

That the Audit Committee receive and note the External Audit Plan for 2023.

3/0

6.5 INTERIM AUDIT REPORT 2023**EXECUTIVE SUMMARY**

On behalf of the Queensland Audit Office and RSM, the Interim Audit Report for the 2023 audit is presented to the Audit Committee.

RESOLUTION NO: (AC006-05-23)

Moved: Mr Robert Hall

Seconded: Ms Kerry Mooring

That the Audit Committee receive and note the Interim Audit Report for 2023.

3/0

6.6 POSITION PAPERS - 2023 FINANCIAL YEAR**EXECUTIVE SUMMARY**

The purpose of this report is to present the position papers required by audit for the 2023 financial year. Position papers present the background, analysis and decisions associated with accounting for balances in the financial statements.

For the 2023, two position papers have been prepared:

- Expected Credit Losses
 - Contract Accounting
-

RESOLUTION NO: (AC007-05-23)

Moved: Ms Kerry Mooring

Seconded: Mr Robert Hall

That the Audit Committee receive and note the position papers.

3/0

AUDIT COMMITTEE MEETING MINUTES**25 MAY 2023**

6.7 PROFORMA FINANCIAL STATEMENTS - 2023**EXECUTIVE SUMMARY**

The purpose of this report is to present the 2023 Proforma Financial Statements to the Audit Committee.

RESOLUTION NO: (AC008-05-23)

Moved: Mr Robert Hall

Seconded: Ms Kerry Mooring

That the Audit Committee receive and note the Proforma Financial Statements for 2023.

3/0

6.8 QUEENSLAND AUDIT OFFICE - BRIEFING PAPER MAY 2023**EXECUTIVE SUMMARY**

On behalf of the Queensland Audit Office and RSM Australia Partners, the Briefing Paper for May 2023 is presented to the Audit Committee

RESOLUTION NO: (AC009-05-23)

Moved: Cr Roger Volz

Seconded: Ms Kerry Mooring

That the Audit Committee receive and note the Queensland Audit Office Briefing Paper for May 2023.

3/0

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

- Mr Bob Hall requested that the Agenda be made available to members four days prior to the meeting. Policy to be reviewed to define when Agendas are to be released.

7 NEXT MEETING

The next Audit Committee Meeting of Quilpie Shire Council will take place in the week commencing 11 September 2023.

8 MEETING CLOSED

There being no further business the Chair declared the meeting closed at 10:06am.

14.4 WONGKUMARA NATIVE TITLE CLAIM**IX: 237964****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: 1. Wongkumara Native Title Claim - Lot4 on WLA10****KEY OUTCOME****Key Outcome:** 1. Great Place to Live**Key Initiative:** 1.7 Recognition and celebration of Indigenous culture**EXECUTIVE SUMMARY**

This report is to provide Council with an update on the progress of the Wongkumara Native Title Claim.

RECOMMENDATION

That Council advise Holding Redlich that council agree with the State's tenure analysis.

BACKGROUND

Holding Redlich are representing Council in the Wongkumara Native Title Claim and have provided the following update.

'The State has provided preliminary tenure analysis for the parcels included in the Wongkumara claim area, for your information.

The Applicant has yet to review the State's assessment.

According to the State's preliminary analysis, native title has been extinguished over 2 of the 10 parcels within Quilpie Shire Council's local government area. With respect to the remaining parcels, the State's position is that native title has been partially extinguished and non-exclusive native title is capable of being recognised.

One of those parcels, Lot 4 on WLA10, ('the parcel') is a reserve which Council holds as trustee. The parcel is reserved for Camping, Water and Stock Loading purposes. Non-exclusive native title rights and interests is proposed to be recognised over the parcel. This means that Council's rights and interests will coexist with the native title rights and interests. To the extent of any inconsistency, Council's rights and interests will prevail over the native title rights and interests.

*In our view Council may agree to the State's tenure analysis. **Would you please provide instructions to do so by 19 June, on the basis the response is due under the Timetable by 26 June.***

In relation to the parcel, would you please instruct if Council wishes to assert extinguishment by public works. We have not identified any public works on parcel based on a search of Q Globe (noting this assessment is "high level" and may not be accurate). According to the timetable for this matter, Council must advise by 5 June if it wishes to assert extinguishment by public works.'

Council staff have viewed the satellite photos for the area of Lot 4 on WLA10 and checked its records and cannot locate any evidence that native title has been extinguished on the lot.

Council staff also considered road reserves in the Native Title Claim area and again are unable to provide evidence that native title has been extinguished.

CONSULTATION (Internal/External)

Councillors

Peter See, Director Engineering

Sharon Frank, Manager Finance & Administration

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Native Title Act 1993

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A



14.5 RISK MANAGEMENT FRAMEWORK, POLICY AND ENTERPRISE RISK REGISTER**IX: 238005****Author: Janelle Menzies, Manager Governance and Compliance**

Attachments:

1. Risk Management Framework
2. Risk Management Policy with Tracked Changes
3. Risk Management Policy
4. Enterprise Risk Register

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

To formally consider and adopt the Risk Management Framework, Risk Management Policy and Enterprise Risk Register

RECOMMENDATION

That Council adopt the Risk Management Framework, Risk Management Framework Policy and the Enterprise Risk Register.

BACKGROUND

The Queensland Audit Office 2023 Interim Report issued on 28 April 2023 identified that Council has an unresolved prior year deficiency in its internal controls – Maturity of Risk Management Framework – A risk management framework has not been formalised, which was initially identified in the 2018 audit.

To resolve this outstanding deficiency, Council should implement a Risk Management Framework, review its current Risk Management Policy, and prepare an Enterprise Risk Register.

A template for the risk Management Framework and Enterprise Risk Register have been provided by Jardine Lloyd Thompson, Council's risk insurers, which has been reviewed and updated by the Leadership Team.

Once these documents have been adopted by Council, Council staff will implement the risk management framework and then develop operational and project risk registers.

The Risk Management Policy was last reviewed in April 2018 and a few minor changes have been made to the draft policy attached including a Section on Human Rights Compatibility Statement.

CONSULTATION (Internal/External)

Jardine Lloyd Thompson – Council's Risk Insurers

Quilpie Shire Council Leadership Team

LEGAL IMPLICATIONS

Non-compliance represents a risk in the event of an incident or litigation.

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Non-compliance represents a risk in the event of an incident or litigation.



QUILPIE SHIRE COUNCIL

Risk Management Framework

June 2023

INTRODUCTION

Members that have a current, correct and comprehensive understanding of their risk profile, exposure and appetite across their whole organisation are able to function with greater confidence in decision-making, strategic and operational planning, and the delivery of services, programs and projects within their communities.

Risk management is a fundamental and integral element of contemporary management practice, effective corporate governance and decision-making. Many public and private entities are also obligated or required to develop, implement, maintain and document effective risk management systems from a range of sources that include the *Corporations Act 2001* (Cth), Australian Prudential Regulation Authority (APRA) Prudential Standards, ASX Corporate Governance Rules and other legislation.

Quilpie Shire Council's (the Council) vision for risk management is for all decision makers to be fully informed of risks, and that risks are effectively managed in the achievement of the Council's Strategic and Operational objectives. Risk management benefits the Council, ratepayers and stakeholders by enabling new ideas to be explored and potential risks to be managed to minimise unacceptable impacts.

The Council is committed to continuing to improve our operational efficiency and find innovative ways of delivering our services to residents, ratepayers, businesses and visitors without compromising service quality or elevating risks above a level that the Council is willing to accept.

Risk management plays a critical role in helping us understand the impacts and manage the risks associated with these priorities. It helps us determine an appropriate control environment and balance strategies to address risk so that we are using our resources efficiently and effectively. It involves making decisions and establishing governance systems that embed and support effective risk processes, as well as building an organisational culture that supports alertness, openness and responsiveness to change.

The Risk Management Framework reflects good practice and sound corporate governance and is consistent with the risk management guidelines and principles of AS/NZS ISO 31000:2018 (the Standard).

The management of risk is the responsibility of everyone and is an integral part of the Council's culture, and is reflected in the various policies, protocols, systems, processes used to ensure efficient and effective service delivery.

QUILPIE SHIRE COUNCIL - RISK MANAGEMENT FRAMEWORK

Quilpie Shire Council Risk Management Framework effectively integrates the process for managing risk into the Council's overall governance and management practices, strategy, planning and reporting processes, policies, procedures, values, and culture.

The Framework consists of, and is supported by, the following resources:

Council Policy (insert ref) – Risk Management – The Policy formalises Council's commitment to develop and maintain a risk management program to ensure that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices.

Risk Management Framework Document – This document is designed to be read in conjunction with the Policy and to guide, direct and assist Central Highlands Regional Council employees and contractors to better understand the principles of risk management and to adopt consistent processes for managing risks.

Monitoring – To be done on a regular and as needed basis, to enable the Council to confirm that risk management is relevant, effective, sustained and facilitates the achievement of its objectives.

Reporting – The Council is required to report to the Audit Committee and Council on the progress of the Council's risk program, including the adequacy of the Council's risk management systems and practices. Formal risk reporting occurs via quarterly reports on high and extreme risks, inclusive of the status of other risk management strategies such as business continuity and crisis management.

FRAMEWORK OBJECTIVES

The key objectives of the Risk Management Framework are to:

- Support successful achievement of the Council's Corporate Plan, Operational Plan, Long Term Financial Plan, Asset Management plans, Workforce Plan, service functions and related plans, strategies and objectives;
- Embed a commitment to best practice for risk management throughout the Council's operations;
- Detail the process for escalating and reporting risks;
- Establish the roles and responsibilities for managing risk;
- Document accountability for the management and reporting of risks; and
- Support consistent risk management practices aligned to the Australian/New Zealand and International Risk Management Standard - AS/NZS ISO 31000:2018.

OUR VISION

To embed risk management in all aspects of the business to allow for achievement of strategic and operational objectives.

Three objective areas will help to achieve the vision.

1. Compliance - To ensure Council makes decisions and undertakes actions in compliance with the ERM Framework.
2. Right Quantity - To ensure risk management profiles identify and consider all known potential risks to Councils' business operations.
3. Right Quality - To ensure all identified risks are managed in accordance with Councils' risk appetite and tolerance.

Each of the action areas contain key focus elements that are to be explored in each action area:

1. Consultation and communication - This is a key element to ensure that all stakeholders are provided with risk information as well as the opportunity to give input
2. Leadership from the top - Leaders visibly demonstrating their commitment to risk management.
3. Organisational capability - The capability of our people to apply risk management in their operations in order to support the business.

OUR APPROACH

Our risk management is based on a holistically integrated approach to everything we do, where it looks at all functional units and determining internal and external sources that may impact the achievement of Councils' strategic direction and operational activities.

We strive for an effective risk-based decision-making approach by embarking on a journey of continuous improvement.

Our approach to achieving the strategy will focus around the three focus elements:

- Consultation and communication
- Leadership from the top
- Organisational capability

In order for our organisation to make the best decisions, it is important we consult and communicate with our people to continuously improve the risk management Framework. It is also important so that we can understand the needs to the business itself. This will include targeted workshops and access to information.

In addition, we will continue to assist leaders to ensure enterprise risk management is an organisational focus.

By doing so this will enable Council to achieve its overall risk vision as well as the Council's objectives.

DEFINITIONS

Risk Management: is the identification, assessment, and prioritisation of risks (defined in ISO 31000 as the effect of uncertainty on objectives, whether positive or negative) followed by coordinated and economical application of resources to minimise, monitor, and control.

The probability and/or impact of unfortunate events or to maximise the realisation of opportunities. Risks can come from uncertainty in service delivery, threats from project failures (at any phase in design, development, production, or sustainment lifecycles), legal liabilities, hazard risk, accidents, natural causes and disasters as well as deliberate attack, or events of uncertain or unpredictable root-cause.

AS/NZS ISO 31000: is the Australian/New Zealand standard developed by Standards Australia as AS/NZS ISO 31000:2018 Risk Management Principles and Guidelines which addresses the entire management system that supports the design, implementation, maintenance and improvement of risk management processes.

- **Risk:** Risk is defined as *effect of uncertainty on objectives*. A risk to the business is any action or event that has the potential to impact on the achievement of our corporate objectives. Risk also arises as much from the possibility that opportunities will not be realised as it does from the possibility that threats will materialise or that errors will be made.
- **Enterprise Risk Management (ERM):** Enterprise risk management encompasses all the major risk categories (including financial, environmental, health and safety, fraud, information technology, compliance, security and business continuity) and includes the coordination, integration, consolidation and consistency of reporting by the various Council functions with identified risks.
- **Risk Register:** A list of identified and assessed risks directly related either to a particular department of Council or to the whole of Council. Risk Registers can be held at either Corporate, Operational, Project or Event level.
- **Likelihood:** The chance of something happening, whether defined, measured or determined objectively or subjectively (probability or frequency).

- **Consequence:** The outcome of an event affecting objectives (impact/magnitude). An event can lead to a range of consequences. A consequence can be certain or uncertain and can have a positive or negative effect on objectives. Consequences can be expressed qualitatively or quantitatively.
- **Risk Owner:** The person with the accountability and authority to manage a risk. The owner may delegate some duties in relation to managing the risks for which they are responsible; however, they are ultimately accountable for the risks allocated to them.
- **Risk Treatment:** The process to modify existing risks or create new risks. Some options for treating a risk can include retaining, Transferring, Sharing, Avoiding or Controlling.
- **Risk Treatment Action Plans:** The document that outlines the steps to be taken to reduce unacceptable risks to achievable and acceptable levels. This includes details on current controls; required risk treatments; improvement opportunities; resources; timing; reporting and accountabilities. Action Plans must be reviewed on a regular basis to ensure controls are working.

RISK MANAGEMENT PRINCIPLES

For risk management to be effective, an organisation should comply with the following principles.

- Integrated** – Risk management is an integral part of all organisational activities
- Structured and comprehensive** – A structured and comprehensive approach to risk management contributes to consistent and comparable results
- Customised** – The risk management framework and process are customised and proportionate to the organisation's external and internal context related to its objectives
- Inclusive** – Appropriate and timely involvement of stakeholders enables their knowledge, views and perceptions to be considered. This results in improved awareness and informed risk management.
- Dynamic** – Risks can emerge, change or disappear as an organisation's external and internal context changes. Risk management anticipates, detects, acknowledges and responds to those changes and events in an appropriate and timely manner.
- Best available information** – The inputs to risk management are based on historical and current information, as well as on future expectations. Risk management explicitly takes into account any limitations and uncertainties associated with such information and expectations. Information should be timely, clear and available to relevant stakeholders.
- Human and cultural factors** – Human behaviour and culture significantly influence all aspects of risk management at each level and stage.
- Continual improvement** – Risk management is continually improved through learning and experience.



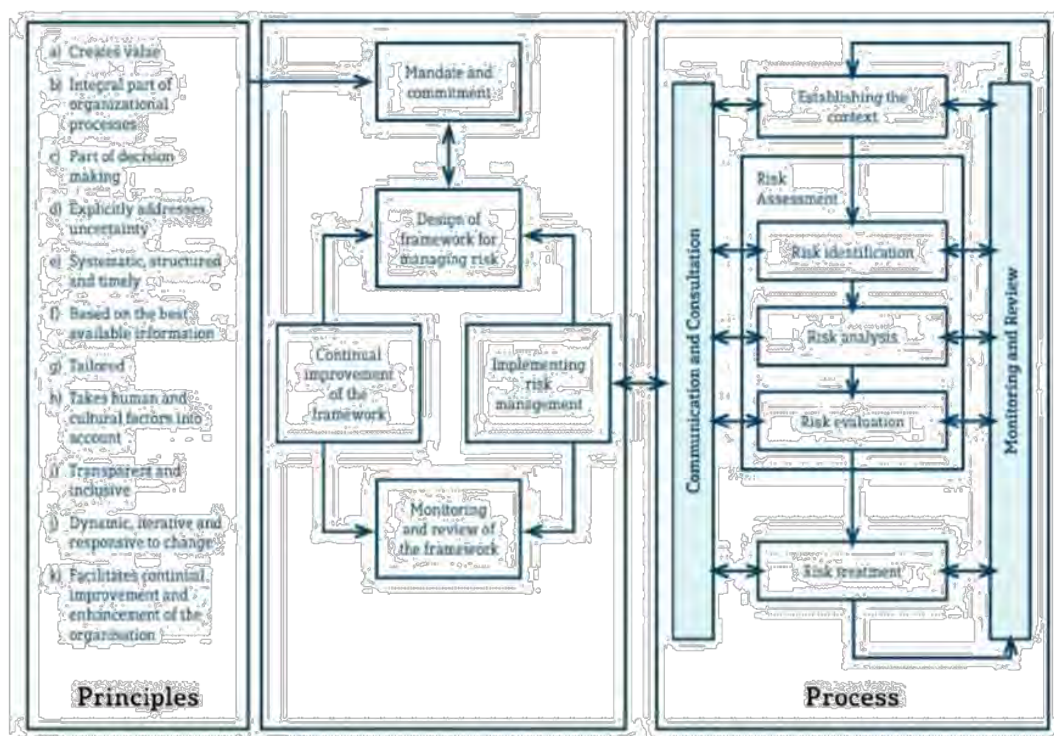
RISK MANAGEMENT STANDARD

The Council's Risk Management Framework is aligned to AS/NZS 31000:2018 Risk Management - Principles and Guidelines (the Standard).

The Council's approach to risk management is driven by the set of principles and guidelines within the Standard, which guide how risk is managed effectively and efficiently at all levels.

This is summarised in Figure 1:

Figure 1: Risk Management Process (Source AS/NZS 31000:2018)



GOVERNANCE AND ACCOUNTABILITIES OF RISK MANAGEMENT

This includes mechanisms that ensure accountability and authority for the management of risk (identifying, assessing, treating, monitoring and reviewing of risks); implementation, maintenance and continuous improvement of the Council's Risk Management Framework; and providing risk management assurance.

Council – Establishes and maintains the Audit Committee in accordance with Section 210 of the Local Government Act Regulation 2012.

Audit Committee – In accordance with Regulation 211 of the Local Government Regulations 2012, the Audit Committee provides guidance and assistance to the local government regarding:

- the matters to be audited;
- the scope of audits;
- financial, risk and compliance management functions as prescribed in the Local Government Act 2009; and
- other matters specified within the Committees Terms of Reference.

Executive Leadership Team – Sets and reviews the strategic direction, priorities and performance objectives of the Council.

ROLES AND RESPONSIBILITIES

Council

- Endorse and adopt a Risk Management Policy and Framework that complies with the Standard;
- Appoint External Auditors to report on the Council's financial statements annually;
- Establishes and maintains the Audit Committee according to the Local Government Act 2009.
- Appoint and resource the Audit Committee;
- Provide adequate budgetary provisions for the financing of risk management including approved risk mitigation activities; and

- Approve and endorse the Council's Risk Appetite Statement to guide risk management decision making throughout the Council.

Audit Committee

The role of the Audit Committee is to oversee that the Council carries out its responsibilities for accountable financial management, good corporate governance, fostering an ethical environment and maintains a system of internal control and risk management. They have been constituted to monitor and report on the systems and activities of Council in ensuring:

- Compliance with applicable legislation and regulations;
- Effective monitoring and control of all identified strategic and operational risks;
- Effective and efficient internal and external audit functions;
- Adequacy of the Council's risk management systems and practices; and
- The effectiveness of appropriate Crisis Management, Business Continuity and Disaster Recovery planning.

Chief Executive Officer

- Provide leadership and champion a strong risk management culture by embedding risk management and maintaining organisational risk focus across the Council at strategic, operational and project management levels;
- Responsible for raising awareness and leading the culture of managing risk across the organisation;
- Accountable for the effective implementation and maintenance of risk management policies and processes across the organisation; and
- Responsible for ensuring strategic risks are regularly reviewed and reported to the Audit Committee as required.

Manager Governance & Compliance

Executive Sponsor for Risk Management, responsible for overseeing the development, facilitation and implementation of the Council's Risk Management Policy and Framework

- Provide leadership, organisational awareness and engagement of risk management;
- Ensure the appropriate allocation of resources for risk management activities.
- Work with the Council's business units to assist with the implementation of the Risk Management Policy and Framework.
- Provision of advice, consultancy and recommendations on risk management to the organisation;
- Regular monitoring and review of risks, including reporting, within the Council's approved governance framework, to the Audit Committee;
- Develop and oversee the Council's Crisis Management and Business Continuity Planning, including providing support and training to relevant staff.
- Facilitate education, communication and training programs for relevant staff, on Risk Management, Crisis Management and Business Continuity.

Managers

Accountable for implementing risk management practices within their area of responsibility.

This includes ensuring that risks are identified, managed, reviewed, reported and updated regularly including:

- Ensuring that assets and operations, together with liability risks to the community are appropriately managed; and
- Raising awareness and leading the culture of managing risk responsibly across the organisation by ensuring that risk management policies, procedures, standards, guidelines and treatment plans are implemented in everyday business practices

Team Leaders, Supervisors and Coordinators

Responsible for raising awareness and leading the culture of managing risk within their respective teams. This is to be achieved with the implementation of risk management policies, procedures, standards, guidelines and treatment plans.

Internal Auditor

The Internal Auditor is to provide assurance on the effectiveness of risk management in the following areas of focus:

- Risk management processes;
- Evaluation of risks;
- Management of key risks; and
- Reporting on key risks.

All Staff

All staff are responsible for applying risk management practices in their business activities.

This involves:

- Undertaking activities in accordance with policies, procedures and work instructions;
- Identifying, analysing, evaluating, treating and reporting risks within their respective areas of work; and
- Maintaining awareness of current and potential risks that relate to areas of responsibility.

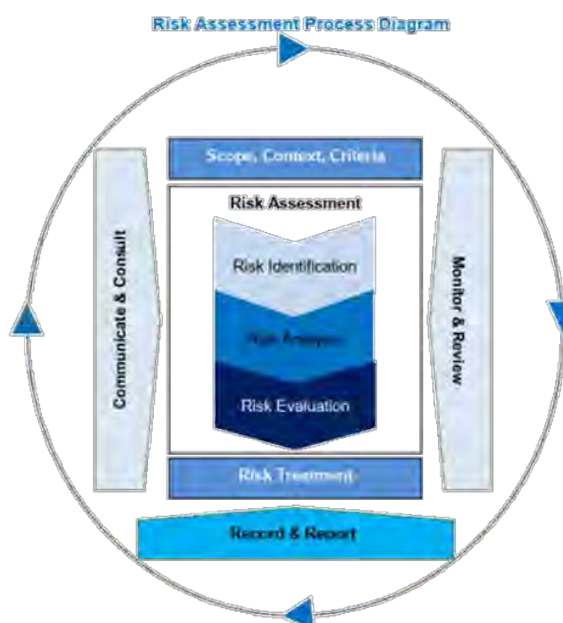
RISK MANAGEMENT PROCESS

The process adopted by Quilpie Shire Council to manage risks is in accordance with *AS ISO 31000:2018 Risk management – Guidelines*. This process is the application of the structured risk management methodology to be used to assess, prioritise, treat and monitor risks identified. The risk management process may capture inherent risk (prior to taking into account controls in place), residual risk (after taking into account controls in place), or both.

The main elements of an effective Risk Management approach are as follows:

- Communicate and Consult
- Establish the Context
- Risk Assessment
 - Identify Risks
 - Analyse Risks
 - Evaluate Risks
- Treat Risks
- Monitor and Review

The following diagram represents the components of the Risk Management process. Each of these components are explained further below.



Source: Australian Standard ISO 31000:2018
Risk management – Guidelines

Communicate and Consult

It is an essential part of the risk management process to develop and implement an effective framework to communicate and consult with all relevant stakeholders, internal and external as appropriate, at each stage of the risk management process and concerning the process as a whole. The level of communication and consultation will vary depending on the level of interest and or influence of that particular stakeholder individual or group. Communication and consultation is necessary at every stage of the Risk Management process.

Establish the Context

Stage one of the process establishes the strategic, organisational and risk management context in which the rest of the process will take place. This includes the criteria against which risk will be evaluated, the risk appetite of the organisation and corrective actions for the different rating achieved in the assessment of the risks.

In considering context, it is necessary to consider the broader external environment in which the organisation operates and not just internal matters.

A written statement of context is to be documented and communicated at the appropriate levels within the organisation.

Risk Assessment

Risk Identification - at this stage, the organisation identifies what, why and how things can arise, that may affect the organisation, as the basis for further analysis. This is carried out at both strategic and operational levels of the organisation.

Categories of risk for the organisation at a strategic and operational level may include, but are not limited to:

- Safety – injuries, lost time, LGW & LGM claims, fatalities
- Reputation and image – negative media exposure, staff morale, community perception
- Assets – damage or loss of information, property or assets
- Environment – impact or harm to natural environment, potential for future damages claims and DES prosecution
- Service Delivery – ability to service the community and meet customer expectations
- Regulatory – breaches of legislation ("ignorance is no excuse")
- Management effort – senior management effort directed away from achieving strategic objectives and impacting on overall performance (i.e. focused on day to day tasks)

Risk Analysis - this stage determines the inherent risks and then calculates any residual risks taking into consideration any existing controls in place (existing processes and procedures). Risks are analysed in terms of consequence and likelihood in the context of those controls. The analysis will consider the range of potential risk exposure consequences and how likely those consequences are to occur. The Consequence and Likelihood are then combined to produce an estimated level of risk known as the Overall Risk Rating.

Determining Likelihood

In determining the likelihood of each risk, the following ratings and definitions have been applied. In making your assessment you have to remember that some events happen once in a lifetime, other can happen almost every day. Judgement is required to determine the possibility and frequency that the specific risk is likely to occur.

Likelihood Table

Rating	Description	Definition - Likelihood of Occurrence
1	Rare	Event may occur once in every 10+ years
2	Unlikely	Event may occur once in every 5 – 10 years
3	Possible	Event may occur once in every 2 – 5 years
4	Likely	Event may occur once in every 1 – 2 years
5	Almost Certain	Event may occur once (or more frequently) within one year

Determining Consequence

In determining the consequence of each risk, the following ratings and definitions have been applied. There are five levels used to determine consequence and when considering how risks may impact on the organisation it is also important to think about the non-financial elements as well.

Consequence Table

Description	Qualitative Definition - Consequence
Insignificant	An event, where the impact can be absorbed; no injuries; low financial loss
Minor	An event, the consequences of which can be absorbed but management effort is required to minimise the impact; first aid treatment; low-medium financial loss
Moderate	A significant event, which can be managed under normal circumstances; medical treatment; medium financial loss
Major	A critical event, which with proper management can be continued; extensive injuries; loss of production capability; major financial loss
Catastrophic	A disaster, which could lead to the collapse of the organisation; death; huge financial loss

Quantitative parameters have been developed (Refer Consequence Matrix) to enable the organisation to consistently assign consequence ratings to potential risks. These quantitative measures assign the organisation's risk tolerance parameters applicable to each of the five consequence levels. This approach ensures that all staff can rate the consequence of a risk occurring against the organisation's established parameters, instead of their own personal choice

Consequence Matrix									
Consequence	Rating	Operational – Business Continuity	Environmental	Information Technology	Strategic/Corporate Governance – Reputation - Political	Human Resources	Infrastructure, Asset & Property	Workplace Health & Safety	Financial and Economic
Catastrophic	5	The continuing failure of Council to deliver essential services. The removal of key revenue generation.	Widespread and irreversible environmental damage attributed by the courts to be negligent or incompetent actions of Quilpie Shire Council.	Widespread, long term loss of IT network/ hardware.	Loss of State Government support with scathing criticism and removal of the Council. National media exposure. Loss of power and influence restricting decision making and capabilities.	Staff issues cause continuing failure to deliver essential services.	Widespread, long term loss of substantial key assets and infrastructure.	Fatality or significant irreversible disability.	Huge financial loss (eg. >\$250,000 of revenue or budget)
Major	4	Widespread failure to deliver several major strategic objectives and service plans. Long-term failure of Council causing lengthy service interruption.	Severe environmental impact requiring significant remedial action. Penalties and/or direction or compliance order incurred.	Widespread, short to medium term loss of IT network/ hardware.	State media and public concern/ exposure with adverse attention and long-term loss of support from Murweh Shire residents. Adverse impact and intervention by State Government.	Staff issues cause widespread failure to deliver several major strategic objectives and long term failure of day to day service delivery.	Widespread, short to medium term loss of key assets and infrastructure.	Extensive injuries. Lost time of more than 4 working days.	Major financial loss (eg. \$100,000 to \$249,999 of revenue or budget)
Moderate	3	Failure to deliver minor strategic objectives and service plans. Temporary & recoverable failure of Council causing intermittent service interruption for a week.	Moderate impact on the environment; no long term or irreversible damage. May incur cautionary notice or infringement notice.	Short to medium term loss of key IT network/ hardware.	Significant state wide concern/ exposure and short to mid-term loss of support from Quilpie Shire residents. Adverse impact and intervention by another local government & LGAQ.	Staff issues cause failure to deliver minor strategic objectives and temporary and recoverable failure of day to day service delivery.	Short to medium term loss of key assets and infrastructure.	Medical treatment. Lost time of up to 4 working days.	High financial loss (eg. \$50,000 to \$99,999 of revenue or budget)
Minor	2	Temporary and recoverable failure of Council causing intermittent service interruption for several days.	Minor environmental damage such as remote temporary pollution.	Minor loss/damage. Repairs required	Minor local community concern manageable through good public relations. Adverse impact by another local government.	Staff issues cause several days interruption of day to day service delivery.	Minor loss/damage. Repairs required.	First aid treatment. No lost time.	Minor financial loss (eg. \$501 to \$49,999 of revenue or budget)
Insignificant	1	Negligible impact of Council, brief service interruption for several hours to a day.	Brief, non-hazardous, transient pollution or damage.	Damage where repairs are required however equipment still operational.	Transient matter, e.g. Customer complaint, resolved in day-to-day management. Negligible impact from another local government.	Staff issues cause negligible impact of day to day service delivery.	Damage where repairs are required however facility or infrastructure is still operational.	No injury.	Low financial loss (eg. < \$501 of revenue or budget)

Determining the overall Risk Rating

After the consequence and likelihood ratings have been determined, they are combined in a matrix to determine the overall risk rating for each risk. The extent of the consequences and the extent of the likelihood risks will be assessed using a scale containing Low, Moderate, High and Extreme.

The table below illustrates how the combination of the consequence and likelihood generates the overall risk rating.

Risk Assessment Matrix

Likelihood	Rating	Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	5	M	H	H	E	E
Likely	4	M	M	H	H	E
Possible	3	L	M	H	H	H
Unlikely	2	L	L	M	M	H
Rare	1	L	L	M	M	H

Evaluate Risks

Risks need to be evaluated and prioritised to ensure that management effort is directed towards resolution of the most significant organisational risks first. The initial step in this Risk Evaluation stage is to determine the effectiveness, and or existence of, controls in place to address the identified risks. This can lead to a decision to: -do nothing further; -consider risk treatment options; -undertake further analysis to better understand the risk; -maintain existing controls; -reconsider objectives.

The following table will assist to determine the effectiveness, and or existence of, controls in place to address the identified risks.

Control Assessment	Description
Excellent	<ul style="list-style-type: none"> Effective treatments implemented, communicated and monitored on a regular basis to determine the level of effectiveness.
Adequate	<ul style="list-style-type: none"> Controls are well documented and implemented The controls address the identified risk and there is little scope for improvement There is no convincing cost/benefit justification to change the approach.
Fair	<ul style="list-style-type: none"> Controls have been determined, but not well implemented, documented or monitored to determine their level of relevance.
Opportunities for Improvement	<ul style="list-style-type: none"> Information is inconsistent, not well communicated, implemented in an ad hoc manner The controls contain some inadequacies and scope for improvement can be identified There is some cost/benefit justification to change the approach.
Inadequate/Poor	<ul style="list-style-type: none"> The controls do not appropriately address the identified risk and there is an immediate need for improvement actions. There is a significant cost/benefit justification to change the approach.

Following the process of identification, analysis and evaluation of risks and controls, the outcomes are to be communicated with all relevant stakeholders and agreements reached with the various Risk Owners prior to being documented in the Risk Register.

Risk Register

A Risk Register is developed to record and assess each risk identified as part of the risk identification stage.

The application of the stages of the risk assessment process noted above ensure there is consistency in the determination of the current risk severity level, taking into account the existing controls and their level of effectiveness in mitigating or addressing the risk.

Risk Profile diagram

At the completion of the assessment process, a risk profile diagram will be developed to highlight each of the risks identified and their overall risk rating.

The risk profile diagram will highlight to the CEO and senior executive the key risk exposures and number of risks within each rating range across the organisation. The risks will be categorised as Extreme, High, Medium and Low to assist management to target those risks that have the greatest potential impact on the organisation.

Treatment of Risks

After evaluating each risk and appropriate controls, it is the responsibility of the manager to implement the suitable treatment. Treatment needs to be appropriate to the significance and priority of the residual risk.

As a general guide, the following risk treatment options are available:

Avoid the risk - decide not to proceed with the policy, program or activity or choose an alternative means of action

- Retain the risk – by informed decision. Where the risk cannot be avoided, reduced or transferred. In such cases, usually the likelihood and consequence are low. These risks should be monitored and it should be determined how losses, if they occur, will be funded.
- Transfer or share the risk – involves shifting all or part of the responsibility to another party who is best able to control it (such as an insurer who bears the consequence of losses e.g. Motor vehicle insurance for Council vehicles).
- Remove the risk source
- Control the risk – by either reducing the likelihood of occurrence and/or the consequences (e.g. implement procedures for specified tasks)
- Take or Purse the risk – where a risk presents an opportunity a decision may be taken to enhance, accept, work with or purse the risk.

Determine the most effective treatment options by considering the:

- Cost/benefit of each option including the cost of implementation (do not consider financial considerations only; organisational, political, social and environmental factors should also be considered)
- Use of proven risk controls
- Anticipated level of risk remaining after implementation of risk treatment. The final acceptance of this risk will be a matter for the appropriate Director or CEO to decide.

Once treatment options for individual risks have been selected, they should be assembled into action plans, risk treatment plans or strategies. The outcome of an effective risk treatment plan is knowledge of the risks Council can tolerate and a system that minimises those risks that it cannot tolerate.

The decision to accept a risk will be determined by the agreed table indicating proposed corrective action and the risk appetite criteria established by the Council. For Quilpie SC a Low risk is accepted and only requires monitoring should circumstances change.

For other risks, a specific management plan may be required to be developed and implemented which may include consideration of funding. Risk treatment strategies need to also be considered to ensure that no new risks are introduced.

Escalation Plan

We will introduce procedures for notifying the appropriate persons according to the risk rating, in particular where a risk may escalate due to changed or unforeseen circumstances.

Reports on risk ratings and associated escalation plans will be provided throughout the organisation to assist all staff in managing risk.

The approach for treatment of risks is:

Risk Level	Action Required
Extreme	<ul style="list-style-type: none"> Develop specific management plan for immediate implementation to address extreme risks Allocate actions and budget for implementation within quarterly budget reviews Report immediately to executive management team. Regular internal reporting required
High	<ul style="list-style-type: none"> Develop and implement a specific management plan for high risks Allocate actions and budget to minimise risk. Monitor implementation Report to executive management team within the half yearly budget review. Regular internal reporting
Medium	<ul style="list-style-type: none"> Develop and implement a specific management plan for medium risks Allocate actions and budget to minimise risk where existing controls deemed inadequate. Monitor implementation Report to executive management team within the annual budget review Management to consider additional controls. Report within the quarter
Low	<ul style="list-style-type: none"> Accept and monitor low-priority risks Manage via routine procedures where possible. Monitor via normal internal reporting mechanisms

Monitor and Review

This stage establishes a process to monitor and review the performance of the risk management system implemented and changes that might affect the performance or give rise to new risks that will require assessment.

Both monitoring and reviewing should be a planned part of the risk management process and tailored to the needs of the organisation and the significance of the risks identified. It should be undertaken on at least an annual basis.

The continual process of monitoring and reviewing is required to ensure ongoing effective risk treatments and the continual improvement of the risk management standards.

- **Monitoring** – assess whether current risk management objectives are being achieved. Council can use inspections, incident reports, self-assessments and audits to monitor its risk management plan.
- **Review** – assess whether the current risk management plan still matches Murweh Shire Council's risk profile. The risk management plan may be reviewed by studying incident patterns, legislative changes and organisational activities.

Possible methods for review:

- Internal check program/audit or independent external audit;
- External scrutiny (appeal tribunal, courts, commission of inquiry);
- Physical inspection;
- Program evaluation; and
- Reviews of organisational policies, strategies and processes.

When completing the review process, it is important the context in which the original risk was developed is reassessed. The review should also be informed by reports and recent events and include consideration of:

- Completeness of the register;
- Continued existence of controls;
- Adequacy of controls;
- Risk ratings;
- Treatment strategies;
- Risk owner; and
- Risk review date.

RECORDING AND REPORTING THE RISK MANAGEMENT PROCESS

The accurate and timely reporting and recording of risks is essential to the effectiveness of the risk management framework. Each stage of the Risk Management process must be recorded appropriately.

All Risk Assessments and Risk Treatment Action Plans must be documented, retained and easily accessible for future reference. Even if a risk is assessed to be Low and a decision is taken to do nothing, the reasoning that led to the decision must be recorded.

REVIEWING THE RISK MANAGEMENT FRAMEWORK AND GUIDELINES

In order to ensure that the risk management process is effective and continues to support the organisation's performance, all aspects of the risk management process will be periodically reviewed.

The Risk Management Framework and Guidelines, Risk Management Policy and Risk Registers will be reviewed to ensure that they are still appropriate and continue to reflect the organisation's risk activities and tolerances.

Based on the results of monitoring and reviews, decisions will be made on how the Risk Management Framework can be improved. These improvements should lead to improvements in the management of risk and the risk management culture.

COMMUNICATION

The Risk Management Framework and Guidelines, Risk Management Policy, Risk Registers and associated documents and procedures will be held in a secure central repository and will be accessible to stakeholders according to their authority levels.

The existence, nature and location of the central repository will be shared with staff at all levels to encourage their awareness of how the organisation is managing its risks.

Following reviews of the Framework and Guidelines as specified any changes will be communicated to the relevant Risk Owners and other stakeholders to ensure that the Enterprise Risk Management process remains dynamic and relevant.

This Guide has been developed with particular reference to the following:

- AS ISO 31000:2018 *Risk management – Guidelines*;
- SA/SNZ HB 436:2013 *Risk management guidelines – Companion to AS/NZS ISO 31000:2009*;
- ISO Guide 73:2009 *Risk management – Vocabulary*;
- COSO (2017) *Enterprise Risk Management: Integrating with Strategy and Performance*;
- Queensland Audit Office (2016) *QAO Risk Management Maturity Model*

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G.11 Enterprise Risk Management Policy

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Date Adopted by Council	10 June 2016	Council Resolution No.	09-04-16
Effective Date	10 June 2016	Review Due Date	June 2022/Mar 2023
Policy Owner	Council	Responsible Officer	CEO
Policy Number	G.11	IX Reference	51181
Version Number	V1	10-Dec-13	Developed and adopted
	V2	08-Apr-14	Reviewed and adopted

G.11 Enterprise Risk Management Policy

V3	17-Apr-15	Reviewed and adopted
V4	10-Jun-16	Reviewed and adopted
V5	13-Apr-18	Reviewed – no changes
V6	30-May-23	Reviewed and adopted

CEO	Chief Executive Officer
DCCS	Director Corporate & Community Services
DES	Director Engineering Services
MFS	Manager Finance and Administration Services
MGC	Manager Governance & Compliance

1 OBJECTIVE

To adopt guidelines to implement a consistent and rigorous risk management framework, systems, processes, and controls throughout Quilpie Shire Council operations.

2 SCOPE

This policy applies to all of Quilpie Shire Council's activities.

3 STATEMENT**3.1 POLICY CONTEXT**

Council's philosophy towards risk is not to be unduly risk averse, but to enable risks to be identified, discussed, mitigated and monitored in a balanced manner.

Council is committed to establishing and integrating our risk management systems and processes to support this philosophy without creating an unnecessary burden on the business.

This policy sets out the processes, responsibility and accountability for risk management of the Quilpie Shire Council. It recognises that risk management is a critical and integral part of good management and corporate governance practice and that, in relation to commercial strategy, an element of risk is inevitable and in some cases encouraged.

This policy supports a structured and focused approach to managing risk to complement the strategies adopted by Council to achieve its corporate objectives, in order to increase confidence and enhance the value the Council provides to its stakeholders.

The principles behind this policy are based on AS/NZ ISO 31000:2009 *Risk Management*.

3.2 ENTERPRISE RISK MANAGEMENT POLICY STATEMENT

Quilpie Shire Council is committed to:

- Behaving as a responsible corporate citizen protecting employees, clients, contractors, visitors and the general public from injury and unnecessary loss or damage;
- Achieving its business objectives by minimising or eliminating the impact of risks it can realistically control;
- Creating an environment where all Council employees will take responsibility for managing risk (by developing and maintaining a strong risk management culture).

G.11 Enterprise Risk Management Policy

3.3 POLICY PRINCIPLES

3.3.1 Objectives

Council will apply a risk management framework which will:

- Incorporate a consistent, systematic process to identify, analyse, mitigate and monitor the key strategic, operational, financial, environmental and compliance risks impacting on the Council;
- Align risk management with business objectives identified in Council's corporate and operational plans;
- Integrate and align existing risk systems to ensure no duplications or overlap;
- Ensure integration of information systems used for reporting on risk to enable aggregation and reporting at a corporate level;
- Allow the necessary controls and policies to be implemented to deliver an appropriate approach to governance and best practice;
- Will embed a culture of risk management throughout the Council.

3.3.2 Principles

Council's risk management processes are based around the following key risk activities:

- Risk Identification: identify all reasonably foreseeable risks associated with its activities, using the agreed risk methodology detailed in the Council's risk protocols.
- Risk Evaluation: evaluate those risks using the agreed Council criteria.
- Risk Treatment / Mitigation: develop mitigation plans for risk areas where the residual risk is greater than our tolerable risk levels.
- Risk Monitoring and Reporting: report risk management activities and risk specific information in accordance with the risk protocols.

3.3.3 Authorities and Accountabilities

Council – adopts this policy and retains the ultimate responsibility for risk management and for determining the appropriate level of risk that it is willing to accept in the conduct of Council business activities. Council will review the effectiveness of the risk management systems.

Chief Executive Officer – is responsible for identifying, evaluating and managing risk in accordance with this policy through a formal enterprise-wide risk management framework. Formal risk assessments must be performed at least once a year as part of the business planning and budgeting process.

Management Team – is responsible for the accuracy and validity of risk information reported to the Council. In addition, it will ensure clear communication throughout the Council of the Council and senior management's position on risk.

The CEO and Manager Corporate and Community Services Governance and Compliance – will report to Council annually on the progress made in implementing a sound system of risk management and internal compliance and control across Council's operations.

Internal Audit Committee – will align the Strategic Internal Audit Plan with Council's risk profile in conjunction with Council's management, and subject to endorsement from the Audit Committee. Internal Audit will ensure that the results of its reviews are provided to Council's management for update of the Council's risk profile as appropriate.

Internal Audit will also conduct periodic reviews of the risk management framework pursuant to the Strategic Internal Audit Plan.

Employees – are responsible for management of risks within their areas of responsibility as determined under any risk treatment plans.

G.11 Enterprise Risk Management Policy

Employees will be responsible for the timely completion of activities contained within these risk treatment plans. Awareness sessions will be conducted routinely to ensure that employees are familiar with risk management and how it is applied within Quilpie Shire Council.

Risk Monitoring – Council utilises a number of functions, including its Risk and Internal Audit Committees, to perform independent and objective monitoring over its risk areas, including if necessary, conducting reviews over Council's operations and risk areas by external agencies.

The scope of the work undertaken by all of these functions and the reviews by external agencies, will be considered in conjunction with Council's risk profile at least annually. This will assess the independent monitoring of key risk areas within Council's risk profile.

G.11 Enterprise Risk Management Policy

4 DEFINITIONS

<u>What is Risk?</u>	<p>A risk to the business is any action or event that has the potential to impact on the achievement of our business objectives.</p> <p>Risk arises as much from the possibility that opportunities will not be realised as it does from the possibility that threats will materialise or that errors will be made.</p>
<u>What is Risk Management?</u>	<p>Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council.</p> <p>Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.</p>
<u>What is Enterprise Risk Management? (ERM)</u>	<p>Enterprise wide risk management encompasses all the major risk categories (including financial, environmental, health and safety, fraud, information technology, compliance, security and business continuity) and includes the co-ordination, integration, consolidation and consistency of reporting by the various Council functions with identified risks.</p>

5 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Local Government Regulations 2012

Corporate Plan ~~2022-2027~~ 2013-2017

AS/NZS ISO 31000:2009 the Australian / New Zealand Standard for Risk Management

IX #	Details
G.11-A	Enterprise Risk Management Framework

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G.11 Enterprise Risk Management Policy

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G.11 Enterprise Risk Management Policy

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G.11 Enterprise Risk Management Policy

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The CEO and Manager Governance and Compliance – will report to Council annually on the progress made in implementing a sound system of risk management and internal compliance and control across Council's operations.

Audit Committee – will align the Strategic Internal Audit Plan with Council's risk profile in conjunction with Council's management, and subject to endorsement from the Audit Committee. Internal Audit will ensure that the results of its reviews are provided to Council's management for update of the Council's risk profile as appropriate.

Internal Audit will also conduct periodic reviews of the risk management framework pursuant to the Strategic Internal Audit Plan.

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G.11 Enterprise Risk Management Policy

4 DEFINITIONSWhat is Risk?

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What is Risk Management?

Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council.

Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.

What is Enterprise Risk Management? (ERM)

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Local Government Act 2009

Local Government Regulations 2012

Corporate Plan 2022-2027

AS/NZS ISO 31000:2009 the Australian / New Zealand Standard for Risk Management

IX #	Details
G.11-A	Enterprise Risk Management Framework



Quilpie Shire Council

Draft Corporate Risk Register - Version 1 June 2023

Risk (Short Description)	Risk (Long Description)	Causes	Consequences	Likelihood	Conseq. Level	Inherent Risk Rating	Independent Priority Rating	Existing Risk Treatments	Likelihood	Conseq. Level	Residual Risk Rating	Residual Priority Rating	Effectiveness	Responsible Officer	Improvement	Treatment Plan		Target Risk Rating
																Record /Ref Number	Rating Date	
Constrained Revenue	Limited capacity to raise revenue and heavy reliance on State and Commonwealth government for funds and financial assistance to deliver programs, operations and services.	<ul style="list-style-type: none"> Limited rate base; fiscal imbalance; change in financial assistance grants arrangements; tyranny of distance; false or incomplete financial data on assets and liabilities; lack of information; poorly designed, implemented, monitored or enforced policies, procedures and systems; training deficiency or failure; leadership or management failure; community engagement and communication failure. 	<ul style="list-style-type: none"> Interference or failure in delivery of planned projects, programs and services delivery; upward pressure on revenue streams including rates and charges; reputational damage and loss of public confidence; erosion of staff confidence and workplace culture; "blame" seeking and finger pointing. 	Likely	Major	HIGH	80	<ul style="list-style-type: none"> Regular budget reviews and significant financial reporting; Undertake finance training for Councillors and Decision Makers, Implement an Audit Committee Undertake regular Internal Audits around Financial Sustainability, Implement QTC's Decision Making Framework for large projects, Undertake Long Term Financial modelling and have the model reviewed by an external party (QTC / Internal Auditor); Develop a list of all grants and subsidised that are available from either the State & Federal Government; Undertake and implement W.O.L. assessments in all major capital projects; Review and implement efficiencies into the organisation 	Likely	Catastrophic	EXTREME	102	Adequate	COM / E / T	N/A			
Regulatory Changes	State of Federal Government changes in administrative or regulatory arrangements which impedes or prevents the effective and efficient delivery of plans, programs, projects and or services.	<ul style="list-style-type: none"> Lack of information, inflexible systems, processes, legislation and governance; leadership or management failure; poor or deficient intergovernmental engagement and/or communication; funding constraints. 	<ul style="list-style-type: none"> Interference or failure in delivery of planned projects; programs and services delivery; low or poor asset utilisation rates; ballooning and unbudgeted costs; upward pressure on revenue streams including rates and charges; liability exposure; reputational damage and loss of public confidence; erosion of staff confidence and workplace culture. 	Possible	Major	HIGH	72	<ul style="list-style-type: none"> Implement and develop a robust communication strategy to enable the dissemination of information to staff and community; Develop a list of when the State & Federal Government Parliament are sitting to enable visits and deputations with relevant Ministers, Implement and develop project management systems to ensure capital works projects are managed within the budget and within timeframes, Implement and develop robust reporting mechanisms to management and council, Developing an Internal Governance & Ethics Manual to outline the organisations Governance requirements from a Statutory Legislative perspective 	Possible	Moderate	MEDIUM	60	Adequate	COM / E / T	N/A			

Risk (Short Description)	Risk (Long Description)	Causes	Consequences	Likelihood	Conseq. Level	Inherent Risk Rating	Individual Priority Rating	Existing Risk Treatments	Likelihood	Conseq. Level	Residual Risk Rating	Residual Priority Rating	Effectiveness	Responsible Officer	Improvements	Treatment Plan		Target Risk Rating
																Record /Ref Number	Rating Date	
Business impact event	An incident, event or crisis that disrupts or prevents the delivery of essential programs, services and/or functions by the Council.	<ul style="list-style-type: none"> ICT failure; failure to undertake adequate/sufficient business impact analysis of critical functions, services and infrastructure; cybersecurity threat; electrical failure; facility fire; industrial accident; transport network/infrastructure failure; training or skills deficiencies. 	<ul style="list-style-type: none"> Interference or failure in delivery of planned projects, programs or services delivery; data/record loss or uncertainty regarding "data truth"; personal legal liabilities for executive and management; financial costs; legal liability exposure; reputational damage and loss of public confidence; external inquiries or reviews and possible intervention/sanction by the State; political and media interest; harm to health and safety of the public or staff; erosion of staff confidence and workplace culture. 	Possible	Major	HIGH	72	<ul style="list-style-type: none"> Develop and implement a Business Continuity Plan (BCP); Undertake regular scenario testing of the BCP; Undertake an Internal Audit of Councils ICT network and framework; Perform risk assessments on key services to the community (water, sewerage, waste); Undertake a review of insurance requirements in the event of an incident (eg: Cyber Cover; Theft, Recovery of Records etc.); Implement a contingency plan to supply key infrastructure with an alternative power source (eg: generator); Implement training to all staff and Councillors on BCP 	Possible	Moderate	MEDIUM	60	Adequate	CEO/ELT	N/A			
Infrastructure Failure	Failed or deficient infrastructure and related services (including transport networks, reticulated water and wastewater or solid waste systems or services) resulting in public health impacts, environmental harm, budgetary constraint, uncertainty community benefit, liability exposure and/or regulatory sanction.	<ul style="list-style-type: none"> Poorly designed, implemented, monitored or enforced policies, procedures and systems; training deficiency or failure; leadership or management failure; planning and reporting failure; inadequate planning and budgeting; poorly integrated financial, asset and operational planning and management; unfunded or unplanned maintenance 	<ul style="list-style-type: none"> Infrastructure, property or asset damage or loss; reduced asset life; changes in maintenance required for infrastructure and assets; harm to public health and safety; cost and budgetary pressure; reputational damage and loss of public confidence; financial costs; legal liability exposure; reputational damage and loss of public confidence. 	Possible	Major	HIGH	72	<ul style="list-style-type: none"> Implement and develop robust 10-20 year Asset Management Plans for all classes of infrastructure (roads & bridges, water, sewerage, buildings, community). Implement financial considerations within management reporting to Council, Implement W.O.L. reporting when placing new capital projects to Council to allow sufficient discussion regarding implementing new assets for the community, Implement training and education for ELT and Councillors regarding asset management, Develop clear communication strategies to advise the community of Councils decisions regarding new assets, Develop community consultation strategies. Review and ensure adequate asset insurance is in place for the replacement of assets in the event of loss or damage; Develop a systematic inspection program of asset classes and provide reports back to Council and to the ELT and also to the Audit Committee. 	Possible	Moderate	MEDIUM	60	Adequate	CEO/ELT	N/A			

Risk (Short Description)	Risk (Long Description)	Causes	Consequences	Likelihood	Conseq. Level	Inherent Risk Rating	Inherent Priority Rating	Existing Risk Treatments	Likelihood	Conseq. Level	Residual Risk Rating	Residual Priority Rating	Effectiveness	Responsible Officer	Improvements	Treatment Plan		Target Risk Rating
																Record /Ref Number	Rating Date	
Damage or harm to others	Personal injury, property damage or community harm that occurs during the delivery of projects, operations or services by the Council.	<ul style="list-style-type: none"> Poorly designed, implemented, monitored or enforced policies, procedures and systems; training deficiency or failure; leadership or management failure; planning and reporting failure; maintenance program deficiencies; inability to source suitably skilled and experienced personnel; poorly integrated financial and operational planning and management. 	<ul style="list-style-type: none"> Personal legal liabilities for executive and management; financial costs; legal liability exposure; reputational damage and loss of public confidence; external inquiries or reviews and possible intervention/sanction by the State; political and media interest; decision making failures; "blame" seeking and finger pointing; erosion of staff confidence and workplace culture. 	Possible	Catastrophic	EXTREME	24	<ul style="list-style-type: none"> Implement new WHS system Develop and implement training for all staff on their responsibilities of Work Health & Safety Develop a culture of safety as part of the implement of the new WHS system Undertake regular site audits and prepare rectification plans Deliver regular toolbox talks and team meetings Undertake a review of the workplace health and safety inductions Review of workplace drug and alcohol testing Monitor Sick Leave, workplace incidents and near misses Develop rehabilitation and return to work processes 	Possible	Moderate	MEDIUM	60	Adequate	COM/ELT	N/A			
Procurement or contractual failure	Inadequate or deficient procurement and contract management policies, procedures, systems and processes resulting in inefficiency, sub optimal contractor performance, excessive cost, liability exposures, fraud, legal sanction, or reputation harm.	<ul style="list-style-type: none"> Poorly designed, implemented, monitored or enforced policies, procedures and systems; absence or poorly constructed/maintained delegations; ineffective or absent monitoring; shortage of suitably skilled and experienced personnel. Continuing to award contracts to organisation who do not deliver quality of works or within delivery timeframes 	<ul style="list-style-type: none"> Interference or failure in delivery of planned projects, programs and services delivery; vulnerability to fraud, corruption or criminal activity; financial costs; legal liability exposure; reputational damage and loss of public confidence; external inquiries or reviews and possible intervention/sanction by the State; political and media interest; decision making failures; "blame" seeking and finger pointing; erosion of staff confidence and workplace culture. 	Possible	Major	HIGH	72	<ul style="list-style-type: none"> Council develop and implement robust tender documents including the development of current construction contracts in accordance with the current Australian Standards; Council provide detailed project management reports to Management & Council; Council implement an assessment panel when dealing with major projects greater than \$200k; Council engage appropriate and qualified personnel when designing major infrastructure and ensure that they have the applicable qualifications and experience; Council prepare a policy & procedure when dealing with the Traditional Owners around cultural heritage issues; Council ensure that they have the right insurance cover for each project, and also ensure that any contractors engage have the financial capacity to carry out the scope of works, and have a proven track record (cheapest isn't necessary the most advantageous based on the 5 Local Government Principles) 	Possible	Moderate	MEDIUM	60	Adequate	COM/ELT	N/A			

Risk (Short Description)	Risk (Long Description)	Causes	Consequences	Likelihood	Conseq. Level	Inherent Risk Rating	Existing Risk Treatments	Likelihood	Conseq. Level	Residual Risk Rating	Effectiveness	Responsible Officer	Improvements	Treatment Plan		Target Risk Rating
														Record /Ref Number	Rating Date	
Systemic change or disruption	Population, demographic, technological or other societal changes that disrupt existing models and arrangements for local government decision-making, program design, budgeting, assets and infrastructure and/or service delivery.	<ul style="list-style-type: none"> Pace of change failure to identify, consider and respond to emerging risks and opportunities; lack of information; inflexible systems, processes, legislation and governance; leadership or management failure; planning and reporting failure. 	<ul style="list-style-type: none"> Interference or failure in delivery of planned projects, programs and services delivery; redundant or underutilised assets; cost and budgetary pressure; reputational damage and loss of public confidence; financial costs. 	Possible	Moderate	MEDIUM 60	<ul style="list-style-type: none"> Develop and implement procedures around the development of annual budgets and reviews to discuss economic trends (population, age, employment etc); Develop an urban plan for the townships; Develop a robust community consultation strategy; Develop an engagement plan with current State & Federal Ministers; Develop economic incentives for potential investors within the Shire; review all new capital projects prior to being approved and implemented. 	Possible	Moderate	MEDIUM 60	Adequate	CEO / EMT	N/A			
Failing to meet community expectations	Community, social and cultural infrastructure services that do not align with community expectations or are not sufficiently responsive to changed / evolving community expectations, or are beyond Council's capacity for delivery.	<ul style="list-style-type: none"> Inadequate or deficient community engagement; budget or accounting failure; inadequate financial data on assets and liabilities; leadership or management failure; planning and reporting failures; lack of meaningful data / feedback from the community (particularly those who are disengaged and do not seek out feedback opportunities – often the majority of ratepayers). 	<ul style="list-style-type: none"> Reputational damage, disillusionment and loss of public confidence; low or poor asset utilisation rates; ballooning and unbudgeted costs; decision making failures, "blame" seeking and finger pointing; erosion of staff confidence and workplace culture. 	Possible	Moderate	MEDIUM 60	<ul style="list-style-type: none"> Provide training for Management & Councillors in relation to communication and media training; Develop and implement a community consultation strategy; Management to develop a robust reporting framework to allow council to make the best informed decision regarding matters affecting the community and future generations; The organisation to develop a culture of transparency and accountability (good governance practices) 	Possible	Moderate	MEDIUM 60	Adequate	CEO / EMT	N/A			
Environmental change	Environmental change driven impacts on Council's assets, workforce, programs and services leading to cost and management implications for the organisation and impacts on the capacity to deliver planned and budgeted programs and services.	<ul style="list-style-type: none"> Heat related impacts on assets or infrastructure (above design parameters); erosion or inundation due to sea level rise; changes in frequency or intensity of severe weather events; regulatory changes; lack of adequate climate change adaptation planning and implementation. 	<ul style="list-style-type: none"> Infrastructure, property or asset damage or loss; reduced asset life; changes in maintenance required for infrastructure and assets; harm to public health and safety; harm to worker health; cost and budgetary pressure; potential common law liability exposure; interference with planned programs and service delivery; reputational damage and loss of public confidence; external inquiries or reviews; political and media interest; pressure on natural systems, ecology, and biodiversity. 	Possible	Major	HIGH 72	<ul style="list-style-type: none"> Develop and implement a systematic inspection program on key assets (buildings, water & sewerage, community infrastructure, roads) to develop a sustainable renewal & maintenance program; Investigate alternative building materials that can handle extreme heat & cold; Investigate alternative energy sources within Councils key buildings (eg: solar); Investigate the development of green policies; 	Possible	Moderate	MEDIUM 60	Adequate	CEO / EMT	N/A			

Risk (Short Description)	Risk (Long Description)	Causes	Consequences	Likelihood	Conseq. Level	Inherent Risk Rating	Inherent Priority Rating	Existing Risk Treatments	Likelihood	Conseq. Level	Residual Risk Rating	Residual Priority Rating	Effectiveness	Responsible Officer	Improvements	Treatment Plan		Target Risk Rating
																Record /Ref Number	Rating Date	
Disaster event	A natural hazard or human-related event occurs which leads to the destruction or significant damage to public and/or private infrastructure and assets, loss of life, injuries or illness, and/or disrupts or prevents the delivery of plans, programs and services.	<ul style="list-style-type: none"> Bushfire; flood; severe convective storm; earthquake; tropical cyclone or depression; storm surge; heatwave; tsunami; widespread and uncontrolled civil disobedience; major industrial or transportation accident; failure of critical infrastructure such as electrical or ICT systems, dam, water supplies or wastewater treatment; pandemic or epidemic; major terrorism incident; war. 	<ul style="list-style-type: none"> Significant financial losses; public and/or private property damage; major economic impacts; organisational upheaval and interference with planned projects, programs, service delivery and/or capacity to achieve strategic objectives; reputational damage and loss of public confidence with respect of Council's action in response to the disaster; political and media interest; liability exposure; loss of life; harm to health and safety of public or staff. 	Almost Certain	Major	EXTREME	88	<ul style="list-style-type: none"> Development and implementation of a Local Disaster Management Plan that is tested bi-annually on different disaster occurrences; Implement training and understanding to all staff & councillors on their role & responsibilities in the event of a disaster; Engage stakeholders and communicate Councils Disaster Management Plan; Develop good communication strategies to ensure that community are kept up to date in the event of a disaster situation; Document local & corporate knowledge of the organisation and document local geographic hot spots; 	Possible	Moderate	MEDIUM	60	Adequate	COM/MT	N/A			
Personnel	Insufficient skilled key staff to enable quality of services to be consistently delivered	<ul style="list-style-type: none"> Lack of skilled staff available in the general workforce; External employment environment making attraction and retention of staff difficult; Lack of quality, affordable housing, declining population; Lack of structured training; Lack of succession planning; Lack of reward and recognition; Continual high workloads on staff; poor employment reputation 	<ul style="list-style-type: none"> Continual high workloads on staff; Potential non-compliance with legislation; Lack of job satisfaction; Transient workforce; Reduced morale and productivity; Potential non-compliance with duty of care; Loss of image/reputation; Financial loss through rework and inefficiency; Revenue opportunities forgone; Loss of opportunity for economic development 	Possible	Major	HIGH	72	<ul style="list-style-type: none"> Employee rental assistance; Relocation assistance; Educational assistance and opportunities for professional development; Employer branding; Salary sacrificing and other benefits; Flexible working arrangements; Develop comprehensive Human Resources policies and procedures; Shared corporate vision, values and culture for senior leadership team; Continually review resources and undertake a structured job analysis; undertake a skills audit; undertake a training needs analysis and prepare an annual training calendar; Develop a Traineeship Program 	Possible	Moderate	MEDIUM	60	Adequate	COM/MT	N/A			

ORDINARY COUNCIL MEETING AGENDA

14.6 POLICY UPDATE**IX: 238057****Author: Janelle Menzies, Manager Governance and Compliance**

Attachments:

1. Investigation Policy - Tracked Changes
2. Draft Investigation Policy
3. Administrative Complaints Policy
4. Acceptable Requests Guidelines Policy

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The Purpose of this report is to present a review of the Investigation Policy, the Administrative Complaints Policy and the Acceptable Requests Guidelines Policy.

RECOMMENDATION

That the Council Adopt the Investigation Policy, the Administrative Complaints Policy and the Acceptable Requests Guidelines Policy.

BACKGROUND

Section 150AE of the *Local Government Act 2009* states that the Local Government must adopt, by resolution, an investigation Policy. The Department of State Development, Infrastructure, Local Government and Planning provides a template for use by Councils. This template was amended in November 2022.

The template has had a number of changes and the new draft policy has a tracked changes version as well as a final version attached. This policy must be published on the Council's website.

Section 268 of the *Local Government Act 2009* states that a Local Government must adopt a process for resolving administrative action complaints. The Administrative Complaints Policy was reviewed in May 2020. The following updates have been made to the policy and highlighted in yellow on the attached draft:-

- Inclusion of a Human Rights Compatibility Statement
- Excluding a decision made under a local law which is reviewable under a local law process included in the Scope of the policy
- Position title update

This policy must be published on the Council's website.

Section 170A(7) of the *Local Government Act 2019* states that the acceptable requests guidelines should be adopted by resolution of the local government. . The acceptable requests guidelines Policy as was reviewed in May 2020. The following updates have been made to the policy and highlighted in yellow on the attached draft:-

- Inclusion of a Human Rights Compatibility Statement
- Removal of reference to Section 171(A) of the Local Government Act 2009 as this section has been repealed.
- Position title updates

CONSULTATION (Internal/External)

Leadership Team

LEGAL IMPLICATION

N/A

POLICY AND LEGISLATION

Local Government Act 2009

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

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Date Adopted by Council	23 November 2018	Council Resolution No.	14-11-18
Effective Date	03 December 2018	Review Date	November 2020 March 2022
Policy Owner	Council	Responsible Officer	CEO
Policy Number	G21	IX Reference	163362
Version Number	V1	23-Nov-18	Developed and adopted
	V2	26-May-23	Reviewed and adopted

CEO Chief Executive Officer

1 OBJECTIVE

The objectives of this policy are:

- To provide processes that ensure investigations into complaints about the inappropriate conduct of Councillors are dealt with in a thorough and timely manner; and
- To ensure Council fulfills its responsibility under section 150AE of the *Local Government Act 2009* (the LGA).

2 SCOPE

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

This policy does not relate to more serious Councillor conduct.

3 STATEMENT

3.1 CONFIDENTIALITY

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of confidential information that a Councillor knows, or should reasonably know, to be

G.21 Investigation Policy

confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

3.2 NATURAL JUSTICE

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

- The person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- The investigator(s) should be objective and impartial (absence of bias); and
- Any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

3.3 ASSESSOR'S REFERRAL

The Council ~~will~~ may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. ~~Council may also receive referrals directly. This referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the of the assessor's reasonable suspicion.~~

~~The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with conduct. The recommendation of the assessor may be inconsistent with this policy.~~

~~The investigation must be conducted in a way consistent with:~~

- ~~(i) Any review of the assessor~~
- ~~(ii) To the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy, or~~
- ~~(iii) In another way the local government decides by resolution.~~

~~A resolution under subsection (iii) must state the decision and the reasons for this decision.~~

3.4 RECEIPT OF ASSESSOR'S REFERRAL

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, ~~other than the councillor who is the subject of the complaint, or the complainant if the complainant is a councillor,~~ as a confidential document.

Should the Mayor or a Councillor/s ~~(other than the subject of the complaint or the complainant),~~ disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the

G.21 Investigation Policy

complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide by resolution ~~on~~ the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

3.5 INVESTIGATOR

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer ~~may~~ refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal (the Tribunal) or other entity to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor; or
- the Mayor as the complainant, then

the Chief Executive Officer ~~may~~ refer the suspected inappropriate conduct to the President of the Tribunal or another entity to investigate and make recommendations to the Council about dealing with the conduct.

3.6 EARLY RESOLUTION

Before beginning an investigation, the investigator must consider whether it is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early ~~resolution~~.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

3.7 TIMELINESS

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

3.8 ASSISTANCE FOR INVESTIGATOR

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If the Mayor, or another Councillor appointed by council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

3.9 POSSIBLE MISCONDUCT OR CORRUPT CONDUCT

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

3.10 COMPLETION OF INVESTIGATION

On the completion of an investigation, the investigator will provide a report to the Council outlining as appropriate:

- -the investigation process
- -any witnesses interviewed
- -Documents or other evidence obtained
- -A statement of the relevant facts ascertained
- -Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- -the investigation findings
- -A statement of any relevant previous disciplinary history
- -any recommendations about dealing with the conduct
- -and-a record of the investigation costs.

The Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

The chief executive officer is also required to ensure the details are entered into the Councillor Conduct Register.

If there is a risk to health and safety of the complainant, under s254J of the LGR the council may resolve that the meeting be closed to the public or the Councillors to consider the investigation report and any recommendations. In accordance with s254J(6) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

3.11 DISCIPLINARY ACTION AGAINST COUNCILLORS

If the Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, the council may:

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- (i) Order that no action be taken against the Councillor; or
 (ii) Make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA.

3.113.12 NOTICE ABOUT THE OUTCOME OF INVESTIGATION

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s conduct that was the subject of the investigation and the subject Councillor.

3.113.13 COUNCILLOR CONDUCT REGISTER

The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor conduct register.

Where a complaint has been resolved under section 3.610 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

3.113.14 EXPENSES

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the President of the Tribunal in undertaking an investigation for Council;
- a mediator engaged under this investigation policy;
- a private investigator engaged on behalf of or by the investigator;
- an independent investigator engaged on behalf of the local government;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; and
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.

Any costs incurred by complainants or the subject Councillors will not be met by Council.

4 DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the LGA.

Behavioural standard means a standard of behavior for Councillors set out in the Code of Conduct approved under section 150E of the LGA.

Conduct includes:

- failing to act; and
- a conspiracy, or attempt, to engage in conduct.

Councillor conduct register means the register required to be kept by Council, as set out in section 150DX of the LGA.

Inappropriate conduct see section 150K of the LGA

Investigation policy refers to this policy, as required by section 150AE of the LGA.

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Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.

LGA means the *Local Government Act 2009*.

Local government meeting means a meeting of:

- a local government; or
- a committee of a local government.

Misconduct see section 150L of the LGA

Model procedures see section 150F of the LGA

Natural Justice is a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

Referral Notice see section 150AC of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA.

Unsuitable meeting conduct see section 150H of the LGA

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

IX #	Details

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

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We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

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Date Adopted by Council	23 November 2018	Council Resolution No.	
Effective Date	03 December 2018	Review Due	March 2027
Policy Owner	Council	Responsible Officer	CEO
Policy Number	G21	IX Reference	163382
Version Number	V1	23-Nov-18	Developed and adopted
	V2	26-May-23	Reviewed and adopted

CEO

Chief Executive Officer

G.21 Investigation Policy

1 OBJECTIVE

The objectives of this policy are:

- To provide processes that ensure investigations into complaints about the inappropriate conduct of Councillors are dealt with in a thorough and timely manner; and
- To ensure Council fulfills its responsibility under section 150AE of the *Local Government Act 2009* (the LGA).

2 SCOPE

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

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3 STATEMENT**3.1 CONFIDENTIALITY**

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Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

3.2 NATURAL JUSTICE

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

- The person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- The investigator(s) should be objective and impartial (absence of bias); and
- Any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

3.3 ASSESSOR'S REFERRAL

The Council will receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. This referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the of the assessor's reasonable suspicion.

G.21 Investigation Policy

The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with conduct. The recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- (i) Any review of the assessor
- (ii) To the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy, or
- (iii) In another way the local government decides by resolution.

A resolution under subsection (iii) must state the decision and the reasons for this decision.

3.4 RECEIPT OF ASSESSOR'S REFERRAL

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the councillor who is the subject of the complaint, or the complainant if the complainant is a councillor, as a confidential document.

Should the Mayor or a Councillor/s disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide, by resolution, the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

3.5 INVESTIGATOR

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal (the Tribunal) or other entity to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor; or
- the Mayor as the complainant, then

the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

3.6 EARLY RESOLUTION

Before beginning an investigation, the investigator must consider whether it is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

G.21 Investigation Policy

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

3.7 TIMELINESS

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

3.8 ASSISTANCE FOR INVESTIGATOR

If the Mayor, or another Councillor appointed by council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

3.9 POSSIBLE MISCONDUCT OR CORRUPT CONDUCT

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

3.10 COMPLETION OF INVESTIGATION

On the completion of an investigation, the investigator will provide a report to the Council outlining as appropriate:

- the investigation process
- any witnesses interviewed
- Documents or other evidence obtained
- A statement of the relevant facts ascertained
- Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- the investigation findings
- A statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

G.21 Investigation Policy

The Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

The chief executive officer is also required to ensure the details are entered into the Councillor Conduct Register.

If there is a risk to health and safety of the complainant, under s254J of the LGR the council may resolve that the meeting be closed to the public or the Councillors to consider the investigation report and any recommendations. In accordance with s254J(6) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

3.11 DISCIPLINARY ACTION AGAINST COUNCILLORS

If the Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, the council may:

- (i) Order that no action be taken against the Councillor; or
- (ii) Make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

3.12 NOTICE ABOUT THE OUTCOME OF INVESTIGATION

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s conduct that was the subject of the investigation and the subject Councillor.

3.13 COUNCILLOR CONDUCT REGISTER

The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor/s are entered into the Councillor conduct register.

Where a complaint has been resolved under section 3.6 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

3.14 EXPENSES

Council must pay any reasonable expenses of Council associated with the investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the President of the Tribunal in undertaking an investigation for Council;
- a private investigator engaged on behalf of or by the investigator;
- an independent investigator engaged on behalf of the local government
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice; and
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.

Any costs incurred by complainants or the subject Councillors will not be met by Council.

G.21 Investigation Policy

4 DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the LGA.

Behavioural standard means a standard of behavior for Councillors set out in the Code of Conduct approved under section 150E of the LGA.

Conduct includes:

- failing to act; and
- a conspiracy, or attempt, to engage in conduct.

Councillor conduct register means the register required to be kept by Council, as set out in section 150DX of the LGA.

Inappropriate conduct see section 150K of the LGA

Investigation policy refers to this policy, as required by section 150AE of the LGA.

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.

LGA means the *Local Government Act 2009*.

Local government meeting means a meeting of:

- a local government; or
- a committee of a local government.

Misconduct see section 150L of the LGA

Model procedures see section 150F of the LGA

Referral Notice see section 150AC of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA.

Unsuitable meeting conduct see section 150H of the LGA

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

IX #	Details

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.

We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

G.03 Administrative Action Complaints Policy

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Date Adopted by Council			Council Resolution No.	
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	V4	13-Apr-18	Reviewed – no changes	
	V5	08-05-20	Reviewed – no changes	
	V6	23-05-23	Reviewed and adopted	

CEO Chief Executive Officer
DCCS Director of Corporate & Community Services
DES Director of Engineering Services
MFS Manager Finance & Administration

G.03 Administrative Action Complaints Policy

1 OBJECTIVE

The complaints management process is established with the following objectives;

- The fair, efficient and consistent treatment of complaints about decisions and other administrative actions of the Council;
- A complaints management process that is easy to understand and is readily accessible to all;
- Detection and rectification, where appropriate, of administrative errors;
- Identification of areas for improvement in the Council's administrative practices;
- Increase in awareness of the complaints management process for the Council's staff and the community;
- Enhancement of the community's confidence in the complaints management process and the reputation of the Council as being accountable and transparent;
- Building the capacity of staff to effectively manage complaints in an environment of continuous improvement;
- Complaints will be acknowledged and resolved in a timely manner;
- Council will manage complaints confidentially and ensure that complainants do not suffer any form of reprisal for making a complaint; and
- Council will abide by the principles of natural justice/procedural fairness when dealing with complaints.

2 SCOPE

The complaints management process has been established for resolving complaints by affected persons about administrative actions of Council or Council officers. This complaints management process does not apply to a complaint as follows:

- be made under Chapter 3 of the Act about competitive neutrality issues;
- about official misconduct that should be directed to the Crime and Corruption Commission;
- made under the *Public Interest Disclosure Act 2010*;
- about conduct and performance of Councillors as prescribed in Chapter 5A of the *Local Government Act 2009*; and
- A decision made under a Local Law which is reviewable under a local law process.

3 STATEMENT**3.1 POLICY COMMITMENT**

In accordance with section 268 of the *Local Government Act 2009* and section 306 of the *Local Government Regulation 2012*, a complaints management process is established. This policy underpins the complaint management process and is consistent with the *Local Government Principles* as defined in section 4 of the *Local Government Act 2009*.

Council intends to provide a level of customer service that does not attract complaints, but acknowledges the right of persons to provide feedback, both positive and negative, on its services and/or to lodge a complaint about a decision or other action it takes.

Council commits to providing adequate resources to deal with complaints and to record and analyse complaints data.

Council will endeavour to ensure that:

G.03 Administrative Action Complaints Policy

- Anyone who is dissatisfied about a decision or other action can easily and simply lodge a complaint;
- Complainants are provided with information on the complaints management process and, if necessary, assistance to make their complaint;
- Each complaint is initially assessed in terms of its seriousness, safety implications, complexity and degree of urgency;
- Council officers will receive complaints in a professional manner and welcome valid feedback as an opportunity for improvement of the Council's administrative practices;
- Complaints are resolved as quickly as possible, preferably on first contact if the complaint is straightforward;
- Complainants are advised of their appeal rights at the relevant stages of the complaint management process;
- Complainants will be provided with a written statement of the outcomes, including details of the reasons for the outcome at the relevant stages of the decision-making process;
- People with particular needs are assisted – for example people who are in any way disadvantaged by intellectual or physical disability, education, language ability or any other impairment.

3.2 REMEDIES

Council has adopted a range of remedies for addressing administrative actions that it considers to be unfair or wrong. Remedies include, but are not limited to:-

- An explanation for the action in question
- An admission of fault
- An apology
- Revocation or amendment of the decision
- Rectification, including repairing or replacing the matter in dispute
- Revision of relevant policy, procedure or practice
- Provision of technical assistance
- Reimbursement of cost incurred as a result of the action in question
- Financial compensation, including an ex-gratia payment
- Waiver of debt

More than one remedy may be applied in the particular case if the circumstances justify that course of action.

3.3 IMPLEMENTATION OF REMEDY

Council, through the CEO or delegate, will take action in a timely manner to implement any remedy made available to a complainant and/or any revision of its policy, practice or procedure.

3.4 REVIEW BY OTHER COMPLAINTS ENTITIES

If Council decides not to undertake a review, it will inform the complainant that a complaint may be lodged with the Queensland Ombudsman or other relevant complaint entity (giving contact details). It is also recognised that a complainant is also entitled to have a matter externally reviewed if they are still dissatisfied with the outcome of Council's review process.

G.03 Administrative Action Complaints Policy

3.5 COMPLAINTS MANAGEMENT SYSTEM

Council will maintain a *Register of Administrative Action Complaints* to ensure complaints are recorded, including the decision and outcome.

3.6 RESPONSIBILITIES OF OFFICERS

All Council officers:-

- Are required to observe the complaints management process; and
- Wherever appropriate, attempt to resolve a complaint before it is referred for attention under the complaints management process.

3.7 COMMUNICATION

The Council will take appropriate steps to publicise the complaints management process. For example, Council will place this document on its website and include training on the complaints management process in the induction process for new employees and in other staff training.

4 DEFINITIONS

<u>Administrative action</u>	An administrative action of the Council, being an action about a matter of administration, including each of the following: <ul style="list-style-type: none"> - a decision and an act; - a failure to make a decision or do an act, including to provide written reasons for a decision; - the formulation of a proposal or intention; - the making of a recommendation.
<u>Affected person</u>	A person who is apparently directly affected by an administrative action of a local government.
<u>CEO</u>	Chief Executive Officer of the Council.
<u>Council</u>	Quilpie Shire Council.
<u>Council Officer</u>	A permanent, temporary, casual employee or contractor employed by Council.
<u>Complaints management process</u>	A process for resolving complaints about administrative actions of the local government that – <ul style="list-style-type: none"> - covers all administrative action complaints made to the local government; and - requires the local government to quickly and efficiently respond to complaints in a fair and objective way; and - includes the criteria considered when assessing whether to investigate a complaint; and - requires the local government to inform an affected person of the local government's decision about the complaint and the reasons for the decision, unless the complaint was made anonymously.
<u>The Act</u>	<i>Local Government Act 2009.</i>

G.03 Administrative Action Complaints PolicyNatural Justice

Natural justice or procedural fairness is giving someone who might be adversely affected by a decision a fair hearing before the decision is made.

Review

To undertake a second or repeated examination of a past event or decision, taking into consideration the facts and circumstances of such event or decision

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

All Council policies and procedures must be taken into consideration when considering or investigating a complaint under the complaints management process.

IX #	Details
91179	G.03-A Administrative Action Complaints Procedure

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

G.08 Acceptable Request Guidelines Policy

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	V4	13-Apr-18	Reviewed – no changes	
	V5	08-May-20	Reviewed and adopted	
	V6	25-May-23	Reviewed and adopted	

CEO Chief Executive Officer
DCCS Director of Corporate & Community Services
DES Director of Engineering Services
MFS **Manager Finance & Administration**

G.08 Acceptable Request Guidelines Policy

1 OBJECTIVE

Quilpie Shire Council promotes a culture within its organisation which values a close working relationship between elected members and staff so that elected members are able to quickly access information and seek advice from appropriate staff to enable them to undertake their duties effectively.

2 SCOPE

This policy applies to all requests for advice, information and assistance from Councillors to staff.

3 STATEMENT**3.1 INTRODUCTION**

Section 13(3)(f) of the Local Government Act 2009 (*the Act*) provides that the Chief Executive Officer has, inter alia, the following responsibilities: -

(f) complying with requests from councillors under section 170A—

(i) for advice to assist the councillor carry out his or her role as a Councillor; or

(ii) for information, that the local government has access to, relating to the local government.

Section 170A of the Local Government Act 2009 provides as follows:—

1. (1) A Councillor may ask a local government employee provide advice to assist the councillor carry out his or her responsibilities under this Act.
2. (2) A councillor may, subject to any limits prescribed under a regulation, ask the Chief Executive Officer to provide information, that the local government has access to, relating to the local government.

Example of a limit prescribed under a regulation—

A regulation may prescribe the maximum cost to a local government of providing information to a Councillor.

3. (3) If the advice or information requested under subsection (1) or (2) relates to a document, the requirement under subsection (9) to comply with the request includes a requirement to provide a copy of the document.
4. (4) Subsections (2) and (3) do not apply to information or a document –
5. (a) that is a record of the conduct tribunal; or
6. (b) that was a record of a former conduct review body; or
7. (c) if disclosure of the information or document to the councillor would be contrary to an order of a court or tribunal; or
8. (d) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
9. (5) A request of a councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.
10. (6) Subsection (5) does not apply to-
11. (a) the mayor; or
12. (b) the chairperson of a committee of a local government if the request relates to the role of the chairperson.
13. (7) The ***acceptable requests guidelines*** are guidelines, adopted by resolution of the local government, about-

G.08 Acceptable Request Guidelines Policy

14. (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and
 15. (b) reasonable limits on requests that a councillor may make.
 16. (8) In this section a **local government employee** includes a person prescribed under a regulation.
 17. (9) The chief executive officer must comply with a request made to the chief executive officer under subsection (1) or (2)-
 18. (a) within 10 business days after receiving the request; or
 19. (b) if the chief executive officer reasonably believes it is not practicable to comply with the request within 10 business days – within 20 business days after receiving the request.
- Maximum penalty – 20 penalty units
20. (10) If the chief executive officer forms the belief mentioned in subsection (9)(b), the chief executive officer must give the councillor notice about the belief and the reasons for the belief within 10 business days after receiving the request.
 21. (11) In this section –
 22. **Former conduct review bodys** means a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal under this Act as in force before the commencement of the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018*, section 18.

The requirement to direct all councillor requests for advice or information through the Chief Executive Officer is impractical. Section 170A enables the Council to prepare guideline for the necessary councillor / employee interaction.

These guidelines enable interaction to occur by establishing rules for dealing with councillor requests for advice.

3.2 ADVICE TO ASSIST THE COUNCILLOR CARRY OUT HIS OR HER ROLE AS A COUNCILLOR

Councillors may request advice to assist them carry out their roles, from the following employees:

Department	Position
Governance	CEO
Engineering Services	CEO Director of Engineering Services
Corporate & Community Services	CEO Director of Corporate & Community Services
Planning & Environment	CEO
Work Place Health Safety	CEO

Councillor's requests for advice to assist them carry out their roles, must be made in accordance with the following:

- Councillors' requests for advice must be made in writing (e.g. Letter, memo, facsimile or email) unless the staff member receiving the request agrees to accept the request orally.

3.3 ACCESS TO INFORMATION

3.3.1 Council Officers To Provide Councillors With Information

The following Council officers are to deal with Councillors' request for provision of information:

G.08 Acceptable Request Guidelines Policy

Department	Position
Governance	CEO
	Manager Finance & Administration
	Manager Governance & Compliance
Engineering Services	CEO Director of Engineering Services
Corporate and Community Services	CEO Director of Corporate & Community Services
Planning, Building & Environment	CEO
Work Place Health Safety	CEO
	Manager Work Place Health & Safety
Economic Development & Tourism	CEO
	Tourism & Economic Development Manager

3.3.2 Councillor Requests For Provision Of Information

Councillors may request information in accordance with the following:

- A "Councillor Access to Information" request form is to be completed and given to the appropriate officer identified in the above table. A copy of that request must also be forwarded to the office of the CEO.
- In completing the request form, the councillor will indicate the information required and the reason for seeking access.
- Where a councillor is unsure as to what information to request, he or she should contact the appropriate officer for assistance.
- Upon receipt of the request, the appropriate officer must determine if the councillor has a right to access the information (see section 170A(3) of the Local Government Act 2009).
- If it is appropriate to provide access, the appropriate officer must:
 - record the information to which access is available on the Councillor Access to Information request form;
 - ensure that the requesting Councillor is provided with access to all relevant information;
 - explain any issues in the information which relate to confidentiality or other sensitive matters;
 - if appropriate, provide any other information necessary to place the information being accessed, in context.

If it is not appropriate to provide access, the officer must advise the councillor as to the reasons for this decision and record these reasons on the Councillor Access to Information request form.

Completed "Councillor Access to Information" request forms must be forwarded to the Chief Executive Officer prior to filing.

In accessing the information, Councillors are reminded of their obligations under Section 171 of the Local Government Act 2009, and any confidentiality policy made by Council under section 171(3). Section 171 provides: -

G.08 Acceptable Request Guidelines Policy**171 Use of information by councillors**

1. A person who is, or has been, a Councillor must not use information that was acquired as a councillor to—
 - (a) gain, directly or indirectly, a financial advantage for the person or someone else; or
 - (b) cause detriment to the local government.

Maximum penalty—100 penalty units or 2 years imprisonment.
2. Subsection (1) does not apply to information that is lawfully available to the public.
3. A Councillor must not release information that the Councillor knows, or should reasonably know, is information that is confidential to the local government.

Note—

A contravention of subsection (3) is misconduct that could result in disciplinary action being taken against a councillor. See Section 150L(C)(iv), 150 AQ and 150AR,

4 DEFINITIONS

Nil

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

IX #	Details

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

G.08 Acceptable Request Guidelines Policy

7 ATTACHMENT A – ACCESS TO INFORMATION REQUEST FORM

"ACCESS TO INFORMATION" REQUEST FORM	
To be completed by the Councillor	
Councillor name	
Relevant officer position and name	
Information requested	
Reason for requiring information	
Format required (electronic, hard copy etc)	
To be completed by the relevant Officer	
Access permitted under the LGA?	YES / NO
If NO Councillor advised?	YES / NO
Summary of information provided	
Signed	
Date	
Form forwarded to CEO?	YES / NO

15 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

15.1 Legal Advice regarding Request for Road Realignment

This matter is considered to be confidential under Section 254J(3) - e of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

15.2 Request for rates be written off 00845-91700-000 non-current mining claim.

This matter is considered to be confidential under Section 254J(3) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

15.3 Request for allowance of discount Assessment 00285-00000-000.

This matter is considered to be confidential under Section 254J(3) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

15.4 Water Charge Review

This matter is considered to be confidential under Section 254J(3) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

15.5 Request for Rating Concession - Assessment 00292-00000-000

This matter is considered to be confidential under Section 254J(3) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

15.6 General Rate Benchmarking

This matter is considered to be confidential under Section 254J(3) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the local government's budget.

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