

ORDINARY MEETING AGENDA

Monday 15 January 2024 commencing at 9:30 AM

Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie

Ordinary Meeting of Council

8 January 2024

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 **Monday 15**January 2024, commencing at 8.30 am.

Notice is also hereby given that an Ordinary Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Monday 15 January 2024**, commencing at *9:30 AM*.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Justin Hancock

Chief Executive Officer



ORDINARY MEETING OF COUNCIL AGENDA

Monday 15 January 2024 Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie

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- 1 OPENING OF MEETING
- 2 ATTENDANCE
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- 5 DECLARATIONS OF INTEREST

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 12 DECEMBER 2023

IX: 245420

Author: Wanda Loveday, Executive Assistant

Attachments: 1. Minutes of the Council Meeting held on 12 December 2023

RECOMMENDATION

That the Minutes of the Council Meeting held on 12 December 2023 be received and the recommendations therein be adopted.

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Ordinary Meeting of Council

MINUTES

Tuesday 12 December 2023

Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie



MINUTES OF QUILPIE SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE ON TUESDAY, 12 DECEMBER 2023 AT 09:30AM

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:33am.

2 ATTENDANCE

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

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

3 APOLOGIES

Nil

4 CONDOLENCES

Condolences to the family of Allison Nowland and Sylvia Cavanagh.

5 DECLARATIONS OF INTEREST

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

Cr Barnes declared a Prescribed Conflict of Interest in Items 14.2 and 15.1

Cr Mackenzie declared a Declarable Conflict of Interest in Item 15.4

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 21 NOVEMBER 2023

RESOLUTION NO: (QSC234-12-23)

Moved: Cr Jenny Hewson Seconded: Cr Roger Volz

That the Minutes of the Council Meeting held on 21 November 2023 be received and the recommendations therein be adopted.

5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

- 22/11/23 Government House Dinner (Brisbane)
- 28/11/23 Eromanga School Awards (Eromanga)
- 29/11/23 St Finbarrs Awards (Quilpie)
- 29/11/23 SWQROC DAF Meeting (Zoom)
- 30/11/23 Quilpie State College Awards (Quilpie)
- 04/12/23 EDCA Meeting (Eromanga)
- 05/12/23 Council Workshop (Quilpie)
- 07/12/23 SWQROC Meeting (Roma)
- 08/12/23 SWRRTG Meeting (Roma)
- 08/12/23 SWQWSA Meeting (Roma)

9 COUNCILLOR PORTFOLIO REPORTS

	Date of						
Details	Meeting	Location	Mackenzie	Hewson	Paulsen	Volz	Barnes
Ordinary Meeting of Council	21-Nov-23	Quilpie	1	1	1	1	1
Year 6 Graduation presentations - QSCollege	22-Nov-23	Quilpie				1	
Government House Dinner	22-Nov-23	Brisbane	1				
Quilpie & District Swimming Carnival	24-Nov-23	Quilpie	· ·			Opened	1
Eromanga State School Awards	28-Nov-23	Eromanga	1			1	1
St Finbarrs School Awards	29-Nov-23	Quilpie	1	1	1	1	1
SWQROC DAF Meeting	29-Nov-23	Zoom	1				
Santa for Under 5s Library Christmas Party	30-Nov-23	Quilpie				1	
Quilpie State College Awards	30-Nov-23	Quilpie	1		1	1	1
EDCA Meeting	4-Dec-23	Eromanga	1	1		1	1
Councillor Workshop	5-Dec-23	Quilpie	1	1	1	1	1
SWQROC Meeting	7-Dec-23	Roma	1				
SWRRTG Meeting	8-Dec-23	Roma	1				
SWQWSA Meeting	8-Dec-23	Roma	1			•	
Quilpie Shire Christmas Party	8-Dec-23	Quilpie	1	1	1	1	1

Meeting paused at 10:12pm for GP's 4 Rural Doctors presentation by Rural Doctors Foundation.

Meeting resumed at 10:47am.

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES NOVEMBER 2023

EXECUTIVE SUMMARY

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

Noted

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

EXECUTIVE SUMMARY

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

Noted

10.2.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORT

EXECUTIVE SUMMARY

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

Noted

10.2.3 NDIS COORDINATOR STATUS REPORT

EXECUTIVE SUMMARY

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

Noted

10.3 FINANCE SERVICES STATUS REPORTS

10.3.1 FINANCIAL SERVICES STATUS REPORT - NOVEMBER 2023

EXECUTIVE SUMMARY

This report is to provide Council with an update on financial services for the month of November 2023.

Noted

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 TOURISM AND ECONOMIC DEVELOPMENT STATUS REPORT

EXECUTIVE SUMMARY

The purpose of this report is to update the Council on Tourism and Economic Development activities during November 2023.

Noted

10.4.2 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

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

Noted

11 ENGINEERING SERVICES

11.1 FLOODWAYS NOMINATED FOR CONSTRUCTION UNDER QRRRF FUNDING ARRANGEMENT-SOUTH WEST

EXECUTIVE SUMMARY

The Queensland Reconstruction Authority (QRA) released the Queensland Resilience and Risk Reduction Fund (QRRRF) 2023-24 funding round on 18 September 2023. This report seeks endorsement of Council's preferences for these works.

RESOLUTION NO: (QSC235-12-23)

Moved: Cr Bruce Paulsen Seconded: Cr Roger Volz

- 1. That Council:
 - (a) receive the report; and
 - (b) adopt the Flood ways nominated for Construction under QRRRF funding as documented in the attached report.

5/0

12 CORPORATE AND COMMUNITY SERVICES

Nil

13 FINANCE

13.1 FINANCIAL SERVICES REPORT MONTH ENDING 30 NOVEMBER 2023

EXECUTIVE SUMMARY

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

RESOLUTION NO: (QSC236-12-23)

Moved: Cr Lyn Barnes Seconded: Cr Bruce Paulsen

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

5/0

14 GOVERNANCE

14.1 QUILPIE SHIRE INVESTMENT READINESS PROJECT

EXECUTIVE SUMMARY

This report is to present an update on the Investment Readiness Program delivered by the Department of State Development, Infrastructure, Local Government and Planning.

RESOLUTION NO: (QSC237-12-23)

Moved: Cr Lyn Barnes Seconded: Cr Jenny Hewson

1. That Council resolve to endorse the Investment Readiness Action Plan as presented and support staff with the implementation of the actions to deliver improvement investment readiness for the Quilpie Shire.

5/0

Cr Lyn Barnes declared she has a prescribed conflict of interest (as defined by sections 150EG, 150EH and 150EI of the *Local Government Act 2009*) in matters regarding the Business Support Program.

Cr Lyn Barnes is the owner of a business mentioned in this item, and stands to gain a financial benefit depending on the outcome of the matter.

Cr Lyn Barnes advised that in accordance with legislative requirements she will leave the meeting while the matter is discussed.

At 11:32 am, Cr Lyn Barnes left the meeting.

14.2 BUSINESS SUPPORT PROGRAM - ROUND 3

EXECUTIVE SUMMARY

This report is provided to review Round 3 of the Business Support Program and endorse any extensions requested from businesses.

RESOLUTION NO: (QSC238-12-23)

Moved: Cr Bruce Paulsen Seconded: Cr Roger Volz

- That Council support a request for extension for the following businesses to complete their Business Support Program – Round 3 projects;
 - All About Online Training 31 January 2024
 - Homelea Lass 30 April 2024
 - Mail 555 Pty Ltd 31 January 2024
 - Ben Hall T/A Knots and Plots 20 February 2024
 - The Old Exchange Outback Gallery & Studio 31 March 2024

4/0

At 11:37 am, Cr Lyn Barnes returned to the meeting.

14.3 VISITOR INFORMATION CENTRE GRANT APPLICATION APPROVALS

EXECUTIVE SUMMARY

This report is to present two grant opportunities to support the development of the Quilpie Visitor Information Centre for locals and visitors.

RESOLUTION NO: (QSC239-12-23)

Moved: Cr Jenny Hewson Seconded: Cr Lyn Barnes

- 1. That Council support the following grant submissions for the Quilpie Visitor Information Centre:
 - (a) Accessible Tourism Elevate Fund Access Project Grant for Accessibility improvements for Quilpeta Night Show, Rail, and Military Museum, and Visit Quilpie Shire website accessibility, and allocate up to \$5,000 to support this application; and
 - (b) Building Bush Tourism for the construction of an all-weather structure to support the Quilpeta Night Show experience and allocate up to \$4000 to support this application.

5/0

14.4 BALDY TOP WALKWAY

EXECUTIVE SUMMARY

To review the Baldy Top Walkway concept plan with costings and endorse preferred option.

RESOLUTION NO: (QSC240-12-23)

Moved: Cr Roger Volz Seconded: Cr Bruce Paulsen

1. That Council endorse the Baldy Top Walkway concept plan (sealed option) with the connection point to Quarrion Street and identify costs to include connection to Diamantina Developmental Road as a future project.

5/0

14.5 TD09 SALE OF THIRTY (30) VACANT RESIDENTIAL ALLOTMENTS SITUATED IN ADAVALE

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award Tender TD09 23-24 for Sale of Thirty Allotments situation in Adavale.

RESOLUTION NO: (QSC241-12-23)

Moved: Cr Bruce Paulsen Seconded: Cr Lyn Barnes

1. That Council resolve to:

(a) accept the tenders for sale of allotments situated at Adavale as follows:

2. Name	Item	Lot	Tender Amount
Kirsten Finger	1	18 on A2453	\$2200
E & S Family Holding Pty Ltd	2	24 on A2453	\$5000
Rebecca Gray	4	33 on A2453	\$ 500
Rebecca Gray	5	34 on A2453	\$ 500
Rebecca Gray	6	35 on A2453	\$ 500
Rebecca Gray	7	36 on A2453	\$ 500
Stephen & Heidi Cowley	12	901 on A2451	\$ 500

- (b) Delegate to the Chief Executive Officer to have the remaining blocks valued and offered for sale at Market Value; and
- (c) Delegate Power to the Chief Executive Officer pursuant to section 257 of the Local Government Act to negotiate, finalise and execute any and all matters associated with or in relation to these land sales.

15 CONFIDENTIAL ITEMS

RECOMMENDATION

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

15.3 Legal Advice regarding Request for Road Realignment

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

15.1 2023 State Wage Case

This matter is considered to be confidential under Section 254J(3) - b 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 industrial matters affecting employees.

15.2 Dedicated Road Access to Lot 40 on NK839916

This matter is considered to be confidential under Section 254J(3) - h of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.

15.4 Report on the status of the Wongkumara People native title claim QUD851/2018

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

15.5 Contract of Employment - Chief Executive Officer

This matter is considered to be confidential under Section 254J(3) - a 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 appointment, discipline or dismissal of the chief executive officer.

MOVE INTO CLOSED SESSION

RESOLUTION NO: (QSC242-12-23)

Moved: Cr Jenny Hewson Seconded: Cr Roger Volz

That Council moves into closed session at 11:58am.

5/0

Cr Lyn Barnes declared she has a prescribed conflict of interest (as defined by sections 150EG, 150EH and 150EI of the *Local Government Act 2009*) in matters regarding the State Wage Case.

Cr Lyn Barnes has a related party (spouse, Jack Barnes), who may stand to gain a financial benefit depending on the outcome of the matter.

Cr Lyn Barnes advised that in accordance with legislative requirements she will leave the meeting while the matter is discussed.

Cr Stuart Mackenzie declared he has a declarable conflict of interest (as defined by section 150EN of the *Local Government Act 2009*) in matters regarding the Report on the Status of the Wongkumara People Native Title Claim QUD851/2018.

All other Councillors voted on the matter and it was agreed that Cr Stuart Mackenzie remains and votes on the item.

Cr Stuart Mackenzie is a landowner within the area covered by the Native Title Claim.

Council adjourned for lunch at 12:41pm and resumed at 1:12pm.

Manager of Human Resources, Maree Radnedge, joined the meeting at 1:12pm.

At 1:14 pm, Cr Lyn Barnes left the meeting while Item 15.1 was discussed.

At 1:21 pm, Cr Lyn Barnes returned to the meeting.

CEO Justin Hancock, DES Peter See and EA Wanda Loveday left the meeting at 1:33pm while Item 15.5 was discussed.

CEO, DES and EA returned to meeting at 1:56pm.

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: (QSC243-12-23)

Moved: Cr Bruce Paulsen Seconded: Cr Roger Volz

That Council moves out of closed session and resumes the Ordinary Meeting at 2:08pm.

5/0

Manager Human Resources left the meeting at 2:08pm.

15.1 2023 STATE WAGE CASE

EXECUTIVE SUMMARY

The purpose of this report is to provide information on the recent Queensland Industrial Relations Commission (QIRC) annual State Wage Case, and the effect the wage increase has on the percentage above the award rates that Council pays employees covered under the Local Government Industry (Stream A, B and C) Awards – State 2017. The report also contains information regarding wage increases determined in Local Government Agreements that have been certified in 2023 to date, in addition to information regarding CPI increases in 2023.

Conflict of Interest

The author declares a conflict of interest in this matter as an employee covered by the Stream A Award, and as a spouse to an employee covered by the Stream C Award and the Agreement. The information has been obtained from the QIRC, and from within Queensland legislation.

Noted

15.2 DEDICATED ROAD ACCESS TO LOT 40 ON NK839916

EXECUTIVE SUMMARY

To provide advice to Council on the request from Department of Resources for Council to provide dedicated road access to Lot 40 on NK839916 so that the block can be converted from Leasehold to Freehold. Department of Resources have also advised that Lots 2,3,4 & 5 on NK839916 and Lots 37 & 51 on NK86 may also require dedicated access in the future.

RESOLUTION NO: (QSC244-12-23)

Moved: Cr Roger Volz Seconded: Cr Lyn Barnes

That Council:

- 1) not approve a road opening on Lot 71 on SP277803 due to being located within a 1% flood zone; and
- support the opening of an easement access to Lot 40 on NK839916 as well as Lots 2, 3, 4 & 5 on NK839916, Lots 12, 13, and 14 on NK15, Lots 2 and 23 on NK12 and Lots 37 & 51 on NK86.

5/0

15.3 LEGAL ADVICE REGARDING REQUEST FOR ROAD REALIGNMENT

EXECUTIVE SUMMARY

To provide an update on the Request to Realign Lockabie Road

RESOLUTION NO: (QSC245-12-23)

Moved: Cr Roger Volz Seconded: Cr Jenny Hewson

That council resolve to accept the Independent Engineering advice and instruct the Chief Executive Officer to continue to pursue Option 4 of the legal advice received.

5/0

15.4 REPORT ON THE STATUS OF THE WONGKUMARA PEOPLE NATIVE TITLE CLAIM QUD851/2018

EXECUTIVE SUMMARY

This Report relates to the Wongkumara People native title claim which covers part of Council's local government area. It is proceeding to a determination of native title on 28 June 2024 and as a party to the claim, Quilpie Shire Council's consent to the determination is required.

The current Federal Court timetable requires final consent to be provided by respondent parties, including Council by 12 April 2024.

Taking into account local government elections and the relatively short timeframe between when the new elected Council is formed and 12 April, the Report provides two options- either delegate the power to the CEO to consent to the final determination on Council's behalf; or the new Council meet before 8 April to consider a final determination order and provide consent.

RESOLUTION NO: (QSC246-12-23)

Moved: Cr Jenny Hewson Seconded: Cr Lyn Barnes

- 1. That Council:
 - (a) agrees in-principle to consent to the determination of Part A of the Wongkumara People claim (QUD851/2018) substantially in the terms of the s 87A Agreement and Proposed Consent Order considered by Council; and
 - (b) delegates to the CEO the power to:
 - (i) agree to and authorise on an in-principle basis further versions of the draft s 87A Agreement and Proposed Consent Order substantially in the terms of the draft s 87A Agreement and Proposed Consent Order considered by Council;
 - (ii) to consent to the final Agreement attaching the final Proposed Consent Order on Council's behalf; and
 - (iii) to instruct Council's legal representative to sign the final Agreement attaching the final Proposed Consent Order on Council's behalf.

5/0

CEO left the meeting at 2:18pm while Item 15.5 was resolved.

15.5 CONTRACT OF EMPLOYMENT - CHIEF EXECUTIVE OFFICER

EXECUTIVE SUMMARY

This report is for Council's consideration to extend the contract of employment of the Chief Executive Officer.

RESOLUTION NO: (QSC247-12-23)

Moved: Cr Jenny Hewson Seconded: Cr Bruce Paulsen

- 1. That Council:
 - (a) Extend the contract of employment of the Chief Executive Officer for a period of one (1) year to expire on 17 January 2026; and
 - (b) Delegate authority to the Mayor to finalise and execute a Deed of Variation to the contract of employment of the Chief Executive Officer.

5/0

CEO returned to the meeting at 2:21pm.

16 LATE ITEMS

17 GENERAL BUSINESS

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

Cr Hewson:

 Passed on thanks to Karen Grimm for her help with arranging and advertising the Combined Business Christmas Party. All Councillors noted the works and contribution Karen has made to the Shire and wisher herself and her family all the best with the upcoming move.

Cr Volz:

 Expressed his thanks to all those involved in the organising and delivery of the Staff Christmas party.

Cr Paulsen:

 Cricket game planned for January looks like going ahead with about 8 teams, the event is being dubbed the 'Big Bash goes Bush'.

Cr Barnes:

 Requested an update on water agreement – CEO advised that negotiations were ongoing and further meeting were to be held.

Cr Mackenzie:

Raised an assessment undertaken by the prior Shire Engineer on the cost to Council
between sealed road vs unsealed (gravel) roads. DES was unaware of this review however
it would be anticipated that the report would still stand true that the cost to seal and reseal
would outweigh the cost of maintaining gravel roads. Other non-financial factors, such as
traffic volume & all weather access requirements, also need to be taken into consideration.

 Conversations are ongoing with TMR regarding grids on the State Government Road network. It was reiterated that TMR should come to a mutual and signed agreement with landholders prior to directing Council to remove any grids. Due to Councils contractual obligations, Council must enact these directions.

18 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Monday 15 January 2024 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 9:30 AM.

There being no further business the Mayor declared the meeting closed at 2:36pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on the Tuesday, 12 December 2023.

Submitted to the Ordinary Meeting of Council held on Monday, 15 January 2024.

Cr Stuart Mackenzie	Date
Mayor of Quilpie Shire Council	

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

- 8 MAYORAL REPORT
- 9 COUNCILLOR PORTFOLIO REPORTS

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES DECEMBER 2023

IX: 245099

Author: Peter See, Director Engineering Services

Attachments: 1. Proterra Group Monthly Report December 2023 &

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

Nil

OPERATIONAL UPDATE

General

- Covid-19 led to many absences during December.
- Many staff began leave early for Christmas.

Roads

RMPC

• Further grading has been done on the Adavale Blackall Road using a Council Contractor.

Other TMR Works

- A second seal was applied at the Quilpie Adavale Red Road on 11 December 2023. A total
 of 6.4 km has now been sealed during 2023-2024. All TIDS funds have now been
 expended. Re-sheet funds and Council funds are still to be completed.
- Works began prior to the Christmas Break on the intersection of the Quilpie Adavale Red Road and the Adavale Link Road. This will include installation of a grid on the Adavale Link Road to enable TMR to remove two grids on the Quilpie Adavale Red Road.
- Shoulder grading works were carried out on the Diamantina Developmental Road (Quilpie-Windorah) by a Council Contractor as part of preparations for the TMR reseals. The reseals were carried out this month this work was not RMPC work.

Flood Damage Works TMR

- TMR have advised a new program of flood damage works will be issued to Council soon.
- A culvert was repaired on the Cooper Developmental Road 8 km from the start of the road.

Flood Damage Works Shire Roads

See attached report from Proterra Group.

Shire Roads

19 | P a g e

- Grading works have been carried out on Boondook Road, Coonaberry Creek Road, the
 access road to the Lodge at the Eromanga Natural History Museum, and at the Eromanga
 Shire Hall car park.
- Grading was also carried out by a Contractor on the Old Thargomindah Road following rain damage.
- Reseals were carried out on two blocks of Quarrion Street and Winchu Street from Gyrica Street to Chipu Street.

Concrete and Structures

- Works have continued for drainage works at the Diamantina Developmental Road Grey Range Project and on the associated works for the new houses in Quilpie.
- Pathways have been completed at the new houses in Quilpie.

Council Buildings and Facilities

• Turfing of all the new houses is complete.

Waste

- Earthworks were carried out for the access road and transfer station at Eromanga.
- The quantum of waste being received in Eromanga remains remarkably high for a small population.
- A focus of education on domestic bins has increased due to overflowing bins being regularly presented.
- The Quilpie Waste Centre will be closed on Christmas Day only.

Water and Sewerage

- The new water main in Quarrion Street is now completed. The full length of Quarrion Street has been replaced over this year and the last fiscal year.
- A design is underway for a supply manifold for the Toompine bore water supply.
- A design is underway for the replacement of the Sommerfield Road water mains to ensure firefighting supply is achieved (if possible).
- Issues are occurring at the Quarrion Street sewage pump station. It appears that pumps and electrical will need to be expedited. This was unknown to management until recently.
- The Contract plumbers have changed over. The initial two have now left and one replacement has arrived.
- The new Water and Sewerage Supervisor commences on 15 January 2024.

Plant and Workshops

- The plant auction was conducted by GDL Nutrien on 8-13 December. This was highly successful in the returns achieved.
- The Supervisor position has been called and closes on 7 January 2024.

Town Services

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- Many staff were affected by absences due to Covid-19 and other illnesses.
- Staff supported Christmas events.
- Work is underway to adjust the John Waugh Park sprinklers as they have been operating with varying flow rates.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

Works are carried out in accordance with the budget.

Risk Management Implications

Nil.

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MONTHLY PROJECT REPORT DECEMBER 2023

QUILPIE SHIRE COUNCIL DRFA – FLOOD RESTORATION PROJECTS

MARCH 2021 Event-Complete

JANUARY 2022 Event

SEPTEMBER 2022 Event

June 2023 Event

COOMA ROAD BETTERMENT PROJECT-Complete

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AMENDMENT, DISTRIBUTION and APPROVAL

ICCIIE	AUTHOR REVIEWER		APPROVED FOR ISSUE			
ISSUE AUTHOR		REVIEWER	NAME	SIGNATURE	DATE	
1	Cameron Mocke	Cameron Mocke	Cameron Mocke	enlah'	15/12/2023	

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Proterra Group Pty Ltd

31 Glasser Street (PO Box 1273) Goondiwindi QLD 4390

2 Aubigny Street (PO Box 208) Toowoomba QLD 4350

E: admin@proterragroup.com.au

W: www.proterragroup.com.au

ABN: 82 626 886 771

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CONTRACT SUMMARY

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

FINANCIAL STATEMENT

Description	Status	Percentage Completed
Approved Submissions QSC.0007.1920-QSC.0023.1920	Approved	100%
Approved Submissions	Approved	100%
QSC.0027.2021L-100% complete. QSC.0028.2021L, QSC.0030.2021L, QSC.0031.2021L, QSC.0032.2021L, QSC.0029.2021L-Includes Betterment submission.		
2022 event works Submissions		
QSC.0036.2122F, QSC.0040.2122F,	Approved	100%
QSC.0039.2122F and QSC.0037.2122F. Betterment Works- Old Charleville Road	Approved	50% 100%
2022-September event works Submissions		
QSC.0042.2223C,	Approved	83%
QSC.0043.2223C.	Approved	14%
QSC.0046/QSC.0047/QSC.0048/QSC.0049.2223C.	Approved	5%
2023-June event works Submissions		
3 Separate submissions are being prepared	Busy	90%

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	Percent	Estimated Final
Event date	Complete	Cost
26-February-2020	100%	\$16,720,732.34
31-March-2021	100%	\$11,858,278.21
04-February-2022	81%	\$9,309,406.58
15-September-		
2022	19%	\$15,687,920.49
16-June 2023	0%	\$7,000,000.00



FINANCIAL DISCUSSION

All funds for submissions approved by QRA have had the required upfront funds transferred to QSC.

VARIATIONS / SCOPE CHANGES

2021 REPA Works

No variations have been issued for 2021 REPA works.

2022 REPA Works

Var.01 will be issued for sealing of additional areas on Tobermory Road

PROGRAM

APV Contracting are waiting foe seal works on the Ingeberry and Mulliana Road Pkg.

SL & SA Travers have completed works on the Old Thargomindah Road pkg.

The heavy rainfall that took place mid-September 2022 has been declared as an event by QRA, with Proterra Group being awarded the delivery of these restoration works by QSC. Proterra Group have assessed the damage and submitted six submissions to QRA for assessment. All have been approved and initial setup works have started, these include preparation of material and reconstruction on some of the most damaged roads.

The second submission covers roads around the Eromanga township. Boondook, Congie, Corowa, Earlstoun, Kyabra, Mt Howitt, Pinkilla, Ray, Raymore, Wallyah and Warrabin Roads. The tender covering the preparation of this material has been awarded to APV Contracting, APV have completed these works. This restoration works is on hold due to Native Title concerns in the area, however works are planned to start March 2024.

The tender for REPA works on Trinidad Road-RFQL 017 22 – 23 Flood Restoration Works has been awarded to APV Contracting after they had supplied a very comprehensive set of tender documents as well as pricing to match the works. Work on Trinidad Road had slowed down due to lack of construction water in the area; however, all dams have filled up due to recent rain and works will continue in the new year.

3 submissions have been forwarded to QRA for approval on damage caused during severe prolonged rainfall during mid-June 2023.

PROCUREMENT

6.1 UPCOMING TENDERS

• A further tender will be issued for the delivery of flood damage work around the

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10.1.1 - Attachment 1



Eromanga area.

• Further quotes will be issued via Vendor Panel once preparations and approvals have been received.

6.2 TENDERS/QUOTES AWARDED-2022 and 2022 September WORKS

Tender	Contractor	Value	GST	Total
RFQ 02 22-23 Flood Restoration Works Pkg A- (Keeroongooloo, Regleigh and Springfield Roads)	APV Contracting	\$750,271.91	\$75,027.19	\$825,299.10
RFQ 06 22-23 Flood Restoration Works Pkg B- (Pinkenetta and Giberoo Roads)	APV Contracting	\$345,807.47	\$34,580.75	\$380,388.22
RFQ 016 22-23 Flood Restoration Works 2022 Pkg C- (Cheepie Adavale Road)	Tolbra Earthmovers and Haulage	\$1,057,496.87	\$105,749.59	\$1,163,245.46
RFQL 08 22 - 23 Flood Restoration Works 2022 Package F- (Wareo, Duck Creek and Napoleon Roads	Tolbra Earthmovers and Haulage	\$320,939.55	\$32,093.96	\$353,033.51
RFQL 04 22-23 Flood Restoration Works 2022 Pkg D- (Old Charleville Road)	SA & SL Travers	\$1,110,981.28	\$111,098.13	\$1,222,079.41

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RFQ 07 22-23 Flood Restoration Works 2022 Pkg E-(Big Creek Road)	APV Contracting	\$626,170.00	\$62,617.00	\$688,787.00
RFQL 09 Flood Restoration Works 2022 Pkg G- (Old Thargo and Kiandra Roads)	SC & KG Bowen	\$797,189.14	\$79,718.91	\$876,908.05
RFQL 016 22 - 23 Flood Restoration Works 2022 Package(Tobermory Road Package)- Screening	APV Contracting	\$494,310,00	49,310,00	\$543,741.00
RFQL 015 22-23 Screening-Eromanga Pkg	APV Contracting	\$461,769.60	\$46,176.96	\$507,946.56
RFQL 017 22 - 23 Flood Restoration Works 2022 Trinidad Road Package	APV Contracting	\$1,615,500.85	\$161,550.09	\$1,777,050.94
RFQL 018 22 - 23 Flood Restoration Works 2022 Old Thargo Road Package	SA & SL Travers	\$1,577,063.38	\$157,706.34	\$1,734,769.72
RFQL 01 23 - 24 Mt Margaret and Kyabra Road sealing	RPQ Spray Seal Pty Ltd	\$471,693.38	\$47,169.34	\$518,862.72
RFQL05 23-24 Flood Restoration Works 2022 Congie Road	SA & SL Travers	\$821,568.67	\$82,156.87	\$903,725.54
RFQL06 23-24 Flood Restoration Works 2022 Ray Road	APV Contracting	\$375,241.96	\$37,524.20	\$412,766.16
RFQL07 23-24 Flood Restoration Works 2022 Beltram Park Road	SA & SL Travers	\$903,264.67	\$90,326.47	\$993,591.14
RFQL10 23-24 Flood Restoration Works 2022 Corowa Road	APV Contracting	\$382,065.44	\$38,206.54	\$420,271.98

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6.3 GRAVEL SCREENING

One more Tender for the rest of the screening for 2022 September works has been issued, council meeting held on 31 October 2023 has awarded this work to Tolbra Earthmovers and Haulage. Work is proceeding well, and the crew are busy on the Adavale Link Road pit.

WATER ISSUES

Construction water is becoming an issue; Pkg RFQL 017 22-23 had under mutual agreement been put on temporary hold due to lack of construction water in that area. However recent rainfall in the area have filled dams, the contractor has been issued with correspondence in this regard.

QRA

The QRA Regional Liaison Officer will visit Quilpie during the week of the 22nd December 2023.

PHOTOS



Grader used for profiling of existing material plus inclusion of new material where specified.

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Water Tanker used to cart water for construction of roads, plus backwatering where required.



Material which has been prepared in registered pits are hauled to site and rilled along the road. This material will be used to replace material which has been lost.

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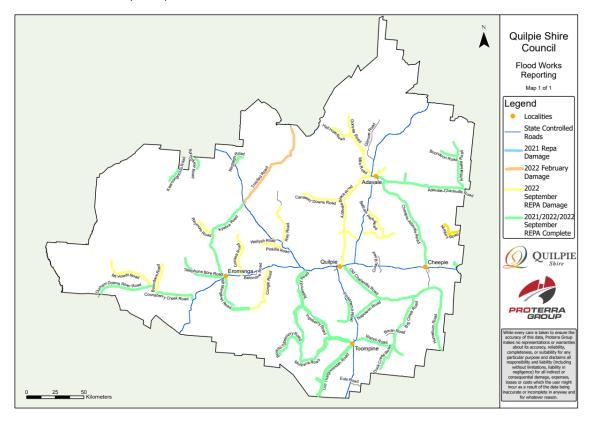
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APPENDIX A - 2021/2022/2022 SEPTEMBER REPA WORKS MAP



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10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 LIBRARY STATUS REPORT

IX: 245473

Author: Annie-Jo Vogler, Librarian

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

To provide an update on Library services and programs from October to December 2023.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

OPERATIONAL UPDATE

Library Statistics

Visitor numbers for this quarter:

- October to December 2022 869
- October to December 2023 976

2023 visitor numbers are up to 14 December 2024

Visitor numbers year to date:

- 2022 5872
- 2023 4230

Circulation this quarter:

• Items loaned - 376

Activities and Events

First 5 Forever Program:

- Total programs this quarter 11
- Total attendance this quarter 200 children and caregivers
- Average attendance per program this quarter 18 children and caregivers

BeConnected Digital Literacy Webinars:

- Total programs this quarter 3
- Average attendance per program 4

School Holiday Activities (4-14 December):

Total sessions – 11

33 | P a g e

• Average attendance per session – 9 children

General:

- Quilpie Library was successfully awarded one of State Library of Queensland's Strategic Priority Grants in the 2023-2024 round. The grant funding, \$27,000, will be used to establish a Makerspace area and fund Creative Workshops to be held at the Library throughout 2024. This will promote the library as a vibrant community hub and space for all ages to develop new skills, connect over shared interests and learn from experts. The Strategic Priorities Grant will give community members greater access to resources which will foster creative skillsets and increase arts and cultural opportunities which are often limited due to Quilpie's remote location.
- The library held three BeConnected Digital Literacy webinars for community members over 50. The following topics were covered: Staying Safe on Facebook, Video Calling on Whatsapp, Facebook Messenger and Facetime.
- During Term 4, the Library started a weekly Code Club for children aged 8-12. Over 9 sessions, the average attendance was 3 children. The children learned coding and computational thinking skills using robots, Lego robotics kits and Scratch, an online programming language. Robotics sessions focused on programming the robots to complete challenges and mazes. Scratch sessions involved creating digital animations. Due to the positive feedback, the Library will continue holding Code Club in 2024.
- Librarian, Annie-Jo Vogler, with Health Promotions Officer, Michelle Donohue, visited Eromanga on October 25, 2023 to deliver a First 5 Forever session and mobile library services to the community. A mobile library visit to Adavale was planned for late November, but unfortunately was cancelled due to wet weather. From February 2024, regular mobile library visits are planned to Eromanga, Adavale and Toompine.
- Two special events were held within the First 5 Forever program this quarter a Halloween Dress-Up Storytime and a Merry Little Elves Party for the last session of 2023. 40 children and caregivers attended the Merry Little Elves Party. The Library would like to thank Roger Volz and Chris Houghton for volunteering to appear as Santa and Mrs Claus.
- From November 1-30, 2023 the Quilpie Shire Council Library Satisfaction Survey was open
 to all Shire residents to provide feedback and share their experience of library services and
 programs. We received 43 responses and generally positive suggestions and feedback
 regarding our services, which will be used to inform planning of new programs for 2024. A
 more detailed summary of the survey responses can be provided for Council if they are
 interested.
- The first half of the Summer Holiday Activities program has been well-attended with an
 average of 9 children per session. Both craft and STEM activities are offered and some
 activities are open to all ages. Visitor numbers for the first half of December reflect how busy
 it has been with families attending activities and utilising the library as a place to socialise.

CONSULTATION (Internal/External)

State Library of Queensland

Director of Corporate and Community Services, Lisa Hamlyn

LEGAL IMPLICATIONS

Nil

FINANCIAL AND REVENUE IMPLICATIONS

Within budget

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RISK MANAGEMENT IMPLICATIONS

Low

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PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT TING AGENDA 15 JANUARY 2024

ORDINARY COUNCIL MEETING AGENDA

10.2.2 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

IX: 245743

Author: Damien McNair, Pest & Livestock Management Coordinator

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Wild Dog Scalps Presented to Council 01-07-2023 to 31-12-2023.

<u>Property</u>	<u>N</u>	lo of Scalp	<u>s</u>	Amount of Payment
	Male	Female	Pups	
Armoobilla	2	-	-	100.00
Total	2	-	-	100.00

Wild Dog Scalps - Comparative Data Table

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Male	233	200	51	42	82	2
Female	179	106	44	17	39	
Pups	41	47	4	8	8	
Total	453	353	99	67	129	2

Commons and Reserves

Reserve	Condition	Notes
Quilpie Common	Good	The condition of all reserves is currently good
Eromanga Common	Good	due to the recent rainfall.
Adavale Common	Good	
Warrabin Lane	Good	
Dillon's Well	Good	Cattle currently on agistment to 19 January 2024

Quilpie Common

A break in poly pipe half way to the back common was repaired with new pipe and joint.

Fencing

The Pest and Livestock Management Assistant has been providing assistance with fencing of the new bore at Toompine.

Pest Weeds

Routine roadside and local spraying and inspections have taken place as required throughout the month.

CONSULTATION (Internal/External)

Director Corporate & Community Services

Manager Governance & Compliance

Council Staff

Landholders

Community Members / Animal Owners

LEGAL IMPLICATIONS

NA

FINANCIAL AND REVENUE IMPLICATIONS

Operating within Council Budget 2023-24

RISK MANAGEMENT IMPLICATIONS

Low Risk – within standard Council operations

CORPORATE AND COMMUNITY SERVICES STATUS REPORT

ORDINARY COUNCIL MEETING AGENDA

15 JANUARY 2024

10.2.3 CORPORATE AND COMMUNITY SERVICES STATUS REPORT

IX: 245744

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Condolences

A Condolence Card has been forwarded to the relatives of Kerry Quinn.

<u>Tenders – Quilpie and Eromanga Swimming Pools</u>

Tender documents for the Management and Operation of Quilpie Swimming Pool (T07 23-24) and Management and Operation of Eromanga Swimming Pool (T08 23-24) are currently being advertised on VendorPanel, closing at 2.00pm Wednesday 10 January 2024.

Christmas Lights Competition

There was increased participation in the Christmas Lights Competition in Quilpie this year with some spectacular displays at residences, businesses and rural properties. The Christmas light displays and gifting of Christmas lights to Shire residences and businesses received widespread positive media coverage putting Quilpie in the media spot light once again.

Congratulations to the following winners of the 2023 Christmas Lights Competition:

Quilpie Town Residents

Best Christmas Lights Display – Dom Barton & Demmi Roberts

Encouragement Award – Tina Johnstone & Billie Benjamin

Encouragement Award - The Vallins Family

Spectacular Seniors Award - Gail Weier & John Haylock

Festive Fence Award – Danielle & Chris Seng

Best Decorated Business Award – APV Contracting

Adavale Town Residents

Narelle Mandusiak

Eromanga Town Residents

Casey & Grant Hurley

Outback Christmas Display

Dannielle & Dale Stevenson - Coolbinga

Christmas Wonderland

Elle & Dan Springall

Thank you also to the judges for giving up their time to perform the difficult task of choosing the winners!

Australia Day

Preparations for Quilpie's Australia Day celebrations being held on Friday 26 January 2024 are well underway. Australia Day Award nominations for the following categories close on Tuesday 16 January 2024:

- Citizen of the Year
- · Young Citizen of the Year
- Community Group of the Year
- Certificate of Appreciation

Get Ready Queensland 2024 Calendar

Each year since 2017 Quilpie Shire Council has been fortunate to receive funding from Queensland Reconstruction Authorities "Get Ready Queensland" Program. This year Council produced a calendar for 2024 that promotes disaster preparedness and includes local event dates, guidelines on home maintenance and tips on how to protect yourself and your pet. These calendars are available free to the community.

Previous calendars have highlighted local heroes, events, our unique landscapes, fauna and much more. The past two calendars have showcased the awesome talent of our local photographers.

The community was asked to vote for their favorite photo during the Quilpie and District Show and Rodeo photo competition exhibition held in September at the Quilpie Visitors Centre and the winning photos were included in the 2024 Calendar.

Quilpie Shire Council presented the following winning photographers with a small gift at the Combined Business Christmas Party for their tremendous talent and participation.

- Kasie Davie
- Mackenzie Shailer
- Darcy Meehan
- Roger Volz
- Gracie Morton
- Donna Hodgeson
- Peter See
- Digby Grimm
- Suzanna Patton

CONSULTATION (Internal/External)

Chief Executive Officer Council Staff

Community

Various State / Federal Government Departments

LEGAL IMPLICATIONS

None

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's Budget 2023-2024

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy

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10.3 FINANCE SERVICES STATUS REPORTS

10.3.1 FINANCIAL SERVICES STATUS REPORT - DECEMBER 2023

IX: 245343

Author: Sharon Frank, Manager Finance & Administration

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report is to provide Council with an update on financial services for the month of December 2023.

ACTION ITEMS

For information only

OPERATIONAL UPDATE

Procurement of Goods and Services

	(Date Range from 01	-12-2023 to 31-	12-2023. Ordered	l by: Date. 50% of year elapsed.)			
	Local Supplier Analy	/sis		Expendit	ture Summary		==
Non-Local Supplier	\$	2,629,967	51%		Dec-23		Nov-23
Local Supplier Analysis	\$	2,516,883	49%				
TOTAL	\$	5,146,850	100%	Wages and Superannuation	\$ 523,555	\$	624,94
				IT and Communications	\$ 26,506	\$	16,68
(a local supplier is deemed to be a business that is based in Quilpie Shire, has a				Roadworks and Plant Hire	\$ 2,393,109	\$	1,428,46
depot in Quilpie, is a ratepayer, or employs local staff)				Consultants and Prof. Services	\$ 466,175	\$	500,38
				Workshop/ Parts & Consumables	\$ 38,683	\$	70,38
the fellowing bolds and		ale and a second	l	Fuels	\$ 111,442	\$	71,69
	ovides information about co			Other Capital Purchases	\$ -	\$	419,27
excluding wage creditor	rs, reimbursements, and com	panies not base	u locally)	Other	\$ 1,587,379	\$	335,58
Monthly Value	# Suppliers		Total \$		\$ 5,146,850	\$	3,467,41
\$0 - \$1,000	3	\$	1,756	TOTAL OF CHEQUES		\$	5,262,49
\$1,001 - \$5,000	8	\$	14,924	less: Investment Movements		\$	-
\$5,001 - \$15,000	8	\$	82,304	less: Internal Adjustments - Quilpie	e Shire Council	-\$	14,77
\$15,001 - \$50,000	3	\$	107,548	less: Tax Payments		-\$	100,86
\$50,000 +	5	\$	1,734,200	NET CREDITOR PAYMENTS		\$	5,146,85

Grant Reporting and Acquittals

A variation report was prepared and submitted for LGGSP 2022-24 Infra 0026 - Town House Residential Estate - Stage 1 (change in completion date).

Completion Report was prepared and submitted for the W4Q 2021-24 - Construct Residential Dwellings in Quilpie and Eromanga.

New Department templates and tools for Local Government

The Department has introduced new finance templates and tools for small to medium sized Queensland Councils:

- 1) Monthly Budget Variance Report
- 2) Short-Term Cash Flow Model
- 3) Grant & Project Register
- 4) Simplified 10-Year Forecast Model

The Finance team are working with the Department on the initial set up / trial. It is anticipated that the Short-Term Cash Flow Model and the Simplified 10-Year Forecast Model will enhance financial management and forecasting.

Monthly Management Reports

New Management Reports have been setup and will be provided to the Executive Leadership Team on a monthly basis.

Finance

- Completion of Monthly Finance Report for December 2023.
- Grant and contract assessment monthly review with revenue recognition and adjustments for contract assets and contract liabilities as required.
- WIP / capital expenditure reconciliation
- Setup for the new Monthly Management Reports were finalised for the Executive Leadership Team.
- Prepare preliminary supporting information (Trial Balance mapping to Financial Statements) for new finance support tools being rolled out to small to medium sized Councils by the Department.

Meetings

- Executive Leadership Team meeting 11 December
- Various team meetings with auditors regarding supporting declaration for grant funding.

CONSULTATION (Internal/External)

Chief Executive Officer

LEGAL IMPLICATIONS

None noted.

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's Budget

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 GOVERNANCE & COMPLIANCE MONTHLY STATUS REPORT

IX: 245092

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: Nil

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.3 Maintain good corporate governance

Initiative:

EXECUTIVE SUMMARY

The purpose of this report is to provide an update of the Governance and Compliance area for the period 1 July 2023 to 31 December 2023.

OPERATIONAL UPDATE

Corporate Governance

Operational Plan 2023/24

The Operational Plan for 2023/24 was adopted in July 2023.

The second September quarterly review is being presented to the January 2024 Council Meeting.

Internal Audit and Audit Committee

The internal audits planned for 2023/24, include business continuity testing and a review of cyber security. These were undertaken in November 2023. The report has not yet been finalised and the next Audit Committee Meeting is scheduled for February 2024.

Audit Action Register

An audit action register has been developed and uploaded into Cascade and we will be able to provide a report at the next audit committee meeting.

Work is continuing to identify operational risks and an Operational Risk Register will be developed.

Policy Review

8 Policies have been adopted by council since 1 July 2023.

2 Administrative Polices have been adopted by the CEO since 1 July 2023.

Building and Planning Services

Since 1 July 2023 there has been 25 building applications and 5 Development Applications.

The Airport Master Plan went out for Quote in November 2023. We sent out requests for quotes to 3 companies and only 1 responded. The Quote was over budget so we have gone back to them to revise the quote.

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Environmental Health Services

Balonne Shire Council have been appointed to undertake our Food Licence Inspections. These will be undertaken in February 2024.

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Legal Matters

Leases and Land Matters

Council has finalised 1 lease and are still negotiating 3 leases and 3 water agreements in Quilpie and preparing documents for water agreements for when the Toompine Bore comes online.

Outback Car Hire

Council put the Outback Car Hire Business out to an EOI on behalf of Quilpie, Balonne, and Paroo Shire Councils. One (1) EOI was received. A select tender process with the one EOI recipient has been finalised and now we are waiting for McCullough Robertson to prepare a letter for the ACCC.

Roads off Alignment

An independent engineering report for the Road off Alignment has been received and was tabled at the December 2023 Council Meeting. Council will continue with the "intention to resume" notification and a progress timeline to be developed. Preston Law to advise on next steps.

Request of Road Opening to allow Leasehold block to be converted to Freehold.

A report was prepared for the December 2023 meeting. Council did not support the road opening but would support an easement.

Instagram and Website

We have successfully transferred the Instagram to a Council owned email address and closed an old Council website.

Land Sales

1 industrial and 4 residential properties that were under contract have all settled. Queensland Government housing made an offer for 2 blocks at Curlew Estate but Councill withdrew from the sale due to the onerous conditions the State wanted in the contracts.

Local Laws/Compliance

- 4 local laws complaints have been received. 2 have been finalised and 2 are currently being investigated.
- 2 Encroachment compliance matters are currently being followed up.

Balonne Shire Council have been appointed to undertake our Dog Inspection Program. The inspection program was undertaken in November and was successful. We are awaiting the final report from Balonne Shire Cuncil.

SPECIAL PROJECTS

Advata machine

We are trialling an Avdata Machine which records all the aircraft movement at the airport for 3 months. The machine has been installed since August but, we have been having technical errors, they have only been able to convert 1 month of data.

Asset Management Plans

Work on updating our Asset Management Plans has begun. Our Water, Sewerage & Roads as well as our Vehicles, Plant & Equipment information is up to date and only require the reports to be collated. We are working on the Buildings and Other Structures Plan by using data from our Depreciation Schedules and recent valuations.

IT System

We have implemented Cascade as our Operational Planning monitoring software and LG Hub for Meeting Agendas and papers.

Gift Register

31 gifts declared for the Gift Register since 1 July 2023 were packaged up for Xmas lucky door prizes.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

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10.4.2 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

IX: 245475

Author: Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

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

Meeting Date	Subject	Action	Comments	Status
21-Nov-23	Regional Precincts and Partnership Program		Awaiting results of the Growing Regions Program – Round 1	Ongoing
31-Oct-23	Tender Consideration Plan – Purchase eight (8) x three (3) bedroom homes		Contracts for Hoek Dwellings have been executed. Oly Homes contracts have been received and are being reviewed.	Ongoing
21-Jun-22	Water Access Agreement - Lot 40 NK839916	Action the request for the installation of a water connection for Lot 40 NK83991.	Applicant has been contacted, meeting scheduled in September 2022.	Ongoing
20-Aug-21	SWQROC funding for recycling	Progress requested regarding SWQROC recycling funding	Recycling initiatives to progress through SWQROC Waste Group.	Commenced
11-Jun-21	Quilpie Airport planning	Undertake community consultation regarding changes to airport	EOI Released.	Ongoing
08-Apr-21	Eromanga bean pump	That the beam pump adjacent to the road near Eromanga could be renovated and made into a working pump as a tribute to the oil and gas industry in the shire.	Beam pump has been reassembled. Council to explore potential of signage on history of Oil and Gas in the Shire.	Ongoing
12-Mar-21	Increase number of councillors	Investigate the potential of appointing additional councillors		Not Commenced

Meeting Date	Subject	Action	Comments	Status
12-Nov-20	Strategic Plan for Exclusion Fence	Liaise with Craig Allison - to include a map	Draft map has been completed – additional work required to identify all privately constructed fencing.	Ongoing
12-Nov-20	Мар	Map to landholders in regard to exclusion fencing for the next 5 yrs.	Map provided, further amendments to be made	Ongoing
14-Aug-20	Adavale Bore Cooling Pond	That Council receive the report and offer to pay 50% of the material costs to the approximate value of \$17,000 to rehabilitate/upgrade the cooling pond and grid subject to the following conditions:	Letter sent. Draft agreement prepared. Waiting to hear from property owner	Ongoing

OPERATIONAL UPDATE

Monthly Meetings

Date	Event	Location
1 December	Internal Audit – Close Out Meeting	Quilpie
4 December	QRO Debt Recovery Reference Group	Online
5 December	Council Workshop – Includes meeting with Telstra.	Quilpie
6 December	Small Business Friendly – Roundtable	Online
7-8 December	SWQROC Meeting	Roma
8 December	Staff Christmas Party	Quilpie
12 December	Council Meeting	Quilpie
14 December	LDMG Meeting	Online
23 December – 7 January	Council Shut Down	

Upcoming Meetings:

Date	Event	Location		
15 January	Council Meeting	Quilpie		
17 January	17 January Cunnamulla Hot Springs Opening			
30 January	30 January Quilpie LGA AFMG Planning Meeting			
6 February	6 February QRO Debt Recovery Meeting			
8-9 February	Dalby			

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Date	Event	Location
13 February	Councillor Workshop – LHAP	Quilpie
20 February	Council Meeting	Quilpie
20 February	OQTA - Outback Queensland Season Launch 2024	Brisbane
29 February	LGMA CEO Forum	Brisbane
12 March	Council Meeting	Quilpie
16 March	2024 local government quadrennial elections	
2 April	Councillor Briefing Session	Quilpie
15 April	Council Meeting	Quilpie
16 April	Council Meeting	Quilpie
17 April	LGAQ – Mayoral Induction – Parliament House	Brisbane
7 May	Councillor Briefing Session	Quilpie
8-9 May	LGAQ – LGx Conference	Gold Coast
16 May	DSDILGP - Councillor Induction program	Quilpie
21 May	Council Meeting	Quilpie
21-22 May	LGAQ – Civic Leaders Conference	Gold Coast
28 May	Council Meeting	Quilpie
4 June	Councillor Briefing Session	Quilpie
18 June	Council Meeting	Quilpie
2 July	Councillor Briefing Session	Quilpie
2-4 July	ALGA 2024 National General Assembly	Canberra
16 July	Council Meeting	Quilpie
6 August	Councillor Briefing Session	Quilpie
20 August	Council Meeting	Quilpie
2 September	Councillor Briefing Session	Quilpie
17 September	Council Meeting	Quilpie
8 October	Councillor Briefing Session	Quilpie
21-23 October	LGAQ Annual Conference	Brisbane
22 October	Council Meeting	Quilpie
29 October	Council Meeting	Quilpie

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Date	Event	Location
5 November	Councillor Briefing Session	Quilpie
19 November	Council Meeting	Quilpie
3 December	Councillor Briefing Session	Quilpie
17 December	Council Meeting	Quilpie

OPERATIONAL UPDATES

Nil

CONSULTATION (Internal/External)

Councillors

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Low Risk – Within standard operations

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11 ENGINEERING SERVICES

11.1 ADOPTION OF FOUR YEAR PROGRAM FOR THE SOUTH WEST REGIONAL ROAD AND TRANSPORT GROUP

IX: 245148

Author: Peter See, Director Engineering Services

Attachments: 1. Attachment Two Proposal to seal Adavale Blackall 4

2. Attachment One LRRS Program Years 1-3 J

KEY OUTCOME

Key 4. Strong Governance **Outcome:**

Key 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

4.5 Optimal asset management practices

Key 2. Flourishing Economy

Outcome:

2.3 Maintain safe and efficient transport networks

Initiative:

Key

EXECUTIVE SUMMARY

Quilpie Shire is part of the South West Regional Road and Transport Group. This report recommends the adoption of the Year Four program of works.

RECOMMENDATION

That Council:

- 1) receive the Report; and
- 2) adopt Year Four (2027/2028) of the LRRS program as sealing of the Adavale Blackall Road Chainage 113.74 km (Shire Boundary) to 117.20 km.

BACKGROUND

Quilpie Shire is part of the South West Regional Road and Transport Group. This report discusses the adoption of the Year Four program of work.

Council has adopted a network of Local Roads of Regional Significance (LRRS). The Department of Transport and Main Roads (TMR) provides Transport Infrastructure Development Scheme (TIDS) funding to be used on the LRRS. A four-year program must be adopted annually as part of the conditions for receiving TIDS.

The present program previously adopted by Council for years 1 to 3 is attached as Attachment One. Currently the Program has the following program:

Completion of the Quilpie Adavale Red
 Widening 0.0 km – 5.4 km Eulo Road
 Widening 5.4 km – 10.819 km Eulo Road
 Widening 5.4 km – 10.819 km Eulo Road

Council has submitted a proposal to TMR to carry out sealing of the northern section of the Adavale-Blackall Road. The proposal is attached as Attachment Two. The proposal involves the bitumen sealing of Chainages 113.740 km to Chainage 120.530 km. This area of the road regularly gets damaged during wet weather events. It is an isolated area which takes a full day to inspect when travelling from Quilpie. The road serves grazing and tourist interests as well as providing a direct access to North Queensland.

It is proposed that this area be included as Years Four and Five in the LRRS program. If Council is agreeable, the proposed Year Four will be:

4. Sealing of the Adavale Blackall Road Chainage 113.74 km (Shire Boundary) to 117.20 km.

The value of this would be \$1,047,500.00 which would be 100% TMR funded.

OPTIONS

Option 1

That Council receive the Report and adopt Year Four of the LRRS program as

• Sealing of the Adavale Blackall Road Chainage 113.74 km (Shire Boundary) to 117.20 km.

Option 2

• That Council receive the Report but provides an alternative project.

CONSULTATION (Internal/External)

Nil

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

TIDS provides consistent funding to improve the Local Roads of Regional Significance across the Region.

RISK MANAGEMENT IMPLICATIONS

N/A





Proposal

Adavale Blackall Road (7103)

Formation correction and Sealing Chainage 113.740 km to Chainage 120.530 km.

Prepared by

Peter See

Director Engineering Services

RPEQ 05270

P 0452387617

E peters@quilpie.qld.gov.au

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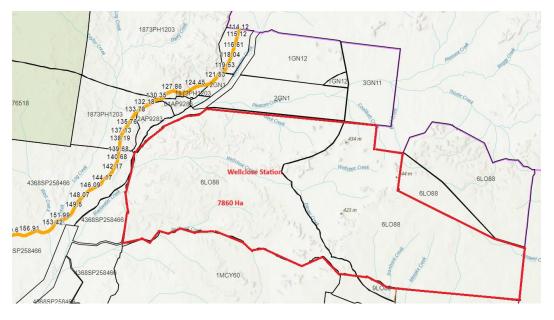
Background

Quilpie Shire Council is contracted to the Department of Transport and Main Roads to carry out maintenance (RMPC) on the Adavale-Blackall Road (7103) within Quilpie Shire. The Adavale-Blackall Road is predominantly an unsealed road with the pavement consisting of natural unscreened gravel materials. The Road provides a direct connection between Blackall in the north and Adavale and Quilpie in the south. If the Warri Gate Road is sealed within Bulloo Shire, the road will then become part of a direct route between Townsville and Adelaide.

The AADT of this road is 8 with 12.5% heavy vehicles but this does not potentially state the importance of this road. The Regional Road and Transport Group Statement of Intent for this road is attached as a reference.

During the winter months which constitute the tourist season, an increasing number of caravan combinations are using the road as the road provides a connection between Idalia National Park and Hell Hole Gorge National Park. Quilpie Shire is promoting Hell Hole Gorge as a unique tourist destination. Council is also developing the Town Hall area in Adavale as a free camping site.

The road also provides an exit point for Wellclose Station which is a major beef cattle producer. The station uses this road as a primary ingress and egress route. The property is shown below.



The current condition of Chainage 113.74 km (Shire Boundary) to 120.53 is shown in the following photographs. The road is gravelled with local gravel sourced from a gravel pit at Chainage 120.50 km. The gravel is coarse and unscreened. There are numerous low flow culverts along the section's length which are in good condition.

The formation is generally okay with no vertical curves other than the southernmost point of the proposal area. The only horizontal curve is also located at this section.



Chainage 113.74 looking south



Enroute



Enroute



Approaching Gowan Range

The area is affected by localised rainfall events of which Council and TMR have limited local intelligence. There are no automatic gauges in this area, and it is in a telecommunications black spot which makes remote monitoring impossible.

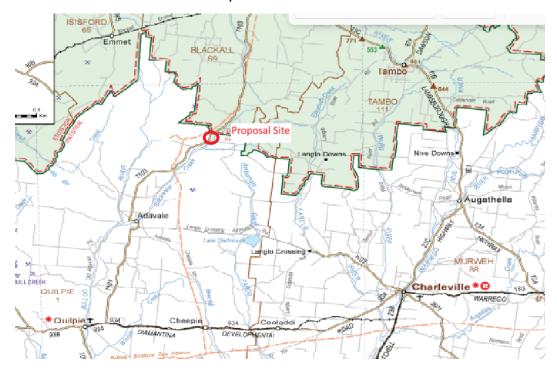
1.1 1.1 - Attachment 1

Rainfall events cause wash outs at the culverts over each summer. Council generally is only made aware of issues if travellers contact Council or TMR. The area is not within a phone signal area, so advice often is not received as people decide not to report the issues.

The travel time from Quilpie to the Shire boundary and the proposed site is 2 hours and 20 minutes without stops in a four-wheel drive vehicle. The travel time is significantly longer in a truck. A simple road inspection of this area takes Council staff a full work shift for the return trip from Quilpie.

Location of Proposed Works

The site of the proposed work is shown below. The site is the 6.79 km of the Adavale-Blackall Road within Quilpie Shire, and the proposal ceases at the Blackall Tambo Council boundary.



Proposed Improvements

Council proposes to improve this section of road, and to two coat bitumen seal this area. The road would be formed up to carry out minor level improvements, re-sheeted with gravel, and then sealed with a two-coat bitumen seal. This is

1.1 - Attachment 1 **56** | P a g e

the same approach that Quilpie Shire Council is using to seal the Quilpie-Adavale Red Road at present.

Estimated Costs

Council has a proven methodology with this process and is confident that we can carry out this work for \$300,000.00 per kilometre of length.

The total cost of sealing this proposal is \$2,037,000.00.

This can be funded by allocation of the road re-sheeting funding annually. Generally the re-sheet funding has recently been used on the Quilpie Adavale Red Road over the past 5 years however this road will be fully sealed by the end of 2024.

Quilpie Shire Council has also indicated a willingness to use Transport Infrastructure Development Scheme (TIDS) funding for this section of road.

As such, currently available funds can be used to support this work. Council may also consider some level of Council funding as Council currently does on the Quilpie Adavale Red Road.

To progress the works, it is proposed at the works be staged over two financial years.

- Stage One would be from the northern extent at 113.74 km (Shire Boundary) to 117.20 km.
- Stage Two would be from Chainage 117.20 km to 120.530 km.

Based on the current program for the RRGTC, the works could be done once the widening of the Eulo Road is completed in the 25-26 financial year. As such, the works would be carried out in 26-27 and 27-28 financial years.

Works Proposed

The works proposed are as follows:

- Form up and improve minor horizontal and vertical alignment.
- Re-sheet the existing road
- Import top up base materials as needed.
- Two coat bitumen seal the works.

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ORDINARY COUNCIL MEETING AGENDA 15 JANUARY 2024

Flag TRUE	Scope Fo	rn Project Description SWRRTG Allocation Difference SWRRTG Total Program	Chainage Location	Total Project (2 2024/25 \$7,082,173 \$0	\$(\$(0 <mark>\$7,082,</mark> 173
		Balonne SC		\$3,949,220				
	No	Bollon-Dirranbandi Rd	59.7 - 72.1 km	594,000			31,047,500	
	Yes	Kooroon Rd	0.0 - 14.7 km	\$680,000		\$340,000	1	Bitumen Reseal
	No	Hebel - Goodooga Rd	0.0 - 4.0 km	180,000			,	Gravel resheet
	Yes	Hebel - Goodooga Rd	4.0 - 6.2 km	\$111,000				Reseal
	No	Whyenbah Rd	68.0 - 70.6 km	\$667,000		\$55,500)	Reseal
	No	Noondoo - Thallon Rd	20 ₁ 0 - 30 _. 0 km					Reseal
	No	Noondoo - Thallon Rd	10.0 - 20.0 km	\$640,000	\$320,000			Gravel Resheet
	Yes	Talwood - Mungindi Rd	0.0 - 10.41km	\$640,000		\$320,000		Gravel Resheet
		TBA		\$437,220		\$332,000		Shoulder Resheet
							\$1,047,500	
	Yes	Maranoa RC	0174 444 741	\$10,236,000	\$1,706,000	\$1,706,000	\$1,706,000	
		Bollon Road	91.74 - 111.74 km	\$1,473,500		7	\$736,750	
	No V	Dunkeld Road	13.60 - 26.20 km	\$1,071,000			\$535,500	orare restrict
	Yes	Mt Moffatt Road	40:00 - 46:00 km	1,600,000		\$800,000		
	Yes	Redford Road	20.54 - 29.31 km	1,706,000	\$853,000			Bitumen widening and rehabilitation
	No	Teelba Road	87.50- 96.00	867,500			\$433,750	Bitumen extension
	Yes	Womblebank Gap Road	16.25 - 20.25 km	1,212,000		\$606,000	Ψ-00,730	
	Yes	Yuleba Surat Road (b)	54.05 - 62.80 km	1,706,000	\$853,000	4000,000		Bitumen widening and rehabilitation
	Yes	Yuleba Surat Road (b)	45.74 - 53.74 km	600,000	7010,000	\$300,000		Bitumen extension Gravel Resheet
	Yes	Murweh SC Adavale Rd	25.4.05.00	\$4,190,000	\$1,047,500	\$1,047,500	\$1,047,500	
	Yes	Adavale Rd	85.4 - 95.23 km	\$1,780,000	\$890,000	100000	31 (17 to 18	
		Bollon Rd	TBA Various	\$315,000	\$157,500			Seal widening
	No		55.85- 68.1 km	\$2,095,000		\$1,047,500		5
		ТВА					\$1,047,500	Construct sections to a 4.0m sealed standard with 8.0m sealed floodways
	J. V.	Paroo SC		\$6,285,000	\$1.047,500	\$1,047,500	\$4.047.500	
	No	Jobs Gate Road	35.0 - 50.0 km	\$2,095,000		\$1,047,500	\$1,047,500	Pie add and the Pierra Control of the Control of th
	res es	Jobs Gate Road	85.0 - 95.0 km	\$1,000,000		W1,041,000	# E00.000	Rip, add material. compact and seal
ı	No	Eulo-Toompine Road	13.91 - 75.35 km	\$710,000	\$355,000		\$500,000	Rehabilitation of Existed Sealed Pavement - various Sections
ľ	No	Eulo-Toompine Road	16.55 - 24.87 km, 31.29 - 46.51 km	\$1,385,000	\$692,500			Widening 6 floodways and culverts
	res es	Humeburn Road	25.0 - 95.0 km	\$700,000	Ψ002,000		#050.000	Various widening of pavement to 8m seal
`	⁄es	Humeburn Road	0.0 - 120.0 km	\$395,000			\$350,000	Gravel Resheeting, Rip, Compact various sections
				4000,000			\$197,500 	Repair Culverts, stabilise Floodways, repair Stone Pitching (multiple sections)
	1175	Quilpie SC	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	\$3,142,500	\$1.047.500	04 047	1 participation of the contract of the contrac	
1	es/es	Quilpie Adavale Rd (Red Rd)	21.1 - 29.29 km	\$1,047,500	\$1,047,500	\$1,047,500	\$1,047,500	
١	es es	Eulo Rd	0.0 - 5.4 km	\$1,047,500 \$1,047,500	\$1,047,500	04.04= ===		
١	es es	Eulo Rd	5.4 - 10.819	\$1,047,500		\$1,047,500	\$1,047,500	
		Bulloo SC	A STATE OF THE PARTY OF THE PAR	#BI OCKED	64.649	A. Francisco	<u> </u>	
Y	'es	Quilpie Thargomindah	135.55 - 138.12km, 138.12 - 142.12km	#BLOCKED #UNPARSEABLE	\$1,047.500	\$1,047,500	\$1,047,500	
	'es	Bundeena Road	TBA		\$707,000	.		Pave and seal to 8m width and 9m formation
		ТВА		\$1,388,000	\$340,500	\$1,047,500	\$1,047,500	
	محالا إلياء	Regional Capability Funding		\$0	£430 670	Profession Comment		
Y	'es	TIDS Capability Funding - Technica		30	\$138,673 \$138,673	\$138,673	\$138,673	
		Support			φ130,073	\$138,673	\$138,673	\$138,673

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11.2 RFQM 09 23-24 SUPPLY AND DELIVERY OF 4WD WAGON

IX: 245503

Author: Brian Weeks, Works Coordinator

Attachments: 1. South West Ford - Everest Quote U

2. Black Toyota = Prado Quote J

KEY OUTCOME

Strong Governance

Outcome:

Key

Key 4.5 Optimal asset management practices

Initiative:

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award Request for Quotation RFQM 09 23-24 Supply and Delivery of one (1), 4WD Wagon as part of the 2023-2024 fleet replacement program.

RECOMMENDATION

- That Council:
 - (a) Award RFQM 09 23-24 Supply and Delivery of one (1), 4WD Wagon to South West Ford for \$73,439.09 excluding GST;
 - (b) Re-allocate the replaced vehicle Asset Plant 1131 Ford Everest to the Hire Fleet; and
 - (c) 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

BACKGROUND

The Quilpie Shire Council (QSC) adopted the Council budget for the 2023/2024 Financial Period on 6 July 2022. This budget included a total plant replacement budget of \$3.881M. Plant 1131 – Ford Everest was forecasted for replacement as part of this budgeted amount. This plant item is used by the Works Coordinator.

Procurement process

In accordance with Council's Procurement Policy and Section 225 Local Government Regulation 2012, Council invited three (3) suppliers registered on the Vendor Panel Marketplace to quote for the supply of a 4WD Wagon.

Description Details			
Advertising Vendor Panel Portal			
Tender Open	Thursday 16 November 2023		

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Supplier Query Cut-Off	2:00pm Thursday 30 November 2023		
Tender Close	2:00pm Thursday 30 November 2023		
Suppliers Invited		Responses	
Black Toyota		RFQ Read	Response Received
Tait Toyota		Did not read RFQ	No Response
South West Ford & Nissa	an	RFQ Read	Response Received

At the close of the request process on 30 November 2023, Council received two conforming submissions from the following suppliers:

- Black Toyota; and
- South West Ford & Nissan

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

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

The table below provides a comparison of the price and delivery times of responses received:

	Budget	Black Toyota	South West Ford & Nissan
Make/ Model	4WD Wagon	Toyota Prado	Ford Everest
Purchase Price (Ex GST)	\$75,000.00	\$78,691.53	\$73,439.09
Trade Price (Ex GST)	N/A	N/A	N/A
Grant	N/A	\$0	\$0
Final Price (Ex GST)		\$78,691.53	\$73,439.09
Council Contribution			
Delivery Time		8 – 12 Months	3 – 6 Months

In accordance with S225 (3) of the LGR 2012, Council may decide not to accept any of the quotes it receives.

In accordance with S236 (d) of the LGR 2012, Council may dispose 'of a valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to the local government—

- (i) the supply is, or is to be, made under this part; and
- (ii) the disposal is, or is to be, part of the contract for the supply'.

OPTIONS

Option 1 - Recommended

- 1. That Council resolves to:
 - a. Award RFQM 09 23-24 Supply and Delivery of 4WD Wagon to South West Ford for \$73,439.09 excluding GST;
 - b. Re-allocate the replaced vehicle Asset Plant 1131 Ford Everest to the Hire Fleet; and
 - c. 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.

Option 2

- 1. That Council resolves to:
 - a. Award RFQM 09 23-24 Supply and Delivery of 4WD Wagon to Black Toyota for \$78,691.53 excluding GST, plus New Model Price Rise if applicable;
 - b. Re-allocate the replaced vehicle Asset Plant 1131 Ford Everest to the Hire Fleet; and
 - c. 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.

Option 3

That Council resolves to not accept any quotes received for RFQ 09 23-24 Supply and Delivery of 4wd Wagon in accordance with S225 (3) of the LGR 2012

CONSULTATION (Internal/External)

Director Engineering Services, Peter See Acting Workshop Supervisor, Daniel Varley Procurement Officer, Kasey Davie

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012 – S225 *Medium-sized contractual arrangement—quotes needed first.*

(1) A local government cannot enter into a medium-sized contractual arrangement unless the local government first invites written quotes for the contract.

Risk

Nil.

RFQ?? 23-24



Request for Tender (RFT): RFQM 09 23-24 Supply & delivery 1 2023 4WD Wagon
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Closing Time:	2pm Thursday 30 th November 2023

RFT Number:	RFQM 09 23-24	

QUOTATION DETAILS

Description:	Supply & delivery of one (1) 2021 4WD Wagon delivered to Quilpie Shire Council.
Lodgement:	Quotations to be marked RFQM 09 23-24 Supply and delivery of one (1) 4WD Wagon"
Lodgement Address:	Not applicable. Via VendorPanel
Post Offers to:	Not applicable. Via VendorPanel
Email Offers to:	Not applicable. Via VendorPanel
Contact Officer:	Works Coordinator 07 4656 0500

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SCOPE

Specification documents for the supply and delivery of one (1) 4WD Wagon.

2. TYPE OF CONTRACT

The contract shall be a lump sum contract. GST is applicable.

3. TRADED UNITS

No Trade Unit

4. DELIVERY POINT

Shall be to the Council Depot, 9 Anzac Drive Quilpie QLD 4480.

5. REGISTRATION

The vehicle shall be delivered to Council with registration to Council's Common due date.

Quilpie Shire Council common due date being 18 September of every year.

Registration cost must be included in the tender price.

Department of Transport, QLD Customer Reference No. 062 460 451

6. PAINTWORK

Paintwork colour to be Factory white.

7. WARRANTY SERVICES AND REPAIRS

The contractor shall specifically detail the period of warranty of the unit being offered and the location where the warranty services and repairs will be carried out.

If any extended warranty is offered this shall be clearly stated with additional terms and conditions that may apply

Warranty/Services & Repairs/ Spare Parts:

5 YEAR UNLIMITED KILOMETERS

Quilpie Shire Council



TO: The Chief Executive Officer

Quilpie Shire Council PO Box 57 Quilpie QLD 4480

I/We the undersigned, do hereby submit this quotation to perform the works for the supply and delivery of One (1) 2023 4WD Wagon.

As described in the Specification document for the amount set out below, and to complete the works within the time set out below.

Unit #1131

1. OFFER New 4WD Wagon

Price including GST	- 9 - 0 -
	\$80783-00
Delivery time from date	
of acceptance	3-6 MONTHS

2. OFFE	R No Trade Unit	
	Price including GST	

3. TENDERER'S DETAILS

Company	SEDILLI PTY LTD
	ACN: 010 567 496 ABN: 99 010 567 496 SOUTH WEST FORD
Address	SOUTH WEST NISSAN 50-56 Alfred St, Charleville Q 4470 Phone: (07) 4654 1477
Contact Person	
	KERRY MULHERN
Contact Details	
	0427713469
Signature	
	of mucheen
Date	
	29-11-2023

Quilpie Shire Council

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RFQ?? 23-24



REQUEST for Tender (RFT): RFQM 09 23-24 Supply & delivery 1 2023 4WD Wagon	
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Closing Time:	2pm Thursday 30 th November 2023

RFT Number:	RFQM 09 23-24
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QUOTATION DETAILS

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Lodgement Address:	Not applicable. Via VendorPanel
Post Offers to:	Not applicable. Via VendorPanel
Email Offers to:	Not applicable. Via VendorPanel
Contact Officer:	Works Coordinator 07 4656 0500

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1. SCOPE

Specification documents for the supply and delivery of one (1) 4WD Wagon.

2. TYPE OF CONTRACT

The contract shall be a lump sum contract. GST is applicable.

3. TRADED UNITS

No Trade Unit

4. DELIVERY POINT

Shall be to the Council Depot, 9 Anzac Drive Quilpie QLD 4480.

5. REGISTRATION

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Paintwork colour to be Factory white.

7. WARRANTY SERVICES AND REPAIRS

The contractor shall specifically detail the period of warranty of the unit being offered and the location where the warranty services and repairs will be carried out.

If any extended warranty is offered this shall be clearly stated with additional terms and conditions that may apply

Warranty/Services & Repairs/ Spare Parts:	

Quilpie Shire Council

Item 11.2 - Attachment 2



SPECIFICATIONS

The organisations submitting quotations shall supply full specifications of the 4WD Wagon being offered; however, where conflicts exist between detailed specifications submitted and Councils document requirements, the Council documents shall take precedence unless specifically stated as non-compliance by the organisation submitting the quotation. If the delivered vehicle does not meet the tendered specifications, council will consider liquidated damages claim.

If delivery of this 4WD Wagon is not on the date specified, Council may consider liquidated damages claim i.e. unscheduled maintenance of the vehicle being replaced.

9. **ENQUIRIES**

Any enquiries to be directed to Mr Brian Weeks (Works Coordinator) on (07) 4656 0500

10. **PARTICULARS OF NEW VEHICLE**

TOYOTA

The 4WD wagon shall as a minimum have the following extras/options fitted and included in the lump sum price:-PRADO GXI

Details	Yes/No	
2023 Plated Wagon fulltime 4WD Wagon (2024 will be accepted if long delivery is expected)		
Four (4) cylinder Turbo Diesel engine 150 Kw	¥	
6 speed Automatic transmission	Ý	
High and low range transmission	4	
Locking rear differential	Y	
Power steering	4	
3 zone climate control air conditioning	4	
Seating for a minimum of 7	Y	
Window tinting; (Darkest Legally permissible)		
Remote access, keyless start	Ý	
Apple Carplay / Android Auto compatible Blue Tooth Stereo		
Factory Fitted Reverse Camera		
Trailer plug (Large 7 pin connection)	ý	
Long range fuel tank (130 litre minimum capacity with fully functioning gauge)	4	
After market Black or Hammer Tone finish, with 2 antenna mounts fitted to far	٧.	
LHS	F	
Winch Compatible Steel Bull bar with side rails and steps	Y	
Light Protectors	W/A.	
Bonnet Protector		
Heavy Duty Tow Bar (Genuine)	4	
Radiator screen	Y	
Dashboard mat (Genuine)	4	
Bucket Floor mats GENVINE RYBSE(Y	
Luggage Compartment mat	У	
Neoprene Seat covers Flor + M'100E + REAL	4	
Full tank of fuel	Y	
Front and rear mudflaps	Y	

Quilpie Shire Council

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Heavy Duty 2" Lifted Suspension	¥
Fitted Wiring Harness for Spotlights	4
XRS-330C UHF complete with AE4705BB (Beyond Blue) 1200mm antenna kit &	. /
MB042B mount	7
Snorkel	7
Fire extinguisher (mounted in rear of car)	4
Filters to cover 10,000 km service	¥
Options	
All Terrain Tyres	Y
	1

11. WORKSHOP MANUALS

A full set of manuals comprising one (1) parts book, one (1) workshop manual and one (1) operator's manuals shall be delivered with the machine.

Parts and workshop manuals may be hard copy or CD.

12. TRAINING

Any training that is required in relation to Diagnosis of vehicle faults, and vehicle induction.

Some training aids are available at the council's training room; any additional training aids shall be sourced by the successful Supplier of the machine.

Quilpie Shire Council

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TO: The Chief Executive Officer

Quilpie Shire Council PO Box 57 Quilpie QLD 4480

New 4WD Wagon

Price including GST

Contact Person

Contact Details

Signature

Date

I/We the undersigned, do hereby submit this quotation to perform the works for the supply and delivery of One (1) 2023 4WD Wagon.

As described in the Specification document for the amount set out below, and to complete the works within the time set out below.

Unit #1131 1. OFFER

		#000 11.01
		DELIVERT, NEW PRICING WILL APPLY.
	Delivery time from date	DELIVERT, NEW PRICING WILL APPLY.
of acc	of acceptance	APROX 8-12 MONTHS
2. OFFE	R No Trade Unit	
Z. OFFL		
	Price including GST	
3. TEND	ERER'S DETAILS	
	Company	BLACK TOTOTA-
	Address	73 CHARLES ST ROMA

406279 87

BRANT HURLOCK.

Quilpie Shire Council

11.2 - Attachment 2

27-11-23.

11.3 RFQM 10 23-24 SUPPLY AND DELIVERY OF 4WD DUAL CAB UTILITY

IX: 245505

Author: Brian Weeks, Works Coordinator

Attachments: 1. South West Ford - Ranger Quote 1

2. Black Toyota - Hilux Quote J

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.5 Optimal asset management practices

Initiative:

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award Request for Quotation RFQM 10 23-24 Supply and Delivery of 4WD Dual Cab Utility as part of the 2023-2024 fleet replacement program.

RECOMMENDATION

- 1. That Council:
 - (a) Award RFQM 10 23-24 Supply and Delivery of 4WD Dual Cab Utility to South West Ford for \$66,655.45 excluding GST;
 - (b) Re-allocate Asset Plant 1120 Toyota Hilux to the Hire Fleet; and
 - (c) 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

BACKGROUND

The Quilpie Shire Council (QSC) adopted the original Council budget for the 2023/2024 Financial Period on 6 July 2022. This budget included a total plant replacement budget of \$3,881,000. Plant 1120 – Toyota Hilux was forecasted for replacement as part of this budgeted amount.

Procurement process

In accordance with Council's Procurement Policy and Section 225 Local Government Regulation 2012, Council invited three (3) suppliers registered on the Vendor Panel Marketplace to quote for the supply of a 4WD Dual Cab Utility.

Description	Details
Advertising	Vendor Panel Portal
Tender Open	Thursday 16 November 2023
Supplier Query Cut-Off	2:00pm Thursday 30 November 2023

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Tender Close	2:00pm Thursday 30 November 2023			
Suppliers Invited		Responses		
Black Toyota		Invitation read	Response Received	
Tait Toyota		Did not read	No response received	
South West Ford & Nissan		Invitation read	Response Received	

At the close of the request process on 30 November 2023, Council received two conforming submissions from the following suppliers:

- Black Toyota
- South West Ford & Nissan

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

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

The table below provides a comparison of the price and delivery times of responses received:

	Budget	Black Toyota	South West Ford & Nissan
Make/ Model	4WD Dual Cab Utility	Toyota Hilux	Ford Ranger
Purchase Price (Ex GST)	\$75,000.00	\$71,507.06	\$66,655.45
Trade Price (Ex GST)	N/A	N/A	N/A
Grant	N/A	\$0	\$0
Final Price (Ex GST)		\$71,507.06	\$66,655.45
Council Contribution			
Delivery Time		5 – 8 months	3 – 6 Months

In accordance with S225 (3) of the LGR 2012, Council may decide not to accept any of the quotes it receives.

In accordance with S236 (d) of the LGR 2012, Council may dispose 'of a valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to the local government—

- (i) the supply is, or is to be, made under this part; and
- (ii) the disposal is, or is to be, part of the contract for the supply'.

OPTIONS

Option 1 - Recommended

1. That Council resolves to:

- a. Award RFQM 10 23-24 Supply and Delivery of 4WD Dual Cab Utility to South West Ford for \$66,655.45 excluding GST;
- b. Re-allocate Asset Plant 1120 Toyota Hilux to the Hire Fleet; and
- c. 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.

Option 2

- 1. That Council resolves to:
 - a. Award RFQM 10 23-24 Supply and Delivery of 4WD Dual Cab Utility to Black Toyota for \$71,507.06 excluding GST;
 - b. Re-allocate Asset Plant 1120 Toyota Hilux to the Hire Fleet; and
 - c. 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.

Option 3

That Council resolves to not accept any quotes received for RFQ 10 23-24 Supply and Delivery of 4wd Dual Cab Utility in accordance with S225 (3) of the LGR 2012

CONSULTATION (Internal/External)

Director Engineering Services, Peter See

Acting Workshop Supervisor, Daniel Varley

Procurement Officer, Kasey Davie

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012 – S225 Medium-sized contractual arrangement—quotes needed first.

- (1) A local government cannot enter a medium-sized contractual arrangement unless the local government first invites written quotes for the contract.
- (2) The invitation must be given to at least 3 persons who the local government considers can meet the local government's requirements at competitive prices.
- (3) The local government may decide not to accept any of the quotes it receives.
- (4) However, if the local government does decide to accept a quote, the local government must accept the quote most advantageous to it having regard to the sound contracting principles.
- (5) This section is subject to division 3.

FINANCIAL AND RESOURCE IMPLICATIONS

Council's total budget for plant replacement in the 2023-2024 Financial Year is \$3,881,000. To Date, a total of \$70,437.87 has been expended and an additional \$300,792.50 has been committed towards plant replacement.

RISK MANAGEMENT IMPLICATIONS

Low Risk – Within Council's standard operations.

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Request for Quote RFQ	RFQM 10 23-23 Supply & delivery 1 2023 4WD Dual Cab Ute

Closing Time:	2pm Thursday 30th November 2023	

RFQ Number:	RFQM 10 23-24

QUOTATION DETAILS

Description:	Supply & delivery of one (1) 2023 4WD Dual Cab Ute delivered to Quilpie Shire Council.
Lodgement:	Quotations to be marked RFQM 10 23-24 Supply and delivery of one (1) 4WD Dual Cab Ute"
Lodgement Address:	Not applicable. Via VendorPanel
Post Offers to:	Not applicable. Via VendorPanel
Email Offers to:	Not applicable. Via VendorPanel
Authorised Officer:	Brian Weeks - Works Coordinator 07 4656 0500

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SCOPE

Specification documents for the supply and delivery of one (1) 2023 4WD Dual Cab Ute.

2. TYPE OF CONTRACT

The contract shall be a lump sum contract. GST is applicable.

3. TRADED UNIT

No Trade Unit

4. DELIVERY

Delivery shall be to the Council Depot, Anzac Drive Quilpie QLD 4480:

If delivery of this 4WD Utility is not on the date specified, Council may consider liquidated damages claim i.e. additional unscheduled maintenance of the vehicle and tyres being replaced.

All Correspondence regarding Delivery is only to be done through the Authorised Officer for this contract, discussions with any other person, shall be treated as not valid or binding.

5. REGISTRATION

The vehicle shall be delivered to Council with registration to Council's Common due date.

Quilpie Shire Council common due date being 18 September of every year.

Registration cost must be included in the tender price.

Department of Transport, QLD Customer Reference No. 062 460 451

6. PAINTWORK

Paintwork colour to be white

7. WARRANTY SERVICES AND REPAIRS

The contractor shall specifically detail the period of warranty of the unit being offered and the location where the warranty services and repairs will be carried out.

If any extended warranty is offered this shall be clearly stated with additional terms and conditions that may apply

Warranty/Services & Repairs/ Spare Parts:

5 YEAR UNLIMITED
KILOMETERS

Quilpie Shire Council

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TO: The Chief Executive Officer

Quilpie Shire Council PO Box 57 Quilpie QLD 4480

I/We the undersigned, do hereby submit this quotation to perform the works for the supply and delivery to Quilpie of One (1) 2023 4WD Dual Cab Ute.

As described in the Specification document for the amount set out below, and to complete the works within the time set out below.

1. OFFER New 4WD Dual Cab Ute

Price including GST	
	B73321-00
Delivery time from date of acceptance	3-6 MONTHS

2. OFFER No Trade Unit

Price including GST	

3. QUOTEER'S DETAILS

Company	SEDILLI PTY LTD
	ACN: 010 567 496 ABN: 99 010 567 496
	SOUTH WEST FORD
	SOUTH WEST NISSAN
Address	50-56 Alfred St, Charleville Q 4470
	Phone: (07) 4654 1477
Contact Person	
	KERRY MULHERN
	NENTY I TULLIALIZIO
Contact Details	
	1 - 7 7 2 11/ 5
	0427713469
Signature	
	4 mulher
Date	
	29-11-2023
	4/1/404)

Quilpie Shire Council

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	RFQM 10 23-23 Supply & delivery 1 2023 4WD Dual Cab Ute
Request for Quote RFQ	RFQM 10 23-23 Supply & deliter,

Closing Time:	2pm Thursday 30th November 2023

RFQ Number:	RFQM 10 23-24	
KI Q Italia		

QUOTATION DETAILS

OUTATION	
Description:	Supply & delivery of one (1) 2023 4WD Dual Cab Ute delivered to Quilpie Shire Council.
Lodgement:	Quotations to be marked RFQM 10 23-24 Supply and delivery of one (1) 4WD Dual Cab Ute"
Lodgement Address:	Not applicable. Via VendorPanel
Post Offers to:	Not applicable. Via VendorPanel
Email Offers to:	Not applicable. Via VendorPanel
Authorised Officer:	Brian Weeks - Works Coordinator 07 4656 0500

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SCOPE 1.

Specification documents for the supply and delivery of one (1) 2023 4WD Dual Cab Ute.

TYPE OF CONTRACT

The contract shall be a lump sum contract. GST is applicable.

TRADED UNIT

No Trade Unit

DELIVERY 4.

Delivery shall be to the Council Depot, Anzac Drive Quilpie QLD 4480:

If delivery of this 4WD Utility is not on the date specified, Council may consider liquidated damages claim i.e. additional unscheduled maintenance of the vehicle and tyres being replaced.

All Correspondence regarding Delivery is only to be done through the Authorised Officer for this contract, discussions with any other person, shall be treated as not valid or binding.

REGISTRATION 5.

The vehicle shall be delivered to Council with registration to Council's Common due date.

Quilpie Shire Council common due date being 18 September of every year.

Registration cost must be included in the tender price.

Department of Transport, QLD Customer Reference No. 062 460 451

6. **PAINTWORK**

Paintwork colour to be white

WARRANTY SERVICES AND REPAIRS 7.

The contractor shall specifically detail the period of warranty of the unit being offered and the location where the warranty services and repairs will be carried out.

If any extended warranty is offered this shall be clearly stated with additional terms and conditions that may apply

Warranty/Services & Repairs/ Spare Parts:	

Quillaia Shira Council

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8. SPECIFICATIONS

The organisations submitting quotations shall supply full specifications of the 4WD Ute being offered; however, where conflicts exist between detailed specifications submitted and Councils document requirements, the Council documents shall take precedence unless specifically stated as non-compliance by the organisation submitting the quotation. If the delivered vehicle does not meet the tendered specifications, council will consider liquidated damages claim.

If delivery of this 4WD Wagon is not on the date specified, Council may consider liquidated damages claim i.e. unscheduled maintenance of the vehicle being replaced.

9. ENQUIRIES

Any enquiries to be directed to Brian Weeks (Works Coordinator) 07 4656 0500.

10. PARTICULARS OF NEW VEHICLE

The 2023 4WD Dual Ute shall as a minimum have the following extras fitted and included in the lump sum price:-

Details	Yes/No
2023 Plated Utility (2024 will be accepted if long delivery is expected)	У
Turbo Diesel engine 150 Kw	Y
6 speed Automatic transmission n	¥
Locking rear differential	7
Power steering	Υ
Air conditioning	<u> </u>
Window tinting; (Darkest Legally permissible)	<u> </u>
Apple Carplay / Android Auto compatible Blue Tooth Stereo	, X
Factory Fitted Reverse Camera	7
XRS-330C UHF complete with AE4705BB (Beyond Blue) 1200mm antenna kit	Ψ
Steel tray (White) with drop sides	<u> </u>
Trundle Draw 200mm deep MAY NET & DOOMM	
Ladder Rack (with removable front rack)	
In tray, recessed restraint points	7
LED Tail Lights	7
Two revolving lights (ECCO 5800 Series)	4
Fitted Wiring Harness for Spotlights	Y
Under Tray Water Tank and Lockable Toolbox	<u> </u>
Heavy Duty, 2" Lift Suspension	7
2 spare wheels Mounted on Headboard	
Long range fuel tank (140 litres minimum capacity with fully functioning dashboard gauge)	X

Author detail colonial



Same		>1
Steel Bull bar with side rails and steps		
Light Protectors		
Bonnet Protector		, Y
Tow Bar (Genuine)		7
Trailer plug (7 pin round large)		У
Radiator screen		
Dashboard mat (Genuine)		
Bucket Floor mats (Genuine)	GENVINE AUBBOL	У
Neoprene Seat covers		"
Full tank of fuel		7
Fire Extinguisher 1kg (ABE) Mounted on/in tray		7
Filters to cover 10,000 k service		

NOTE: MUST COMPLY WITH THE ADR AND QUEENSLAND TRANSPORT REGULAGTIONS

Supply pictures of particulars fitted to vehicle if possible.

11. WORKSHOP MANUALS

A full set of manuals comprising one (1) parts book, one (1) workshop manual and one (1) operator's manuals shall be delivered with the machine.

Parts and workshop manuals may be hard copy or CD.

12. TRAINING

Any training that is required in relation to Diagnosis of vehicle faults, and vehicle induction.

Some training aids are available at the council's training room; any additional training aids shall be sourced by the successful Supplier of the machine.

Authora China Carmell

Item 11.3 - Attachment 2



TO: The Chief Executive Officer

Quilpie Shire Council PO Box 57 Quilpie QLD 4480

I/We the undersigned, do hereby submit this quotation to perform the works for the supply and delivery to Quilpie of One (1) 2023 4WD Dual Cab Ute.

As described in the Specification document for the amount set out below, and to complete the works within the time set out below.

1. OFFER	R New 4WD Dual Cab	Ute	
	Price including GST	# 78568.06	
		* PLUS MAY TECH/MODER PRICE RISES	
	Delivery time from date of acceptance	5 - 8 MONTHS.	
	of acceptance	5 - 8 MOPTHS.	

2. OFFEI	R No Trade Unit	
	Price including GST	

3. QUOTEER'S DETAILS

Company	BLACK TOYOTA
Address	73 CHARLES ST ROMA
Contact Person	BRANT HURLOCK
Contact Details	OUS9 698 13 1.
Signature	Burto
Date	29-11-23.

Quilnie Shire Council

Item 11.3 - Attachment 2

ORDINARY COUNCIL MEETING AGENDA

11.4 DONATION OF TWO (2) SECONDHAND JOHN DEERE TRACTORS

IX: 245513

Author: Brian Weeks, Works Coordinator

Attachments: Nil

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.5 Optimal asset management practices

Initiative:

EXECUTIVE SUMMARY

The Purpose of this report is to provide Council with a recommendation to donate two (2) items of surplus plant to Local Sporting Groups.

RECOMMENDATION

That Council:

- (1) receive the report;
- (2) Donate John Deere Tractor Unit # 67 to the Quilpie Diggers Race Club;
- (3) Donate John Deere Tractor Unit # 130 to the Quilpie Polocrosse Association; and
- (4) 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.

BACKGROUND

The Quilpie Shire Council (QSC) adopted the original Council budget on for the 2022/2023 Financial Period on 6 July 2022. This budget included a total plant replacement budget of \$3,881,000.

Plant Numbers 67 and 130 were replaced as part of this budget.

Unit #67 is a 1982 John Deere 1050 Tractor.

Unit #130 is a 2008 John Deere 5101E Tractor.

Currently the Quilpie Diggers Race Club utilise Unit # 67 regularly to keep the racetrack in a usable state for training and exercising of horses, and as part of the race day preparations.

Quilpie Polocrosse Association utilise Unit #130 to maintain the 3 polocrosse fields.

At times Council has had to wait for the clubs to finish with the tractors before we could access them for our own works when race meetings and tournaments are being prepared for.

These tractors are still owned and maintained by Quilpie Shire Council.

It is recommended that Council consider donating these tractors to the clubs, with them taking full ownership and responsibility.

In accordance with S236 of the Local Government Regulation 2012, Council may resolve to dispose of an asset to a community group. The community groups identified are as follows:

QUILPIE DIGGERS RACE CLUB INC

ABN 16 663 838 022

Entity Type - Other Unincorporated Entity

QUILPIE POLOCROSSE CLUB INC

ABN 90 947 340 665

Entity Type - Other Unincorporated Entity

Options

Option One

That Council:

- 1) receive the report;
- 2) Donate John Deere Tractor Unit # 67 to the Quilpie Diggers Race Club;
- 3) Donate John Deere Tractor Unit # 130 to the Quilpie Polocrosse Association; and
- 4) 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.

Option Two

That Council receive the report and dispose of the plant by public auction.

CONSULTATION (Internal/External)

Works Coordinator

Manager Fleet and Workshop

Director Engineering Services.

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

F.102 Asset Disposal Policy

Local Government Regulation 2012

236 Exceptions for valuable non-current asset contracts

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—
 - (a) the valuable non-current asset—
 - (i) was previously offered for sale by tender or auction but was not sold; and
 - (ii) is sold for more than the highest tender or auction bid that was received; or

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- (b) the valuable non-current asset is disposed of to-
 - (i) a government agency; or
 - (ii) a community organisation; or
- (c) for the disposal of land or an interest in land-
 - (i) the land will not be rateable land after the disposal; or
 - (ii) the land is disposed of to a person whose restored enjoyment of the land is consistent with Aboriginal tradition or Island custom; or
 - (iii) the disposal is for the purpose of renewing the lease of land to the existing tenant of the land; or
 - (iv) the land is disposed of to a person who owns adjoining land if-
 - (A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and
 - (B) there is not another person who owns other adjoining land who wishes to acquire the land; and
 - (C) it is in the public interest to dispose of the land without a tender or auction; and
 - (D) the disposal is otherwise in accordance with sound contracting principles; or
 - (v) all or some of the consideration for the disposal is consideration other than money, for example, other land given in exchange for the disposal, if—
 - (A) it is in the public interest to dispose of the land without a tender or auction; and
 - (B) the disposal is otherwise in accordance with sound contracting principles; or
 - (vi) the disposal is for the purpose of a lease for a telecommunication tower; or
 - (vii) the disposal is of an interest in land that is used as an airport or for related purposes if—
 - (A) it is in the public interest to dispose of the interest in land without a tender or auction: and
 - (B) the disposal is otherwise in accordance with sound contracting principles; or
- (d) for the disposal of a valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to the local government—
 - (i) the supply is, or is to be, made under this part; and
 - (ii) the disposal is, or is to be, part of the contract for the supply; or
- (e) for the disposal of a valuable non-current asset by the grant of a lease—the grant of the lease has been previously offered by tender or auction, but a lease has not been entered into; or
- (f) the Minister exempts the local government from complying with section 227.
- (2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.
- (3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.

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- (4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).
- (5) For subsection (3), a written report about the market value of land or an interest in land from a valuer registered under the Valuers Registration Act 1992 who is not an employee of the local government is evidence of the market value of the land or the interest in land.
- (6) An exemption under subsection (1)(f) may be given subject to conditions.

FINANCIAL AND RESOURCE IMPLICATIONS

<u>Unit 67</u>

Replacement Value \$30,000
Accumulated Depreciation \$30,000
Written Down Value \$0

Unit 130

Replacement Value \$60,190.91 Accumulated Depreciation \$50,190.91 Written Down Value \$10,000.00

The donation of the plant will be recognised as a loss on disposal of asset as Unit 130 currently holds a value of \$10,000.

RISK MANAGEMENT IMPLICATIONS

Nil

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ORDINARY COUNCIL MEETING AGENDA

11.5 PROPOSED CONSTRUCTION OF ROAD ON NEW ROAD RESERVE

IX: 245655

Author: Peter See, Director Engineering Services

Attachments: 1. Attachment One Unmade Road J.

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.3 Maintain good corporate governance

Initiative: 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

A new Road Reserve has been created which connects the Diamantina Developmental Road to Lot 2 W524. A road reserve is just a public thoroughfare and is not automatically a public road for vehicles. This report seeks direction from Council.

RECOMMENDATION

1. That Council receive the report and provide direction to staff.

BACKGROUND

Council has supported in principle an application, and the subsequent opening of a road reserve to directly connect Lot 2 W524 to the Diamantina Developmental Road. This is shown on the plan below. The road reserve bisects Lot 3 SP336898 Wanko Station.

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A road reserve is Crown Land which provides for public access. It does not, however, automatically require a road to be constructed and maintained.

A track currently connects the Diamantina Developmental Road to Lot 2 W524 upon which a tourist business operates. Council has maintained this track a few times in the past as a direction of Council. However, it is not a Council road and is not entitled to regular maintenance under the road maintenance budget. The track was not built by Council as a public standard road. The road, as existing, is not suitable to be a Council road as it is built of poor materials and has no drainage. The road also contains a grid, a railway crossing, and an intersection with the Diamantina Developmental Road. Photos of the existing road are shown in Attachment One.

Some discussion has been held in Council, and in correspondence from the owners of Lot 2 W524, that Council should construct and maintain the road. If Council wishes this to be a road on Council's Road Register, then the road will need to be constructed to a suitable standard. This will include seeking approval from the Department of Transport and Main Roads (TMR) for both the intersection with the Diamantina Developmental Road, and with the Railway. It will also require a Capital Works budget to be allocated.

Discussions will also need to be held with the owner of Lot 3 SP336898, Wanko Station, regarding flood watering of their property. The present track is at or below ground level which allows flood waters to cross the track and provide watering of pasture lands. If the present levels of the track are used for the new road, the road will need to be constructed to a higher standard so that it can withstand inundation. Council needs to construct roads which meet reasonable standards of service otherwise they may be ineligible for future flood damage repair funding.

If the road is to be constructed, it will need to be included on Council's Asset Register, and the Road Register and mapping. It will also require job numbers for future maintenance to occur.

The Road should also be named so that the road can be included on the Road Register. Public Consultation should be carried out to determine the name of the road. A rural number will also need to be removed from the Diamantina Developmental Road intersection.

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The Road Reserve is 1030 metres long. If the road is to be built to existing surface levels, the existing material will need to be excavated to a depth of 200 mm and removed from site. Suitable loam material will need to be imported to provide the base material. A broad estimate to carry out this work to a gravel road standard is \$200,000.00. This is for a gravel surface only. Any required works imposed by TMR will be in addition to this cost.

PRIOR RESOLUTIONS

Resolution No: (15-12-26)

Moved by: Cr Jenn yHewson

Seconded by: Cr Bruce Paulsen

That Council) apply for road opening to Lot 2 W524 for public purposes via the Diamantina Development Road and through private property described as Lot 3 NK100 subject to the approval of the owner of Lot 3 on NK100. This application will be made subject to the owners of Lot 2 W524 paying all legal, survey and infrastructure costs and obtaining all permits and approvals required associated with the road opening.

5/0

RESOLUTION NO: (QSC145-08-22)

Moved: Cr Roger Volz

Seconded: Cr Lyn Barnes
That Council resolve to:

- 1. support the previous conditions set for a road opening to Lot 2W524 as per resolution 15-12-16; and
- 2. consider support towards infrastructure costs associated with intersection and road upgrades if required by Transport and Main Roads and Council.

POSSIBLE OPTIONS

Option one

That Council:

- 1. Commence the design of a gravel road on the road reserve identified;
- 2. Consult with relevant parties relating to the construction of the gravel road and possible upgrades to the rail crossing and intersection; and
- 3. Provide Council with a report for future budget consideration once items 1 & 2 have concluded.

Option two

That Council

1. Does not intend to construct a road and that the existing track remain in place.

CONSULTATION (Internal/External)

Nil to date. Consultation will be required for the naming of the road, and with the owner of Lot 3 SP336898 Wanko Station regarding the level of the road.

The Department of Transport and Main Roads will also need to be consulted regarding the intersection with the Diamantina Developmental Road and the Railway.

LEGAL IMPLICATIONS

If Council builds a roadway for unrestricted public use, then suitable engineering standards must apply, and Council will own the liability for its use.

POLICY AND LEGISLATION

Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

A budget allocation will need to be made by Council to carry out any improvements.

RISK MANAGEMENT IMPLICATIONS

Once Council accepts the responsibility for the existing track or improves the Road then Council will hold all liability.

Attachment One.



Existing Intersection.



Railway Crossing and Grid.

Item 11.5 - Attachment 1 91 | P a g e



Existing boggy area with no drainage.



End of Road Reserve.

Item 11.5 - Attachment 1 92 | Page

ORDINARY COUNCIL MEETING AGENDA

11.6 RFT 05 23-24 QUILPIE SEWAGE TREATMENT PLANT DESIGN.

IX: 245746

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.5 Optimal asset management practices

Initiative:

EXECUTIVE SUMMARY

Council received funding from Building Our Regions to progress the design of a replacement Sewage Treatment Plant (STP) for Quilpie.

Following a Request for Quotation process, Council appointed Ganden Engineers to provide analysis and a preliminary design brief for the design of a new STP at the Special Meeting of Council held on 04 April 2023.

Works have now progressed which enabled a new Request for Quotation to be called for the complete design of the STP and the indicative cost of construction of the STP. This RFT closed on 22 December 2023.

This report makes a recommendation based on the analysis of the Request for Tender. The result will be a complete design for the new STP.

RECOMMENDATION

- (1) That Council:
 - a) receive the report;
 - b) accept the Request for Tender RFT 05 23-24 Quilpie Sewage Treatment Plant Design from Pensar Pty Ltd for a total value of \$449,134.00 plus GST; and
 - c) use the tender as the basis for seeking further funding to construct the sewage treatment plant.

BACKGROUND

Council received funding from the State Government Building Our Regions Grant to progress the design of a replacement Sewage Treatment Plant (STP) for Quilpie.

Following a Request for Quotation process, Council appointed Ganden Engineers to provide analysis and a preliminary design brief for the design of a new STP at the Special Meeting of Council held on 04 April 2023.

Works have now progressed which have enabled a new Request for Tender to be called for the complete design of the STP, and the indicative cost of construction of the STP. This RFT closed on 22 December 2023.

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation* 2012, Council invited Tenders using Vendor Panel.

Description	Details
Advertising	Vendor Panel Portal
RFT Open	09 November 2023.
RFT Close	22 December 2023.

At the close of the request process on 22 December 2023, Council received three (3) conforming submissions from the following suppliers:

- Liquitek Pty Ltd.
- Pensar Pty Ltd.
- Water and Carbon Group Pty Ltd.

Evaluation Process:

Evaluation Panel (3 Officers) were invited to evaluate responses via distribution of the tender documents and the use of an evaluation spreadsheet. The final assessment and evaluation scores of the three responses were collated and summary of the evaluation can be seen in the table below -

			Liquitek Pty Ltd.	Pensar Pty Ltd.	Water and Carbon
	Suppliers-		21 Peninsula Court, Mermaid Waters Qld 4218	168 Robertson Street Fortitude Valley QLD 4000	Group. Creek St Brisbane City, Queensland 4000
	Price Excluding	g GST	\$556,479.00 design	\$449,134.00 design	\$516,843.00 design
			(\$4,369,074.00 total works)	(\$3,921,254.00 total works)	(\$4,289,105.00 total works)
	Value for Money	40%	33.2	38.8	33.2
ria	Company Background, experience, Resourcing and Certifications/ Qualifications	15%	13.8	15	11.7
n Crite	Methodology and Approach	20%	15.6	18.4	13
Evaluation Criteria	Stakeholder Engagement	10%	5.3	7.7	6.5
Ē	Local Content and Local Employment	10%	5.3	7.8	7.0
	Cultural Heritage Aspects	5%	2.0	3.85	3.25
	Overall S	core -	75.2	91.55	74.65

Based on the analysis, Pensar Pty Ltd are the preferred Contractor.

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 consider the following sound contracting principles:

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

254H Recording of reasons for 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

OPTIONS

Option One

- a) That Council receive the report and that.
- b) Council accepts the Request for Tender RFT 05 23-24 Quilpie Sewage Treatment Plant Design from Pensar Pty Ltd for a total value of \$449,134.00 plus GST, and
- c) That Council use the tender as the basis for seeking further funding to construct the sewage treatment plant.

Option Two

- a) That Council receive the report and that.
- b) Council accepts the Request for Tender RFT 05 23-24 Quilpie Sewage Treatment Plant Design from Liquitek Pty Ltd for a total value of \$556,479.00 plus GST, and
- c) That Council use the tender as the basis for seeking further funding to construct the sewage treatment plant.

Option Three

- a) That Council receive the report and that.
- b) Council does not accept the Request for Tender RFT 05 23-24 Quilpie Sewage Treatment Plant Design.

CONSULTATION (Internal/External)

Peter Van Esseveld Consulting Engineer/ Project Manager

Peter See Director Engineering Services

Brian Weeks Works Coordinator

John Amponin Ganden Engineers, (Consulting Engineer)

Kasey-Lee Davie Procurement Officer

LEGAL IMPLICATIONS

Nil.

POLICY AND LEGISLATION

Local Government Act 2009 Local Government Regulations 2012 Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

Council received Building Our Regions funding from the State Government to conduct the design and tender documentation of the STP. The total value of the Grant is \$299,965.00 and the current total budget amount including Council's contribution is \$478,337.00.

Total expenditure to date is \$77,036.50. The remaining current funds is therefore \$401,300.50.

As such, a budget amendment will be required to allocate further funding to complete these works if Options One or Two are accepted by Council. The budget amendment will be \$80,000.00 to cover the additional costs and Project Management costs.

RISK MANAGEMENT IMPLICATIONS

Low risk applies to this report and its' recommendation.

The current sewage treatment plant is near to the end of its' life however it is functional.

All three tenders are experienced consultants and contractors.

The current Grant has an end date of 13 June 2024. As such, any delay may affect this.

12 CORPORATE AND COMMUNITY SERVICES

12.1 FLY2HEALTH ALLIED HEALTH SERVICES - REQUEST TO WAIVER HIRE FEES AND CHARGES.

IX: 245622

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: 1. Request Hire fee waiver - Fly2health 4

KEY OUTCOME

Kev 1. Great Place to Live

Outcome:

Key 1.1 Well-planned and highly liveable communities

Initiative:

EXECUTIVE SUMMARY

Fly2health provides allied health services to those living with a disability (NDIS participants). Visitation to Quilpie will commence Friday 2nd February 2024, and continue fortnightly thereafter until 31st December 2024. Fly2health will bring an Occupational Therapist, Speech Pathologist, and Exercise Physiologist, all providing healthcare services to Quilpie residents who are participants of the NDIS.

Fly2health has written to Council requesting the use of Quilpie Shire Hall and Supper Room and the CWA Hall at no charge from the commencement of their visits, 2nd February to 31 December 2024.

It was agreed to waive the hire fees and charges for Fly2health for their first visit on 2nd February 2024.

The Quilpie Shire Hall and Supper Room Fees and Charges as follows:

- ~ Hall and Supper room Hire fee \$137.00
- ~ Hall and Supper room Bond \$216.00

Hire for the Hall for the required 23 visits financial value - \$3151.00 hire fees, bond not included.

RECOMMENDATION

1. That Council approves the request from Fly 2 Health for hire of the Quilpie Shire Hall and Supper Room and CWA Hall to provide allied health services to NDIS participants in the community and offers a reduced hire fee of 50% from 2 February 2024 to 31 December 2024.

BACKGROUND

Fly 2 Health have their own aircraft and deliver allied health services - speech pathologists, occupational therapists and exercise physiologists to regional and remote communities serving children and adults living with a disability. The visits are consistent and with the same experienced therapists.

Several rural and remote communities such as Charleville, St George and Roma already receive visit every fortnight / 3 weeks. Fly 2 Health visits are dependent on the number of referrals in a

community. Quilpie has multiple referrals to date which is expected to increase once their services commence.

Part of Council's objective at the commencement of the NDIS Program was to seek opportunities for a variety of service providers to visit Quilpie and provide essential support services to NDIS participants to assist in *building their capacity for managing everyday life to achieve their goals*. Fly 2 Health have identified the need in Quilpie for additional allied health services and have committed to commencing services in Quilpie in early 2024. Travel time would typically be 1.8 flying hours and kilometres travelled are not charged to participants.

The requirement for separate venues to provide services is based on privacy of participants and confidentiality.

OPTIONS

- 1. That Council approves the request from Fly 2 Health for hire of the Quilpie Shire Hall and Supper Room and CWA Hall free of charge from 2 February 2024 to 31 December 2024 to provide allied health services to NDIS participants in the community.
- 2. That Council approves the request from Fly 2 Health for hire of the Quilpie Shire Hall and Supper Room and CWA Hall to provide allied health services to NDIS participants in the community and offers a reduced hire fee of 50% from 2 February 2024 to 31 December 2024.
- 3. That Council does not approve the request from Fly 2 Health for hire of the Quilpie Shire Hall and Supper Room and CWA Hall free of charge from 2 February 2024 to 31 December 2024 to provide allied health services to NDIS participants in the community.

CONSULTATION (Internal/External)

Fly 2 Health

NDIS Coordinator

Director Corporate & Community Services

Chief Executive Officer

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Quilpie Shire Council Schedule of Fees & Charges

FINANCIAL AND RESOURCE IMPLICATIONS

Hire Fees for Quilpie Shire Hall and Supper Room

Wages for cleaning facilities

RISK MANAGEMENT IMPLICATIONS

None known

Toni Bonsey

From: Tim Gibson <tim.gibson@fly2health.com.au>
Sent: Tuesday, 19 December 2023 11:16 AM

To: Quilpie Shire Council

Subject: Request for room hire fee waiver

You don't often get email from tim.gibson@fly2health.com.au. Learn why this is important

To whom it may concern,

Fly2Health provides allied health services to those living with a disability (NDIS participants). We fly to regional and remote towns throughout QLD, NSW and WA.

At the encouragement of the Quilpie Shire Council, I agreed to review Quilpie as a location which we bring services to, and subsequently confirmed our visitation commencing Friday February 2nd, 2024, and continuing on a fortnightly basis. We will bring an Occupational Therapist, Speech Pathologist, and Exercise Physiologist, all providing healthcare services to Quilpie residents who are participants of the NDIS.

As part of seeing these people and due to the confidential nature of these discussion, our clinicians need private rooms. The only workable solution we've been able to identify is hiring the town hall, the supper room and the CWA hall (one for each clinician). Hiring a hotel room is not ideal.

As such, I'm requesting a fee waiver for the hire of the rooms within council's purview (unsure if that includes CWA).

Thank you for your consideration.

Best regards,

Tim



Help us improve the healthcare experience - <u>Feedback form</u>
Have 30 seconds to give us a <u>Facebook Review</u> or <u>Google Review</u>? ** ** **

1

ORDINARY COUNCIL MEETING AGENDA

12.2 WILD DOG BARRIER FENCE (WDBF) OPERATIONAL PLAN 2023-24 – OPTIONS TO REDUCE PROJECTED DEFICIT

IX: 245825

Author: Justin Hancock, Chief Executive Officer

Attachments: 1. WDBF Panel letter regarding ongoing operational deficit of WDBF -

Quilpie Shire Council (under separate cover)

KEY OUTCOME

Key 3. Environmental Sustainability

Outcome:

Key 3.1 Protect and enhance waterways and landscape biodiversity

Initiative:

EXECUTIVE SUMMARY

Council received correspondence dated 8 January 2024 from the Wild Dog Barrier Fence Panel regarding the expected operational deficit for the 2023/24 financial year. The Queensland Government has not committed to underwrite the deficit for the 2023/24 FY, unlike previous years dating back to 2016/17 FY. Therefore, this report provides Council with six (6) options considered to reduce the expected operational deficit, a response is required by 31 January 2024.

RECOMMENDATION

- 1. That Council nominate Option X at the preferred option and provide the following feedback:
 - (a) ((Feedback))

BACKGROUND

The Wild Dog Barrier Fence Panel provided correspondence (under separate cover) on 8 January 2024 regarding the expected operational deficit for the 2023/24 financial year. The Queensland Government has not committed to underwrite the deficit for the 2023/24 FY, unlike previous years dating back to 2016/17 FY. The correspondence provides six (6) alternative options to reduce the forecasted deficit, a response has been requested by 31 January 2024.

OPTIONS

1. That Council nominate Option X at the preferred option and provide the following feedback: ((Feedback))

CONSULTATION (Internal/External)

DCCS - Lisa Hamlyn

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

N/A

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FINANCIAL AND RESOURCE IMPLICATIONS

The reduced upkeep of the fence could result in increase Pest Management expenses for Council.

RISK MANAGEMENT IMPLICATIONS

Medium Risk – The long term maintenance and asset renewal of the WDBF is critical for the Shire's pest management.

Item 12.2 101 | Page

15 JANUARY 2024

13 FINANCE

1 DECEMBER

13.1 FINANCIAL SERVICES REPORT MONTH ENDING 31 DECEMBER 2023

IX: 245342

Author: Sharon Frank, Manager Finance & Administration

Attachments: 1. Monthly Finance Report - December 2023.pdf J.

KEY OUTCOME

Key 4. Strong Governance

Outcome:

4.3 Maintain good corporate governance

Initiative:

Key

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

BACKGROUND

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

OPTIONS

Not applicable

CONSULTATION (Internal/External)

Not applicable

LEGAL IMPLICATIONS

Not applicable

POLICY AND LEGISLATION

Local Government Regulation 2012

204 Financial report

- (1) The local government must prepare a financial report.
- (2) The chief executive officer must present the financial report —

- (a) if the local government meets less frequently than monthly at each meeting of the local government; or
- (b) otherwise at a meeting of the local government once a month.
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

FINANCIAL AND RESOURCE IMPLICATIONS

As per attached documentation.

RISK MANAGEMENT IMPLICATIONS

Low in accordance with Council's Risk Management Policy

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Income Statement

For the month ending 31 December 2023 Year Elapsed 50%

	Actual December	Actual YTD	Budget	%
REVENUE				
Operating Revenue				
Rates, Levies and Charges	-	3,753,706	7,686,605	49%
Fees and Charges	9,392	105,618	124,000	85%
Rental Income	31,230	230,328	460,500	50%
Interest Received	111,609	900,256	1,229,000	73%
Other Income	6,960	93,131	39,000	239%
Recoverable Works Revenue	507,705	2,872,055	7,342,897	39%
Grants and Subsidies	1,356,126	7,599,820	30,337,381	25%
Total Operating Revenue	2,023,022	15,554,916	47,219,383	33%
EXPENSES				
Operating Expenses				
Corporate Governance	224,290	1,340,966	1,963,000	68%
Administration Costs	29,452	395,562	1,590,750	25%
Community Service Expenses	262,216	1,586,149	2,918,775	54%
Utilities Costs	60,281	363,893	708,350	51%
Recoverable Works / Flood Damage	2,575,893	10,338,828	28,721,107	36%
Environmental Health Expenses	33,491	418,913	1,088,428	38%
Net Plant Operations	(67,656)	(412,726)	(1,640,000)	25%
Tourism and Economic Development	57,102	607,521	1,171,000	52%
Infrastructure Maintenance	186,089	1,033,108	2,901,500	36%
Finance Costs	1,152	11,862	28,000	42%
Depreciation and Amortisation	595,260	3,344,572	6,806,597	49%
Total Operating Expenses	3,957,569	19,028,649	46,257,507	41%
NET OPERATING SURPLUS / (DEFICIT)	(1,934,548)	(3,473,733)	961,876	-361%
Capital Revenue				
Grants and Subsidies	-	-	21,972,396	0%
Gain / (Loss) on Disposal of PPE	498,979	473,219	<u> </u>	0%
Total Capital Revenue	498,979	473,219	21,972,396	2%
NET RESULT	(1,435,569)	(3,000,514)	22,934,272	-13%

Notes:

Asset module has been rolled forward to 2023/24 and depreciation has been run for the months of July through to December 2023

Net Result of (3,000,514) is being impacted by the prepayment of 2024/25 Financial Assistance Grant not expected to be paid until June 2024 (which is 17.5% of total operating revenue).

Galin on Disposal of PPE includes net proceeds from Plant and Equipment Auction held in December - \$498,978.63. The sale of these plant and equipment itemsare yet to be processed through the Asset Module.

Item 13.1 - Attachment 1 104 | P a g e

Balance Sheet

For the month ending 31 December 2023 Year Elapsed 50%

	Actual	Budget	%
Current Assets			
Cash and Equivalents	25,216,741	21,081,081	120%
Trade Receivables	3,722,826	228,402	1630%
Rate Receivables	4,492,003	5,439,157	83%
Inventories	997,451	952,117	105%
Total Current Assets	34,429,021	27,700,757	124%
Non-Current Assets			
Trade and Other Receivables	41,817	44,481	94%
Property, Plant and Equipment	281,133,591	268,712,003	105%
Capital Works in Progress	6,545,775	45,415,426	14%
Total Non-Current Assets	287,721,183	314,171,910	92%
TOTAL ASSETS	322,150,203	341,872,667	94%
			
Current Liabilities			
Trade and Other Payables	1,761,750	1,508,267	117%
Employee Leave Provisions	1,008,009	1,047,253	96%
Total Current Liabilities	2,769,759	2,555,520	108%
Non-Current Liabilities			
Employee Leave Provisions	302,920	281,307	108%
Total Non-Current Liabilities	302,920	281,307	108%
TOTAL LIABILITIES	3,072,678	2,836,827	108%
NET COMMUNITY ASSETS	319,077,525	339,035,840	94%
Community Equity			
Shire Capital Account	88,402,906	110,375,302	80%
Asset Revaluation Reserve	204,990,741	198,037,712	104%
Current Year Surplus	(3,000,514)	22,934,272	-13%
Accumulated Surplus (B/Fwd)	28,684,392	7,688,554	373%
TOTAL COMMUNITY EQUITY	319,077,525	339,035,840	94%

Notes:

Asset capitalisations for plant and equipment purchases have been processed for 14 items totalling \$1.03M.

Plant sale for one (1) plant item was processed.

Sale of 5 blocks of land held for sale (classified as Inventory) - \$63,876.

Contract Assets total \$3,341,514

Contract Liabilities total \$1,679,466

Item 13.1 - Attachment 1 105 | P a g e

Cash Flow Statement

For the month ending 31 December 2023 Year Elapsed 50%

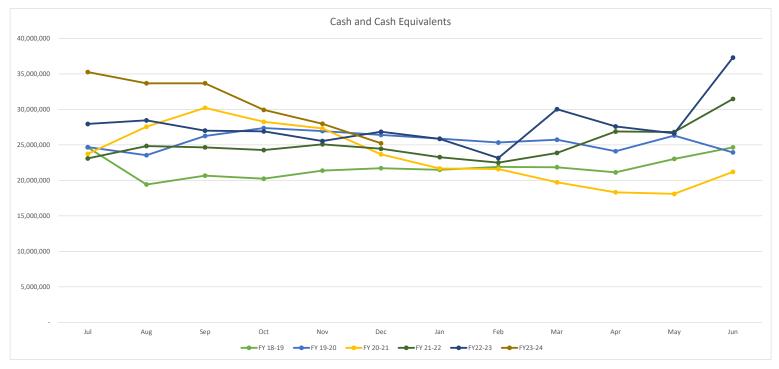
	Actual YTD	Budget	%
Cash Flows from Operating Activities			
Receipts from customers	(1,141,327)	6,841,182	-17%
Payment to suppliers and employees	(16,667,020)	(39,450,910)	42%
	(17,808,348)	(32,609,728)	55%
Interest received	626,863	1,229,000	51%
Rental income	230,044	460,000	50%
Income from investments	63,876		
Operating grants and subsidies	8,495,108	33,804,381	25%
Net Cash Inflow (Outflow) from Operating Activities	(8,392,457)	2,883,653	-291%
Cash Flows from Investing Activities			
Payments for property, plant and equipment	(4,390,464)	(41,903,088)	10%
Net movement on loans and advances	3,750	4,000	94%
Proceeds from sale of assets	639,651	833,000	77%
Capital grants and subsidies	-	21,972,396	0%
Net Cash Inflow (Outflow) from Investing Activities	(3,747,063)	(19,093,692)	20%
Cash Flows from Financing Activities			
Repayments of loans	-	-	0%
Net Cash Inflow (Outflow) from Financing Activities		-	0%
Net Increase (Decrease) in Cash Held	(12,139,520)	(16,210,039)	
Cash at beginning of reporting period	37,356,261	37,291,120	
Cash at End of Reporting Period	25,216,741	21,081,081	

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Financial Data

Cash and Equivalents

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

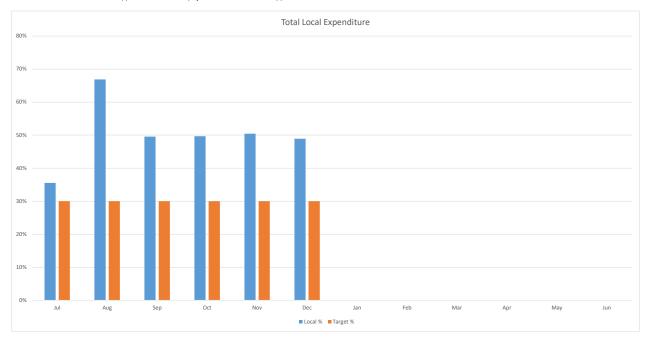


Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 18-19	24,645,339	19,416,468	20,658,115	20,218,396	21,367,850	21,712,663	21,496,078	21,904,409	21,840,431	21,121,655	23,013,177	24,645,339
FY 19-20	24,671,551	23,535,958	26,256,800	27,367,857	26,953,500	26,393,586	25,865,667	25,326,981	25,726,670	24,102,136	26,312,322	23,927,800
FY 20-21	23,726,766	27,543,742	30,208,159	28,241,316	27,312,776	23,654,673	21,675,829	21,585,261	19,715,656	18,319,491	18,093,239	21,191,653
FY 21-22	23,086,462	24,832,275	24,642,707	24,261,564	25,072,828	24,452,004	23,258,895	22,491,538	23,871,859	26,878,307	26,817,458	31,457,677
FY22-23	27,939,994	28,445,824	26,999,467	26,892,016	25,530,823	26,841,302	25,836,843	23,147,162	30,022,835	27,590,275	26,616,525	37,291,120
FY23-24	35,261,406	33,667,778	33,667,880	29,928,198	27,974,197	25,216,741						

Item 13.1 - Attachment 1 107 | P a g e

Financial Data

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



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Total
Number local suppliers	16	28	26	29	31	27							
Local supplier spend	\$176,008	\$1,638,581	\$1,108,029	\$1,619,587	\$1,075,016	\$1,940,732							\$7,557,953
Local spend e.g wages, other	\$584,568	\$544,243	\$673,655	\$878,773	\$673,925	\$576,151							\$3,931,315
Total spend in local economy	\$760,576	\$2,182,824	\$1,781,684	\$2,498,360	\$1,748,941	\$2,516,883							\$11,489,268
Non-local spend	\$1,379,911	\$1,081,444	\$1,814,515	\$2,531,330	\$1,718,478	\$2,629,967							\$11,155,644
Total Spend	\$2,140,487	\$3,264,268	\$3,596,199	\$5,029,690	\$3,467,419	\$5,146,850							\$22,644,913
Local %	36%	67%	50%	50%	50%	49%							51%
Target %	30%	30%	30%	30%	30%	30%							30%

Item 13.1 - Attachment 1 108 | P a g e

Cash AnalysisFor the month ending 31 December 2023

Cash at Bank	894,983
Investments	24,321,757
	25,216,741
less: Long Service Provisions (50%)	(365,965)
less: Annual Leave Provisions	(580,181)
less: Unspent Grant Receipts (Contract Liabilities)	(1,678,466)
less: Prepaid Rates	(79,528)
less: Fire Levy Payable	(66,835)
less: Accumulated Surplus 30th June 2022*	(18,377,825)
less: Working Capital Cash	(3,000,000)
add: Contract Assets	3,341,514
NET CASH SURPLUS (DEFICIT)	4,409,454

^{*}Rates Receivable is excluded above.

Investment Analysis

Refer to separate attachment

Cash Expense Cover Ratio

This ratio compares a council's unrestricted cash balance to the total payments for operating and financing activities. It represents the number of months a council can continue operating based on current monthly expenses. Council's cash expense cover ratio at 31 December 2023 was 7 months.

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			REVI	ENUE		EXPE	NSE		
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
1000-0001	CORPORATE GOVERNANCE								
1000-0002	EXECUTIVE SERVICES								
	Executive Services Salaries and Oncosts	CEO				232,404	437,000	53%	
	Executive Services Expenses	CEO				175,559	381,000	46%	
1000-2025-0000	•	CEO				59,861	120,000	50%	
1000-0002	EXECUTIVE SERVICES				- 0%	467,824	938,000	50%	_
1100-0002	COUNCILLORS EXPENSES								
1100-2000-0000	Councillor Wages	CEO				147,916	296,000	50%	
1100-2001-0000	Councillor Remuneration - Meetings	CEO				28,700	57,500	50%	
1100-2020-0000	Councillors Allowances & Expenditure	CEO				14,827	14,500	102%	Travel Expenses
1100-2025-0000	Councillor Superannuation	CEO				19,428	35,000	56%	
	Councillor Professional Dev Training	CEO				-	5,000	0%	
	Councillors Conferences & Deputation	CEO				7,984	22,000	36%	
	Election Expenses	CEO				-	11,000	0%	
	Meeting Expenses	CEO				3,358	12,000	28%	
1100-0002	COUNCILLORS EXPENSES				- 0%	222,213	453,000	49%	-
1200-0002	GOVERNANCE EXPENSES								
1200-2200-0000		MGC				204,941	358,000	57%	
1200-0002	GOVERNANCE EXPENSES				- 0%	204,941	358,000	57%	_
1300-0003	MEDIA & COMMUNICATIONS								
1300-2200-0000	Media & Comms Operating Expenses					51,843	214,000	24%	
1300-0003	MEDIA & COMMUNICATIONS		-		- 0%	51,843	214,000	24%	- -
1000-0001	CORPORATE GOVERNANCE		_		- 0%	946.820	1.963.000	48%	•
1000-0001	CORPORATE GOVERNANCE				- 0%	940,620	1,963,000	40%	
2100-0002	ADMINISTRATION & FINANCE								
	Shire Office Operating Expenses	MFA				46,998	117,750	40%	
2100-2230-0000		MFA				16,122	90,000	18%	
2100-2280-0000		MFA				1,965	5,000	39%	
	Printing & Stationery Shire Office Repairs & Maintenance	MFA				21,237	30,000	71%	Includes printing letterhead
	Depn General Admin	MFA MFA				1,647 32,236	15,000 85,141	11% 38%	
2100-2000-0000	ADMINISTRATION & FINANCE	IVII A			- 0%	120,206	342,891	35%	_
2100-0002	ADMINIOTICATION & FINANCE				- 070	120,200	342,031	0070	-
	FINANCIAL SERVICES								
2105-2120-0000		MFA				68,578	103,000	67%	
2105-2130-0000		MFA				4,998	7,000	71%	
	Dishonoured Cheques	MFA					-	0%	
	Fringe Benefits Tax	MFA				3,256	13,000	25%	
	Financial Services Operating Expenses Bad Debts Expense	MFA MFA				172,839	436,000	40% 0%	
	Valuation of Assets	MFA				2.006	10.000	21%	
	Asset Management Expenses	MFA				2,096 17,419	10,000 5,000	348%	Mapping expenses
	Odd Cents Rounding Expense	MFA				17,419	3,000	0%	таррину охронава
						-	_	2,0	

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			REV	ENUE		EXPENSE			
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
2105-0002-0000	FINANCIAL SERVICES		-	-	0%	269,187	574,000	47%	-
2110-0002	STORES								
2110-1550-0000		MFA	_	_	0%				
	Stores and Procurement Operating Expenses	MFA			0.70	116,464	252,000	46%	i e
	Stores Write-Offs	MFA				(16)		0%	
	Auction Expenses	MFA				(10)	5,000	0%	
	Stores Oncosts Recoveries	MFA				(62,316)		51%	
2110-0002	STORES		-	-	0%	54,132		40%	-
							,		-
2120-0002	INFORMATION TECHNOLOGY								
	IT Operating Expenses	MFA				136,310		34%	1
2120-0002	INFORMATION TECHNOLOGY		-	-	0%	136,310	401,000	34%	=
2130-0002	RECORDS MANAGEMENT								
2130-2220-0000	Records Management Operating Expenses	MFA				62,653		54%	<u>I</u>
2130-0002	RECORDS MANAGEMENT		-	-	0%	62,653	115,000	54%	-
2140-0002	CUSTOMER SERVICE								
2140-2220-0000	Customer Service Operating Expenses	MFA				18,833	83,000	0%	
2140-2220-0000	CUSTOMER SERVICE	IVIFA			0%	18,833		0%	1
2140-0002	COSTOMER SERVICE		<u>-</u>		0 /0	10,033	03,000	0 /0	=
2200-0002	RATES & CHARGES								
2210-0003	General Rates - Residential Categories								
2210-1000-0000	Rates - Residential	MFA	93,359	188,000	50%				
2210-1005-0000	Interest on Rates	MFA	1,168	3,000	39%				
2210-1080-0000	Discount - Residential	MFA	(7,668)	(21,000)	37%				
2210-1085-0000	Pensioner Rebates	MFA	(2,637)	(4,500)	59%				
2210-1090-0000	Writeoffs and Refunds	MFA	(359)	(1,000)	36%				
2210-1095-0000	Charge on Land	MFA	(308)	-	0%				_
2210-0003	General Rates - Residential Categories		83,556	164,500	51%	-	-	0%	-
2220-0003	General Rates - Commercial								
	Rates - Commercial	MFA	27,376		51%				
	Discount - Commercial	MFA	(2,688)		54%				
	Write Off & Refund - Commercial	MFA	(0)		0%				
2220-1105-0000 2220-0003	Interest on Rates - Commercial General Rates - Commercial	MFA	89 24,776		9% 51%				
2220-0003	General Rates - Commercial		24,776	49,000	51%	-			
2230-0003	General Rates - Rural Categories								
	Rates - Rural Categories	MFA	845,375	1,701,345	50%				
	Interest on Rates - Rural	MFA	5,604	6,000	93%				
	Discount - Rural Categories	MFA	(71,903)	(125,000)	58%				
2230-0003	General Rates - Rural Categories		779,076		49%	-	-	0%	-
			.,	,,					-
2236-0003	General Rates - Oil and Gas Activity								
2236-1000-0000	Rates - Oil and Gas Activities	MFA	2,568,364	5,138,000	50%				
		MFA	-	-	0%				
2236-1005-0000	Interest on Rates - Oil and Gas	MFA	91,827	5,000	1837%				

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			REVE	NUE		EXPE	NSE		
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
2236-1080-0000	Discount - Oil and Gas Activities	MFA	(183,570)	(220,000)	83%				
2236-1090-0000	Write-offs and Refunds - Oil and Gas	MFA	(1,615)	(3,000)	54%				_
2236-0003	General Rates - Oil and Gas Activity		2,475,006	4,920,000	50%		-	0%	-
2240-0003	Rates & Charges Administration								
2240-2000-0000	Rates & Charges Operating Expense	MFA				95,426	141,000	0%	
2240-0003	Rates & Charges Administration			-	0%	95,426	141,000	68%	-
2200-0002	RATES & CHARGES		3,362,414	6,715,845	50%	95,426	141,000	68%	.
2295-0002	GRANTS								Funds received was the annual adjustment for
2295-1100-0000	FAGS General Component	MFA	110,433	6,538,173	2%				2023/24 (paid quarterly) Prepayment amount expected in June 2024.
2295-1130-0000	FAGS Identified Road Component	MFA	37,605	1,913,275	2%				Funds received was the annual adjustment for 2023/24 (paid quarterly) Prepayment amount expected in June 2024.
2296-1100-0000	Grant - Roads to Recovery	DES	890,394	500,000	178%				Annual allocation received
	SWQ Water and Sewerage Alliance Revenue	DES	-	1,373,000	0%				
2297-2000-0000		DES		.,,		386.280	1,373,000	0%	
	Capital Grant - SES Donation	MFA	_	58,000	0%		.,,		
2298-1204-0000	•	MFA		10,635					
	Cap Grant - LRCIP Programme Round 3	MFA	_	1,491,976	0%				
2298-1206-0000	Capital Grant - LRCIP Programme Round 4 Part A	MFA		892,000					
2298-1207-0000	Capital Grant - LRCIP Programme Round 4 Part B	MFA		515,000					
2298-1208-0000		MFA		15,000,000					
2298-1210-0000	Capital Grant - RAUP Toompine	MFA	-	100,000	0%				
2298-1220-0000	Capital Grant - LGGSP - Townhouses	MFA	-	2,153,704	0%				
2298-1230-0000	Capital Grant - BOR Toompine Bore	MFA	-	617,465	0%				
2298-1235-0000	Capital Grant - Toompine Bore Contributions	MFA	-	-	0%				
2298-1270-0000	Cap Grant - R2R Revenue	MFA	-	777,000	0%				
2298-1275-0000	Capital Grant - BOR Quilpie STP Design	MFA	-	239,972	0%				
2298-1285-0000	- · ·	MFA		116,644	0%				_
2295-0002	GRANTS		1,038,432	32,296,844	3%	386,280	1,373,000	28%	_
2300-0002	OTHER REVENUE								
2300-1500-0000	Administration Fees (GST Applies)	MF	2,596	5,000	52%				
2300-1510-0000	Admin Fees (GST Exempt)	MF	192	5,000	4%				
2300-1601-0000	Fire Levy Commission	MF	-	4,000	0%				
2300-1800-0000	Bank Interest Received	MF	7,532	10,000	75%				
2300-1810-0000		MF	790,656	1,200,000	66%				
2300-1990-0000		MF	426	2,000	21%				
2300-1995-0000		MF	4,500	2,000	225%				
		MF		_	0%	11,862	28,000	42%	
2310-1300-0000		MF	284	500	57%				
2310-2300-0000		MF			222/	284	500	57%	
2300-0002	OTHER REVENUE		806,186	1,228,500	66%	12,146	28,500	43%	-
2400-0002	EMPLOYEE ONCOSTS						_		
2400-2010-0000	Expense Annual Leave	MF				349,997	550,000	64%	
2400-2011-0000	Expense Long Service Leave	MF				51,271	130,000	39%	l

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			REVE	NUE		EXPENSE			
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
2400-2012-0000	Expense Sick Leave	MF				93,279	140,000	67%	
2400-2013-0000	Expense Public Holiday	MF				45,717	170,000	27%	
2400-2015-0000	Expense Bereavement Leave	MF				6,211	4,000	155%	
2400-2016-0000	Expense Domestic Violence Leave	MF				-	2,000	0%	
2400-2020-0000	Expense Maternity Leave	MF				-	7,000	0%	
2400-2065-0000	Expense Super Contributions	MF				309,133	590,000	52%	
2400-2230-0000	Expense Workers Compensation	MF				73,039	80,000	91%	Annual premium
2400-2315-0000	Expense Employee Relocation	MF				-	10,000	0%	
2400-2410-0000	Expense WH&S	MF				86,077	263,000	33%	
2400-2821-0000	Recovery Annual Leave	MF				(277,854)	(550,000)	51%	
2400-2822-0000	Recovery Sick Leave	MF				(72,041)	(140,000)	51%	
2400-2823-0000	Recovery LSL	MF				(61,746)	(130,000)	47%	
2400-2824-0000	Recovery Public Holidays	MF				(94,667)	(170,000)	56%	
2400-2825-0000	Recovery Superannuation	MF				(295,606)	(590,000)	50%	
2400-2826-0000	Recovery Workers Comp	MF				(43,496)	(80,000)	54%	
2400-2827-0000	Recovery Training	MF				(102,914)	(175,000)	59%	
2400-2828-0000	Recovery WH&S	MF				(129,670)	(193,000)	67%	
2400-2829-0000	Recovery Contractors	MF				(161,268)	(240,000)	67%	
2400-2830-0000	Recovery Office Equipment	MF				(32,536)	(60,000)	54%	
2400-2831-0000	Recovery Administration	MF				(61,338)	(120,000)	51%	
2400-0002	EMPLOYEE ONCOSTS			-	0%	(318,410)	(502,000)	63%	_
2000-0001	ADMINISTRATION AND FINANCE		5,207,032	40,241,189	13%	836,763	2,691,391	31%	
3000-0001	INFRASTRUCTURE								
3000-0002	ENGINEERING ADMIN & SUPERVISION								
3000-1100-0000	Apprentice Incentive Payments	DES	-	15,000	0%				
3000-2029-0000	Engineering O/C Recover Supervision	DES				(130,535)	(230,000)	57%	
3000-2030-0000	Engineering O/C Recover Plant	DES				(10,017)	(20,000)	50%	
3000-2040-0000	Engineering O/C Recover FP & LT	DES				(28,258)	(50,000)	57%	
3000-2050-0000	Engineering O/C Recover Wet Weather	DES				(18,577)	(30,000)	62%	
3000-2060-0000	Wet Weather Wages Expense	DES					30,000	0%	
3000-2080-0000	Floating Plant / Loose Tools	DES				3,323	-	0%	
3000-2220-0000	Engineering Management Expenses	DES				32,921	198,000	17%	
3000-2420-0000	Quality Assurance Expenses	DES				31,994	68,000	47%	
3000-2985-0000	Engineering Consultants	DES				19,150	10,000	191%	
3000-2990-0000	Works Supervision	DES				409,946	835,000	49%	
3000-0002	ENGINEERING ADMIN & SUPERVISION			15,000	0%	309,947	811,000	38%	_
3100-0002	WATER								
3100-0003	WATER - QUILPIE								
3100-1000-0000	Quilpie Water Charges	DES	144,802	290,000	50%				
3100-1005-0000	Quilpie Water Charges Interest	DES	959	1,000	96%				
3100-1020-0000	Quilpie Other Water Revenue	DES	-	-	0%				
3100-1080-0000	Quilpie Water Discount	DES	(12,187)	(25,000)	49%				
3100-1085-0000	Quilpie Water Pensioner Rebate	DES	(2,254)	(4,000)	56%	I			
3100-1090-0000	Quilpie Water Writeoff and Refund	DES	(6)	(500)	1%				
3100-1500-0000	Quilpie Water Connections	DES	-	-	0%				

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			REVE	NUE		EXP	EXPENSE		
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
	Drinking Water Quality Plan	DES				-	-	0%	
3100-2230-0000	Quilpie Water Operations	DES				45,355		47%	
	Depn Quilpie Water	DES				38,403	117,000	33%	
3100-0003	WATER - QUILPIE		131,314	261,500	50%	83,759	214,000	39%	<u>-</u>
3110-0003	WATER - EROMANGA								
	Eromanga Water Charges	DES	18,656	37,000	50%				
	Eromanga Water Charges Interest	DES	99	-	0%				
	Eromanga Other Water Revenue	DES	-	-	0%				
	Eromanga Water Discount	DES	(1,611)	(3,000)	54%				
	Eromanga Water Pensioner Rebate	DES	(797)	(500)	159%				
	Eromanga Water Writeoff and Refund	DES	(1)	-	0%				
	Eromanga Water Operations-Wages	DES				16,816	31,500	53%	
	Eromanga Water Operations-Expenses	DES				23,848	50,000	48%	
	Depn Eromanga Water	DES				90,467	132,000	69%	
3110-0003	WATER - EROMANGA		16,346	33,500	49%	131,131	213,500	61%	-
3120-0003	WATER - ADAVALE								
	Adavale Water Charges	DES	11,592	29,000	40%				
	Adavale Water Charges Interest	DES	107	,	0%				
	Adavale Water Discount	DES	(1,650)	(2,500)	66%				
	Adavale Water Pensioner Remissions	DES	(436)	(1,000)	44%				
	Adavale Water Chgs Writeoff & Refund	DES	(.00)	(1,000)	0%				
	Adavale Water Operations	DES			0,0	4,148	5,000	83%	1
	Depn Adavale Water	DES				8,699	17,000	51%	
3120-0003	WATER - ADAVALE	525	9,613	25,500	38%	12,846	22,000	58%	1
						12,010			•
3130-0003	WATER - CHEEPIE								
		DES				510		26%	
		DES				402		40%	
3130-0003	WATER - CHEEPIE			-	0%	912	3,000	30%	<u>-</u>
3140-0003	WATER - TOOMPINE								
3140-2220-0000	Toompine Water Operations-Wages	DES				356	2,000	18%	
	Toompine Water Operations	DES				18,113	2,000	906%	
3140-2600-0000	Water Depreciation-Toompine	DES				1,100	2,000	55%	
3140-0003	WATER - TOOMPINE		-	-	0%	19,568	6,000	326%	, -
3100-0002	WATER		157,273	320,500	49%	248,216	458,500	54%	
3200-0002	SEWERAGE		,210	0_0,500		2.5,210	,550		J
3200-0002	SEWERAGE								
3200-0003	SEWERAGE QUILPIE								
3200-1000-0000	Quilpie Sewerage Charges	DES	110,624	220,000	50%				
	Quilpie Sewerage Interest	DES	835	1,000	84%				
	Quilpie Sewerage Discount	DES	(9,727)	(18,000)	54%				
	Quilpie Sewerage Pensioner Remission	DES	(373)	(500)	75%				
3200-1090-0000		DES	(7)	(500)	1%				
3200-1500-0000	Quilpie Sewerage Waste Charge	DES	(1,700)	-	0%				
3200-1510-0000	Quilpie Sewerage Connection	DES	-	1,000	0%				

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			REVENUE		EXPENSE				
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
3200-2230-0000	Quilpie Sewerage Operations	DES				77,664	95,000	82%	
3200-2600-0000		DES				38,919		35%	
3200-0003	SEWERAGE QUILPIE		99,653	203,000	49%	116,583	205,000	57%	_
3210-0003	SEWERAGE EROMANGA								
3210-1000-0000		DES	13,634	26,000	52%				
3210-1005-0000	Eromanga Sewerage Charges Interest	DES	90	-	0%				
	Eromanga Sewerage Discount	DES	(839)	(2,000)	42%				
	Eromanga Sewerage Pensioner Remissions	DES	(28)	-	0%				
3210-1090-0000	ů ů	DES	(7)	-	0%				
3210-2230-0000	0 0 1	DES				1,527	17,000	9%	
3210-2600-0000 3210-0003	Depn Eromanga Sewer SEWERAGE EROMANGA	DES	10.050	24.000	F 40/	12,185		53%	
3210-0003	SEWERAGE ERUMANGA		12,850	24,000	54%	13,712	40,000	34%	_
3212-0003	SEWERAGE ADAVALE								
3212-2600-0000	Depn Adavale Septic System	DES				47	500	9%	
3212-0003	SEWERAGE ADAVALE			-	0%	47	500	9%	_
3214-0003	SEWERAGE TOOMPINE								
3214-2600-0000	Depn Toompine Hall Septic System	DES				93	500	19%	
3214-0003	SEWERAGE TOOMPINE		-	-	0%	93		19%	_
									_
3200-0002	SEWERAGE		112,503	227,000	50%	130,434	246,000	53%	
3300-0002	INFRASTRUCTURE MAINTENANCE								
3300-0003	SHIRE ROADS MAINTENANCE								
3300-2220-0000	Shire Roads & Drainage - Wages	DES				32,908	270,000	12%	
3300-2230-0000	Shire Roads & Drainage Expenses	DES				180,727	500,000	36%	
3300-2600-0000		DES				1,687,507	3,250,000	52%	
3300-0003	SHIRE ROADS MAINTENANCE		-	-	0%	1,901,142	4,020,000	47%	_
3305-0003	SHIRE ROADS - FLOOD DAMAGE 2021								
3305-1140-0000	Qld Resilience & Risk Reduction Fund	DES	-		0%				
3305-1250-0000	FD 2021 Restoration Works	DES	871,912	1,000,000	87%				
	FD 2021 Restoration	DES				871,912		87%	
3305-0003	SHIRE ROADS - FLOOD DAMAGE 2021		871,912	1,000,000	87%	871,912	1,000,000	87%	_
3306-0003	SHIRE ROADS - FLOOD DAMAGE 2022								
3306-1150-0000	FD 2022 Emergent Works	DES	-	-	0%				
3306-1250-0000	FD 2022 Restoration Works	DES	1,089,885	3,000,000	36%		_		_
	FD 2022 Emergent Works	DES					-	0%	
	FD 2022 Restoration Works	DES				1,089,885		36%	
3306-0003	SHIRE ROADS - FLOOD DAMAGE 2022		1,089,885	3,000,000	36%	1,089,885	3,000,000	36%	_
3307-0003	SHIRE ROADS - FLOOD DAMAGE SEPT 2022								
	FD SEPT 2022 Emergent Works	DES	-	-	0%				
	FD Sept 2022 IRW	DES	-		0%				
	FD Sept 2022 Restoration Works	DES	4,460,861	17,000,000	26%		_		
	FD SEPT 2022 Emergent Works	DES					-	0%	
3307-2300-0000	FD SEPT 2022 Restoration Works	DES					-	0%	

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		REVENUE		EXPENSE					
		Resp.	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
3307-2400-0000	FD Sept 2022 Restoration Works	DES				4,460,861	17,000,000	26%	
			4,460,861	17,000,000	0	4,460,861	17,000,000	0	-
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE								
	Town Street & Drainage Maintenance	DES				287,139	650,000	44%	
3310-2230-0000		DES				13,093	37,500	35%	
	Street Cleaning Operations	DES				_	5,000	0%	
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE			-	0%	300,232	692,500	43%	· -
3330-0003	DEPOTS & CAMPS								
3330-1510-0000	Camp Accommodation Rent	DES	5,200	10,000	52%				
	Camps Operations	DES	.,	.,		28,698	62,000	46%	
	Depots Operations	DES				109,867	177,000	62%	
3330-2600-0000	Depn Depot & Camp	DES				98,533	243,858	40%	
3330-0003	DEPOTS & CAMPS		5,200	10,000	52%	237,098	482,858	49%	· -
3340-0003	WORKSHOP								
	Workshop Operations	DES				28,436	22,000	129%	
	Workshop Maintenance & Repairs	DES				120,399	311,000	39%	
3340-0003	WORKSHOP			-	0%	148,835	333,000	45%	-
3350-0003	PLANT & MACHINERY								
	Insurance Claims	DES	6,316						
	Gain/Loss on Sale/Disposal of Plant	DES	473,219	_	0%				
	Diesel Rebate - ATO	DES	33,444	75,000	45%				
	Small Plant Repairs	DES	00,111	. 0,000	1570	1,917	23,000	8%	
	Small Plant Purchases	DES				2,387	20,000	12%	
	Plant Operations	DES				383,475	703,000	55%	
	Plant Repairs & Maintenance	DES				431,858	806,000	54%	
	Plant Registration	DES				136,327	75,000	182%	Registration and annual insurance
	Plant Recoveries	DES				(1,517,525)	(3,600,000)	42%	3
3350-2600-0000		DES				538,550	854,096	63%	
3350-0003	PLANT & MACHINERY		512,979	75,000	684%	(23,012)	(1,118,904)	2%	-
3360-0003	AERODROME								
	Quilpie Aerodrome Operations	DES				12,746	30,000	42%	
	Quilpie Aerodrome Repairs & Maint	DES				37,258	100,000	37%	
	Eromanga Aerodrome Repairs & Maint	DES				12,976	10,000	130%	Annual Insurance paid in July
	Adavale Aerodrome Repairs & Maint	DES				-	5,000	0%	, ,
3360 3360 0000	Toompine Aerodrome Repairs & Maint	DES					2,000	0%	
	Cheepie Aerodrome Repairs & Maint	DES				401	2,000	20%	
	Depn - Quilpie Aerodrome	DES				113,267	409,479	28%	
	Depn - Adavale Aerodrome	DES				14,517	403,479	2070	
	Depn - Toompine Aerodrome	DES				5,329			
		DES				33			
	Depn - Eromanga Aerodrome	DES				70,533			
3303-2000-0000	Depit - Lionianga Aerodiome	DES				70,533	-		
3360-0003	AERODROME			-	0%	267,060	558,479	48%	-

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			REVENUE		EXPI	ENSE			
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
3366-0003	QUILPIE REFUELLING FACILITY		404.047	050.000	740/				-
3366-1310-0000 3366-2310-0000	Quilpie Refuelling Revenue Quilpie Refuelling Operation and R&M	DES DES	184,817	250,000	74%	174,098	280,000	0%	
3366-2600-0000 3365-0003	Depn - Quilpie Refuelling Facility QUILPIE REFUELLING FACILITY	DES	184,817	250,000	74%	9,805 183,903	21,960 301,960	0% 0%	
			104,017	200,000	, v	100,000	001,000		-
3370-0003 3370-1500-0000	BULLOO PARK Bulloo Park Fees	DCCS	1,143	2,000	57%				
3370-2220-0000	Bulloo Park Operations	DCCS	, -	,,,,,		83,333	121,000	69%	
3370-2600-0000 3370-0003	Depn Bulloo Park BULLOO PARK	DCCS	1.143	2.000	57%	34,351 117,685	86,400 207.400	40% 57%	
			1,143	2,000	51%	117,685	207,400	5/ 76	-
3371-0003	BULLOO RIVER WALKWAY Bulloo River Walkway Operations	MED				564	5,000	11%	
3371-0003	BULLOO RIVER WALKWAY	IVIED		-	0%	564		11%	
3375-0003	JOHN WAUGH PARK						.,		-
3375-1500-0000		DCCS			0%				
3375-2220-0000	John Waugh Park Operations	DCCS				106,944	110,000	97%	Turf maintenance
3375-2600-0000 3375-0003	Depn John Waugh Park JOHN WAUGH PARK	DCCS			0%	19,035 125,979		51% 86%	
					U 76	125,979	147,240	00%	
3376-0003	BICENTENNIAL PARK	B000				44,000	05.000	244	
3376-2220-0000 3376-2600-0000	Bicenntennial Park Operations Depn Bicentennial Park	DCCS DCCS				11,906 17,697	35,000 49.000	34% 36%	
3376-0003	BICENTENNIAL PARK			-	0%	29,603	84,000	35%	
3377-0003	BALDY TOP RECREATION AREA								
	Baldy Top Operations	DCCS				9,575		239%	Includes painting of toilet block
3377-0003	BALDY TOP RECREATION AREA			-	0%	9,575	4,000	239%	-
3378-0003	OPALOPOLIS PARK	D000					40.000	201	
3378-2220-0000 3378-0003	Opalopolis Park Operations OPALOPOLIS PARK	DCCS		-	0%		10,000 10,000	0% 0%	
3379-0003	KNOT-O-SAURUS PARK								
3379-2220-0000	Knot-o-saurus Park Operations	DCCS				885		0%	
3379-0003	KNOT-O-SAURUS PARK	-	-	-	0%	885	10,000	0%	-
3380-0003	COUNCIL LAND & BUILDINGS	D000			00/				
	Gain / Loss on Land & Buildings for Resale Profit / (Loss) on Sale of Assets	DCCS DCCS	- 86,126	-	0% 0%				
		DCCS	00,120			53	10,000	0%	
3380-2330-0000		DCCS				20,140		65%	Rates and annual insurance
3380-2600-0000 3380-0003	Depn Council Buildings Other COUNCIL LAND & BUILDINGS	DCCS	86.126		0%	30,074 50.267	47,144 88.144	64% 57%	
			55,120		- 7.0	33,207	00,144	J. 70	-
3385-0003 3385-2220-0000	PARKS & GARDENS Parks & Gardens Operating Expenses	DES				117,578	133,000	88%	Wages and plant
3385-2420-0000	Street Tree Program	DES				- 117,576	-	0%	g plant
	1 9	DES			00/	7,283	82,000	9%	
3385-0003	PARKS & GARDENS		-	-	0%	124,861	215,000	58%	-
						-			

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			REVE	ENUE	EXP	ENSE			
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
3390-0003	PUBLIC TOILETS								
3390-2220-0000 3390-0003	Public Toilets Operations PUBLIC TOILETS	DES			0%	32,676 32,676		44% 44%	
							,		- -
3300-0002	INFRASTRUCTURE MAINTENANCE		7,212,923	21,337,000	34%	9,930,012	27,114,677	37%	
3400-0002	BUSINESS OPPORTUNITIES								
3400-0003	DMR WORKS								
	RMPC Contract	DES	481,100	1,457,897	33%				
	RMPC Contract	DES DES				984,387	1,312,107	75%	
	Quilpie-Adavale Red Rd (TIDS) Revenu Quilpie-Adavale Red Road (TIDS) Exps	DES	895,243	2,094,000	43%	1,191,837	2,594,000	46%	
	CN-15666 Diamantina Drainage Revenue	DES	_			1,191,037	2,394,000	40%	•
	CN-15666 Diamantina Drainage Costs	DES							
3406-1200-0000	DMR WORKS - Others (Revenue)	DES	-	-	0%				
	DMR WORKS - Others (Expenses)	DES				19,121	-	0%	
	CN19645 Diamantina Development Road	DES	1,254,035	2,142,000	59%				
3407-2300-0000 3400-0003	CN19645 Diamantina Development Road DMR WORKS	DES	2 620 270	3,551,897	74%	1,121,191		52% 85%	
3400-0003	DINK WORKS		2,630,378	3,551,897	7470	3,316,536	3,906,107	05%	-
3410-0003	PRIVATE WORKS								
3410-1550-0000	Private Works Revenue	DES	56,861	26,000	219%	1			
3410-2230-0000		DES				39,256		196%	
3410-0003	PRIVATE WORKS		56,861	26,000	219%	39,256	20,000	196%	_
3400-0002	BUSINESS OPPORTUNITIES		2,687,239	3,577,897	75%	3,355,792	3,926,107	85%	
3000-0001	INFRASTRUCTURE		10,169,938	25,477,397	40%	13,974,402	32,556,284	43%	
4000-0001	ENVIRONMENT & HEALTH								
4100-0002	PLANNING & DEVELOPMENT								
4100-0003	TOWN PLANNING - LAND USE & SURVEY								
4100-0003		CEO	1,923	1,000	192%				
4100-2220-0000	3	CEO	1,020	1,000	15270	37,304	25,000	149%	Specialist services
4100-0003	TOWN PLANNING - LAND USE & SURVEY		1,923	1,000	192%	37,304		149%	- '
4150-0003	BUILDING CONTROLS	050	504		00/				
4150-1500-0000 4150-1501-0000	•	CEO CEO	534 1,787	2,000	0% 89%				
	Building Expenses	CEO	1,707	2,000	0370	4,326	40,000	11%	
4151-1505-0000		CEO				-,020		0%	
	Swimming Pool Inspection Costs	CEO						0%	
4150-0003	BUILDING CONTROLS		2,321	2,000	116%	4,326	40,000	11%	- -
4100-0002	PLANNING & DEVELOPMENT		4,244	2 000	141%	41,630	65.000	64%	
4100-0002	PLANNING & DEVELOPMENT		4,244	3,000	141%	41,630	65,000	64%	

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	REVENUE					EXP	ENSE		
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
4200-0002	WASTE MANAGEMENT								
4200-0003	GARBAGE COLLECTION								
4200-1000-0000		DES	189,152	378,000	50%				
4200-1005-0000		DES	1,289	2,000	64%				
4200-1080-0000	0 0	DES	(15,976)	(31,000)	52%				
4200-1085-0000		DES	-	-	0%				
4200-1090-0000		DES	(21)	_	0%				
4200-2220-0000	Garbage Operations	DES	, ,			63,959	133,900	48%	
4220-2225-0000	Annual Kerbside Collection	DES				· -	10,300	0%	
4200-0003	GARBAGE COLLECTION		174,444	349,000	50%	63,959	144,200	44%	1
4250-0003	LANDFILL OPERATIONS								
	Landfill Fees Revenue	DES	_	_	0%				
		DES			0,0	111,598	262,650	42%	
	•	DES				8,409	16,151	52%	
4250-0003	LANDFILL OPERATIONS			-	0%	120,008	278,801	43%	_
4200-0002	WASTE MANAGEMENT		174,444	349,000	50%	183,967	423,001	43%	
			,				-,		-
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL								
4300-0003	PLANT PEST CONTROL								
		DCCS					10,000	0%	
4300-2290-0000	Plant Pest Control Expenses	DCCS				15,895	65,000	24%	1
4300-0003	PLANT PEST CONTROL			-	0%	15,895	75,000	21%	_
4310-0003	ANIMAL PEST CONTROL								
4310-1000-0000	Wild Dog Special Levy	DCCS	47,440	94,260	50%				
	Wild Dog Coordinator Expenditure	DCCS				90,302	175,500	51%	
	Wild Dog Bonus Payments	DCCS				100	10,000	1%	
	DNR Precept - Barrier Fence	DCCS				63,261	115,000	55%	A
	Baiting Fee Reimbursements	DCCS	-	35,000	0%				
	Syndicate Baiting Expense	DCCS				133,970	252,000	53%	A .
	Grant - QLD Feral Pest Initiative	DCCS	6,107	24,428	25%			00/	
	QLD Feral Pest Initiative	DCCS				-	24,428	0%	
	2022 Council Exclusion Fence Subsidy	DCCS				F0 000	62,500	0%	
4310-0003	2023 Council Exclusion Fence Subsidy ANIMAL PEST CONTROL	DCCS	53,547	202,544	26%	50,000 337,633	250,000 938,284	20% 36%	4
			33,047	202,044	/0	331,033	330,204	2270	-
4320-0003	STOCK ROUTES & RESERVES MANAGEMENT	DOCC			0.407				
4320-1500-0000	• •	DCCS	1,827	2,000	91%				
4320-1600-0000	0	DCCS	4 100	5,000	0%				
4320-1800-0000		DCCS DCCS	1,182	3,000	39%	6.040	4.000	151%	
	Common Fence Repairs & Firebreaks Stock Routes & Reserves Expenses	DCCS				6,046 11,483	4,000 34,000	34%	
4320-2220-0000 4320-0003	STOCK ROUTES & RESERVES MANAGEMENT	DCCS	3,653	10,000	37%	17,529	34,000	46%	-
			5,000	10,000	J. 70	17,525	55,000	40 /0	-
4330-0003	DOMESTIC ANIMAL CONTROL	DOCC			00/				
4330-1300-0000	Animal Write-Off	DCCS	-	-	0%				

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		REVENUE				EXPE	NSE		
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
4330-1400-0000	Animal Discounts	DCCS	-	-	0%				
	Animal Control Fees	DCCS	14,261	8,000	178%				
	Animal Control Fines & Penalties	DCCS	-	1,000	0%				
	Animal Control Expenses	DCCS				1,813	15,000	12%	1
4330-0003	DOMESTIC ANIMAL CONTROL		14,261	9,000	158%	1,813	15,000	12%	-
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL		71,461	221,544	32%	372,870	1,066,284	35%	
4500-0002	ENVIRONMENT & HEALTH								
4510-0003	ENVIRONMENTAL PROTECTION								_
4510-2220-0000	Environmental Protection Expenses	DCCS					28,000	0%	1
4510-0003	ENVIRONMENTAL PROTECTION		-	-	0%		28,000	0%	-
4520-0003	HEALTH AUDITING & INSPECTION								
4520-1400-0000	Health Licenses & Permits Revenue	CEO	3,214	3,500	92%				_
4520-2230	Health Operations		3,214	3,500	92%	-	-	0%	- -
4500-0002	ENVIRONMENT & HEALTH		3,214	3,500	92%	-	28,000	0%	
4000-0001	ENVIRONMENT & HEALTH		253,363	577,044	44%	598,466	1,582,285	38%	ı
5000-0001	COMMUNITY SERVICES								-
5100-0002	COMMUNITY DEVELOPMENT								
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS	DCCS				204 440	440.405	C20/	
	Quilpie Swimming Pool Operations Quilpie Swimming Pool Repairs & Mtc	DCCS				281,118 16,430	448,165 38,000	63% 43%	
	Depn Swimming Pool Structures	DCCS				24,341	82,497	30%	
	Eromanga Swimming Pool Opt & Maint	DCCS				51,383	84,955	60%	
	Eromanga Swimming Pool Repairs & Mtc	DCCS				31,303	7,000	0%	
	Depn Eromanga Swimming Pool	DCCS				2,513	22,069	11%	
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS		-	-	0%	375,786	682,686	55%	_
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS								
	Shire Halls - Revenue	DCCS	1,011	3.000	34%				
	Shire Hall Operations	DCCS	.,0	0,000		43,363	39,000	111%	Annual Insurance, rates , electricity
	Shire Halls Repairs & Maintenance	DCCS				48,617	110,000	44%	
5150-2600-0000	Depn Shire Halls	DCCS				46,713	182,923	26%	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS		1,011	3,000	34%	138,693	331,923	42%	- -
5170-0003	RECREATION FACILITIES								
	Recreational Facilities Operating Expenses	DCCS				7,591	10,000	76%	
	Recreational Facilities Repairs & Maintenance	DCCS				118	11,000	1%	
	All Sports Building	DCCS				6,301	4,000	158%	Annual Insurance and refurb works
5170-2330-0000	Adavale Sport & Rec Grounds	DCCS				6,629	18,000	37%	
5170-2340-0000	Eromanga Rodeo & Race Grounds	DCCS				15,391	15,000	103%	Annual Insurance, rates , electricity
5170-2350-0000	Toompine Shooting Facility	DCCS				1,304	-	0%	
5170-2600-0000	Depn Recreational Facilities	DCCS				97,104	220,408	44%	l .

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			REVE	NUE		EXPE	NSE		
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
5170-0003	RECREATION FACILITIES		-	-	0%	134,439	278,408	48%	- -
5180-0003	TOWN DEVELOPMENT								
	Town Development - Eromanga	CEO					5,000	0%	
	Town Development - Adavale	CEO					5,000	0%	
	Town Development - Toompine	CEO					5,000	0%	
5180-0003	TOWN DEVELOPMENT	020	-	-	0%	-	15,000	0%	
							,		-
5190-0003	COMMUNITY DEVELOPMENT								
	Community Bus Income	DCCS	7,227	5,000	145%				
	Community Event - Ticket Sales	DCCS			0%				
	Grants - National Australia Day Counci	DCCS	12,000	16,000	75%				
	Grant - NAIDOC Week	DCCS	-	3,000	0%				
	Grant - Celebrating Multicultural Qld	DCCS	-	10,000	0%		=====		
	Community Support Activities & Event	DCCS				35,151	56,500	62%	
	Buses - Community Support	DCCS					3,000	0%	
	Community Celebrations	DCCS				19,268	60,000	32%	
	Council Community Grants	DCCS				12,660	53,000	24%	For review - works on centre island in main
	Quilpie Street Development	DCCS				54,120	5,000	1082%	street
5190-0003	COMMUNITY DEVELOPMENT		19,227	34,000	57%	121,200	177,500	68%	-
5100-0002	COMMUNITY DEVELOPMENT		20,238	37,000	55%	770,118	1,485,517	52%	
5200-0002	AGED SERVICES								
5220-1200-0000	Aged Peoples Accommodation Rent	DCCS	50,709	125,000	41%				
		DCCS		.,,,,,		97,707	76,500	128%	Grounds Maintenance
5220-2240-0000	Gyrica Gardens Rec-Centre - O&M	DCCS				4,277	70,000	6%	Grounds Maintenance posted to O&M (account above)
5220-2600-0000	Depn Aged Accom Building	DCCS				31,415	116,940	27%	above)
5200-0002	AGED SERVICES		50,709	125,000	41%	133,400	263,440	51%	-
F00F 0000	Hellene								
5225-0002 5225-1200-0000	HOUSING	DCCS	171 100	005.000	54%				
		DCCS	174,136	325,000	54%	44.404	35.000	40%	
	Housing - Repairs & Maintenance	DCCS				14,121 141,968	261,750	54%	
5225-2600-0000		DCCS				109,468	217,169	50%	
5225-2000-0000 5225-0002	HOUSING	DCC3	174,136	325,000	54%	265,556	513,919	52%	
5200-0002	AGED SERVICES & HOUSING		224,844	450,000	50%	398,956	777,359	51%	
		•	224,044	400,000	30 /0	330,330	777,000	3170	-
5300-0003	COMMUNITY HEALTH PROMOTIONS								
	Health Promotions Officer Grant Rev	DCCS	-	150,000	0%				
	Checkup Aust QMHW Grant	DCCS	-	-	0%				
	Comedy Night Grant	DCCS	-	-	0%				
	Health Promotions Officer Wages	DCCS				-	-	0%	
	National Dis. Ins. Scheme Officer	DCCS				43,053	103,000	42%	
	Heart of Australia Bus Visit	DCCS				5,000	30,000	17%	
	Health Promotions Officer Activities	DCCS				84,015	210,875	40%	
		DCCS				-	-	0%	l
5310-1100-0000	Grant - Localised Mental Health	DCCS	-	-					

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			REV	ENUE		EXP	ENSE		
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
	Localised Mental Health Grant Costs	DCCS			0%	-	-		
5320-1100-0000		DCCS	-	-	0%			00/	
5320-2000-0000 5300-0003	TRAIC Grant Costs COMMUNITY HEALTH PROMOTIONS	DCCS		150.000	0%	132,068	343,875	0% 38%	I
3300-0003	COMMONITY HEALTHY ROMOTIONS			130,000	0 70	132,000	343,073	30 /0	-
5300-0003	COMMUNITY HEALTH		-	150,000	0%	132,068	343,875	38%	
E400 0000	COMMUNITY OF DIVIOES ADMINISTRATION								
5400-0003 5400-2220-0000	COMMUNITY SERVICES ADMINISTRATION Community Services Admin Operating Expenses	DCCS				155,786	371,000	42%	
5400-0003	COMMUNITY SERVICES ADMINISTRATION	Вооо	-	_	0%	155,786	371,000	42%	
							,		-
5400-0003	COMMUNITY SERVICES SUPPORT		-	-	0%	155,786	371,000	42%	
5600-0002	ARTS & CULTURE								
5610-0003	MUSEUMS								
	Eromanga Living History Centre O&M	CEO				4,199	13,000	32%	
5610-2230-0000	Museum Operations & Maintenance	MED				1,578	5,000	32%	
	Powerhouse Museum Operations	MED				1,376	4,500	31%	
	Railway / Local History	MED				4,037	25,000	16%	
	Eromanga Natural Hist. Museum	CEO				71,392	55,000	130%	Annual insurance, rates, maintenance
	ENHM COVID-19 Operating Support	CEO				-	-	0%	
5610-2600-0000 5610-0003	Depn Museum MUSEUMS	MED			0%	119,783 202,366	224,923 327,423	53% 62%	
5610-0003	MUSEUMS			-	U 76	202,366	321,423	6276	-
5630-0003	REGIONAL ARTS DEVELOPMENT FUNDING								
5630-1100-0000	RADF Grant Revenue	DCCS	26,250	25,000	105%				
5630-1110-0000	RADF Revenue 22/23	DCCS	-	-		1			
5630-1400-0000	RADF Earnback and Refunds	DCCS	45	-	0%				
	RADF Grant Expenditure	DCCS					30,000	0%	
	RADF Grant Expenditure 22/23	DCCS				29,489	-	0%	
5630-5000-0000	REGIONAL ARTS DEVELOPMENT FUNDING		26,295	25,000	105%	29,489	30,000	98%	_
5600-0002	ARTS & CULTURE		26,295	25,000	105%	231,855	357,423	65%	
5700-0002	LIBRARY SERVICES								
5710-1100-0000	Libraries Operating Grant Revenue	DCCS	2,925	2,925	100%				
5710-1110-0000	Strategic Priorities Grant	DCCS	25,000	27,000		1			
5710-1120-0000	First Five Grant - Library	DCCS	3,000	3,000	100%				
5710-1600-0000	Library Fees & Charges Revenue	DCCS	303	-	0%				
	First Five Grant - Library Exp	DCCS				1,969	3,000	66%	
	Library Operating Expenses	DCCS				81,591	213,750	38%	
	Library Repairs & Maintenance Expens	DCCS				190	6,000	3%	
5710-2600-0000		DCCS	_	_		9,909	26,778	37%	l .
	Grant Centrelink Access Point	DCCS	4,450		57%	02.050	240 500	200/	-
5700-0002	LIBRARY SERVICES		35,678	40,725	88%	93,659	249,528	38%	-
5750-0002	DISASTER MANAGEMENT SERVICES								
5750-1100-0000	Grant - Get Ready Queensland	DCCS	6,102	6,780	90%				

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		REVE	NUE		EXPE	NSE		
	Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS
5750-2020-0000 Get Ready Qld Exp	DCCS			_	6,590	6,780	97%	
5750-2220-0000 Disaster Management Operations	CEO				33,891	4,000	847%	Flood Guage Servicing
5750-0002 DISASTER MANAGEMENT SERVICES		6,102	6,780	90%	40,481	10,780	376%	-
5800-0002 PUBLIC SERVICES								
5810-0003 STATE EMERGENCY SERVICES								
5810-1140-0000 QLD Emergency Services Grant Revenue		19,453	20,000	97%				
5810-2220-0000 Emergency Services Operations	WHS				8,667	20,000	43%	
5810-2600-0000 Depn S.E.S	WHS .				5,562	18,000	31%	
5810-0003 STATE EMERGENCY SERVICES		19,453	20,000	97%	14,229	38,000	37%	-
5820-0003 TELEVISION								
5820-2230-0000 TV Maintenance & Repairs	DCCS				8,936	25,000	36%	
5820-2600-0000 Depn Satellite TV	DCCS			00/	4,788	26,413	18%	
5820-0003 TELEVISION		-	-	0%	13,724	51,413	27%	-
5830-0003 CEMETERIES								
5830-1500-0000 Burial Fees	DCCS	3,328	2,000	166%				
5830-1510-0000 Grave Reservation Fee	DCCS	-	-	0%		_		
5830-2220-0000 Cemeteries Operations	DCCS				12,153	36,000	34%	
5830-2230-0000 Cemeteries Maintenance	DCCS				-	3,000	0%	
5830-2600-0000 Depn Cemeteries Building 5830-0003 CEMETERIES	DCCS	3.328	2.000	166%	650 12.802	2,138 41.138	30% 31%	
SUBSTITUTES		3,320	2,000	10076	12,002	41,130	3170	-
5840-0003 EROMANGA STATE SCHOOL FACILITY								
5840-2500-0000 Eromanga State School Operating Expe	DCCS				3,293	-		
5840-2600-0000 Depn - Eromanga State School Facility 5840-0003 EROMANGA STATE SCHOOL FACILITY	MFA .			0%	3,293	30,818 30,818	0% 11%	
EROMANOA OTATE GOTTOGET AGIETT				070	0,200	00,010	1170	-
5800-0002 PUBLIC SERVICES		64,561	69,505	93%	178,188	421,677	42%	
5000-0001 COMMUNITY SERVICES		335,938	731,505	46%	1,866,972	3,756,851	50%	
6000-0001 HUMAN RESOURCES								
6100-0002-0000 PAYROLL SERVICES								
6100-2200-0000 Payroll Operating Expenses	HR				45,661	91,000	50%	
6100-0002-0000 PAYROLL SERVICES		-	-	0%	45,661	91,000	50%	-
6200-0002-0000 HUMAN RESOURCES								
6200-2040-0000 Human Resource Expenses	HR				134,088	352,000	38%	
6200-2090-0000 Council Gym Membership Program - 20%					154	6,000	3%	
6200-0002-0000 HUMAN RESOURCES		-	-	0%	134,242	358,000	37%	-
6300-0002-0000 TRAINING & DEVELOPMENT								
	HR				181,336	142,000	128%	Incorporates staff wages when training (wages
6300-2070-0000 Staff Training & Development 6300-0002-0000 TRAINING & DEVELOPMENT	HR			0%	181,336 181,336	142,000 142,000	128% 128%	Incorporates staff wages when training (wages already budgeted across ledger).

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		REVENUE				EXPE	INSE			
		Resp. Off	ACTUAL YTD	BUDGET 23/24	%	ACTUAL YTD	BUDGET 23/24	%	COMMENTS	
6000-0001	HUMAN RESOURCES		-	-	0%	361,238	591,000	61%		
									-	
7100-0001	ECONOMIC DEVELOPMENT & TOURISM									
7100-0002	ECONOMIC DEVELOPMENT & PROMOTION									
7100-2100-0000	Economic Development	MED				80,923	311,000	26%		
7100-2120-0000	3	MED				1,675	5,000	33%		
7100-2130-0000	Opal Fossicking Area	MED				7,561	5,000	151%		
7100-2140-0000	Subscriptions and Memberships	MED				14,299	15,000	95%	Outback Queensland Tourism - LGA Partnership 23-24	
7100-2150-0000	SWRED-Tourism Development	MED				17,389	59,000	29%	• •	
7100-0002	ECONOMIC DEVELOPMENT & PROMOTION		-	-	0%	121,847	395,000	31%	- -	
7200-0002	VISITOR INFORMATION CENTRE									
	Visitors Info Centre Sales	MED	23,790	32,000	74%					
	VIC - Quilpeta Sales	MED	13,445	26,000	52%					
7200-1510-0000	VIC Gallery Sales (GST Free)	MED	6,762	10,000	68%					
	VIC Gallery Sales (GST)	MED	1,085	1,500	72%					
7200-1530-0000		MED	877	2,000	44%					
7200-2000-0000	•	MED				127,376	320,000	40%		
	VIC - Exhibitions and Events	MED				1,115	10,000	11%		
7200-2120-0000 7200-2130-0000	VIC - Tourism Promotion	MED MED				16,030 208	60,000	27% 0%		
		MED					-		Includes merchandise. SF to check	
	VIC Operating Expenses					45,934	36,000	128%	wages/coding	
	VIC - Repairs & Maintenance	MED MED				11,756	45,000	26%		
	Artist Payments - Sales (GST Excl) Artist Payments - Sales (GST Incl)	MED					8,000 2,000	0% 0%		
7200-2515-0000		MED				14,852	50,052	30%		
	VIC Outback Mates to NP Camping Perm	MED	(95)	_		14,002	30,032	0%		
7200-0002	VISITOR INFORMATION CENTRE		45,865	71,500	64%	217,271	531,052	41%	-	
=	TOURION EVENTS & ATTRACTIONS	-							_	
7300-0002 7300-1200-0000	TOURISM EVENTS & ATTRACTIONS	MED	15,999		0%					
	EVENT - Major Events Promotion	MED	15,999	-	U%	13,061	15,000	87%		
	EVENTS - Tourism Events	MED				91.809	82,500	111%		
7300-0002	TOURISM EVENTS & ATTRACTIONS		15,999	-	0%	104,870	97,500	108%	_	
					0.00/			100/		
7100-0001	ECONOMIC DEVELOPMENT & TOURISM		61,864	71,500	87%	443,988	1,023,552	43%		
	TOTAL REVENUE AND EXPENDITURE		16,028,135	67,098,635	24%	19,028,649	44,164,363	43%	I	
			ACTUAL	BUDGET					_	
	PROFIT / (LOSS)		(3,000,514)	22,934,272	-13%					

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Capital Expenditure Report

For the month ending 31 December 2023

Job Code	Asset Description	Туре	Brought Forward WIP 30/06/2023	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Amended Budget 2023/24	%	Total Project Cost	Comments
0210-4500	Land									
0210-4500-2401	Land Acquisition						250,000	0.00%	250,000	
Total			0	0	0	0	250,000	0.00%	250,000	
									,	
0220-4500	Buildings and Structures									
0220-2201	CARRY-OVER: 2 X 4 Bedroom Houses Quilpie	N	1,012,497	331,869	29,030	360,899	287,503	126%	1,300,000	Completed - minor works remaining e.g. fencing
0220-2308	CARRY-OVER: 2 x 5 Bedroom Houses Quilpie	N	817,503	321,706	23,806	345,512	382,497	90%	1,200,000	Completed - minor works remaining e.g. fencing and/or turf
0220-2203	CARRY-OVER: 1 x 3 Bedroom House Eromanga	N	298,738	899	11,394	12,293	41,262	29.79%	340,000	Completed - minor works remaining e.g. fencing, shed
0220-2205	CARRY-OVER: TMR/QRA Office	N	1,700			-	148,300	0.00%	150,000	
0220-2206	CARRY-OVER: Quilpie Shire Admin Offices	R	45			-	9,955	0.00%	10,000	
0220-2303	CARRY-OVER: Adavale Work Camp Upgrade	U				-	20,000	0.00%	20,000	
0220-2304	CARRY-OVER: Eromanga Work Camp Upgrade	U				-	50,000	0.00%	50,000	
0220-2305	CARRY-OVER: Cheepie Work Camp Upgrade	U				-	20,000	0.00%	20,000	
0220-2306	CARRY-OVER: Quilpie Hall - Shower Block	N	1,710	1,243		1,243	98,290	1.26%	100,000	
0220-2307	CARRY-OVER: Adavale Town Hall - Grounds Upgrade	N				-	50,000	0.00%	50,000	Upgrade to include drop point, additional camping spots, BBQ etc.
0220-2208	CARRY-OVER: Townhouse Estate Development	N	139,202	438,174	6,930,213	7,368,387	7,812,798	94.31%	7,952,000	
0220-2401	NEW: ENHM - Stage 3	N				-	18,000,000	0.00%	18,000,000	Subject to external funding (application being prepared for submission)
0220-2207	NEW: Council Housing Refurbishments	R	114,578	65,796	1,728	67,524	250,000	27.01%	364,578	Annual Figure - Works to be completed when properties vacated.
0220-2301	NEW: Gyrica Housing Refurbishment	R	40,526	17,142		17,142	100,000	17.14%	140,526	Annual Figure - Works to be completed when properties vacated.
0220-2402	NEW: Gyrica Housing Refurbishment Unit 3 & 4	R				-	250,000	0.00%	250,000	
0220-2226	NEW: Eromanga Pool	U	52,829	8,849		8,849	1,200,000	0.74%	1,252,829	
0220-2403	NEW: Quilpie SES Shed Extension	U	-			-	14,180	0.00%	14,180	
0220-2405	NEW: 2 Bedroom House - 2 Boobook	N		11,500	224,699		300,000		300,000	Deposit paid - scheduled for delivery in January 2024
0220-2406	NEW: 3 Bedroom House - 1 - 74 Galah	N		26,244	343,054		500,000		500,000	Tender awarded, deposit paid
0220-2407	NEW: 3 Bedroom House - 2 - 70 Galah	N		26,244	343,054		500,000		500,000	Tender awarded, deposit paid
0220-2408	NEW: 3 Bedroom House - 3 - 61 Dukamurra	N		26,244	343,054		500,000		500,000	Tender awarded, deposit paid
0220-2409	NEW: 3 Bedroom House - 4 - 3 Boobook	N		26,244	343,054		500,000		500,000	Tender awarded, deposit paid
0220-2410	NEW: 3 Bedroom House - 5 - 72 Galah	N		19,735	354,986		500,000		500,000	Tender awarded, deposit paid
0220-2411	NEW: 3 Bedroom House - 6 - 66 Galah	N		19,735	354,986		500,000		500,000	Tender awarded, deposit paid
0220-2412	NEW: 3 Bedroom House - 7 - 11 Boobook	N		1,100	925		500,000		500,000	Soil test completed. Tender awarded
0220-2413	NEW: 3 Bedroom House - 8 - 20 Boobook	N		1,100	925	0.404.5	500,000		500,000	Soil test completed. Tender awarded
Total			2,479,327	1,343,825	6,996,170	8,181,849	33,034,786	24.77%	35,514,113	
0230-4500	Other Infrastructure									
0230-2205	CARRY-OVER: Toompine Playground / Shade Structure	U	19,876	8,206	149	8,355	70,124	11.91%	90,000	
0230-2210	CARRY-OVER: Quilpie Cemetery Beautification	N				-	20,000	0.00%	20,000	
0230-2213	CARRY-OVER: Adavale Museum	N	-			-	20,000	0.00%	20,000	
0230-2220	CARRY-OVER: Aerodrome Fuel Relocation	N	1,006			-	173,994	0.00%	175,000	
0230-2302	CARRY-OVER: Opalopolis Park Upgrade - Stage 1	R	1,581	183,662		183,662	273,419	67.17%	275,000	Playground installed.
0230-2217	CARRY-OVER: Toompine Transfer Station	N				-	20,000	0.00%	20,000	

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Capital Expenditure Report

For the month ending 31 December 2023

Job Code	Asset Description	Туре	Brought Forward WIP 30/06/2023	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Amended Budget 2023/24	%	Total Project Cost	Comments
0230-2306	CARRY-OVER: Eromanga Transfer Station	U	16.100	6.561	15,200	21.761	33,900	64.19%	50,000	Transfer Station to replace Landfill
0230-2307	CARRY-OVER: Adavale Transfer Station	R	41,622	31,997	5,600	37,597	8.377	448.82%	,	Transfer Station to replace Landfill
0230-2401	NEW: Toompine Aerodrome Upgrade - Fencing	Ü	-	02,001	2,222	-	200,000	0.00%	· · · · · · · · · · · · · · · · · · ·	Subject to funding from RAUP
0230-2402	NEW: Entrance to Bulloo Park	N				_	30,000	0.00%	30,000	
0230-2403	NEW: Quilpie Footpath - Missing Link (jabiru St)	U				_	50,000	0.00%	50,000	
0230-2404	NEW: Bicentennial Park - Electrical Works	R				-	20,000	0.00%	20,000	
0230-2405	NEW: Walking Path to Baldy Top	Ü				-	300,000	0.00%	300,000	Concept plan endorsed by Council
0250 2 105	NEW: Outdoor Projector	R					20,000	0.0070	20,000	Ordered
	NEW: VIC Fence	N					14,000		14,000	ordered
Total	NEW. VICTORICE		80,186	230,427	20,949	251,375	1,253,814	20.05%	1,334,000	
0240-4500	Plant & Equipment									
0240-2122-0000	2021-2022 Plant Replacement			157,863	-	157,863				
0240-2223-0000	2022 - 2024 Plant Replacement		-	1,043,308	338,655	1,381,963				
0240-2122-1124	CARRY-OVER: Replace Unit 1103 - Ranger		24,740	43,993		43,993	36,260	121.33%	61,000	Delivered
0240-2122-1125	CARRY-OVER: Replace Unit 1104 - Ranger		24,740	47,797		47,797	36,260	131.82%	61,000	Delivered
0240-2122-1128	CARRY-OVER: Replace Unit 1109 - Ranger			66,073		66,073	61,000	108.32%	61,000	Delivered
0240-2122-2009	CARRY-OVER: 96 - Mitsubishi Fighter						140,000	0.00%	140,000	
0240-2223-1126	CARRY-OVER: 31 - SES Hilux Eromanga					-	65,000	0.00%	65,000	
0240-2223-3600	CARRY-OVER: 67 - Tractor John Deere			60,007		60,007	60,000	100.01%	60,000	Delivered
0240-2223-4003	CARRY-OVER: 68 - Honda Hustler Super Z					-	35,000	0.00%	35,000	
0240-2223-4004	CARRY-OVER: 69 - Husqvarna Mower PZ 29D Zxero					-	30,000	0.00%	30,000	
0240-2223-1130	CARRY-OVER: 1115 - Toyota Hilux (SES)			58,079		58,079	65,000	89.35%	65,000	Delivered
0240-2223-1137	CARRY-OVER: 1113 - Toyota Prado			71,328		71,328	70,000	101.90%	70,000	Delivered
0240-2223-1138	CARRY-OVER: 1116 - Toyota Prado			70,551		70,551	70,000	100.79%	70,000	Delivered
0240-2223-2412	CARRY-OVER: 323 - Concrete Crew Trailer			.,		-	15,000	0.00%	15,000	
0240-2223-3405	CARRY-OVER: 3401 - Bobcat skidsteer S770					-	150,000	0.00%	150,000	
0240-2223-3601	CARRY-OVER: 130 - Tractor John Deere			88,636		88,636	90,000	98.48%		Delivered
0240-2223-4007	CARRY-OVER: 4001 - Toro Zero Turn Mower			,		-	30,000	0.00%	30,000	
0240-2223-4008	CARRY-OVER: 4002 - Hustler 0 Turn					-	18,000	0.00%	18,000	
0240-2223-2605	CARRY-OVER: 2600 - Tandem Axel Dolly			46,005		46,005	40,000	115.01%		Delivered
0240-2223-2606	CARRY-OVER: 2601 - Side Tipper - Second Hand			143,694		143,694	160,000	89.81%		Delivered
0240-2223-2607	CARRY-OVER: 220 - Side Tipper			143,694		143,694	160,000	89.81%	160,000	Delivered
0240-2223-2010	CARRY-OVER: 2000 - Mitsubishi Fuso Canter			58,200		58,200	100,000	58.20%	100,000	Delivered
0240-2223-2011	CARRY-OVER: 2001 - Mitisubishi Fuso canter			54,716		54,716	100,000	54.72%	100,000	Delivered
0240-2223-2012	CARRY-OVER: 95 - Mitisubishi Fighter 1224			153,239		153,239	200,000	76.62%		Delivered. Hoist and tray manufactured.
0240-2223-1139	CARRY-OVER: 1117 - Landcruiser replacement with Ranger/Hilux or equivalent					-	75,000	0.00%	75,000	, , , , , , , , , , , , , , , , , , , ,
0240-2223-1140	CARRY-OVER: 1118 - Landcruiser replacement with Ranger/Hilux or equivalent					-	75,000	0.00%	75,000	
0240-2223-2415	CARRY-OVER: 221 - Skid Steer Trailer					-	25,000	0.00%	25,000	
0240-2223-2416	CARRY-OVER: Elevated Work Platform			30,158		30,158	28,000	107.71%	28,000	Delivered
0240-2223-2608	CARRY-OVER: 86 - 30,000 Lt Water Tanker (trade in Liberty Water Tanker)					-	137,000	0.00%	137,000	
	NEW: Vacuum Excavater and Trailer			65,000		65,000	70,000	92.86%	70,000	Delivered
Total		•	49,481	1,201,171	338,655	1,539,826	2,141,519	71.90%	2,191,000	
				•	•					
0260-4500	Roads									
0260-2306	CARRY-OVER: Quilpie Aerodrome Pavement Reconstruction	R	299,292	84,812		84,812	1,532,708	5.53%	1,832.000	Existing layout only; no extension.

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Capital Expenditure Report

For the month ending 31 December 2023

Job Code	Asset Description	Туре	Brought Forward WIP 30/06/2023	Current Year (Actual)	Current Year (Committed)	Total Year to Date	Amended Budget 2023/24	%	Total Project Cost	Comments
0260-2209	CARRY-OVER: Eromanga Kerb	N				-	120,000	0.00%	120,000	Install Kerb along main street
0260-2401	NEW: Adavale Black Road Reseal	R		80,518	13,440	93,958	144,595	64.98%	144,595	Chaire and 20 MIT - 2.030 KIII,
0260-2402	NEW: Coonaberry Creek Road Reseal	R		102,620	44,013	146,632	764,280	19.19%	764,280	Chainage 12.55 klims. JS9 Nifi, him
0260-2403	NEW: Deacon Street Reseal	R		8,538	38	8,576	47,685	17.98%	47,685	Chainage 0.0 km - 0.215 km
0260-2404	NEW: Eulo Road Reseal	R		8,467	14,046	22,513	49,500	45.48%	49,500	Chainage 1.028 km - 1.284
0260-2405	NEW: Quarrion Street Reseal	R		56,822	4,701	61,523	53,350	115.32%	53,350	Chainage 0.0 km- 0.45 km
0260-2406	NEW: Mt Margaret Road Reseal/Rehab	R		295,782		295,782	232,590	127.17%	232,590	Sear restoration and pavement repairs
0260-2407	NEW: Ray Road	R				-	70,000	0.00%	70,000	DES - Chainage 8000 - Floodway
0260-2408	NEW: Brolga Street - reseal carparking lanes	R				-	140,000	0.00%	140,000	To coincide with Department of Iviain Roads
0260-2409	NEW: Quilpie Truck Pad Seal (Lot 71)	N		107,649	3,455	111,103	62,300	178.34%	62,300	Completed
0260-2410	NEW: Seal Land Adjacent to Mural Park	N		2,027	10,707	12,734	15,100	84.33%	15,100	Completed
0260-2411	NEW: Adavale - Sealing road to waste facility and anciliary works	N		330		330	250,000	0.13%	250,000	
0260-2412	Council Depot Seal	R		28,775		28,775				Completed
0260-2413	Winchu Street Seal	R		76,911		76,911				Completed
Total			299,292	853,250	90,399	943,649	3,482,108	27.10%	3,781,400	
0270-4500	Water Infrastructure									
0270-2301	CARRY-OVER: Quilpie Water Main Upgrade	R	176,892	177,759	1,564	179,324	223,108	80.38%	400,000	In progress
0270-2401	NEW: Quilpie Water Main Upgrade (Sommerfield Road)	R	-			-	360,000	0.00%	360,000	
0270-2302	CARRY-OVER: Toompine Bore Replacement	N	61,748	548,246	23,162	571,409	718,252	79.56%	780,000	Under construction.
Total		•	238,640	726,006	24,727	571,409	1,301,360	43.91%	1,540,000	
0280-4500	Sewerage Infrastructure									
0280-2301	CARRY-OVER: Quilpie Sewerage Treatment Plant - Design	R	38,499	35,787	356,563	392,350	439,501	89.27%	478,000	In progress
Total			38,499	35,787	356,563	392,350	439,501	89.27%	478,000	
			3,185,425	4,390,464	7,827,462	11,880,457	41,903,088	28.35%	45,088,513	

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Investment Report Pack

Quilpie Shire Council

1 December 2023 to 31 December 2023

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- 8. Intentionally left blank
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- 13. Tax Summary For 1 December 2023 to 31 December 2023



1. Securities Held By Trading Book Maturing Post 31 December 2023

Latest Deal Code	Latest Deal Settlement Date Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Coupon Yield Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Quilpe Shire (Council									
LC187707	30 Nov 2023 Queensland Treasury Corporation		1 Jan 2024		5.14 Nil	At Call	S&P AA+	13,634,424.18	13,634,424.18	13,634,424.18
LC177236	9 Aug 2023 Auswide Bank Limited		9 Feb 2024	9 Feb 2024	5.45 Maturity	TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,021,501.37
LC176956	8 Aug 2023 AMP Bank Ltd		26 Jun 2024	26 Jun 2024	5.45 Maturity	TD	S&P ST A2	5,000,000.00	5,000,000.00	5,108,253.40
LC176966	8 Aug 2023 National Australia Bank Ltd		26 Jun 2024	26 Jun 2024	5.10 Maturity	TD	S&P ST A1+	5,000,000.00	5,000,000.00	5,101,301.35
LC180775	21 Sep 2023 National Australia Bank Ltd		28 Jun 2024	28 Jun 2024	5.05 Maturity	TD	S&P ST A1+	3,000,000.00	3,000,000.00	3,041,921.91
							_	27,634,424.18	27,634,424.18	27,907,402.21
								27,634,424.18	27,634,424.18	27,907,402.21
Coupon Rate	is the full coupon rate at the next coupon date if that next	coupon exists.	-				-			

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2. Interest and Distribution Income Received For 1 December 2023 to 31 December 2023

No interest income for entered period.

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3. Acquisitions, Disposals and Maturities Between 1 December 2023 and 31 December 2023

There were no acquisitions, disposals or maturities during the entered period.

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4. Interest Income Accrued As At 31 December 2023

Latest Deal Code Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Coupon Rate Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC177236 Auswide 5.45 09 Feb 2024 184DAY TD	9 Feb 2024	9 Aug 2023		9 Feb 2024	144	5.4500	Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,021,501.37	21,501.37
LC176956 AMP 5.45 26 Jun 2024 323DAY TD	26 Jun 2024	8 Aug 2023		26 Jun 2024	145	5.4500	Maturity	5,000,000.00	5,000,000.00	5,000,000.00	5,108,253.40	108,253.42
LC176966 NAB 5.1 26 Jun 2024 323DAY TD	26 Jun 2024	8 Aug 2023		26 Jun 2024	145	5.1000	Maturity	5,000,000.00	5,000,000.00	5,000,000.00	5,101,301.35	101,301.37
LC180775 NAB 5.05 28 Jun 2024 281DAY TD	28 Jun 2024	21 Sep 2023		28 Jun 2024	101	5.0500	Maturity	3,000,000.00	3,000,000.00	3,000,000.00	3,041,921.91	41,921.92
								14,000,000.00	14,000,000.00		14,272,978.03	272,978.08

Notes:

1. Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.

2. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365).

3. The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.

4. Immaterial differences in Accrued Interest and the accrued interest portion of Market Value may arise because Market Value is calculated using a rounded "price per 100" value.

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5. Portfolio Valuation As At 31 December 2023

	Security	Security Rating ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit											
	QTC At Call	S&P AA+	13,634,424.18	13,634,424.18	100.000		0.000	13,634,424.18	48.86%	5.14%	
			13,634,424.18	13,634,424.18				13,634,424.18	48.86%		5.14%
Term Deposit											
	AMP 5.45 26 Jun 2024 323DAY TD	S&P ST A2	5,000,000.00	5,000,000.00	100.000		2.165	5,108,253.40	18.30%	5.45%	
	Auswide 5.45 09 Feb 2024 184DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	100.000		2.150	1,021,501.37	3.66%	5.45%	
	NAB 5.1 26 Jun 2024 323DAY TD	S&P ST A1+	5,000,000.00	5,000,000.00	100.000		2.026	5,101,301.35	18.28%	5.10%	
	NAB 5.05 28 Jun 2024 281DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	100.000		1.397	3,041,921.91	10.90%	5.05%	
			14,000,000.00	14,000,000.00				14,272,978.03	51.14%		5.24%
Total Portfolio			27,634,424.18	27,634,424.18				27,907,402.21	100.00%		5.19%

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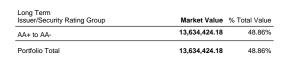
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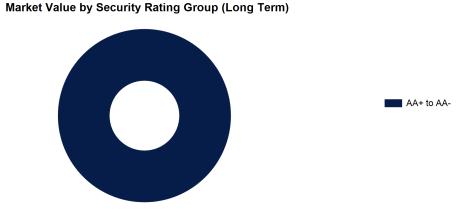


6. Portfolio Valuation By Categories As At 31 December 2023

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	6,129,754.77	21.96%
A1+	8,143,223.26	29.18%
Portfolio Total	14,272,978.03	51.14%







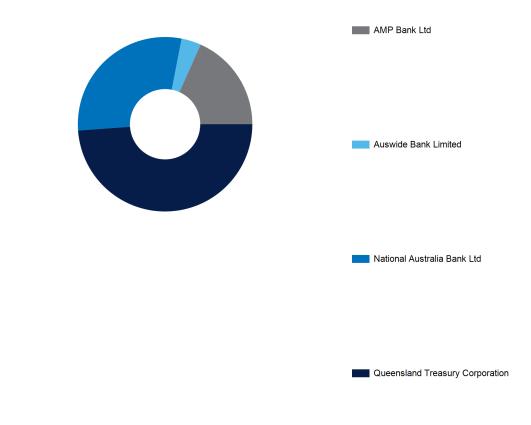
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Issuer	Market Value	% Total Value
AMP Bank Ltd	5,108,253.40	18.30%
Auswide Bank Limited	1,021,501.37	3.66%
National Australia Bank Ltd	8,143,223.26	29.18%
Queensland Treasury Corporation	13,634,424.18	48.86%
Portfolio Total	27,907,402.21	100.00%

Market Value by Issuer



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Security Type	Market Value	% Total Value
At Call Deposit	13,634,424.18	48.86%
Term Deposit	14,272,978.03	51.14%
Portfolio Total	27,907,402.21	100.00%

Market Value by Security Type



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Term Remaining	Market Value	% Total Value
0 to < 1 Year	27,907,402.21	100.00%
Portfolio Total	27,907,402.21	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



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7. Performance Statistics For Period Ending 31 December 2023

Trading Book		1 Month	3 Month	12 Month	Since Inception	
Quilpe Shire Council						
	Portfolio Return (1)	0.22%	0.62%	0.00%	1.49%	
	Performance Index (2)	0.37%	1.06%	0.00%	2.15%	
	Excess Performance (3)	-0.15%	-0.44%	0.00%	-0.66%	
	Notes					
	1 1	Portfolio performance is the rate of return of the portfolio over the specified period				
		The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)				
		Excess performance is the rate of return of the portfolio in excess of the Performance Index				
Trading Book	Weighted Average Running Yield					
Quilpe Shire Council	5.19					

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9. Realised Gains (Losses) - Fixed Interest Dealing For 1 December 2023 to 31 December 2023

No realised gains or losses from fixed interest dealing to report for entered period.

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9b. Realised Gains (Losses) - Share Dealing For 1 December 2023 to 31 December 2023

No realised gains or losses from share dealing to report for entered period.

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10. Realised Gains (Losses) - Principal Repayments For 1 December 2023 to 31 December 2023

No realised gains or losses from principal repayments to report for entered period.

Total Realised Gains (Losses)				
	Fixed Interest Dealing	Principal Repayments	Total	Notes (1) The Acquisition Gross Price includes any accrued interest included in the purchase price.
			0.00	



11. Unrealised FI Capital Gains (Losses) As At 31 December 2023

No unrealised gains or losses (for FI securities) to report for entered period.

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11b. Unrealised Unit/Share Capital Gains (Losses) As At 31 December 2023

No unrealised gains or losses (for unit trusts and shares) to report for entered period.

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12. Associated Cash Statement for Settlement Period 1 December 2023 to 31 December 2023 inclusive

No associated cash transactions to report for entered period.

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13. Tax Summary For 1 December 2023 to 31 December 2023

Interest Income	0.00
Realised Gains (Losses) - Fixed Interest Dealing	0.00
Realised Gains (Losses) - Principal Repayments	0.00
Total	0.00



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Report Code: TEPACK020EXT-01.87
Report Description: Investment Report Paci
Parameters:
Trading Entity: Quilpe Shire Council
Trading Book: Quilpie Shire Council
Settlement Date Base
History Start Date: 1 Jan 2000
Income Expense Status: Authorised
FI Deal Status: Contract
Exclude Cash
Exclude Unallocated Cash
Exclude Unallocated Cash
Exclude Unallocated Cash
Exclude Unallocated Cash

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1. Interest Accrued As At 31 December 2023 (Not Received)

Latest Deal Code	Issuer	Security Type	Security Rating	Face Value Notional	Capital Rate Consideration Next Coupe Notional Or Deal Yle	n at	Prior Coupon Or Issue Date	Next Coupon Or Maturity Date (Initial)	Accrual Period Days	Interest Accrued During Reporting Period	Interest Accrued Between Security Coupon Prior Or Settlement And Period End	Between Period End And Security Coupon Next Or Maturity
LC176956	AMP Bank Ltd	TD	A2	5,000,000.00	5.4500	% 0.00%	08 Aug 2023	26 Jun 2024	31	23,143.84	108,253.42	132,890.41
LC177236	Auswide Bank Limited	TD	P-2	1,000,000.00	5.4500	% 0.00%	09 Aug 2023	09 Feb 2024	31	4,628.77	21,501.37	5,972.60
LC176966	National Australia Bank Ltd	TD	A1+	5,000,000.00	5.1000	% 0.00%	08 Aug 2023	26 Jun 2024	31	21,657.53	101,301.37	124,356.16
LC180775	National Australia Bank Ltd	TD	A1+	3,000,000.00	5.0500	% 0.00%	21 Sep 2023	28 Jun 2024	31	12,867.12	41,921.92	74,712.33
								Re	port Total	62,297.26	272,978.08	337,931.51

1. This section currently excludes At Call Deposits.

2. The yield shown for discount securities is the yield associated with the original acquisition transaction.

3. Where franking credits apply the reported accrued interest will be net of franking credits.

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(B) Interest

2. Interest Received Between 01 December 2023 and 31 December 2023

							Coupon					Between Security	
					Face	Capital	Rate	Prior Coupon	Coupon	Accrual	(A) Interest	Coupon Prior Or	
Income Expense			Security	Security	Value	Consideration	Or Deal	Or Settlement	Or Maturity	Period	Accrued During	Settlement And	(C) Interest
Code	Transaction Description	Issuer	Туре	Rating	Notional	Notional	Yleld	Date	Date (Initial)	Days	Reporting Period	Period Start	Received

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Notes
1. The yield shown for discount securities is the yield associated with the original acquisition transaction.
2. Interest received during the reporting period (A). That is, C would normally equal A + B.

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3. Interest Accrued Per FI Deal Between 01 December 2023 and 31 December 2023

Security	Day Count	Coupons Per Year FI Deal (F) Code	Settlement Date	Face Value Notional (A)	Capital Consideration Notional	Coupon Rate Or Deal Yleld (D)	Bond Factor (B)	Franking Credit Rate For Coupon (E)	Prior Coupon Or Issue Date	Ex-Interest Period Start Date	Coupon Or Maturity Date	Coupon Period Days (H)	Accrual Period Days (G)	Interest Accrued During Reporting Period (Notional)
AMP 5.45 26 Jun 2024 323DAY TD	365	2												
		LC176956	08 Aug 2023	5,000,000.00	5,000,000.00									
						5.4500	1	0.00	08 Aug 2023	26 Jun 2024	26 Jun 2024	323	31	23,143.84
														23,143.84
														23,143.84
Auswide 5.45 09 Feb 2024 184DAY TD	365	2												
		LC177236	09 Aug 2023	1,000,000.00	1,000,000.00									
						5.4500	1	0.00	09 Aug 2023	09 Feb 2024	09 Feb 2024	184	31	4,628.77
														4,628.77
														4,628.77
NAB 5.05 28 Jun 2024 281DAY TD	365	2												
		LC180775	21 Sep 2023	3,000,000.00	3,000,000.00									
						5.0500	1	0.00	21 Sep 2023	28 Jun 2024	28 Jun 2024	281	31	12,867.12
														12,867.12
		_												12,867.12
NAB 5.1 26 Jun 2024 323DAY TD	365	2												
		LC176966	08 Aug 2023	5,000,000.00	5,000,000.00	5.4000		0.00	00.40000	00 1 0004	00 1 0004	000	04	04 057 50
						5.1000	1	0.00	08 Aug 2023	26 Jun 2024	26 Jun 2024	323	31	21,657.53
														21,657.53
												T-11		21,657.53
													Received	0.00
													rual Only	62,297.26
			Natas									Acc	ruai Only	62,297.26

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Notes

1. All coupons that fall due within the reporting period are included whether or not the interest has been received.

2. Securities listed are those that were issued on or before the reporting period end and mature (final) on or after the reporting period start.

3. When day count is 360 the accrued interest amount is calculated as A x B x (D x (1 - E) / 100) x (1 / F * (G / H))

4. When day count is 365 the accrued interest amount is calculated as A x B x (D x (1 - E) / 100) x (1 / F * (G / H))

5. The parameter labelled 'Recognise Accrual Period End as COB (Not Start of Next Day)' is not used in this section of the report and so the value is effectively false for this section.

Quilpie Shire Council
1 December 2023 to 31 December 2023

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Report Code: IETRX100EXT-01.19
Report Description: Interest Accrual for Period Parameters:
Trading Entity: Quilpe Shire Council
Trading Book: Quilpie Shire Council
Settlement Date Base
Period Start Date: 1 Dec 2023
Period End Date: 31 Dec 2023
Include Discount Securities

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14 GOVERNANCE

14.1 OPERATIONAL PLAN 2023-24 FIRST QUARTER UPDATE

IX: 245481

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Dec 2023 Quarterly update of the Operational Plan 2023/24 &

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.3 Maintain good corporate governance

Initiative:

EXECUTIVE SUMMARY

This report will present the second quarter update of the 2023/24 Operational Plan to Council.

RECOMMENDATION

That Council notes the second quarter update for the 2023/24 Operational Plan.

BACKGROUND

Council's Operational Plan is the detailed business and organisational planning document and forms the basis of Council's annual budget. The plan translates our community's needs, expectations, and aspirations into actions.

The Operational Plan is monitored on an on-going basis to ensure Council is achieving the outcomes for the financial year.

Section 174 of the Local Government Regulation 2012 requires the Chief Executive Officer to present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of no more than three months.

The second quarter assessment of the 2023/24 Operational Plan is provided as **Attachment 1**.

CONSULTATION (Internal/External)

The assessment was completed in consultation with the Senior Leadership Team.

LEGAL IMPLICATIONS

As per Section 127 of the Local Government Regulation (noted in the background section of the report).

POLICY AND LEGISLATION

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

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FINANCIAL AND RESOURCE IMPLICATIONS

As detailed in the Council's budget for the financial year FY24. The budgets for items listed in the Operational Plan can only be amended through the formal budget process.

RISK MANAGEMENT IMPLICATIONS

The update does not identify any matters of significant risk or operational concern requiring immediate or urgent remedy.

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QUILPIE SHIRE COUNCIL - OPERATIONAL REPORT 2023/24

10/01/2024

■ Draft Not started Behind On Track Overdue Complete Direct Alignment Indirect Alignment

QUILPIE OPERATIONAL 2023/24 PLAN

GREAT PLACE TO LIVE

Goal	Budge	Comment	Owner	Current Completion
1 Well-planned and highly liveable communities	No value		Quilpe Shire Council Placeholder Role	On Track
→ 1.1.10 Finalise installation of NBN project to Quilpie	\$ 172,000	The majority of the project is completed with both internal and external works undertaken to most of the properties that signed up for NBN. The Commissioning of the project is planned for June 2024. 20/12/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.11. Develop an airport hangar Masterplan and establish leases at Quilpie Aerodrome	\$ 10,000	A request for Quote closed in November 2023. Only one supplier provided a quote. The quote was substantially over our budget. We have reduced the scope, and a new quote has been received and is still more than the budget. More funding needs to be allocated and can be funded from projects not progressing or with surplus funds. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
1.1.2. Develop a Quilpie Hall Masterplan in consultation with the community	\$ 10,000	NEW This project is due to commence in early 2024. 19/12/2023	Lisa Hamlyn Director of Corporate & Community Services	Not started
1.1.3a Progress the Quilpie Masterplan: Finalise a Cemetery Sub-plan design in consultation with the community and construct improvements	No value	New No yet started. Community Consultation will need to take place to kick off the project. 19/12/2023	Peter See Director of Engineering Services	Not started
1.1.3b Progress the Quilpie Masterplan: Develop a John Waugh Park Sub-plan design	No value	NEW This project has been delayed while the Eromanga Pool Costings have been reviewed. 20/12/2023	Justin Hancock Chief Executive Officer	On Track
1.1.3c Progress the Quilpie Masterplan: Undertake a Quilpie Main Street Disability Access audit	\$ 15,000	Waiting for further Engineering advice. This project will be considered when Brolga Street is resealed. 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track

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Goal	Duage	Comment	Owner	Current Completion
	\$ 425,060	NEW Of the 5 houses that have been delivered we are still waiting on 2 sheds and a fence to be installed. Council have also decided to purchase 8 x 3-bedroom houses. 4 will be delivered in April/ May 2024 and the other 4 in July 2024. 1 x 2-bedroom ex-display home has also been purchased and is due for delivery in January 2024. The Local Housing Plan will be updated in early 2024. 20/12/2023	Justin Hancock Chief Executive Officer	On Track
1.1.4b Progress the Accommodation Strategy: Deliver - Quilpie Town House Estate construction	\$ 7,813,000	NEW The Contract has been executed and contractors will be on site in January 2024 and the project to be completed in October 2024 20/12/2023	Justin Hancock Chief Executive Officer	On Track
1.1.4c Progress the Accommodation Strategy: Research Short-Term Accommodation Options	No value	NEW Council considered vacant lots for purchase at the November 2023 Council Meeting and decided not to progress at this time. 20/12/2023	Justin Hancock Chief Executive Officer	On Track
→ 1.1.5. Deliver the Employee Wellbeing Programme (including EAP services)	\$ 25,000	Dr Lisa had her onsite visit in September 2023 and will attend the staff wellbeing week starting 12 February 2024. EAP Services are well utilised. 09/10/2023	Maree Radnedge Manager of Human Resources	On Track
1.1.6. Assist and promote access to the National Disability Insurance Scheme (NDIS) through facilitation and coordination of information and services to eligible community members and organisations.	\$ 103,000	Services are being delivered within the Shire. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
1.1.7. Implement, maintain and promote access to programs and activities that increase physical activity and healthy living for all community members.	\$ 180,875	Services are being delivered within the Shire. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
1.1.8. Lobby for a review of the State Government's Queensland Housing Finance Loan scheme to be applicable in South-West Queensland	No value	A letter was sent to Minister Scanlon, the Minister for Housing. A response was received advising that the scheme is under review. Subsequent meetings have been had with LGAQ and Department of house to discuss changes to the program.	Justin Hancock Chief Executive Officer	On Track
→ 1.1.9. Seek funding for the Quilpie Public Wi-Fi / CCTV Project	No value	NEW No grant opportunities have arisen to apply for funding for this project. 20/12/2023	Justin Hancock Chief Executive Officer	Not started
Spaces to bring people together for recreation,	No value		Quilpe Shire Council Placeholder Role	Behind

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Ovai	Duage	Comment	Owner	Current Completion
1.2.1. Develop costings for the Brolga Street Masterplan in accordance with the Council's priorities.	No value	Work has commenced on the median strips from the East. This first one complete. 29/09/2023	Peter See Director of Engineering Services	On Track
1.2.10. Undertake community engagement on the Quilpie Town Hall – future use and upgrades	No value	To be done with Master Plan. This project should commence in early 2024. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 1.2.11. Undertake community engagement on the review of the Quilpie Master Plan: Bulloo Park Sub-plan	No value	NEW The Bulloo Park Strategic Plan has been developed and we are waiting for Department of Sport & Recreation to finalise. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
1.2.12. Continue to build relationships with the Queensland Government on developing a Hell Hole Gorge Walking Trail	No value	Council has met with the department a couple of times. The walking track has been installed. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	Complete
→ 1.2.13. Finalise the Quilpie Master Plan: Bulloo River - Quilpie Foreshore Sub-plan	\$ 10,000	NEW This project has not started. The scope of the project needs to be defined. 19/12/2023	Karen Grimm Manager Tourism & Economic Development	Not started
1.2.14. Perform a number of fireworks displays throughout the year	\$ 20,000	75% complete - 4 performances have been undertaken including the Opera in the outback, Mirusia under the Star, the Golf Masters and The Quilpie Show.	Peter See Director of Engineering Services	On Track
1.2.15. Removal of the slide from splash pool and repair/resurface	\$ 30,000	Not yet Started, Waiting for an opportunity for staff to be available. 29/09/2023	Peter See Director of Engineering Services	Not started
1.2.16. Provide Christmas lights to residents of the Shire	\$ 10,000	NEW Christmas lights have been purchased and distributed for Christmas Light competition judging. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	Complete
1.2.17. Undertake upgrades to the Adavale Town Hall grounds identified in the Masterplan, once developed	\$ 50,000	To begin in January 2024. Draft Masterplan has been completed. Further consultation is required. 29/09/2023	Peter See Director of Engineering Services	Not started
→ 1.2.18. Upgrade Entrance of Bulloo Park	\$ 30,000	Not yet complete. Waiting for Masterplan to be approved. 29/09/2023	Peter See Director of Engineering Services	Not started
→ 1.2.19 Upgrade Bicentennial Park - Electrical Works	\$ 20,000	Contractor has been engaged. Waiting for the Contractor to begin. 29/09/2023	Peter See Director of Engineering Services	On Track

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Ovai	Duage	Comment	Owner	Current Completion
1.2.2. Deliver the small business innovation project	R3 \$ 50,000 and R4 \$ 50,000	9 Applicants are being processed and acquitted. A report went to Council in December 2023 meeting for an extension of time for 5 applicants.	Karen Grimm Manager Tourism & Economic Development	On Track
1.2.20. Seek funding for Bob Young memorial Park (RSL) Upgrade	No value	NEW We were not eligible for RSL funding. We will continue to seek funding for project. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	Not started
→ 1.2.3. Deliver Stage 1 (covered playground) – Eromanga Opalopolis Park Upgrade	\$ 275,000	NEW The playground has been installed. Waiting for the shed to be installed. 19/12/2023	Peter See Director of Engineering Services	Complete
→ 1.2.4. Run a minimum 2 x Bulloo Park Users Group Meetings per annum	No value	The 2nd Meeting for the year was in October 2023 with Sport & Rec and a 3rd Meeting was held in October 2023 after the Sport & Rec meeting. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 1.2.5. Develop the Eromanga Rodeo Grounds Masterplan	\$ 10,000	NEW This project will commence in January / February 2024. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	Not started
1.2.6. Undertake repairs at the Adavale Museum	\$ 20,000	NEW Works are currently being scheduled early 2024. 19/12/2023	Peter See Director of Engineering Services	Not started
→ 1.2.7. Develop an event plan to host an Opera Event at Baldy Top	\$ 50,000	Financial Outcomes were presented at the November 2024 workshop and council decided not to have any additional events in 2024. To be reviewed for 2024/25 year and the subsequent budget preparation. 12/12/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 1.2.8. Explore opportunities for additional events at Baldy Top	No value	NEW An Opera Qld event is being held on 25 May 2024. 12/12/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 1.2.9. Develop a Walking Track from Brolga Street to Baldy Top	\$ 300,000	NEW Council has approved the design and have foreshadowed the budget. 19/12/2023	Karen Grimm Manager Tourism & Economic Development	On Track
3 Lifelong learning spaces	No value		Quilpe Shire Council Placeholder Role	On Track

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Ouai	Dauge	Comment	Owner	Current Completion
1.3.1. Engage with Queensland State Library and Community - Library services/programmes (survey and user group meetings)	No value	NEW A Library survey was distributed throughout the community in November 2023. Annie-Jo has undertaken many activities in the Library including holiday activity programs. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
1.3.2. Undertake community engagement and future needs analysis for a new childcare centre	No value	Discussion with Daycare committee is ongoing and seeking funding opportunities. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
1.3.3. Upgrade the Library including reception desk, furniture, and shelving	\$ 15,000	NEW The shelving has been ordered and we are waiting for its arrival. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
4 Capacity building for leaders and volunteers	No value		Quilpe Shire Council Placeholder Role	Behind
1.4.1. Facilitate volunteer training and succession planning workshops (including grants)	No value	NEW Project not started as RDA have a new Director for the Darling Downs South West. 20/12/2023	Justin Hancock Chief Executive Officer	Not started
5 Supported and engaged youth	No value		Quilpe Shire Council Placeholder Role	Not started
1.5.1. Work with schools to establish a Youth Council programme	No value	NEW Invitations to the leadership team from each school to meet with Council will be organised in the near year. 20/12/2023	Justin Hancock Chief Executive Officer	Not started
6 Celebration of the arts, culture and local and natura story	No value		Quilpe Shire Council Placeholder Role	On Track
1.6.1. Undertake 1 x engagement per annum with the local arts groups	No value	NEW No further meeting is required as funding is fully expended. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	Complete
→ 1.6.2. Collaborate to run 5 x art exhibitions per annum	No value	NEW Christmas in the Gallery is currently on show. No Exhibitions are scheduled for January and February 2024. March 2024 will be the Quilpie Cultural Society Annual Exhibition. 12/12/2023	Karen Grimm Manager Tourism & Economic Development	On Track
1.6.3. Investigate the development of "Natural History Week" in collaboration with the Natural Sciences Loop	No value	NEW No Further progress with this Project. Council will need to re-engage in 2024 with the sponsors. 12/12/2023	Karen Grimm Manager Tourism & Economic Development	On Track
.7 Recognition and celebration of indigenous culture	No value		Quilpe Shire Council Placeholder Role	On Track
1.7.1. Partner with the community to deliver NAIDOC Week celebrations	\$ 18,000	Successful NAIDOC week has been completed. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	Complete

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Ovai	buuge	Comment	Owner	Current Completion
→ 1.7.2. Meet with Traditional Owner Groups once per year		Informal meetings have been held and a formal meeting to take place to meet the new council after the council elections in 2024.	Justin Hancock Chief Executive Officer	Not started

. FLOURISHING ECONOMY

Goal	Budge	Comment	Owner	Current Completion
1 Reach the Q1000 population target	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.1.1. Website refresh: jobs listing, 'Invest in Quilpie', 'Live in Quilpie'	\$ 15,000	Quotes were received and suppliers were unable to provide everything in the Councils scope. The project is on hold until the Media & Communications Officer Position is filled. 18/12/2023	Chris Goodward Media Officer	On Track
.2 Build digital capacity for townships and end-users	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.2.1. Develop and deliver a business digital strategy	\$10,000	NEW The CEO has been working with Telstra on a strategy for the South West Region. 18/12/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.2.21 Construct Eromanga Pool	\$ 1,200,000	NEW Tenders Closed in September 2023 and Council have not approved to progress the project. 19/12/2023	Peter See Director of Engineering Services	On Track
3 Maintain safe and efficient transport networks	No value		Quilpe Shire Council Placeholder Role	Behind
→ 2.3.1. Deliver reconstruction of the Quilpie Airport Main Runway and taxiway.	\$ 1,532,708	NEW Tenders closed on Friday 22 December 2023. To be considered at the January 2024 Council Meeting. 19/12/2023	Peter See Director of Engineering Services	On Track
→ 2.3.10. Secure RAUP grant funding for Toompine Aerodrome Fencing upgrade	No value	A funding application has been submitted and we are waiting for the outcome. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 2.3.11. Construct Quilpie footpaths missing link	\$ 50,000	NEW Works are schedule for April 2024. 19/12/2023	Peter See Director of Engineering Services	Not started
-> 2.3.12. Road Sealing to Adavale waste facility	\$ 250,000	NEW Scheduled for January or February 2024. 19/12/2023	Peter See Director of Engineering Services	Not started

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Ovai	Duaye	Comment	OWIICI	Current Completion
→ 2.3.2. Release an EOI for the Murana Road Site Development Project	No value	NEW This project has not started 18/12/2023	Janelle Menzies Manager of Governance and Compliance	Not started
2.3.3. Seek RAUP funding for the Toompine Aerodrome Upgrades (fencing)	No value	A Funding application has been submitted and we are waiting for the outcome. 19/12/2023	Peter See Director of Engineering Services	Not started
2.3.4. Commission a project plan incorporating an economic importance study of Adavale- Blackall Road (to guide lobbying and funding)	No value	NEW A submission has been prepared and lodged with Department of Transport and Main Roads. 19/12/2023	Peter See Director of Engineering Services	On Track
2.3.5. Deliver Roads to Recovery & Local Roads and Community Infrastructure Program 4 Funding for Reseal program	\$ 517,720	NEW Reseals have been completed. 19/12/2023	Peter See Director of Engineering Services	Complete
→ 2.3.6. Deliver Flood Restoration (DRFA) Funding	\$15,000,00 0	Works are on-going 29/09/2023	Peter See Director of Engineering Services	On Track
2.3.7. Deliver maintenance works on the shire road network	\$ 770,000	Ongoing works 29/09/2023	Peter See Director of Engineering Services	On Track
→ 2.3.8. Relocate fuel tank at Quilpie Aerodrome	\$ 175,000	NEW Waiting for the Airport runway upgrade project. 19/12/2023	Peter See Director of Engineering Services	Not started
→ 2.3.9. Deliver Capital Road Works directly funded by Council	\$ 407,400	NEW Truck Stop and Murial Park Carpark have been completed. 19/12/2023	Peter See Director of Engineering Services	Complete
4 Enhance and support our agricultural industry, source sector and all businesses	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.4.1. Run 4 x Small Business Development Meetings	No value	NEW 2 Meetings were held in the first half of the financial year. Next meeting unlikely to be until after the 2024 election. 12/12/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.4.2 Develop a Business Needs Strategy	\$ 10,000	NEW Survey is completed and final report is being finalised to be presented to the January 2024 Council Meeting. 12/12/2023	Karen Grimm Manager Tourism & Economic Development	Complete
→ 2.4.3. Meet with Resource Industry once per year	No value	NEW Council met with the Friends of the Resource Industry at Parliment House in November 2023. 20/12/2023	Justin Hancock Chief Executive Officer	On Track

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Ovai	Duage	Comment	Owner	Current Completion
2.4.4. Collaborate with Regional Development Australia (RDA) to deliver on-line employment program for the region	\$ 10,000	NEW This project has not commenced. More information is required from RDA. 18/12/2023	Karen Grimm Manager Tourism & Economic Development	Not started
→ 2.4.5. Develop a Jobs & Skill Strategy	\$ 10,000	NEW The community business survey has been completed and the project will commence once the outcomes report is finalised. 18/12/2023	Karen Grimm Manager Tourism & Economic Development	Not started
→ 2.4.6. Establish a regional Car Hire Business	No value	NEW An Operator has been selected and we are waiting for a letter to be prepared and sent to the ACCC regarding the collective bargaining for this project. The MOU is currently being prepared. 22/12/2023	Justin Hancock Chief Executive Officer	On Track
2.4.7. Improvement of Medical Services including attracting practitioners to the Shire	No value	NEW Nurse Practitioner role has been advertised and full-time Doctors position has been advertised. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 2.4.8. Seek Funding for the extension to the Eromanga Natural History Museum	No value	NEW Council's Growing Regions Program has progressed to the full business case stage and is due by 15 January 2024. 20/12/2023	Justin Hancock Chief Executive Officer	On Track
5 Facilitate and support innovation, ideas-building and new industry	No value		Quilpe Shire Council Placeholder Role	On Track
⇒ 2.5.1. Commence the development of the 2024 Economic Development Strategy	\$ 35,000	NEW Request for quotation documents have been drafted to be released in March / April 2024. 12/12/2023	Karen Grimm Manager Tourism & Economic Development	Not started
6 Capture opportunities for the 2032 Olympics	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.6.1. Collaborate with partners/stakeholders to build 2032 Olympic Games opportunities	No value	Working with SWQROC to identify opportunities that may arise from the 2032 Olympic games. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	Not started
7 Provide a sought-after visitor experience and build operiential tourism	No value		Quilpe Shire Council Placeholder Role	On Track
2.7.1. Commission new photos for tourism and promotion (update and refresh the photos database)	No value	NEW Staff are capturing their own photos. A professional photographer is yet to be engaged. 18/12/2023	Karen Grimm Manager Tourism & Economic Development	Not started
2.7.2. Capture/locate visitor data at remote locations (such as Hell Hole Gorge, Baldy Top)	No value	Looking at options on how to collect data. Quotes have been obtained but yet to be evaluated. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track

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UUai	Duage	Comment	Owner	Carrent Completion
2.7.3. Investigate tourism opportunities for the opal industry	No value	Investigations into potential new opal fossicking areas as per letter from Department of Resources. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
→ 2.7.4. Undertake a Tourism Signage Audit	No value	Audit has commenced to identify the signs that need to be replaced around the shire. 12/10/2023	Karen Grimm Manager Tourism & Economic Development	On Track
⇒ 2.7.5. Build experiences to tie into the visitor influx for the Rugby World Cup 2027	No value	NEW This project will run in conjunction with the opportunities with the 2032 Olympic Games. 18/12/2023	Karen Grimm Manager Tourism & Economic Development	Not started
8 Build partnerships and grow opportunity with aditional owners	No value		Quilpe Shire Council Placeholder Role	On Track
→ 2.8.1. Work with traditional owners' groups on Welcome to Country signage	No value	NEW Several conversations have been held and waiting for detailed designs to discuss with TMR. 20/12/2023	Justin Hancock Chief Executive Officer	Not started

. ENVIRONMENTAL SUSTAINABILITY

Goal	Budge	Comment	Owner	Current Completion
1 Protect and enhance waterways and landscape odiversity	No value		Quilpe Shire Council Placeholder Role	On Track
3.1.1. Provide an exclusion fence subsidy scheme funded by Council and award by 30 September	\$ 250,000	Applications were approved at the Special meeting held on 10 October 2023. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
3.1.2. Develop partnerships to support pest and weed management	No value	Major infestations of Mother of Millions at Cowley Station and Parthenium at Wellclose Station. PLMC is working with landholders to treat pest plants.	Lisa Hamlyn Director of Corporate & Community Services	On Track
3.1.3. Review and update Council's Biosecurity Plan with regard to weed and pest animal management	No value	NEW This project has not yet commenced. 09/01/2024	Lisa Hamlyn Director of Corporate & Community Services	Not started
3.1.4. Undertake a systematic inspection programme to monitor compliance with the Animal Management (Cats & Dogs) Act 2008 within designated township areas	\$ 10,000	NEW This program was undertaken in November 2023. We are waiting for the final report to come from the contractor. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
3.1.5. Undertake coordinated wild dog baiting programs across the shire (and hotspot baiting)	\$ 252,000	NEW Programs 1 and 2 were both completed by October 2023. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track

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Ovai	Duage	Comment	Owner	Current Completion
3.1.6. Seek external opportunities for exclusion fencing and weed pest management funding	No value	NEW Funding Agreement has been signed and to start in February 2024. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
3.1.7. Deliver a community education programme to promote and encourage responsible pet ownership in partnership with schools	No value	NEW Discussions have taken place with both school to start a program during assemblies. 14/12/2023	Lisa Hamlyn Director of Corporate & Community Services	Not started
.2 Research and implement renewable energy options	No value		Quilpe Shire Council Placeholder Role	On Track
3.2.1. Undertake a Shire-wide electricity audit to understand the extent of issues and develop solutions/strategies for the future	\$ 15,000	The consultant met with council on the 5 December 2023 at the Council workshop. The consultant also did an extensive site visit. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
3 Set short term and long-term carbon goals	No value		Quilpe Shire Council Placeholder Role	On Track
3.3.1. Undertake assessment of Council emissions and build strategies around the results	\$ 15,000	NEW This is a SWROC project. The consultants doing the energy audit will also undertake this council omissions audit. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
4 Reduce the impact of waste on the environment	No value		Quilpe Shire Council Placeholder Role	On Track
→ 3.4.1 Construct Toompine Transfer Station (to replace Landfill)	\$ 20,000	Earthwork completed and the slab work are scheduled for early 2024. 29/09/2023	Peter See Director of Engineering Services	On Track
→ 3.4.2 Complete Eromanga Transfer Station (to replace Landfill)	\$ 33,900	NEW Earthworks have been completed. Blocks to be laid. 19/12/2023	Peter See Director of Engineering Services	On Track
3.4.3. Complete transfer stations at Adavale (to replace Landfill)	\$ 11,000	NEW Earthworks are completed and balance of the works to be completed in early 2024. 19/12/2023	Peter See Director of Engineering Services	On Track
→ 3.4.4. Undertake CCTV inspections of the Waste Water System as part of the SWQWSA Project	\$ 30,000	NEW Tender has been awarded and awaiting for the Contractor which is scheduled for early 2024. 19/12/2023	Peter See Director of Engineering Services	On Track
.5 Improve water services	No value		Quilpe Shire Council Placeholder Role	On Track
→ 3.5.1. Construct Toompine bore and connect water customers	\$ 718,252	NEW The Bore is complete and waiting to underbore under the Quilpie Thargominda Road. GBA still to design the manifold. 19/12/2023	Peter See Director of Engineering Services	On Track

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Goal	Budge	Comment	Owner	Current Completion
1 Excellence in customer service	No value		Quilpe Shire Council Placeholder Role	On Track
4.1.1. Develop and implement formalised SOPs for administrative and customer service activities to improve service and compliance levels	No value	NEW Have started with staff reviewing their SOP's 08/01/2024	Sharon Frank Manager Finance & Administration	Not started
→ 4.1.2. Review the Customer Service Policy	No value	NEW This project has not yet commenced. 09/01/2024	Sharon Frank Manager Finance & Administration	Not started
3.1.3. Review the levels of service for Customer Service activities	No value	NEW This project has not yet commenced. 09/01/2024	Peter See Director of Engineering Services	Not started
4.1.4. Improve accessibility to the Quilpie Cemetery Records through an online access facility on Council's website	\$ 5,000	The ICT officer has been investigating solutions. This project is now on hold until a new ICT Officer is employed. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 4.1.5 Purchase equipment for improved media and communications	\$ 5,000	Camera and equipment, High spec Computer and software have been purchased. 20/10/2023	Chris Goodward Media Officer	Complete
2 Be responsive to change and digitisation	No value		Quilpe Shire Council Placeholder Role	On Track
	No value	NEW Cascade and LG Hub are both operational. All council audits have been updated in Cascade for monitoring their progress. LG Hub is being uploaded with Councillor onboarding documents. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.2.2. Promote 'Snap, Send, Solve' app	No value	NEW Quote received but now ready to proceed. This project is on hold until the Media & Communications Officer position is filled. 18/12/2023	Chris Goodward Media Officer	On Track
→ 4.2.3. Create electronic online forms for Council's services	No value	To be completed with a new website 20/10/2023	Chris Goodward Media Officer	Not started
4.2.4. Research and build business cases for new technology to streamline processes	No value	Fees & Charges Module is complete, and the E Rates System has been implemented. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
4.2.5. Review Council's main website structure and contents	\$ 30,000	To be competed with new website. Website is compliant with Local Government Act and Regulations. 20/10/2023	Chris Goodward Media Officer	Not started
3 Maintain good corporate governance	No value		Quilpe Shire Council Placeholder Role	On Track

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Odal	Duage	Comment	Owner	Current Completion
→ 4.3.1. Review policy management processes and systems	No value	NEW Council policies are continuing to be updated. We have started to update the HR Policies. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.10. Compliance with funding bodies reporting milestones and acquittal due dates	No value	Town House Residential Estate a variation for an extension of time has been submitted and was approved. W4Q for Residential Housing the completion report has been submitted. Roads to Recovery Quarterly Report is due in January 2024. 08/01/2024	Sharon Frank Manager Finance & Administration	On Track
	No value	Audit is complete and signed off by QAO 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
→ 4.3.12. Review expired leases and establish a lease register	No value	NEW Leases are being reviewed as they expire. There are a couple of leases that are still in negotiations. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.13. Review commons and reserves	No value	A review of the commons and reserves has commenced. 12/10/2023	Lisa Hamlyn Director of Corporate & Community Services	On Track
→ 4.3.14. Purchase new IT Resources for Councillors after 2024 Councillor Elections	\$ 15,000	NEW These will be purchased in March/April 2024. 09/01/2024	Sharon Frank Manager Finance & Administration	Not started
→ 4.3.15. Upgrade MAGIQ records management software	\$ 6,000	Upgrade and training has been completed. 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
→ 4.3.16. Compliance with LGW auditing Tool	No value	NEW All non-conformances have been completed. Work is still in progress for 5 Opportunities for Improvement. 19/12/2023	Mike Castles Manager Workplace Health & Safety	On Track
	No value	All 4th Quarter (done by calendar year) Actions items have been completed. An Internal Audit has taken place. The new Safety Culture system will be implemented in July 2024. 19/12/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.18. Hold a minimum of 3 WHS advisory group meetings per annum	No value	NEW No meetings have been held this financial year. A meeting is scheduled for Janaury 2024. 19/12/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.19. Completion of Hazard Inspections as outlined in the QAPs	No value	NEW 17 Actions have been completed. 19/12/2023	Mike Castles Manager Workplace Health & Safety	On Track

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Ovai	Duage	Comment	Owner	Current Completion
	No value	Enterprise Risk Managment framework has been implemented and set up in Cascade. Operational Risks are currently being identified and will be included and tracked in Cascade. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
3.3.20. Completion of all rectification Action Plan Items as outlined from their proposed completion date	No value	There are still a number of action items outstanding. 11/10/2023	Mike Castles Manager Workplace Health & Safety	On Track
4.3.21. Provide Quarterly reports on statistics for lost time injuries and any incident trends	No value	NEW 3 Lost Time injuries for the year to date and 6 lost days. 19/12/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.22. Reduction of lost time injuries and injury claims	No value	NEW We are hoping to achieve a 3.99 % reduction in lost time injuries and we are currently sitting at 1.52% 19/12/2023	Mike Castles Manager Workplace Health & Safety	On Track
→ 4.3.23. Completion of all incident reports including investigations and implementation of any identified actions.	No value	NEW 5 incidents required investigation and 5 Investigations have been completed. 19/12/2023	Mike Castles Manager Workplace Health & Safety	On Track
3.3. Review the procurement framework to ensure procurement policies and processes are best practice and comply with legislative requirements	No value	NEW Procurement Policy is currently under review. 08/01/2024	Sharon Frank Manager Finance & Administration	On Track
→ 4.3.4. Review project management framework to incorporate the QTC Model	No value	NEW Information has been received from QTC and waiting to implement. 19/12/2023	Peter See Director of Engineering Services	Not started
4.3.5. Review processes for management of general agreements and leases	No value	Process is on track however it is spreadsheet based. We plan to use Infoxpert workflow to send a trigger near expiry of the Leases. 09/10/2023	Janelle Menzies Manager of Governance and Compliance	On Track
3.3.6. Review governance arrangements for external consultants of Council services (planning, building, environmental health etc)	No value	NEW Balonne Shire Council have been appointed to assist with Food Safety Audits and Animal Inspection Program. Maranoa Regional Council continue to provide Planning and Development Support to Council. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.7. Review governance arrangements for Council owned assets	No value	NEW Property management of Council Residential Properties have been outsourced to GDL. They are responsible for regular inspections and arranging maintenance. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track

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Goal	Duage	Comment	Owner	Current Completion
	No value	The next review of Council to CEO delegations is due in April 2024. CEO to Employee/Contractor are currently being reviewed. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	On Track
→ 4.3.9. Introduce new software to streamline meetings and monitoring of agreed/recommended actions from external audit, internal audit and other relevant reviews	\$ 50,000	The Cascade system is live and staff are undergoing training. All council audit results have been uploaded into Cascade for monitoring. 18/12/2023	Janelle Menzies Manager of Governance and Compliance	Complete
4 Long-term financial stability underpinned by sound nancial planning and accountability	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.4.1. Develop and adopt a compliant and affordable Annual Budget before 1 August to fund Council's Operational Plan for the year	No value	Council's budget was adopted on 21 July 2023. 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
4.4.10. Perform regular reviews of long-term financial forecasts consistent with the long-term asset management plans	No value	NEW A review was undertaken in October 2023. 08/01/2024	Sharon Frank Manager Finance & Administration	Not started
→ 4.4.11. Undertake annual insurance review	No value	NEW This will commence when the insurance renewal is due. 09/01/2024	Sharon Frank Manager Finance & Administration	Not started
→ 4.4.12. Prepare Government Data Collection Return	No value	NEW This was submitted in November 2023. 08/01/2024	Sharon Frank Manager Finance & Administration	Complete
→ 4.4.13. Review cybersecurity and IT system processes	No value	New IT Security Policy has been adopted and a system penetration test was undertaken. 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
4.4.2. Complete annual and periodic reviews to ensure alignment of the budget and the Corporate and Operational Plans	No value	NEW A budget review was undertaken on 31 October 2023. 08/01/2024	Sharon Frank Manager Finance & Administration	On Track
4.4.3. Engagement of specialist valuers to undertake desktop valuations of Council's infrastructure assets	\$ 10,000	NEW This project will commence in April 2024. 09/01/2024	Sharon Frank Manager Finance & Administration	Not started
4.4.4. Prepare Annual Financial Statements in accordance with legislative requirements	No value	Completed 20/10/2023	Sharon Frank Manager Finance & Administration	Complete
	No value	Prepared as part of the Budget and the Annual Financial Statements. New Sustainability framework to be considered. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track

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Ovai	Daage	Comment	Owner	Carrent Completion
4.4.6. Undertake a review of general rates, utility charges and levies, including policy reviews and data integrity checks	No value	Completed in July with budget preparation. Integrity Checks will be ongoing. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.4.7. Establish rolling reviews of fees and charges	No value	NEW 1st review was undertaken with the development of the Fees and Charges Module. 08/01/2024	Sharon Frank Manager Finance & Administration	Not started
→ 4.4.8. Reviews all financial policies due for review	No value	Debt recovery policy and Procurement Policy still under review. 20/10/2023	Sharon Frank Manager Finance & Administration	On Track
→ 4.4.9. Document service levels and monitor changes to ensure service levels are affordable	No value	NEW Service levels to be reviewed with the next budget. 19/12/2023	Sharon Frank Manager Finance & Administration	Not started
5 Optimal asset management	No value		Quilpe Shire Council Placeholder Role	On Track
\$\ifterlightarrow\$ 4.5.1. Review existing Asset Management Plans for Roads, Buildings, Other Structures, Water, and Sewerage asset classes; develop 10 year programs, and carry out ongoing annual reviews thereafter \$\int 4.5.1. Review existing Asset Management Plans for Roads and Plans for Roads and Plans for Roads for R	\$ 10,000	Work has begun on updating the Asset Management Plans. Training is being provided by LGAQ in April 2024. A workshop is being planned by the Department of Local Government in late January 2024. 18/12/2023	Peter See Director of Engineering Services	On Track
4.5.2. Review and update the Asset Register to record Council's non-current physical assets	No value	NEW All Plant & Equipment have been updated. Buildings will be updated when all of the houses are completed. 08/01/2024	Sharon Frank Manager Finance & Administration	On Track
→ 4.5.3. Review the floating plant control processes	No value	NEW This project has not commenced. 09/01/2024	Sharon Frank Manager Finance & Administration	Not started
→ 4.5.4. Replace Quilpie Water Mains in line with long-term asset management plans	\$ 583,000	NEW Quarrion Street has been completed and the design is being undertaken by a consultant. 19/12/2023	Peter See Director of Engineering Services	On Track
4.5.5. Develop the Quilpie Sewerage Treatment Plant detailed design	\$ 461,401	NEW Tenders for the final design closed on Friday 22 December 2023. To be considered at the January 2024 Council Meeting. 19/12/2023	Peter See Director of Engineering Services	On Track
→ 4.5.6. Deliver upgrades to the Adavale, Eromanga and Cheepie Work Camps	\$ 90,000	NEW Works have been scheduled for early in 2024. 19/12/2023	Peter See Director of Engineering Services	On Track

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Ovai	Daage	Comment	Owner	Current Completion
4.5.7. Deliver annual replacement program for Plant and Vehicles including carry-over program from 2022/23	\$ 2,141,000	NEW 5 Vehicles have been delivered. The program is 75% complete. 19/12/2023	Peter See Director of Engineering Services	On Track
→ 4.5.8 Deliver buildings and structures maintenance program	\$ 1,111,000	Working through outstanding schedules 29/09/2023	Peter See Director of Engineering Services	On Track
6 Inclusive community engagement and decision aking	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.6.1. Investigate an online community engagement platform	No value	NEW This was investigated as part of a new website but is on hold due to resourcing issues. 20/12/2023	Justin Hancock Chief Executive Officer	On Track
→ 4.6.2. Run Shire-wide Annual Budget / Community Catch-up workshops	No value	NEW Workshops will commence in April 2024. 20/12/2023	Justin Hancock Chief Executive Officer	Not started
.7 Staff upskilling, leadership training and wellbeing upport	No value		Quilpe Shire Council Placeholder Role	On Track
4.7.1. Run financial literacy training for relevant staff and an Annual Budget Update per annum (budget, asset management/register)	No value	A 2023-24 Budget update was provided to all staff in July 2024. 12/10/2023	Justin Hancock Chief Executive Officer	Complete
→ 4.7.10. Explore capacity for electronic HR system with integration with Practical	No value	We have had one demonstration with Ready Tech and also had a discovery meeting with ELMO. We will also explore one other product. 19/12/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.11 Provide a staff Big Day Out Field visit	\$ 2,000	NEW The big day out event was held 6 November 2023, and a follow up day was held for those who missed it on 16 November 2023. Both events were a huge success. 19/12/2023	Maree Radnedge Manager of Human Resources	Complete
→ 4.7.2. Investigate digital literacy training for all staff	No value	NEW This is on hold until we have an ICT Officer position is filled. This will be done in-house. 19/12/2023	Maree Radnedge Manager of Human Resources	On Track
4.7.3. Explore options for the Undergraduates/ Graduates Professionals (eg Bush Program or Country University Centres)	No value	NEW Cadetship Policy has been reviewed and updated. The ICT and Media & Communications Positions have been advertised at a number of universities. 19/12/2023	Maree Radnedge Manager of Human Resources	Not started
→ 4.7.4. Engage with staff on succession and career planning needs	No value	NEW To be developed with the review of the Performance review processes and policies. 19/12/2023	Maree Radnedge Manager of Human Resources	Not started

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Ouai	Daage	Comment	Owner	Current Completion
→ 4.7.4. Work with SWQROC to employ a shared Graduate Engineer	\$ 30,000	Process has been completed and will be sponsored by Maranoa Regional Council. 12/10/2023	Justin Hancock Chief Executive Officer	On Track
→ 4.7.5. Provide 2 x Whole of Organisation staff events per annum	\$ 6,000	Night Golf was held on 9 October 2023 and was successful. The second event has not yet been scheduled. 19/12/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.6. Provide 1 x Staff Wellbeing Week per annum	\$ 35,000	NEW This year we will 2 events. The first event on Monday 12 February 2024 and the second event Monday 27 May 2024. 19/12/2023	Maree Radnedge Manager of Human Resources	Not started
→ 4.7.7. Review staff induction process	No value	NEW Ideas are being gathered and a new induction to process to be developed in 2024. 19/12/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.8. Explore initiatives for recruitment in the region	No value	NEW We have begun being creative with job advertising as well as offering Cadetships which we are exploring the idea of and advertising at universities. 19/12/2023	Maree Radnedge Manager of Human Resources	On Track
→ 4.7.9. Organise mental health first aid training for all staff	\$ 2,000	NEW All Staff were invited to attend on of 2 sessions one in September 2023 and the other in November 2023. 19/12/2023	Maree Radnedge Manager of Human Resources	Complete
8 Build cross-regional knowledge intelligence etworks	No value		Quilpe Shire Council Placeholder Role	On Track
→ 4.8.1. Coordinate 2 x per annum cross-regional working group meetings	No value	NEW This is happening on an informal basis. 19/12/2023	Maree Radnedge Manager of Human Resources	Not started

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14.2 POLICY REVIEW

IX: 245524

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Code of Conduct for Councillors U

2. Model Meeting Procedures U

3. Best Practice Standing Orders U

4. Communication and Media Policy J.

KEY OUTCOME

Key 4. Strong Governance

Outcome:

4.3 Maintain good corporate governance

Initiative:

Key

EXECUTIVE SUMMARY

The purpose of this report is to present the reviewed best practice guides from the Local Government Division of the Department of State Development, Infrastructure, Local Government and Planning - Code of Conduct for Councillors, Meeting Procedures, Standing Orders and the new developed Communication and Media Policy

RECOMMENDATION

That the Council adopt the best practice guides for Code of Conduct for Councillors, Meeting Procedures, Standing Orders and the new Communication and Media Policy.

BACKGROUND

The Local Government Division of the Department of State Development, Infrastructure, Local Government and Planning have prepared best practice guides for Code of Conduct for Councillors, Meeting Procedures and Standing Orders that comply with the Local government Act 2009 and the Local Government Regulations 2012 for Council's to adopt should they not want to establish their own.

The new Communication and Media Policy has been developed to provide guidelines for Communication and Media publications. This Policy will apply to Councillors and Staff.

CONSULTATION (Internal/External)

Leadership Team

Department of State Development, Infrastructure and Local Government and Planning website.

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012

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FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

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Queensland Government

Code of Conduct for Councillors in Queensland

Approved on 4 August 2020

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Queensland Government

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Queensland Government

Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA and 169 of the *City of Brisbane Act 2010* (CoBA), as well as the standards of behaviour set out in this Code of Conduct.

All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

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The Local Government Principles and Values

The legislation is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

- Transparent and effective processes, and decision- making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion and meaningful community engagement.
- Good governance of, and by, local government
- Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

- In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
- 2. To ensure the effective and economical delivery of services, Councillors will:
 - manage council resources effectively, efficiently and economically

- foster a culture of excellence in service delivery.
- 3. In representing and meaningfully engaging with the community, Councillors will:
 - show respect to all persons
 - clearly and accurately explain Council's decisions
 - accept and value differences of opinion.
- 4. In exercising good governance, Councillors are committed to:
 - the development of open and transparent processes and procedures
 - keeping clear, concise and accessible records of decisions.
- 5. To meet the community's expectations for high level leadership, Councillors will:
 - be committed to the highest ethical standards
 - uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

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Standards of Behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

- 1. RESPONSIBILITIES
- 2. RESPECT
- 3. REPUTATION.

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council
- 1.3 Use only official Council electronic communication accounts (e.g. email

- accounts) when conducting Council business
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non- prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the local government or other entity
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- 2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees or members of the public
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

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Ensure conduct does not reflect adversely on the REPUTATION of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity.

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Consequences of Failing to Comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the legislation.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are unsuitable meeting conduct, inappropriate conduct, misconduct, and then corrupt conduct.

Unsuitable Meeting Conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as unsuitable meeting conduct.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

NOTE

Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the

trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct.

Inappropriate Conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as inappropriate conduct.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA (including Brisbane City Council).

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in misconduct.

The OIA is responsible for assessing and investigating instances of suspected

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misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer, or for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers)
 - a release of confidential information outside of the Council
 - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
 - attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
 - failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
 - failure to submit, update or review your registers of interests, or

- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal
 - any acceptable request guidelines of the Council made under the legislation
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

Corrupt Conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001* ¹and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and

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¹ Section 15, Crime and Corruption Act 2001

- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

The OIA has entered into a section 40 ² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an

investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf (Chapter 4).

More Information

For any further enquiries on this matter please contact the department.

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² Section 40, Crime and Corruption Act 2001

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised November 2023

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	
28 November 2023	005	P Cameron	



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The Department of State Development, Infrastructure, Local Government and Planning connects industries, businesses, communities, and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive, and resilient communities.

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

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

Contact us

(+61 7 3328 4811 or 13 QGOV (13 74 68)

@ info@dsdilgp.qld.gov.au

<u>www.statedevelopment.qld.gov.au</u>
 ✓ PO Box 15009, City East, Queensland 4002

1 William Street, Brisbane 4000



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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), Local Government Regulation 2012 (LGR), the *City of Brisbane Act 2010* (COBA) and the City of Brisbane Regulation 2012 (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Meeting Principles

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion, and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures. If there is any inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

The model meeting procedures include the following:

- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.



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Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with sections 1-8 below of these model meeting procedures.

Processes

1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 1.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 1.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 1.7 below.
- 1.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 1.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 1.3.2. Apologising for their conduct
 - 1.3.3. Withdrawing their comments.
- 1.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.



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- 1.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required
- 1.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
 - 1.7.1. An order reprimanding the councillor for the conduct
 - 1.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 1.10. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note):

Note: Details of any order issued is recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a suspected conduct breach. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

- 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting
 - 2.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
 - 2.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.



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- 2.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
- 2.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 2.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 2.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 2.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 2.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 2.9. The chairperson then resumes the role of chairperson, and the meeting continues.

<u>Note</u>: Details of any reprimand order is recorded in the minutes of the meeting. The <u>local governments</u> chief executive officer (CEO) is advised to ensure details of any order made is updated in the <u>local government's</u> councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

3. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor



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Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances under paragraph 1.9.2 of this document.

3.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).

- 3.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.
- 3.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:
 - 3.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the City of Brisbane Regulation (CBR) section 242J, or the Local Government Regulation (LGR) section 254J.
 - 3.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.



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- 3.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- 3.3.4. The subject councillor has a declarable conflict of interest in the matter but may remain in the closed meeting (unless the local government decides otherwise), during the debate about the investigation report and answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
- 3.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- 3.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 3.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, or any councillor who declared a COI in the matter.
- 3.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
 - 3.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and



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Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or

- 3.4.2. Decide, by resolution, to defer the matter to a later meeting or
- 3.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

<u>Note</u>: Local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.

- 3.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 3.6. The local government may order that no action be taken against the councillor or make one or more of the following:
 - 3.6.1. An order that the councillor make a public apology, in the way decided by the local government,
 - 3.6.2. An order reprimanding the councillor for the conduct breach
 - 3.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
 - 3.6.4. An order that the councillor be excluded from a stated local government meeting
 - 3.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
 - 3.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct



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- 3.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
- 3.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 3.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.
- 3.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 4.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 4.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 4.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
 - 4.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 4.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
 - 4.3.3. The name of any entity, other than the councillor, that has an interest in the matter
 - 4.3.4. The nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter
 - 4.3.5. Details of the councillor's and any other entity's interest in the matter.



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- 4.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 4.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

5. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COB, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

- 5.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of COBA applies.
- 5.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
 - 5.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
 - 5.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.
- 5.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - 5.3.1. The nature of the declarable conflict of interest
 - 5.3.2. If it arises because of the councillor's relationship with a related party
 - the name of the related party and
 - the nature of the relationship of the related party to the councillor and
 - the nature of the related party's interest in the matter.



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- 5.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:
 - · the name of the other person and
 - the nature of the relationship of the other person to the councillor or related party
 and
 - the nature of the other person's interest in the matter and
 - the value of the gift or loan and the date the gift or loan was made.
- 5.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
 - 5.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
 - 5.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
 - 5.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.
 - 5.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.
- 5.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting



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- and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 5.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
 - 5.6.1. How does the inclusion of the councillor in the deliberation affect the public trust
 - 5.6.2. How close or remote is the councillor's relationship to the related party
 - 5.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 5.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
 - 5.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
 - 5.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
 - 5.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 5.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 5.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
- 5.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).



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- 5.10.A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.
- 6. Reporting a Suspected Conflict of Interest
 - 6.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
 - 6.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
 - 6.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
 - 6.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
 - 6.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
 - 6.6. If the belief or suspicion of a COI relates to more than one councillor. The parts 5.1 to 5.5 of these procedures must be complied with in relation to each councillor separately.



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7. Loss of Quorum

- 7.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:
 - 7.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated
 - 7.1.2. Defer the matter to a later meeting
 - 7.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 7.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 7.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.
- 7.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
 - 7.4.1. The mayor or chief executive officer, or
 - 7.4.2. A standing committee, or joint committee of the local government, or
 - 7.4.3. The chairperson of a standing committee or joint standing committee of the local government does not apply to Brisbane City Council, or
 - 7.4.4. Another local government for a joint government activity.
 - 7.4.5. The Establishment and Coordination Committee only applies to Brisbane City Council
- 7.5. The local government may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:
 - 7.5.1. The mayor or
 - 7.5.2. A standing committee.



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- 7.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
 - 7.6.1. The mayor, or
 - 7.6.2. The Establishment and Coordination Committee, or
 - 7.6.3. A standing committee of the local government.
- 7.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.
- 8. Recording Prescribed and Declarable Conflicts of Interest
 - 8.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):
 - 8.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
 - 8.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor
 - 8.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest
 - 8.1.4. Any decision then made by the eligible councillors
 - 8.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
 - 8.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
 - 8.1.7. The name of each eligible councillor who voted on the matter and how each voted.
 - 8.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:



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- 8.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 8.3. Where a decision has been made under section 4 above the minutes must include:
 - 8.3.1. The decision and reasons for the decision, and
 - 8.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

9. Closed Meetings

- 9.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section sectio
 - 9.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
 - 9.1.2. Industrial matters affecting employees
 - 9.1.3. The local government's budget, which does not include the monthly financial statements
 - 9.1.4. Rating concessions
 - 9.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
 - 9.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
 - 9.1.7. Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
 - 9.1.8. Negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967
 - 9.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
 - 9.1.10.A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.



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- 9.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 9.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the local government meeting, and the local government must resolve to:
 - 9.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
 - 9.3.2. Defer the matter to a later meeting when a quorum may be available
 - 9.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 9.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 9.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 9.6. To take a matter into a closed session the local government must abide by the following:
 - 9.6.1. Pass a resolution to close all or part of the meeting
 - 9.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see section 8.1)
 - 9.6.3. If it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
 - 9.6.4. Not make a resolution while in a closed meeting (other than a procedural resolution).



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Best practice example standing orders for local government and standing committee meetings

June 2023

Last updated:

Date	Version number	Officer's Name	Approved
10 November 2022	O04	P Cameron	Director G&C



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Intent

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the model meeting procedures and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters will be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

- 2. Presiding officer
- 2.1. The mayor will preside at a meeting of local government.
- 2.2. If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3. If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4. The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5. If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.6. Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.



3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
 - attendances
 - apologies and granting of leaves of absence
 - confirmation of minutes
 - business arising out of previous meetings
 - officers' reports.

Note: The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.

4. Agendas

- 4.1. The agenda may contain:
 - notice of meeting
 - minutes of the previous meetings
 - business arising out of previous meetings
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - deputations and delegations from the community that are approved to attend
 - any other business the council determines by resolution be included in the agenda.
- 4.2. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.



- 4.3. The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.
- 4.4. Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
 - be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
 - that the petition be received
 - received and referred to a committee or officer for consideration and a report to the council, or



- not be received because it is deemed invalid.
- 6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 7.5. The chairperson may terminate an address by a person in a deputation at any time where:
 - the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 8. Public participation at meetings
- 8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local



- government during this period shall be at the absolute discretion of the local government chairperson.
- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
 - refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 8.5. Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting.
 Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting at or before the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
 - for a gift, loan or contract—the value of the gift, loan or contract
 - for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter,
 - the nature of the councillor's relationship with the entity,
 - details of the councillor's, and any other entity's, interest in the matter.

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9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA.

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 1770 of the COBA, will apply. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

10.1. A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.



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- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest;
 - if it arises because of the councillor's relationship with a related party:
 - I. the name of the related party to the councillor; and
 - II. the nature of the relationship of the related party to the councillor; and
 - III. the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - I. the name of the other person; and
 - II. the nature of the relationship of the other person to the councillor or related party; and
 - III. the nature of the other person's interest in the matter; and
 - IV. the value of the gift or loan and the date the gift or loan was made.
- 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.



- 10.6. The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
 - how does the inclusion of the councillor in the deliberation affect public trust,
 - how close or remote is the councillor's relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
 - how this compares with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting,
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.



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- 10.10.A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless the there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.11.In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.

- 11.1. The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillors participation.
- 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section



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177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

- 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):
 - The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
 - The particulars of the prescribed or declarable conflict of interest provided by the councillor
 - The actions taken by a councillor after informing the meeting that they have, or they
 reasonably suspect another councillor has a prescribed or declarable conflict of interest
 - Any decision then made by the eligible councillors
 - Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
 - The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
 - The name of each eligible councillor who voted on the matter and how each voted.
- 11.6. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
 - The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 11.7. Where a decision has been made under section 150ES of the LGA or section 177Pof the COBA– the minutes must include:
 - The decision and reasons for the decision, and
 - The name of each eligible councillor who voted, and how each eligible councillor voted.

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- 12 Loss of quorum
- 12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection 3 of both sections because an Act says it must be decided by resolution of the council
 - decide by resolution to defer the matter to a later meeting
 - decide by resolution not to decide the matter and take no further action in relation to the matter.
- 12.2. The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
 - The mayor or chief executive officer, or
 - A standing committee, or joint committee of council, or
 - The chairperson of a standing committee or joint standing committee of council does not apply to Brisbane City Council, or
 - Another local government for a joint government activity.
 - The Establishment and Coordination Committee only applies to Brisbane City Council
- 12.3. The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4. The council may only delegate a power to make a decision about a councillors conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
 - The mayor or
 - A standing committee.
- 12.5. A council may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
 - The mayor, or
 - The Establishment and Coordination Committee, or
 - A standing committee of the council.
- 12.6. If the matter cannot be delegated under an Act, The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of



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quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

- 13 Motion to be moved
- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
 - A motion brought before a meeting of the local government in accordance with the LGA
 or these standing orders will be received and put to the meeting by the chairperson.
 - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The chairperson may refuse to accept a motion if it is not within the meeting's
 jurisdiction and rule a motion out of order if necessary. Any motion that is vague,
 proposes an unlawful action, is outside the scope of the meeting, is defamatory,
 vexatious or is unnecessary, may be ruled out of order.
- 13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.
- 14 Absence of mover of motion
- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
 - moved by another councillor at the meeting, or
 - deferred to the next meeting.
- 15 Motion to be seconded
- 15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2 Procedural motions are an exception to this rule and do not need to be seconded.



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16 Amendment of motion

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17 Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7 In accordance with section 254H of the LGR or section 242H(2) of the *City of Brisbane**Regulation 2012(COBR), if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.



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18 Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support.

 The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19 Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.
- 20 Repealing or amending resolutions
- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

21 Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
 - I. that the question/motion be now put before the meeting;
 - II. that the motion or amendment now before the meeting be adjourned;
 - III. that the meeting proceeds to the next item of business,
 - IV. that the question lie on the table;
 - V. a point of order;
 - VI. a motion of dissent against the chairperson's decision;
 - VII. that this report/document be tabled;
 - VIII. to suspend the rule requiring that (insert requirement);

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- IX. that the meeting stands adjourned.
- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
 - a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
 - has failed to comply with proper procedures;
 - is in contravention of the legislation; or
 - is beyond the jurisdiction power of the council meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.

21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.



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- 21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:
- 21.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22 Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.



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Meeting Conduct

23 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
 - ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
 - an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure:
 - details of any order issued is recorded in the minutes of the meeting



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- if it is the third or more order made within a 12-month period against a councillor, or
 the councillor has refused to comply with an order issued to leave the meeting, these
 matters are dealt with at the next meeting of the council as suspected inappropriate
 conduct
- The council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

- 24 General conduct during meetings
- 24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.
- 25 Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Part 3, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct that may arise from circumstances under paragraph 23.9 dot point two of this



11 12. 1 **12.** 2 • Attachment 3 **12.** 2 • Attachment 3

document requires that the local government must complete an investigation into the alleged conduct.

- 25.1 The investigation must be conducted in a way that is consistent with the local government's investigation policy including:
 - consistent with any recommendations from the IA, or
 - In another way decided by resolution of the council.
- 25.2 After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a) or to a standing committee section 257(2)(b) of the LGA or for the Brisbane City Council section 238(2)(a),(b) or (c) of the COBA.
- 25.3 When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:
- 25.3.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(3)(f) of the LGR or section 242J(3)(f) of the COBR to discuss the allegation. No resolution for a decision can be made in the closed session.
- 25.3.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting (unless council decides otherwise), during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 25.3.3 If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.



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- 25.3.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
 - delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
 - decide, by resolution, to defer the matter to a later meeting when a quorum will be present, or
 - decide, by resolution, not to decide the matter and take no further action in relation to the matter.
- 25.3.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true
- 25.3.6 The council may order that no action be taken against the councillor or make one or more of the following:
 - an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
 - an order reprimanding the councillor for the conduct;
 - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
 - an order that the councillor be excluded from a stated council meeting;
 - an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g. that the councillor is ordered to resign from an appointment representing the local government on a state board or committee);
 - an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct:
 - an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.



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- 25.4 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.
- 25.5 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by council and if relevant any orders they have made.
- 25.6 The minutes of the meeting must reflect the decision made.

26 Disorder

- 26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.
- 26.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and non-attendance

- 27 Attendance of public and the media at meeting
- 27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

28 Closed session

- 28.1 A local government council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:
 - Appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees;
 - industrial matters affecting employees;
 - the council's budget which does not include the monthly financial statements;



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- rating concessions;
- Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government;
- matters that may directly affect the health and safety of an individual or a group of individuals;
- Negotiations relating to a commercial matter involving the local government for which a
 public discussion would be likely to prejudice the interests of the local government;
- negotiations relating to the taking of land by the council under the Acquisition of Land
 Act 1967;
- A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;
 - delegate the consideration and decision on the matter, pursuant to section 257 of the
 LGA or section 238 of the COBA unless the matter cannot be delegated,
 - decide by resolution to defer the matter to a later meeting when a quorum may be
 - decide by resolution not to decide the matter and take no further action in relation to the matter.

Note: None of the above will be voted on during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

- 28.4 To take a matter into a closed session the council must abide by the following process:
 - pass a resolution to close the meeting
 - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
 - if the matter is known in advance, the agenda should clearly identify that the matter
 will be considered in closed session, and an explanation of why it is deemed necessary
 to take the issue into closed session must be stated



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- no resolution can be made while in a closed meeting (other than a procedural resolution).
- 28.5 None of the above will be considered, discussed, voted on or made during a closed session.
- 29 Teleconferencing of meetings
- 29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference.

Note: There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.

29.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.





1	OBJECTIVE		
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Responsible Officer: Chief Executive Officer

Policy Owner: Council Policy No: G.26 Version: 1 Council Resolution Number: QSC Effective Date: 12 December 2023

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: December 2023

IX: 244660

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OBJECTIVE

This policy is intended to clarify the appropriate process for the following:

- a) Preparing/releasing media statements (proactive);
- b) Responding to media enquiries (reactive);
- c) Use of official titles;
- d) Communication of Council official decisions and positions; and,
- e) Communication of personal statements as a Councillor.

2 SCOPE

This policy applies to all staff and contractors of Quilpie Shire Council, and any individual who may at any time potentially be perceived as communicating on behalf of Quilpie Shire Council, including Councillors, committee members and other stakeholders.

This Policy does not address paid advertisements, community notices, date claimers, or promotional material prepared by Council. Furthermore, this Policy does not address political or electioneering media statements during the local government elections (defined as the period between the date nominations open, to the publication of the results of the poll).

3 STATEMENT

3.1 PRINCIPLES

- ` The following principles are applicable to this policy:
 - a) Council acknowledges the important role that media interaction plays in community engagement;
 - b) Council respects the principle of freedom of the press and the right of media outlets to report on Council matters in a manner that they consider appropriate;
 - c) Council respects the principle of freedom of speech and the right of individuals to express their personal opinion. Council expects individuals to do so in a respectful, constructive and non-discriminatory manner;
 - d) Council acknowledges its statutory responsibilities under the Queensland Anti-Discrimination Act 2001;
 - e) Council recognises that editorial and/or public comment cannot be controlled and may not always support and endorse the actions of Council; and,
 - f) Council will not publicly respond to editorial and/or public comment unless it is to correct misinformation.

3.2 ROLES AND RESPONSIBILITIES

The Mayor and Chief Executive Officer are Council's official spokespeople and have primary responsibility for communicating decisions of Council, or its position on a particular issue.

The Mayor will be responsible for communicating Council's policy, strategy, service levels, and political responses to, or on behalf of, community advocacy issues.

Responsible Officer: Chief Executive Officer Policy Owner: Council

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The Chief Executive Officer will be responsible for communicating with the media on operational and corporate matters.

If the matter being reported relates to Council business in which a Councillor holds specialised knowledge, that Councillor may be nominated as Council's spokesperson by the Mayor at the Mayor's discretion.

If the matter being reported relates to Council business in which an officer holds specialised knowledge, that officer may be nominated as Council's spokesperson by the Chief Executive Officer.

If the matter being reported relates to a resolution carried by Council that has been recommended by an advisory committee, the Chair of that advisory committee may be nominated as Council's spokesperson by the Mayor or Chief Executive Officer.

3.3 COMMUNICATING WITH THE MEDIA

All external media enquiries and requests for media comment on official Council position or policy should be directed to the Chief Executive Officer in the first instance.

All written media releases are approved by the Chief Executive Officer and/or Mayor.

A Councillor who wishes to represent Council and communicate with the media on a particular issue of council business, must seek delegation from the Mayor.

Councillors are not permitted to distribute in any way, any documentation pertaining to the Council and Council business, without first seeking approval from the Chief Executive Officer to determine if a document is available to the public.

All communications to the media or media statements must be compliant with copyright, confidentiality, privacy, defamation, contempt of court, discrimination, harassment, trademark and any other applicable laws. All reasonable steps must be taken to ensure that the statements are accurate, factual and not prejudicial to Council's legal standing.

3.4 USE OF OFFICIAL TITLES

A Councillor may use their official title when conducting Council business, such as representing Council at a function, conference or course, or having been authorised to communicate with the media on council business.

Any use by a Councillor of their official title is to accompany a disclaimer (which is obvious to the audience either in the written or spoken sense), that the opinion and/or comments provided are those of the Councillor and not those of the Quilpie Shire Council.

A Councillor must consider whether using their official title may lead audiences to assume that the Councillor is commenting on behalf of Council, and it is the responsibility of the Councillor to ensure this is clear to the recipient of the information.

Responsible Officer: Chief Executive Officer

Policy Owner: Council
Policy No: G.26 Version: 1
Council Resolution Number: QSC
Effective Date: 12 December 2023

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3.5 PERSONAL STATEMENTS BY COUNCILLORS

This policy does not restrict Councillors from making statements or from responding to media enquiries, in their capacity as a Councillor, about their personal opinion regarding a Council matter that has not been the subject of a Council decision. Should Councillors intend to make statements as above reflecting their personal opinion, such remarks should be clearly qualified accordingly.

It is the sole responsibility of the Councillor to ensure, when communicating with the public or media, that it is clear when they are expressing a personal opinion and that it is clear when they are speaking on behalf of Council.

3.6 RECOMMENDED DISCLAIMER

The following email disclaimer, which is in line with policy, is recommended if a Councillor is sending an email with their official title attached:

This message (including attachments) is intended for the addressee named above. It may also be confidential, privileged and/or subject to copyright. Any unauthorised use, alteration, disclosure, distribution or review of this email is strictly prohibited. Any unauthorised use of this material is prohibited. If you have received this message in error please notify the sender immediately, delete the message and destroy any printed or electronic copies. Any privilege or confidentiality attached to this message is not waived, lost or destroyed because you have received this message in error.

HUMAN RIGHTS COMPATIBILITY STATEMENT

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

DEFINITIONS

Correspondence

Communication includes all forms of communication to both the media and public, for

example, but not limited to, interviews, press statements, emails,

facsimiles, letters, phone calls, tweets, etc

Council includes any matter that has been, or is being, considered by Council as **Business**

having appeared in Council's business papers or can be reasonably expected to appear in Council's business papers. This includes the time between when a decision of Council is made and when the resolution is

communicated to stakeholders via 'Official Correspondence'

Official pursuant to the Local Government Act 2009, the Chief Executive Officer is

> responsible for conducting correspondence between Council and other persons. Official correspondence is that which is signed by the Chief

Executive Officer or delegate

Official Title the title afforded to the Councillor by virtue of the Local Government's

election, or in the case of an Officer, the title of the position held by the

Officer

Responsible Officer: Chief Executive Officer

Policy Owner: Council

Council Resolution Number: QSC Effective Date: 12 December 2023

Policy No: G.26 Version: 1

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Personal a statement made which is made from the perspective of the individual, as

Statement a Councillor

Editorial and/or statements, written or verbal, expressing privately held opinions relating to

Public Comment Council business, made by journalists or members of the public

Misinformation information that is, whether intentionally or unintentionally, incorrect or

misleading

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Queensland Anti-Discrimination Act 2001

Local Government Regulation 2012

IX#	Details

7 VERSION CONTROL

Responsible Officer: Chief Executive Officer Policy Owner: Council

Policy No: G.26 Version: 1 Council Resolution Number: QSC Effective Date: 12 December 2023 UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: Dec 2027 **IX:** 244660

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ORDINARY COUNCIL MEETING AGENDA

14.3 SHOW HOLIDAY 2024

IX: 245541

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: Nil

KEY OUTCOME

Key 1. Great Place to Live

Outcome:

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

Initiative:

EXECUTIVE SUMMARY

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

RECOMMENDATION

That Council nominate to change the Quilpie Show Day as the 2024 Show Holiday from 9 September 2024 to Friday 13 September 2024.

BACKGROUND

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

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

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

The council resolved on 20 June, 2023 to set the Show Public Holiday for Friday 9 September 2024 which was incorrect as Friday is 6 September and 9 September is a Monday.

After further consultation with the Quilpie Show Society, they advised that the show is usually the 2 Saturday of the month and therefore the Quilpie Show Public Holiday should be Friday 13 September 2024.

CONSULTATION (Internal/External)

Quilpie Show Society

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Holidays Act 1983

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Low

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14.4 APPPROVAL SITE VARIATION FOR REDUCED BOUNDARY SETBACKS BA 09 23-24

IX: 245731

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Site Plan U

2. Chipu Street Qld Glove view U

3. Application for Alternative Siting Assessment 4

KEY OUTCOME

Key 1. Great Place to Live

Outcome:

Key 1.1 Well-planned and highly liveable communities

Initiative:

EXECUTIVE SUMMARY

To provide information to Council for a decision on an application for a variation for reduced boundary setbacks.

RECOMMENDATION

That the Council resolve to approve the application for a 'Referral Agency Assessment Application Alternative Sitting Assessment' as per the site plan.

BACKGROUND

On 16 November the owner of Lot 61 on Q6803 lodged a Development Application (DA) – Building work details to construct a 7 Bay Shed with 5 Enclosed and 2 Open.

When the DA was lodged Council's Building Certifier advised that the garage structure was not 6m from the front boundaries on Chipu Street or Jabiru Street as required under MP 1.2 of the Queensland Development code and that the owner would need to apply for a 'Referral Agency Assessment Application Alternative Sitting Assessment'.

The purpose of the shed is to provide carports and storage areas for the adjacent duplex building.

The Current plan shows the garage structure to be 7.5m from the road and only 1.5m from the fence boundary on Chipu Street and 10m from the road and 5m from the fence boundary on Jabiru Street.

When looking at the Queensland Globe view of Quilpie many of the properties on Chipu Street are not 6m from the fence boundary.

If the council resolves to approve the 'Referral Agency Assessment application for alternative sitting assessment', the council's building certifier will continue to review the Development Application for Building works.

The Owner has already purchased the garage structure and has been advised by Council staff not to begin construction until he receives building certification.

OPTIONS

1. Council resolves to approve the for a 'Referral Agency Assessment Application Alternative Sitting Assessment' as per the site plan.

2. Council resolves not to approve a 'Referral Agency Assessment Application Alternative Sitting Assessment' as per the site plan.

CONSULTATION (Internal/External)

GBA & Associates - Building Certifier

Property Owner

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

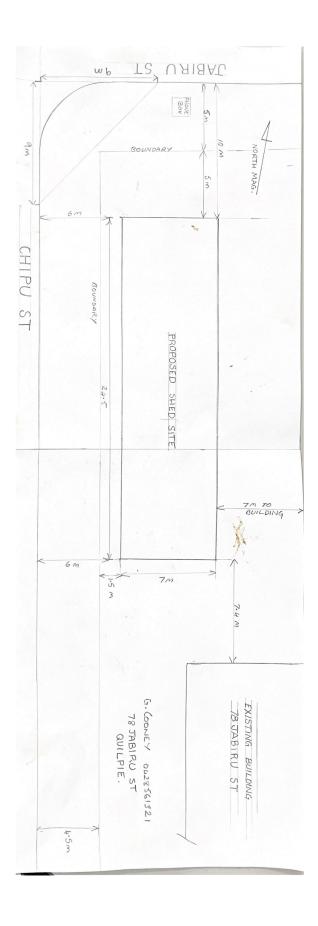
Mandatory Part MP1.2 of the Queensland Development Code

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Low Risk - That the building may obstruct views from vehicles turning the corner. Other properties in Quilpie have been building on the fence boundary on corner lots.



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Referral Agency Assessment Application Alternative Siting Assessment

Type of Referral – Concurrence Agency Response					
12	Siting Variation	Under Schedule 9, Table 3 of the Planning Regulations 2017			

Applicant Details	
Name: GERARO COONEY	Mobile Number: 0428861321
Postal Address: P.O. Box 27/	Mobile Number: 042856/321 Email: GERARD, COONET COLLABORD, CON
QUILPIE QLO 4480	Fax Number:
Telephone Number:	Date:
Property Details	
78 JABIRU ST	Lot Number: 6/
Address: QUILPIE QLD 4480	Plan Number: Q6803
Description of Proposal	
3.6 MT HIGH	SMT NONG 7 MS WIDE HAND
3.6 MT HIGH	SMT NONG 7 MT WIDE AND
Provide details of the intended use of the building?	ng/structure e.g. what will be stored within
Provide details of the intended use of the building?	ng/structure e.g. what will be stored within
Provide details of the intended use of the building	ng/structure e.g. what will be stored within
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Provide details of the intended use of the building?	ng/structure e.g. what will be stored within
Provide details of the intended use of the building?	ng/structure e.g. what will be stored within
Provide details of the intended use of the building building? HOUSE MOTOR VEHICLES TOOLS AND GARDENING Detail why the building/structure is required to be	STORE MISCELLANEOUS EQUIPMENT.

AREA IS VACANT AND ADJACENT TO DUPLEX BUILDING AND MAIN HOUSE AND IS IDEALLY SUITED TO HOUSE MOTOR VEHICLES OF TENANTS AND MISCELLANEOUS TOOKS AND EQUIPMENT.

NB. If sufficient justification is not provided in response to the following questions, it may result in your application being delayed. Please use additional sheets for your responses if required.

18. Item 14.4 - Attachment 3

As most buildings have the potential to impact neighbouring properties, the enclosed "Adjoining Land Owner Consultation" form is to be completed by the effected neighbour/s and returned with this application.

ADJOINING LAND OWNER CONSULTATION

To whom it may concern,					
I / We(Adjoining property own		and	djoining property owner's name)		
(Adjoining property own	ner's name)	(Ac	djoining property owner's name)		
Being the current property owners of	of				
(Adjoining prope	erty owner's street addre	ess)			
Confirm that we have viewed the Pr	oposed Plans requ	esting the variati	on to allow:		
		g			
	(detail pr	oposal)			
For the proposed building developm	nent at				
To the proposed ballaring developing	ient at		, , , , , , , , , , , , , , , , , , , ,		
(street address of	of property requiring siti	ng variation)			
(Silver address t	of property requiring site	ng variation)			
And fully understand the proposal.					
I / we wish to confirm that (tick appli	cable statement):				
☐ I / we have no objections to the b					
17 we have no objections to the b	uliding proposal,				
Or					
☐ I / we have concerns to the propo	sal as summarised	below			
Name (Please Print):					
Signature:					
Telephone/ Mobile Number:					
relephone/ Mobile Number.					
If the and in in an Nainchean in connection	- 4-61 4		alone tiel the fellowing how		
If the adjoining Neighbour is uncontactable or will not complete the form, please tick the following box:					
☐ Unable to obtain Neighbouring consent/ concerns					
<u>Please note</u> concerns forwarded to Council by adjoining neighbours if not valid may have no impact on the assessment process. An assessment officer may wish to contact you regarding your comments, provided you supply a telephone/mobile phone number below					
	18.16	2.2023			

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Mandatory Information The following information is required to be submitted to Council upon lodgement. Failure to provide this information may result in a not properly made submission resulting in your application being rejected and returned.
 □ Accurately dimensioned Site Plan including but not limited to: ○ All property boundaries ○ North point ○ All existing and proposed buildings and structures including setback distances.
 Accurately dimensioned Floor Plan including but not limited to: The layout and use of proposed building or structure.
 Accurately dimensioned Elevations including but not limited to: The wall height and overall height of the proposed building or structure.
Advisory Notes:
A referral agency response from Council does not allow construction to commence.

For permission to start construction, a building approval must first be obtained from a private building certifier

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14.5 PROPOSED ORDINARY COUNCIL MEETING DATES 2024

IX: 245804

Author: Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.3 Maintain good corporate governance

Initiative:

EXECUTIVE SUMMARY

Section 254B of the Local Government Regulation 2012 (the Regulation) stipulates how and when Councils must publish a notice of the days and times of Ordinary meetings.

RECOMMENDATION

That Council confirm the amended dates and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
January	Monday	15	9.30am
February	Tuesday	20	9.30am
March	Tuesday	12	9.30am
April	Monday	15	9.30am
May	Tuesday	28	9.30am
June	Tuesday	18	9.30am
July	Tuesday	16	9.30am
August	Tuesday	20	9.30am
September	Tuesday	17	9.30am
October	Tuesday	29	9.30am
November	Tuesday	19	9.30am
December	Tuesday	17	9.30am

BACKGROUND

Section 254B of the Regulation states that Council must, at least once in each year, publish a notice of the days and times when:

a) Its ordinary meetings will be held; and (if applicable)

b) The ordinary meetings of its standing committees will be held.

The notice must be published on the local government's website, and in other ways the local government considers appropriate.

Council meetings are typically scheduled for the third Tuesday of each month for the following reasons:

- This allows for deputations attending the meeting to align with flights returning to Charleville, Toowoomba and/or Brisbane.
- This avoids other regionally significant meeting dates (e.g. SWQROC typically meet in the second week of a month).
- Allows sufficient time for statutory reporting e.g. finalisation of bank statements to provide accurate Financial Statements.

The following schedule was adopted on the special meeting held on 10 November 2023, since the adoption several conflicts have been identified:

Month	Day	Date	Time
January	Monday	15	9.30am
February	Tuesday	20	9.30am
March	Tuesday	12	9.30am
April	Tuesday	16	9.30am
May	Tuesday	21	9.30am
June	Tuesday	18	9.30am
July	Tuesday	16	9.30am
August	Tuesday	20	9.30am
September	Tuesday	17	9.30am
October	Tuesday	22	9.30am
November	Tuesday	19	9.30am
December	Tuesday	17	9.30am

16 April – The LGAQ – Mayoral Induction at Parliament House in Brisbane is proposed for 17 April, proposal to move the Council meeting to Monday 15 April to allow for travel on the 16th of April.

21 May – The LGAQ Civic Leader Conference on the Gold Coast is scheduled for 21-22 May, it is proposed to move the Council meeting to Tuesday 28 May to allow attendance of this conference.

22 October – The LGAQ Annual Conference in Brisbane is scheduled for 21-23 October, it is proposed to move the Council meeting to Tuesday 29 October to allow attendance of this conference.

OPTIONS

Option 1 – Recommended:

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
January	Monday	15	9.30am
February	Tuesday	20	9.30am
March	Tuesday	12	9.30am
April	Monday	15	9.30am
May	Tuesday	28	9.30am
June	Tuesday	18	9.30am
July	Tuesday	16	9.30am
August	Tuesday	20	9.30am
September	Tuesday	17	9.30am
October	Tuesday	29	9.30am
November	Tuesday	19	9.30am
December	Tuesday	17	9.30am

Option 2

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
January			9.30am
February			9.30am
March			9.30am
April			9.30am
May			9.30am
June			9.30am
July			9.30am
August			9.30am
September			9.30am
October			9.30am
November			9.30am
December			9.30am

CONSULTATION (Internal/External)

Councillors

Chief Executive Officer

LEGAL IMPLICATIONS

Section 254B of the Local Government Regulation 2012

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POLICY AND LEGISLATION

Section 254B of the Local Government Regulation 2012

254B Public notice of meetings

- (1) A local government must, at least once in each year, publish a notice of the days and times when—
 - (a) its ordinary meetings will be held; and
 - (b) the ordinary meetings of its standing committees will be held.
- (2) The notice mentioned in subsection (1) must be published on the local government's website, and in other ways the local government considers appropriate.
- (3) A local government must display in a conspicuous place in its public office a notice of the days and times when—
 - (a) its meetings will be held; and
 - (b) meetings of its committees will be held.
- (4) A local government must, as soon as practicable, notify any change to the days and times mentioned in subsection (1) or (3) in the same way as the days and times were previously notified

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil as per Council's Risk Management Policy

14.6 DEVELOPMENT APPLICATION - MURANA ROAD

IX: 245817

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Variation Scheme Document - Quilpie Transport Precinct (Verstion

3, Dated August 2023) 😃

2. Murana Road Concept Plan J.

3. Concurrence Agency Response J.

KEY OUTCOME

Kev 1. Great Place to Live

Outcome:

Key 1.1 Well-planned and highly liveable communities

Initiative:

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Development Application for a Preliminary Approval – Variation Request under section 50(3) of the *Planning Act 2016* (Quilpie Transport and Travel Precinct) and a Development Permit for a Material Change of Use to establish a "Service Station" on land situated at Murana Road, Quilpie, formally descried as Lot 3 on SP258470.

RECOMMENDATION

That Council

- 1. receive this report; and
- 2. Council issue a decision notice to the applicant approving the Development Application for a Preliminary Approval Variation Request under section 50(3) of the *Planning Act 2016* (Quilpie Transport and Travel Precinct) and a Development Permit for a Material Change of Use to establish a "Service Station" on land situated at Murana Road, Quilpie, formally descried as Lot 3 on SP258470, subject to the following conditions:

General Advice

Relevant Period

Variation Approval

- (2) A variation approval for development lapses to the extent the development is not completed within—
 - (a) if a development condition required the development to be completed within a stated period or periods the stated period or periods; or

- (b) if paragraph (a) does not apply the period or periods the applicant nominated in the development application; or
- (c) otherwise 5 years after the approval starts to have effect.

Development Permit

- (a) for any part of the development approval relating to a material change of use if the first change of use does not happen within
 - (i) the period stated for that part of the approval; or
 - (ii) if no period is stated **6 years** after the approval starts to have effect;
- II. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- III. The Environmental Protection Act 1994 states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved works are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- IV. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
- V. In completing an assessment of the proposed development, council has relied on the information submitted in support of the development application as true and correct. any change to the approved plans and documents may require a new or changed development approval. it is recommended that the applicant contact council for advice in the event of any potential change in circumstances.

Development Conditions

VARIATION REQUEST – QUILPIE TRANSPORT AND TRAVEL PRECINCT

Affected Area

1. The area affected by the preliminary approval – variation request is the entirety of Lot 3 on SP258470.

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Variation Scheme Document

- 2. All future development of the affected area must be undertaken in accordance with the provisions of the approved Quilpie Transport & Travel Precinct Variation Scheme Document, version 3, dated August 2023.
- 3. Where the Variation Scheme document is 'silent' on a particular issue, the provisions contained within the Quilpie Shire Planning Scheme 2018 will take effect.

Flooding

- 4. The minimum habitable floor levels of any future accommodation buildings must be built a minimum 300mm above the defined flood level current at the time of construction.
- 5. Control panels and critical services for all buildings must be constructed a minimum of 300mm above the defined flood level current at the time of construction.

DEVELOPMENT PERMIT – MATERIAL CHANGE OF USE TO ESTABLISH A SERVICE STATION

Use

- 1. The approved development is a Material Change of Use "Service Station" as defined in the Planning Scheme and as shown on the approved plans.
- 2. A development permit for building works must be obtained prior to commencing construction of the use.

Compliance inspection

- 3. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.
- 4. Prior to the commencement of use, the applicant shall contact Council and arrange a development compliance inspection.

Approved plans and documents

5. Future development is to be carried out generally as shown in the listed concept plans, subject to detailed design and compliance with conditions of this approval.

Plan/Document Number	Plan/Document Name	Date
3152RH01 – SD102	Concept Plan 1_2000	08/12/2020

- 6. Prior to submission of a Building Application, detailed proposal plans are to be provided to Council for approval. These plans must comply with the following, and all other conditions of this approval:
 - The Service Station is to be orientated towards and address Murana Road;
 - The Service Station will not exceed two (2) storeys or 8.5 metres in height;
 - Building site cover is not to exceed 60% of the site area;

Development works

- 7. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
- 8. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
- 9. All civil and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ-Civil) who are competent in the construction of the works. RPEQ certification is to be provided to Council for all works involving Council infrastructure that are authorised by this development approval and any related approval. This must include a Design Certificate with application/s for Operational work and a Construction Supervision Certificate at completion of the approved works and/or prior to Council's acceptance of any works on-maintenance.
- 10. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices Part 3, Works on Roads".

Applicable Standards

- 11. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant Acceptable Solutions of the applicable codes of the planning scheme for the area;
 - c) Council's standard designs for such work where such designs exist;
 - d) any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any

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requirements imposed by any concurrence lawful requirements outside those stated above.

Avoiding nuisance

- 12. No unreasonable nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.
- 13. Air (odour and dust) and noise emissions from the development shall not cause environmental nuisance or exceed the relevant quality objectives listed in the *Environmental Protection Policy 2019*, as measured at any sensitive or commercial place.
- 14. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

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

- 15. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
- 16. Dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.
- 17. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday Saturday 6.30am to 6.30pm noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.

Hours of Operation

18. The facility is permitted to operate up to 24 hours per day, seven days per week.

Screening mechanical equipment

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

Stormwater drainage

- 20. Stormwater drainage is to be provided in accordance with:
 - a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013;

- b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987; and
- 21. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.
- 22. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
- 23. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.
- 24. All contaminated stormwater shall pass through an approved oil/water separator prior to discharge to the sewer network. Wastes (contaminates and solids) separated from the separator are to be collected and disposed of at a licensed facility. A hydrocarbon sensor must be installed with a shut off valve at the stormwater filter outlet.
- 25. Only rainwater from uncontaminated areas is to drain directly into the stormwater drainage system. The activity must not be conducted in a manner that may or will cause the contamination of surface stormwater runoff.
- 26. Ensure fuel spillage is not released or allowed to enter into stormwater infrastructure, roadside gutters or other waters outside the property.

Waste Management

- 27. All waste generated from construction of the premises must be effectively controlled onsite before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000.*
- 28. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.

Refuse storage

- 29. Adequate refuse storage areas and facilities must be provided on the site to service the approved development.
- 30. At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state and emptied, and the waste removed from the site on a regular basis. All waste containers are to be located in a convenient and unobtrusive position, fully enclosed to be shielded from the view of users of the premises, travelling public and neighbours, and accessible by the vehicles used by Council, its agents and/or others.

31. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the Waste Reduction & Recycling Act 2011.

Car parking

- 32. Car Parking on this site is to be provided to comply with the following provisioning rates:
 - Service Station
 - i. Passenger vehicles 1 space per 30m² of Gross Floor Area;
 - ii. Dedicated Heavy vehicle parking minimum 3 spaces;
 - Commercial Activities 1 space per 50m² of gross floor area.
- 33. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

Access and manoeuvring

- 34. All access and egress points, from the edge of the existing bitumen to the property boundary, shall be constructed to a sealed commercial standard to the satisfaction of and at no cost to Council.
- 35. All access and egress points must be:
 - Located more than 6m from the upgraded Murana Road / Diamantina Developmental Road intersection; and
 - clear of all gully pits, street lights, power poles and other infrastructure located within the road reserve with a minimum separation distance of 1 metre.
- 36. Access to the site is to facilitate the separation of light and heavy vehicle traffic to avoid access and circulation conflicts and enhance safety.
- 37. The developer is responsible for the construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access locations, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.
- 38. All upgrades to the Murana Road / Diamantina Development Road intersection are to be designed, constructed and maintained in accordance with the relevant Department of Transport and Main Roads standards as specified in the Concurrence Agency Response dated 17 October 2023.
- 39. All access, vehicle manoeuvring and parking areas are to be imperviously sealed.
- 40. All vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments. Vehicle parking bays must not encroach into swept paths for

vehicle movements onsite.

- 41. All vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.
- 42. Car parking and manoeuvring areas are to be designed in accordance with:
 - a) AS2890.1 Parking Facilities;
 - b) Austroads AP-34/95 Design Vehicles and Turning Path Templates; and
 - c) The 'Access to Premises Standard' (Vol 1 of the National Construction Code).

Directional Signage

- 43. Signage shall be installed internal to the site at strategic locations that clearly demonstrate the direction that vehicles are to travel through the site.
- 44. Signage shall be installed in proximity of the site access points clearly advising the required entry and exit points for vehicle manoeuvres associated with the use. Signage must be in accordance with the Manual of Uniform Traffic Control Devices Part 13: Local Area Traffic Management.

Earthworks and Construction

45. During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadways.

Landscaping and fencing

- 46. Landscaping on site must be provided such that:
 - A minimum of 10% of the site is to be landscaped; and
 - Perimeter landscaping is to be provided along the Murana Road frontage and have a minimum width of two (2) metres.
- 47. A Landscaping Plan is to be submitted to and approved by Council prior to the submission of a Building Application. The Landscaping Plan is to be prepared by an appropriately qualified person, and must include details of the location and species of plants and the irrigation system. Plants are to be drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.
- 48. All landscaping works are to be completed prior to the commencement of the approved use.

- 49. All site landscaping is to be maintained throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.
- 50. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Emergency events

- 51. A Flood Management Plan shall be prepared prior to the commencement of the use having regard to the site characteristics and management procedures in the event of flood. All staff must be made aware of the Flood Management Plan, its content, and the procedures that need to be followed in the case of a major flood event.
- 52. All reasonable efforts should be made to advise visitor/s/customers in advance of premises closures that are required due to inclement weather events.
- 53. Control panels and critical services for all buildings must be constructed a minimum of 300mm above the defined flood level current at the time of construction.

Provision of services

- 54. The development must be connected to Council's reticulated water supply network in accordance with the applicable standards and policies.
- 55. The development must be connected to Council's reticulated sewerage system in accordance with the applicable standards and policies.
- 56. The development must be connected to an adequate electricity supply system in accordance with the relevant building standards, requirements and specifications (as relevant).
- 57. If the premises is connected to a telecommunications service, then such works shall be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications (as relevant).
- 58. All services installation connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such design exist, (iv) any relevant Australian Standard that applies to that type of work and (v) any alternative specifications that Council has agreed to in writing and which the development must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Advertising signage

- 59. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach on adjoining properties or roads.
- 60. Any free standing advertising signage or structure constructed on the subject site shall be designed by an RPEQ (Structural) Engineer and certification provided for both design and construction.

No cost to Council

61. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes toe costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

62. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

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

BACKGROUND

Individuals or Organisations to which the report applies:

Council's decision regarding this matter is likely to affect the applicant and land owner of the premises, the adjacent properties and the wider Quilpie community.

Context:

The development application was subject to Impact Assessment. Determination of an Impact Assessable application sits outside the scope of officer delegations and a decision is required to be made by Council resolution.

Proposal:

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Characteristics of the Site

The site is located on the northern side of Quilpie, between the Diamantina Developmental Road and the Quilpie Airport. The site is currently vacant, has a total area of 14.98ha and has frontages to Nurana Road to the south-east and Diamantina Developmental Road to the south.

The subject site is located in the Rural Zone under the Quilpie Shire Planning Scheme 2018. Land south and east of the site is located in the Township Zone, while land to the north and west is generally located in the Rural Zone.

No formal access is currently constructed for the site.

Proposed Development

The development application includes two components, being the variation approval to establish the overall development concept for the site, and a development permit application for a Service Station use. The proposals are outlined further below.

Variation Request

The proposal seeks a Preliminary Approval – Variation Request under section 50(3) of the *Planning Act 2016* to adopt a conceptual master plan and establish the framework for the development of the Quilpie Transport and Travel Precinct. The purpose of the approval is to facilitate the coordinated use and development of the subject land for a mix of industrial, commercial, transport and accommodation uses consistent with the Quilpie Transport and Travel Precinct Masterplan. The concept master plan is included below as Figure 1.

The Variation Scheme Document establishes seven (7) land use precincts as detailed below:

- Precinct 1 Motel
- Precinct 2 Service Station;
- Precinct 3 Travel Services;
- Precinct 4 Transport Industry;
- Precinct 5 General industry;
- Precinct 6 Airport Industry; and
- Precinct 7 Future Saleyards.

The proposed Variation Scheme Document (VSD) supports the Preliminary Approval by detailing the applicable planning scheme provisions that will be varied, incorporating the Precinct Master Plan and other design particulars relevant to the assessment of future development..

Figure 1 – Concept Master Plan



Development Permit

The development application also seeks a Development Permit to establish a Service Station, to be contained within Precinct 2 of the Master Plan area. The applicant has provided conceptual site layout and development imagery to inform decision making. However, it is noted that the final form of development of the Service Station will be determined by the tenant and conditions of the Development Permit.

The applicant states that the final development will be required to comply with the following development guidelines:

- The facility is to be orientated towards and address Murana Road;
- The facility will not exceed two (2) storeys or 8.5 metres in height;
- Building site cover is not to exceed 60% of the site area;
- Access to the site is to facilitate the separation of passenger and heavy vehicle traffic to avoid access and circulation conflicts and enhance safety.
- Car Parking on this site is to be provided to comply with the following provisioning rates:
 - Service Station
 - Passenger vehicles 1 space per 30m2;
 - Dedicated Heavy vehicle parking no specified rate;
 - Commercial Activities 1 space per 50m2 of gross floor area.
- Access and parking design is to allow all vehicle to enter and exit the site in a forward gear;
- All access, vehicle manoeuvring and parking areas are to be imperviously sealed.
- Landscaping
 - A minimum of 10% of the site is to be landscaped.
 - o Perimeter landscaping is to have a minimum width of two (2) metres.
- Waste and Refuse storage areas are to be appropriately located to allow access by refuse vehicles and are to be fully enclosed and screened from public view.
- The facility is to be connected to all reticulated services including sewerage, water, power and telecommunications.

• The facility is permitted to operate up to 24 hours per day, seven days per week.

Figure 2- Conceptual Layout



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

The proposal constitutes a Material Change of Use as defined under the *Planning Act 2016* being the establishment of a new use of the premises.

The application is in two parts, being a request for a variation approval and a request for a Development Permit. In accordance with Schedule 2 of the Planning Act 2016, a variation approval is defined as:

Variation approval means the part of a preliminary approval for premises that varies the effect of any local planning instrument in effect for the premises.

The proposed development permit seeks to establish a Service Station use, defined in the Quilpie Shire Planning Scheme.

Service Station means "Premises used for the sale of fuel including petrol, liquid petroleum gas, automotive distillate and alternative fuels.

The use may include, where ancillary, a shop, food and drink outlet, maintenance, repair servicing and washing of vehicles, the hire of trailers, and supply of compressed air."

Under Table 5.5.2 of the Quilpie Shire Planning Scheme, a Material Change of Use to establish a Service Station-is subject to Code assessment in the Rural Zone. The Planning Act 2016 specifies the level of assessment for a Variation Request as Impact Assessable. Therefore, the development in its entirety is subject to Impact assessment.

Assessment of an Impact assessable application must be carried out against the Assessment benchmarks prescribed by the *Planning Act 2016* and the *Planning Regulation 2017*. The assessment must also have regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise, including any properly made submission about the application.

The Assessment Benchmarks applicable to the development assessment are:

- the Regional Plan (i.e. South West Regional Plan);
- the State Planning Policy; and
- the Quilpie Shire Planning Scheme.

Regional Plan

The South West Regional Plan is a statutory instrument intended to assist in managing change and shaping the prospects of rural communities in the South West region. The regional plan sets out desired regional outcomes, which identify aspirations for the region.

The Quilpie Shire Planning Scheme, specifically the strategic framework, appropriately advances the South West Regional Plan 2009 as they apply in the planning scheme area. Despite this, the

Planning Regulation 2017 requires that impact assessable applications be assessed against the relevant regional plan (irrespective of whether the planning scheme appropriately reflects the regional plan).

Quilpie is identified as a District Rural Activity Centre within the South West Regional Plan. The proposed development supports the provision of essential functions for local communities and surrounding districts through the attraction of development and investment. The proposed development advances the outcomes sought within the Regional Plan by supporting growth and development in the South West Region, supporting promotion of the region and improving the region's perception.

State Planning Policy (SPP)

The *Quilpie Shire Planning Scheme* appropriately integrates all SPP matters relevant to the Quilpie Shire, therefore an independent assessment of the proposal against the SPP is not required.

Council Policies or Asset Management Plans:

The Quilpie Shire Planning Scheme is applicable to the assessment of the Development Application. The relevant sections of the planning scheme are:

- Part 3 Strategic Framework
- Part 5 Tables of Assessment
- Part 6 Zones
 - o Part 6.2.2 Rural Zone Code
- Part 7 Development Codes
 - Part 7.3.1 General Development Code

Part 3 – Strategic framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs within the planning scheme area for the life of the planning scheme.

For the purpose of describing the policy direction for the planning scheme, the strategic framework is structured in the following way:

- (a) the strategic intent Encouraging Prosperity in the Shire
- (b) the following themes that collectively represent the policy intent of the scheme:
 - (i) Encouraging economic growth
 - (ii) Supporting rural and small-town living
 - (iii) Avoiding impacts of natural and other hazards
 - (iv) Safeguarding our environment and heritage
 - (v) Providing appropriate infrastructure

Although each theme has its own section, the strategic framework in its entirety represents the policy intent for the planning scheme.

An assessment of the proposed development against the strategic themes of the Quilpie Shire Planning Scheme is provided in the table below:

Theme	Response
Encouraging economic growth	The proposed development is located in the Rural Zone on the northern edge of the Quilpie Township. The proposed development will support the agriculture industry through providing a master plan for the provision of additional support industries.
	The development further enhances Quilpie as a key south western service centre through supporting the establishment of additional services. Development of the site, despite being in the Rural Zone, will not impact the viability of the agricultural industry in the region.
	The proposal is considered to be supporting the economic growth of the Quilpie Shire by providing additional industry and accommodation development in the region.
Supporting rural and small-town living	The proposed development will support the role of Quilpie as the key service centre in the region. The development will support industry development that takes advantage of the key passenger and freight networks passing through Quilpie.
Avoiding impacts of natural and other hazards	The subject site is located in a flood hazard area on Council's Flood Overlay Mapping. Any future development within the master plan area will be required to appropriately address potential flood hazard.
	The site is not mapped as being within a bushfire prone area.
Safeguarding our environment and heritage	The site is not mapped as containing any areas of ecologically significant vegetation. The site is not located in close proximity to any waterways or heritage places.
Providing appropriate infrastructure	The proposed development complies with this strategic theme as the development will be adequately connected to the State and local road network, as well as all available reticulated infrastructure services.

Part 5 - Tables of Assessment

In accordance with Section 50(3) of the Planning Act 2016, the Variation Application seeks to:

- (a) vary the category of development by stating that development is—
 - (i) Assessable development requiring code or impact assessment; or
 - (ii) Accepted development; and

(b) identify assessment benchmarks applicable to the assessment of development.

As a result, the level of assessment for future development applications submitted within the Quilpie Transport and Travel Precinct will be determined by the Variation Scheme Document, rather than Part 5 of the Planning Scheme.

Part 6.2.2 Rural Zone Code

The proposed development complies with the Purpose and Overall Outcomes of the Rural zone because:

- While the site is located within the Rural Zone, it is adjoined by the Quilpie Airport to the north and Quilpie Township to the south-east. Further, the site is not identified as being in an Important Agricultural Area (IAA). Therefore, the proposed development is not considered to impact the productive capacity of other IAAs or the broader Rural Zone.
- The proposal includes potential future accommodation activities to encourage tourism development in the region.
- The proposal does not impact the productive capacity of adjoining rural land.
- The proposal does not impact the continued operation of nearby stock routes and does not include incompatible development.
- The proposal is serviced by QSC infrastructure.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the Rural Zone Code. The proposed development complies with all relevant assessment benchmarks, with exceptions outlined below:

Performance outcomes	Response
For assessable development	
PO1 Proposed uses established in the Rural zone do not conflict with existing rural land uses or the natural, scenic and community values of the area.	Complies The proposal includes a Variation Scheme to purposefully change the zoning and assessment provisions as they presently apply to the land under the Rural Zone. The Variation Scheme seeks to implement provisions facilitating the development of the Quilpie Transport and Travel Precinct. Uses and other development with the precinct will be required to comply with the variation approval. The proposed Service Station is consistent with the intent of the variation scheme.
PO3 Tourist uses that support the primary rural uses on the site are limited in scale and do not to threaten the viability of traditional rural uses.	Complies While the proposed variation application looks to encourage tourism development, the balance of the site is not used for any rural activities. Therefore, the development will not impact the viability of any rural uses.

Part 7.3.1 General Development Code

The proposed development complies with the Purpose and Outcomes of the General Development Code zone because;

- The proposed development will not adversely impact any areas of state environmental significance;
- The proposal supports the future development to have a safe and efficient layout;
- The proposal will not detract from the Shire's unique building design;
- An appropriate level of servicing infrastructure will be provided to the development;
- No earthworks are proposed on site that would impact natural drainage paths; and
- The development does not conflict with the ongoing operation of the stock route network.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the General Development Code. The proposed development complies with all relevant assessment benchmarks as:

- Conditions have been applied to ensure all relevant access and service requirements comply with the relevant requirements;
- The scale of the activity will not impede the safe operation of the Quilpie Airport; and
- The scale of development on the site has been conditioned to comply with site cover and landscaping requirements.

Input into the Report & Recommendation:

The Officer's recommendation has been informed by the above assessment against Council's Planning Scheme.

Funding Bodies:

N/A – The project is a private development that will be funded by an external party.

This Financial Year's Budget:

The costs of fulfilling and development approval obligations, financial or otherwise, remains the sole responsibility of the operators and landowner/s. There is potential for Council to incur costs only in the event that a decision regarding the application is appealed to the Court.

Future Years' Budget:

As above.

Risks:

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

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

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

Advice to Council:

It is considered that the proposed development presents no significant conflict with the applicable assessment benchmarks. Development conditions have been recommended to ensure compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks has been considered against the following relevant matters:

- the development will support economic development in Quilpie and the Shire more broadly;
- the development has been conditioned to ensure it does not generate noise, dust or any other environmental nuisance; and
- there is an absence of any significant impacts that result from the development.

Recommendation:

That Council endorse the Officers recommendation to approve the Development Application for a Preliminary Approval – Variation Request under section 50(3) of the *Planning Act 2016* (Quilpie Transport and Travel Precinct) and a Development Permit for a Material Change of Use to establish a "Service Station" on land situated at Murana Road, Quilpie.



VARIATION SCHEME DOCUMENT

PLANNING ACT 2016

Preliminary Approval - Variation Request – s50 Planning Act 2016







Quilpie Transport & Travel Precinct

Murana Road, Quilpie

[August 2023]

VOLUME TWO - VARIATION SCHEME DOCUMENT - VERSION 3

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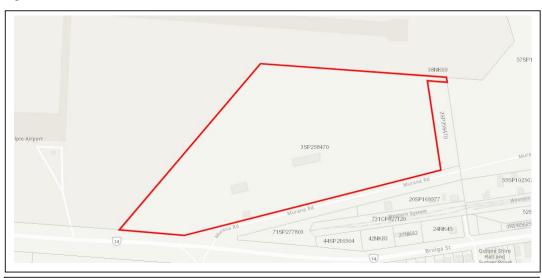
1. INTRODUCTION

- 1.1 The following document comprises the "Quilpie Transport and Travel Precinct (QTTP) Variation Scheme Document", herein referred to as the "Variation Scheme Document" or "VSD". The provisions contained herein form part of a Preliminary Approval for a Variation Request pursuant to section 50(3) of the Planning Act 2016 (the Act).
- 1.2 The Variation Scheme Document (VSD) is structured as follows:
 - 1. Introduction
 - 2. Application
 - 3. Purpose
 - 4. Assessment Tables
 - 5. Assessment Criteria
 - 6. Definitions
 - 7. Appendices.

2. APPLICATION

2.1 The Variation Scheme Document (VSD) applies to the "QTTP Variation Scheme Area" (Variation Scheme Area) being the land shown in Figure 1 and described as Lot 3 on SP258470.

Figure 1 – QTTP Variation Scheme Area







QTTP Variation Scheme Area

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- 2.2 To remove any doubt; in the event that any inconsistency exists between the provisions of the VSD and the Quilpie Shire Planning Scheme 2018 (commenced 13 April 2018), the provisions of the VSD prevail.
- 2.3 The provisions of the Quilpie Shire Planning Scheme 2018 (commenced 13 April 2018) prevail in the absence of an equivalent provision in the VSD.
- 2.4 In accordance with the intent of the *Planning Act 2016*, the assessment provisions applicable to the land under this VSD would be fully self-contained within the Development Permit issued. To remove any doubt, the extent to which the provisions of a future planning scheme conflicts with the provisions of the VSD, the provisions of the VSD will prevail.
- 2.5 To remove any doubt, a reference to a Code or other planning provision is a reference to the Codes and provisions of the Quilpie Shire Planning Scheme 2018 (commenced 13 April 2018), and those Codes and provisions will continue to apply despite any subsequent amendment to those Codes and provisions, the planning scheme or any planning instrument.

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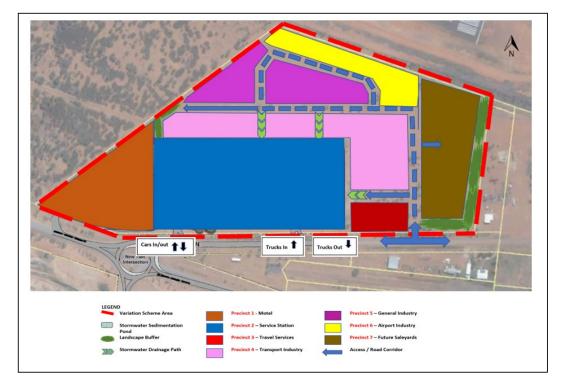


3. PURPOSE

3.1 GENERAL

- (a) The Variation Scheme is associated with a development application for Preliminary Approval Variation Request pursuant to section 50(3) of the *Planning Act 2016*. The application for Preliminary Approval (Variation Request) is one component of a combined development application which also includes an application for a Development Permit for Material Change of Use for a Service Station.
- 3.2 This Variation Scheme outlines a Planning Act 2016 compliant framework for the integrated planning and development of the "QTTP Variation Scheme Area" the development and layout of which is intended to be generally in accordance with the QTTP Variation Scheme Masterplan illustrated in Figure 2 and included as 2Appendix C QTTP Variation Scheme Masterplan.

Figure 2 – QTTP Variation Scheme Masterplan.



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- (a) In accordance with Section 50(3) of the *Planning Act 2016*, this Variation Scheme Document (VSD) seeks to:
 - (a) vary the category of development by stating that development is—
 - (i) Assessable development requiring code or impact assessment; or
 - (ii) Accepted development; and
 - (b) identify assessment benchmarks applicable to the assessment of development.

3.2 PRECINCTS / AREAS

3.2.1 Precinct Structure

- 5.3 For the purposes of this Preliminary Approval including a Variation Request for a material change of use pursuant to s50(3) of the *Planning Act 2016*, the provisions of the Rural Zone applying to the "QTTP Variation Scheme Area" under the Quilpie Shire Planning Scheme 2018 (commenced 13 April 2018), are varied in accordance with this VSD.
- 3.4 The Variation Scheme Area has been divided into seven (7) precincts as identified in the QTTP Variation Scheme Masterplan illustrated in **Figure 2.** The purpose of identifying the seven (7) precincts is to establish a regulatory framework to convey variations in preferred land use intent, the assessment status of uses and other development, and the applicability or otherwise of assessment benchmarks (applicable codes). These assessment provisions have been derived initially from the provisions of the Township Zone of the Quilpie Shire Planning Scheme 2018 (commenced 13 April 2018) the applicable provisions of the planning scheme have then been varied only to the extent necessary to convey and implement the planning intent for particular land use precincts under the masterplan.
- 3.5 The purpose, planning intent, and overall outcomes for uses and other development within the QTTP include those for the entire QTTP detailed under section 3.2.2 and those applicable to specific precincts within the QTTP detailed in section 3.2.3.

3.2.2 QTTP Variation Scheme Area - Planning Intent and Outcomes

- 3.6 The overall purpose of the Quilpie Transport and Travel Precinct (QTTP) is to:
 - (a) Provide for the orderly and planned mix of a range of transport and travel related uses including Service Stations; Short Term Accommodation; Food and Drink Outlets; Transport Depots; Emergency Services; Low Impact Industry; Medium Impact Industry; Research and Technology Industry (Transport related); Service Industry; Utility installations and Warehouses in accordance with the QTTP Variation Scheme Masterplan.
 - (b) This QTTP promotes the establishment of a wide range of industries in a manner compatible with the scale and character of the area.
 - (c) Transport-related industries and services are established and consolidated in the QTTP to minimise potential conflict with the amenity of nearby and otherwise sensitive land uses.
 - (d) The location of industrial development does not compromise the safety or efficiency of the local and state-controlled road networks or the Quilpie Airport.
 - (e) Development within the QTTP is serviced with appropriate infrastructure including that related to water supply, sewerage disposal, power and telecommunications.

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3.2.3 QTTP Precinct - Specific Planning Intent and Outcomes

(A) Precinct 1 – Motel – Planning Intent and Outcome Statement

- 3.7 The purpose of the **Precinct 1 Motel** is to identify an area of the QTTP suitable for the establishment of short-term accommodation uses (a Motel) and ancillarly services and facilities to service the travelling public. Uses and development locating in this precinct are intended to be compatible with the maintenance of a high level of amenity for accommodation uses locating in the precinct. The LMDR Area has a residential density of between 10 and 40 dwellings per hectare.
- (B) Precinct 2 Service Station Planning Intent and Outcome Statement
- 3.8 The purpose of the **Precinct 2 Service Station** is to identify an area of the QTTP suitable for the establishment of a Service Station / Truck Stop. The use may include, where ancillary, a shop, food and drink outlet, maintenance, repair, servicing and washing of vehicles, the hire of trailers, and supply of compressed air, oils, lubricants and other vehicle and engine products
- (C) Precinct 3 Travel Services Planning Intent and Outcome Statement
- 3.9 The purpose of the **Precinct 3 Travel Services** is to identify an area of the QTTP suitable for the establishment of a full range of non-industrial travel services including hospitality uses such as food and drink outlets; a hotel/tavern and/or convenience retail uses (shops) consistent with the transport and travel related character and purpose of the QTTP.
- (D) Precinct 4 Transport Industry Planning Intent and Outcome Statement
- 3.10 The purpose of the Precinct 4 Transport Industry is to identify an area of the QTTP suitable for the establishment of transport related industrial activities including passenger / heavy vehicle mechanical, servicing and repair workshops; panel beating, spray painting, detailing, tyre fitting and repairs, and the like. Compatible low impact, medium impact industries may also establish in the precinct.
- (E) Precinct 5 General Industry Planning Intent and Outcome Statement
- 3.11 The purpose of the **Precinct 5 General Industry** is to identify an area of the QTTP suitable for the establishment of a traditional mix of low impact, medium impact and service industries compatible with the mix and balance of uses preferred in the balance of the QTTP.
- (F) Precinct 6 Airport Industry Planning Intent and Outcome Statement
- 3.12 The purpose of the Precinct 6 Airport Industry is to identify an area of the QTTP particularly suitable for the establishment of airport service and aviation related industries as a result of its proximity and juxtaposition relative to the adjoining Quilpie Airport. This could include aircraft maintenance, training and freight handing enterprises. The precinct is also suitable a mix of low impact, medium impact and service industries, providing such uses are compatible with and will not have adverse impacts on the integrity and efficiency of adjacent airport operations.
- (G) Precinct 7 Future Saleyards Planning Intent and Outcome Statement
- 3.13 The purpose of the **Precinct 7 Future Saleyards** is to identify an area of the QTTP suitable for the relocation and/or extension of the adjacent cattle saleyards.

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3.2.4 Partial or Staged Development

3.14 The VSD does not preclude the assessment of development proposals or development applications to develop the land in part or in stages.

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4. ASSESSMENT TABLES

- 4.1 For the purposes of this VSD, Assessment Categories relevant to making a Material Change of Use in the Quilpie Transport and Travel Precinct (QTTP) are those identified under:
 - (i) Appendix A Table 1 QTTP All Precincts Material Change of Use Assessment Table;
- 4.2 For the purposes of the VSD, the Assessment Categories for development other than a Material Change of Use in the Quilpie Transport and Travel Precinct (QTTP) are those identified under:
 - (i) Appendix B Table 1 All Areas Reconfiguring a Lot Assessment Table; and
 - (ii) Appendix B Table 2 All Areas Operational Work Assessment Table.

5. ASSESSMENT BENCHMARKS

- 5.1 For the purposes of this VSD, the Assessment Benchmarks (Applicable Codes) relevant to making a development application are those identified in the tables included at **Appendix A** and **Appendix B**.
- 5.2 Assessment Benchmarks (Applicable Codes) referenced at **Appendix A** and **Appendix B** of the VSD are those codes described in the Quilpie Shire Planning Scheme 2018 (commenced 13 April 2018).

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6. DEFINITIONS

For the purposes of this VSD, references to use definitions and administrative definitions are consistent with Schedules SC1.1 Use definitions and SC1.2 Administrative definitions of the Quilpie Shire Planning Scheme 2018 (commenced 13 April 2018).

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APPENDIX A – MATERIAL CHANGE OF USE ASSESSMENT TABLES

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APPENDIX A - QUILPIE TRANSPORT AND TRAVEL PRECINCT (QTTP) — MATERIAL CHANGE OF USE ASSESSMENT TABLE

Assessment Levels

AD – Accepted Development

CA – Code Assessable

IA – Impact Assessable

Uses	Precinct 1 – Motel	Precinct 2 – Service Station	Precinct 3 - Travel Services	Precinct 4 – Transport Industry	Precinct 5 – General Industry	Precinct 6 – Airport Industry	Precinct 7 – Future Saleyards
Adult store	IA	IA	IA	IA	IA	IA	IA
Agricultural supplies store	IA	IA	IA	IA	CA	CA	IA
Animal husbandry	IA	IA	IA	IA	IA	IA	IA
Animal Keeping	IA	IA	IA	IA	IA	IA	AD where involving livestock saleyards
Aquaculture	IA	IA	IA	IA	IA	IA	IA
Bar	CA	IA	CA	IA	IA	IA	IA
Bulk Landscape supplies	IA	IA	IA	CA	CA	CA	iA
Car Wash	CA	AD	AD	AD	AD	CA	IA
Cemetery	IA	IA	IA	IA	IA	IA	IA
Child Care Centre	CA	IA	CA	IA	IA	IA	IA
Club	IA	IA	IA	IA	IA	IA	IA
Community care centre	IA	IA	IA	IA	IA	IA	IA
Community residence	IA	IA	IA	IA	IA	IA	IA
Community use	IA	IA	IA	IA	IA	IA	IA
Crematorium	IA	IA	IA	CA	CA	IA	IA

APPENDIX A - QUILPIE TRANSPORT AND TRAVEL PRECINCT (QTTP) — MATERIAL CHANGE OF USE ASSESSMENT TABLE

Uses	Precinct 1 – Motel	Precinct 2 – Service Station	Precinct 3 - Travel Services	Precinct 4 – Transport Industry	Precinct 5 – General Industry	Precinct 6 – Airport Industry	Precinct 7 – Future Saleyards
Cropping	IA	IA	IA	IA	IA	IA	IA
Dual Occupancy	IA	IA	IA	IA	IA	IA	IA
Dwelling House	IA	IA	IA	IA	IA	IA	IA
Dwelling Unit	IA	IA	IA	IA	IA	IA	IA
Educational Establishment	IA	IA	IA	IA	IA	CA – only where aviation related;	IA
Emergency Services	CA	CA	CA	AD	AD	AD	IA
Environment facility	AD	AD	AD	IA	IA	IA	IA
Food and drink outlet	CA	AD	AD	IA	IA	IA	IA
Function facility	AD	CA	AD	IA	IA	IA	IA
Funeral Parlour	IA	IA	IA	CA	CA	CA	CA
Garden centre	IA	IA	IA	CA	CA	CA	IA
Hardware and trade supplies	IA	IA	IA	CA	CA	CA	IA
Health care services	IA	IA	CA	IA	IA	IA	IA
High Impact industry	IA	IA	IA	CA	CA	IA	IA
Home based business	IA	IA	IA	IA	IA	IA	IA
Hospital	IA	IA	CA	IA	IA	IA	IA
Hotel	CA – where associated with short term accommodation	IA	AD	IA	IA	IA	IA
Indoor sport and recreation	IA	IA	CA	CA	CA	CA	IA
Intensive animal industry	IA	IA	IA	IA	IA	IA	IA
Intensive horticulture	IA	IA	IA	IA	IA	IA	IA

APPENDIX A - QUILPIE TRANSPORT AND TRAVEL PRECINCT (QTTP) — MATERIAL CHANGE OF USE ASSESSMENT TABLE

Uses	Precinct 1 – Motel	Precinct 2 – Service Station	Precinct 3 - Travel Services	Precinct 4 – Transport Industry	Precinct 5 – General Industry	Precinct 6 – Airport Industry	Precinct 7 – Future Saleyards
Low Impact industry	IA	CA	CA	CA	CA	CA	IA
Major electricity infrastructure	CA	CA	IA	CA	CA	CA	CA
Major sport, recreation and entertainment facility	IA	IA	IA	IA	IA	IA	IA
Market	CA	CA	CA	IA	IA	IA	IA
Medium Impact Industry	IA	IA	IA	AD	AD	AD	AD
Motor sport facility	IA	IA	IA	IA	IA	IA	IA
Multiple dwelling	IA	IA	IA	IA	IA	IA	IA
Nature-based tourism	IA	IA	IA	IA	IA	IA	IA
Nightclub entertainment facility	IA	IA	IA	IA	IA	IA	IA
Non-resident workforce accommodation	CA	CA	CA	CA	CA	IA	CA
Office	CA	CA	CA	IA	IA	IA	IA
Outdoor sales	IA	CA	IA	CA	CA	IA	IA
Outdoor sport and recreation	IA	IA	IA	IA	IA	IA	IA
Park	AD	AD	AD	AD	AD	AD	AD
Permanent plantation	IA	IA	IA	IA	IA	IA	IA
Place of worship	IA	IA	CA	CA	IA	IA	IA
Relocatable home park	IA	IA	IA	IA	IA	IA	IA
Renewable energy facility	IA	IA	IA	IA	IA	IA	IA
Research and technology industry	IA	IA	IA	AD	AD	AD	IA
Residential care facility	IA	IA	IA	IA	IA	IA	IA

APPENDIX A - QUILPIE TRANSPORT AND TRAVEL PRECINCT (QTTP) — MATERIAL CHANGE OF USE ASSESSMENT TABLE

Uses	Precinct 1 – Motel	Precinct 2 – Service Station	Precinct 3 - Travel Services	Precinct 4 – Transport Industry	Precinct 5 – General Industry	Precinct 6 – Airport Industry	Precinct 7 – Future Saleyards
Retirement facility	IA	IA	IA	IA	IA	IA	IA
Roadside stall	IA	IA	IA	IA	IA	IA	IA
Rooming accommodation	IA	IA	IA	IA	IA	IA	IA
Rural industry	IA	IA	IA	AD	AD	AD	IA
Rural workers accommodation	IA	IA	IA	IA	IA	IA	IA
Sales office	IA	IA	IA	IA	IA	IA	IA
Service industry	IA	CA	IA	CA	CA	CA	IA
Service Station	IA	AD	CA	CA	IA	IA	IA
Shop	CA	AD	AD	IA	IA	IA	IA
Shopping centre	CA	CA	AD	IA	IA	IA	IA
Short-term accommodation	AD	CA	CA	IA	IA	IA	IA
Showroom	IA	CA	AD	AD	IA	IA	IA
Special Industry	IA	IA	IA	IA	IA	IA	IA
Substation	IA	IA	IA	CA	CA	CA	CA
Telecommunications facility	AD	AD	AD	AD	AD	AD	AD
Theatre	IA	IA	IA	IA	IA	IA	IA
Tourist attraction	CA	IA	CA	IA	IA	IA	IA
Tourist park	CA	IA	CA	IA	IA	IA	IA
Transport depot	IA	IA	IA	AD	AD	AD	IA
Utility installation	CA	CA	CA	CA	CA	CA	CA

APPENDIX A - QUILPIE TRANSPORT AND TRAVEL PRECINCT (QTTP) — MATERIAL CHANGE OF USE ASSESSMENT TABLE

Uses	Precinct 1 – Motel	Precinct 2 – Service Station	Precinct 3 - Travel Services	Precinct 4 – Transport Industry	Precinct 5 – General Industry	Precinct 6 – Airport Industry	Precinct 7 – Future Saleyards
Veterinary services	IA	IA	CA	IA	IA	IA	IA
Warehouse	IA	IA	IA	AD	AD	AD	AD
Wholesale nursery	IA	IA	IA	AD	AD	AD	AD
Winery	IA	IA	IA	IA	IA	IA	IA

ASSESSMENT BENCHMARKS

Please note that all assessable development in this table (being Material Changes of Use subject to either Code or Impact Assessment are assessable against the following Assessment Benchmarks:

• Township Zone Code

Applicable code sections include:

- o "For Assessable Development" applicable to all development; and
- o "Quilpie commercial precinct" Applicable to development in VSD Precincts 2 (Service Station) and 3 (Travel Services); and
- o "Quilpie residential precinct" Applicable to development in VSD Precinct 1 (Motel); and
- o "Quilpie industrial precinct" Applicable to development in VSD Precincts 4 (Transport Industry), 5 (General Industry), 6 (Airport Industry) and 7 (Future Saleyards).

AND

• General Development Code - – applicable to all development



APPENDIX B – OTHER DEVELOPMENT ASSESSMENT TABLES

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APPENDIX B - QUILPIE TRANSPORT AND TRAVEL PRECINCT (QTTP) – OTHER DEVELOPMENT – RECONFIGURING A LOT & OPERATIONAL WORK ASSESSMENT TABLES

5.6 Categories of development and assessment— Reconfiguring a lot

The following table identifies the categories of development and assessment for reconfiguring a lot.

Table 5.6.1—Reconfiguring a lot.

Zone	Category of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
All zones	Code Assessment	Reconfiguring a lot code.

Editor's note—The above categories of development and assessment apply unless otherwise prescribed in the Regulation.

5.7 Category of development and assessment—Operational work

The following table identifies the categories of development and assessment for operational work

Table 5.7.1 —Operational work

Zone	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development			
All zones	Code assessment	Code assessment			
	If operational works for a:	Operational works code.			

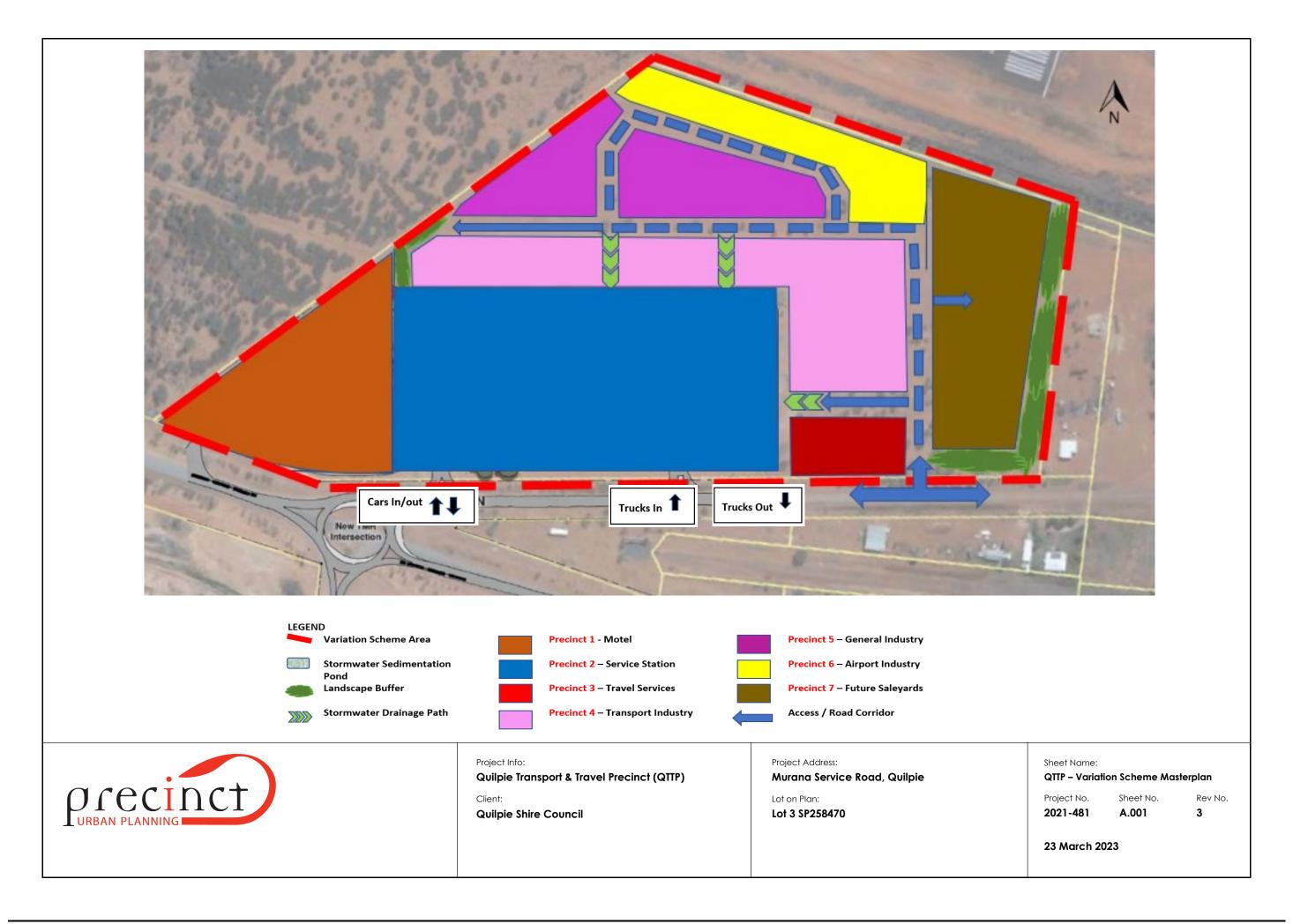
Zone	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development				
	A category 2 Levee as identified under the <i>Water Act 2000</i> .					
	Operational works that is excavation and/or filling where there would be a change 1m or more in the level of any part of the land or where any drainage path is affected or: Operational works for urban purposes that involve disturbing more than 2500 square metres of land.	Operational works code.				
	If for clearing native vegetation associated with a material change of use or reconfiguring a lot on a lot that is less than 5ha	Operational works code				
	Impact assessment					
	If operational works for a: A category 3 Levee as identified under the <i>Water Act 2000</i> .	The planning scheme.				
	Accepted development					
Any other operat	tional work not listed in this table.					

 $\label{eq:decomposition} \textit{Editor's note--} \textit{The above categories of development and assessment apply unless otherwise prescribed in the Regulation.}$



APPENDIX C – QUILPIE TRANSPORT AND TRAVEL PRECINCT MASTERPLAN

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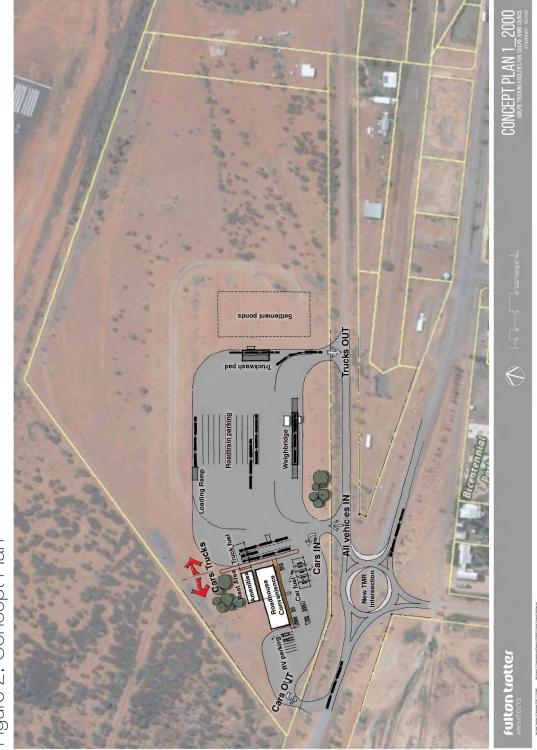


Figure 2. Concept Plan

Item 14.6 - Attachment 2 284 | P a g e

RA6-N



SARA reference: 2308-36289 SRA Council reference: 240883

17 October 2023

Chief Executive Officer Quilpie Shire Council PO Box 57 QUILPIE QLD 4480 admin@quilpie.qld.gov.au

Dear Sir/Madam

SARA referral agency response—Murana Road, Quilpie

(Referral agency response given under section 56 of the Planning Act 2016)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 22 August 2023.

Response

Outcome: Referral agency response – with conditions

Under section 56(2)(a) of the *Planning Act 2016*, SARA advises it has no

requirements relating to the variation request.

Date of response: 17 October 2023

Conditions: The conditions in **Attachment 1** must be attached to any development

approval

Advice: Advice to the applicant is in **Attachment 2**

Reasons: The reasons for the referral agency response are in **Attachment 3**

Development details

Description: Development permit Material change of use for service station

Preliminary approval that includes a variation request

Material change of use for Preliminary Approval – Variation Request under section 50(3) of the *Planning Act 2016* (Quilpie

Transport and Travel Precinct).

SARA role: Referral agency

SARA trigger: Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning

Darling Downs South West regional office 128 Margaret Street, Toowoomba PO Box 825, Toowoomba QLD 4350

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Regulation 2017)

Material change of use near a State transport corridor or that is a future

State transport corridor

SARA reference: 2308-36289 SRA

Assessment manager: Quilpie Shire Council
Street address: Murana Road, Quilpie

Real property description: Lot 3 on SP258470

Applicant name: Quilpie Shire Council

Applicant contact details: C/-Precinct Urban Planning

PO Box 3038

Toowoomba QLD 4350 andrew@precinctplan.com.au

Human Rights Act 2019

considerations:

Consideration of the *Human Rights Act 2019* sections 15 to 35 has been undertaken as part of this decision. It has been determined that this

decision does not limit human rights.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Rodney O'Brien, Principal Planning Officer, on (07) 4616 7304 or via email ToowoombaSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely

Kieran Hanna Manager (Planning)

enc

Attachment 1 - Referral agency conditions Attachment 2 - Advice to the applicant

Attachment 3 - Reasons for referral agency response

Attachment 4 - Representations about a referral agency response provisions

cc Quilpie Shire Council, andrew@precinctplan.com.au

State Assessment and Referral Agency

Page 2 of 6

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016*, the following conditions must be attached to any development approval relating to this application)

No.	Cor	nditions	Condition timing		
Devel	opme	ent permit for a material change of use for Service Station			
chang execu Roads	e of υ tive a s to be	0, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regularise near a State transport corridor or that is a future State transport dministering the <i>Planning Act 2016</i> nominates the Department of Tethe enforcement authority for the development to which this development and enforcement of any matter relating to the following of	t corridor—The chief ransport and Main lopment approval relates		
Filling	g and	excavation			
1.	stor invo	excavation, filling/backfilling/compaction, retaining structures, mwater management measures, batters and other works diving ground disturbance must not encroach or de-stabilise the e-controlled road including all transport infrastructure or the land porting this infrastructure, or cause similar adverse impacts.	At all times.		
Road	work	s on a state-controlled road			
2.	(a)	Road works comprising a BAL / BAR treatment (designed to accommodate a Type 2 Road Train) must be provided at the intersection of Murana Road and Diamantina Developmental Road.	(a) and (b) Prior to the commencement of use. (c) As indicated		
	(b)	The existing intersection of Murana Road / Diamantina Developmental Road / Sommerfield Road must be reconfigured to accommodate the provision of a BAL / BAR treatment (for example: by realigning Murana Road and Sommerfield Road to form an offset T-intersection).	(d) Prior to commencement of use.		
	(c)	A conceptual design plan addressing (a) and (b) of this condition must be prepared and provided to the Department of Transport and Main Roads for review prior to making application for road works approval under section 33 of the <i>Transport Infrastructure Act 1994</i> .			
	(d)	The road works must be designed and constructed in accordance with the Department of Transport and Main Roads' Road Planning and Design Manual.			
Storm	ıwate	r management			
3.	wor	the state-controlled road; concentrate or increase the velocity of flows to the state-controlled road;	At all times.		

State Assessment and Referral Agency

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No.	Condi	tions	Condition timing		
	(iv).	surcharge any existing culvert or drain on the state- controlled road;			
	(v).	(reduce the quality of stormwater discharge onto the state- controlled road;			
	(vi).	impede or interfere with any overland flow or hydraulic conveyance from the state-controlled road;			
	(vii).	reduce the floodplain immunity of the state-controlled road.			

State Assessment and Referral Agency

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Attachment 2—Advice to the applicant

General advice

1. Terms and phrases used in this document are defined in the *Planning Act 2016*, its regulation or the State Development Assessment Provisions (SDAP) (version 3.0). If a word remains undefined it has its ordinary meaning.

Future land requirements

2. Land owner's consent must be obtained and provided to the Department of Transport and Main Roads should any portion of land adjoining a road reserve be required to enable the reconfiguration of the Murana Road / Diamantina Developmental Road / Sommerfield Road intersection (as per Condition 2 of this Referral agency response).

State Assessment and Referral Agency

Page 5 of 6

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the Planning Act 2016)

The reasons for the SARA's decision are:

With conditions, the proposed development complies with State code 1: Development in a state-controlled road environment the SDAP. Specifically, the development does not:

- increase the likelihood or frequency of accidents, fatalities, or serious injury for users of a statecontrolled road
- adversely impact the structural integrity or physical condition of state-controlled roads, road transport infrastructure, public passenger transport infrastructure or active transport infrastructure
- adversely impact the function efficiency of state-controlled roads or future state-controlled roads
- adversely impact the state's ability to plan, construct, maintain, upgrade or operate state-controlled roads, future state-controlled roads or road transport infrastructure
- significantly increase the cost to plan, construct, upgrade or maintain state-controlled roads, future state-controlled roads or road transport infrastructure.

Material used in the assessment of the application:

- the development application material and submitted plans
- Planning Act 2016
- Planning Regulation 2017
- the SDAP (version 3.0), as published by SARA
- the Development Assessment Rules
- · SARA DA Mapping system
- section 58 of the Human Rights Act 2019

Attachment 4—Representations about a referral agency response provisions

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State Assessment and Referral Agency

Page 6 of 6

14.7 DEVELOPMENT APPLICATION - TULLY

IX: 245828

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Development Plans U

2. Concurrence Agency Response J.

KEY OUTCOME

Key 1. Great Place to Live

Outcome:

Key 1.1 Well-planned and highly liveable communities

Initiative:

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Development Application for a Material Change of Use to establish a "Medium Impact Industry" (Heavy Vehicle Mechanic) on land situated at Diamantina Development Road, Quilpie, formally descried as Lot 7 on SP273738.

RECOMMENDATION

That Council

- 1. receive this report; and
- 2. Council issue a decision notice to the applicant approving the Development Application for a Material Change of Use to establish a "Medium Impact Industry" (Heavy Vehicle Mechanic) on land situated at Diamantina Development Road, Quilpie, formally descried as Lot 7 on SP273738, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.
- II. In the Planning Scheme:

Medium Impact Industry means "Premises used for industrial activities that include the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products and have one or more of the following attributes:

 potential for noticeable impacts on sensitive land uses due to offsite emissions including aerosol, fume, particle, smoke, odour and noise

- potential for noticeable offsite impacts in the event of fire, explosion or toxic release
- generates high traffic flows in the context of the locality or the road network
- generates an elevated demand on the local infrastructure network
- onsite controls are required for emissions and dangerous goods risks
- the use is primarily undertaken indoors
- evening or night activities are undertaken indoors and not outdoors
- III. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- IV. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved works are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- V. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
- VI. In completing an assessment of the proposed development, council has relied on the information submitted in support of the development application as true and correct. any change to the approved plans and documents may require a new or changed development approval. it is recommended that the applicant contact council for advice in the event of any potential change in circumstances.

Development Conditions

Use

- 1. The approved development is a Material Change of Use "Medium Impact Industry" (Heavy Vehicle Mechanic) as defined in the Planning Scheme and as shown on the approved plans.
- 2. A development permit for building works must be obtained prior to commencing construction of the use.

Compliance inspection

14.7 292 | P a g e

- 3. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.
- 4. Prior to the commencement of use, the applicant shall contact Council and arrange a development compliance inspection.

Approved plans and documents

5. All works and operations are to be carried out generally in accordance with the approved plans listed in the following table. Where the approved plans conflict with the Assessment Manager's conditions, the Assessment Manager's conditions shall take precedence.

Plan/Document Number	Plan/Document Name	Date
Plan 01	Site Plan	n.d.
Plan 02	Manoeuvring Plan	n.d.
J3317-OC Heavy Vehicle Repairs:Floor Plan	Floor Plan	22/06/2023
J3317-OC Heavy Vehicle Repairs:Elevation	Left & Right Elevation	22/06/2023
J3317-OC Heavy Vehicle Repairs:Elevation	Front & Back Elevation	22/06/2023

Development works

- 6. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
- 7. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
- 8. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices Part 3, Works on Roads".

Applicable Standards

- 9. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant Acceptable Solutions of the applicable codes of the planning scheme for the area;
 - c) Council's standard designs for such work where such designs exist;

d) any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any requirements imposed by any concurrence lawful requirements outside those stated above.

Stormwater drainage

- 10. Stormwater drainage is to be provided in accordance with:
 - Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013;
 - b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987; and
- 11. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.
- 12. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
- 13. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Avoiding nuisance

- 14. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.
- 15. Dust emanating as result of activities carried out onsite (both during construction and post construction) must be continually monitored and suppressed in order to prevent any dust drifting onto road networks and nearby properties and sensitive land uses.
- 16. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
- 17. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be

- maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
- 18. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday Saturday 6.30am to 6.30pm noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
- 19. Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the Environmental Protection (Noise) Policy 2008.
- 20. Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the Environmental Protection (Air) Policy 2008.

Landscaping

- 21. A minimum of 10% of the development site shall be landscaped with a majority of the landscaping to be provided the along the Anzac Drive road frontage. Landscape plantings shall include a mix of trees, shrubs and ground covers to enhance the visual appeal of the development and soften the appearance of the built form.
- 22. A Landscaping Plan is to be submitted to and approved by Council prior to the submission of a Building Application. The Landscaping Plan must include details of the location and species of plants and the irrigation system. Plants are to be drought hardy and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

Waste Management

- 23. All waste generated from construction of the premises must be effectively controlled onsite before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000.*
- 24. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011.*

Refuse storage

- 25. Adequate refuse storage areas and facilities must be provided on the site to service the approved development.
- 26. At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state and emptied, and the waste removed from the site on a regular basis. All waste containers are to be located in a convenient and unobtrusive position and shielded from the view of users of the premises, travelling public and neighbours, and accessible by the vehicles used by Council, its agents and/or others.

27. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the Waste Reduction & Recycling Act 2011.

Access and manoeuvring

- 28. All access points, from the edge of the existing bitumen from Anzac Drive to the property boundary, shall be constructed to a sealed industrial standard to the satisfaction of and at no cost to Council.
- 29. No access is permitted to Diamantina Developmental Road.
- 30. The landowner is responsible for the construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access locations, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.
- 31. All vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments. Vehicle parking bays must not encroach into swept paths for vehicle movements onsite.
- 32. All vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.
- 33. Car parking and manoeuvring areas are to be designed in accordance with:
 - a) AS2890.1 Parking Facilities;
 - b) Austroads AP-34/95 Design Vehicles and Turning Path Templates; and
 - c) The 'Access to Premises Standard' (Vol 1 of the National Construction Code).

Earthworks and Construction

34. During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadways.

Provision of services

- 35. The development must be provided with an adequate supply of water in accordance with the applicable standards and policies.
- 36. Connect the development to an on-site effluent disposal system, in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2; Standards for Onsite Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code. Make provision for adequate on-site disposal areas as required.

- 37. The development must be connected to an adequate electricity supply system in accordance with the relevant building standards, requirements and specifications (as relevant).
- 38. If the premises is connected to a telecommunications service, then such works shall be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications (as relevant).
- 39. All services installation connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such design exist, (iv) any relevant Australian Standard that applies to that type of work and (v) any alternative specifications that Council has agreed to in writing and which the development must ensure do not conflict with any requirements imposed by any applicable laws and standards.

Advertising signage

- 40. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach on adjoining properties or roads.
- 41. Any free standing advertising signage or structure constructed on the subject site shall be designed by an RPEQ (Structural) Engineer and certification provided for both design and construction.

No cost to Council

42. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes toe costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

43. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

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

BACKGROUND

Individuals or Organisations to which the report applies:

Council's decision regarding this matter is likely to affect the applicant and landowner of the premises and the adjacent properties.

Context:

The development application was subject to Impact Assessment. Determination of an Impact Assessable application sits outside the scope of officer delegations and a decision is required to be made by Council resolution.

Proposal:

Characteristics of the Site

The site is currently vacant and forms part of a subdivision undertaken by Council. The site is located within the Township Zone (Industrial Precinct) under the Quilpie Shire Planning Scheme.

The site has frontages to Diamantina Development Road and Anzac Drive on the northern and southern boundaries of the site respectively.

Proposed Development

The proposed development application seeks to establish a Heavy Vehicle Mechanic workshop on the site.

All mechanic activities will be undertaken within the proposed 351m² industrial shed, proposed to be constructed generally centrally on the site. An adjacent heavy vehicle parking area will be provided for the parking and storage of client vehicles. The applicant states it is expected that no more than 5 double road trains would be parked on site at any one time.

The site will operate generally from 6am to 5pm, with two staff employed on site.

Access to the site be via a new 8m wide gate in the south-western corner of the site, with a 4m wide secondary gate provided in the south-eastern corner of the site.



Figure 1 - Site Plan

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

The proposal constitutes a Material Change of Use as defined under the *Planning Act 2016* being the intensification of a new use of the premises. The proposed use is defined as Medium Impact Industry in the Quilpie Shire Planning Scheme.

Medium Impact Industry means "Premises used for industrial activities that include the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products and have one or more of the following attributes:

- potential for noticeable impacts on sensitive land uses due to offsite emissions including aerosol, fume, particle, smoke, odour and noise
- potential for noticeable offsite impacts in the event of fire, explosion or toxic release
- generates high traffic flows in the context of the locality or the road network
- generates an elevated demand on the local infrastructure network
- onsite controls are required for emissions and dangerous goods risks
- the use is primarily undertaken indoors
- evening or night activities are undertaken indoors and not outdoors

Under Table 5.5.4 of the Quilpie Shire Planning Scheme, a Material Change of Use to establish a Medium Impact Industry is subject to Impact assessment in the Township Zone. The proposed use requires a development permit to be issued by Council prior to the commencement of use.

Assessment of an Impact assessable application must be carried out against the Assessment benchmarks prescribed by the *Planning Regulation 2017*. The assessment manager may also have regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise, including any properly made submission about the application.

The Assessment Benchmarks applicable to the development assessment are:

- the Regional Plan (i.e. South West Regional Plan);
- the State Planning Policy; and
- the Quilpie Shire Planning Scheme.

Regional Plan

The South West Regional Plan is a statutory instrument intended to assist in managing change and shaping the prospects of rural communities in the South West region. The regional plan sets out desired regional outcomes, which identify aspirations for the region.

The *Quilpie Shire Planning Scheme*, specifically the strategic framework, appropriately advances the *South West Regional Plan 2009* as they apply in the planning scheme area. Despite this, the *Planning Regulation 2017* requires that impact assessable applications be assessed against the relevant regional plan (irrespective of whether the planning scheme appropriately reflects the regional plan).

The proposed development advances the outcomes sought within the Regional Plan by maintaining the character of Quilpie while supporting additional economic development through increased industrial development within the Industrial Precinct.

State Planning Policy (SPP)

The *Quilpie Shire Planning Scheme* appropriately integrates all SPP matters relevant to the Quilpie Shire, therefore an independent assessment of the proposal against the SPP is not required.

Public Notification

The applicant undertook Public Notification of the proposed development between 1 December and 21 December 2023.

As per Section 53 (12) of the Planning Act 2016, a business day for Public Notification does not include any day between 20 December and 5 January. Therefore, the application was not considered to be notified for the full 15 business days. In accordance with section 53(3) of the Planning Act 2016, Council may still decide a development application even if some of the requirements of the development assessment rules about public notification have not been complied with, if Council considers any noncompliance has not adversely affected the public's awareness of the application.

It is not considered that the non-compliance has adversely affected the public's awareness or ability to make a submission and is therefore accepted.

No submissions were received during the public notification period.

Council Policies or Asset Management Plans:

The Quilpie Shire Planning Scheme is applicable to the assessment of the Development Application. The relevant sections of the planning scheme are:

- Part 3 Strategic Framework
- Part 6 Zones
 - o Part 6.2.4 Township Zone Code
- Part 7 Development Codes
 - o Part 7.3.1 General Development Code

Part 3 – Strategic framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs within the planning scheme area for the life of the planning scheme.

For the purpose of describing the policy direction for the planning scheme, the strategic framework is structured in the following way:

- (a) the strategic intent Encouraging Prosperity in the Shire
- (b) the following themes that collectively represent the policy intent of the scheme:
 - (i) Encouraging economic growth
 - (ii) Supporting rural and small-town living
 - (iii) Avoiding impacts of natural and other hazards
 - (iv) Safeguarding our environment and heritage
 - (v) Providing appropriate infrastructure

Although each theme has its own section, the strategic framework in its entirety represents the policy intent for the planning scheme.

An assessment of the proposed development against the strategic themes of the Quilpie Shire Planning Scheme is provided in the table below:

Theme	Response
Encouraging economic growth	The proposed development supports the role of Quilpie as a key south western service centre. The development is for a heavy vehicle mechanic that will support the regional economy.
Supporting rural and small-town living	The proposed development is located in the Industrial Precinct and is considered to maintain the expectations of the community for development in this area. The use is a medium impact industrial activity that is not expected to impact the amenity of any residences.

Avoiding impacts of natural and other hazards	The subject site is mapped as being in a flood hazard area on Council's Flood Overlay Mapping. The proposed development will not increase the number of people at risk during a flood event and no worsening of flooding conditions on surrounding premises will result. The site is not mapped as being within a bushfire prone area.
Safeguarding our environment and heritage	The site is not mapped as containing any areas of ecologically significant vegetation. The site is not located in close proximity to any waterways or heritage places.
Providing appropriate infrastructure	The proposed development complies with this strategic theme as the development is adequately connected to the local road network.

Part 6.2.4 Township Zone Code

The proposed development complies with the Purpose and Overall Outcomes of the Township zone because:

- The proposed development will facilitate economic development through the establishment of a new industrial use in the industrial precinct;
- The proposal is compatible with the scale and character of the industrial precinct.
- The proposal is not located in close proximity to sensitive land uses;
- The proposal does not compromise the safety or efficiency of the road network;
- The proposal is serviced by QSC infrastructure or on-site infrastructure where reticulated infrastructure is not available.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the Township Zone Code. The proposed development complies with all relevant assessment benchmarks as:

- The proposal is for an Industrial use that is not expected to impact any sensitive land uses outside the industrial precinct.
- The proposed shed is generally consistent with other development approvals issued along Anzac Drive.
- The proposal has frontage to Diamantina Developmental Road however no accesses are proposed and therefore the use will not impact the safety and efficiency of the Statecontrolled road network.
- The proposal is an industrial use that will not be impacted by the operation of the state-controlled road network.

Part 7.3.1 General Development Code

The proposed development complies with the Purpose and Outcomes of the Industry zone because;

- The proposed development will not adversely impact any areas of state environmental significance;
- The proposal has a safe and efficient site layout;
- The proposal will not detract from the Shire's unique building design;
- An appropriate level of servicing infrastructure will be provided to the development;

- No earthworks are proposed on site that would impact natural drainage paths; and
- The development does not conflict with the ongoing operation of the stock route network.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the General Development Code. The proposed development complies with all relevant assessment benchmarks, with exceptions outlined below:

Performance outcomes	Response
For assessable development	
PO2 Landscaping is provided to enhance the visual appeal of the development and soften the appearance of the built form. The majority of landscaping is to be undertaken on the principal street frontage of the development.	Condition to Comply The submitted site plans shows small areas of landscaping at the main entrance gate. In accordance with the Acceptable Outcome, a condition is recommended that requires a minimum of 10% of the site to be landscaped.
AO10 Car parking is provided at rates as per table 7.3.1.2	Alternative Solution The submitted proposal plan shows an area for car parking but does not specify formalised car parking spaces. Table 7.3.1.2 requires 1 space per 50m² of Gross Floor Area. Given the nature of the use, it is not considered that formalised car parking spaces are required. There is sufficient area on the site for all light vehicles and service (heavy) vehicles to enter and exit in a forward gear and load/unload without queuing onto Anzac Drive.

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Input into the Report & Recommendation:

The Officer's recommendation has been informed by Council's resolution to approve similar developments in the region and an absence of adverse impacts.

Funding Bodies:

N/A – The project is a private development that will be funded by an external party.

This Financial Year's Budget:

The costs of fulfilling and development approval obligations, financial or otherwise, remains the sole responsibility of the operators and landowner/s. There is potential for Council to incur costs only in the event that a decision regarding the application is appealed to the Court.

Future Years' Budget:

As above.

Risks:

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

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

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

Advice to Council:

It is considered that the proposed development presents no significant conflict with the applicable assessment benchmarks. Development conditions have been recommended to ensure compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks has been considered against the following relevant matters:

- the development is an industrial use within the industrial precinct of Quilpie;
- the proposal supports the role of Quilpie as a key sout-western service centre;

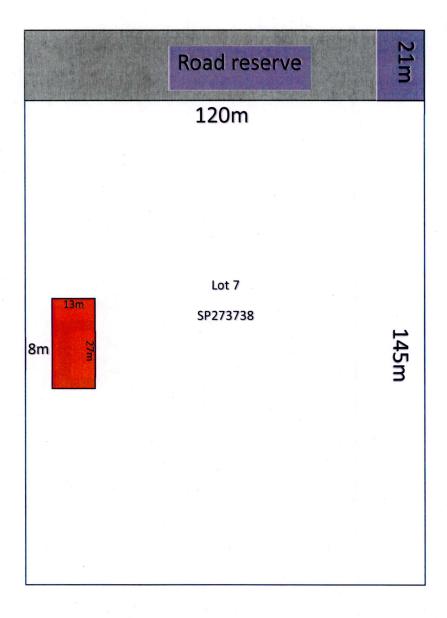
- the development has been conditioned to ensure it does not generate noise, dust or any other environmental nuisance; and
- there is an absence of any significant impacts that result from the development.

Recommendation:

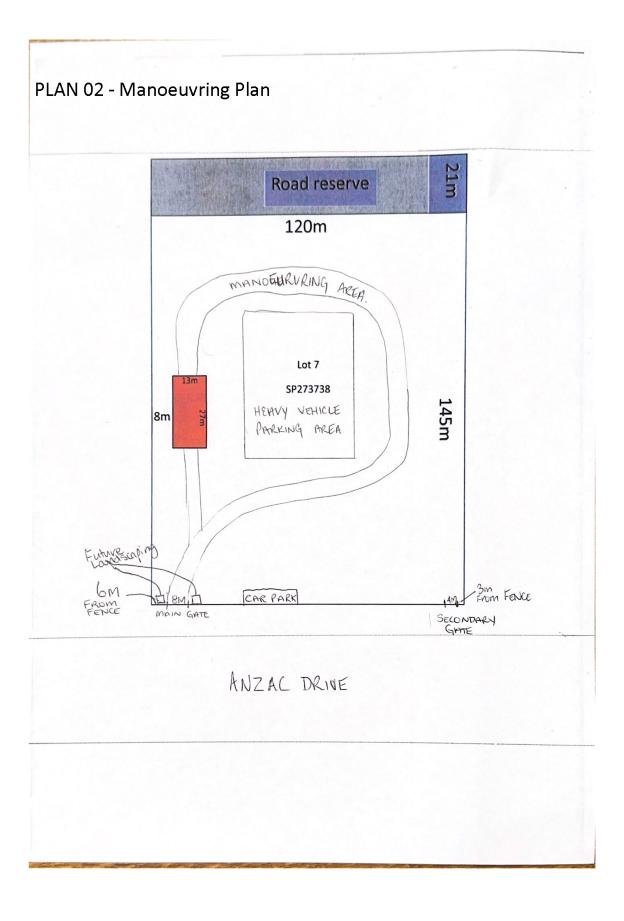
That Council endorse the Officers recommendation to approve the Material Change of Use to establish a "Medium Impact Industry" (Heavy Vehicle Mechanic) on land situated at Diamantina Development Road, Quilpie, formally descried as Lot 7 on SP273738 subject to reasonable and relevant conditions.

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PLAN 01 - Site Plan

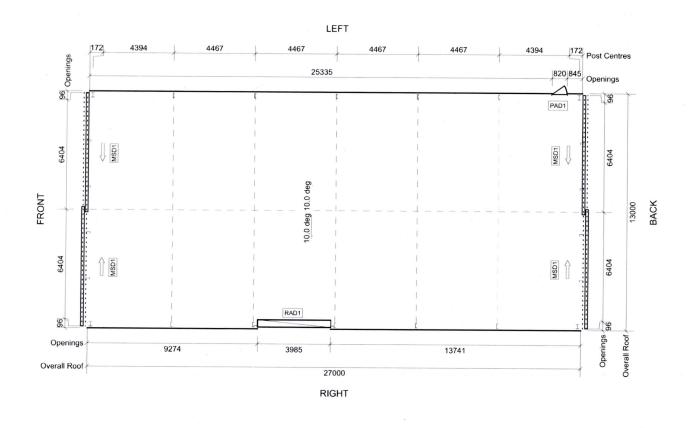


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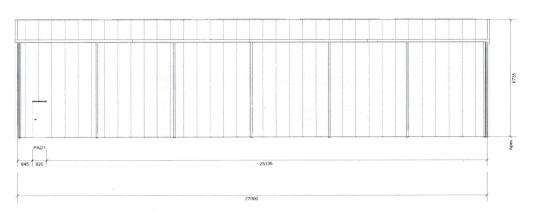
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Opening Legend					
MSD1	5453h x 100w				
PAD1	2040h x 820w				
RAD1	4100h x 3985w				

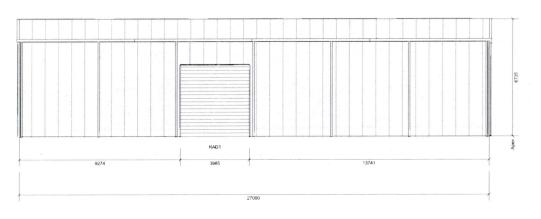


	Floor Plan								
	R&F Steel Buildings Charleville QBCC Lic.	PROJECT NO: P129	946Q6	CUSTOMER: OC He	avy Vehicle Repairs	SITE:	Lot 7 Diamantina Quilpie, QLD 4480	DATE:	22/06/2023
STEEL BUILDINGS	Lot 110 Industrial Estate, Charleville QLD 4470	PROJECT NAME:	OC Heav	y Vehicle Repairs	idris Ahmad RPEQ 9127	LOT: 7	RP/SP: SP273738	ULT WIND SPEED: SERVICEABILITY:	41.83 m/s 34.4 m/s
R&F Steel Buildings Charleville ABN: 45 145 757 928	T 07 4654 1522 E charleville@rfsteelbuildings.com.au	JOB NAME:	OC Heav	y Vehicle Repairs		DRAWING No:	J3317-OC Heavy Vehicle Repairs	Floor Plan	

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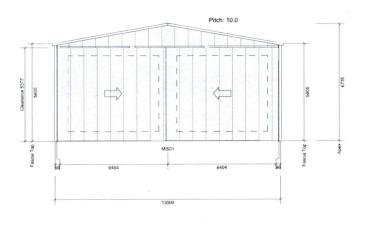
LEFT ELEVATION



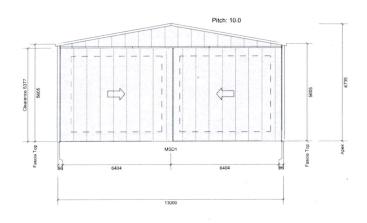
RIGHT ELEVATION



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FRONT ELEVATION



BACK ELEVATION



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RA9-N



SARA reference: 2310-37274 SRA

Council reference: 24263

10 November 2023

Chief Executive Officer Quilpie Shire Council PO Box 57 QUILPIE QLD 4480 admin@quilpie.qld.gov.au

Attention: Ms Dominque Wells

Dear Dominique

SARA referral agency response— Diamantina Developmental Road, Quilpie

(Referral agency response given under section 56 of the Planning Act 2016)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 19 October 2023.

Response

Outcome: Referral agency response - No requirements

Under section 56(1)(a) of the Planning Act 2016, SARA advises it

has no requirements relating to the application.

Date of response: 10 November 2023

Advice: Advice to the applicant is in **Attachment 1**

Reasons: The reasons for the referral agency response are in **Attachment 2**

Development details

Description: Development permit Material change of use for Medium impact

industry (Heavy vehicle mechanic)

SARA role: Referral agency

SARA trigger: Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (Planning

Regulation 2017)

Development near a state transport corridor or that is a future state

transport corridor

SARA reference: 2310-37274 SRA

Darling Downs South West regional office 128 Margaret Street, Toowoomba PO Box 825, Toowoomba QLD 4350

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Assessment manager: Quilpie Shire Council

Street address: Diamantina Developmental Road, Quilpie

Real property description:

Lot 7 on SP273738

Applicant name: Owen Cross & Jessica Tully

Applicant contact PO Box 94 details: Quilpie QLD 4480

ocheavyvehiclerepairs@hotmail.com

Human Rights Act 2019

considerations:

A consideration of the 23 fundamental human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It

has been determined that this decision does not limit human rights.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 of the Development Assessment Rules).

Copies of the relevant provisions are in Attachment 3.

A copy of this response has been sent to the applicant for their information.

For further information please contact Danica Clark, Senior Planner, on (07) 4616 7305 or via email ToowoombaSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely

Kieran Hanna Manager (Planning)

Mar

cc Owen Cross & Jessica Tully, ocheavyvehiclerepairs@hotmail.com

enc Attachment 1 - Advice to the applicant

Attachment 2 - Reasons for referral agency response

Attachment 3 - Representations about a referral agency response provisions

State Assessment and Referral Agency

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Attachment 1—Advice to the applicant

General advice

Terms and phrases used in this document are defined in the *Planning Act 2016* its regulation or the State Development Assessment Provisions (SDAP), (version 3.0). If a word remains undefined it has its ordinary meaning.

State Assessment and Referral Agency

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Attachment 2—Reasons for referral agency response

(Given under section 56(7) of the Planning Act 2016)

The reasons for SARA's decision are:

The proposed development complies with the relevant provisions of the SDAP, State code 1: Development in a state-controlled road environment, in particular, the development does not:

- increase the likelihood or frequency of accidents, fatalities or serious injury for users of the statecontrolled road
- · adversely impact the structural integrity or physical condition of the state-controlled road
- · adversely impact the function and efficiency of the state-controlled roads
- adversely impact the state's ability to plan, construct, maintain, upgrade or operate the statecontrolled road.

Material used in the assessment of the application:

- the development application material and submitted plans
- Planning Act 2016
- Planning Regulation 2017
- · the SDAP (version 3.0), as published by SARA
- the Development Assessment Rules
- SARA DA Mapping system
- section 58 of the Human Rights Act 2019

State Assessment and Referral Agency

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Attachment 3—Representations about a referral agency response provisions

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State Assessment and Referral Agency

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15 CONFIDENTIAL ITEMS

RECOMMENDATION

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

15.1 Interim Agreement - Department of Agriculture and Fisheries, Wongkumara People and Quilpie Shire Council

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

15.2 Recovery of overdue rates and charges - L23/NK12:Term Lease 221555 Assessment 00478-00000-000

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

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