

ORDINARY MEETING AGENDA

Tuesday 12 March 2024 commencing at 9:30 AM

Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie

Ordinary Meeting of Council

5 March 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 **Tuesday 12**March 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 **Tuesday 12 March 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

Tuesday 12 March 2024 Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie

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- 1 OPENING OF MEETING
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6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 20 FEBRUARY 2024

IX: 247245

Author: Belinda Kindelan, Executive Assistant

Attachments: 1. Minutes of the Council Meeting held on 20 February 2024

RECOMMENDATION

That the Minutes of the Council Meeting held on 20 February 2024 be received and the recommendations therein be adopted.

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Ordinary Meeting of Council

MINUTES

Tuesday 20 February 2024

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, 20 FEBRUARY 2024 AT 9:30 AM

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:47am.

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 Brian Weeks (Acting Director Engineering Services) Janelle Menzies (Manager Governance & Compliance) and Belinda Kindelan (Secretariat)

3 APOLOGIES

Nil

4 CONDOLENCES

Bill Allen, Allison Groves

5 DECLARATIONS OF INTEREST

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

Nil

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON MONDAY 15 JANUARY 2024

RESOLUTION NO: (QSC022-02-24)

Moved: Cr Roger Volz Seconded: Cr Jenny Hewson

That the Minutes of the Council Meeting held on 15 January 2024 be received and the recommendations therein be adopted.

5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

- 18/01/24 RDA Meeting (zoom)
- 24/01/24 Special Council Meeting (zoom)
- 01/02/24 SWQROC Meeting (zoom)
- 14/02/24 Council Workshop (zoom)
- 16/02/24 Quilpie State College Leaders Induction Ceremony (Quilpie)

9 COUNCILLOR PORTFOLIO REPORTS

	Date of						
Details	Meeting	Location	Mackenzie	Hewson	Paulsen	Volz	Barnes
Ordinary Meeting of Council	15-Jan-24	Quilpie	1	1	1	1	1
Cunnamulla Hot Springs	17-Jan-24	Cunnamulla		1			
RDA Meeting	18-Jan-24	Zoom	1				
Special Council Meeting	24-Jan-24	Quilpie	Zoom	Zoom	Zoom	1	Zoom
Australia Day awards	26-Jan-24	Quilpie		1		1	
AFMG Bushfire preparedness meeting	30-Jan-24	Quilpie				1	
SWQROC Meeting	1-Feb-24	Zoom	1				
Council Workshop	14-Feb-24	Quilpie	Zoom	1	1	1	1
Quilpie State College Leadership Ceremony	16-Feb-24	Quilpie	1	1		1	1
QSC Staff BBQ	16-Feb-24	Quilpie		1	1	1	1

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES JANUARY 2024

EXECUTIVE SUMMARY

This report is about works carried by Engineering Services during January 2024.

Noted

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 TOURISM STATUS REPORT

EXECUTIVE SUMMARY

The purpose of this report is to update the Council on Tourism activities during January 2024.

Noted

10.2.2 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

EXECUTIVE SUMMARY

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

Noted

10.2.3 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

10.3 FINANCE SERVICES STATUS REPORTS

10.3.1 FINANCIAL SERVICES STATUS REPORT - JANUARY 2024

EXECUTIVE SUMMARY

This report is to provide Council with an update on financial services for the month of January 2024.

Noted

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 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

Nil

12 CORPORATE AND COMMUNITY SERVICES

12.1 QUILPIE DIGGERS RACE CLUB - SPONSORSHIP OPPORTUNITIES

EXECUTIVE SUMMARY

Quilpie Diggers Race Club have requested Council's consideration of purchasing a 2024 Sponsorship package for the Quilpie Cup event being held on 11th of May 2024.

RESOLUTION NO: (QSC023-02-24)

Moved: Cr Bruce Paulsen Seconded: Cr Roger Volz

Council agrees to purchase a Gold Sponsorship Package for the 2024 Quilpie Cup for \$2000

5/0

12.2 COMMUNITY ASSISTANCE APPLICATION - EROMANGA & DISTRICT RODEO

EXECUTIVE SUMMARY

The Eromanga Rodeo Committee have requested a cash Contribution of \$4,300 and in-kind support for preparation works at Eromanga Rodeo grounds in preparation for the 2024 Eromanga Rodeo.

RESOLUTION NO: (QSC024-02-24)

Moved: Cr Bruce Paulsen Seconded: Cr Jenny Hewson

1. Council approves.

- (a) Direct Cash Contribution of \$4,300 to assist with Insurance and Qld ambulance.
- (b) In-kind support:
 - (i) Whipper snip and mow the grounds in preparation for the event,
 - (ii) Conduct a water and plumbing inspection at the Eromanga Rodeo facility,
 - (iii) Engage an electrician to conduct an electrical inspection at the Eromanga Rodeo Facility; and
 - (iv) In-kind use of single-phase generator if required.

5/0

Cr Jenny Hewson left the meeting at 10:45am
Cr Jenny Hewson returned to the meeting at 10:46am

13 FINANCE

13.1 FINANCIAL SERVICES REPORT MONTH ENDING 31 JANUARY 2024

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 January 2024.

RESOLUTION NO: (QSC025-02-24)

Moved: Cr Roger Volz Seconded: Cr Lyn Barnes

That Council receive the Monthly Finance Report for the period ending 31 January 2024.

5/0

13.2 PROCUREMENT POLICY

EXECUTIVE SUMMARY

The purpose of this report is to present a review of the Procurement Policy.

RESOLUTION NO: (QSC026-02-24)

Moved: Cr Roger Volz Seconded: Cr Lyn Barnes

That Council adopt the Procurement Policy.

5/0

13.3 AMENDMENT TO COUNCIL'S CREDIT CARD LIMIT AND THE NUMBER OF PURCHASING CARDS/LIMITS

EXECUTIVE SUMMARY

This report is to request Council's authorisation to amend Councils Credit Card limit and the number of Purchasing Cards held.

RESOLUTION NO: (QSC027-02-24)

Moved: Cr Bruce Paulsen Seconded: Cr Lyn Barnes

That Council amend Council's Credit Card threshold to \$80,000 and authorised the Chief Executive Officer to update the Register of Delegations and Sub-Delegations for the following purchasing cards and limits:

•	Senior Tourism Service Officer		\$2,000
•	Plumber		\$2,000
•	Diesel Fitter		\$1,500
•	Light Vehicle Mechanic		\$1,500
•	Payroll/HR Officer		\$1,000
•	Community Service Officer		\$1,500
•	Customer Service Officer (Administration)		\$1,000
		ΤΟΤΔΙ	\$10.500

5/0

14 GOVERNANCE

14.1 REQUEST FOR CONSENT FOR MINING CLAIM WHICH ENCROACHES ON ROAD RESERVE

EXECUTIVE SUMMARY

The report is to provide Council an opportunity to consider whether Council should give consent to the Mining Lease MC300436 which encroaches on a Road Reserve.

RESOLUTION NO: (QSC028-02-24)

Moved: Cr Jenny Hewson Seconded: Cr Lyn Barnes

That Council:

- 1. Endorse the Mining Lease ML300436 which encroaches on the Road Reserve 81 Seg 47519042; and
- 2. Delegate Power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this matter.

5/0

14.2 POLICY REVIEW

EXECUTIVE SUMMARY

The purpose of this report is to present reviewed policies to be adopted by Council.

RESOLUTION NO: (QSC029-02-24)

Moved: Cr Lyn Barnes Seconded: Cr Roger Volz

That the Council adopt the Community Assistance Policy, the Art Culture & Development Policy and the Councillor Recognition of Service Policy.

5/0

16 LATE ITEMS

16.1 DEVELOPMENT APPLICATION - TRUSS

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Development Application for a Material Change of Use to establish a "Warehouse", "Transport Depot" and "Caretaker's Accommodation" on land situated at Diamantina Development Road, Quilpie, formally described as Lot 6 on SP273738.

RESOLUTION NO: (QSC030-02-24)

Moved: Cr Jenny Hewson Seconded: Cr Lyn Barnes

That Council

1. receive this report; and

2. Council issues a decision notice to the applicant approving the Development Application for a Material Change of Use to establish a "Warehouse", "Transport Depot" and "Caretaker's Accommodation" on land situated at Diamantina Developmental Road, Quilpie, formally descried as Lot 6 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:

Warehouse means "Premises used for the storage and distribution of goods, whether or not in a building, including self-storage facilities or storage yards. The use may include sale of goods by wholesale where ancillary to storage. The use does not include retail sales from the premises or industrial uses".

Transport Depot means "Premises used for the storage, for commercial or public purposes, of more than one motor vehicle. The use includes premises for the storage of taxis, buses, trucks, heavy machinery, and uses of a like nature. The term may include the ancillary servicing, repair and cleaning of vehicles stored on the premises."

Caretakers Accommodation means "A dwelling provided for a caretaker of a non-residential use on the same premises."

- 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 "Warehouse", "Transport Depot" and "Caretaker's Accommodation" 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

- 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
+	Site Plan – Lot 6 Anzac Drive	n.d.
Truss016188	Front & Rear Elevation	13 May 2019
Truss016188	Left & Right Elevation	13 May 2019
Truss016188	Floor Plan	13 May 2019
H/13/045-01	Proposed Removal Residence	18.11.2013
H/13/045-02	Proposed Removal Residence	18.11.2013

Development works

6. During the course of construction, 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:
 - 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
- 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.

 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 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 on-site 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. One (1) covered car parking space must be provide adjacent to the Caretaker's Accommodation use.
- 30. No access is permitted to Diamantina Developmental Road.
- 31. 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.
- 32. 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.
- 33. 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.
- 34. 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

35. 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

- 36. The development must be provided with an adequate supply of water in accordance with the applicable standards and policies.
- 37. 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 Wastewater Code. Make provision for adequate on-site disposal areas as required.
- 38. The development must be connected to an adequate electricity supply system in accordance with the relevant building standards, requirements, and specifications (as relevant).
- 39. 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).
- 40. 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

- 41. 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.
- 42. 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

43. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

44. 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

45. 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'.

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16.2 DEVELOPMENT APPLICATION BONSEY

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Minor Change application to an existing Development Permit for a "New Industrial Shed" on land situated at 35 Sommerfield Road, Quilpie, formally described as Lot 53 on NK95.

RESOLUTION NO: (QSC031-02-24)

Moved: Cr Bruce Paulsen Seconded: Cr Lyn Barnes

That Council

- 1. receive this report; and
- 2. Council issues a change decision notice to the applicant approving the Minor Change to an existing Development Permit for a "New Industrial Shed" 35 Sommerfield Road, Quilpie, formally descried as Lot 53 on NK95, reflecting the following changes:

Schedule E – New Conditions to added:

Stage 2

12. All works and operations associated with Stage 2 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
-	Jake Bonsey Transport Pty Ltd	n.d.
AP36727	Front & Rear Elevation	05/12/2023
AP36727	Left & Right Elevation	05/12/2023
AP36727	Floor Plan	05/12/2023

- 13. A building setback of three (3) metres from the northern boundary must be observed.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. A minimum of 10% of the site shall be landscaped with a majority of the landscaping to be maintained the along the Sommerfield Road frontage.
- 18. 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.

5/0

16.3 ROAD RESERVE - MAINTENANCE REQUEST

EXECUTIVE SUMMARY

For Council to consider a request to substitute a heavy formation grade maintenance works with the supply of gravel for small causeways on the road reserve between the Diamantina Developmental Road to Lot 2 W524.

RESOLUTION NO: (QSC032-02-24)

Moved: Cr Jenny Hewson Seconded: Cr Bruce Paulsen

1. That Council:

(a) Withhold on undertaking a heavy formation grade on the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524 for a period of 12 months; and (b) Alternatively supply gravel to small causeways within the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524.

5/0

MOVE INTO CLOSED SESSION

RESOLUTION NO: (QSC033-02-24)

Moved: Cr Jenny Hewson Seconded: Cr Lyn Barnes

That Council moves into closed session at 11:15am

5/0

15 CONFIDENTIAL ITEMS

RECOMMENDATION

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

15.1 2023/24 Budget Review

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

15.2 Water Agreement Templates

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.

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: (QSC034-02-24)

Moved: Cr Roger Volz Seconded: Cr Jenny Hewson

That Council moves out of closed session and resumes the Ordinary Meeting at 11:47am

5/0

15.1 2023/24 BUDGET REVIEW

EXECUTIVE SUMMARY

In accordance with section 170 (3) of the *Local Government Regulation 2012*, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

RESOLUTION NO: (QSC035-02-24)

Moved: Cr Roger Volz Seconded: Cr Lyn Barnes

That Council:

- 1. Note that the budget has been prepared on an accrual basis and is consistent with Council's adopted Corporate Plan 2022-2027 and Operational Plan 2023/24.
- 2. Approve the 2023/24 budget amendments (operational and capital) which are outlined in the report.
- 3. Approve the revised financial statements for the 2023/24 budget amendments and the following report attachments:
 - (a) Revised Budget Financial Statements (Financial Position, Cash Flow, Income and Expenditure and Changes in Equity) 2023/24 & the next two years
 - (b) Revised Long Term Financial Forecast 2023/24 & the next nine financial years
 - (c) Revised Measures of Financial Sustainability for 2023/24 and the next nine (9) financial years (Ratios)
 - (d) Revenue Policy 2023/24
 - (e) Revenue Statement 2023/24
 - (f) Revised Total Value of Change in Rates and Charges
- 4. Include the 2023/24 Amended Budget (January 2024) document on Council's website.

5/0

15.2 WATER AGREEMENT TEMPLATES

EXECUTIVE SUMMARY

This report to provide Water Agreements Templates for approval for the various club connections outside the scope of the Quilpie Drinking Water Quality Management Plan and the future Toompine Bore Water connections for Council approval.

RESOLUTION NO: (QSC036-02-24)

Moved: Cr Roger Volz Seconded: Cr Jenny Hewson

The Council:

 Approve the Water Agreements Templates for the various club connections outside the scope of the Quilpie Drinking Water Quality Management Plan and the Future Toompine Bore water connections; and 2. Delegates authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter into a contract, withdraw from contract, negotiate, finalise and execute any and all matters associated with forming a Water Access, subject to Council's normal procurement policies and practices.

5/0

17 GENERAL BUSINESS

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

Cr Hewson

- Forward planning hall can we look into lighting in bar area and wing area
- Ask students in Grade 10 if they want to participate in TMR indigenous expo 27th March -Charleville

Cr Volz

- Made enquiries into where we are at with investigations into trees dying
- Rex/TMR Follow up for letter of support for an automatic weather station

Cr Paulsen

- Queried the sharing of tyre services between local businesses
- Australian flags in main street

Cr Barnes

- Australia Day flags damaged in main street, can they be removed
- Housing concerns from community members in regards to applications and allocations
- Opera Qld are wanting to host singing workshop in July 2025 and put on a Opera performance in 2026. Can we do a letter of support for this event

18 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Tuesday 12 March 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 12:23pm

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on the Tuesday, 20 February 2024.

Submitted to the Ordinary Meeting of Council held on Tuesday, 12 March 2024.

Cr Stuart Mackenzie	Date
Mayor of Quilpie Shire Council	

6.2 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON WEDNESDAY 24 JANUARY 2024

IX: 247256

Author: Belinda Kindelan, Executive Assistant

Attachments: 1. Minutes of the Special Council Meeting held on 24 January 2024

RECOMMENDATION

That the Minutes of the Special Council Meeting held on 24 January 2024 be received and the recommendations therein be adopted.



Special Meeting of Council

MINUTES

Wednesday 24 January 2024

Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie

MINUTES OF QUILPIE SHIRE COUNCIL SPECIAL COUNCIL MEETING HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE ON WEDNESDAY, 24 JANUARY 2024 AT 9:00 AM

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:06am

2 ATTENDANCE

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

In Attendance: Mr Justin Hancock (Chief Executive Officer), Ms Lisa Hamlyn (Director Corporate and Community Services), Mrs Belinda Kindelan (Secretariat) Janelle Menzies (Observer)

3 APOLOGIES

Nil

4 DECLARATIONS OF INTEREST

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

nil

5 CORPORATE AND COMMUNITY SERVICES

5.1 T07 23-24 MANAGEMENT & OPERATION OF QUILPIE SWIMMING POOL

EXECUTIVE SUMMARY

This report is to provide Council with a recommendation to accept a tender for the Management and Operation of the Quilpie Swimming Pool.

RESOLUTION NO: (QSC022-01-24)

Moved: Cr Lyn Barnes Seconded: Cr Jenny Hewson

4/1

That Council resolve to:

1. Accept the tender submitted by All About Aquatics for the Management and Operation of Quilpie Swimming Pool and enter into a contract with All About Aquatics for a period of three (3) years up to the value of \$879,782.18 (ex GST); and

2.	Delegate authority to the Chief Executive Officer, pursuant to section 257 of the Local
	Government Act 2009 to negotiate, finalise and execute all matters associated with this
	contract.

5.2 T08 23-24 MANAGEMENT AND OPERATION OF EROMANGA SWIMMING POOL.

EXECUTIVE SUMMARY

This report is to provide Council with a recommendation to accept a tender for the Management and Operation of the Eromanga Swimming Pool.

RESOLUTION NO: (QSC023-01-24)

Moved: Cr Roger Volz Seconded: Cr Jenny Hewson

4/1

That Council

- 1. Accepts the tender submitted by All About Aquatics for the Management and Operation of Eromanga Swimming Pool and enters into a contract with All About Aquatics for a period of three (3) years up to the value of \$390,368.00 ex GST; and
- 2. Delegate authority to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute all matters associated with this contract.

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

There being no further business the Mayor declared the meeting closed at 9:41am

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Special Meeting held on the Wednesday, 24 January 2024.

Submitted to the Council Meeting held on Tuesday, 20 February 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 WATER AND SEWERAGE QUARTERLY STATUS REPORT

IX: 246401

Author: Michael Kindelan, Water & Sewer Supervisor

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

WATER

Call-Outs

Locality	Date	Time	Details	Outcome/ Comment
Adavale	20/01/24	7pm	Leaking water main	main repaired
Adavale	5/3/24	3pm	Broken water main	section replaced

Planned Interruptions (Customer Supply Cut)

Locality	Date	Details/ Reason	Notification Details	Time to restore supply
Nil				

Unplanned Interruptions (Customer Supply Cut)

Locality	Date	Details/ Reason	Notification details	Response time	Time to restore supply
Quilpie-Buln Buln St	17/01/24	Leaking Main	Verbal	15min	2 hrs
Adavale	20/01/24	Leaking water main	N/A	1hr	3hrs
Eromanga	14/02/24	Broken water main	N/A	1hr	4hrs
Adavale	05/03/24	Broken water main	Facebook	1hr	3hrs
Adavale	06/03/24	Broken water main	Facebook	1hr	2hrs

New Services

Locality	Date	New connections	Outcome/ comments
Nil			

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Complaints / Requests

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

SEWERAGE - STATUS DETAILS

Overflows / Breaks / Repairs

Locality	Date	Detail s/ Reas on	Overflow private pty (Y/N)	EPA notified	Sewer break	Sewer choke	House conn problem (√)	Response time (notification/ completion)
Winchu St	22/2/24		Nil overflo w	N/A		Yes	No	15min

Minor Works / Breaks / Repairs

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

Call-0uts

Locality	Date	Details	Outcome/comment
Nil			

New Connections

Locality	Date	Outcome/ comment
Nil		

Complaints

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

Capital Works and Council Requests

Project details	Status/Comments	% Complete
New Sewer Treatment Plant	Design	10%
Sewer network Assessment		80%
Toompine Bore delivery pipe	Design review	50%

BACKGROUND

N/A

OPTIONS

N/A

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CONSULTATION (Internal/External)

Nil

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

N/A

FINANCIAL AND RESOURCE IMPLICATIONS

Within budget.

RISK MANAGEMENT IMPLICATIONS

According to Council's Risk Management Policy.

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OPERATIONAL STATUS REPORTS

MONTHLY STATUS REPORT FOR ENGINEERING SERVICES FEBRUARY 2024 ORDINARY COUNCIL MEETING AGENDA 12 MARCH 2024

10.1.2 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES FEBRUARY 2024

IX: 247414

Author: Brian Weeks, Works Coordinator

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report is about works carried out by Engineering Services during February 2024

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Roads

- Council has prepared the IOR Site for Bitumen Seal
- Council is preparing Lowes fuel site for Bitumen Seal
- The Murweh Shire Council Jet Patcher has been in Quilpie undertaking repairs of water trenches around town.
- Baldy Top Walkway construction commenced; works will continue once emergent works on roads is completed

RMPC

- Flood Camera at South Comongin Crossing was shot 6 times by a shot gun Late Friday 23/2 or early Saturday24/2, putting it out of service. Repairs were made to the Camera on Tuesday 27/2. QPS were notified. Scenes of Crime have taken shot gun shells for DNA Testing.
- South Comongin Crossing has been closed on and off over the past few weeks. There have been negative comments on Facebook regarding the closing and opening of the crossing. Council has a Legal Requirement to inspect the Deck before reopening it to traffic. This means water level has to be below the deck level.
- TMR Network has been damaged in several locations from storms, these have been logged by TMR Engineers.

Other TMR Works

- Council has constructed a further 2.3km on Quilpie Adavale Road.
- Quilpie Adavale Road programmed for week of 11 march.
- Staff met with TMR to discuss updates on Road Corridor Permits
- Works Coordinator carried out a site visit with TMR Staff for the Baldy Top walkway road crossing.

Flood Damage Works TMR

- Council is currently pricing some flood damage repair works from the December 2023/ January 2024 disaster event.
- TMR will reassess some roads after recent disaster event.

Flood Damage Works Shire Roads

- Proterra Group and Council staff have begun assessing and recording flood damage issues resulting from a disaster event which occurred over December 2023 and January 2024.
- Emergent works have been carried out from these events.
- Council crews have carried out Flood Damage Emergent works on many roads throughout the Shire, including Ambathalla Rd, Adavale – Charleville Rd, Onion Creek Rd, Old Charleville Rd and Trinidad Rd.
- A Jetpatcher was hired in to carryout repairs on various sealed roads.

DRFA - FLOOD RESTORATION PROJECTS

- MARCH 2021 Event-Complete
- JANUARY 2022 Event
- SEPTEMBER 2022 Event
- June 2023 Event
- Emergent Works January 2024 Event
- COOMA ROAD BETTERMENT PROJECT-Complete

Concrete and Structures

- Concrete works completed at 18 Boobook Place.
- Concrete works completed at 62 Jabiru St.
- Crew have supplied additional 142 m³ (total 292.2 m³) concrete to Baguley Builders for Powerhouse estate.
- Crew have assisted with emergent road repairs.
- Wet weather has delayed Eromanga Transfer Station construction.

Council Buildings and Facilities

- Stennett Builders have constructed Shed at 9 Boobook Place.
- Four houses being constructed by Hoek Modular Homes are progressing in the Brisbane area.
- Two houses being constructed by Oly homes are underway.

Water and Sewerage

- Staff have undertaken a Fire Hydrant maintenance inspection program.
- Staff have commenced a Water Valve maintenance inspection program.

- Contractors have completed the Sewer Asset Inspection as part of the SWQWSA funded project.
- The Enveloping pipe for the Toompine Water Main has been installed under Quilpie Thargomindah Rd.
- Works Coordinator and Water and Sewage Supervisor have been attending virtual workshops for the Design of the Quilpie Sewage Treatment Plant.

Plant and Workshops

- The new Supervisor has attended training in Brisbane
- Council was advised the New Eromanga Hilux is ready for delivery, just waiting on QG Plates
- Council was advised the Trimax Mower Unit for John Waugh Park is on transport to Quilpie

Town Services

- Soil samples from 3 dying trees have been sent to a laboratory for analysis
- Staff assisted with setting up for Wellness week program
- Staff are completing last of the Landscaping on the 2, five bedroom houses

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.

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 TOURISM STATUS REPORT

IX: 247278

Author: Jessica Tully, Tourism Officer

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

The purpose of this report is to update the Council on Tourism activities during January 2024.

OPERATIONAL UPDATE

This month the VIC's 23/24 Audit was conducted by The Tourism Group on behalf of Tourism and Events Queensland. A success letter for the Audit was issued on February 21st. These Audits are conducted to ensure we are meeting certain requirements to keep our Visitor Information Centre accreditation.

Staff are currently working on new print run of the Visitor Guide with relevant updates including new front cover image. We hope to have these printed and distributed by end of March.

In preparation for the start of Tourist season 1st March, Museum displays have been updated throughout the Centre.

Awards:

The Visitor Centre has nominated Quilpie in the 2024 Top Tourism Town Awards, Tiny Town category. We will be working on the submission in the coming weeks with submissions due Friday 12th April.

Nominations for the 2024 Queensland Tourism Awards open Monday 4th March and the VIC intends to nominate in the Visitor Services category once again.

Gallery:

2024 Exhibitions

We are currently finalising the 2024 Calendar with exhibition dates and exhibitors as below:

5th April – 26th April Cultural Society Proposed – TBC

3rd May – 9th June Outback Gondwana Exhibition for 20year anniversary. Title TBC

20th June – 26th July NAIDOC Exhibition Exhibition title TBC

2nd August – 6th September Images of the Outback 4 photographers exhibiting.

13th September – 31st Oct Show Photos 2nd October – 25th October Combined Schools 9th November – Jan 2025 Christmas in the Gallery

Social Media - INSTAGRAM

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	595	48										
PROFILE	37	16										
VISITS												
NEW	9	6										
FOLLOWERS												İ

Social Media - FACEBOOK

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	13,790	3076										
PAGE VISITS	704	576										
NEW	13	24										
FOLLOWERS												

Website views

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022	1096	1314	1493	958	1864	1547	1638	1768	1313	913	996	642
2023	2026	1621	3287	2423	2058	2014	2009	1978	1456	1327	3621	1192
2024	1776	N/A										

Visitation numbers - Visitor Information Centre

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2019	89	52	194	443	1130	1712	2725	1440	1450	548	241	97	10,121
2020	8	42	53	0	0	446	1688	1458	2172	1111	350	146	7,474
2021	64	59	295	894	2154	2657	2950	967	1515	842	290	108	12,795
2022	66	65	314	1191	1329	1573	2650	1546	1142	552	265	155	10,848
2023	80	66	279	758	1337	2372	2299	1848	1300	496	174	111	11120
2024	121	50											

Visitation number - Visitor Information Centre (Queensland only)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2019	2	5	3	196	479	530	943	480	614	234	52	35	3573
2020	5	23	39	0	0	419	1189	1518	1743	784	170	53	5943
2021	37	50	154	651	1157	1248	1327	823	1247	558	168	59	7420
2022	47	51	217	876	846	717	1197	654	558	275	130	43	5611
2023	53	49	159	506	631	1041	904	752	597	256	38	29	5015
2024	69	28											

CONSULTATION (Internal/External)

NIL

LEGAL IMPLICATIONS

No legal implications

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FINANCIAL AND REVENUE IMPLICATIONS

Operating within budget

RISK MANAGEMENT IMPLICATIONS

Nil risk implications

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10.2.2 NDIS STATIS REPORT

IX: 247437

Author: Christine Houghton, NDIS Officer

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

Nil

OPERATIONAL UPDATE

The start of the year has been busy with implementation of 9 plans, which participants found fair and reasonable. All service agreements have been attended to and appropriate support is in place. With the start of the school year, new students that may be identified as needing a bit of extra help via the NDIS have been referred to me by the school.

Fly2Health commenced in Quilpie on the 02/02 with an Occupational Therapist, Speech Therapist and Exercise Physiologist. They will be flying in to Quilpie every second Friday. All school-aged children have their appointments at school, with thanks to Quilpie State College for allowing this as it ensures all the children attend their appointments. Adult participants are seen in their own homes where appropriate.

Physiotherapy appointments recommence on the 1st of March with Keegan Simpson. Keegan has started his own business in Longreach, Western QLD Physiotherapy, but has been visiting Quilpie Shire for the past 18 months. Keegan is well liked by all his clients and his returning is ensuring continuity of care for these clients.

The Support workers in the community continue to do an outstanding job, making a difference to many participants, who otherwise would not be able to live at home or participate in activities they enjoy.

Statistics

STATISTICS	NDIS Client Meetings	NDIS Provider Assistance Meetings	Agency Meetings
(Dec – Feb)	68	35	5

Current Issues

Nil

Correspondence / Newsletters

- NDIS Provider Newsletter
- NDS Newsletter and Webinar
- NDIS Community Engagement Newsletter
- Endeavor Newsletter
- CRU Webinar's

CONSULTATION (Internal/External)

Director Corporate and Community Services

Stakeholders

Participants

LEGAL IMPLICATIONS

N/A

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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PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT TING AGENDA 12 MARCH 2024

ORDINARY COUNCIL MEETING AGENDA

10.2.3 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

IX: 247443

Author: Toni Bonsey, Corporate and Community Administration 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 Pest and Livestock Management Coordinator's portfolio.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Wild Dog Scalps Presented to Council 01-07-2023 to 29-02-2024.

<u>Property</u>	No of Scalps			Amount of Payment
	Male	Female	Pups	
Armoobilla	2	-	-	100.00
Quilpie -Adavale Rd	1	-	-	50.00
Total	2	-	-	150.00

Wild Dog Scalps - Comparative Data Table

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Male	233	200	51	42	82	3
Female	179	106	44	17	39	-
Pups	41	47	4	8	8	-
Total	453	353	99	67	129	3

Commons and Reserves

Reserve	Condition	Notes
Quilpie Common	Very Good	The condition of all reserves is currently very good
Eromanga Common	Very Good	due to the recent rainfall.
Adavale Common	Very Good	
Warrabin Lane	Very Good	
Dillon's Well	Very Good	

Wild Dogs

Baiting:

• Hand baiting was undertaken at Beltram Park.

Trapping:

Traps laid at Coolbinga.

General:

• 70 litres of 1080 was collected last week and will give sufficient supply for the upcoming baiting program.

Local Laws

 Increasing reports of wandering dogs are being received. They are being dealt with as per Quilpie Shire Council Local Law No. 2 (Animal Management)

Pest Weeds

Routine roadside and local spraying and inspections have taken place as required throughout the month at the following locations by Council staff:

Poisoning and clearing timber from local flood ways.

A contractor is working at Armoobilla to treat Mother of Millions infestation.

General

- 4WD Recovery Courses were completed by Damien and Will 28-29 February 2024.
- Quilpie Common Muster will take place 15 & 16 March 2024

CONSULTATION (Internal/External)

Director Corporate & Community Services

Council Staff

Landholders

Community Members / Animal Owners

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

Operating within Council Budget 2023-24

RISK MANAGEMENT IMPLICATIONS

Low Risk – within standard Council operations.

OPERATIONAL STATUS REPORTS

CORPORATE AND COMMUNITY SERVICES STATUS REPORT

ORDINARY COUNCIL MEETING AGENDA

12 MARCH 2024

10.2.4 CORPORATE AND COMMUNITY SERVICES STATUS REPORT

IX: 247444

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

Can (Community Advisory Network)

A meeting of the Quilpie Community Advisory Network was held at the Quilpie MPHS on Monday 26 February 2024. Agenda items discussed at the meeting included:

- Pick of the Crop whole school healthy eating program to increase knowledge of children in relation to vegetables and fruit. This program will be offered to Quilpie State College in 2024.
- South West Primary Care Pilot Program Update on recruitment of Community Service Coordinator position which will be auspiced by Council
- SWHHS / QSC Medical Action Plan
- Appointment of Nurse Navigator to Quilpie MPHS
- Permanent staffing Quilpie MPHS
- Planning for capital works / upgrades in readiness for funding

SWHHS (Community Advisory Network)

A South West Hospital & Health Services Community Advisory Network meeting was held on 26 February 2024 which I attended via TEAMS. Agenda items discussed at the meeting included:

- Child Safe Organisation
- CAN Survey / CAN Handbook Update
- Primary Care Alliance
- Safety and Quality Strategy Development
- Consumer and Community Network Reports
- MPHS Upgrades
- Staff Shortages

Australian Services

Australian Government Mobile Services (Centrelink) will be visiting Quilpie on 18 April 2024 from 9.00am to 3.00pm and will be parked in Brolga Street at the front of the Council Administration building.

Grants & Funding

<u>Department Tourism & Sport – Active Women and Girls funding</u>

A grant funding opportunity is available to Council's for Active Women and Girl's Funding. Local Government Authorities can apply for \$25,000 (GST ex) under Category 2 of this program. We have been working with Quilpie Motorcyclist's Association to engage a tutor to deliver Rider Safety and Enhancement Courses to the community.

QFPI (Qld Feral Pest Initiative) Round 7

Planning is well underway for the FeralScan Data Capture Project funded under Round 7 of the Qld Feral Pest Initiative.

FeralScan Pest Management Data Capture Project is the introduction of an efficient, effective and wholistic approach to the identification, monitoring, and control of Pest Animals, which will provide an invaluable tool / resource for Landholders, Wild Dog Syndicate Groups, Council and other pest management Stakeholders within the Quilpie Shire, Rural and Pest Management Industries.

Council will engage an experienced Industry Consultant who was involved in the development of the FeralScan app to deliver a Train the Trainer Workshop with Council's experienced IT staff and Pest & Livestock Management staff. Upon completion of this initial workshop, Council staff will have attained the skills and knowledge to confidently present the FeralScan Workshops to landholders and other rural industry stakeholders. Their local knowledge of the area and skill sets will be an asset during the delivery of the workshops, instilling confidence in the landholders being introduced to a new digital data collection resource.

AFMG (Area Fire Management Group)

Following the Quilpie Local Government Area Pre AFMG planning meeting held on 30 January, a list of identified activities to be actioned collaboratively by Council / RFS and QFES have been noted to increase awareness, preparedness and education in relation to bushfire awareness.

A Warrego AFMG Meeting is scheduled to take place on 1 May 2024 in Charleville.

International Women's Day

A morning tea will be held at the Council Office to celebrate International Women's Day on Friday 8 March 2024. The theme of 2024 International Women's Day is *Inspire Inclusion*. When we inspire others to understand and value women's inclusion, we forge a better world. And when women themselves are inspired to be included, there's a sense of belonging, relevance, and empowerment.

Meetings Attended during the month:

- Executive Leadership Team Meetings
- Audit Committee Meeting
- Capital Catch Up
- Community Advisory Committee Meeting
- Community Advisory Network Meeting (SWHHS Board link up)
- Trademutt Shirt Initiative Meeting
- Staff Meeting

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Upcoming Meetings

- 6 March 2024 NAIDOC Week Planning Meeting
- 7 March State Library of Queensland New Grant Methodology
- 13 March Quilpie Local Governance Group Meeting (SW Primary Care Pilot Program)
- 21 March ANZAC Day Planning Meeting

Thank you Councillors

I would like to express thanks and gratitude to Councillors for their support over the years I have worked with you, particularly Cr Mackenzie, Cr Hewson and Cr Paulsen.

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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12 MARCH 2024

10.3 FINANCE SERVICES STATUS REPORTS

Nil

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 HUMAN RESOURCES STATUS REPORT

IX: 247420

Author: Maree Radnedge, HR Officer

Attachments: Nil

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.7 Staff upskilling, leadership training and wellbeing support

Initiative:

EXECUTIVE SUMMARY

This report provides information and updates to Council on various activities conducted by the Human Resources function of Council.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Training and Professional Development

Council is eligible for training grants of up to \$33,000 per year under the three-year Queensland Government 'Rural and Remote Capacity Building Project'. The first-year allocation of \$33,000 expires on 31 March 2024, and to date, Council been successful in receiving funding to conduct the following training under this program:

- 4WD and Heavy Vehicle Recovery
- Overhead Gantry Crane
- Dealing with Confrontational People
- Health and Safety Representative (HSR) Safety Obligations
- First Aid and CPR
- Asset Management Fundamentals
- Authorised Persons
- Local Laws Officer

Planning is also underway to conduct Airport Reporting Officer training with the remaining funds from this current year allocation.

In addition, Council recently conducted Aviation Fuels Handling and Refuelling training for applicable staff, and WHS Due Diligence training for Supervisors and Managers has been scheduled for April.

Staff Health and Wellbeing

Council's annual Staff Wellbeing Week was held recently commencing Monday 12 February. Various services and initiatives were provided to staff free of charge, and the below table depicts the participation rates:

<u>Service</u>	Participation Rate
Healthy Cooking Workshop	20
Brighter Super one-on-one appointment	11
Brighter Super Planning for Retirement session	3
Salary Packaging Australia (SPA) one-one appointment	11
Optometrist Eye Screening Check	23
Optometrist Full Consultation	16
Occupational Hearing Check	15
Blood Pressure and Blood Glucose Check	33

In addition, all staff attended a 2.5-hour session on musculoskeletal health and wellbeing, the Executive Leadership Team attended a leadership session with Council's Employee Assistance Program (EAP) provider Dr Lisa, and Dr Lisa held numerous one-on-one consultations with employees.

A whole of staff meeting was held with updates provided from each department, and presentations from Brighter Super, SPA and Dr Lisa.

For practicality reasons due to the high uptake of skin checks in previous years, a second Staff Wellbeing Week will be held in the week commencing Monday 27 May. In addition to skin checks and excisions, staff will be provided with the opportunity to have an optional full health check and/or heart health check, and one-on-one appointments with a Dietitian.

In addition, Council has been successful in a sponsorship application through the Queensland Mental Health Commission to host former Australian of the Year and founder of not-for-profit organisation 'Sober in the Country', Shanna Whan to participate in our Staff Wellbeing Week. Shanna's message is designed to shift mindsets and start conversations around the consumption of alcohol, specifically seeking social inclusion around alcohol consumption with her messaging that "It's OK to say NO" to beers in the bush. Sober in the Country does not advocate against alcohol consumption, but rather encourages social inclusion with their message that it's ok to say no.

Council's HR department will be collaborating with the Community Services department and Council's Health Promotions program, to host two community events at which Shanna will be the guest speaker to conclude our annual Staff Wellbeing Weeks.

Recruitment

Council has recently appointed the following positions:

- Concreter
- WHS Officer
- Labourer (Structures and Concrete) fixed term

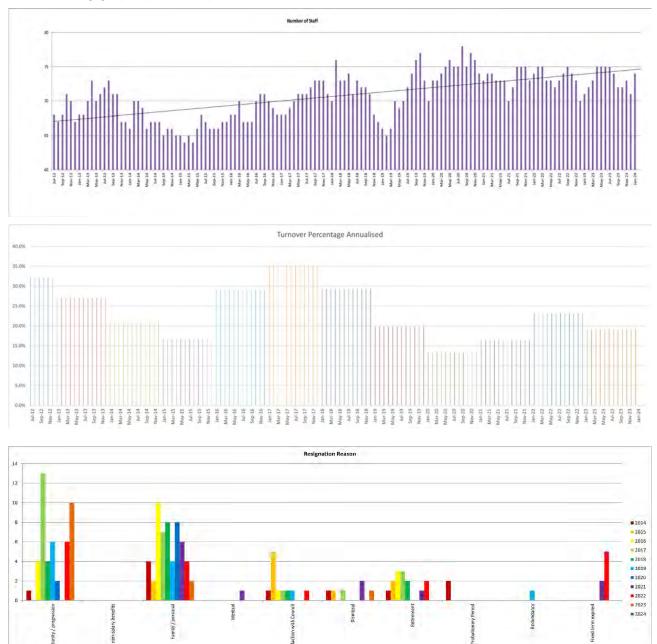
Applications have recently closed for the vacant positions of Plumber, Town Services Labourer, and Tradesperson for the Workshop.

Council will soon commence advertising the following positions:

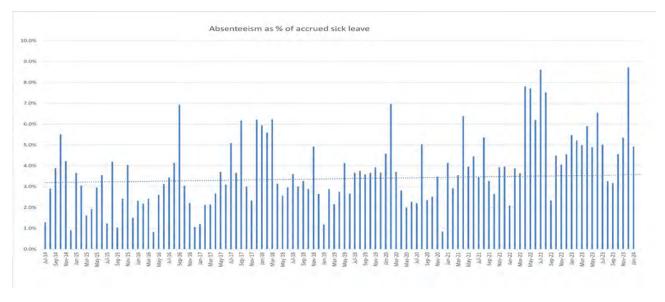
- Manager of Economic Development
- Part-time Community Services Coordinator fixed term (a position being auspiced on behalf of Queensland Health)
- Part-time Tourism Officer fixed term to operate the Quilpeta Night Show

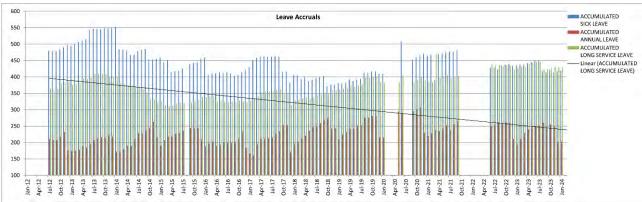
HR Metrics

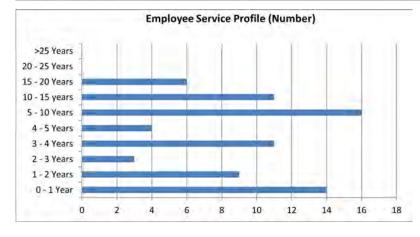
The following graphs provide updates on Council's HR Metrics:



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CONSULTATION (Internal/External)

Nil

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LEGAL IMPLICATIONS

Nil

FINANCIAL AND REVENUE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

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10.4.2 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

IX: 247677

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 February 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 dditional councillors		Not Commenced
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

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Meeting Date	Subject	Action	Comments	Status
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
1-2 February	SWQROC Meeting	St George
6 February	Department of State Development	Online
8-9 February	RAI Housing Summit	Canberra
12-16 February	Staff Wellbeing Week	Quilpie
12 February	Public Hearing - Land and Other Legislation Amendment (No.2) Bill 2023	Online
14 February	TMR/ REX Meeting	Quilpie
14 February	Councillor Workshop – LHAP	Quilpie
15 February	SWQROC – EDAC Meeting	Online
15 February	Primary Care Pilot Program Meeting	Online
16 February	DAF Meeting – Quarries	Online
16 February	Quilpie State College – 2024 Leadership Induction	Quilpie
20 February	TMR Grid Meeting	Quilpie
20 February	Council Meeting	Quilpie
21 February	Audit Committee Meeting	Quilpie
22-23 February	DDSW & Lockyer CEO Forum	Dalby
27 February	SWQROC Energy Project	Quilpie
29 February	LGMA CEO Forum	Brisbane

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Upcoming Meetings:

Date	Event	Location
1 March	LGAQ	Brisbane
6 March	Site Visits	Quilpie
7 March	Quilpie Townhouse Project Meeting	Online
8 March	DAF Meeting – Quarries	Online
12 March	Council Meeting	Quilpie
13 March	DDSW Trade and Investment Group Meeting	Online
14 March	Internal Audit Planning Meeting	Online
14 March	TMR Catch Up	Online
14 March	Regional Waste Management Plan for SWQ	Online
16 March	2024 local government quadrennial elections	
21 March	LGAQ Mayoral Welcome Call	Online
2 April	Proposed Councillor Declaration of Office and Post Election Meeting	Quilpie
5 April	Councillor Induction Day	Quilpie
9 April	Councillor Briefing Session	Quilpie
11 April	SWQROC EDAC Meeting	Online
15 April	Council Meeting	Quilpie
17 April	LGAQ – Mayoral Induction – Parliament House	Brisbane
18-19 April	AICD – Mayoral Training	Brisbane
29-30 April	SWQROC Meeting	Quilpie
TBA May	SWQROC Briefing	Quilpie
7 May	Councillor Briefing Session	Quilpie
8-9 May	LGAQ – LGx Conference	Gold Coast
17 May	DSDILGP - Councillor Induction program	Quilpie
17 May	QTC - Councillor Induction program	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

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Date	Event	Location
27 June	SWQROC Meeting	Online
2 July	Councillor Briefing Session	Quilpie
2-4 July	ALGA 2024 National General Assembly	Canberra
16 July	Council Meeting	Quilpie
17-18 July	WQAC Conference	Mount Isa
30 July	SWQROC Meeting	Online
6 August	Councillor Briefing Session	Quilpie
20 August	Council Meeting	Quilpie
29-30 August	SWQROC Meeting	Thargomindah
2 September	Councillor Briefing Session	Quilpie
17 September	Council Meeting	Quilpie
23 September	SWQROC Meeting	Roma
15 October	Councillor Briefing Session	Quilpie
21-23 October	LGAQ Annual Conference	Brisbane
29 October	Council Meeting	Quilpie
5 November	Councillor Briefing Session	Quilpie
11-12 November	SWQROC Meeting	Charleville
19 November	Council Meeting	Quilpie
3 December	Councillor Briefing Session	Quilpie
5-6 December	SWQROC Meeting	Brisbane
17 December	Council Meeting	Quilpie

OPERATIONAL UPDATES

Nil

CONSULTATION (Internal/External)

Councillors

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

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RISK MANAGEMENT IMPLICATIONS

Low Risk – Within standard operations

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11 ENGINEERING SERVICES

11.1 SUPPLY AND DELIVERY OF ONE 2 AXLE FLAT-BED DOG TRAILER

IX: 247441

Author: Brian Weeks, Works Coordinator

Attachments: 1. FWR Quote (under separate cover)

2. FWR Options (under separate cover)

3. Midlands Quote (under separate cover)

4. Midlands Brochure (under separate cover)5. Lionel Moore Brochure (under separate cover)

6. Lionel Moores Quote (under separate cover)

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 RFQM 14 23-24 Supply and Delivery of one (1), 2 axle Flat-bed Dog Trailer as part of the 2023-2024 fleet replacement program.

RECOMMENDATION

That Council resolves to:

- a. Award RFQM14 23-24 Supply and Delivery of one, 2 axle dog plant trailer to FWR Trailers for \$76,300.00 ex GST.
- b. Dispose of Plant # 221 & 323 via Public Auction
- 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 policy.

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 # 221 & 323 1131 – Plant trailers were forecasted for replacement as part of this budgeted amount. These plant items are used by the Concrete and Structures Crew, and the Plumbing Crew to transport the Skid Steer loader units to site.

From research for a replacement trailer, it was identified that the existing trailer design does not meet current weight distribution rules for a truck and trailer combination carrying a skid steer.

Procurement process

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

- FWR Australia
- Lionel Moore Trailers
- Midland Trailers

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	FWR Trailers	Lionel Moore Trailers	Midland PTY LTD
Make/ Model	2024 Dog Trailer			
Purchase Price (Ex GST)	\$40,000 (combined Budget)	\$76,300.00	\$67,909.09	\$85,028.09
Options	N/A	N/A	N/A	N/A
Grant	N/A	\$0	\$0	\$0
Final Price (Ex GST) Council Contribution		\$76,300.00	\$ \$67,909.09	\$85,028.09
Delivery Time		4 - 5 Months	10 Months	5 Months

Based on delivery time and the details provided, it is recommended that Council accept the quotation from FWR Trailers as the best value quotation.

OPTIONS

Option 1 - Recommended

That Council resolves to:

- a. Award RFQM14 23-24 Supply and Delivery of one, 2 axle dog plant trailer to FWR Trailers for \$76,300.00 ex GST.
- b. Dispose of Plant # 221 & 323 via Public Auction

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 policy.

Option 2

That Council resolves to:

- a. Award RFQM14 23-24 Supply and Delivery of 2 axle dog plant trailer to Lionel Moore Trailers for \$67,909.09 ex GST.
- b. Dispose of Plant # 221 & 323 via Public Auction
- 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 policy.

Option 3

That Council resolves to:

- d. Award RFQM14 23-24 Supply and Delivery of 2 axle dog plant trailer to Midland Trailers for \$85,028.09 ex GST.
- e. Dispose of Plant # 221 & 323 via Public Auction
- f. Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 4

That Council resolves to not accept any quotes received for RFQM14 23-24 Supply and Delivery of 2 axle dog plant trailer in accordance with S225 (3) of the LGR 2012.

CONSULTATION (Internal/External)

Director Engineering Services, Peter See

Workshop Supervisor, Daniel Varley

Concrete & Structures Supervisor, Adam Rea

Procurement Officer, Kasey Davie

Consultation Discussion.

Discussions were held with Workshop Supervisor and Concrete and Structures Supervisor, around the suppliers, options and build time of the trailer.

All 3 Suppliers build quality products, and all capable of performing well in our environment.

It was decided to stick with a mechanical suspension over the air bag suspension, as this was felt to be better for the work the trailer will be doing.

The FWR Trailer was recommended due to current estimated build times.

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.

FINANCIAL AND RESOURCE IMPLICATIONS

Already in Budget, savings from excluding Generators in Plant Replacement for 23-24

RISK MANAGEMENT IMPLICATIONS

Nil

12 CORPORATE AND COMMUNITY SERVICES

12.1 COMMUNITY ASSISTANCE GRANT APPLICATION - TOOMPINE PROGRESS ASSOC. INC.

IX: 247124

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: 1. Community Assistance Grant Application (under separate cover)

KEY OUTCOME

Kev 1. Great Place to Live

Outcome:

Key 1.2 Spaces to bring people together for recreation, socialisation and enjoyment

Initiative: of the landscapes

EXECUTIVE SUMMARY

The Toompine Progress Association have submitted a Community Assistance Grant Application requesting Sponsorship for their 2024 Annual Easter Gunshoot. The sponsorship money will be used to offer a competition prize pool. The 2024 Toompine Annual Easter Gunshoot will be held 30th & 31st March 2024.

RECOMMENDATION

1. That Council notes the Community Assistance Grant Application submitted by Toompine Progress Association and approves sponsorship of the 2024 Toompine Annual Easter Gunshoot with a cash contribution of \$5,000.

BACKGROUND

The Toompine Easter Gunshoot is an event that has been held for 50 years and over the last 11 years has grown into a two-day carnival.

With the cost of fuel and general expenses increasing it is the Committee's belief offering cash prize incentives will make the carnival more appealing for shooters from away to attend.

The Committee would be grateful for any amount of Sponsorship the Quilpie Shire Council would be willing to commit to.

Shooters from all over Queensland and New South Wales, including shooters from Sydney, will be travelling to attend. Our reputation for hosting a terrific, well-run, and fun carnival is growing and we are very proud of what we have achieved. Monies raised from the carnival are utilised to improve our facilities for community use.

Previous Approved Applications

2023 - In-kind - Generator and extra wheelie bins

2022 – In-kind skip bins

2021 - Cash contribution of \$2,000, and In-kind use of generator.

OPTIONS

Option 1 - Recommended

That Council notes the Community Assistance Grant Application submitted by Toompine Progress Association and approves sponsorship of the 2024 Toompine Annual Easter Gunshoot with a cash contribution of \$5,000.

Option 2

That Council notes the Community Assistance Grant Application submitted by Toompine Progress Association and approves a direct cash contribution of a different amount to be used to offer a prize pool at their 2024 carnival.

Option 3

That Council notes the Community Assistance Grant Application submitted by Toompine Progress Association and declines the direct cash contribution request.

CONSULTATION (Internal/External)

Quilpie Shire Council staff

Toompine Progress Association Inc.

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Regulation 2012

Part 5 Community grants

Section 194 Grants to community organisations

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

- (a) if the local government is satisfied
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

Section 195 Community grants policy

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

Council Policy:

C.01 Community Assistance Program Policy

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

The identified priorities for funding under this program are:

 To assist a community organisation where there is a genuine need or hardship preventing them from operating or undertaking core activities;

- To enhance existing events or programs to increase the benefits to the community;
- To enhance economic development and skills base in the Shire;
- To develop open spaces and sport and recreation facilities within the Shire;
- To promote active participation from a range of community sectors such as youth, aged, family, urban, rural etc; and
- To promote local procurement.

FINANCIAL AND RESOURCE IMPLICATIONS

2023/2024 BUDGET: \$53,000.00

2023/2024 COMMUNITY ASSISTANCE APPROVED APPLICATIONS				
Month	Organisation/Event	Cash Contribution	In-kind Contribution	In-kind \$ Value
August	Community Yoga		Fee Waiver Supper Room	\$3,400.00
August	Quilpie & District Show & Rodeo	\$10,000.00		
August	Quilpie & District Show & Rodeo		50,000 Liters potable water, water truck, operator, generator, and portable lighting.	
August	Quilpie Motorcyclist Association	\$2,500.00	100 Chairs, 10 tables, bain marie, generator, 15 wheelie bins, 3 pop up tents & 1 x 18m2 Skip bin	\$860.00
August	Quilpie Sporting Clays		Cam -Am Buggy	
September	St Finbarr's Mystery Holiday Sponsorship	\$500.00		
September	All About Aquatics - Halloween	\$1,000.00		
November	Care Outreach		Bullo Park hire fee, 5 tables, use of BBQ and gas	
November	St Finbarr's School		Bain-Marie, generator	
December	Quilpie Cricket Club		50 Chairs, 3 x portable shade structures, use of kiosk at JW Park	
January	Fly2Health		50% discount on Hire Fees for the Quilpie Shire Hall supper Room fortnightly from Feb - Dec	\$1,575.00

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February	Adavale Sport & Rec		In-kind 90 cubic meters sandy loam, 1 x 12ms skip bin, and 10 wheelie bins	\$2,000.00
February	Kos Siwers - Blokarts in Adavale		Grading between sandy areas near the town bore (amount possibly minor but would consult with operator on this). Clear rake of some low growth.	\$2,000.00
February	Eromanga District Rodeo Assoc.	\$4,300.00	In-kind, Whippersnip and Mow, inspect water and plumbing at the facility, and engage electrician to do electrical inspection at facility	\$5,000.00
February	Quilpie Diggers Club Sponsorship	\$2,000.00		
TOTAL		\$20,300.00		\$14,835.00

RISK MANAGEMENT IMPLICATIONS

Low Risk – All works to be carried out following Council Standard Operational Procedures.

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12.2 COMMUNITY ASSISTANCE GRANT APPLICATION - ADAVALE SPORT & RECREATION ASSOCIATION INC.

IX: 247129

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: 1. Sponsorship Proposal 2024 Adavale Sport & Rec (under separate

cover)

KEY OUTCOME

Key 1. Great Place to Live

Outcome:

Key 1.2 Spaces to bring people together for recreation, socialisation and enjoyment

Initiative: of the landscapes

EXECUTIVE SUMMARY

The Adavale Sport & Recreation Association Inc. have submitted a Community Assistance Grant Application inviting Quilpie Shire Council to Sponsor the 2024 Muster in the Mulga event to be held on 5, 6, 7, April 2024.

RECOMMENDATION

1. That Council notes the Community Assistance Grant Application requesting sponsorship for the Adavale Muster in the Mulga event received from the Adavale Sport & Recreation Association Inc. and approves \$8,500.00 cash contribution toward an event of the Committee's choice.

BACKGROUND

Adavale Muster in the Mulga is an annual event held at the Adavale Sport & Rec grounds. This year the event will take place 5, 6, & 7 April and Council has been invited to sponsor the event.

The 2024 Event Program will include:

- Campdraft
- Rodeo
- Horse Gymkhana
- Motorbike Gymkhana

Council's sponsorship and valued support will be promoted throughout the three day event and Council's logo will also be displayed on promotional material. Any further promotional material Council may have can also be displayed.

If Council chooses to sponsor the 2024 Muster in the Mulga, the Committee also requests advice regarding which of the abovementioned event/s Council would prefer to support.

Community Assistance Grant funding previously awarded to Adavale Sport & Recreation Inc. to support their annual event:

2023 – Cash contribution of \$10,000 towards cost of insurance, ambulance, and entertainment.

2023 - In-kind - 1 x 12m² Skip bin and 10 wheelie bins delivered to Adavale

- 2022 Cash contribution of \$8,500 towards the cost of insurance, ambulance, and entertainment.
- 2022 In-kind 1 x 12m² Skip bin and 10 Wheelie bins delivered to Adavale.
- 2021 Cash contribution \$8,500, to the Stockman's Challenge Rodeo, Gymkhana and bikekhana.
- 2020 Cash contribution \$5,000 to the Stockman's Challenge Rodeo, Gymkhana and bikekhana.

OPTIONS

Option 1 - Recommended

That Council notes the Community Assistance Grant Application requesting sponsorship for the Adavale Muster in the Mulga event received from the Adavale Sport & Recreation Association Inc. and approves \$8,500.00 cash contribution toward an event of the Committee's choice.

Option 2

That Council notes the Community Assistance Grant Application requesting sponsorship for the Adavale Muster in the Mulga event received from the Adavale Sport & Recreation Association Inc. and approves a cash contribution of a different amount toward an event of the Committee's choice.

Option 3

That Council notes the Community Assistance Grant Application requesting sponsorship for the Adavale Muster in the Mulga event received from the Adavale Sport & Recreation Association Inc. and declines to sponsor the event.

CONSULTATION (Internal/External)

Quilpie Shire Council staff

Adavale Sport & Recreation Association Inc.

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Regulation 2012

Part 5 Community grants

Section 194 Grants to community organisations

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

- (a) if the local government is satisfied
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

Section 195 Community grants policy

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

Council Policy:

C.01 Community Assistance Program Policy

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

The identified priorities for funding under this program are:

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

FINANCIAL AND RESOURCE IMPLICATIONS

2023/2024 BUDGET - \$53,000.00

Month	Organisation/Event	Cash Contribution	In-kind Contribution	In-kind \$ Value
August	Community Yoga		Fee Waiver Supper Room	\$3,400.00
August	Quilpie & District Show & Rodeo	\$10,000.00		
August	Quilpie & District Show & Rodeo		50,000 Litres potable water, water truck, operator, generator, and portable lighting.	
August	Quilpie Motorcyclist Association	\$2,500.00	100 Chairs, 10 tables, bain marie, generator, 15 wheelie bins, 3 pop up tents & 1 x 18m2 Skip bin	\$860.00
August	Quilpie Sporting Clays		Cam -Am Buggy	
September	St Finbarr's Mystery Holiday Sponsorship	\$500.00		
September	All About Aquatics - Halloween	\$1,000.00		
November	Care Outreach		Bullo Park hire fee, 5 tables, use of BBQ and gas	
November	St Finbarr's School		Bain-Marie, generator	

December	Quilpie Cricket Club		50 Chairs, 3 x portable shade structures, use of kiosk at JW Park	
January	Fly2Health		50% discount on Hire Fees for the Quilpie Shire Hall supper Room fortnightly from Feb - Dec	\$1,575.00
February	Adavale Sport & Rec		In-kind 90 cubic meters sandy loam, 1 x 12ms skip bin, and 10 wheelie bins	\$2,000.00
February	Kos Siwers - Blokarts in Adavale		Grading between sandy areas near the town bore (amount possibly minor but would consult with operator on this).	\$2,000.00
			Clear rake of some low growth.	
February	Eromanga District Rodeo Assoc.	\$4,300.00	In-kind, Whippersnip and Mow, inspect water and plumbing at the facility, and engage electrician to do electrical inspection at facility	\$5,000.00
February	Quilpie Diggers Club Sponsorship	\$2,000.00		
TOTAL		#00 000 00		Φ44 005 00
TOTAL		\$20,300.00		\$14,835.00

RISK MANAGEMENT IMPLICATIONS

Low Risk – All works to be carried out following Council Standard Operational Procedures.

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12.3 COMMUNITY ASSISTANCE GRANT APPLICATION - QUILPIE CULTURAL SOCIETY ARTS DEVELOPMENT OFFICER

IX: 247249

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: 1. Application - Cultural Society 2024 Arts Development Officer.pdf

(under separate cover)

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 Quilpie Cultural Society have submitted a Community Assistance Grant Application for financial assistance of \$3,000 to continue employing an Arts Development Officer. The Arts Development Officer's role is to source funding, prepare and lodge grant applications through the Quilpie Shire and Regional Arts Development Fund, prepare and lodge acquittals, advertisement, social media, and reporting.

RECOMMENDATION

1. That Council approves the Community Assistance Grant Application submitted by Quilpie Cultural Society requesting \$3,000 financial assistance to continue employing an Arts Development Officer.

BACKGROUND

The Quilpie Cultural Society is made up of many volunteers who organise the tutors and set up workshops, they also commit to showing the tutors around the local region, promoting our Shire. The Cultural Society provide a variety of workshops including Silversmithing, Sewing, Furniture restoration, and painting to name just a few. The quality of the tutors and workshops have put Quilpie on the map for excellence. Participants attending the Cultural Society workshops are not only from the Quilpie Shire but also travel from Paroo, Murweh, and even outback NSW.

The employment of an Arts Development Officer is possible due to the success of Community Assistance Grant Program applications, without this assistance the Quilpie Cultural Society would not be in a financial position to offer the diverse and exceptional range of quality workshops to the community members.

Although the costs of tutors, workshops, travel and accommodation are continually rising the Quilpie Cultural Society has committed to not increasing fees this year in an attempt to enable the community to continue attending affordable workshops and maintain high attendance numbers.

Community Assistance Grant funding previously awarded to Quilpie Cultural Society to assist with employing and Arts Development Officer:

2022-2023 \$3,000.00

2021-2022 \$3,000.00

2020-2021 \$2,800.00

2019-2020 \$2,800.00

OPTIONS

Option 1.

1. Council approves the Community Assistance Grant Application submitted by Quilpie Cultural Society requesting \$3,000 financial assistance to continue employing an Arts Development Officer.

Option 2.

 Council approves the Community Assistance Grant Application submitted by Quilpie Cultural Society to continue employing an Arts Development Officer for a different cash contribution amount.

Option 3.

3. Council does not approve the Community Assistance Grant Application submitted by Quilpie Cultural Society for a cash contribution to employ an Arts Development Officer.

CONSULTATION (Internal/External)

Quilpie Shire Council

Quilpie Cultural Society

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Regulation 2012

Part 5 Community grants

Section 194 Grants to community organisations

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

- (a) if the local government is satisfied
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

Section 195 Community grants policy

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

Council Policy:

C.01 Community Assistance Program Policy

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

The identified priorities for funding under this program are:

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

FINANCIAL AND RESOURCE IMPLICATIONS

2023/2024 BUDGET - \$53,000.00

2023/2024 COMMUNITY ASSISTANCE APPROVED APPLICATION					
Month	Organisation/Event	Cash Contribution	In-kind Contribution	In-kind \$ Value	
August	Community Yoga		Fee Waiver Supper Room	\$3,400.00	
August	Quilpie & District Show & Rodeo	\$10,000.00			
August	Quilpie & District Show & Rodeo		50,000 Liters potable water, water truck, operator, generator, and portable lighting.		
August	Quilpie Motorcyclist Association	\$2,500.00	100 Chairs, 10 tables, bain marie, generator, 15 wheelie bins, 3 pop up tents & 1 x 18m2 Skip bin	\$860.00	
August	Quilpie Sporting Clays		Cam -Am Buggy		
September	St Finbarr's Mystery Holiday Sponsorship	\$500.00			
September	All About Aquatics - Halloween	\$1,000.00			
November	Care Outreach		Bullo Park hire fee, 5 tables, use of BBQ and gas		
November	St Finbarr's School		Bain-Marie, generator		
December	Quilpie Cricket Club		50 Chairs, 3 x portable shade structures, use of kiosk at JW Park		

January	Fly2Health		50% discount on Hire Fees for the Quilpie Shire Hall supper Room fortnightly from Feb - Dec	\$1,575.00
February	Adavale Sport & Rec		In-kind 90 cubic meters sandy loam, 1 x 12ms skip bin, and 10 wheelie bins	\$2,000.00
February	Kos Siwers - Blokarts in Adavale		Grading between sandy areas near the town bore (amount possibly minor but would consult with operator on this). Clear rake of some low growth.	\$2,000.00
February	Eromanga District Rodeo Assoc.	\$4,300.00	In-kind, Whippersnip and Mow, inspect water and plumbing at the facility, and engage electrician to do electrical inspection at facility	\$5,000.00
February	Quilpie Diggers Club Sponsorship	\$2,000.00		
TOTAL		\$20,300.00		\$14,835.00

RISK MANAGEMENT IMPLICATIONS

Low Risk – All works to be carried out following Council Standard Operational Procedures.

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12.4 COMMUNITY ASSISTANCE GRANT APPLICATION - QUILPIE TRIATHLON CLUB

IX: 247427

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: 1. Community Assistance Application (under separate cover)

2. Scody Quote (under separate cover)

3. Bank Statement (under separate cover)

4. Design Concept (under separate cover)

KEY OUTCOME

Key 1. Great Place to Live

Outcome:

Key 1.2 Spaces to bring people together for recreation, socialisation and enjoyment

Initiative: of the landscapes

EXECUTIVE SUMMARY

The Quilpie Triathlon Club have submitted a Community Assistance Grant Application requesting a cash contribution of \$2,500 to assist in the cost of the initial purchase of Triathlon apparel by the club to be sold to club members. The Quilpie Triathlon Club would incorporate the QSC Logo onto the apparel to display sponsorship.

RECOMMENDATION

1. That Council notes the Community Assistance Grant Application submitted by the Quilpie Triathlon Club and agrees to a cash contribution of \$2,500 to the Quilpie Triathlon Club to assist with the purchase of Triathlon apparel to on-sell to Club members.

BACKGROUND

The Quilpie Sunday Triathlon has been running since 2017. The annual Triathlon has gathered momentum over the years and the Quilpie Triathlon Committee intend to hold another Triathlon this year due to popular demand. Customised apparel promotes Quilpie when competitors are participating in competitions locally and in other towns. Other Clubs have custom designed apparel showcasing the town they are representing, and Quilpie would also be in that category.

Due to the increasing number of cycling enthusiasts residing in Quilpie currently, the Quilpie Triathlon Club has intentions of hosting some long-distance cycling tours throughout the district. i.e. Quilpie to Toompine, Quilpie to Eromanga, and Quilpie to Cooladdi.

The Quilpie Motorcyclists Assoc. (QMA) is the auspicing body for the Quilpie Triathlon Club (which is in the process of acquiring its own standalone bank account) The Triathlon Club has \$1,500.00 in cash currently to deposit when account authorisation is finalised. The Motorcyclist Assoc. has \$18,000.00 currently available. Bank Statement provided.

Funding has been provided by other sponsors / Community businesses willing to donate towards the purchase of apparel to enable the Triathlon Club to get on its feet with a view to funding its own activities moving forward.

The monetary support from Council and others will enable the Triathlon Club to increase its funds by sale of the apparel to members of the Club and Community alike.

Events the Triathlon Club will participate in this year across the State will be held at Charleville, Cunnamulla, St George, Goondiwindi, Ipswich, Toowoomba, Bribie Island and Kingscliff. Recently, a Quilpie community member was successful in being selected for Junior State Trials at Kawana and will be competing at Hervey Bay!

Promotion of Quilpie Triathlon apparel could spark interest from other competitors or clubs to make the trek out west to participate in events or spectate. Sponsorship of apparel will assist in meeting safety requirements and regulations in addition to providing an affordable and stylish Triathlon uniform.

OPTIONS

Option 1 - Recommended

That Council notes the Community Assistance Grant Application submitted by the Quilpie Triathlon Club and agrees to a direct cash contribution of \$2,500 to the Quilpie Triathlon Club to assist with the purchase of triathlon apparel to on-sell to club members.

Option 2

That Council notes the Community Assistance Grant Application submitted by the Quilpie Triathlon Club and agrees to a direct cash contribution of a different amount to assist with the purchase of triathlon apparel to sell on to club members.

Option 3

That Council notes the Community Assistance Grant Application received from Quilpie Triathlon Club and does not approve a direct cash contribution.

Previous Approved Applications

The Quilpie Triathlon Club have made no previous applications.

CONSULTATION (Internal/External)

Quilpie Triathlon Club

Quilpie Shire Council staff

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Regulation 2012

Part 5 Community grants

Section 194 Grants to community organisations

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

- (a) if the local government is satisfied
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

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Council Policy:

C.01 Community Assistance Program Policy

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

The identified priorities for funding under this program are:

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

FINANCIAL AND RESOURCE IMPLICATIONS

2023/2024 COMMUNITY ASSISTANCE GRANT APPROVED APPLICATION					
3		Cash Contribution	In-kind Contribution	In-kind \$ Value	
August	Community Yoga		Fee Waiver Supper Room	\$3,400.00	
August	Quilpie & District Show & Rodeo	\$10,000.00			
August	Quilpie & District Show & Rodeo		50,000 Liters potable water, water truck, operator, generator, and portable lighting.		
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August	Quilpie Sporting Clays		Cam -Am Buggy		
September	St Finbarr's Mystery Holiday Sponsorship	\$500.00			
September	All About Aquatics - Halloween	\$1,000.00			

November	Care Outreach		Bullo Park hire fee, 5 tables, use of BBQ and gas	
November	St Finbarr's School		Bain-Marie, generator	
December	Quilpie Cricket Club		50 Chairs, 3 x portable shade structures, use of kiosk at JW Park	
January	Fly2Health		50% discount on Hire Fees for the Quilpie Shire Hall supper Room fortnightly from Feb - Dec	\$1,575.00
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February	Eromanga District Rodeo Assoc.	\$4,300.00	In-kind, Whippersnip and Mow, inspect water and plumbing at the facility, and engage electrician to do electrical inspection at facility	\$5,000.00
February	Quilpie Diggers Club Sponsorship	\$2,000.00		
TOTAL		\$20,300.00		\$14,835.00

RISK MANAGEMENT IMPLICATIONS

Low Risk – All works to be carried out following Council Standard Operational Procedures.

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STRATEGIC DECISION REPORT FINANCE 12 MARCH 2024

13 FINANCE

Nil

14 GOVERNANCE

14.1 AUDIT COMMITTEE REPORT

IX: 247253

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Audit Committee Minutes 21 February 2024

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.3 Maintain good corporate governance

Initiative:

EXECUTIVE SUMMARY

This report will present the Audit Committee Draft Minutes of Meeting held on Wednesday 21 February 2024.

RECOMMENDATION

That Council receive and note the Draft Minutes of Meeting held on Wednesday 21 February 2024.

BACKGROUND

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

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

The audit committee met on the 21 February 2024 and the minutes of the meeting are the written report about the matters discussed.

CONSULTATION (Internal/External)

Audit Committee

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

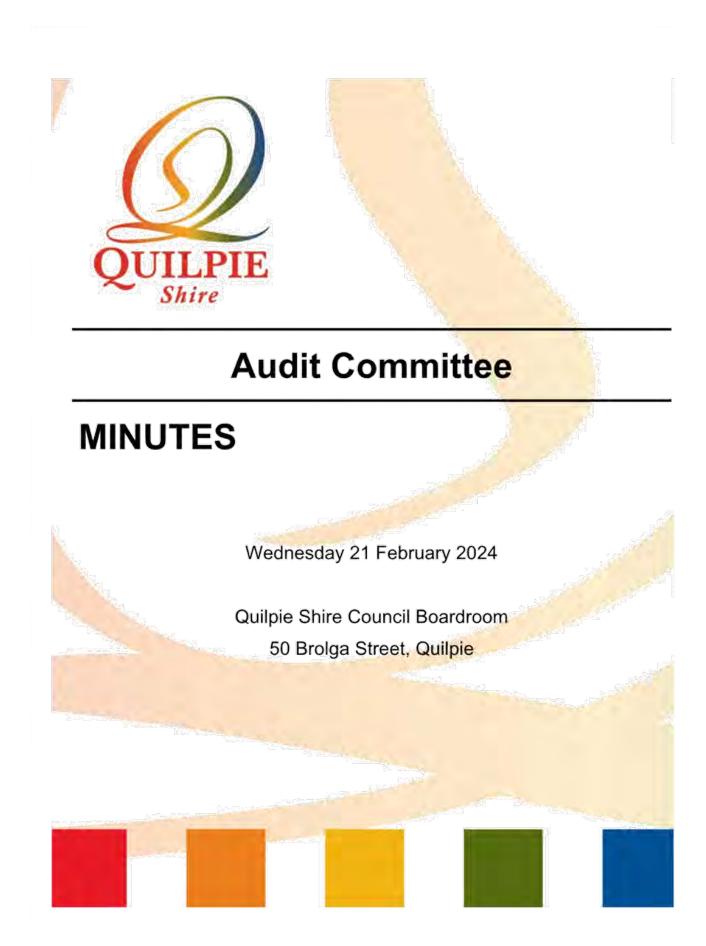
FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

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AUDIT COMMITTEE MEETING MINUTES

21 FEBRUARY 2024

MINUTES OF QUILPIE SHIRE COUNCIL AUDIT COMMITTEE MEETING HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE ON WEDNESDAY, 21 FEBRUARY 2024 AT 8.30 AM

1 OPENING OF MEETING

The Chair declared the meeting open at 9:03am

2 ATTENDANCE

Cr Roger Volz, Ms Kerri Mooring, Cr Jennifer Hewson, Cr Lyn Barnes, Mayor Stuart Mackenzie (Zoom)

In Attendance:

Justin Hancock (CEO), Lisa Hamlyn (Director Corporate & Community Services), Janelle Menzies (Manager Governance & Compliance) and Belinda Kindelan (Secretariat)

Via Teams:

Michael Clayton QAO, Dale Hassell QAO, Steven Stavrou RSM, James Foley RSM, Wayne Gorrie OCM (Internal Auditors) and Daniel Newby (Internal Auditor)

3 APOLOGIES

Mr Robert Hall, Sharon Frank (Manager Finance and Administration) Cr Bruce Paulsen

4 PREVIOUS MINUTES

4.1 AUDIT COMMITTEE MEETING OF QUILPIE SHIRE COUNCIL HELD ON MONDAY 11 SEPTEMBER 2023

RESOLUTION NO: (AC001-02-24)

Moved: Ms Kerri Mooring Seconded: Ms Jennifer Hewson

That the Minutes of the Audit Committee Meeting held on 11 September 2023 be received and the recommendations therein be adopted.

3/0

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 GENERAL BUSINESS

A query has been made by an Audit Committee member regarding the Audit Committees roles in Fraud Prevention including Credit Cards, creditor payments and payroll processing.

A response to be given to Committee member in regard to the role of Audit committee by the Queensland Audit Office and confirmed by external auditors.

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AUDIT COMMITTEE MEETING MINUTES

21 FEBRUARY 2024

The Audit committee is not a transactional reviewing committee. It is a Governance Committee that ensure appropriate risks and control measures are in place which includes engaging internal and external auditors.

Thank you to Stuart Mackenize and Jenny Hewson for their contribution to Council and the Audit Committee.

6.1 QUEENSLAND AUDIT OFFICE - BRIEFING PAPER FEBRUARY 2024

EXECUTIVE SUMMARY

On behalf of the Queensland Audit Office and RSM Australia Partners, the Briefing Paper for February 2024 is presented to the Audit Committee.

RESOLUTION NO: (AC002-02-24)

Moved: Ms Kerri Mooring Seconded: Ms Jennifer Hewson

That the Audit Committee receive and note the Queensland Audit Office Briefing Paper for February 2024.

3/0

6.2 INTERNAL AUDIT REPORTS

EXECUTIVE SUMMARY

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

RESOLUTION NO: (AC003-02-24)

Moved: Ms Jennifer Hewson Seconded: Ms Kerri Mooring

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

3/0

6.3 EXTERNAL AUDIT PLAN 2024

EXECUTIVE SUMMARY

On behalf of the Queensland Audit Office and RSM, the External Audit Plan for 2024 is presented to the Audit Committee.

RESOLUTION NO: (AC004-02-24)

Moved: Ms Jennifer Hewson Seconded: Ms Kerri Mooring

That the Audit Committee receive and note the 2024 External Audit Plan as presented by the Queensland Audit Office and RSM.

3/0

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T9 | P a g e

AUDIT COMMITTEE MEETING MINUTES

21 FEBRUARY 2024

6.4 FINANCIAL STATEMENTS 2023/24 TIMETABLE

EXECUTIVE SUMMARY

The purpose of this report is to present to the Audit Committee a timetable for the preparation of the Financial Statements for 2023/24.

RESOLUTION NO: (AC005-02-24)

Moved: Ms Kerri Mooring Seconded: Ms Jennifer Hewson

That the Audit Committee receive and note the project timetable for the preparation of the

2023/24 Financial Statements, as presented.

3/0

6.5 NEW SUSTAINABILITY FRAMEWORK (AND MEASURES) FOR QUEENSLAND LOCAL GOVERNMENTS

EXECUTIVE SUMMARY

The purpose of this report is to provide the Audit Committee with information on the New Sustainability Framework (and Measures) for Queensland Local Governments.

Noted

6.6 AUDIT ACTION PLAN - UPDATE

EXECUTIVE SUMMARY

To provide the Audit Committee an update on the Audit Action Plan.

RESOLUTION NO: (AC006-02-24)

Moved: Ms Kerri Mooring Seconded: Ms Jennifer Hewson

That the Audit Committee receive and note the Audit Action Plan – Update.

3/0

7 NEXT MEETING

The next Audit Committee Meeting of Quilpie Shire Council to be advised due to new Councillors commencing, likely in May 2024.

8 MEETING CLOSED

There being no further business the Chair declared the meeting closed at 9:52am

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14.2 POLICY REVIEW

IX: 247402

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Best Practice Standing Order Guide 2024

2. Cemetery Management Policy

3. Museum Collection Policy

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.3 Maintain good corporate governance

Initiative:

EXECUTIVE SUMMARY

The purpose of this report is to present the reviewed Best Practice Standing Order Guide from the Local Government Division of the Department of Housing, Local Government, Planning and Public Works as well as the reviewed and updated Cemetery Management Policy and Museum Collection Policy.

RECOMMENDATION

That the Council adopt the Best Practice Standing Orders Guide, the reviewed Cemetery Management Policy and the Museum Collection Policy.

BACKGROUND

The Local Government Division of the Department of Housing, Local Government, Planning and Public Works have reviewed the Best Practice Standing Orders Guide in February 2024 which have been updated to include changes from the recent Conduct Bill amendments. A highlighted version with the changes is attached.

The Council adopted the previous version dated June 2023 at the Council Meeting on 15 January 2024. (Resolution QSC012-01-24)

As part of the Council's policy review program, the Cemetery Management Policy and the Museum Collection Policy have been reviewed and amended. The amendments have been highlighted.

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

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

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

February 2024

Last updated:

Date	Version number	Officer's Name	Approved
10 November 2022	004	P Cameron	Director G&C
30 November 2023	005	P Cameron	Director G & C
22 January 2024	006	P Cameron	Director G & C
12 February 2024	007	P Cameron	Director G& C



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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.

An electronic copy of this document is available on the Department of Housing, Local Government, Planning and Public Works website at www.statedevelopment.qld.gov.au/local-government



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Intent

To assist local governments, the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) 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 meeting procedures that deal with matters during local government meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the DHLGPPW model meeting procedures and the meeting provisions in 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 a 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, another 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, another councillor chosen by the councillor's 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:

Queensland

- 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. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.

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
 - · councillor conduct breach investigation reports provided by the investigator
 - · deputations and delegations from the community that are approved to attend
 - any other business the local government 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 local government 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, including any summary investigation report for a conduct breach matter, 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



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- 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 may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

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 local government, 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 local government 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 local government 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 local government 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 local government 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 local government meeting must also give notice during the meeting at 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 local government 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,



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- the nature of the councillor's relationship with the entity,
- details of the councillor's, and any other entity's, interest in the matter.
- 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 prescribed 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 local government 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 more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government 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. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

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 local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.



- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government 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:
 - the name of the related party to the councillor; and
 - o the nature of the relationship of the related party to the councillor; and
 - 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:
 - o 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.
- 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 eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can 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 eligible councillor/s 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 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 and any 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.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer 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 the local government 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 councillor's participation in the meeting with a declarable conflict of interest, 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.
- 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 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 local government meeting about the same matter e.g. 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. If more than one councillor is reported by another councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

11.1. The chairperson then should ask the 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 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 councillor's 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 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 local government 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.

Note: The minutes must include 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 local government's decision on what actions the councillor with a declarable conflict
 of interest must take and the reasons for the decision
- 11.6. The minutes of the meeting must record the name of each eligible councillor who voted on the matter and how each voted.

The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter). 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.

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 local government 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 local government
 - 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 unless the LGA or another Act provides that the local government must decide the matter.
- 12.2. The local government 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 the local government, or
 - The chairperson of a standing committee or joint standing committee of the local government (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 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.
- 12.4. The local government may only delegate a power to make a decision about a councillor's 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 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:
 - The mayor, or
 - The Establishment and Coordination Committee, Brisbane City Council, or
 - A standing committee of the local government.
- 12.6. 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.



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 local government and cannot be withdrawn without the consent of the local government 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 will 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.

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 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 local government meeting is inconsistent with a recommendation or advice given to the local government 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 local government 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.

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 local government, 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 local government 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 (5 business days).



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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:
 - that the question/motion be now put before the meeting
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceeds to the next item of business
 - that the question lie on the table
 - a point of order
 - a motion of dissent against the chairperson's decision
 - that this report/document be tabled
 - to suspend the rule requiring that (insert requirement)
 - 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 local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government 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 local government 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.
- 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.
- 21.9 For example: 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 local government 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 local government 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.

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 local government meeting and contravenes a behavioural standard of the <u>Code of Conduct for Councillors</u>. When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed:

23.1 When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following must occur:



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- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- 23.2 The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. 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 section 23.7 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 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 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.

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.

24 Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 24.1 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.
- 24.2 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 chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present,



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- excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3 The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and 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 above for declarable conflict of interest.
- 24.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5 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.
- 24.6 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).
- 24.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8 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.
- 24.9 The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. 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.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on 3 occasions within a 12- month period, 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 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.

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

Under chapter 5A, part 3, division 3A of the LGA, the Independent Assessor (the Assessor) must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds 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 of three instances of unsuitable meeting conduct orders within a 12 month period.

- 25.1. In relation to matters referred by the Assessor to the local government, the local government may decide:
 - not to start or discontinue an investigation if the complainant withdraws the complaint,
 or
 - the complainant 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).

- 25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless the decision has been delegated 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. Under the LGA and COBA decisions about a conduct breach can only be delegated to the Mayor or a standing committee and under COBA to the Establishment and Coordination Committee.
- 25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:
 - 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.
 - No resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
 - 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.
 - The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the



- evidence or written submission about the conduct breach provided by the councillor to the local government.
- 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.
- 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. 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 eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required 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 under section 150AH of the LGA.

Note: 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.

- 25.4. 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:
 - 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 or
 - 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.

Note: A 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 delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.

If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

25.5. 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 150AH of the LGA,



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.

- 25.6. The local government 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 apology, in the way decided by the local government, for the 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 local government meeting
 - an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
 - 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 local government for all or some of the costs arising from the councillor's conduct breach.
- 25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 25.8. 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.
- **Note:** The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor 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.

26 General conduct during meetings

- 26.1 After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 26.2 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.
- 26.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 26.4 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.

27 Disorder

27.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.



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27.2 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 deferred to a future meeting.

Attendance and non-attendance

28 Attendance of public and the media at a local government meeting

- 28.1 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.
- 28.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

29 Closed session

- 29.1 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 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 local governments budget which does not include the monthly financial statements;
 - 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 local government 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
 - A matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.
- 29.2 A local government 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.
- 29.3 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 local government 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 available,
- decide by resolution 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.
- 29.4 None of the above will be considered, discussed, voted on or made during a closed session.
- 29.5 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).
- 29.6 To take a matter into a closed session the local government 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 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.
 - no resolution can be made while in a closed meeting (other than a procedural resolution).

30 Teleconferencing of meetings

30.1 If a councillor wishes to be absent from a local government 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 local government or committee meeting by teleconference.

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

30.2 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.



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1. OBJECTIVE

To provide guidelines for cemetery operations for Quilpie Shire Council in the capacity of cemetery owners and operators.

SCOPE

This Policy applies to all cemeteries administered, operated and maintained by Quilpie Shire Council in the present and future, which currently includes:

- Quilpie Cemetery
- Eromanga Cemetery
- Adavale Cemetery
- Toompine Cemetery

STATEMENT

3.1 Days and Hours of Operation

Council's Customer Service Centre operates within standard hours, currently 8.00am to 5.00pm – Monday to Friday.

Council provides Cemetery Services upon application being made and accepted during all normal work days, weekends and public holidays - except for Australia Day, Christmas Day, Boxing Day, New Year's Day, Good Friday through to Easter Monday and ANZAC Day. (Please note weekends and public holidays incur higher fees).

Applications received will be reviewed, and acceptance of the application will be notified in writing. Verbal approval will be provided where written approval is not practical. Reason(s) for non-acceptance will be notified in writing to the applicant as soon as practical.

3.2 WORK UNDERTAKEN WITHIN CEMETERIES

Council does not permit any person to undertake any activity within a Council controlled Cemetery unless the activity has been approved by Council

3.3 REGISTER OF BURIAL PLACES

A register of burials will be kept by Council in respect to all burial places under Council's control (where records are available).

A register of reservation plots / sites (which will include the number of the plot, name and address, and the date when the plot was reserved) will be kept by Council in respect of each reservation.

Each register, which may be kept in written, printed or electronic form, will include the name of the deceased, date of death, date of interment, age, deceased's next of kin name and address, name of Funeral Director and location of interment site of every person whose remains are interred in Cemeteries under Council's control.

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The register may not include interments in historical and monumental cemeteries due to loss of records from previous operating entities.

Each register entry will contain the name and address of the owner of the burial site with the exception of the historical records where this information may not have been obtained.

3.4 EXHUMATION

Council does not carry out exhumations.

All arrangements for exhumations are to be made with a registered Funeral Director.

Such Funeral Director must have obtained prior confirmation from Queensland State Health Department approving the exhumation or relocation of the remains to be located.

Permission for exhumation by a Funeral Director will only be granted to the Burial Rights holder on application to Council.

3.5 BURIAL RIGHTS

Burials may not be sold.

A burial right on a vacant or reserved plot may be surrendered to Council.

There will be no refund given for relinquishing a reserved plot.

3.6 Burial Rights Holder

A 'Burial Rights Holder' is the person who has been issued with the burial rights, whose name and details appear on the approved form at the time of application from the Funeral Director to conduct a service.

There can only be one Burial Rights Holder per plot.

The 'purchaser' of the plot is the person who signs the initial cemetery application form.

The Burial Rights Holder has the right to be buried in that grave and the right to authorise the burial of others in that grave (up to the permitted number as determined by Council under Clause 3.9 of this Policy).

Permission for all interments and modifications must be provided in writing by the Burial Rights Holder, except where the permission is being sought by the next of kin for the interment of, or undertaking of modifications for, the Burial Rights Holder.

On the death of the Burial Rights Holder, where the Burial Rights Holder is not interred in the plot for which the Burial Rights Holder holds the rights, the Burial Rights for that plot will revert to Council.

Council, at its' absolute discretion, will transfer the burial rights to a spouse, child, partner, relative or direct descendant of the Burial Rights Holder (as nominated on the application form) provided Council has no reason to believe that the Burial Rights Holder would have objected to such transfer.

The Burial Rights Holder must comply with all rules and regulations which apply to the operation of Council's Cemeteries.

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Note: Council acts in good faith when it relies on advice provided by the Burial Rights Holder, and does not accept any responsibility for allowing a service that might be subject of a later dispute between family members.

3.7 RESERVATIONS OF PLOTS

Reservations of plots are to be made in accordance with Council's prevailing application process.

3.8 INTERMENTS - BURIAL PLOTS

No burial will, under any circumstances, be permitted in a Council controlled Cemetery until an application has been received and approved by Council.

No more than two coffins, interments and / or ashes interments, shall be buried in the same burial plot / site. A coffin internment will not be performed after interment of ashes.

The same burial plot / site shall not be reused for a further burial before one year has lapsed except as allowed under the Land Regulation 2009.

All graves are generally prepared as a single depth unless previously arranged.

Every burial plot / site within a Council controlled Cemetery will be dug by Employees or Contractors of Council (excluding exhumations).

All burial plots / sites are allocated by Council's Administration.

Specific cultural / religious requirements are to be advised in writing at the time of application. Council will endeavor to grant the requirements of each request based upon Council's Workplace Health and Safety Policy and availability of suitably skilled staff and equipment.

Animal burials are prohibited in Council Cemeteries.

3.9 SCATTERING OF ASHES

Scattering of ashes is not permitted on open grassed areas, including lawn sections within Council's Cemeteries.

3.10 PLAQUES, MONUMENTS & INSCRIPTIONS

Memorial plaques are the responsibility of the Burial Rights Holder and may be organised through a Funeral Director or a private supplier. Council may provide information regarding companies who supply burial accessories.

A person shall not, in any Council controlled Cemetery, construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, and / or make any inscription or carry out any adornment, unless:

- a) Written approval for same is obtained from the Burial Rights Holder; and
- b) Written approval is received from Council.

Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave. The responsibility for the costs of repairs and

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maintenance to plaques, monumental and historical graves and headstones lie with the Burial Rights Holder.

Council must be notified by way of lodgment of an application with Council two working days prior to any maintenance repair work sought to be carried out.

Monuments, gravestones, kerbing, railing and other structures are not permitted within lawn sections of Council controlled Cemeteries.

3.11 FLOWERS AND ORNAMENTS - GENERAL

Flowers can be placed near graves / memorials. Fresh or limited artificial flowers are welcome tributes.

Visitors are encouraged to remove such items when they become unsightly, weathered or wither.

Floral tributes, both fresh and artificial, or other items that encroach on neighbouring memorials or graves will be removed without notice. Glass vases, jars or any other nonapproved receptacles are not permitted and will be removed.

The grounds will be kept neat and tidy by removing withered or weathered floral arrangements and any tributes deemed unsuitable or unsightly. The Burial Rights Holder / family will be requested in writing to remove the items within 7 working days.

3.12 PLANTING OF TREES AND SHRUBS

The selection of trees, plants and shrubs and materials used in each Cemetery is at the absolute discretion of Council and in accordance with Local Law 04 (Local Government Controlled Areas, Facilities and Roads) 2012.

HUMAN RIGHTS COMPATIBILITY STATEMENT

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

VERSION CONTROL

V1	17-Aug-19	Developed and adopted
V2	12-Mar-23	Reviewed, New Format and adopted

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DEFINITIONS

Applicant Means the person making an application for a cemetery service provided

by Council that is subject to an application process

Means all forms which are required to undertake a service within Council Application

Form controlled Cemeteries

Means a fee according to Council's current Schedule of Fees and Appropriate Fee

Charges

Means the act of burying the remains of a deceased person Burial

Burial Site /Plot Means a place for the disposition or memorialisation of the remains of a

deceased person, whether cremated or not

Means exclusive rights to a burial site granted by Council to a person **Burial Rights**

(there is no entitlement to land or property)

Burial Rights

Holder

Means the person who has been issued with the burial rights, whose name and details appear upon the approved form at the time of

application from the Funeral Director to conduct a service

Cemetery Means an area containing one or more burial places

Council Means Quilpie Shire Council

Funeral Director Means an individual, or business carrying out a funeral service

Monument Means any structure, plaque, headstone, masonry, metal work, casting or

item placed over it

Monument

Mason

Means a tradesman mason or person possessing the skills to carry out

monument masonry work

Niche Means the hollow space in a Columbarium Wall to place cremated

remains

Procedures Means Quilpie Shire Council's Procedures for Undertaking Administration,

Burials and Maintenance

Scattering Means to respectfully disperse the cremated remains of a deceased

person

Register Means Council's formal repository of data containing all the required

details of Council's Cemetery Services

Reservation Means to pre-purchase a burial right for a burial site / plot

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Responsible Officer: Director Corporate & Community Services Policy Owner: Council Policy No: C.04 Version: 2 Council Resolution Number: QSC

Effective Date:

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C.102 Museum Collection Policy

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	DEFINITIONS	
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Responsible Officer: Manager Tourism & Economic

Development

Policy Owner: Chief Executive Officer Policy No: C.06 Version: 4 Council Resolution Number: QSC

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C.102 Museum Collection Policy

OBJECTIVE

The objective of this policy is to provide guidance to staff and donors for items to be displayed in Quilpie Shire Council (Council) facilities.

SCOPE

This collection policy shall be for the collection, conservation and display of significant archival document material pertaining to the history of the Quilpie Shire in particular, and the South West region in general, from early European settlement to the present day.

STATEMENT

- 1. Prior to Council accepting an item, the item should be considered for the items relevance to the points raised in this collection procedure. The item should be considered in the following terms; relations to the area and Shire, 'note worthiness', historical relevance, condition of the item, duplications, suitability for display, clear rights of ownership and legal title, and the museum's ability to give proper care. Items that do not contribute to the quality of the displays, or are not in keeping with the existing display, will not be accepted.
- 2. The acceptability of an item for use by the Quilpie Shire Council Visitor Information Centre, Museum and Gallery or the Quilpie Shire Library, following a recommendation from the relevant Manager or staff member, is ultimately to be determined by the Chief Executive Officer.
- 3. The museum will not accept duplicates of items already held by the museum, except where:
 - The new item is in better condition
 - The new item is a better example
 - The item new or old may be used in exchange with another museum
 - The item is deemed to serve a specific role
- 4. In the case of an item being de-accessioned, the donors of the item are to be notified and the option of receiving the article back is to be offered. Failing that the item de-accessioned is the authority of the museum to dispose of, through sale, gift or destruction. De-accessioned items can be offered to other museums or organisations.
- 5. The Quilple Shire Council Visitor Information Centre, Museum and Gallery or Quilple Shire Council Library will accept items that are donated or purchased always to ensure legal rights are observed. These items are to be comprehensively noted in the Gift or Loan Agreement forms and records. Each item accepted by Council should be thoroughly recorded in the Museum Item List and Council records.
- 6. Council will only accept items on loan where the opportunities for full ownership do not exist. In the case of a loan, it should be for a long-term loan, and legal title should be observed. In the case of a loan being accepted by Council, a Museum Loans form should be completed, and a suitable agreement reached.
- 7. Items accepted by Council should be comprehensively catalogued and documented as per the Museum Accession form and must be capable of verification.
- 8. An item that is the title of Council may be disposed of, if the item is deemed to have properties which make it unsuitable for display, research or loan, or does not possess historical significance.

Responsible Officer: Chief Executive Officer Policy Owner: Council

Policy No: G.09 Version: Council Resolution Number: QSC

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C.102 Museum Collection Policy

- Items status should be reviewed annually, except where otherwise relevant. During this annual review, an item which is considered to require conservation should be noted. This will be compared against:
 - The importance of the item
 - Cost and degree of difficulty of conservation
 - Availability of skills to complete task
- 10. Items may be loaned to, or borrowed from, other institutions for temporary display when approved by the Chief Executive Officer. Time periods and conditions should be decided, and the loans form filled out. Any loan must access suitable security and care conditions.
- 11. Temporary or special exhibitions on relevant topics which meet the criteria of this procedure are within the control of the Museum. The Manager or relevant staff member should assess each exhibitions worth and possibilities of funding by State or Federal organisations.
- 12. The Manager or relevant staff member shall wherever possible, advise the Council of any opportunities or threats to which he/she feels the museum is subject to:

4 HUMAN RIGHTS COMPATIBILITY STATEMENT

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

5 DEFINITIONS

Nil

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Nil

IX#	Details
90831	C.102-A Museum Loan and Donation Agreement

7 VERSION CONTROL				
V1	04-Jul-12	Developed and adopted		
V2	08-Apr-14	Reviewed and adopted		
V3	10-Jun-16	Reviewed and adopted		
V4	13-Apr-18	Reviewed-no changes		
V5	12-Mar-24	Reviewed-minor changes and new format		

Responsible Officer: Chief Executive Officer

Policy Owner: Council Policy No: G.09 Version: Council Resolution Number: QSC

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15 CONFIDENTIAL ITEMS

Nil

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