



# SPECIAL MEETING AGENDA

Tuesday 10 October 2023  
commencing at 8:30 AM

Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## Special Meeting of Council

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3 October 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 10 October 2023**, commencing at **8.30 am**.

Notice is also hereby given that the Special Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Tuesday 10 October 2023**, commencing at **8:30 AM**.

The agenda for the special meeting is attached for your information

Yours faithfully

Justin Hancock  
Chief Executive Officer







# SPECIAL MEETING OF COUNCIL AGENDA

Tuesday 10 October 2023  
Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## ORDER OF PROCEEDINGS

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<b>1</b>	<b>OPENING OF MEETING.....</b>	<b>1</b>
<b>2</b>	<b>ATTENDANCE.....</b>	<b>1</b>
<b>3</b>	<b>APOLOGIES.....</b>	<b>1</b>
<b>4</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>1</b>
<b>5</b>	<b>ENGINEERING SERVICES .....</b>	<b>2</b>
5.1	REQUEST FOR QUOTATION RFQL 03 23-24 FULL SERVICE BITUMEN RESEALS .....	2
5.2	RFQL05 23-24 FLOOD RESTORATION WORKS 2022 CONGIE ROAD PACKAGE.....	6
<b>6</b>	<b>CORPORATE AND COMMUNITY SERVICES.....</b>	<b>11</b>
6.1	EXCLUSION FENCE SUBSIDY PROGRAM - ROUND 7.....	11
<b>7</b>	<b>FINANCE .....</b>	<b>14</b>
7.1	QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2022/23 .....	14
7.2	PURCHASE OF TWO-BEDROOM HOME (SECOND HAND EX DISPLAY) .....	23
<b>8</b>	<b>GOVERNANCE.....</b>	<b>42</b>
8.1	ADOPTION OF 2022/2023 ANNUAL REPORT.....	42
8.2	TENDER CONSIDERATION PLAN - PURCHASE OF UP TO FOUR (4) X THREE (3) BEDROOM HOUSES .....	44
8.3	LOCAL GIFT CARD PROGRAM.....	47
8.4	PRELIMINARY DEVELOPMENT APPLICATION FOR QUILPIE BOWLS CLUB .....	64
<b>9</b>	<b>CONFIDENTIAL ITEMS.....</b>	<b>91</b>
9.1	2023/24 QUARTER 1 BUDGET REVIEW .....	91
<b>10</b>	<b>LATE ITEMS.....</b>	<b>92</b>

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



## 5 ENGINEERING SERVICES

### 5.1 REQUEST FOR QUOTATION RFQL 03 23-24 FULL SERVICE BITUMEN RESEALS

IX: 241894

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 Full-Service Bitumen Reseals on 08/09/2023. 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 03 23-24 Full-Service Bitumen Reseals from Austek Spray Seal for the sum of **\$339,031.91 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

Council's 23-24 Budget includes items for bitumen reseals of existing roads and for the sealing of the truck parking area in Quilpie.

This RFQ is for the bitumen sealing works including supply, spraying, spreading and traffic control.

#### PROCUREMENT PROCESS

A Request for Quotation RFQL 03 23-24 Full-Service Bitumen Reseals was called in Vendor Panel on 08/09/2023 and closed on 20/09/ 2023.

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	08/09/2023
RFQ Close	20/09/2023



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	30%
Safety and Management	20%

#### 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 20 September 2023.

All panel members attended an evaluation meeting on the 26 September 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			\$358,650.04	\$414,997.94	\$339,031.91	\$490,350.40
			<u>Weighted Average Score</u>			
Evaluation Criteria	Price	50%	47.3	40.8	50.0	34.6
	Availability	30%	24.0	24.0	24.0	24.0
	Safety and Management	20%	16.0	16.0	16.0	16.0
	Overall Score out of 100 -		87.3	80.8	90.0	74.6

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:

- value for money; and
- open and effective competition; and
- the development of competitive local business and industry; and
- environmental protection; and
- ethical behaviour and fair dealing.



Based on the overall evaluation, it is recommended that the Request for Quotation RFQL 03 23-24 Full-Service Bitumen Reseals be awarded to Austek Spray Seal Pty Ltd for the sum of **\$339,031.91 excluding GST**.

**OPTIONS**Option 1 - Recommended

- a) Subject to funding approval and finalisation accept the Request for Quotation RFQL 03 23-24 Full-Service Bitumen Reseals from Austek Spray Seal for the sum of **\$339,031.91 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 03 23-24 Full-Service Bitumen Reseals from RPQ Spray Seal Pty Ltd for the sum of \$358,650.04 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

Senior Supervisor

Technical Officer

Procurement Officer

**LEGAL IMPLICATIONS**

Nil



**POLICY AND LEGISLATION**

All Procurement has been conducted 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.

Previously awarded sealing works:

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	Number of Conforming submissions	Comments
RFQL05 22-23	Full Service Bitumen Resurfacing	RPQ Spray Seal Pty Ltd	\$654,142.34 excluding GST	4	All work completed.
RFQ 05 22-23	Various Bitumen Sealing works	Austek Asphalt Services Pty Ltd	\$551,330.95 excluding GST	3	All work completed.
RFQL 22-23 93B	Widening Seal Works	Austek Spray Seal Pty Ltd	\$399,503.44 excluding GST	4	First Coat sealed. Contract requires 3-month delay to second seal.
RFQL01 23-24	Mt Margaret and Kyabra Road Sealing	RPQ Spray Seal Pty Ltd	\$471,693.38 excluding GST	4	All work completed.

**RISK MANAGEMENT IMPLICATIONS**

If the Request for Quotation is not approved by Council the annual reseal program and the truck stop works will be delayed.



**5.2 RFQL05 23-24 FLOOD RESTORATION WORKS 2022 CONGIE ROAD PACKAGE**

**IX:** 242285

**Author:** Brian Weeks, Works Coordinator

**Attachments:** Nil

**KEY OUTCOME**

**Key Outcome:** 2. Flourishing Economy

**Key Initiative:** 2.3 Maintain safe and efficient transport networks

**Key Outcome:** 4. Strong Governance

**Key Initiative:** 4.3 Maintain good corporate 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 provide Council with a recommendation to award RFL05 23-24 Flood Restoration Works 2022 Congie Road Pkg for the Restoration of Essential Public Asset Works on Congie Road.

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**RECOMMENDATION**

1. That Council:
  - (a) Subject to funding approval and finalisation, award RFQL05 23-24 Flood Restoration Works 2022 Congie Road Pkg to SA Travers & SL Travers for an amount of \$821,568.67 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

**BACKGROUND**

The Quilpie Shire Council (QSC) is undertaking restoration of the sealed and unsealed road networks throughout the Shire that sustained damage following the South West Trough and Flooding event September 2022. QSC have applied for funding through the Queensland Reconstruction Authority (QRA) to undertake repairs to essential public assets and have been successful in obtaining funding. The approved sites will be repaired to the pre-event standard in a like for like manner. Council has appointed Protterra Group to deliver the Project Management Services for the emergent and restoration works for the South West Trough and Flooding event September 2022.



**WORK SCOPE**

The works involve the Reconstruction of Essential Public Assets (REPA), the assets for these works are local roads, to the original condition before storm damage occurred. The roads involved in REPA works for this RFQ include:

Congie Road

**SCHEDULE OF WORK**

A Project Plan for RFQL 05 23-24 works has been developed and is scheduled-

Mobilisation: 05/11/2023

Start of works: 06/11/2023

Duration: 120 Days

Practical Completion: Programme of Works has estimated completion by 30 January 2024.

**PROCUREMENT PROCESS**

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012*, Council invited six (8) prequalified suppliers under Contract RFT T01 22-23 Panel of Prequalified Suppliers of Hire of Mobile Plant & Equipment.

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	19 September 2023
RFQ Close	2:00pm 02 October 2023

Suppliers Invited	Responses	
APV Contracting Pty Ltd	RFQ Opened	No Response
BHL & DA Hall Transport	RFQ Not Opened	No Response
Long Plain Contracting	RFQ Not Opened	No Response
S C & K G Bowen	RFQ Not Opened	No Response
Kev Richardson Welding	RFQ Not Opened	No Response
Rollers QLD	RFQ Not Opened	No Response
S A Travers & S L Travers	RFQ Opened	Response Received
Tolbra Earthmovers and Haulage Pty Ltd	RFQ Opened	Response Received

At the close of the request process on 2 October 2023, Council received two (2) conforming submissions from the following suppliers:

- S A Travers & S L Travers
- Tolbra Earthmovers and Haulage Pty Ltd

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

Criteria	Weighting
Price	40%
Experience (Proven Performance)	30%
Capacity to meet project timelines/ Programme of Works	20%
Quality/Environmental/Safety and other management processes	10%



**Evaluation Process:**

Evaluation Panel (3 Officers) were invited to evaluate responses via VendorPanel Multiparty

Evaluation on close of the request, 5 October 2023.

All panel members, Project Manager and Procurement Officer attended an evaluation meeting on the 5 October 2023.

The final assessment and evaluation scores of the 2 responses were collated and summary of the evaluation can be seen in the table below -

<b>Suppliers-</b>			SA Travers & SL Travers	Tolbra Earthmovers and Haulage Pty Ltd
<b>Price Excluding GST</b>			<b>\$821,568.67</b>	<b>\$1,217,352.01</b>
<b>Evaluation Criteria</b>	Price	40%	40	29.7
	Experience (Proven Performance)	30%	21	24
	Capacity to meet project timelines/ Programme of Works	20%	16	16
	Quality/Environmental/Safety and other management processes	10%	7	7
	<b>Overall Score -</b>		<b>84</b>	<b>76.7</b>

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 price 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 give consideration to 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.

**OPTIONS****Option 1 - Recommended**

That Council:

- a) Subject to funding approval and finalisation, award RFQL05 23-24 Flood Restoration Works 2022 Congie Road Pkg to SA Travers & SL Travers for an amount of \$821,568.67 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 –

That Council:

- a) Subject to funding approval and finalisation, RFQL05 23-24 Flood Restoration Works 2022 Congie Road Pkg to Tolbra Earthmovers and Haulage Pty Ltd for an amount of \$1,217,352.01 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 resolve not to award RFQL05 23-24 Flood Restoration Works 2022 Congie Road Pkg.

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*

Note: 1% of the Net Rates and Utility Charges in the Quilpie Shire Council Financial Statements for 2022/23 (audited) was \$74,861.21 (Net Rates and Utility Charges for 2022/23 was \$7,486,121).

**CONSULTATION (Internal/External)**

Chief Executive Officer	Justin Hancock
Works Coordinator	Brian Weeks
Senior Road Construction and Maintenance Supervisor	Adam Rea
Technical Officer	Tom Hennessy
Procurement Officer	Kasey Davie
Proterra Group	Cameron Mocke

**LEGAL IMPLICATIONS**

NIL

**POLICY AND LEGISLATION**

*Local Government Act 2009*

*Local Government Regulations 2012*

Procurement Policy



**FINANCIAL AND RESOURCE IMPLICATIONS**

The project is fully funded by the Queensland Reconstruction Authority (QRA) through the Disaster Relief Funding Arrangement (DRFA). Materials have been supplied by Council through a previously awarded Contract.

Previously awarded flood damage projects via the T01 22-23 list:

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	Number of Conforming submissions	Comments
RFQL 04	Flood Restoration Work Package D	SA Travers & SL Travers	\$1,110,981.28	3	-Completed Successfully
RFQL 07	Flood Restoration Work Package E	APV Contracting	\$626,170.00	2	-Completed Successfully
RFQL 09	Flood Restoration Works Package G	S C & K G Bowen	\$797,189.14	4	-Contractor requested to withdraw from contract (works did not begin) -Contract Terminated
RFQL08 22-23	Flood Restoration Works 2022- Package F	Tolbra Earthmovers and Haulage	\$320,939.55	2	- Contractor Declined offer of works.
RFQL17 22-23	Flood Restoration Works 2022 Trinidad Roads Package	APV Contracting	\$1,615,500.85	2	- Contract awarded Extended- Due to water shortage
RFQL16 22-23	Flood Restoration Works 2022 Package T- (Tobermory Roads)	APV Contracting	\$2,757,826.44	3	- Contract awarded Works in progress
RFQL18 22-23	Flood Restoration Works 2022 - Old Thargomindah Roads pkg	SA and SL Travers	\$1,577,063.38	3	-Contract Awarded -Works In Progress

**RISK MANAGEMENT IMPLICATIONS**

Low Risk. The works are clearly scoped out on approved works from the QRA.



## **6 CORPORATE AND COMMUNITY SERVICES**

### **6.1 EXCLUSION FENCE SUBSIDY PROGRAM - ROUND 7**

**IX:** 241698

**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**

The purpose of this report is for Council to consider the applications received under the Quilpie Shire Council Exclusion Fence Subsidy Program – Round 7.

#### **RECOMMENDATION**

1. That Council approve the following applications under the Quilpie Shire Council Exclusion Fence Subsidy Program– Round 7, totalling \$255,900:

<b>Applicant Name</b>	<b>Property Name</b>	<b>Km</b>	<b>Cost ex GST</b>
Just Grazing	Coolbinga / Wanko	7.0	21,000
JW Scott & RJ Millar	Alaric	16.4	24,600
Greg Windsor	Goombie / Durella	41.6	124,800
Greg Windsor	Milroy / Arawee	6.6	19,800
Bill Scott	Yeenunga	11.4	17,100
Jim Rennick	Gumbardo	6	18,000
VG & JM Richardson	Koonawalla	13.8	20,700
VG & JM Richardson	Moondilla	6.6	9,900
<b>Total</b>		<b>109.4</b>	<b>255,900</b>

#### **BACKGROUND**

In accordance with Council's 2023/2024 budget, Council has allocated \$250,000 towards the Quilpie Shire Council Exclusion Fence Subsidy Program – Round 7.

Rural property owners were contacted by letter dated 9 August 2023 and through other media networks advising of the scheme, including relevant information and an application form.

Applications closed 6 September 2023.



Nine applications were received, summarised in the table below.

In accordance with the application documentation, the following criteria have been used to assess applications:

1. The fencing will promote the production of wool, sheep and goat meat with preference given to properties already carrying sheep and goats.
2. The fencing will be in a strategic location to assist with the control and eradication of wild dogs.
3. The fencing will assist in increasing sheep, wool and goat production within the Shire.
4. Joint applications between adjoining property owners are considered desirable.

Summary of Applications:

Applicant Name	Property Name	Km	Cost ex GST
Just Grazing	Coolbinga / Wanko	7.0	21,000
JW Scott & RJ Millar	Alaric	16.4	24,600
Greg Windsor	Goombie / Durella	41.6	124,800
Greg Windsor	Milroy / Arawee	6.6	19,800
Bill Scott	Yeenunga	11.4	17,100
Jim Rennick	Gumbardo	6	18,000
D & L Hoch	Maybe	8	24,000
VG & JM Richardson	Koonawalla	13.8	20,700
VG & JM Richardson	Moondilla	6.6	9,900
<b>Total</b>		<b>117.4</b>	<b>279,900</b>

The Chief Executive Officer, Pest & Livestock Management Coordinator and Director of Corporate & Community Services reviewed the applications and agreed that further clarification was required in relation to some of the applications. Following receipt of information required from the relevant landholders, all applications are recommended to Council on the basis of strategic connection with neighbouring properties and / or existing exclusion fences, with the exception of D & L Hoch due to the application for internal fencing of a paddock not rating as high in regard to meeting the wider Shire Exclusion Program objective.

#### **CONSULTATION (Internal/External)**

Chief Executive Officer

Pest & Livestock Management Coordinator

Landholders

#### **LEGAL IMPLICATIONS**

N/A

#### **POLICY AND LEGISLATION**

Local Government Act 2009

Local Government Regulation 2012

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

In the 2023/2024 budget, Council made provision of \$250,000 for this program



**RISK MANAGEMENT IMPLICATIONS**

According to Council's Risk Management Policy



**7 FINANCE****7.1 QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2022/23****IX:** 241840**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. QAO Final Management Letter - FY23.pdf [↓](#)**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

On behalf of Mayor Mackenzie, this report presents the Queensland Audit Office Final Management Report for 2022/23 to Council.

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**RECOMMENDATION**

That pursuant to section 213(3) of the *Local Government Regulation 2012*, Council receive and note the Queensland Audit Office Final Management Report for 2022/23 presented by the Mayor.

**BACKGROUND**

In accordance with section 213 of the *Local Government Regulation 2012*, the Mayor must present to Council a copy of the auditor-general's observation report (Final Management Report).

The 2022/23 financial audit was completed by RSM Australian Partners and the Financial statements certified by the Queensland Audit Office (QAO) on 12 September 2023. The Final Management Report was issued to the Mayor on 15 September 2023.

The Auditor-General has issued an unmodified audit opinion on Quilpie Shire Council's Financial Statements for 2022/23. An unmodified opinion means Council's financial statements are reliable for the financial year reported (2022/23).

**OPTIONS**

N/A

**CONSULTATION (Internal/External)**

The draft financial statements were reviewed by the Audit Committee at a meeting on 11 September 2023.

**LEGAL IMPLICATIONS**

N/A



**POLICY AND LEGISLATION*****Local Government Regulation 2012******Section 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**

The audit fee for the 2022/23 financial statements was \$103,000 (2022: \$102,370).

**RISK MANAGEMENT IMPLICATIONS**

This report complies with the legislative requirements of Section 213 of the *Local Government Regulation 2012*.





## Quilpie Shire Council

15 September 2023

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**SENSITIVE**

15 September 2023

Cr Stuart Mackenzie  
Mayor  
Quilpie Shire Council  
50 Brolga Street  
QUILPIE QLD 4480

Dear Stuart

**Final management report for Quilpie Shire Council**

We have completed our 2023 financial audit for Quilpie Shire Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the audit committee on 11 September 2023.

**Reporting on issues identified after the closing report**

I can confirm that we have not identified significant issues since the presentation of our closing report. The issues and other matters we have formally reported to management, and an update on management's actions taken to resolve these issues, is included as Appendix A.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

**Report to parliament**

Each year we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of Quilpie Shire Council in our report to parliament *Local Government 2023*. We will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the local government sector, including major transactions and events. We will discuss the proposed content of our report with your chief executive officer and continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

**Audit fee**

The final audit fee for this year is \$103,000 exclusive of GST (2022: \$102,370) including travel reimbursement. This fee is in line with the \$103,000 estimated in our external audit plan.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on my mobile 0414 307 259.

Yours sincerely

Steve Stavrou  
Partner – RSM Australia Partners

cc. Mr Justin Hancock, Chief Executive Officer  
Cr Rodger Volz, Chair of the Audit Committee

Queensland Audit Office  
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PO Box 15396, City East Qld 4002

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Web [www.gao.qld.gov.au](http://www.gao.qld.gov.au)  
 Queensland Audit Office (QAO)



2023 Final management letter

## Appendix A1 – Status of issues

This section provides an update on the control deficiencies and financial reporting issues we have identified. It includes a response from management.

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](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.



### **D** Deficiency

#### 23CR-1 Review of Fixed Asset Register Categories (Fixtures and Fittings, Plant and Equipment)

##### Observation

Council has not undertaken a thorough examination of the fixture and fittings and plant and equipment asset categories in the fixed asset register for several years. We observed that these specific asset categories include items that have been in existence for an extended duration, and or lack detailed descriptions and recorded data.

##### Implication

Without a thorough review of details in each asset class in the fixed register on a regular basis:

- Council cannot be confident with the accuracy and reliability of information in the fixed assets register.
- outdated information for long-standing assets could lead to discrepancies and errors in valuation and depreciation, ultimately affecting financial reporting.
- assets with limited descriptions and recorded data become harder to correct over time. This increases the risk of asset mismanagement, operational inefficiencies and errors in the financial statements.

##### QAO recommendation

We recommend that Council conduct a comprehensive asset review and stocktake (focusing on fixtures and fittings and plant and equipment asset categories). Implementing regular reviews will further assist in strengthening the control environment.

##### Management response

Management agrees that a comprehensive review of plant and equipment and furniture and fittings asset categories should be undertaken in 2023/24FY and incorporated into annual processes.

Responsible officer: Manager Finance & Administration

Status: Work in Progress

Action date: 31 March 2023

**SENSITIVE**



2023 Final management letter

L

Low

## 23CR-2 Credit risk disclosure

### Observation

During our review of the financial statements, we identified that only the standard disclosure per the tropical model set of accounts was detailed for Note 24 'Financial assets and liability instruments' (credit risk). Due to the material size, industry and customer concentration for the rateable debtors receivable, increased disclosure is warranted.

### Implication

Insufficiently disclosing industry and customer concentration risks in the financial statements may lead to misunderstandings of where exposure sits, leaving stakeholders without the necessary information regarding Council's concentration risk in specific sectors or clients.

### QAO recommendation

We recommend management include as part of their year-end procedures a review of all material balances to workshop any estimates which may or may not require disclosure.

### Management response

Management will incorporate a review of all material balances as part of our year-end procedures, including an assessment of any estimated credit loss and relevant disclosure.

Responsible officer: Manager Finance & Administration

Status: Work in Progress

Action date: July 2024

**SENSITIVE**

2



2023 Final management letter

## Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our report this year and those issues raised in prior years.

Internal control issues			Financial reporting issues		
<b>S</b>	<b>D</b>	<b>O</b>	<b>H</b>	<b>M</b>	<b>L</b>
Significant deficiency	Deficiency	Other matter	High	Medium	Low

Ref.	Rating	Issue	Status and comment
22IR-2	<b>S</b>	<b>Review of Masterfile Changes (Supplier, Payroll)</b> No evidence of a review process for Masterfile changes.	<b>Resolved pending audit clearance</b> Management have implemented a formal review policy, whereby changes made to suppliers and employee files are reviewed by senior independent members of that division. The Masterfile change log is reviewed each month as part of end of month reconciliations. Responsible officer: Manager Finance & Administration
22IR-1	<b>D</b>	<b>IT Security – End-of-Life/Unsupported Software</b> An unused website is still live, which is based on software that is no longer supported.	<b>Work in progress</b> Council has been working to have the unused council website deleted, however, to date the matter is not resolved. Responsible officer: IT Officer with support of the Media & Communications Officer Revised Action date: 31 December 2023
22IR-3	<b>D</b>	<b>Review of General Journals</b> There was limited evidence of an independent review and approval of the manual journal process.	<b>Resolved</b> 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	<b>D</b>	<b>Review of valuation results and adjustments</b> There were errors in the accounting for the valuation of fixed assets due to insufficient review over the valuation process.	<b>Work in progress</b> During the current financial year, we noted that there were similar issues regarding the review of the revaluation results and importation of adjustments. Management are continuing to build on their internal review process to ensure valuation reports are in line with expectations, and that assets are correctly imported into PCS. Responsible officer: Manager Finance & Administration Action date: 30 June 2024

SENSITIVE



2023 Final management letter

Ref.	Rating	Issue	Status and comment
21IR-2	<b>D</b>	<b>Lack of formalised IT Security Policy</b> There is no formalised IT security policy in place.	<b>Resolved</b> Quilpie has prepared and adopted an Information and Cyber Security Policy effective 18 July 2023. Responsible officer: Manager Finance & Administration
21IR-3	<b>D</b>	<b>Business continuity plan is not tested regularly</b> There was limited evidence of the business continuity plan being tested.	<b>Work in progress</b> Action has yet to be undertaken. This is expected to be addressed by the newly hired IT Officer Responsible officer: Manager Governance & Compliance Revised action date: 31 March 2024
18FML-4	<b>D</b>	<b>Maturity of risk management framework</b> A risk management framework has not been formalised.	<b>Work in progress</b> Risk Registers to be updated/formulated with 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 March 2024
22CR-2	<b>H</b>	<b>Accounting for capital grants – Grant revenue, contract assets and contract liabilities</b> Errors were identified relating to capital grants in prior year audit. Incorrect accounting assumptions were used in the calculation by management.	<b>Resolved</b> 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
22CR-3	<b>L</b>	<b>Stores – Cut-off</b> There were delays in receipting invoices, causing inventory items to miss the hard "cut off" period in the stores model of PCS.	<b>Resolved</b> Management have incorporated 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
22CR-4	<b>L</b>	<b>Expected credit losses (ECL) review</b> 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: <i>Financial Instruments</i> .	<b>Work in progress</b> 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 March 2024

SENSITIVE





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**7.2 PURCHASE OF TWO-BEDROOM HOME (SECOND HAND EX DISPLAY)****IX:** 242212**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. 2023 10 Hoek Modular Homes - Quote Ex Display Proposal.pdf [↓](#)**KEY OUTCOME**

**Key Outcome:** 2. Flourishing Economy

**Key Initiative:** 2.1 Reach the Q1000 population target

**Key Outcome:** 1. Great Place to Live

**Key Initiative:** 1.1 Well-planned and highly liveable communities

**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with a recommendation to purchase a second-hand two-bedroom home without first inviting written quotes or tenders in accordance with section 235(e) of the *Local Government Regulation 2012*.

---

**RECOMMENDATION**

That Council resolve to:

- 1) Enter into a contract for the supply and delivery of a second-hand ex display two-bedroom house from Hoek Modular Homes for the price of \$253,000 including GST, in accordance with section 235(e) of the *Local Government Regulation 2012*;
- 2) Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, withdraw from contract, negotiate, finalise and execute any and all matters associated with or in relation to the above item, subject to Council's normal procurement policies and practices.

**BACKGROUND**

A strategic priority in Council's Corporate Plan 2022-2027 is to reach the population target of Q1000 and housing is a key factor in achieving this goal.

Council continues to face a number of challenges with regard to the availability of housing:

- 2 x 2 Bedroom Independent Living Duplex's (Gyrica Gardens) are currently utilised for staff/contractor accommodation while there are current applications/requests for accommodation at Gyrica Gardens.



- 2 x 4 Bedroom and 2 x 5 Bedroom houses in Quilpie either have tenants or will have tenants when completed.
- Council has received enquiries from existing staff for housing.
- Council is currently advertising numerous vacant positions. Housing availability (whether Council housing or the local rental market) is limited and impacts on our ability to attract and retain staff.
- Local business owners have also approached Council for any council housing availability as options in the local rental market is so limited.
- As older housing stock become vacant, Council is undertaking major renovations in order to improve the condition and overall appeal of housing to attract and retain staff. As this is undertaken, the houses must remain vacant and cannot be occupied. At present, 1 x 3 Bedroom house is vacant for renovations.
- Council has also budgeted for major renovations on two Gyrica Gardens units this financial year.
- Council has tendered for the construction of the Townhouse Development. This is currently under evaluation.

The inability to attract and retain staff into vacant positions may require Council to limit the level of service provided to the community due to staffing shortages.

As part of the 2023/24 Quarter 1 Budget Review / Amended Budget, Council has allocated funds towards the purchase of a two-bedroom house and four (4) x 3-bedroom houses.

Council has the opportunity to purchase a second-hand two-bedroom home from Hoek Modular Homes. This is an ex-display home and the price quoted is \$253,000 including GST. The plans and specifications are in the attached document.

Under section 235 (e) of the *Local Government Regulation 2012*, Council may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the contract is for the purchase of second-hand goods.

## OPTIONS

### Option 1 – Preferred

That Council resolve to:

- 3) Enter into a contract for the supply and delivery of a second-hand ex display two-bedroom house from Hoek Modular Homes for the price of \$253,000 including GST in accordance with section 235(e) of the *Local Government Regulation 2012*;
- 4) Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contract, withdraw from contract, negotiate, finalise and execute any and all matters associated with or in relation to the above item, subject to Council's normal procurement policies and practices.

### Option 2

That Council does not purchase the second-hand two-bedroom home.

## CONSULTATION (Internal/External)

- Chief Executive Officer
- Director Engineering Services
- Works Coordinator



**LEGAL IMPLICATIONS**

Nil

**POLICY AND LEGISLATION*****Local Government Regulation 2012******Section 235 Othe Exceptions***

*A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—*

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or*
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or*
- (c) a genuine emergency exists; or*
- (d) the contract is for the purchase of goods and is made by auction; or*
- (e) the contract is for the purchase of second-hand goods; or*
- (f) the contract is made with, or under an arrangement with, a government agency.*

**FINANCIAL AND RESOURCE IMPLICATIONS**

As part of the 2023/24 Quarter 1 Budget Review / Amended Budget, Council has allocated \$300,000 towards the purchase of a two-bedroom house.

**RISK MANAGEMENT IMPLICATIONS**

The recommendation in this report is in compliance with Section 235(e) of the *Local Government Regulation 2012*.





# HOEK EX-DISPLAY TENDER *PLANS & SPECIFICATION*



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# WHY HOEK MODULAR HOMES IS THE #1 CHOICE

## PROUDLY AUSTRALIAN OWNED & OPERATED

All our homes, flats and cabins are built in Australia by Hoek Modular Homes on-site by professional, qualified and experienced builders.

## CUSTOMISED PROCESS

Our process is unique and tailor made to our customers. We listen to your needs and requirements.

## IMPRESSIVE INCLUSIONS

Our homes come with an impressive array of modern inclusions as standard

## EXPERT CRAFTSMANSHIP

At Hoek Modular Homes, we provide top-of-the-line craftsmanship and superior products. Our results speak for themselves. You will see an astonishing final product when the project is said and done! Our buildings look great and are built to stand against the test of time to serve you well for years to come.

## EXPERIENCE COUNTS

Over many years we have built a reputation amongst QLD & NSW councils, vendors, families & Master Builders, as quality builders who take pride in their workmanship.

## 100% CUSTOMER FOCUSED

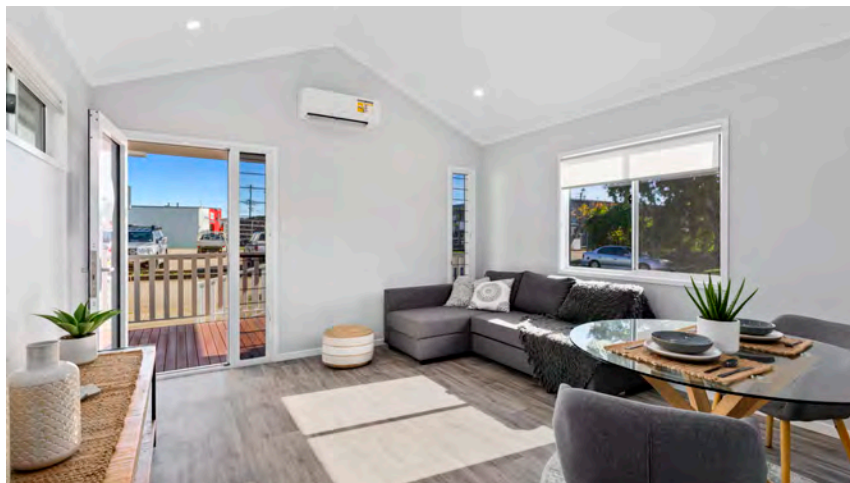
We are 100% customer focused and we pride ourselves on our attention to detail and customer focus that we provide to all of our clients.

## MASTER BUILDERS

We are proud to be a Queensland Master Builders Member.

## FAMILY OWNED & OPERATED

Hoek Homes was formed in 1967 as a Queensland family partnership. Dean Hoek, company CEO, is a 3rd generation builder. We have been established in Brisbane for over 50 years.



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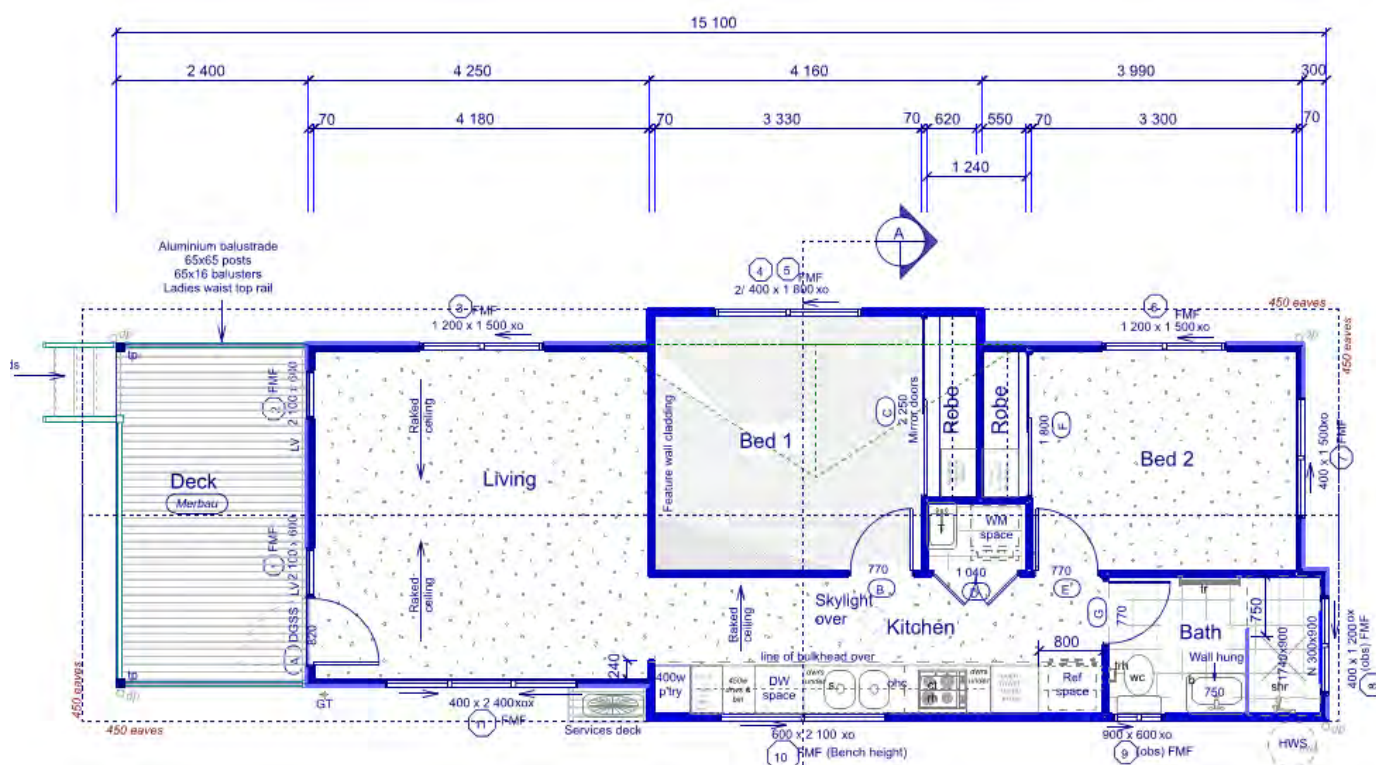
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# HOEK EX- DISPLAY

2  1 

**Living 58.4sqm Deck 11.5sqm**



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### HOEK EX-DISPLAY - TENDER

Document SC4	Date of issue - 04/10/23	Contact Shane Windsor
Client name:	<b>Quipie Shire Council</b>	
House Design	Ex Display Home (2 Bedroom)	
	Transportable Build Elevated	
Site Address:	To be confirmed	

Dear Justin ,

Thank you for the opportunity to submit our tender for Hoek Modular Homes Ex-Displays as per the supplied preliminary plans.

To accept your tender the deposit payment allows Hoek modular to commence work to assist with certification.

### This Tender is based upon -

- Bushfire category - BAL 12.5
- Noise category - NIL
- Flood risk - NIL
- N3 wind rating
- Factory Build
- Engineering costs for foundation and footing designs
- Installation of galvanised steel posts into pierced concrete footings.
- Galvanised steel RHS joists and bearers
- Grey Glazing to windows and glass sliding doors
- Insulation - bulk insulation to external walls R2.0 batts, ceilings R2.5 batts with anticon blanket R1.4 under roof iron

Construction is to the National Construction Code 2016 Volume 2.

Government backed 6 year & 6 month structural warranty

6-12 months maintenance periods (conditions apply)

Yours Sincerely

**Shane Windsor - Operations Manager**

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HOEK EX-DISPLAY - TENDER	
<b>INCLUSIONS</b>	
2 Bedroom Ex display with no floor plan modifications with 58.4 sqm living and 11.5sqm deck	Included
Transport standard costs, fees and charges for delivery to site allowance.	Included
Hoek Modular Homes standard inclusions	Included
QBCC & Qleave insurance	Included
<b>EXTERIOR UPGRADES</b>	
Merbau decking	Included
James Hardie Primelok Fedration Smooth horizontal cladding with feature colour step out	Included
90x42 Window Trims in feature colour	Included
Aluminium mesh to windows and doors	Included
Feature glass entry door and louvre windows	Included
Finial and gable features	Included
<b>GENERAL UPGRADES</b>	
Fujitsu 3.5kw split system Air Conditioner - Living	Included
Franklyn Roller Blinds to Living, Kitchen and Bedrooms	Included
Feature Skirting and cornice paint	Included
Skylight to Kitchen	Included
<b>KITCHEN UPGRADES</b>	
Stone Ambassador 20mm benchtop with undermount sink	Included
2 Pak profile cabinetry doors	Included
Bulkheads over overhead cabinets with recessed downlights	Included
Feature soft close drawers, pantry drawers and pull out bin drawer	Included
Matte Black tapwear, handles and knobs	Included
<b>BATHROOM UPGRADES</b>	
Wall hung Hamptons Vanity	Included
Matte Black tapwear, towel rail and frames	Included
300x900 Shower Niche	Included
Semi Frameless Shower Screen	Included
<b>BEDROOM UPGRADES</b>	
<b>BED 1</b> -VJ Panel feature wall	Included
<b>BED 1</b> -Double feature window	Included
<b>BED 1</b> -Mirrored panel doors to robe	Included
<b>BED 1</b> - Cabinetry made robe shelving and pull out drawers	Included
<b>BED 2</b> - Signature flooring - Texas Losoe layed Vinyl flooring 2.60mm	Included
<b>BED 2</b> - Wire Shelving	Included
<b>Total Tender price including GST</b>	
	<b>\$ 253,000.00</b>

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I have read and agree to the " Tender" above:		Date
Client 1. SIGNATURE		
Client 2.SIGNATURE		

DESIGNATED PAYMENT STAGES	INC GST
<b>Deposit 5%</b> - At build contract stage	\$ 12,650.00
<b>Installation Stage 85%</b> - Installation of the home on site	\$ 215,050.00
<b>Practical Completion - 10%</b> - When the works are completed in accordance with the contract, apart from minor omissions or minor defects, and the works are reasonably suitable for habitation, however where the client is supplying all onsite connections, payment is due when installation is completed in accordance with the contract and not pending final building and plumbing certificates or connection to power.	\$ 25,300.00
<i><b>Please Note:</b> In order for handover to be achieved all outstanding invoices must be paid in full. At this point access will be given to your home, we appreciate your understanding.</i>	
<b>Total Tender Contract Price including GST</b>	<b>\$ 253,000.00</b>
<b>BANK DETAILS</b>	
<b>Commonwealth Bank</b> <b>Account Name:</b> Hoek Modular Homes <b>BSB: 064164      Account No: 10513131</b>	

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# STANDARD FACTORY SPECIFICATION

*Note: Items listed on the Tender will over ride the Factory Built Specification*

3 - PRELIMINARIES		
Wind rating	Non-cyclonic N3	INCLUDED
<i>Included in the price are:</i>		
Certification - Building and plumbing		INCLUDED
Structural Engineer's design / frame		INCLUDED
Soil test and foundation design as per plan		INCLUDED
Energy efficiency report (Any additional requirements in order to meet Energy efficiency report will be charged to client via Variation)		INCLUDED
Building Indemnity and public liability insurances		INCLUDED
<i>PLSL fees and charges not applicable for jobs under \$165000</i>		
4 - FACTORY BUILT / DELIVERY TO SITE		
Transport from Lawnton factory to site including installation on site included.		INCLUDED
Installation of footings and dwelling on stumps, installation of decks and stairs as per standard design		INCLUDED
5 - FOUNDATIONS		
Concrete foundation piers - 450diam x 900mm deep		INCLUDED
Galvanised 75x75x4mm steel posts set onto concrete foundation piers up to 800mm to finished floor level (NOTE: This excludes any site specific cross bracing that may be required)		INCLUDED
Standard machinery hire allowance for foundation piers only 5 ton excavator up to 3 hours excluding travel		INCLUDED
<i>Note: all items are subject to final engineers design</i>		NOTE
<i>Note: During excavation should piercing or other excavation of services hit rock, tree roots or encounter ground water / ground collapse additional charges will be incurred</i>		NOTE
6 - HIRE ITEMS / PLANT/CONCRETE PUMPS		
Skip bins and rubbish removal for Hoek Modular Homes building waste only		INCLUDED
7 - SITE WORKS		
Excess fill from site cuts, slabs or plumbing to be stockpiled within 10m of build. Additional excess stockpiled. Should removal from site be required additional charges will apply		NOTE
8 - FRAMES / TRUSSES / FLOORING		
Nominal ceiling height 2400mm		INCLUDED
Raking ceiling to living room and kitchen - design specific		INCLUDED
Nominal joinery height doors and windows 2100mm		INCLUDED
Nominal joinery height robe sliding doors 2300mm		INCLUDED
Nominal joinery height linen sliding doors 2100mm		INCLUDED
If internal swing door (design specific)		
Termite resistant structural framing	T2 treatment	INCLUDED
External wall framing 70 x 35mm MGP 10 pine to engineers design		INCLUDED
Internal wall framing 70 x 35mm MGP 10 pine to engineers design		INCLUDED
Engineered roof trusses at max 600crs		INCLUDED
Rafters to raked areas at max 600crs		INCLUDED
Soffit overhangs	see elevations - design specific	INCLUDED
Gable overhangs	see elevations - design specific	INCLUDED



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# STANDARD FACTORY SPECIFICATION

*Note: Items listed on the Tender will over ride the Factory Built Specification*

Bearers	As per engineers design (Std design only)	INCLUDED
Floor joists	Galvanised steel RHS subject to engineers design	INCLUDED
Flooring	3600x800x19mm Termite treated flooring with joist at 450crs	INCLUDED
Wall bracing as per engineers design (Std design only)		INCLUDED
<b>Note: Any extra engineering required to meet engineers design over and above the standard allowance will be a variation to the contract and will be at an additional cost to the client. All variations will have a standard builders margin</b>		NOTE
Tile underlay to all tiled areas on sheet flooring		INCLUDED
Wall Noggings - towel rails and toilet roll holders		INCLUDED
Wall Nogging - 2200mm AFFL for dryer, 750mm AFFL for Toilet roll holder, 1100mm AFFL for towel rail.		INCLUDED
Wall Nogging - Stud to take melamine shelving 250mm to centre from one corner		INCLUDED
<b>Note: No manhole provided</b>		NOTE
<b>Note: Shower bases to be set-down into floor joists</b>		NOTE
<b>9 - ROOFING - MAIN</b>		
Colorbond 0.42BMT corrugated custom orb roof sheeting on metal roof battens		INCLUDED
Fascia - Colorbond steel		INCLUDED
Gutter colorbond - 150 Hi-front slotted quad gutter with 90mm round droppers		INCLUDED
Provide 50mm gable roll		INCLUDED
All flashing and accessories to be colorbond or as per colour selection		INCLUDED
<b>Note: standard builders range colours only</b>		
<b>10 - DECKS/DECK ROOFING and RAMPS</b>		
<b>Deck under main roof - design specific:</b>		
Ceilings - Flat ceiling with FC lining		INCLUDED
Beams - timber beams to engineers design - painted		INCLUDED
Posts	112x112 pre-primed treated pine posts ready to paint OR 89 x 89 shs powdercoated steel posts (Design specific)	INCLUDED
<b>Decks &amp; roofing installed on site:</b>		
Insulated panel roofing		INCLUDED
Post 89x 89 shs powdercoated steel (colorbond colour only)		INCLUDED
Patio beam 150x50 rhs powdercoated steel (colorbond colour only)		INCLUDED
Handrail	Powdercoated aluminium balustrade, 65x65 posts, 65x16 balusters with ladies waist top rail (colorbond colour only)	INCLUDED
Deck Flooring	90x19mm treated pine decking	INCLUDED
Stairs - 250x50 hardwood step treads with galvanised stringers, 4 tread allowance		INCLUDED
<b>Note: concrete pads, pathways or landings at the bottom of stairs and ramps not included</b>		
<b>11 - INSULATION</b>		
Supply and install R2.5 ceiling batts to Internal ceilings		INCLUDED
Supply and install R2.0 HP/HD wall batts into external wall frames		INCLUDED
Supply and install Anticon blanket R1.3 to underside of roof sheets		INCLUDED

**Note: Any extra insulation required to meet energy efficiency requirements over and above the standard allowance above will be a variation to the contract and will be at an additional cost to the client. All variations will have a standard builders margin**



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# STANDARD FACTORY SPECIFICATION

*Note: Items listed on the Tender will over ride the Factory Built Specification*

<b>12 - CLADDING / BASEBOARDS / PRIVACY SCREENS / HOODS</b>	
External cladding	Weathertex Weathergroove Woodsman
External corners - 42x42 pre-primed treated pine	
Internal corners - 42x42 pre-primed treated pine	
Window trims - 42x19 pre-primed treated pine	
Baseboards	No allowance has been made to enclose the base
<b>13 - WALL, CEILING, INTERNAL LININGS AND SOFFITS</b>	
Ceilings to be 10mm plasterboard on metal ceiling battens	
Walls to be 10mm plasterboard to all walls	
Provide 10mm water resistant board to wet areas	
Provide 55mm cove cornice throughout	
Soffit to be 4.5mm fibre cement sheeting with PVC joining strips	
Deck ceiling linings external plaster 10mm with 42 x 19mm FJ pink primed cornice	
Provide 31x11mm trim to all soffits	
<b>14 - ENTRY DOORS / DOORS / MOULDING / DOOR FURNITURE</b>	
Sliding glass or Hinged Hume entry door from builders standard range (Design specific)	
Any external hinged doors to include a Gainsborough Governor Knob external door set	
Keyed alike to other hinge door only with RP3 door seal (Design specific)	
42x11mm splayed pre-primed f/j pine architrave	
67x11mm splayed pre-primed f/j pine skirting	
Internal joinery height 2100mm for internal hinged / face of wall / cavity doors	
Internal doors to be Hume redi-cote primed flush panel paint grade	
Internal door jambs and 31x12 stops in paint grade f/j pine	
External door jambs and 42x18 H3 stops	
Provide 2 x zinc hirline hinges per internal door - 3 x per external swing door	
Gainsborough G4 range lever internal door sets with round cavity sliding sets to cavity doors - privacy to bed 1 and passage to all other bedrooms	
Privacy sets to bath and WC	
Cushion door stops to wet area doors	
DS2 nylon door stops to all other doors	
DS1 nylon clips to swings doors to cupboards	
<b>15 - WINDOWS AND WINDOW SCREENS</b>	
Provide powdercoated aluminium sliding windows and doors with FJ pine reveals as per plan, with keylocks to all.	
Bathroom and WC windows satin light glazing as required	
All other windows and sliding doors to have a light grey tint	
Fibreglass mesh flyscreens to all opening windows	
Diamond grille barrier screen with fibreglass mesh to all glass sliding & hinged entry door opening panels	
Any additional hi-lite windows or client requested custom windows must be site measured	
<i>Note: Standard builders colours only</i>	
<b>16 - PLUMBING GENERAL</b>	
Installation of all tapware to, baths, showers, vanity units, laundry tubs, kitchen sinks and WC as per plan	
Polyethylene hot and cold lines	



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# STANDARD FACTORY SPECIFICATION

*Note: Items listed on the Tender will over ride the Factory Built Specification*

1 X External hose tap	INCLUDED
Floor wastes to be chrome on brass to all areas marked on the plan	INCLUDED
Supply and installation of Rinnai B20 ltr Gas Instantaneous hot water system	INCLUDED
Installation of gas lines and regulator for 45kg gas bottles including certification. (Gas bottles to be provided by owner)	INCLUDED
Abey Entry 175 1½ bowl stainless steel kitchen sink with drainer as per plan	INCLUDED
Alder Soho Gooseneck sink mixer to kitchen sink	INCLUDED
Alder Classico mixer to laundry tub	INCLUDED
Alder Classico basin mixer to basins	INCLUDED
Alder Classico mixer with Vito Bertoni Excite HS375 Shower Rail	INCLUDED
Decina Bambino 1500 white acrylic bath tub to bathroom - Design Specific	INCLUDED
Alder Classico bath/shower mixer with bath spout to baths	INCLUDED
Alder Classico shower mixer with diverter, bath spout and Vito Bertoni Excite HS375 Shower Rail - Design specific - Shower over bath	INCLUDED
Dolce Vita ceramic top, finger pull vanity unit - Design specific	INCLUDED
Washing machine taps and discharge inside laundry tub	INCLUDED
Siema Liara Wall Faced ceramic toilet suite with soft close lid	INCLUDED
Laundry cabinet white Everhard tub , 30ltr s/s or 40L s/s with bypass - Design Specific	INCLUDED
Vito Bertoni Wish double towel rail 750mm - one per bathroom/ensuite	INCLUDED
Vito Bertoni Wish toilet roll holder to each toilet	INCLUDED
<i>Note: For details of vanity units please see cabinetry section.</i>	NOTE
<i>Note: Should an item be unavailable or discontinued then a product of similar quality and price will be provided. HMH will endeavour to contact the client in all circumstances.</i>	
<b>17 - PLUMBING ONSITE CONNECTIONS</b>	
<b>NOTE TO PLUMBER - Client Signed construction drawings, hydraulic drawings and plumbing approval documents only to be used</b>	NOTE
<b>CLIENT SUPPLIED PLUMBING CONNECTIONS - scope of works</b>  Unless noted otherwise or costed in Hoek tender - Install all elevated sewer and stormwater - Install all inground sewer and stormwater as required to local authority requirements and as per plumbing approval requirements. - Connect to mains water or tank water supply as required - Connect stormwater to the downpipes - Any other miscellaneous works. Please note: - Downpipes are terminated at bottom of floor joist level - Onsite assembled roofed decks and carport downpipes are to be supplied and installed by onsite plumber and to include leaf guards as/if required  PLEASE NOTE ONSITE PLUMBER IS TO REFER TO CONDITIONS AS PER THE PLUMBING APPROVAL, WASTE WATER DESIGN DOCUMENTATION AND LOCAL AUTHORITY REQUIREMENTS - CONTACT Office@Hoekmodularhomes.com for any required documents	BY OWNER
<b>ONSITE WASTE WATER SYSTEMS - ( Hstp and Septic systems )</b> All site investigations (site and soil evaluation report), Existing HSTP system upgrades and/or installation of new HSTP systems and disposal areas are excluded unless specifically mentioned in Tender documentation.	BY OWNER



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# STANDARD FACTORY SPECIFICATION

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<b>PLUMBING FINAL</b> - client supplied plumber is to arrange and provide plumbing final with local authority (Client must provide Hoek Modular Homes with a copy of the Plumbing Final Inspection certificate with 10 working days from Completion)	NOTE
<b>GAS WORKS</b> - Client to install slab for the gas bottles <b>bottles including all associated costs to be by the owner</b>	<b>Note: Supply of gas</b> NOTE
<b>RAINWATER TANK SUPPLY/CONNECTION</b> installation of rainwater tanks are excluded unless specifically mentioned in Tender documentation.	Supply and BY OWNER
<b>18 - ELECTRICAL</b>	
<b>CLIENT SUPPLIED ELECTRICAL CONNECTION</b> - scope of works Unless noted otherwise or costed in Hoek tender - Connect underfloor junction box connections for modules - Connect hot water system - Connect mains power - Supply roof extension brackets if required for overhead connections. - Underground connections are to be run to the supplied metal pipe in frame running to either internal ICB or external meterbox or/sub-board. - Connect phone/NBN if required - Reassemble and complete installation of ceiling fans - Install TV antenna if required - Any other miscellaneous works. NOTE: Final testing of electrical for the local authorities and power connection are the responsibility of the client supplied electrical contractor CONTACT Office@Hoekmodularhomes.com for any required documents	BY OWNER
Switchboards with earth leakage and safety cut-out - Internal circuit board connected to existing switchboard - In the instance no existing switchboard is in place an upgrade to a switchboard at additional cost to the client will be required	INCLUDED
Telephone blank plate with draw wire only x 1	INCLUDED
Provide White LED downlights from builders standard range (Design Specific) Living room (4), Bedrooms (2), Dining room (2) , WC (1), laundry (1), Bathroom (1), Ensuite (1) , Hallway (1), Entry (1) , WIRs (1), WIP (1)	INCLUDED
Provide round 30cm LED light in brushed chrome to kitchen (1)	INCLUDED
Provide stainless external wall light to each external exit as per standard design	INCLUDED
Provide two way switch to hallway light	INCLUDED
Provide 1 x 1200mm white ceiling fan from builders standard range to each bedroom and living room	INCLUDED
Provide 1 x 3-in-one light, fan, heat combo unit to bathroom and ensuite as per plan (Bathroom/Ensuite defined as wet area with shower or bath)	INCLUDED
<b>Note: all switches and GPO's from builders range</b>	
Provide double GPO's - 2x kitchen, 2x living, 1 x Dining, 2 x main bedroom, 2 x each bedroom, 1 x each vanity, 1 x laundry	INCLUDED



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# STANDARD FACTORY SPECIFICATION

*Note: Items listed on the Tender will over ride the Factory Built Specification*

Provide 1 x single GPO's to Fridge space, Microwave space, Rangehood	INCLUDED
Provide smoke alarms as per the Australian standards	INCLUDED
Install cooktop and oven including circuit breakers and safety switches	INCLUDED
TV point x ( 1 ) Living room	INCLUDED
TV antenna not supplied	BY OWNER
<i>Note: Should an item be unavailable or discontinued then a product of similar quality and price will be provided. HMH will endeavour to contact the client in all circumstances</i>	NOTE
<i>Note: Phone and NBN supply and connections have not been allowed for. Should these items be required we can arrange to have these specially quoted for your consideration</i>	NOTE
<i>Note: Please note electrical items above are the standard allowance, additions and changes to the standard allowance are a variation to the contract unless itemised in the quote. Changes made after quotation but before signing of contract will be by way of a variation</i>	NOTE
<b>19 - AIR-CONDITIONING / HEAT / INTERCOM/ VAC SYSTEMS</b>	
No allowance for AC units	NOTE
<b>20 - WATERPROOFING</b>	
All waterproofing to Australian standards in all areas	INCLUDED
Showers - bases waterproofed with aluminium angles and to 2.0m height up walls	INCLUDED
Aluminium water stop angles to wet area doorways	INCLUDED
<i>Note: Shower bases to be set-down into floor joists</i>	NOTE
<b>21 - WET AREA TILING</b>	
Kitchen splashback tiles to 600mm ht and the full length of the benchtops (where a gas cooktop is in place the splashback will be raised to 700mm)	INCLUDED
Tile all wet area floors including bathroom, WC and laundry	INCLUDED
Tile all showers and shower-baths to 2.1m ht	INCLUDED
Tile 160mm to underside of mirror	INCLUDED
Splashback tile behind vanity units full width of the unit	INCLUDED
Skirting tiles to 200mm ht - larger tiles will be cut down to size	INCLUDED
Bath splashback to 500mm high - as per plan	INCLUDED
Tile laundry skirting to 200mm ht	INCLUDED
Tile laundry splashbacks to 400mm ht	INCLUDED
<b>Note: All tiles to builders standard selection range</b>	INCLUDED
<i>Note: Allowance is for standard straight lay of ceramic tiles to a maximum size 500x500 with white or grey grout. Porcelain, 2mm grout lines, diagonal or brickbond lay, subway tiles and large size tiles will incur an extra charge by way of a variation</i>	
<b>22 - WHITE GOODS</b>	
<b>Cooktop</b>	
Description Fisher Paykel 600mm Ceramic Cooktop from builders std range	INCLUDED
<b>Oven</b>	
Description Fisher Paykel 600mm Under Bench Oven from builders std range	INCLUDED
<b>Rangehood</b>	
Description Fisher Paykel 600mm Slide out Rangehood from builders std range	INCLUDED
Rangehood ducting Nil - standard recirculating carbon filters	INCLUDED
<b>Microwave</b> Microwave supply and installation is by Owner	BY OWNER
Description	
<b>Dishwasher</b> Dishwasher supply and installation is by Owner	BY OWNER

*re as per floor plan. Whilst all care is taken Hoek Modular Homes reserves the right to alter designs, change specifications and pricing without notice.*



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# FACTORY BUILT SPECIFICATION

23 - CABINETRY	
<b>Kitchen</b>	
Benchtop in a 33mm thick post formed laminate from builders standard range	INCLUDED
Floor cupboards with builders range melamine soft close doors	INCLUDED
Overhead wall units with builders range melamine soft close doors	INCLUDED
Provide 1200mm high raised servery to kitchen bench with laminate capping - design specific OR 900mm high breakfast bar / Island bench	INCLUDED
Pantry - Cabinetry, sized as per plan. Polytec builders range laminate door to match kitchen cabinetry and 4 x white melamine shelves. Height in line with wall cupboards and gyprock bulk head - Design specific	INCLUDED
Doors and drawers handles from builders range	INCLUDED
Fridge overhead unit with 2 x doors	INCLUDED
Drawer unit (4 drawers) with cutlery insert x 1	INCLUDED
Microwave shelf - Design Specific	INCLUDED
Oven tower - 600mm wide consisting of Microwave and Oven housing with 2 doors above and 2 pot drawers below - Design Specific	INCLUDED
Doors to have 1mm vinyl edging	INCLUDED
<b>Laundry</b>	
Freestanding Everhard metal cabinet with stainless steel tub and a single lever mixer tap - no cabinetry allowed to laundry	INCLUDED
<b>Linen/Broom cupboard</b>	
Linen cupboard with polytech builders standard laminated doors	INCLUDED
Linen cupboard with redicote internal door painted	INCLUDED
Linen cupboard shelving - White Melamine shelving	INCLUDED
<b>Vanity - Bathroom</b>	
Dolce Vita 750mm vanity unit with 1 door 3 drawers finger pull with ceramic top	INCLUDED
<b>Vanity - Ensuite</b>	
Dolce Vita 600mm vanity unit with 2 doors with ceramic top	INCLUDED
<b>NOTE:</b> Where a bathroom or ensuite has a shower enclosure without a shower screen door, any vanity cupboards will be wall hung	
24 - PAINTING	
<b>Exterior painting</b>	
1 colour to external walls with 2 coats solar shield exterior paint	INCLUDED
1 colour to soffits	INCLUDED
1 colour to posts	INCLUDED
Decks - water based – 2 Coats – Natural finish	INCLUDED
<b>Note:</b> Some external colours chosen may require 3 coats for coverage, additional charges will apply for the 3rd coat	NOTE
<b>Internal painting</b>	
1 colour to walls using a 3 coat system, 1 sealer with 2 coats in a low-sheen paint	INCLUDED
1 colour to ceilings and cornice using ceiling flat paint	INCLUDED
1 colour to doors and mouldings using a high gloss acrylic enamel paint	INCLUDED
<b>Note:</b> Ceiling white to the ceiling & cornice and 1 x colour to the walls, doors and architraves and skirtings boards using a premium range of paints in a selection of colours. Additional contrast feature colours incur a surcharge.	NOTE
25 - SHOWER SCREENS, MIRRORS, ROBES, SHELVING	
Mirror - 900H to full width of vanity - aluminium framed - To finish in line with height of shower screen	INCLUDED
Shower screens with 6mm clear toughened glass - trims powdercoated or aluminium finish to a height of 1960mm - design specific	INCLUDED
Pivot doors to shower as per plan design specific	INCLUDED



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Semi frameless 10mm Glass blade up to 900mm wide with powdercoated aluminium brackets to shower only - design specific	INCLUDED
Robe sliding doors with vinyl inserts, as per plan - 2300mm ht	INCLUDED
Linen sliding doors with vinyl inserts, as per plan - 2100mm ht	INCLUDED
Provide top white melamine shelf with hanging rail to all robes	INCLUDED
Provide 500mm wide 4 white melamine shelf set under a single shelf with hanging rail to all robes	INCLUDED
Linen closet shelving - 4 white melamine shelves Broom closet - top shelf only	INCLUDED
<b>26 - FLOOR COVERINGS</b>	
Builders range loose lay sheet vinyl to living, kitchen and hallways	INCLUDED
Builders range carpet to all bedrooms and bedroom robes ( underlay not provided inside regular robes)	INCLUDED
<b>27 - WINDOW COVERINGS</b>	
Not Included	BY OWNER
<b>28 - EXTERNAL CONCRETE</b>	
Not Included	BY OWNER
<i>Note: There is no allowance for concrete unless stated. Concrete pads to stair bottoms and hot water stands by others</i>	NOTE
<b>29 - SITEWORKS</b>	
All weather access required for delivery of modules	BY OWNER
Internal builders clean	INCLUDED
Site Access, grass to be mown and trees in building area to be removed by the owner	BY OWNER
Rubbish from site works will be left onsite - includes any green waste or fencing removed for delivery - client to arrange for removal	NOTE
Concrete pump will be required if weather or access prevents direct access by concrete trucks.	BY OWNER
Supply of power and water for construction	BY OWNER
Trenching - subsidence of soil in the trenches after handover is the responsibility of owner	BY OWNER
<b>30 - SPECIFIC EXCLUSIONS</b>	
Additional Requirements to over what is provided in our standard pricing to satisfy Energy Efficiency Requirement are at the owners expense	BY OWNER
Additional Requirements to Satisfy Bushfire Requirements	BY OWNER
Additional Requirements to Satisfy Transport Noise Corridor Requirements	BY OWNER
Additional Requirements to Satisfy landslip overlays	BY OWNER
Additional Requirements to Satisfy Flood Level, Overland Water requirements or hydraulic reports	BY OWNER
Anti-ponding beneath and surrounding home including water diversion mounds must be completed if required by local council as soon as possible to obtain final builders clearance.	BY OWNER
Stormwater yard pits or site drainage	BY OWNER
Tree and stump removal, any other obstruction on site preventing access or works	BY OWNER
Water removal pumps - water from footings/tank holes	BY OWNER
Upgrade of any existing onsite electrical items if required	BY OWNER



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# FACTORY BUILT SPECIFICATION

*Note: Items listed on the Tender will over ride the Factory Built Specification*

Scaffold requirements if not specifically noted in Tender document	BY OWNER
Concrete pump if required	BY OWNER
On-site toilet if required	BY OWNER
It is the homeowners responsibility to locate and advise the builder of any underground services before construction commences	BY OWNER
Reinstatement of any fences as required for suitable access for type of delivery	BY OWNER
<b>NOTE</b> - Making good from track marks, rutts and indentations from delivery of dwelling or concrete trucks to yards or paddocks is excluded and the owners responsibility	BY OWNER
Note: Delivery to site does not include extras for unknown costs and extra travel caused by factors such as roadworks and unforeseen costs from natural causes like flood and bushfire. These extra costs shall be passed onto the client by way of a variation	NOTE
The builder accepts no liability in the event of damage to existing on site underground services during construction. Re-instatement of any site underground services damaged as a result of installation will be a variation - underground services are to be located and marked by client and assets protected and made known to install crew - Note - no live power is permitted to run under the build location, if so owner is to advise and engage disconnection for safety	NOTE
Nil responsibility for any access and delivery damage to client driveways of any finish	NOTE
Vegetation, trees and stumps are to be removed if in foundation pier locations (PLEASE NOTE SHOULD ANY STUMPS BE LOCATED IN A PIER LOCATION ADDITIONAL PIERS MAY BE REQUIRED BY WAY OF ADDITIONAL COST )	NOTE
Should piercing or excavation hit rock or any other unforeseeable item, client may incur extra charges to be by way of a variation	NOTE
<b>31 - GENERAL CONDITIONS</b>	
Owner Supplied Items are not covered by Builders Insurance or under builders warranty or form part of the builders warranty . The Builder accepts no responsibility for any damaged or stolen goods supplied by the Owner.	
All variations will carry an admin fee (GST incl) of \$275	
Variations may be refused	
Credit variations will be credited at cost inc GST only	
Builders warranty on all structural items is 6 years 6 months	
Local government fees and charges may change without notice. Any changes may incur extra cost to the client.	
Plans are not to be scaled, use signed construction plan dimensions only.	
Please ensure Specification is fully read and understood, specification is to be used in conjunction with the tender.	
Should an item be unavailable or discontinued then a product of similar quality and price will be provided. HMH will endeavour to contact the client in all circumstances.	
No additional work by clients sub-contractors/suppliers is permitted prior to handover	
This documentation is to be read in conjunction with contract	
Owners Pets and Children must not enter the construction area during construction at any time	



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# FACTORY BUILT SPECIFICATION

## 32 - CARE & MAINTENANCE & INSTRUCTIONS

Congratulations on purchasing your new home. Care and Maintenance, as with any product, will help to keep things looking as good as possible. Regular cleaning and touch-ups will keep your investment looking its best. Some touch-up paints have been provided along with products used and how they can be cared for. Please refer to your handover pack for all warranty information as well as instruction paperwork

**GUTTERS** - Regular cleaning of gutters will prevent premature rusting of the gutters, and in storm season, reduce gutters overflowing. In heavy downpours gutters are likely to overflow - this is normal. Gutter guard will help reduce this problem, occasional roof cleaning will still be required depending on quantity of trees nearby to your home Ask for a quote for installation.

**TERMITE PREVENTION** - It is your responsibility to regularly inspect for termites. If unsure, termite inspections can be done by a qualified contractor found in your area. Your home is installed on galvanised steel columns set in concrete, this is your protection against termites. Ensure that water does not sit around the columns and that there is no permanent build-up of soil over the top of the concrete domes and around the columns. Regular inspections at all points in contact with the ground is the responsibility of the home owner for termite prevention and infestation. These items include stair stringers, plumbing to ground, electrical conduits to ground, phone and nbn conduits to ground etc

**DECKING** - Depending on how well your new deck is protected from daytime sun, as well as rain, will determine the timeframe that you need to recoat your new deck. It is advised that you lightly sand and recoat your new deck within 3 months to further seal your deck from new after it has settled in. All decking will get scuffs and marks, it is a natural product with natural variations as well as knots in the timber and varying grains

**COMPOSITE DECKING** - composite decking along with any decking will scuff and stain, ongoing care is required

**STEPTREADS** - Rough sawn hardwood step treads are supplied and some cracking and light cupping can be expected. Recoating will maintain the original finish

**CLADDING** - All cladding and external surfaces including soffits can be washed down with a broom and water or add some mild detergent , brush and rinse thoroughly. Pressure washers should be avoided as they may cause paint damage and water ingress.

	Signature	Date
Client 1. Signature		
Client 2. Signature		



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**8 GOVERNANCE****8.1 ADOPTION OF 2022/2023 ANNUAL REPORT****IX:** 241888**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 present Council with the draft 2022 – 2023 Annual Report for consideration and adoption.

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**RECOMMENDATION**

That Council adopt the 2022-2023 Annual Report pending any audit changes, grammar and spelling review and additional photos.

**BACKGROUND**

In accordance with sections 182(1) and (2) of the *Local Government Regulation 2012*, a local government must prepare an annual report for each year.

The local government must adopt its Annual Report within one month after the day the Auditor General gives the Auditor-General's audit report about the local government's financial statements for the financial year to the local government.

The audit for the 2022-2023 financial year has been completed and an audit opinion provided. The statements for Council were certified without qualification by the Auditor General on 12 September 2023.

**CONSULTATION (Internal/External)**

Internal staff and auditor

**LEGAL IMPLICATIONS**

In accordance with Local Government Regulation 2012

**POLICY AND LEGISLATION**

*Local Government Regulation 2012*

**FINANCIAL AND RESOURCE IMPLICATIONS**

Not applicable



**RISK MANAGEMENT IMPLICATIONS**

In accordance with Council's Risk Management Policy



**8.2 TENDER CONSIDERATION PLAN - PURCHASE OF UP TO FOUR (4) X THREE (3) BEDROOM HOUSES****IX: 241887****Author: Justin Hancock, Chief Executive Officer****Attachments: Nil****KEY OUTCOME****Key Outcome:** 2. Flourishing Economy**Key Initiative:** 2.1 Reach the Q1000 population target**EXECUTIVE SUMMARY**

This report is to provide Council with consideration to approving a tender consideration plan to be prepared and adopted for the purchase of up to four (4) x three (3) bedroom homes in accordance with S230 of the Local Government Regulation 2012.

**RECOMMENDATION**

1. That Council authorise the CEO to undertake a Tender Consideration Plan in accordance with S230 of The Local Government Regulation 2012 for the purchase of up to four (4) x three (3) bedroom houses to be presented at a Council meeting at a future date; and
2. In accordance with S230(2) of the LGR 2012, this TCP will include the following:
  - (a) the objectives of the plan; and
  - (b) how the objectives are to be achieved; and
  - (c) how the achievement of the objectives will be measured; and
  - (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
  - (e) the proposed terms of the contract for the goods or services; and
  - (f) a risk analysis of the market from which the goods or services are to be obtained.

**BACKGROUND**

Section 230 of the Local Government Regulation 2012 provides that a local government '*may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government:*

- (a) *decides, by resolution, to prepare a quote or tender consideration plan; and*
- (b) *prepares and adopts the plan.*

*A quote or tender consideration plan is a document stating—*

- (a) *the objectives of the plan; and*
- (b) *how the objectives are to be achieved; and*



- (c) how the achievement of the objectives will be measured; and*
- (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and*
- (e) the proposed terms of the contract for the goods or services; and*
- (f) a risk analysis of the market from which the goods or services are to be obtained.'*

Council have previously undertaken two (2) tender considerations for the purchase of houses for the townships of Quilpie and Eromanga. Most recently, Council resolved (QSC138-08-22) to enter into a contract for the delivery of two (2) x four (4) bedroom houses and two (2) x five (5) bedroom houses. These houses have been delivered and are soon to be occupied by Council staff. Due to the ongoing housing shortage in the Shire, Council is currently operating at a 0% vacancy rate and are unable to provide any housing when advertising vacant positions, which is resulting in limited applications or successful candidates declining positions.

Having purchased seven (7) transportable homes in the previous 2.5 years, Council identifies that this method of construction for new dwellings provides great value for money and a quality produced with reasonable delivery times. However, the current transportable housing market currently accommodated for a range of styles of housing, with Council often requiring modifications to be made in order to accommodate for appropriate rural living standards e.g. split system air-conditioning as opposed to ducted air-conditioning, separate rain water tap etc.

## OPTIONS

### Recommendation 1 – Preferred

That Council resolve to:

1. That Council authorise the CEO to undertake a Tender Consideration Plan in accordance with S230 of The Local Government Regulation 2012 for the purchase of up to four (4) x three (3) bedroom houses to be presented at a Council meeting at a future date; and
2. In accordance with S230(2) of the LGR 2012, this TCP will include the following:
  - (a) the objectives of the plan; and
  - (b) how the objectives are to be achieved; and
  - (c) how the achievement of the objectives will be measured; and
  - (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
  - (e) the proposed terms of the contract for the goods or services; and
  - (f) a risk analysis of the market from which the goods or services are to be obtained.

### Recommendation 2

That Council resolve not to proceed with a Tender Consideration Plan for the purchase of up to four (4) x three (3) bedroom houses.

## CONSULTATION (Internal/External)

Chief Executive Officer - Justin Hancock

Director Engineering Services – Peter See

Manage Finance & Administration – Sharon Frank



**LEGAL IMPLICATIONS**

Nil

**POLICY AND LEGISLATION**

Local Government Act 2009

Local Government Regulations 2012 - Section 230 of the Local Government Regulation 2012 provides that a local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government:

- (a) decides, by resolution, to prepare a quote or tender consideration plan; and
- (b) prepares and adopts the plan.

Council Procurement Policy

**FINANCIAL AND RESOURCE IMPLICATIONS**

Council have budgeted for the construction of six (6) town houses in the 2023/24 period, this proposal did not form part of the original budget however will be included for consideration as part of the amended budget in October 2023. It is estimated that the total budget for this project, including additional work for fencing, garages, irrigation etc would be \$2,000,000 Ex GST.

**RISK MANAGEMENT IMPLICATIONS**

A risk assessment will be undertaken as part of the tender consideration plan. Historically the delivery of housing in this method has been of a lower risk and provided a quality product for Council.



**8.3 LOCAL GIFT CARD PROGRAM****IX:** 241994**Author:** Karen Grimm, Manager Tourism & Economic Development**Attachments:** 1. Why Leave Town Ultimate Information Pack [↓](#)  
2. Cards4all information pack and quote [↓](#)**KEY OUTCOME****Key Outcome:** 2. Flourishing Economy**Key Initiative:** 2.4 Enhance and support our agricultural industry, resource sector and all businesses**EXECUTIVE SUMMARY**

The purpose of this report is to present information about Local Gift Card programs for implementation in Quilpie Shire.

---

**RECOMMENDATION**

1. That Council support the implementation of Local Gift Card Program;
  - (a) That Council engage Why Leave Town to implement the five-year subscription of Why Leave Town Ultimate (including square integration) Local Gift Card program; 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.

**BACKGROUND**

Community Gift Card programs have been implemented in many Local Government Areas to support people shopping locally. This program has been investigated to extend the once-a-year Christmas shop local program into something that will support and encourage spending locally throughout the year. The card program has been identified to support local business and stimulate the local economy 12 months of the year and provide ongoing promotions to support shopping locally throughout the Shire.

The gift card program is a tangible way to support local stores and communities, helping to keep them vibrant and strong.

Two pricing structures have been sourced from Australian Gift card suppliers.

- Why Leave Town (WLT) - Ultimate – <https://www.whyleavetown.com/>  
Information pack attached

This product is an upgrade on previous products and features the following;

- The introduction of a digital card component
- The ability to make online purchases with the card
- Can be used on an extensive range of merchant terminals including Square



- Hands free terminal activation for merchants
- Cards4all – not compatible with square  
Information pack attached, please note change in pricing for cards. Price change 1<sup>st</sup> July 2023. This change is reflected in comparison table below.

#### *Current use of vouchers in the community*

Council currently use vouchers for Christmas gifts for children, shop local campaigns and previously tourism vouchers for wider Outback Queensland Tourism promotions. This requires staff to organise design, printing and processing when spent. It also requires businesses to submit an invoice with the voucher and await reimbursement. The current vouchers provided are for one amount that cannot be split or used in multiple locations, recipients are also required to spend the full amount on the voucher i.e., \$50 in one shop at one time. Local businesses also have their own vouchers for their individual premises.

#### *Benefits of the community gift card*

- Donations/Sponsorships: Community Gift Card will support the distribution of donations, sponsorship, or funding into the community as the funding body can purchase gift cards and provide to recipient directly for use where it is most appropriate for them. This also increases confidentiality as the card appears the same as any other with no factors that identify it is a donation.
- Campaigns can be organised throughout the year for promotions wider than the local community.
- Roma Chamber of Commerce (RCAT) – the greatest sales are companies buying bulk cards – usually at Christmas time or for events (prizes).
- Keeps money within the Shire.
- Promotes spending in local business.
- Provides a great option for gift giving.
- Cannot be used outside of nominated towns.
- Cards can be custom designed with image and logo (additional costs, as presented in overall figure).
- It will save on Council's officers time to process payments, printing and coordinating for special events.
- It will save on business time, as they will not be required to submit invoices with vouchers for reimbursement.

#### *Cons of the community gift card from existing users*

- Why Leave Town Ultimate is costly upfront for Council as covers a five-year investment.
- Cards 4 all - Every time an EFTPOS terminal is upgraded, replaced, or loses power they need to be revalidated.

#### *Marketing options*

Why Leave Town - For a new program they recommend collateral (depending on size of program). Pricing for this varies between \$5,615 for a small community, medium size community \$9,745 and larger (with 200 merchants), \$17,675.

Why Leave Town ultimate	Five-year agreement with 1000 cards = \$22,800 (upfront costs)
	Marketing collateral = \$5,615
	Total = \$28,415

Cards4all	Set up with 500 cards = \$2,475.00
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Full breakdown of costs below

Gift card comparisons - All prices exclude GST

Benefit	Why Leave Town (Ultimate) Suitable for Square	Cards 4 All
Location	Narrabri (NSW)	Tweed Heads (NSW)
One off set up fee		\$450.00
Annual Subscription (covers phone support, balance checks, monthly reporting, close loop terminals)	Base fee \$13,960 upfront for five years of subscription. \$13,960/5 = \$2,792 per year *Inclusions listed in attachment	NIL
Loading amounts (min-max)	\$10-\$1000	\$10-\$1000
Expiry	3year	3year
Cards (min order)	Branded physical card	
500	\$9.73 each = \$4,865	\$3.40 each = \$1,750
1000	\$8.84 each = \$8,840	
2000	\$8.47 each = \$16,940	
3000	\$7.89 each = \$23,670	
5000	\$6.13 each = \$30,650	
Branded digital card -cost to card purchaser	\$2.50 per card (no min.)	N/A
WLT Generic physical card – cost to card purchaser	\$5.20 per card (no min.)	N/A
Card carriers	\$0.35 each = \$1,750 (5000, smaller quantities available)	Generic 0.30 each = \$150 (min. 500) Custom designed (POA)
Activation cards (30)		\$2.90 each = \$87.00
Postage		\$38.00
<b>SUBTOTAL (excludes marketing costs)</b>	<b>\$13,960 (5 year) (\$2,792 per year) \$8,840 (1000 cards) Total: \$22,800</b>	<b>\$2,475.00</b>
Expired funds	25% of expired funds stay with card issuer 75% go to Why Leave Town	No breakage refunds from Cards 4 All as they keep all residual card funds.
Reporting	Monthly merchant newsletter Cloud based reporting platform	Point of sale 36 card spinner display stand - \$35 each Transaction report monthly at \$150, quarterly for \$120
Notes	•	<ul style="list-style-type: none"> <li>• No ongoing card transaction fees or annual subscription</li> <li>• Dispatch in 3 weeks from art work sign off</li> <li>• Cards have a 36month expiry</li> <li>• Custom card carriers available at additional cost</li> </ul>



Officers have recommended the Why Leave Town option as it is compatible with square, which will encompass more of the local businesses operating in the shire. It will also support events that may use square rather than an EFTPOS machine.

**OPTIONS**

1. That Council support the implementation of Local Gift Card Program;
  - (a) That Council engage Why Leave Town to implement the five-year subscription of Why Leave Town Ultimate (including square integration) Local Gift Card program; 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.
2. That Council do not implement a Local Gift Card Program.

**CONSULTATION (Internal/External)**

## External

- Balonne Shire Council
- Roma Commerce and Tourism

## Internal

- Finance Officer
- Human Resources

**LEGAL IMPLICATIONS**

Nil

**POLICY AND LEGISLATION**

Local Government Act 2009

Local Government Regulations 2012

Procurement Policy

**FINANCIAL AND RESOURCE IMPLICATIONS**

2023/2024      Economic Development      0340-0030-0000

**RISK MANAGEMENT IMPLICATIONS**

Low Risk





# why leave town ULTIMATE

## The Ultimate Gift Card Solution



[whyleavetown.com](http://whyleavetown.com)

**Founder & Director**

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**Program & Finance Manager**

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**Program Manager**

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**Shop Local Consultant**

Rhys Gard  
Email:  
[rhys@whyleavetown.com](mailto:rhys@whyleavetown.com)





## WHY LEAVE TOWN: THE STORY



Justin & Ashley have been encouraging people to think locally since 2007.

Why Leave Town (WLT) was established by school mates Ashley Watt and Justin Smith. Ashley and Justin grew up across the street from each other in the small regional town of Narrabri, NSW. A few years after university, Ashley and wife Carley moved back to Narrabri. It is around this time that Ashley and Justin decided to form WLT, with the intent of showing Narrabri locals how great their community was.

The business evolved over several years to work more with local businesses and focus on encouraging local shopping, as they saw this as the life blood of a thriving community. WLT is a small regional business too, and hence we have great empathy for those businesses and communities that we aim to help.

We now work with over 80 councils, chambers, RDAs and organisations all around Australia. We have loaded over hundreds of thousands of local gift cards, all of which must be spent in small local businesses!

Our speciality is encouraging local shopping and keeping funds in your community.

TIME OPERATING  
PROGRAMS

**13 YEARS**

LOCAL GIFT CARDS  
LOADED

ACTIVE  
COMMUNITY GIFT CARD  
PROGRAMS

**80+**

SMALL  
BUSINESSES IN  
OUR NETWORK

**6,000+**

MONEY WE'VE KEPT  
WITH LOCAL SMALL  
BUSINESSES





The Ultimate Gift Card is a new local gift card program, built on the back of Why Leave Town's existing community gift card success. The Ultimate program includes physical and digital gift card options with chip (payWave) technology. They can be used both in-store and online. While Why Leave Town assists with the implementation of the local gift card program, there is full flexibility for local branding on the gift card and with marketing assets.

Cards can be purchased and delivered instantly to a digital device. For a physical card, the customer can purchase online and have the gift card delivered to an address of their choice.



## 'REDEMPTION STORES'

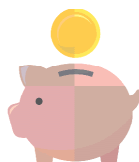
When a card holder wants to spend money on their card, they simply present the card at a participating store or website, and the transaction takes place again via the eftpos terminal or online.

## LOAD AMOUNTS & SYSTEMS



As little as \$10 and as much as \$1,000 can be loaded onto a single card. In line with government legislation, our gift cards have a three year expiry from the date loaded. The cards will work on all standard eftpos terminals within Australia, including Square readers and other mobile devices. They are made to the same standard as any of the bank issued debit style cards, and can be used with participating online retailers.

## WHERE DOES THE MONEY GO?



All funds that are loaded onto the cards are stored within a separate trust account. No funds are held by Why Leave Town, the commissioning organisation (e.g. local council or chamber of commerce) or the participating businesses. This is vital in protecting the value of the card for the card holder.



## WHY CHOOSE US?

- Tried & Tested
- Funds Locked to Your Community
  - Shop Local Experts
  - Support, Support, Support
- The 'entire' Shop Local Solution
  - Long Term Happy Clients



### UNIQUE CLOSED LOOP GIFT CARD

We design your card and have it printed for you, ready to load! Your cards can only be spent in local participating businesses. Cards can be purchased online, and we can handle bulk orders and post them to you!



### REPORTING

We provide you with cloud-based, detailed reporting on how much money has been loaded into your program and where it's being spent!



### TERMINAL ACTIVATION & MONITORING

We ensure all of the terminals in the program are working fine and able to accept the local gift cards. Why Leave Town also offer a 'hands-free' approach, where we assist in activating the business terminal without a council or program representative having to physically visit the store.



### MARKETING SUPPORT

When you sign up, we provide you with generic marketing assets to help boost the program. We are active on social media and have branded marketing materials that can be purchased at an additional cost.



### SUPPORT

Problems purchasing a card? With a terminal? Checking the balance on a card? Simply call or email us for business hours support.



## PROGRAM BENEFITS



### KEEPING IT LOCAL

- More than 80 programs around Australia have loaded over \$22 million dollars that can only be spent in their local communities
- WLT gift cards can only be spent in local participating businesses
- Businesses benefit as all funds loaded must be spent in town
- Gives employers and industry 'choice' when supporting local



### ENDLESS POSSIBILITIES

- Plenty of choice, not just a 'one venue' voucher
- People can use it to treat themselves or take care of the essential items like groceries and fuel
- Do all of your shopping in one place
- More thoughtful than 'cash'



### MORE THAN JUST A GIFT CARD

- Can be used to give discounts
- Give instead of sponsorships/donations so money can stay locally
- Businesses can use the cards as sales tools to encourage customers to spend more or not put items on an account
- Perfect for relief funding in response to things like drought, floods, bushfires and pandemics
- Offers Councils / Chambers / Organisations consumer spending data that otherwise doesn't exist!



## SUCCESSFUL PROGRAM VS FAILED PROGRAM

While our programs are designed not to require too much hands-on work at the local level, we recommend every program kicks off with a clear plan and strategy. After more than ten years operating local gift card programs, we have seen plenty of hugely successful programs and some others that haven't taken off. We have compiled some ideas below that we believe will help ensure your community gift card program is a success.

Once launched, you will receive plenty of support from Why Leave Town to help establish and grow your own unique community gift card program.



### SUCCESSFUL PROGRAM

- A clear, upfront plan
- Sponsorship of cards
- Engagement of local services clubs
- Engagement of local employers
- A simple social media strategy
- At least a handful of committed businesses
- Using WLTs applications to avoid double handling
- Ensuring the cards are used for relief support



### STRUGGLING PROGRAM

- X No plan other than signing up
- X Seeks no sponsorship for cards
- X Doesn't engage local service clubs or employers
- X No social or traditional media advertising or strategy
- X Absence of committed businesses who are unclear about the potential of the program
- X Doesn't use WLTs applications or provide links to businesses
- X Doesn't communicate with WLT



## TESTIMONIALS



Like any good product, the success of the Cowra Cash Card requires that we continue to promote and encourage its use. Its success has now seen the Cowra Shire Council come on board as a key supporter. We would recommend any town that is looking for an idea to support local business to consider the Why Leave Town Gift Card as an option."

— COWRA BUSINESS CHAMBER



Council has received a great deal of positive feedback about the gift card program from the business community and the general public and the gift card program has been a great success for Council. I would recommend Why Leave Town Promotions to anyone considering implementing a gift card program in their town or community."

— BATHURST REGIONAL COUNCIL



The Gilgandra community has welcomed the WLT gift cards. They have been particularly beneficial for distributing any drought funding or donations from other communities, given that they must be spent in the local area."

— JULIE PROUT  
BENDIGO BANK GILGANDRA (NSW)



General communication with Ashley Watt is outstanding, he usually responds quite fast and very customer focused. People (in this case: small businesses) before profit is definitely the case with him."

— MARIEKE JANSSEN, LOVE THE BAY (NSW)



Mr Katter said the Why Leave Town initiative was genius. He commended Cloncurry for being ahead of the eight-ball and putting into practice what so many preach. "I'd love to see this initiative picked up all across Traeger and indeed in other parts of rural Queensland," he said.

— ROBBIE KATTER,  
MEMBER FOR TRAEGER (QLD)





## COST OVERVIEW

*The cost of the Why Leave Town Ultimate Gift Card Program can be broken into 3 distinct sections:*

### 1) Base Subscription Fee

To have access to the Why Leave Town model a subscription fee must be paid. The below subscription fee covers a period of 5 years. From our extensive experience in creating and maintaining shop local gift card programs, we have found that those programs that have a long term view have the greatest chance of success. Hence why our contract is over a 5 year period.

The base fee for the program is **\$13,960 + GST** payable up front.

#### This base fee includes the following:

- Merchant registration portal.
- Merchant terminal activation.
- Locking down of terminals so your program is 'closed loop'.
- Online merchant training.
- Digital merchant welcome packs.
- Business hour support for program partners, merchants and customers.
- Card registration to protect against losing value of card if the card is lost.
- Online balance checking and transaction history for customers.
- Custom landing page for community program.
- Website listing of participating stores with filters to find relevant merchants.
- Online purchasing of gift cards.
- Facilitation of bulk sales of gift cards.
- Cloud based reporting platform so program partners can assess the performance of the program.
- Monthly merchant newsletter.

### 2) Card Costs

In term of cards there are 3 different options available, each with differing costs to both the program partner (i.e. local council) and the purchaser of the card. Note that branded cards include local images & logos designed in consultation with the program partner. The WLT Generic design is just one design that can be used across multiple programs (i.e. no local imagery). The WLT Generic design would include basic text on the front of the card to indicate what community it is linked to.

All prices ex GST and exclude any postage fees or credit card payment fees (these will be passed onto customer and will vary based on order details).

Card Type	Cost to Program Partner Per Card	Cost to Card Purchaser Per Card	Min Units
<b>Branded Digital Card</b>	\$0	\$2.50	N/A
<b>Branded Physical Card</b>	\$6.13	\$0*	5,000
<b>WLT Generic Physical Card</b>	\$0	\$5.20	N/A

*\*Cost of cards can be passed onto customer at time of purchase, however program partner still has to cover the initial purchase of stock cards.*



## COST OVERVIEW

### 3) Additional Marketing Material (Optional)

At the heart of many of Why Leave Town's more successful local gift card programs has been a strong local branding presence. Therefore, it is strongly recommended that some level of investment is made into helping to promote the program at the local level.

Below is a list of marketing material offered by Why Leave Town:

Collateral	Details	Unit Price	Min Units
<b>Branded Gift Card Hangers</b>	Cardboard envelopes that the plastic gift cards are placed in. This allows a space for messages to be written to the card recipient, and also presents an opportunity for additional branding and info about the program.	\$0.35	5000  Talk to us about pricing for smaller quantities.
<b>Accepted Here Stickers</b>	100mm x 200mm	\$7.00	100
<b>Fingerprint Stickers</b>	Unique program QR code that links locals to one central point where all program information is easily accessed (e.g. participating stores, sales, balance checks, local offers, etc)	\$20.00	10
<b>Teardrop Banners</b>	2300mm x 900mm	\$250	10
<b>Wall Flags</b>	400mm x 700mm	\$110	15
<b>Posters</b>	A3	\$5	100
<b>Counter Displays</b>	C5 Corflute with stand	\$20	10
<b>Oversized Card</b>	400mm x 600mm corflute	\$65	1





## COST OVERVIEW

For a new program Why Leave Town would suggest the following units based on the size of the program:

	Small (50 merchants)		Medium (100 merchants)		Large (200 merchants)	
<b>Collateral</b>	<b>Units</b>	<b>Cost</b>	<b>Units</b>	<b>Cost</b>	<b>Units</b>	<b>Cost</b>
Branded Gift Card Hangers	5000	\$1750	5000	\$1750	5000	\$1750
Accepted Here Stickers	50	\$350	100	\$700	200	\$1400
Fingerprint Stickers	50	\$1000	100	\$2000	200	\$4000
Teardrop Banners	5	\$1250	10	\$2500	20	\$5000
Wall Flags	5	\$550	10	\$1100	20	\$2200
Posters	50	\$250	100	\$500	200	\$1000
Counter Displays	20	\$400	50	\$1000	100	\$2000
Oversized Card	1	\$65	3	\$195	5	\$325
<b>TOTAL COST</b>		<b>\$5,615</b>		<b>\$9,745</b>		<b>\$17,675</b>

\* Please note, all costs are ex. GST

## A NOTE ON EXPIRED FUNDS

Historically Why Leave Town has not received any funds from the expiring of gift cards in our programs. With the launch of the Why Leave Town Ultimate Gift Card, which is a much more advanced product, the cost of operating programs has increased dramatically. Therefore, in order to keep costs at a reasonable level for all parties involved (i.e. program partners, merchants and customers) Why Leave Town has been forced to modify its model. As per our previous products, 25% of the expired funds will stay with our card issuer, and the remaining 75% will now go to Why Leave Town. This allows us to continue investing in new technology that directly benefits our clients, retailers and local communities.



## WHAT NEXT?



Reach out about our  
program and read this!

• • • • •

You're keen? Head to our website  
and register your interest and book  
a call with us.

We'll send you a quote tailored to  
your needs. Once you're happy, '**SIGN  
OFF**' and send it back!

• • • • •

Time to design your card!

**Next:** registering and activating  
businesses so they're ready to  
accept the cards when they arrive.

• • • • •

Cards & businesses are ready! Lastly,  
advertise the program is kicking off!

• • • • •

**Usually 8-12 weeks from  
'Sign Off' to 'Launch'!**



## TIME TO LAUNCH!

#WhyLeaveTown #ShopLocal #GoLocalFirst  
#LiveLocalShopLocal #BuyFromTheBush  
#UseItOrLoseIt #BuyLocalorByeLocal  
#Locals4Locals #ShopLocalNSW #ShopLocalQLD  
#ShopLocalVIC #ShopLocalTAS #ShopLocalWA

Check out our website and social media for plenty more 'shop local' love:

**whyleavetown.com**





## MEET THE TEAM



### ASHLEY WATT

Founder / Director

Ashley has a Bachelor of Economics from the University of Sydney, with over 15 years experience in consumer market research. Working with major brands like Westpac, Telstra and Dairy Farmers, Ashley became interested in utilising his big brand knowledge and applying it instead to smaller retailers. Ashley founded Why Leave Town in 2007, juggling the often frantic workload while raising four kids with his wife, Carley. Ashley is the author of the book *Why Leave Town: Practical Ways to Encourage People to Shop Locally* and regularly speaks and engages with governments about the economic and social importance of local spend.

### JUSTIN SMITH

Founder

Justin has over 25 years of experience in sales and customer service. He is presently managing director of company JA Smith Solutions, based in Narrabri and servicing Australia. Justin oversees and advises on the company's activation and operations strategy. Justin's main role now in WLT is fielding any daily transactional issues, as well as being a pivotal member of the activation team.



### KRISTY TUCKER

Program Manager

With more than 20 years under her belt in business management, crossing a diverse range of industries, Kristy is your contact and support when rolling out a community gift card program with Why Leave Town. Kristy offers daily support to participating businesses and cardholders.

### CARLEY WATT

Program & Finance Manager

Although Carley has been a 'silent' partner in the business since its conception, she only officially joined the day to day operations team in July 2019. As Program Manager, Carley's day to day role is to process our ever growing online card orders and maintaining our financial systems.



### RHYS GARD

Shop Local Consultant

Rhys holds a bachelor's degree in English and Media from the University of New South Wales, with a decade of experience owning and operating small businesses across both media and hospitality.

Formerly managing Sales and Marketing at Why Leave Town, he loves to spread the story far and wide to local councils and chambers while sharing news and updates across social media. He currently assists Why Leave Town via presentations and local community consultations.







Cards4all Pty Ltd  
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 Phone: 07 5630 1911  
 Mobile: 0415 111 890  
 Fax: 07 5524 6733

15/09/2022

## QUILPIE SHIRE COUNCIL – BUY LOCAL STAY LOCAL

### 36 MONTH EXPIRY CLOSED LOOP GIFT CARD QUOTE

#### YOUR QUOTE:

- One off Set Up and Establishment including One Custom Artwork Design = \$450 + GST
- Supply 500 Closed Loop EFTPOS Gift Cards @ \$2.90 = \$1,450 + GST
- Supply 30 Activation Cards @ \$2.90 = \$87 + GST
- Packing and Post to one central point = \$38 + GST (Depending on the weight of the order)
- **Total - \$2,025+ GST**
- **There are no ongoing card transaction fees or annual subscription fees**
- Your order will be dispatched in approximately 15 working days from the artwork approval sign off.
- Cards to have 36-month expiry
- We can supply custom designed card carriers. Price varies depending on design
- Point of sale 36 card Spinner Display Stands are available for \$35 + GST
- Transaction Reporting is available monthly for \$150 + GST per annum or quarterly reports for \$120 + GST per annum

#### CARD CARRIERS:

- We can supply custom designed card carriers. Price varies depending on design
- We do have Generic Card Carriers @ \$0.30 + GST each

#### YOUR CARDS:

##### Set up and use

- Can be loaded with funds ranging from \$10 to \$1000.
- In order for the gift cards to transact, the Eftpos terminal must have swipe capability so the magnetic stripe can be read. Please note the gift cards do not have a chip.
- Can be loaded using an eftpos terminal or by using your internet banking OR we can bulk load them for you. **We require cleared funds prior to loading cards.**
- The expiry date and amount loaded can be written on the back of the card.

##### Easy and prompt

- Are compatible with your existing hardware or software.
- Our current turnaround time is approximately 15 working days from your artwork approval sign off to the dispatch of your order.

##### Above Industry Standard

- Cards4all offer a window of 30 days (grace period) in which we have access to the expired funds. During this grace period we are more than happy and able to transfer the expired funds across to a replacement gift card.
- If a card holder misplaces their gift card and you have a record of the whole card number, we can transfer the funds to a replacement gift card.

##### Artwork

- You can provide us with the artwork, or we can make a card design for you (we require a high res image of your logo and any text you want on the front of the card)
- We will ensure it is OK for printing and have you sign off on it beforehand

##### Support

- Cardholders can check card balances 24/7 at [www.cards4all.com.au](http://www.cards4all.com.au)
- You, or your cardholders can call our Helpdesk on 1300 691 066

This quote is valid for 3 months



**8.4 PRELIMINARY DEVELOPMENT APPLICATION FOR QUILPIE BOWLS CLUB****IX:** 242120**Author:** Janelle Menzies, Manager Governance and Compliance

**Attachments:**

1. Quilpie Club Inc Shadesail Request [↓](#)
2. Preliminary Development Application [↓](#)
3. Shade Sail Canopy Plan [↓](#)
4. Lismore Bowls Club [↓](#)
5. Quilpie Sun Shade [↓](#)
6. Quilpie Site Plan [↓](#)

**KEY OUTCOME**

**Key Outcome:** 1. Great Place to Live

**Key Initiative:** 1.1 Well-planned and highly liveable communities  
1.2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes

**EXECUTIVE SUMMARY**

To approve a preliminary Building Application for the Quilpie Bowls Club to enable them to apply for funding for a sunshade structure.

---

**RECOMMENDATION**

That Council approve the preliminary development application for the Quilpie Bowls Club to enable them to apply for funding for a sunshade structure.

**BACKGROUND**

The Quilpie Bowls Club have approached Council with an application for a preliminary development application to enable them to apply for funding for a sunshade structure.

We have provided the proposed building application to our building certifiers who have prepared the preliminary building application.

This preliminary building approval will satisfy the grant applications funding guidelines.

**CONSULTATION (Internal/External)**

Council CEO – Justin Hancock

Town Planning Services at Maranoa Regional Council

Building Certifier – GBA Consultants

**LEGAL IMPLICATIONS**

Nil



**POLICY AND LEGISLATION**

Planning Act 2016

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil



**Janelle Menzies**

---

**Subject:** FW: Quilpie Club Inc  
**Attachments:** council-approvals-form-DA-BA- Quilpie Club.docx; Quilpie SunTamer 08.2023.doc; Design info from supplier.docx; 13708\_S02\_Shade Canopy Plan & Details(A).pdf; 16274-010\_SHADEX - LISMORE BOWLS CLUB\_OLIVER AVE.pdf; Unknown.pdf

---

**From:** leanne <[leanne@completeperformancesolutions.com](mailto:leanne@completeperformancesolutions.com)>  
**Sent:** Thursday, September 14, 2023 4:07 PM  
**To:** Quilpie Shire Council <[adminmail@quilpie.qld.gov.au](mailto:adminmail@quilpie.qld.gov.au)>  
**Cc:** [office@quilpieclub.com](mailto:office@quilpieclub.com); Kerri Vagg <[kerri@apvcontracting.com.au](mailto:kerri@apvcontracting.com.au)>  
**Subject:** Quilpie Club Inc

You don't often get email from [leanne@completeperformancesolutions.com](mailto:leanne@completeperformancesolutions.com). [Learn why this is important](#)

Dear Council

Quilpie Club Inc is planning to apply for funding through the Department of Tourism, Innovation and Sport Minor Infrastructure Program, for a retractable shade cover over the bowls green. The retractable shade cover will improve safety, participation and quality of facilities, and will greatly benefit our club and wider community.

We need to attach a 'Council approval form' with the application. Please find attached the council approvals form to complete and all the project planning info/documentation we have so far. We are seeking additional quotes for the project. Please let us know if there's anything else needed.

Thank you.





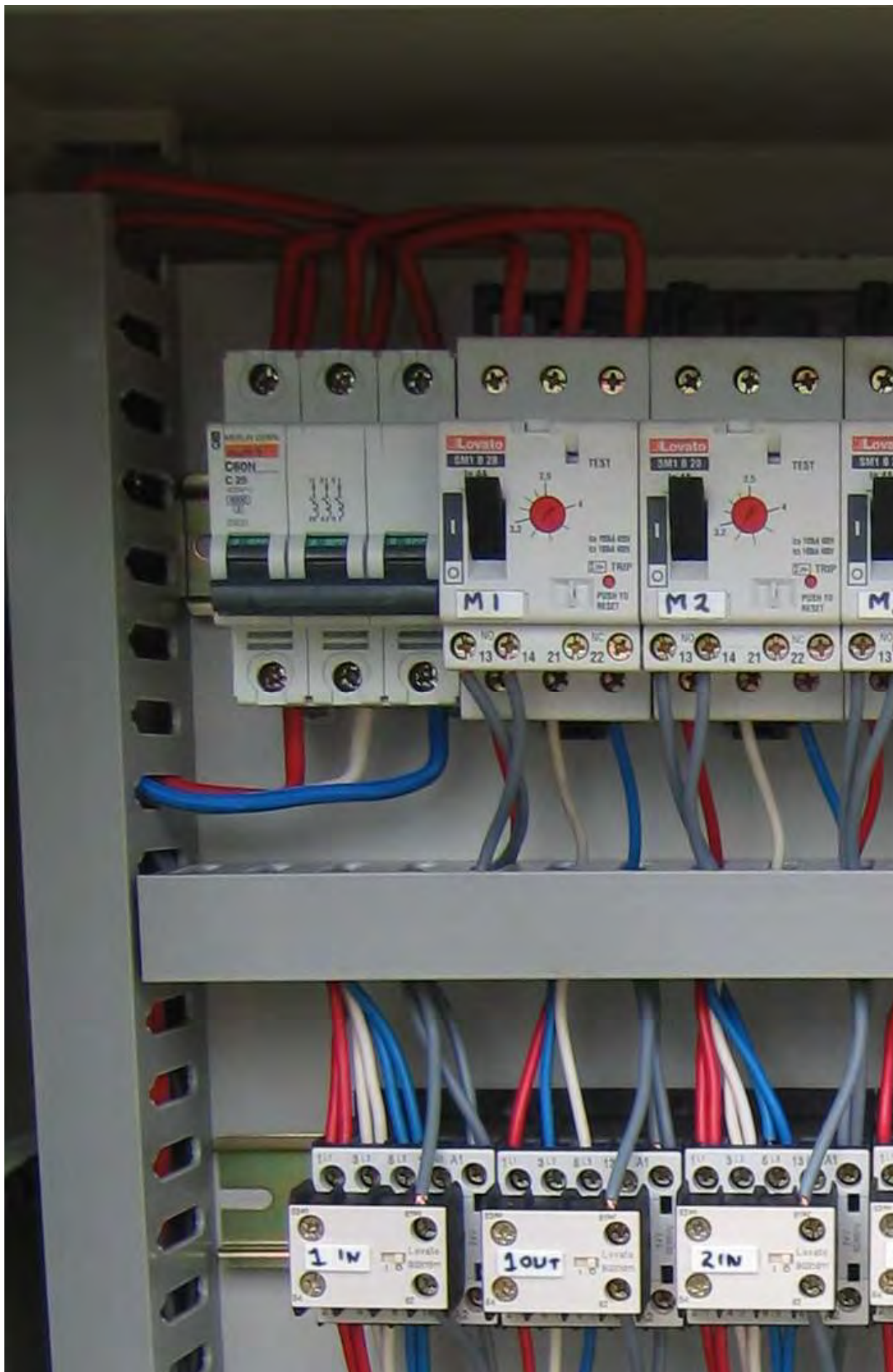








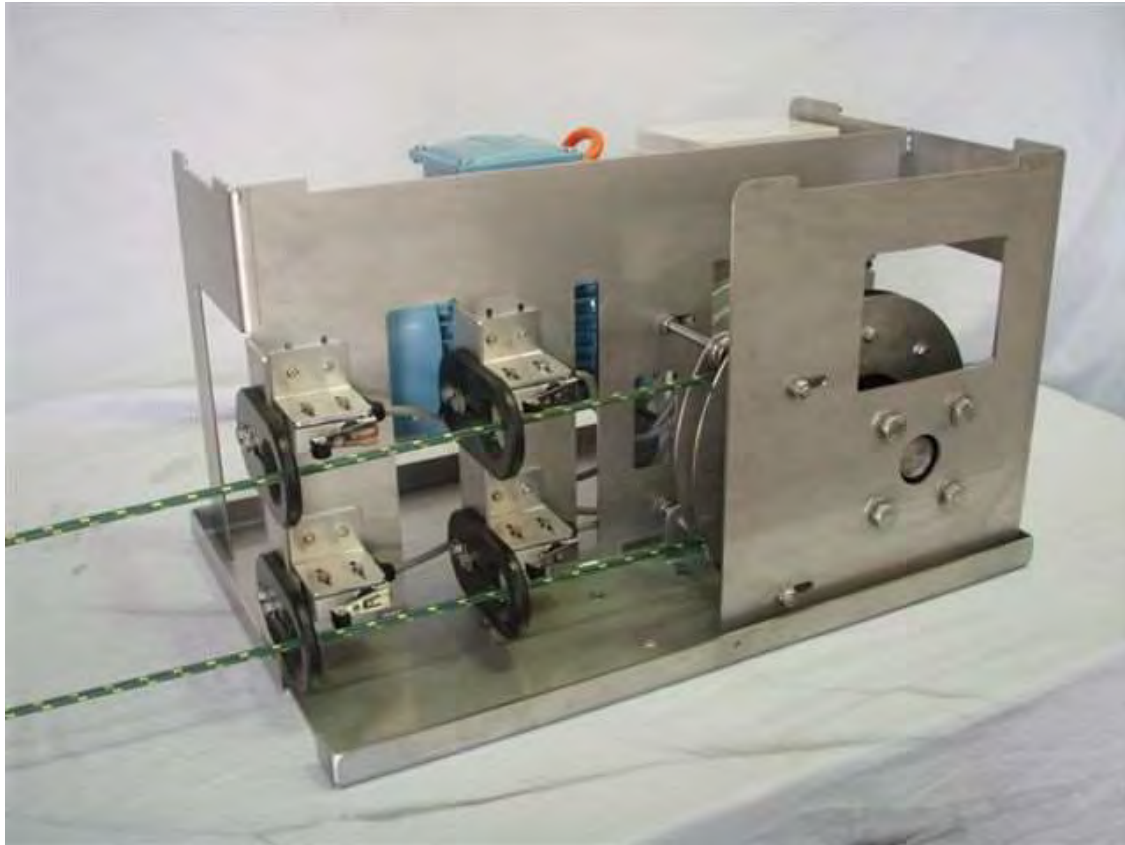












Regards,

Leanne Cordero  
Complete Performance Solutions  
[www.completeperformancesolutions.com](http://www.completeperformancesolutions.com)  
[leanne@completeperformancesolutions.com](mailto:leanne@completeperformancesolutions.com)  
Phone: 0402 076 311





## Quilpie Shire Council

P: 07 4656 0500

E: admin@quilpie.qld.gov.au

A: 50 Brolga Street, Quilpie Q 4480

P: PO Box 57, Quilpie QLD 4480

W: quilpie.qld.gov.au

ABN 53 680 434 639

Our Reference: (Doc Number) : Justin Hancock

## Decision Notice Approval

Planning Act Form 2 (version 1.2 effective 7 February 2020) made under section 282 of the Planning Act 2016 for a decision notice (approval) under section 63(2) of the Planning Act 2016

Contact: Jason Burger  
 Telephone: (07) 4651 5177  
 Email: building@gbaengineers.com.au

<b>Applicants Name/s</b>	Quilpie Club Inc (Bowls Club)	<b>Owners Name/s</b>	Quilpie Club Inc (Bowls Club)
<b>Applicants Address</b>	86 Brolga Street Quilpie QLD 4480	<b>Owners Address</b>	86 Brolga Street Quilpie QLD 4480

<b>Application No</b>	BA08 23-24
<b>Real Property Description</b>	Lot 2 on Q68045
<b>Property Location</b>	86 Brolga Street, Quilpie
<b>Class</b>	10
<b>Proposal Details</b>	Preliminary Approval- Shade Structure
<b>Development Type</b>	Building Work
<b>Approval Type</b>	Development Permit

I wish to advise that, on 26 September 2023 the above application was:

☒ Preliminary Approved.  
 (The conditions of this approval are set out below).

☐ Refused

This approval is for the development stated above and does not imply approval for any other construction.

**Building and Plumbing Legislation**

Compliance with the requirements of the -

- Planning Act 2016
- Building Act 1975
- National Construction Code (NCC) Volume 1-3
- Housing Provisions Standard 2022 (HPS)
- Building Regulation 2021
- Liveable Housing Design Standard
- Plumbing and Drainage Standard A.S. 3500
- Local laws
- Local Government Planning Scheme
- General and Special Building Permit Conditions (attached), and
- all other relevant Acts and Australian Standards

**Environmental Protection Act & Environmental Protection (Water) Policy**

There is a duty under this legislation for the builder and the owner to take all reasonable and practical measures to minimise or prevent environmental harm including discharge of sediment or building wastes to stormwater.

Advice and information may also be obtained from the Department of Environment and Heritage Protection.  
**(Advice only)**



**GENERAL BUILDING PERMIT CONDITIONS**

(Where applicable with the National Construction Code, Regulations &amp; Standards)

**This Preliminary Approval takes effect:**

- from the time the decision notice is given, if there is no submitter and the applicant does not appeal the decision to the court, or
- when the submitter's appeal period ends, if there is a submitter and the applicant does not appeal the decision to the court, or
- subject to the decision of the court, when the appeal is finally decided, if an appeal is made to the court.

**Preliminary Approval Lapsing Period**

- This approval will be void if the construction and building approval conditions are not completed within six months of the date of issue – the date of this building approval. Note: An extension of time may be granted.

**Codes to comply with for self-assessable development related to the development approved:**

- Relevant Town Planning Code/s

**Referral/Concurrence Agencies**

Type	Name of Referral/Concurrence Agency	Address
NIL		

**Submissions**

Name of Principal Submitter	Address
NIL	



**GENERAL BUILDING PERMIT CONDITIONS**

(Where applicable with the National Construction Code, Regulations & Standards)

**Appeal Rights**

This Decision Notice may be appealed as per the following sections of the *Planning Act 2016*:

[Chapter 6, Part 1 - Dispute Resolution, Appeal Rights](#)

[Chapter 6, Part 2 - Dispute Resolution, Development Tribunal](#)

Appeals to Tribunal or P&E (Planning & Environment) Court – contact details below:

**Postal Address:**

The Registrar  
Development Tribunals  
GPO Box 2457  
Brisbane Qld 4001

**Registrar Phone:**

1800 804 833

**Registrar Email:**

[registrar@hpw.qld.gov.au](mailto:registrar@hpw.qld.gov.au)

More Information Websites:

[Appealing Decisions to Development Tribunals](#)

[Planning & Environment Court](#)



**GENERAL BUILDING PERMIT CONDITIONS**

(Where applicable with the National Construction Code, Regulations &amp; Standards)

**Siting Requirements**

1. The property owner shall be responsible for ensuring that the property boundary shown on the approved plans is true and correct and that all building works, site works, and drainage are maintained within the allotment boundary.
2. The site may be required to be surveyed if no existing survey pegs are available or a surveyor's declaration certifying that the survey pegs have been reinstated shall be submitted to the Building Certifier prior to commencement of the building work.
3. Unless specifically approved by Council and the owner of the subject adjoining land, the development shall be designed and constructed such that no ponding or redirection of stormwater occurs on adjoining lands.
4. All stormwater flows from upstream areas and adjacent to the development site shall be catered for through the site and shall be discharged at a point and in a manner acceptable to Council.
5. All works required for this development shall take due regard of any and all existing services and, if considered necessary by the relevant authority or Council's Development Manager, such works shall be altered at the cost of the Developer.
6. Schedule 1 of the Building Regulation 2021 deems cut or fill adjacent to boundaries to be self-assessable in some instances. Retaining walls with no surcharge loadings if the total finished height of the wall, or the total height of the fill or cut retained is not more than 1.0m above the adjoining ground level and the wall is no closer than 1.5m to a building or another retaining wall. (Retention of cut and fill that does not comply with the pre mentioned shall be retained by engineer designed pre-approved structures).
7. Owners and/or builders shall locate services, sewerage pipes and stormwater pipes which traverse the subject site and exist on the frontage, prior to the commencement of excavations on the site. Alterations to fire hydrants, valves, street gully traps and pits, stormwater, and sewerage manholes, due to changing ground levels or concreting around, shall be carried out by Council at the owner's expense.

**Plumbing Requirements**

Unless otherwise specified, roof water shall be piped to the street. Where roof water is piped to the kerb and channel, an approved adaptor should be used for the kerb connection.

If not possible, it may be piped to a 1m<sup>3</sup> rubble pit (if soil conditions are suitable) fitted with a surcharge grate located in a position as far as practicable from downstream property owners and sufficiently away from the structure, not to cause structural damage to the building. Rubble pits should be increased in volume equitable to the roof area being served. If unsure of appropriate system, please contact the Building Certifier to discuss.

**Note: If inter-allotment drainage is provided, the roof and site drainage must be connected to that system.**

**Refer to Special Building Permit Conditions  
for any additional conditions relating to this Decision Notice**



### SPECIAL BUILDING PERMIT CONDITIONS

#### **Building Conditions**

1. Prior to construction of the shade awnings, the required Development Approval for building works is to be obtained comprising of the following documentation.
  - I. Structural construction plans to be provided by a Registered Professional Engineer of Queensland (RPEQ).
  - II. Form 15 compliance certificate for building design or specification from a Registered Professional.

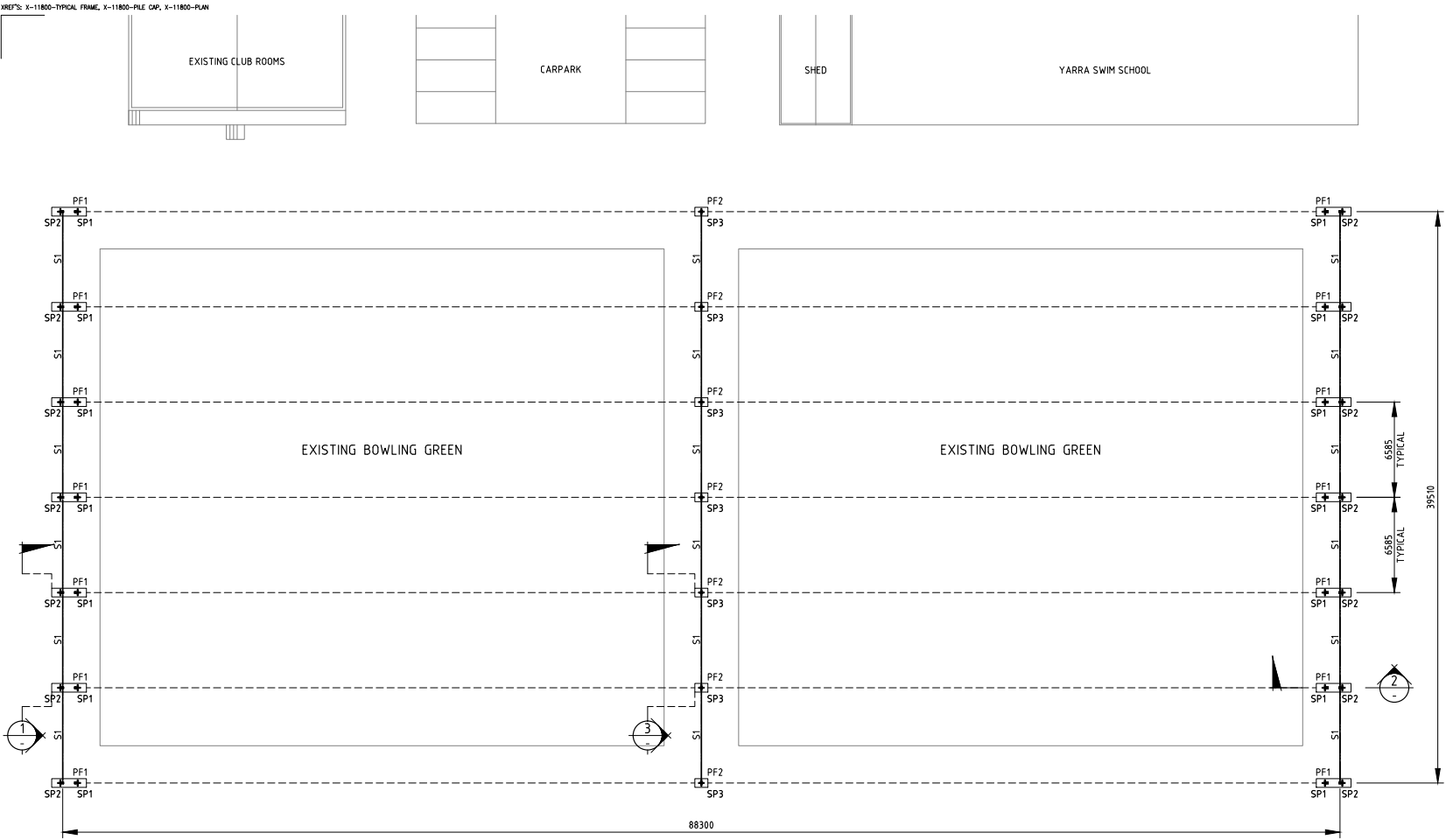
#### **Approved Plans**

The approved plans and/or documents for this development approval are listed in the following table.

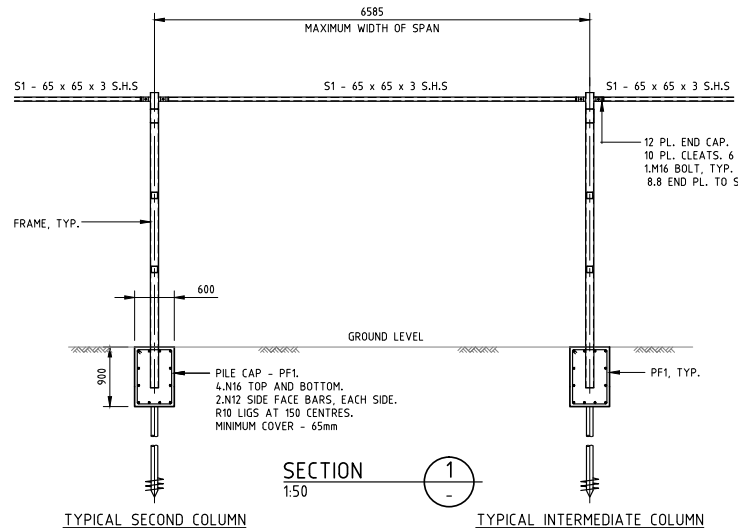
Plan / Document Number	Plan / Document Name	Date
Nil	Site Plan	26/09/2023
Nil	Shadex Quotation	23/08/2023
13708- S02	Concept Design- Shadex Industries	13/07/12
16274-10, S01& S02	Concept Design- Lismore Workers Club	NII
06.03.15/002	Concept Design- Shadex Industries	June 03

  
 .....  
 Jason Burger  
**Building Certifier**  
**QBCC- A1010589**

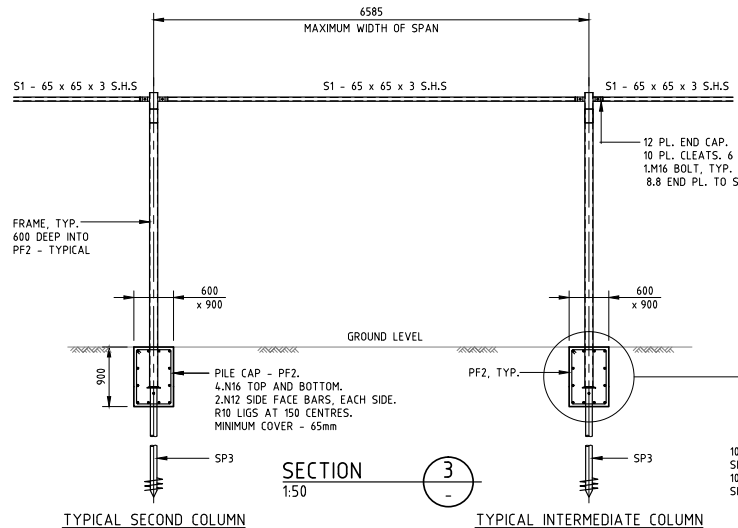




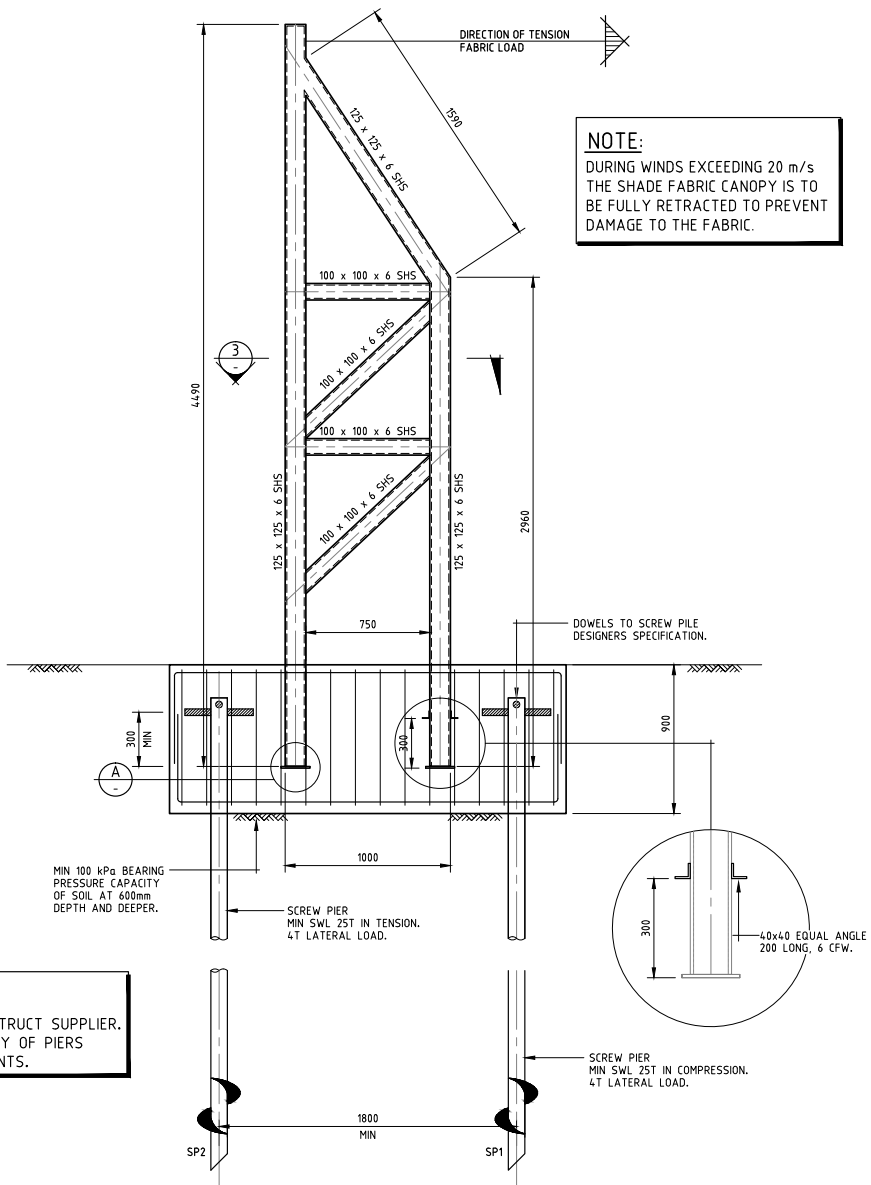
RETRACTABLE SHADE CANOPY SITE DETAIL  
SCALE 1:200



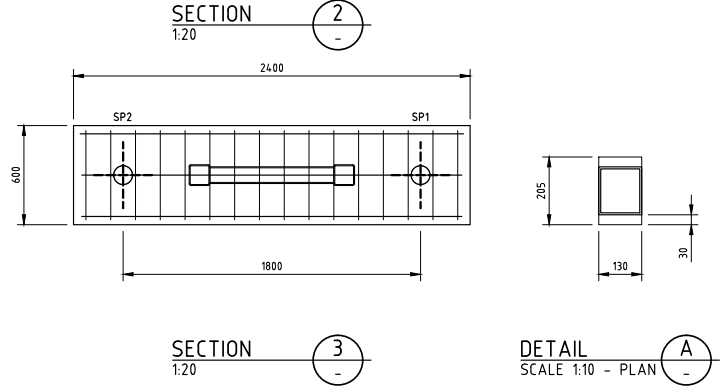
TYPICAL FRAME / PILE CAP (PF1) ELEVATION  
SCALE 1:50



TYPICAL MIDDLE POST DETAIL  
SCALE 1:50



TYPICAL FRAME / PILE CAP (PF1) SECTION  
SCALE 1:20



SECTION 2  
SCALE 1:20

SECTION 3  
SCALE 1:20

Preliminary Approval			
A	13.07.12	ISSUED FOR CONSTRUCTION	BC BT
01	12.07.12	PRELIMINARY - issued for information	BC BT
Rev	Date	Description	By

APPLICATION NO.	BA08 23-24
DEVELOPMENT APPROVAL FOR BUILDING WORK SHOWN ON THIS PLAN/DEVELOPMENT IS GRANTED PURSUANT TO THE QUEENSLAND BUILDING ACT 1975 AND SUBJECT TO THE CONDITION ATTACHED TO THE DECISION NOTICES	

<b>ADG</b>
Gold Coast Office Suite 201 Level 1, 1 Short Street, Southport, Queensland 4215 PO Box 208, Southport, Queensland 4215 T +617 5528 1855 F +617 5528 4723 E info@adg.com.au W www.adg.com.au AUSTRALASIA / ASIA / EUROPE / MIDDLE EAST

Client	SHADEX INDUSTRIES (AUST) PTY LTD.	Discipline	STRUCTURAL	Status	CONSTRUCTION	Title	RETRACTABLE SHADE CANOPY DETAIL TYPICAL FRAME & PILE CAP DETAILS
Project Name	GREENSBOROUGH BOWLING CLUB 18 LIAT WAY, GREENSBOROUGH VICTORIA. 3088	Designed By	TP	Checked By	BT	Approved By	BT
Project No.	13708	Drawn By	BC	Scale at A1	1:20, 1:50, 1:200	Drawing No.	S02
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## GENERAL

- G1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANTS' DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ANY DISCREPANCY SHALL BE REFERRED TO BCA ENG PVTY LTD. BEFORE PROCEEDING WITH THE WORK.  
(IF IN DOUBT ASK)
- G2. ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE RELEVANT AND CURRENT AUSTRALIAN STANDARDS AND WITH THE BY-LAWS AND ORDINANCES OF THE RELEVANT BUILDING AUTHORITIES EXCEPT WHERE VARYED BY THE PROJECT SPECIFICATION OR WRITTEN INSTRUCTION.
- G3. SETTING-OUT DIMENSIONS AND SIZES OF STRUCTURAL MEMBERS SHALL NOT BE OBTAINED BY SCALING THE STRUCTURAL DRAWINGS. ANY SETTING-OUT DIMENSIONS SHOWN ON THE STRUCTURAL DRAWINGS SHALL BE CHECKED BY THE CONTRACTOR BEFORE CONSTRUCTION COMMENCES.
- G4. DURING CONSTRUCTION, THE STRUCTURE, NEIGHBOURING STRUCTURES AND ADJACENT SERVICES SHALL BE MAINTAINED IN A SAFE AND STABLE CONDITION. NO PART SHALL BE OVERSTRESSED. TEMPORARY SUPPORT AND BRACING SHALL BE PROVIDED BY THE CONTRACTOR AS REQUIRED TO KEEP THE WORKS AND ADJACENTS STABLE AT ALL TIMES.
- G5. UNLESS NOTED OTHERWISE ALL LEVELS ARE IN METRES AND ALL DIMENSIONS ARE IN MILLIMETRES.
- G6. THE STRUCTURAL COMPONENTS DETAILED ON THESE DRAWINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH THE RELEVANT SAA CODES AND LOCAL AUTHORITY ORDINANCES FOR THE FOLLOWING LOADINGS.  

<u>USAGE</u>	<u>LOAD</u>
END SUPPORTING FRAMES	10 TON PRETENSION
GENERAL SUPPORTING FRAMES	8 TON PRETENSION
- G7. DURING WINDS EXCEEDING 20 m/s THE SHADE FABRIC CANOPY IS TO BE FULLY RETRACTED TO PREVENT DAMAGE TO THE FABRIC.
- G8. THE SUPPORTING FRAMES HAVE BEEN DESIGNED FOR MAX WIND SPEED OF 20 m/s

## BORED PILE NOTES

- BP1. ALL PILES SHALL BE CONSTRUCTED IN ACCORDANCE WITH AS 2159.
- BP2. ALL PILES SHALL BE INSTALLED WITH A MAXIMUM PLAN TOLERANCE OF 50mm AND A VERTICAL TOLERANCE OF 1100  
AN AS-BUILT SURVEY OF PLAN LOCATION OF ALL PILES SHALL BE SUPPLIED TO THE ENGINEER WITHIN 4 DAYS OF COMPLETING PILING WORKS.
- BP3. THE PILING CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION AND PROTECTION OF ALL EXISTING IN-GROUND SERVICES DURING THE INSTALLATION OF PILES.
- BP4. ALL CAST INITU BORED PILES SHALL BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEER AND APPROVED PRIOR TO PLACING CONCRETE.
- BP5. THE PILING CONTRACTOR SHALL GUARANTEE THAT THE SETTLEMENT OF EACH PILE OR GROUP OF PILES SHALL NOT EXCEED 20mm. SUCH GUARANTEE SHALL REMAIN EFFECTIVE FOR FIVE (5) YEARS FROM THE CERTIFIED DATE OF PRACTICAL COMPLETION OF THE BUILDING.
- BP6. BORED PILES SHALL BE CUT AT LEAST 300mm HIGH AND CUT BACK TO EXPOSE SOUND CONCRETE AT CAST-OFF LEVEL.

## STRUCTURAL STEEL

51. ALL WORKSMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH AS 4100 AND AS 1554 EXCEPT WHERE VARIED BY THE CONTRACT DOCUMENTS.
52. THREE (3) COPIES OF WORKSHOP FABRICATION DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW AT LEAST 7 DAYS PRIOR TO COMMENCEMENT OF FABRICATION.
53. BOLT DESIGNATION - TYPICAL U.N.O.
- | BOLT TYPE   | COMMENTS  |
|-------------|---|
| 4.6/5.....  | CHEMICAL BOLTS OF GRADE 4.6 TO AS 1111  |
| 8.8/5.....  | SNUG TIGHTENED.   |
| 8.8/5.....  | HIGH STRENGTH STRUCTURAL BOLTS OF GRADE 8.8 TO AS 1252 SNUG TIGHTENED   |
| 8.8/TB..... | HIGH STRENGTH STRUCTURAL BOLTS OF GRADE 8.8 TO AS 1252 FULLY TENSIONED TO AS 1511 AS A BEARING JOINT                                      |
| 8.8/TF..... | HIGH STRENGTH STRUCTURAL BOLTS OF GRADE 8.8 TO AS 1252 FULLY TENSIONED TO AS 1511 AS A FRICTION JOINT WITH FACING SURFACES LEFT UNCOATED. |
54. UNLESS NOTED OTHERWISE ALL BOLTS SHALL BE M16 GRADE 8.8/5. NO CONNECTION SHALL HAVE LESS THAN 2 M16 8.8/5.
55. TB AND TF BOLTS SHALL BE INSTALLED USING APPROVED LOAD INDICATING WASHERS.
56. UNLESS NOTED, ALL WELDS SHALL BE 6mm CONTINUOUS FILLET (NOTED CFWI). CATEGORY GP USING E6XX ELECTRODES. BUTT WELDS SHALL BE COMPLETE PENETRATION BUTT WELDS TO AS 1554.
57. UNLESS NOTED, ALL GUSSET PLATES SHALL BE 10 mm.
58. CONCRETE ENCASED STEELWORK SHALL BE UNPAINTED, FREE FROM ALL LOOSE RUST, LOOSE MILL SCALE, DRY OIL, GREASE ETC AND THE ENCASEMENT CONCRETE STRENGTH SHALL BE MINIMUM OF 25 MPa AND COVER 65 mm. CONCRETE ENCASEING SHALL BE CENTRALLY REINFORCED WITH 5mm WIRE TO AS 1303 OR 6mm STRUCTURAL GRADE BARS AS AS 1302 AT 150mm PITCH.
59. ALL STEELWORK SHALL BE SECURELY TEMPORARILY BRACED AS NECESSARY TO STABILISE THE STRUCTURE DURING ERECTION.
510. ALL STEELWORK THAT WILL BE EXPOSED TO VIEW SHALL HAVE WELD SPATTER, FLUX, DAGS AND BURRS REMOVED AND ALL SEALING AND BUTT WELDS LOOSE END FLUSH. PRIOR TO SURFACE PREPARATION AND COATING.
511. THE CONTRACTOR SHALL PROVIDE ALL CLEATS AND DRILL ALL HOLES NECESSARY FOR FIXING STEEL TO STEEL AND TIMBER AND OTHER ELEMENTS TO STEEL WHETHER OR NOT DETAILED IN THE DRAWINGS.
512. STRUCTURAL STEELWORK NOT ENCASED IN CONCRETE SHALL HAVE THE FOLLOWING SURFACE TREATMENT IN ACCORDANCE WITH THE SPECIFICATION.
- | ELEMENT                      | SURFACE CLEANING       | PRIMING                    | FINISH                       |
|------------------------------|------------------------|----------------------------|------------------------------|
| EXPOSED STEELWORK (INTERNAL) | SANDBLAST TO CLASS 2.5 | 75- $\mu$ m ZINC PHOSPHATE | SEE ARCHITECTS SPECIFICATION |
| NON EXPOSED STEELWORK        | POWER WIRE BRUSH       | 75- $\mu$ m ZINC PHOSPHATE | ---                          |
| EXPOSED STEELWORK (EXTERNAL) | SANDBLAST TO CLASS 1.5 | HOT DIP GALVANISED         | SEE ARCHITECTS SPECIFICATION |
513. ALL STEELWORK SHALL BE GRADE 300 GENERALLY AND GRADE 450 FOR COLD FORMED LIGHT GRADE SECTIONS U.N.O.
514. ALL HOLDING DOWN BOLTS SHALL BE EITHER COMMERCIAL BOLTS OR BE MADE FROM MILD STEEL BARS WITH A MINIMUM FY OF 230 MPa. U.N.O.
515. TESTING OF WELDS SHALL BE IN ACCORDANCE WITH THE SPECIFICATION.
516. STEELWORK U.N.O. SHALL BE BLASTED TO CLASS 2.5 AND GIVEN TWO COATS OF ZINC PHOSPHATE PRIMER.
517. ALL FULLY SEALED HOLLOW OR BOX SECTIONS CONTAINING TOTALLY ENCLOSED AREAS MUST BE VENTED NEAR EACH END WHEN THE MEMBER IS TO BE GALVANISED. THE MINIMUM DIAMETER OF THE VENT HOLES IS TO BE 25% OF THE INTERNAL DIAMETER OR DIAGONAL DIMENSION FOR SECTIONS UP TO 150mm. FOR LARGER MEMBERS VENTING DETAILS SHALL BE PROVIDED BY THE GALVANISER FOR THE APPROVAL OF THE ENGINEER PRIOR TO THE GALVANISING.
518. CRACKER HOLLOW SECTIONS CHS SHALL BE GRADE 250 IN ACCORDANCE WITH AS 1163 UP TO 165.1mm OUTSIDE DIAMETER. U.N.O.
519. ALL TURNBUCKLES, CLIPS, STAINLESS STEEL CABLE, SHADE FABRIC AND THEIR CONNECTIONS TO BE DESIGNED AND CERTIFIED BY OTHERS.

APPLICATION NO. BA08 23-24

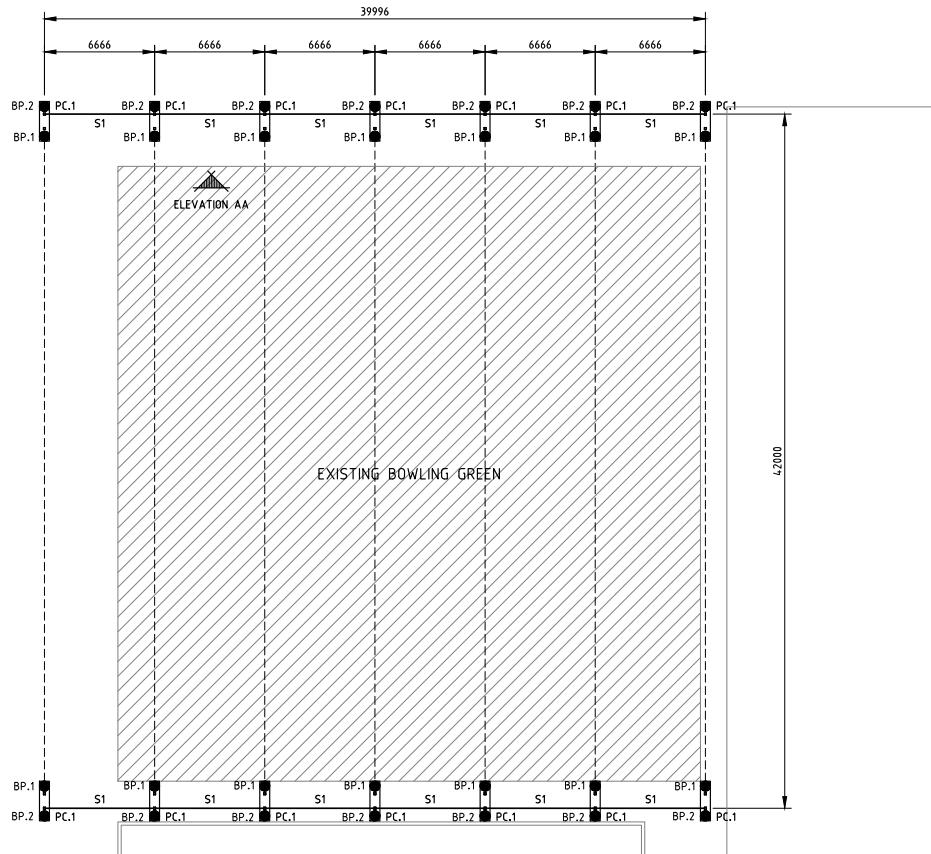
DEVELOPMENT APPROVAL FOR BUILDING WORK  
SHOWN ON THIS PLAN/DEVELOPMENT IS GRANTED  
PURSUANT TO THE QUEENSLAND BUILDING ACT  
1975 AND SUBJECT TO THE CONDITION ATTACHED  
TO THE DECISION NOTICES

# Preliminary Approval

**PRELIMINARY**  
NOT FOR CONSTRUCTION

[illegible]





APPLICATION NO. BA08 23-24

DEVELOPMENT APPROVAL FOR BUILDING WORK SHOWN ON THIS PLAN/DEVELOPMENT IS GRANTED PURSUANT TO THE QUEENSLAND BUILDING ACT 1975 AND SUBJECT TO THE CONDITION ATTACHED TO THE DECISION NOTICES

Preliminary Approval

RETRACTABLE SHADE CANOPY SITE PLAN  
SCALE 1:200

PRELIMINARY  
NOT FOR CONSTRUCTION

				<div><div><div>EDGE</div><div>www.edgecs.com</div></div><div><div>Gold Coast - Australia 50 Kingston Drive, Hedgecote, Queensland, 4212, Australia</div><div>T: +61 7 5561 8699 E: goldcoast@edgecs.com</div></div></div> <div><div>The concepts &amp; information contained in this document are the copyright of EDGE Consulting Engineers. Use or copying of this document in whole or in part without the written permission of EDGE Consulting Engineers constitutes an infringement of copyright.</div><div>DO NOT SCALE DRAWINGS. IF IN DOUBT, ASK!</div></div>				<div>Project Name</div> <div>LISMORE WORKERS SPORTS BOWLS CLUB 202 OLIVER AVENUE GOONELLABAH NSW 2480</div> <div>Client</div> <div>SHADEX INDUSTRIES (AUST) PTY LTD.</div> <div>Discipline</div> <div>STRUCTURAL</div> <div>Status</div> <div>PRELIMINARY</div>				
P01	XXX	PRELIMINARY - Issued for Information		LM	JC	Designed	Drawn	Checked	Scale (to A)	Project No.	Drawing No.	Revision
Rev	Date	Description	By	Chk	TMP	LM	JC	AS SHOWN	16274-10	S02		P01



# Preliminary Approval

## **SHADEX QUOTE: Quilpie Bowls Club**

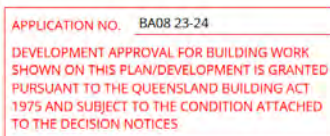
**Quote Dated August 23, 2023**

**Between**

**SHADEX INDUSTRIES (Qld) PTY LTD  
A.C.N. 76 154 485 300 / B.S.A No. 1266770  
13 Export Drive, Molendinar, Qld, 4214  
Hereinafter known as the Contractor**

**And**

**Quilpie Bowls Club.  
Hereinafter known as the Customer**



### **1 THE WORKS AND DOCUMENTS**

#### **1.1 The Works, Plans, Specifications, Annexure A**

This Contract calls for the construction of a Shadex SunTamer retractable canopy, hereinafter referred to as the Works, at the Bowling Green of the above customer. The Works are to be constructed in accordance with the Design Plans and Specifications prepared by a qualified structural Engineer, complying with all of the relevant Australian and Local Authority Council Standards, and including the features set out in 'Annexure A', which is included as part of this Contract.

#### **1.2 Addition to Contract Documents**

On completion of the above mentioned Plans and Specifications, one set is to be added to, and become part of this contract. Two sets of these documents are to be provided to the Customer by the Contractor.

#### **1.3 Local Authority Approvals**

These works cannot commence without Local Authority approvals, or exemptions from same. The Contractor is required, as a first service, to provide Plans, Specifications and any other information required for such approvals. Failure to obtain the required approvals will render this contract inoperative and to lapse without any penalty to the customer. The Customer does agree however to reimburse the Contractor the amount of \$3,400 incl gst for the Plans should this Contract lapse after the Plans have been supplied.

### **2 PRICE**

#### **2.1 Total Price**

The total price of the Works is to be \$288,600, plus 10% G.S.T. of \$28,860. This price does not include any Local Authority fees or charges, and/or costs associated with the provision of three (3) phase electrical wiring to the centre column of the structure, both of which are to be paid for by the customer.

#### **2.2 Fixed Price**

This is a Fixed Price Contract. Apart from the fees and charges referred to in Clause 2.1, it is agreed that the total cost of \$317,460 inclusive of G.S.T., provides for all costs to the Contractor associated with the Works\* (\*refer to Electrical Costs, Concrete Costs and Steel Price clause Annexure 'A' and Annexure 'B' if applicable). Should the Customer request a variation, a decision as to agreement to proceed, and to cost, must be agreed to in writing before any work on the variation commences.

Signed

Signed

.....  
On behalf of the Contractor

.....  
On behalf of the Customer



**Payment Schedule**

Stage 1 Deposit on signing the contract	\$ 79,365.00 incl. of G.S.T.
Stage 2 On completion of the footings	\$158,730.00 incl. of G.S.T.
Stage 3 On the satisfactory completion And hand over of the works	\$ 79,365.00 incl. of G.S.T.
<b>Total including G.S.T.</b>	<b>\$317,460.00</b>

Payments for Stages 2 and 3 are to be made within three (3) working days of completion of the Stage. The Contractor is deemed to have included, in his pricing, all of his costs, relating to the completion of the Works in accordance with this contract.

**3 WARRANTY****3.1 Guarantees**

- All fixed parts of the Structure are guaranteed for five years from the date of completion.
- All moving parts, running gear are covered by the manufacturers' warranties.
- Shade cloth is guaranteed for ten years.
- The main support cables are guaranteed for ten years.

This warranty guarantees against faulty workmanship and /or materials and does not cover vandalism, storm damage or other acts of God.

The Contractor will supply, to the customer, details of all manufacturers' warranties.

**4 ELECTRICITY****4.1 Three Phase Power**

The Customer will provide three phase wiring, in the correct capacity, from a control board inside the club-house, to closest corner column at the retraction end of the structure. The board is to have a 35 amp circuit breaker, separate from the Club's other breakers. The Contractor will be responsible for all wiring from that point to all other points on the structure, as part of the Works.

**5 RESPONSIBILITIES****5.1 Survey Plan, Feature Plans**

N/A

**5.2 Underground Services**

5.2.1 The Customer shall advise the Contractor of the exact positions of all underground services within the vicinity of the Works. The Contractor will, at the Customer's cost, determine the precise position of the services should the Customer not be able to ascertain or provide that information.

5.2.2 Any services that, on the advice of the Contractor have to be moved in order to accommodate the Works, shall be re-located at the customer's expense prior to the commencement of the Works.

5.2.3 Underground telecommunications services, within the property remain the responsibility of the Customer.

Signed

Signed

.....

.....



**5.3 Site Information**

5.3.1. The Customer will obtain and present the Contractor with soil tests and foundation tests as required for design and construction purposes.

5.3.2. The Contractor shall obtain any other site information that may be required and shall be responsible for the setting out of all Works.

**6 EQUIPMENT SECURITY****6.1 Lock up space**

The Customer shall, subject to the availability of sufficient lock-up space, provide storage for the Contractor's equipment, overnight, at week-ends and during any non-work periods, for the period of the Works. It shall be the Contractor's responsibility to transfer the equipment to and from this storage.

**7 ACCESS****7.1 Site Areas**

The Customer will provide all necessary access to the Works' site(s), which may vary from time to time, including, if necessary a work area in the car park.

**7.2 Facilities**

The Customer will provide all necessary access to such facilities as may reasonably be required by the Contractor, eg., water, power, toilets, etc.

**8 PROJECT MANAGER****8.1 Duties**

The Customer may be required, under The Sports and Recreation Queensland, (S.R.Q.), conditions of grant, to appoint a Project Manager, who is responsible to both the Club and S.R.Q. for the successful completion of the Works. He is required to regularly report on compliance and progress. He will also act as the liaison officer between the Customer and the Contractor.

**8.2 Access to the Site**

Subject only to immediate safety factors, the Contractor shall allow free access to the site, of the Customer's Project Manager.

**8.3 Right to Check**

The Customer has the right to check the work at various stages and before subsequent work makes that checking impracticable. The Project Manager shall advise the Contractor what checks are to be made. The Contractor shall allow time for such checking. On finishing the check, the Project Manager shall immediately advise the Contractor of the result.

**8.4 Stages for Checking**

After the Contractor has prepared a schedule of Works, the Club's Project Manager will prepare a schedule of stages of work likely to be checked, and present the list to the Contractor.

**9 INSURANCE****9.1 Customer, of Works**

The Customer shall obtain, before work is commenced, a policy of insurance in relation to the Works and shall maintain that policy until the Works are completed.

Signed

Signed

.....  
On behalf of the Contractor

.....  
On behalf of the Customer



**9.2 Customer, Public Liability**

The Customer shall obtain a policy of Public Liability relative to the Works before work commences, and shall maintain that policy until the Works are complete. Evidence of these insurances will be provided to the Contractor.

**9.3 Contractor, Insurance of Customer**

The Contractor shall indemnify the Customer against any loss or damage to the property of the Customer, and any claims against the Customer by any person/s in respect of personal injury or death, or loss or damage to a third party's property, arising out of, or as a consequence of, the carrying out of the Works by the Contractor.

**9.4 Contractor, Insurance of Employees and Sub-Contractors**

The Contractor is responsible for the payments and insurance of his employees and his sub-contractors. Such insurance is also to indemnify the Customer for any statutory liability to persons employed by, or engaged by, the Contractor. Proof of such insurance is to be shown to the Customer.

**10 SCHEDULE OF WORK****10.1 Club Activities**

The Customer shall provide to the Contractor, a programme of the Club's activities, so that the Contractor can develop a schedule of works which causes as little inconvenience to club members as is practicable, and yet respects the Contractor's needs.

**10.2 Schedule of Works**

The Contractor shall prepare a schedule of Works, which indicates proposed start and completion dates, and present a copy to the customer for discussion and agreement. The Customer recognises the Contractor's rights to access as required by his schedule.

**11 REGULATIONS****11.1 Acts, Regulations**

In carrying out these Works, the Contractor shall comply with the requirements of all Acts, Ordinances, Regulations, By-Laws and Proclamations, of the Commonwealth, the State of Queensland and the Local Authority, which in any influences the performance of the Works.

**11.2 Workplace Health and Safety**

Under the Workplace Health and Safety Act, the Contractor is responsible for compliance with the regulations of the Act on the Work site/s, as soon as he takes possession. By agreement, it will be necessary to define in writing the site areas, either from time to time, or for the whole period of the Works.

**11.3 Work Hours**

The hours of work shall be between 6 a.m. and 6 p.m.daily. The Contractor shall ensure that any disturbance of, or inconvenience to, neighbours is kept to a minimum.

**12 DISPUTE RESOLUTION****12.1 Negotiation**

If there is a difference of opinion, between the Customer and the Contractor, a settlement shall first be attempted by negotiation, using references to contract documents.

Signed

Signed

.....  
On behalf of the Contractor

.....  
On behalf of the Customer



**12.2 Arbiter**

Should a dispute arise and cannot be settled quickly, or by negotiation, then the matter shall be referred to the Engineer who designed the Works, (subject to his agreement), to act as an arbiter whose decision shall be binding on both parties. ( Failing the agreement of the above mentioned Engineer, another Engineer nominated by the Institution of Engineers, Australia shall be introduced as Arbiter)

**13 GENERAL**

The Contractor shall carry out the Works in a professional manner in compliance with the Design Plans and Specifications and any other relevant documents, to the satisfaction of the customer.

The Customer accepts that all work will be carried out by the Contractor in a workmanlike manner with due care for the comfort and convenience of the Club's members.

The Contractor shall take due care at all times for the existing features/fittings of the Customer, and if the Contractor causes damage, make repairs at his own cost.

The Contractor shall complete the Works as soon as possible, apart from any delays occasioned by design requirements, weather, strike action, statutory holidays, unavailability of parts or material, and/or any other factors beyond the control of the Contractor.

The Contractor will keep the work site in a reasonably clean state.

On the completion of the Works, the Contractor shall remove any remaining excess soils and materials and, as far as is practical, restore the site to its original condition.

When the Contractor engages sub-contractors, in order to carry out parts of the Works, he, the Contractor, accepts responsibility for their actions and the payment for their services.

In carrying out these Works, the Contractor shall use only new materials, suitable for their intended use.

Any changes to, or variations of, the conditions of this contract must be agreed to in writing.

**The Contractor and The Customer both agree with the Terms of this Contract**

**Signed on behalf of Contractor** .....

Name .....

Position .....

Date .....

**Signed on behalf of Customer** .....

Name .....

Position .....

Date .....



**ANNEXURE “A”**  
**SHADEX CONTRACT: Quilpie Bowls Club**

**Dated August 23, 2023**  
**Provision of a Motorized Retractable Shade to cover**  
**The Bowling Green at Quilpie Bowls Club.**

**Disclaimer: All notes are dependent on suitable access at either end of the green.**

**Operating (Extending & Retraction) Wires and Pulleys.**

The 7 Vectran operating wires are made from 6mm rope with a kevlar core encased in a highly U.V. resistant polyester outer shield.

This rope has a breaking strain of 1500kg.

The 7 pulleys are made of very high grade modern composite material to ensure compatibility with the synthetic rope.

The Contractor has the right to use stainless steel operating cables if deemed fit.

**Main Tensioning Wires.**

Made from 16mm, 1x19 marine grade 316 stainless steel cable with a minimum breaking strain of 21,000kg, swaged on to stainless steel cable ends.

**Fabric.**

80% knitted Monofilament fabric, tear resistant.

10 years Manufacturer's warranty.

Reinforced fixing points.

Sewn with U.V. stabilized and U.V. resistant Teflon thread, with a **15 YEAR** Manufacturer's warranty, double stitched seams.

**Steel Structure.**

Minimum Specifications- CH 450 Grade, **125 x 125 x 5** mm trussed SHS.

Uprights and supports will be hot dipped galvanised.

The stainless steel cables are designed to a height of 3400mm.

All bolts and ancillaries used are made from stainless steel where available.

**Footings.**

Steel frames and supporting struts are to be concreted in ground in compliance with the Consulting Engineers design and specifications.

Concrete is to be a minimum standard of **25MpA**.

**Electric Motors.**

**Minimum 7 x 1.0 hp motors**, system is **I.P. 56 Rated**.

Pulleys are to be enclosed in waterproof housing.

**Warranty.**

Full 5 year warranty on the complete structure, 12 months on motors, reduction boxes, 10 years pro-rata on fabric and thread that are covered by the respective manufacturers' warranties.

Any claims made on manufacturers' warranties will be presented to the manufacturer's agent with the full backing of Shadex Industries to ensure a fair outcome.



**Design Plans.**

Signed certified Engineer's Design Plans and Specifications will be provided within 21 days of acceptance of the quote.

**Soil Testing, Foundation Data.**

The quote is based on the premise that the site soil will test 100KpA.

Should 100kpA not be achieved, provision shall be made by the customer under the standard latent conditions clause of Commercial Contracts

The Contractor shall commission the soil tests on The Customer's behalf if so required.

**Rock Exclusion.**

Should rock or previous footings be encountered whilst excavating, appropriate costs for the variation as per latent conditions will be passed on to the Club.

**Location of Underground Services.**

To be commissioned and paid for by the Customer.

**Electricity.**

The Club will supply a suitable 35 amp. 3 phase electrical connection to the closest corner column at the retraction end. The Contractor shall provide all electrical wiring from thereon.

**Concrete and Concrete Pump Costs.**

The quote is based on the maximum use of **35** cubic metres of **25 MpA** concrete.

If an additional quantity is required due to latent conditions, an appropriate adjustment in price, based on actual cost, will be charged to the Club.

The quote is based on a delivered concrete cost of **\$280 cu.m.** Adjustments will be necessary if this cost escalates due to higher local concrete supply charges.

Concrete pump costs are included to a maximum of \$1,200, being 6 hrs at \$200/hr. once again, adjustments will need to be made if that figure escalates.

**Steel Price Adjustments**

This quote is accurate as of the date it was written. Any increase in steel price will be identified and passed on to The Customer at cost.

**Work in Addition to the Actual Retractable Shade.**

The following additional work at the Club is included in the project pricing - Nil

**Building Permits.**

Building permits, planning applications and Government fees are not included or accounted for in this quote. These costs are the responsibility of the Club.

**Price.**

\$288,600.00 Exclusive of G.S.T.

\$ 28,860.00 G.S.T

\$317,460.00 Total including G.S.T.

**Signed on behalf of Contractor** .....

Name ..... Date .....

**Signed on behalf of Customer** .....

Name ..... Date .....



# Site Plan- Shade Structure- 86 brolga St, Quilpie

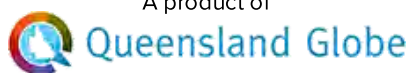
26°36'51"S 144°15'47"E

26°36'51"S 144°15'51"E



26°36'55"S 144°15'47"E

26°36'55"S 144°15'51"E



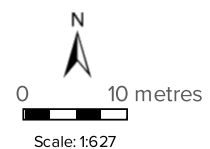
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Legend located on next page



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# Site Plan- Shade Structure- 86 brolga St, Quilpie

## Legend

## Attribution

Address

Land parcel label - gt 10 ha

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Land parcel

Land parcel label - gt 1000 ha

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 Parcel

Land parcel - gt 1 ha

Places: My Places

© State of Queensland (Department of Resources) 2022

 Parcel

My Place 1

© State of Queensland (Department of Resources) 2023

Land parcel - gt 10 ha

Cities and Towns

 Parcel

o

Easement parcel

Road Crossing


 Bridge

Tunnel

Strata parcel

Road


 Highway

 Main

Volumetric parcel

 Local


 Private

Land parcel - gt 1000 ha

Railway

 Parcel


Land parcel label

Land parcel label - gt 1 ha



**9 CONFIDENTIAL ITEMS**

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**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:

**9.1 2023/24 Quarter 1 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.



**10      LATE ITEMS**