

ORDINARY MEETING AGENDA

Tuesday 11 June 2024 commencing at 9:30 AM

Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie

Ordinary Meeting of Council

4 June 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 11 June 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 11 June 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 11 June 2024 Quilpie Shire Council Boardroom 50 Brolga Street, Quilpie

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

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 28 MAY 2024

IX: 250434

Author: Belinda Kindelan, Executive Assistant

Attachments: 1. Minutes of the Council Meeting held on 28 May 2024

RECOMMENDATION

That the Minutes of the Council Meeting held on 28 May 2024 be received and the recommendations therein be adopted.

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Ordinary Meeting of Council

MINUTES

Tuesday 28 May 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, 28 MAY 2024 AT 9:30 AM

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:18am

2 ATTENDANCE

Mayor Ben Hall, Deputy Mayor Roger Volz, Cr Lyn Barnes, Cr Milan Milosevic, Cr Tony Lander

In Attendance: Mr Justin Hancock (Chief Executive Officer), Ms Lisa Hamlyn (Director Corporate and Community Services), Mr Peter See (Director Engineering Services) Sharon Frank (Manager Finance & Administration) Ms Belinda Kindelan (secretariat)

3 APOLOGIES

Nil

4 CONDOLENCES

Peter Taylor

Bryan Payne

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 APRIL 2024

RESOLUTION NO: (QSC069-05-24)

Moved: Cr Lyn Barnes Seconded: Cr Roger Volz

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

6.2 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 23 APRIL 2024

RESOLUTION NO: (QSC070-05-24)

Moved: Cr Roger Volz Seconded: Cr Milan Milosevic

That the Minutes of the Special Council Meeting held on 23 April 2024 be received and the recommendations therein be adopted.

5/0

6 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

7 MAYORAL REPORT

Meeting/Events attended:

- SES trailer handover 16/4
- Mayor LGAQ Induction 17/4
- Co of Directors Mayors training 18 & 19/4
- Special Meeting of Council 23/4
- Anzac Day Community Service 25/4
- Grants commission presentation 26/4
- SWQROC meetings and dinner 29 & 30/4
- LQAQ & AEC Sustainability 3/5
- DSDILGP Councillor Induction 17/5
- QTC Presentation 17/5
- Quilpie Kindy AGM 18/5
- LGAQ Civic Conference 21 & 23/5
- Opera Qld performance 25/5
- Paleo Hearing 27/5
- Paleo Hearing Dinner 27/5

8 COUNCILLOR PORTFOLIO REPORTS

	Date of						
Details	Meeting	Location	Hall	Volz	Barnes	Lander	Milosevic
Ordinary meeting of Council	15/04/2024	Quilpie	1	1	1	1	1
SES Handover - trailer	16/04/2024	Quilpie	1				
Mayor LGAQ Induction	17/04/2024	Brisbane	1				
Interview - CWAATSICH	18/04/2024	Quilpie		1			
Anzac trail - Cemetery presentation	18/04/2024	Quilpie		1			
Co of Director training - Mayors	18-19/4/2024	Brisbane	1				
Special Meeting of Council	23/04/2024	Quilpie	1	1	1	1	1
Anzac twilight service	24/04/2024	Quilpie		1	1		1
Anzac Day Dawn Service	25/04/2024	Quilpie		1	1		1
Anzac Day Community Service	25/04/2024	Quilpie	1	1	1	1	1
Grants Commission presentation	26/04/2024	Quilpie	1	1	1	1	1
SWQROC Meetings	29/04/2024	Quilpie	1	1	1	1	1
SWQROC Dinner	29/04/2024	Quilpie	1	1	1	1	
SWQROC Meetings	30/04/2024	Quilpie	1	1	1	1	
LGAQ & AEC Sustainability	3/05/2024	Teams Quilpie	1	1	1	1	1
Mothers Day High Tea	10/05/2024	Quilpie			1		
Eromanga Dinosaur Presentation VIC Centre	10/05/2024	Quilpie		1	1		
Quilpie races - trophy presentation	11/05/2024	Quilpie		1			1
Community Visits	13/05/2024	Quilpie			1	1	1
Community Visits	14-May-24	A/vale/Toomp		1	1	1	1
Communit visits	15-May-24	Eromanga		1	1	1	1
Councillor Induction DSDILGP	17-May-24	Quilpie	1	1	1	1	1
QTC Presentation	17-May-24	Quilpie	1	1	1	1	1
Quilpie Kindy AGM	18-May-24	Quilpie	1				
LGAQ Civic Conference	21-23 May	Gold Coast	1		1	1	
Cancer Council Biggest Morning Tea	23-May-24	Quilpie		1			
Opera Queensland Performanc	25-May-24	Quilpie	1	1	1		
Paleo Hearing	27-May-24	Quilpie	1	1	1		
Paleo Hearing Dinner	27-May-24	Quilpie	1	1	1		

Deputy Mayor Volz:

- Thanked Council for Community Meetings. It was great for communities to see Councillor and staff presence in their communities and good to view all our facilities as a reminder of operational costs and procedures.
- Thank you for the Anzac Day community events that were well organised and attended.
- Attended the Quilpie races and presented the trophy on behalf of Quilpie Shire.

Cr Lyn Barnes:

- Congratulations on Anzac Day services that were well organised and received
- Attended the SWQROC Meetings held in Quilpie
- Attended a Lake Eyre Basin briefing on 3rd May discussions in regard to opportunity to wind back some legislation in the coming weeks.
- Attended the Visitor Information Dinosaur presentation which showcased all the work put in over the last 20 years
- Attended the LGAQ Civic Leaders Conference on the Gold Coast great to network with Councillors in other shires
- Congratulations on a great Opera Performance over the weekend that drew a good crowd including many visitors to town
- Attended the paleo hearing and dinner on Monday 27th May highlighting the importance of working collaboratively with paleo researchers and tourism operators

Cr Roger Volz left the meeting at 9:31am

Cr Milan Milosevic left the meeting at 9:36am

Councillor Roger Volz returned to the meeting at 9:36am

Cr Milan Milosevic returned to the meeting at 9:39am

9 OPERATIONAL STATUS REPORTS

9.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES APRIL 2024

EXECUTIVE SUMMARY

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

Noted

Lisa Hamlyn left the meeting at 9:56am Lisa Hamlyn returned to the meeting at 9:58am

9.2 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 April 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 DIRECTOR OF 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

9.3 FINANCE SERVICES STATUS REPORTS

Nil (to be provided in Late Report)

9.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 WHS / QA STATUS REPORT

EXECUTIVE SUMMARY

To provide a report on the projects and activities of the Workplace Health and Safety Office.

Noted

10.4.2 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

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

Noted

10 ENGINEERING SERVICES

11.1 TOOMPINE WATER SUPPLY ANALYSIS AND USE

EXECUTIVE SUMMARY

A new artesian bore has been constructed at Toompine for the supply of water to the Toompine village and adjoining rural properties. This report discusses the chemical and mineral analysis of the water. The report recommends that the water be deemed as non-potable for human consumption. The report further recommends that any rural landowners accessing the water be advised of potential affects to livestock.

RESOLUTION NO: (QSC071-05-24)

Moved: Cr Roger Volz Seconded: Cr Tony Lander

- 1. That Council;
 - (a) receive the report;
 - (b) Deems the water as non-potable for human consumption and does not include the Toompine water supply in the Drinking Water Quality Management Plan; and
 - (c) Attaches the water analysis to the water agreements for landholder access.

11.2 CONDITION ASSESSMENT OF THE QUILPIE SWIMMING POOL

EXECUTIVE SUMMARY

An engineering inspection of the Quilpie Swimming Pool has been carried out. If the recommended repairs are carried out, the pool will have an extended life for a further 20 years.

RESOLUTION NO: (QSC072-05-24)

Moved: Cr Milan Milosevic Seconded: Cr Roger Volz

- 1. That Council:
 - (a) Receive the report; and
 - (b) Undertake costings for repairs to be considered in the 24/25 Financial Year

5/0

11.3 RFQM 17 23-24 SUPPLY AND DELIVERY OF 72" OUT FRONT MOWER

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQM 17 23-24, Supply and Delivery of 72" Out Front Mower as part of 2023-2024 fleet replacement program.

RESOLUTION NO: (QSC073-05-24)

Moved: Cr Roger Volz Seconded: Cr Milan Milosevic

- 1. That Council resolves to:
 - (a) Award RFQM 17 23-24, Supply and Delivery of 72" Out Front Mower to Toro Australia for the amount of \$74,116.22, including extended warranty Ex GST;
 - (b) Dispose of Asset PLANT4001 Hustler zero turn mower at auction; and
 - (c) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy

5/0

Peter See left the meeting at 10:40am
Peter See returned to the meeting at 10:43am

11 CORPORATE AND COMMUNITY SERVICES

12.1 COMMUNITY ASSISTANCE APPLICATION - TOOMPINE POLOCROSSE CLUB

EXECUTIVE SUMMARY

An application has been received from the Toompine Polocrosse Club requesting a direct cash contribution of \$5000 to contribute towards all expenses involved in running their annual Polocrosse Carnival being held on 22/23 June 2024 including, Ambulance Hire, Field Construction Costs, Entertainment and Prizes.

MOTION

Moved: Cr Milan Milosevic Seconded: Cr Lyn Barnes

<u>In Favour:</u> Crs Lyn Barnes, Roger Volz, Milan Milosevic and Tony Lander

Against: Cr Ben Hall

4/1

1. That Council notes the Community Assistance Grant Application submitted by the Toompine Polocrosse Club and approves the request for \$5000 direct cash contribution towards expenses associated with hosting their annual Polocrosse Carnival.

Cr Lyn Barnes declared she has a prescribed conflict of interest (as defined by sections 150EG, 150EH and 150EI of the *Local Government Act 2009*) in matters regarding the item 12.2

Cr Lyn Barnes is employed to run annual workshops at this event and stands to gain a financial benefit depending on the outcome of the matter.

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

At 10:53 am, Cr Lyn Barnes left the meeting.

12.2 SPONSORSHIP REQUEST - CHANNEL COUNTRY LADIES DAY 2024

EXECUTIVE SUMMARY

This report is for Council to consider a request received from the Channel Country Ladies Day Committee to purchase a sponsorship package to support the 2024 Channel Country Ladies Day event being held in Bulloo Shire.

RESOLUTION NO: (QSC074-05-24)

Moved: Cr Milan Milosevic Seconded: Cr Tony Lander

1. That Council supports the 2024 Channel Country Ladies Day event being held in Bulloo Shire by purchasing a Bronze Sponsorship package valued at \$1,000.00.

4/0

At 10:55 am, Cr Lyn Barnes returned to the meeting.

12 FINANCE

13.1 ANNUAL LAND VALUATIONS

EXECUTIVE SUMMARY

Council received correspondence from the Valuer-General on 15 April 2024 seeking Council's views in relation to the proposed inclusion of Quilpie Shire in the 2025 revaluation program.

Council's last land revaluation assessment was completed in 2020 with an effect date of 30 June 2021 and a significant number of valuations were amended.

A response to the Valuer-General is due by Wednesday 29 May 2024.

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

RESOLUTION NO: (QSC075-05-24)

Moved: Cr Lyn Barnes Seconded: Cr Roger Volz

That Council recommend to the Valuer-General that a valuation of all rateable land in Quilpie Local Government Area be undertaken effective 30 June 2025.

5/0

Janelle Menzies joined the meeting at 10:57am
Justin Hancock left the meeting at 10:58am
Justin Hancock returned to the meeting at 11:00am

13 GOVERNANCE

14.1 CONVERTING LOT 23 ON NK12 ON TITLE 40046049 TO FREEHOLD

EXECUTIVE SUMMARY

To advise Council that Lot 23 on NK12 on Title 40046049 will be converted from Leasehold to Freehold.

RESOLUTION NO: (QSC076-05-24)

Moved: Cr Milan Milosevic Seconded: Cr Lyn Barnes

That Council note that Lot 23 on NK12 on Title 40046049 will be converted from Leasehold to Freehold.

14.2 PROPOSED CHANGE ORDINARY COUNCIL MEETING DATES 2024

EXECUTIVE SUMMARY

Council to consider a change of 2024 Council meeting date for November 2024.

RESOLUTION NO: (QSC077-05-24)

Cr Roger Volz Moved: Seconded: Cr Milan Milosevic

> That Council confirm the date and times of Ordinary Meetings of Council for April to December 2024 and advertises accordingly.

Month	Day	Date	Time
April	Monday	15	9.30am
May	Tuesday	28	9.30am
June	Tuesday	11	9.30am
July	Tuesday	16	9.30am
August	Tuesday	27	9.30am
September	Tuesday	17	9.30am
October	Tuesday	29	9.30am
November	Wednes day	20	9.30am
	Tuesday	17	9.30am
December			

5/0

14.3 **POLICY REVIEW**

EXECUTIVE SUMMARY

The purpose of this report is to present the recently reviewed Audit Committee Charter, the Internal Audit Policy, the Private use of Council's Plant Policy and the Road Network Standard Policy.

RESOLUTION NO: (QSC078-05-24)

Moved: Cr Lyn Barnes Seconded: Cr Tony Lander

That the Council adopt the Council the Audit Committee Charter, the Internal Audit Policy, the

Private use of Council's Plant Policy and the Road Network Standard Policy.

Mayor Ben Hall declared he has a declarable conflict of interest (as defined by section 150EN of the *Local Government Act 2009*) in matters regarding the 14.4. Mayor Ben Hall's father is a current member of external audit committee.

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

MOTION

RESOLUTION NO: (QSC079-05-24)

Moved: Cr Lyn Barnes Seconded: Cr Tony Lander

I move that in the public interest that Mayor Ben Hall participates and votes on tenure of current audit committee members.

4/0

14.4 TENURE OF CURRENT AUDIT COMMITTEE MEMBERS

EXECUTIVE SUMMARY

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

RESOLUTION NO: (QSC080-05-24)

Moved: Cr Lyn Barnes Seconded: Cr Tony Lander

- That Council
 - (a) call Expressions of Interests for Independent Audit Committee Members, with one member with significant experience and skills in financial matters; and
 - (b) that all positions of the Audit Committee be declared vacant at the Council Meeting on 16 July 2024 and new members appointed.

5/0

14.5 REQUEST FOR MINISTERIAL EXEMPTION FROM COMPLYING WITH THE TENDERING REQUIREMENTS OF SECTION 227 OF THE LOCAL GOVERNMENT REGULATIONS 2012

EXECUTIVE SUMMARY

To Request for Ministerial Exemption from complying with the tendering requirements of Section 227 of the Local Government Regulations 2012 for the sale of surplus housing stock to staff members.

RESOLUTION NO: (QSC081-05-24)

Moved: Cr Roger Volz Seconded: Cr Milan Milosevic That Council write to the Minister for Local Government to request for Ministerial Exemption from complying with the tendering requirements of Section 227 of the Local Government Regulations 2012 for the sale of 4 surplus houses to staff members.

5/0

14.6 SOUTH WEST QLD REGIONAL ORGANISATION OF COUNCIL'S SECOND NOMINEE

EXECUTIVE SUMMARY

Council is required to appoint a Second Nominee for the South West Queensland Regional Organisation of Councils.

RESOLUTION NO: (QSC082-05-24)

Moved: Cr Milan Milosevic Seconded: Cr Roger Volz

That Council appoint Cr Lyn Barnes as the second nominees for the South West Queensland Organisation of Councils.

5/0

Janelle Menzies left meeting 11:35am Sharon Frank entered the meeting at 11:39am

14 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 Allowance of discount and write of accrued interest on assessment 00806-00100-00

This matter is considered to be confidential under Section 275 - d. of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

15.2 Application for a Payment Arrangement Assessment 00225-00000-000

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

MOVE INTO CLOSED SESSION

RESOLUTION NO: (QSC083-05-24)

Moved: Cr Roger Volz Seconded: Cr Lyn Barnes

That Council moves into closed session at 11:35am.

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: (QSC084-05-24)

Moved: Cr Milan Milosevic Seconded: Cr Roger Volz

That Council moves out of closed session and resumes the Ordinary Meeting at 11:49.

5/0

15.1 ALLOWANCE OF DISCOUNT AND WRITE OF ACCRUED INTEREST ON ASSESSMENT 00806-00100-00

EXECUTIVE SUMMARY

The purpose of this report is to consider a request to allow the prompt payment discount on assessment 00806-00100-000 and write off any interest that has accrued.

RESOLUTION NO: (QSC085-05-24)

Moved: Cr Lyn Barnes Seconded: Cr Milan Milosevic

1. That Council allow the discount on assessment 00886-00100-000 and write-off any interest.

5/0

15.2 APPLICATION FOR A PAYMENT ARRANGEMENT ASSESSMENT 00225-00000-000

EXECUTIVE SUMMARY

Council has received a request for a payment arrangement for outstanding rates and charges on assessment 00225-00000-000. The applicant is not the registered owner.

RESOLUTION NO: (QSC086-05-24)

Moved: Cr Roger Volz Seconded: Cr Tony Lander

1. That Council decline the request for a payment arrangement as the applicant is not the registered owner.

15 LATE ITEMS

16.1 FINANCIAL SERVICES REPORT MONTH ENDING 30 APRIL 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 30 April 2024.

RESOLUTION NO: (QSC087-05-24)

Moved: Cr Lyn Barnes Seconded: Cr Tony Lander

That Council receive the Monthly Finance Report for the period ending 30 April 2024.

5/0

16.2 FINANCIAL SERVICES STATUS REPORT - APRIL 2024

EXECUTIVE SUMMARY

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

Noted

16.3 RFQL 17 23-24 EULO- TOOMPINE ROAD SEALS

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQL 17 23-24 Eulo – Toompine Road seal request.

RESOLUTION NO: (QSC088-05-24)

Moved: Cr Tony Lander Seconded: Cr Lyn Barnes

- 1. That Council:
 - Subject to funding approval and finalisation, award RFQL17 23-24 Eulo- Toompine Road Seals to Austek Spray Seal Pty Ltd for an amount of \$620,956.96 excluding GST; and
 - b. Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy

16 GENERAL BUSINESS

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

Cr Barnes: Raised a query around the allocation of councillor portfolios. CEO advised this week workshopped next week.

17 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Tuesday 11 June 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 12:02pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting held on the Tuesday, 28 May 2024.

Submitted to the Ordinary Meeting of Council held on Tuesday, 11 June 2024.

Cr Ben Hall	Date
Mayor of Quilpie Shire Council	

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

- 8 MAYORAL REPORT
- 9 COUNCILLOR PORTFOLIO REPORTS

10 OPERATIONAL STATUS REPORTS

10.1 ENGINEERING SERVICES STATUS REPORTS

10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES MAY 2024

IX: 247836

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report is about works conducted by Engineering Services during May 2024.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

GENERAL

 The Director met with a Project Manager and an unsuccessful Tenderer regarding the Quilpie Airport runway reconstruction. The Company is preparing a proposal which will be submitted by them to Council.

ROADS

- Two Vacuum truck contractors are progressively cleaning out Shire Road animal grids across
 the south west of the Shire and immediately north of Quilpie. The works will clean
 approximately 50 grids at a cost of \$120,000. Council has 350 grids it is responsible for.
- A total of 7.5 km of the Eulo road has been widened by Council and prepared to be sealed to 7.0 metre width using a Commonwealth Grant. The remaining section to the Shire Boundary which is single lane seal is 3.2 km. This is flagged to be done under TIDS funding in the 2025-2026 year.

RMPC

- A total of four kilometres of shoulders have been reconstructed on the Diamantina Developmental Road north west of the Cooper Developmental Road intersection. Edge sealing is due to be carried out on the section during June 2024 using the Murweh Shire Jetpatcher.
- A defects inspection and backlog of the entire TMR network has been done by Proterra Group under contract to Council.

Other TMR Works

 Murweh Shire Council were unable to expend all their TIDS allocation by 30 June and suggested to the Regional Road and Transport Group (RRGTC) to transfer the funds to the Quilpie Adavale Red Road. The RRGTC accepted the suggestion. Council is now constructing a further 1.5 km to be sealed by 30 June 2024. The Council gang will then

- immediately commence the 2024-2025 TIDS works to complete the final seal of the Red Road by the end of September 2024.
- Works are being constructed on the Diamantina Developmental Road at the Grey Range 37
 km from Quilpie to replace three box culvert sites, and to seal the missing link between the
 previous works and the Cooper Developmental Road intersection. The culverts should be
 completed by 30 June however the other works will continue into July and August 2024.

Flood Damage Works TMR

• No works have been done in this program for this month.

Flood Damage Works Shire Roads

No report is available due to timing issues with leave.

Concrete and Structures

- The gang has completed the installation of a removable fence at Bulloo Park which enables the Show to spread onto the racetrack and the interior of the racetrack area.
- Transfer station concrete works have been constructed at Eromanga, Adavale and Toompine. Earthworks and bitumen sealing at all three sites is yet to be done.
- The gang is constructing the culverts for the TMR project at the Grey Range.

Council Buildings and Facilities

- A ceiling in a unit at Gyrica Gardens was replaced with assistance from Baguley Builders.
- Six of the eight houses have been delivered and installed. The remaining two houses will come in June 2024 at present.
- An external project manager is tendering the procurement of the finishing of the new houses including all service connections, irrigation, landscaping, sheds and fencing.
- Two contract painters are carrying out works on a number of sites.
- The shower block at the rear of the Shire Hall has now been permanently installed. Access steps/ramps are yet to be completed.

Water and Sewerage

- The reticulation and connections of the Toompine village to the new artesian bore began on 27 May 2024.
- Staff have been heavily involved in workshops regarding the design of the new sewage treatment plant.
- A new Trades Assistant commenced on 20 May 2024.
- Significant works have been done at the sewage treatment plant to improve the quality of the effluent released.

Plant and Workshops

- Roll in inspection pit covers have been constructed by Kev Richardson Welding to address
 a long term safety requirement in the workshop. Council's insurer representative was very
 complimentary of the works.
- An event trailer has been delivered to enable tables and chairs used for event support. The
 trailer will be used to store the equipment when not in use to stop having to load and unload
 every time the equipment is needed.

- A hired Prime Mover has arrived until a permanent replacement can be tendered and delivered. This is likely to be at least 18 months. A previously replaced water tanker will be used until a replacement is constructed,
- Replaced plant is being prepared for auction. To date this includes two SES utilities, the former Water and sewerage truck, and two side tipper trailers.

Town Services

- Staff supported the annual Opera Event at Baldy Top on 25 May 2024.
- The cattle and stockman sculptures in Brolga Street have been repainted.
- Staff completed the landscaping associated with the new fence at Bulloo Park and supported the horse races.
- Unsuitable soil from the Adavale Black Road has been used to cover areas at the Quilpie Dump.
- Eighteen semi-trailer loads of waste were transported from Eromanga dump to Quilpie Dump for disposal.
- Works have been caried out preparing to move the animal waste area from its present location to adjacent to the Quilpie Transfer station. This is to enable the animal waste to be removed from being adjacent to the proposed rural residential estate.
- The trees that died in the Quilpie tree line are being removed ahead of new trees being planted.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

- Works are conducted in accordance with the budget.
- The grid maintenance budget may be exceeded due to high demand from landowners.
- Water and sewerage operations is also over budget.

RISK MANAGEMENT IMPLICATIONS

Nil.

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS

10.2.1 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

IX: 250377

Author: Damien McNair, Pest & Livestock Management Coordinator

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Wild Dog Scalps Presented to Council 01-07-2023 to 31-05-2024.

<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	Good	There is currently stock on the back common as a result of a cattle train rollover. Council staff assisted
Eromanga Common	Good	at this incident.
Adavale Common	Good	
Warrabin Lane	Good	
Dillon's Well	Good	

10.2.1 22 | P a g e

Wild Dog Control Program

Hand baiting was undertaken on the following properties during the month:

- Wellclose
- Ambathalla
- Canaway
- Goombie
- Plevna
- Cowley

Wild Dog Baiting Program (1) Fully funded will take place from 12th – 28th June.

A baiting meat order from NQ Meats will be delivered next week.

National Wild Dog Management Coordinator— Greg Mifsud contacted me during the month and requested some DNA samples from wild dogs in this area. I have forwarded DNA samples from 6 dogs for purity testing.

Local Laws

1 complaint regarding dogs out of yard

Exclusion Fencing

Round 7 of the Exclusion Fence Subsidy Program is ongoing.

FeralScan

I am continuing to introduce Feralscan and provide education to landholders. Introduction of the app and education will be provided to landholders during the baiting program.

Reserves

I am currently inspecting boundary fences on two reserves at the request of adjoining landholders.

CONSULTATION (Internal/External)

Director Corporate & Community Services

Council Staff

Landholders

Community Members / Animal Owners

LEGAL IMPLICATIONS

NA

FINANCIAL AND REVENUE IMPLICATIONS

Operating within Council Budget 2023-2024

RISK MANAGEMENT IMPLICATIONS

Low Risk – within standard Council operations

OPERATIONAL STATUS REPORTS

DIRECTOR OF CORPORATE AND COMMUNITY SERVICES STATUS REPORT ORDINARY COUNCIL MEETING AGENDA 11 JUNE 2024

10.2.2 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES STATUS REPORT

IX: 250378

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

Quilpie Library

The first Makerspace Workshop was held during the month. Laura, Timber Heart Creations held two Resin Jewellery Workshops on Saturday May 17th at the library. The workshops were funded by the State Library's Strategic Priorities Grant and were free to attend. 17 people participated in the workshops and we have received very positive feedback from attendees.

Regular library programs have been well-attended. An average attendance of 15 children and caregivers at weekly First 5 Forever Wriggle & Rhyme sessions. The digital literacy presentation for the month - Online Resources for Family History Research attracted 4 participants.

The May Book Club Meeting was attended by 8 people.

Librarian, Annie-Jo Vogler, attended a First 5 Forever workshop in Charleville facilitated by State Library of Queensland to refresh knowledge and delivery skills of library staff for under 5's library programming. It was also an excellent opportunity to network with library staff from neighbouring councils.

Health Promotions Program

There has been 85 participants at the Seniors Program activities during May.

14 children attended the After School Craft Program and 26 youth have attended Youth Group during the month.

The Mult-Purpose Centre at Gyrica Gardens was utilised to host The Biggest Morning Tea, Footcare morning, Men's Group and a Sausage Sizzle during the month.

The Seniors have commenced Tai Chi sessions at the gym utilizing the Wexer system and Active Agers sessions with trainer, Cameron Welk.

The program has provided fruit to St Finbarr's for *Snack Attack* on Monday mornings. This will conclude on Monday 17th June.

The Librarian and I visited Toompine to deliver an Outreach Program – First 5 Forever.

Students from Emmanuel College (Gold Coast) will be visiting Quilpie in June (Fri 14 – Tues 18 June) Several activities have been planned whilst they are in the community. Emmanuel College have been visiting Quilpie with students for many years and have a great connection with the community. Sadly, Jerry and Karen Unser will not be joining the group as Jerry has moved on from Emmanuel College.

Upcoming HPO Events / Activities:

- Mens Health Week 12 June. Morning Tea with Dr Ben Vogelzang at the Quilpie Shire Council Depot.
- Seniors Program Sip & Paint Workshop 19th June.
- MurryHealthy Ageing Luncheon at The Brick Hotel 27th June.
- Providing Fruit Cups for Under 8's Week Snack Attack/Brain Break Thursday 11th July.

South West Primary Care Pilot Program – Care Collective, Far South West

Kerrie Bennett is the successful applicant for the Community Services Coordinator position that Council is auspicing as part of the South West Primary Care Pilot Program. This position will work collectively with other health stakeholders in the region with an aim to improve integration and enhance hospital and primary health pathways. Kerrie will commence her role on Monday 10th June 2024.

NAIDOC Week 2024

NAIDOC Week will be held 8th July to 12th July and planning is well underway. The theme for NAIDOC Week 2024 is *Keep the Fire Burning! Blak, Loud and Proud.* The most recent NAIDOC Planning Committee Meeting was held on Wednesday 5th June. The following is an overview of the program for NAIDOC Week celebrations:

Monday	 Opening Ceremony (Mardigan) Activities – Arts/ Craft/Dance 	Bulloo River (Hosted by Quilpie State College)
Tuesday	Stories / Yarning with Elders U/5'sElders Lunch	Mulga Mates / First 5 Forever - Library Imperial Hotel / Motel (Hosted by Quilpie Shire Council)
Wednesday	 Opening Ceremony (Boonthamurra) Activities - Arts/ Craft / Storytelling 	Eromanga State School ENHM (Hosted by Eromanga State School)
Thursday	 Under 8's Day – "Connecting to Culture" 	Quilpie Shire Hall (Hosted by Quilpie State College and St Finbarr's School)
Friday	 Closing Ceremony (Mardigan) Welcome to Country /Tree Planting Activities – Craft / Traditional Games 	(Hosted by St Finbarr's School)

Supported by: National Indigenous Australian's Agency Funding

Swimming Pool Leases

A meeting was held with the Swimming Pool Lessee to finalise the Lease Agreement for the management of the Quilpie Swimming Pool and Eromanga Swimming Pool 2024- 2027.

Murris On The Move

RESQ is partnering with Murris on the Move Driving School to deliver a Cultural Leaner Licence Program in Quilpie on Monday 10 June 2024. The Program is being delivered FREE of charge and is open to everyone in the community 16 years +. Participants who pass will receive a Learner Licence (3 years) also free of charge.

Meetings Attended

29/05	Local Disaster Management Group Meeting	QSC Boardroom
30/05	Draft Budget Meeting	QSC Boardroom
30/05	Whole Staff Meeting	Supper Room
30/05	Western Qld Primary Health Network Meeting	QSC Boardroom
03/06	Brett De Chastel Workshop	QSC Boardroom
04/06	Councillor Briefing Session / Budget Review	QSC Boardroom
05/06	ELT Meeting	QSC Boardroom
05/06	CEO / DCCS Meeting with Pool Lessee	QSC Boardroom
05/09	NAIDOC Committee Planning Meeting	QSC Boardroom
10/06	Quilpie Community Advisory Network Meeting	Quilpie MPHS

Upcoming Events

08/07	NAIDOC Week
11/07	Under 8's Day
14/07	Funny Mummies (Western Touring Circuit)

CONSULTATION (Internal/External)

Chief Executive Officer
Community
SWHHS
Local, State & Commonwealth Government

LEGAL IMPLICATIONS

None Noted

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's 2023-2024 Budget

RISK MANAGEMENT IMPLICATIONS

Non Noted

10.2.3 NDIS COORDINATOR STATUS REPORT

IX: 250426

Author: Christine Houghton, NDIS 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 NDIS Coordinator's portfolio.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

The NDIS space remains busy with 31 participants in our community.

- 15 Adult Participants
- 16 Child Participants, 9 with a diagnosis, 7 Early Childhood Early Intervention (ECEI) with no diagnosis.
- 4 new referrals from Child Health Nurse (Leonie Trembath)

There are very long wait lists for Pediatric services, 6-12 months in the private sector and 12 months in the public sector. This makes it very challenging to receive a diagnosis in a timely manner if a child is to continue with NDIS.

Travel to centers with a pediatrician is also difficult for some families and Telehealth is not appropriate for some children.

Service Providers continue to deliver a range of services to the Quilpie Shire Community.

- VitalHealth: Speech Pathology, Occupational Therapy (monthly) They have also recently appointed an Allied Health Assistance who lives in the community.
- Fly2Health: Speech Pathology, Occupational Therapy and Exercise Physiology (fortnightly) They have recently added an extra day to their visits due to the wait list.
- Western Physiotherapy (Keegan Simpson) fortnightly.
- Amos Saggers (Social Worker) fortnightly.
- Mariann Schmidt (Music and Art Therapy) Monthly.
- Wakai Waian (Psychology) Monthly.
- Support Coordinators
- Support Workers: 2 local support workers are making a huge difference in the lives of participants living with a disability in our community.

During May, I was invited to travel to Charleville to Meet with Michelle Kunta Director, Qld NDIS Remote Team and Karyn Jones Assistant Director, Qld NDIS South Remote Team. I was able to provide an account of my role with the Council within Quilpie Shire, e.g. access, seeking support, advocacy and education regarding NDIS and how the system works. Karyn Jones Assistant Director will be visiting in early July to meet with some participants.

Southwest Health Service has called for interested parties to join a Disability Advisory Group to help improve inclusion and health outcomes for people living with a disability in the Southwest. I have registered my interest and have been selected to be a member of this group and part of this process.

Combined Recourses Unit (CRU) returned to Quilpie for their Yearly visit in May. CRU is a non-forprofit organization based in Brisbane that specializes in assisting parents with inclusive education for their children in mainstream schools. Their vast knowledge and assistance is always welcome and parents are always very grateful for their visits.

They also advise parents on succession planning for their children for which I have recently received a query from a parent. The parent was able to meet with the team and gain some valuable advice. They have also left some very good brochures relating to all subjects they advise on.

Statistics

STATISTICS	NDIS Client Meetings	NDIS Provider Assistance Meetings	Agency Meetings
	89	42	9

Current Issues

Waiting list for specialist doctors

Correspondence / Newsletters

- NDIS Provider Newsletter
- NDS Newsletter and Webinar
- NDIS Community Engagement Newsletter

CONSULTATION (Internal/External)

Director Corporate & Community Services

NDIS Executive Staff

Community / NDIS Participants

Various Service Providers

LEGAL IMPLICATIONS

NA

FINANCIAL AND REVENUE IMPLICATIONS

Operating within Council Budget 2023-2024

RISK MANAGEMENT IMPLICATIONS

Low Risk

10.3 FINANCE SERVICES STATUS REPORTS

Nil (late agenda)

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 HUMAN RESOURCES STATUS REPORT

IX: 250329

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

The following training has recently been conducted:

- First Aid & CPR; and
- WHS Due Diligence for Supervisors and Managers.

All employees have recently been invited to request training and professional development opportunities in the upcoming financial year, and an organisation-wide training plan is currently being developed.

Trainees, Apprenticeships and Work Experience

Council's CEO has approved a recommendation from the Manager Human Resources to engage Golden West Apprenticeships to manage a newly appointed apprentice for the Workshop. This recommendation is aimed to increase efficiencies and reduce resources required to manage apprenticeships in the future. The recommendation was supported by the Manager Works, and Director of Engineering Services.

Council has been able to provide the following support to the Quilpie State College work experience program for students in Years 9 and 10:

- Wednesday 08 May: Students attended the Council Administration Office for an information session with CEO, Justin Hancock and Manager Governance and Compliance, Janelle Menzies;
- Wednesday 05 June: Council is taking students on an excursion around Council facilities and work sites; and

• Council is accommodating three (3) work experience students across various departments for the week commencing Monday 17 June 2024.

Council recently had two staff members attend the South West Indigenous Youth Careers Field Day at Croxdale Station, alongside Councillor Lander. Council also supplied flyers to promote careers at Council and current employment vacancies.

Staff Health and Wellbeing

This year Council's Staff Wellbeing Week ran over two weeks commencing Monday 12 February, and Monday 27 May. Various services were provided to staff free of charge, and the below table depicts the participation rates over the two weeks:

Service	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 Follow-up Consultation	16
Occupational Hearing Check	15
Blood Pressure and Blood Glucose Check	33
Skin Check	51
Full Health Check (including blood test)	5
Heart Health Check (including blood test)	9
Consultation with a Dietitian	19

In addition, the Staff Wellbeing Weeks included:

- Whole of Staff Meeting with updates from each department, and presentations from Brighter Super, SPA and Employee Assistance Program (EAP) provider, Dr Lisa;
- Musculoskeletal health and wellbeing session for all staff;
- Executive Leadership Team leadership session with Dr Lisa;
- Numerous one-on-one consultations with Dr Lisa: and
- Excisions following skin checks as required.

Council was successful in obtaining sponsorship through the Queensland Mental Health Commission (QMHC) 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 and present at two community events. Unfortunately, Shanna was unable to attend due to medical reasons, so Council's Manager Human Resources is in communications with the QMHC regarding the refund of sponsorship money received.

Recruitment

Council has recently appointed the following positions:

- Apprentice Light Vehicle Mechanic
- Plumbing Trade Assistant
- Community Services Coordinator
- WHS Officer
- Permanent Part-time Tourism Officer
- Town Services Labourer

Applications have recently closed for the vacant position of Grader Operator.

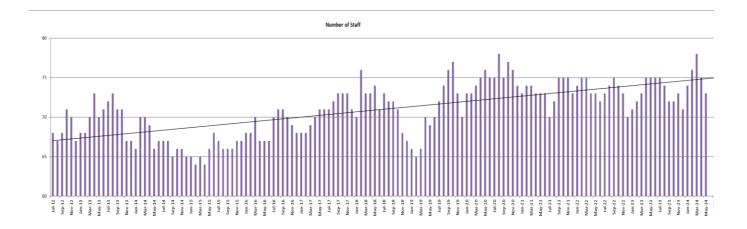
Advertising is currently underway for a Multi-skilled Plant Operator, and existing employees have been invited to express interest in internal secondments to the roles of Workshop Trade Assistant, and Acting Senior Stores Officer.

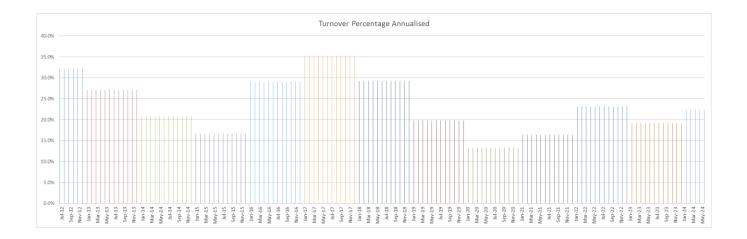
Advertising will commence in the near future for the Director of Engineering Services role.

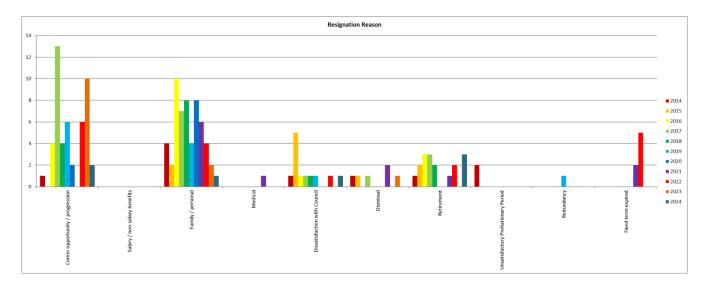
To date, Council has been unsuccessful in making appointments for the vacant positions of ICT Coordinator, and Manager Economic Development.

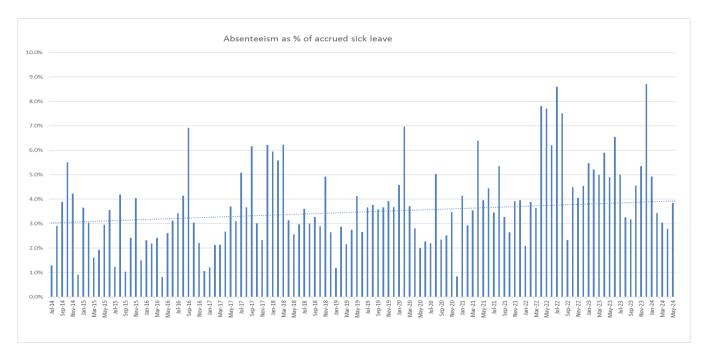
HR Metrics

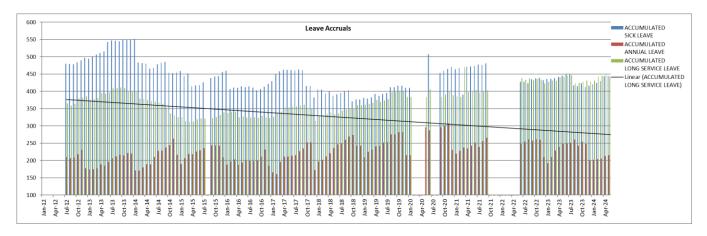
The following graphs provide updates on Council's HR Metrics:



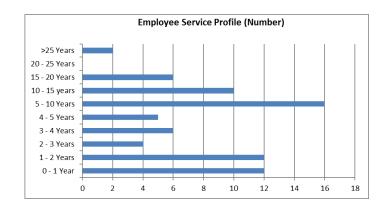








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Other Projects

Memorandum of Understanding with Murweh Shire Council

Council has recently established a Memorandum of Understanding (MOU) with Murweh Shire Council for shared services on an as-needed basis, and as approved by the Chief Executive Officers.

The MOU was initially established to provide back-up payroll support for both organisations, and it was recently successfully utilised while Council's Payroll/HR Officer was on leave.

Friday Fun Day Customised Trademutt Shirts

Council has been consulting with staff regarding the creation of custom Quilpie Shire Council Friday Fun Day Trademutt Shirts.

Staff have collaborated to identify icons that represent the Shire, and Trademutt have been engaged to commence the custom design process.

The project is estimated to take up to six (6) months to complete.

CONSULTATION (Internal/External)

Nil

LEGAL IMPLICATIONS

Nil

FINANCIAL AND REVENUE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

11 JUNE 2024

10.4.2 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

IX: 250450

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 April 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		6 out of 8 homes have been delivered, last 2 houses to be delivered in July 2024.	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
08-Apr-21	Eromanga bean pump	That the beam pump adjacent to the road near Eromanga could be renovated and made into a working pump as a tribute to the oil and gas industry in the shire.	Beam pump has been reassembled. Council to explore potential of signage on history of Oil and Gas in the Shire.	Ongoing
12-Mar-21	Increase number of councillors	Investigate the potential of appointing additional councillors		Not Commenced
12-Nov-20	Strategic Plan for Exclusion Fence	Liaise with Craig Allison - to include a map	Draft map has been completed – additional work required to identify all privately constructed fencing.	Ongoing
12-Nov-20	Мар	Map to landholders in regard to exclusion fencing for the next 5 yrs.	Map provided, further amendments to be made	Ongoing

Meeting Date	Subject	Action	Comments	Status
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 May	Warrego AFMG Meeting	Online
1 May	Quilpie LHAP meeting – Dept. of Housing	Online
3 May	LGAQ & AEC Webinar Council Feedback into Local Government Sustainability Submission	Online
3 May	Quarry Material Native Title Update	Online
7 May	Councillor Briefing Session	Quilpie
8 May	Quilpie State College – High School Meeting	Quilpie
13 May	Santos Meeting	Quilpie
13 May	Community Meetings – Quilpie	Quilpie
14 May	Community Meetings – Toompine & Adavale	Toompine & Adavale
15 May	Community Meeting – Eromanga	Eromanga
17 May	DSDILGP - Councillor Induction program	Quilpie
17 May	QTC - Councillor Induction program	Quilpie
21-22 May	LGAQ – Civic Leaders Conference	Gold Coast
27 May	Inquiry into Prehistoric, Dinosaur and Paleo Tourism in Outback Queensland.	Quilpie
28 May	Council Meeting	Quilpie
29 May	Queensland Reconstruction Authority Meeting	Quilpie
29 May	LDMG Meeting	Quilpie
30 May	Councillor Briefing Session	Quilpie

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Upcoming Meetings:

Date	Event	Location
3 June	Brett De Chastel Workshop	Quilpie
4 June	Councillor Briefing Session	Quilpie
6-7 June	DDSWQCOM Meeting	Warwick
11 June	Council Meeting	Quilpie
27-28 June	SWQROC Meeting	Cunnamulla
9 July	Councillor Briefing Session	Quilpie
2-4 July	ALGA 2024 National General Assembly	Canberra
16 July	Council Meeting	Quilpie
30 July	SWQROC Meeting	Online
6 August	Councillor Briefing Session	Quilpie
27 August	Council Meeting	Quilpie
29-30 August	SWQROC Meeting	Thargomindah
4-5 September	WQAC Conference	Mt Isa
10 September	Audit Committee Meeting	Quilpie
10 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

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OPERATIONAL UPDATES

Nil

CONSULTATION (Internal/External)

Councillors

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Low Risk – Within standard operations

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11 ENGINEERING SERVICES

11.1 WORKS ASSOCIATED WITH GAINING ACCESS TO AN ARTESIAN BORE WATER SOURCE.

IX: 250224

Author: Peter See, Director Engineering Services

Attachments: Nil

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.5 Optimal asset management practices

Initiative:

EXECUTIVE SUMMARY

The owners of Leopardwood Park Station have constructed a new artesian bore adjacent to Chainage 178 km of the Adavale Blackall Road. The owners have offered water for roadworks in return for some access road works. This report discusses the proposed works.

RECOMMENDATION

- 1. That Council receive the report and that.
 - (a) A written agreement be put in place between the owners and Council; and
 - (b) Council builds the access road and a turkey's nest at Council's cost.

BACKGROUND

Leopardwood Park Station is located on the Adavale Blackall Road. The new owner of the property has constructed an artesian bore located in the property adjacent to Chainage 178 km of the Adavale Blackall Road. The owner has offered Council access to the water for roadworks subject to Council constructing the access road and a Turkey's Nest dam to cool and store the water.

Currently water for roadworks on the Adavale Blackall Road is sourced from Roadside dams and from the bore in Adavale. Water is often carted over 50 kms to site. Maintenance works are often delayed due to the unavailability of water. There is a very demonstrated need to have water more accessible in this area. The offer is very welcome to Council.

The bore is located approximately 32km from Adavale and 39km from the Blackall Tambo Shire boundary. This is ideally placed from a Council construction and maintenance point of view.

Council will be responsible for constructing the access road to the bore and a turkey's nest so that water can be stored and cooled somewhat prior to use. The estimated cost of these works is \$30,000.00.

It is recommended that Council enter into an agreement with Leopardwood Park to access water in return for constructing the access Road and Turkey's nest storage.

OPTIONS

Option One

That Council receive the report and that.

- a) A written agreement be put in place between the owners and Council and that.
- b) Council builds the access road and a turkey's nest at Council's cost.

Option Two

That Council receive the report and that.

Council does not accept the offer.

CONSULTATION (Internal/External)

Owner of Leopardwood Park

Director Engineering Services

LEGAL IMPLICATIONS

Council should enter into a legal agreement to ensure continuity of the Agreement.

POLICY AND LEGISLATION

Nil.

FINANCIAL AND RESOURCE IMPLICATIONS

Council will need to approve the funding to carry out the works.

RISK MANAGEMENT IMPLICATIONS

Nil

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11.2 RFT 11 23-24 HOUSING WORKS AND OPALOPLIS PARK UPGRADE

IX: 250384

Author: Kasey-Lee Davie, Procurement Officer

Attachments: 1. Attachment 1- Scope of Works U

- 2. Attachment 2 Summary and Comparison (under separate cover)
- 3. Attachment 3 Hourly Rates (under separate cover)

4. Attachment 4 - Tender Submission Comparison (under separate cover)

KEY OUTCOME

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

Key 1.1 Well-planned and highly liveable communities

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

of the landscapes

Key 4. Strong Governance

Outcome:

Key

4.4 Long-term financial sustainability underpinned by sound financial planning

Initiative: and accountability

EXECUTIVE SUMMARY

The purpose of this report is to endorse and approve the recommended tenderer for T11 23-24 Housing Works, and Opalopolis Park Upgrade, based on the consensual review conducted, enabling the project to proceed with the most suitable contractor.

RECOMMENDATION

- 1. That Council-
 - (a) Subject to funding approval and finalisation, award T11 23-24 Housing Works and Opalopolis Park Upgrade in the following manner-

Award Baguley Build Pty Ltd to complete the following items at 74 Galah St, 70 Galah St, 72 Galah St, 66 Galah St, 3 Boobook St and 61 Dukkamurra St–

- Item 3- Service Connection
- Item 4- Other

For a total of \$352,093.55 excluding GST; and

(b) engage Baguley Build Pty Ltd and/or Stennett Builders Pty Ltd and/or Wild West Carpentry and Construction Pty Ltd on hourly hire arrangements for the following items-

Item 1 - Hardscape at all houses

- Item 2 Landscaping (softscape) at all houses; and
- Items 1 6 at Opalopolis Park Upgrade (Eromanga)
- (c) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

BACKGROUND

Quilpie Shire Council has previously engaged 2 builders to build (offsite) and deliver 8 new houses to Quilpie township at the below locations:

- 11 Boobook Street Lot 33 SP234965
- 20 Boobook Street Lot 37 SP234965
- 66 Galah Street Lot 6 SP234966
- 72 Galah St –Lot 3 SP234966
- 3 Boobook Place Lot 29 / SP234965
- 61 Dukamurra Street Lot 14 / SP234965
- 70 Galah Street Lot 4 / SP234966
- 74 Galah Street Lot 2 / SP234966

The houses will be delivered to site between **April and July 2024**, with 6 houses delivered and installed now and 2 houses scheduled for delivery during July. Each house will be installed on steel columns and footings. The scope of works for the primary builders includes the "main dwelling only".

Council required tenders from suitably qualified contractors for all remaining site works at each of the 8 locations.

The scope of works is detailed in attachment 1, 'Attachment 1- Scope of Works'.

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Chapter 6, Part 3 of the *Local Government Regulation 2012*, Council proceeded with a public tender process. Council invited tenders from suitably qualified respondents for Building, Landscaping, and Service Connection works.

A public tender process was conducted to permit maximum competition among all available suppliers, thus allowing for an assessment of the current market. An open market process ensures this procurement activity and future likewise procurement activities continue to result in a value for money decision.

In compliance with S232(5) and s232(6), the tender was released on the VendorPanel Public Tenders platform, advertised on Council's website, public notices and on Council's Facebook page for the requirement of at least 21 days.

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	3 April 2024
RFQ Close	5:00pm 24 April 2024

At the close of the tender at 5.00pm Friday 24 April 2024, 122 suppliers read the request for tender. Council received a total of 3 responses via VendorPanel from the following suppliers:

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- Baguley Build Pty Ltd
- Stennett Builders Pty Ltd
- Wild West Carpentry and Construction Pty Ltd

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

Criteria	Weighting
Price	60%
Programme & Availability	30%
Safety	10%

Evaluation Process:

Following tender close, additional correspondence was issued to all tenderers requesting the following:

RFI 1

- Confirmation of earliest available start date for site works and expected duration per house.
- 2. Provide a copy of relevant company WHS documentation.
- 3. Provide a copy of relevant company insurances and licenses.
- 4. Confirmation of understanding that the scope may be awarded in portions i.e. different parts of the scope may be awarded to one or more tenderers.

<u>RFI 2</u> (Baguley Build & Stennett Builders only, Wild West Carpentry omitted pricing Opalopolis Park with original submission)

1. Revised pricing for *Opalopolis* Park with the principal (council) to supply all concrete.

RFI₃

1. Additional pricing – hourly rates as per provided schedule.

All three tenderers provided a response to RFI 1 and RFI 3, only 1 responded to RFI 2.

Earliest available start date - Baguley Build Pty Ltd and Stennett Builders Pty Ltd confirmed availability immediately and Wild West Carpentry and Construction Pty Ltd confirming earliest availability in mid-July 2024.

All three tenderers agreed to *Item 4 Confirmation* of understanding that the scope may be awarded in portions i.e. different parts of the scope may be awarded to one or more tenderers.

Council should note that x4 houses (Galah St and Boobook St) have now been installed by the primary builder ready for remaining site works to commence. Due consideration was given throughout the assessment to ensure completion of works specifically required to obtain certificate of occupancy be completed as a priority.

Of the three tenders submitted, only one supplier priced the full scope of works. Others priced different parts of the overall scope with various exclusions or a single item with various exclusions noted.

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The price provided for the full scope of works does not meet the project budget.

No two responses were the same with several varying allowances and exclusions, this made it difficult to reasonably compare tenderers and applying a weighted criteria approach would be unreliable and inaccurate.

A qualitative approach was adopted, along with requesting additional pricing in the form of hourly rates from all three tenderers.

The assessment and comparison resulted in the above recommendation to reduce risk, manage workload, and ensure project completion within the necessary timeframes.

OPTIONS

Option 1 - Recommended

That Council-

a) Subject to funding approval and finalisation, award T11 23-24 Housing Works and *Opalopolis* Park Upgrade in the following manner-

Award Baguley Build Pty Ltd to complete the following items at 74 Galah St, 70 Galah St, 72 Galah St, 66 Galah St, 3 Boobook St and 61 Dukkamurra St–

- Item 3- Service Connection
- Item 4- Other

For a total of \$352,093.55 excluding GST; and

- b) engage Baguley Build Pty Ltd and/or Stennett Builders Pty Ltd and/or Wild West Carpentry and Construction Pty Ltd on hourly hire arrangements for the following items-
 - Item 1 Hardscape at all houses
 - Item 2 Landscaping (softscape) at all houses; and
 - Items 1 6 at *Opalopolis* Park Upgrade (Eromanga)
- c) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2-

That Council-

- a) Subject to funding approval and finalisation, award T11 23-24 Housing Works and Opalopolis Park Upgrade to Baguley Build Pty Ltd for a total of \$2,164,672.60 excluding GST. Noting that the total cost exceeds approved funding and Quilpie shire Council will be required to supplement the difference.
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

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Option 3-

That Council:

a) Resolve not to award T11 23-24 Housing Works and Opalopolis Park Upgrade

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

254H Recording of reasons for particular decisions.

- (1) This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—
- (a) the decision is about entering into a contract the total value of which is more than the greater of the following—
- (i) \$200,000 exclusive of GST.
- (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report

CONSULTATION (Internal/External)

Chief Executive Officer Justin Hancock

Director Engineering Services Peter See

Works Coordinator Brian Weeks
Senior Road Construction and Maintenance Supervisor Adam Rea

D (0)

Procurement Officer Kasey Davie

Project Management Advisor Jamie Galloway

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012

Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

These works are currently funded under Councils adopted 23/24 budget.

RISK MANAGEMENT IMPLICATIONS

Risk assessment was completed in the planning stages of the Procurement activity-

			Ri	sk Assessmen	t		
Risk Name & Description	Current Controls	Impacts	Likelihood	Consequence	Risk Rating	Risk Treatment Depending on risk rating - additional	
What could happen and risk Impact if the risk		Impact if the risk eventuates				controls / mitigation strategy to be	
Example: Insufficient funding	None	Delays to purchasing	C Possible	4 Major	High	Ensure funding approvals obtained at start of project	
Insufficient funding	None	Delays to purchasing or reduced scope		Moderate	High	Ensure adequate initial funding, potential to move some scope back inhouse i.e. council complete – to reduce costs	
Time	None	Delays to certificate of occupancy for houses	Possible	Minor	Medium	Contractor to provide initial programme including critical path items	
Quality	Examples of expected quality provided with RFQ	Quality of workmanship and finishing	Possible	Minor	Medium	Ensure successful tenderer has track record and implement contract admin/supervision throughout project	
Insufficient Responses	Flexibility in the e approach to procure these services	Delay in the award of contract		Minor	Medium	Taking steps in the evaluation processes to ensure a timely, reduced risk and value for money approach is sort.	

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T11 23-24 Housing Works and Opaloplis Park Upgrade-Scope Of Works

Scope for the following-

- 11 Boobook Street Lot 33 SP234965
- 20 Boobook Street Lot 37 SP234965
- 66 Galah Street Lot 6 SP234966
- 72 Galah St –Lot 3 SP234966
- 3 Boobook Place Lot 29 / SP234965
- 61 Dukamurra Street Lot 14 / SP234965
- 70 Galah Street Lot 4 / SP234966
- 74 Galah Street Lot 2 / SP234966

1. Hardscape works:

- a. Installation of colorbond boundary fencing (colour, shale grey) at 66, 72, 70, 74 Galah Street (fence materials provided by council for these x4 properties).
- b. <u>Supply and Installation</u> of colourbond boundary fencing (colour, shale grey) at 11, 20, and 3 Boobook Place, and 61 Dukamurra Street (tenderer to supply all materials for these x4 properties).
- c. Supply and installation of concrete nib wall below boundary fencing.
- d. Supply and installation of "pool style" fencing on front boundary.
- e. Supply and installation (including reinforcing) of concrete driveway.
- Supply and installation (including reinforcing and bored pier footings) of shed slab.
- g. Supply and installation (including reinforcing) of tank slabs.
- h. Supply and installation of concrete footpath.
- i. Installation of garage/carport shed at 66, 72, 70, 74 Galah Street (materials provided by council for these x4 properties)
- j. <u>Supply and Installation</u> of garage/carport shed at 11, 20, and 3 Boobook Place, and 61 Dukamurra Street (tenderer to supply all materials for these x4 properties) – tenderer to nominate shed type.
- k. Supply and install of clothesline.

2. Softscape (Landscaping) works:

- a. Minor earthworks and shaping of residential blocks.
- b. Supply and spread 100mm topsoil including scarify existing ground.
- c. Supply and install of turfing.
- d. Supply and install of planting.
- e. Supply and install of irrigation system.

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- f. Supply and install of stormwater drainage and roofwater drainage (connect into downpipes) to ensure free draining of all lots.
- g. Supply and install pavers.
- h. Supply and install concrete nibs.
- i. Supply and install stone mulch.

3. Service Connections:

- a. Electrical
 - Obtain all relevant approvals, supply and installation, connections, and commissioning.
 - ii. Supply and Install TV Antenna.

b. Plumbing

- Obtain all relevant approvals, supply and installation, connections, and commissioning.
- ii. Supply and install of x3 10,000L tanks including all pipes, fittings, and commissioning.
 - 1 x rain connected to kitchens sink drinking tap (sink will have the standard flick mixer with a separate tap for the rainwater) and 1 external rain tap on the house, 2 x cooling tanks 1 for irrigation and 1 for cold water house use.

c. NBN

 Obtain all relevant approvals, supply and installation, connections, and commissioning.

4. QA/Certification:

 All relevant quality assurance, testing, reports, and approvals to obtain certificate of occupancy.

In addition to the new houses, council included the planned upgrade to Opaloplis Park in Eromanga within the request for tender, as detailed below:

Scope for Opaloplis Park:

- a. <u>Supply and Installation</u> of 17m x 13m gable roof shed over play equipment including form 15 certification.
- b. Remove and dispose offsite existing perimeter fencing.
- c. Supply and Installation of Colorbond boundary fencing (colour, dune).
- d. Supply and installation of concrete nib wall below boundary fencing.
- Supply and installation of lockable side gate suitable for emergency vehicles access.
- f. All relevant quality assurance, testing, reports, approvals required.

The RFT Scope included the following note:

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Tenderers are encouraged to price any parts of the scope relevant to their capabilities and experience. The works may be awarded as a complete package or broken out into relevant sections depending on the responses received.

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12 CORPORATE AND COMMUNITY SERVICES

12.1 COMMUNITY ASSISTANCE APPLICATION - QUILPIE POLOCROSSE CLUB

IX: 250422

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: 1. Application - Quilpie Polocrosse Club.pdf 4

2. Acquittal - Quilpie Polocrosse.pdf J.

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 Polocrosse Club have submitted a Community Grant Assistance Application for a direct cash contribution of \$5,000 to assist with the costs of their 2024 Annual Polocrosse Carnival to be held on the 15th & 16th June 2024. The funds would be used to assist with the costs of entertainment, prizes and preparation of Polocrosse fields.

RECOMMENDATION

1. That Council notes the Community Assistance Grant Application submitted by the Quilpie Polocrosse Club and approves the request for \$5000 direct cash contribution towards expenses associated with hosting their annual Polocrosse Carnival.

BACKGROUND

The Quilpie Polocrosse Club hosts an annual Polocrosse carnival in June each year. The club raises funds annually during the carnival with bar and canteen sales.

Previous Approved Applications

2023

- In-kind use of Bulloo Park to hold 2023 Polocrosse Carnival.
- 2023 \$2,500 In-kind Machinery use.

OPTIONS

Option 1: (recommended)

That Council notes the Community Assistance Grant Application submitted by the Quilpie Polocrosse Club and approves the request for \$5000 direct cash contribution towards expenses associated with hosting their annual Polocrosse Carnival.

Option 2:

That Council notes the Community Assistance Grant Application submitted by the Quilpie Polocrosse Club and approves an alternative direct cash contribution towards expenses associated with hosting their annual Polocrosse Carnival.

Option 3:

That Council notes the Community Assistance Grant Application submitted by the Quilpie Polocrosse Club and does not approve the request for a direct cash contribution towards expenses associated with hosting their annual Polocrosse Carnival.

CONSULTATION (Internal/External)

Quilpie Shire Council

Quilpie Polocrosse Club

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

The identified priorities for funding under this program are:

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.

- 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

2024-25 BUDGET \$53,000

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 Litres potable water, water truck, operator, generator, and portable lighting.			
August	Quilpie Motorcyclist Association	\$2,500.00	52,500.00 100 Chairs, 10 tables, bain marie, generator, 15 wheelie bins, 3 pop up tents & 1 x 18m2 Skip bin			
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		

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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	\$2,000.00
February	Eromanga District Rodeo Assoc.	\$4,300.00	In-kind, Whipper snip and mow, inspect water and plumbing at the facility and engage electrician to undertake electrical inspection at facility	\$5,000.00
February	Quilpie Diggers Club Sponsorship	\$2,000.00		
March	Toompine Progress 2024 Gunshoot	\$5,000.00		
March	Adavale Sport & Rec	\$8,500.00		
March	Quilpie Cultural Society	\$3,000.00		
March	Quilpie Triathlon Club	\$2,500.00		
April	Quilpie Golf Club		Donation of a shed located at 49 Boonkai St Quilpie	
April	Quilpie Sport & Rec Inc		Support of grant funding application by way of letter of support and a contribution of inkind administrative support in relation to the project	
Мау	Toompine Polocrosse Club	\$5,000.00		
TOTAL		\$44,300.00		\$14,835.00
COMBINED TOTAL		÷,555.55	\$59,135.00	Ţ. 1,000.00

RISK MANAGEMENT IMPLICATIONS

Low Risk - Risk to be worn by the Quilpie Polocrosse Club

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COMMUNITY ASSISTANCE PROGRAM APPLICATION FORM

Type of Support

"In Kind" support - generally means a provision of goods or services or a waiver of fees etc. and is

not a direct cash contribution (for example plant or equipment hire, waiver of

fees or charges and provision of materials such as loam or gravel).

"Financial" support - means a direct cash donation to an organisation or person for a Council

approved event, project or fundraising activity.

The following local organisations will be eligible for assistance under this policy:

Charities, Not for Profit or Religious Organisations, Sporting or Hobby Groups / Bodies.

In determining the level of assistance required, Council shall:

- Establish the level of funding available in terms of its coming budget requirements;
- Apportion such funding across each application eligible for funding.

Council shall have sole discretion in determining the type and level of support to be provided to each applicant.

Notification of the assistance to be provided by Council will be in written format to the nominated contact person as detailed in the application.

Applications will be assessed against the following Program priorities:

Program Priorities

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 the skills base in the Shire;
- To develop open spaces, sport and recreation facilities within the Shire; and
- To promote active participation from a range of community sectors such as youth, aged, family, urban, rural etc.

1.1	Type of assist	tance being sough	t:				
X	Direct cash contribution						
	Provision of a	assets					
	Concession						
	In-kind						
1.2	Applicant det	tails:					
Organis	sation / Individ	lual Name:	•	rosse Club Inc			
Contact	t Person for Pr	oject:	Rebecca Tho	mpson			
Postal A	Address:		PO Box 65 Q	QUILPIE QLD 4480			
Email A	Address:		quilpiepolox	4480@gmail.com			
Telepho	one No:		0458577859				
1.3	Brief descript	tion of the project	/ activity for	which assistance is being requested:			
	Polocrosse Cl	ub hold their carn	ival annually ,	the preparation takes alot of time and money to hold th			
event. The fun	ding will be u	sed for live entert	ainment, prize	es and making sure our fields are in tip top shape.			
	-	onal information if I					
1.4	Event Details						
Name o	of Event:	2024 Quilpie Po	locrosse Club A	Annual Carnival			
Date of	f Event:	15 & 16 June 20	24				
				1			
Amoun	nt of Funding R	Requested:		\$ 5000			
Amoun	nt of Funding P	Provided by the Ap	plicant	\$ 10500			
Amoun	nt of Funding P	Provided by Others		\$ 4500			
Total Es	stimated Cost	of Project:		\$ 20000			
Are vou	u GST register	ed?		☐ Yes			
			GST. as this wil	ill be the final figure paid			
	,	,					
1.5	Project timef	rame					
Project	Start Date			01/06/2024			
	End Date			18/06/2024			
	equittal Report Due (8 weeks after end date)			13/08/2024			
1	1		· · · · · · · · · · · · · · · · · · ·	.1			
1.6 Details of other endeavours to raise funds							
The club raises funds yearly through the annual carnival with bar and canteen sales							
1.7	Financial pos	ition of applicant	as at the date	of this application including a copy of a recent bank			
	statement and supporting information on why funds are required:						

The costs of running the annual carnival are very high and increasing every year, our carnivals run every year a lose, so Councils support is a massive help

(Please attach additional information if required)

Community Assistance Application

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1.8 Previou	s Assistance?					
Have you recei	Have you received previous Council Assistance?					No
Please list prev	ious Council Assistance	2020	,202	1,2022 & 2023 Annual	Carniv	val field preparation
			ı			ı
Have previous	programs been acquitted?	X	Yes			No
4.0 01						1. 6.1.1
1.9 Please of project	outline the aims of the project and :	tne a	irect	benefits to the comr	nunity	as a result of this
	ll allow us to provide entertainmen	t, and	ensu	re that our fields are	safe f	or all riders and horses
1.10 Bank de	etails					
Name:	Quilpie Polocrosse Club Inc					
Bank	NAB			Branch:		
BSB:				Account Number:		
1.11 DECLAR	-					
We, the under	rsigned do hereby certify that we	believe	the	information containe	d in t	this application to be
accurate and re	enable.		Λ	14		
Doboses The			1	W		
Rebecca Tho	mpson ————————————————————————————————————		LXX	Mompnen		30/05/2024
	Name			Signature		Date
Committee Me	mber / Authorised Persons:					
Name				Signature		Date
	IVAIIIC			Jigiiatui e		Date
Alata The Cons				ankad ar band daliyara		

Note: The Community Assistance Acquittal Form must be postmarked or hand delivered to the Quilpie Shire Council NO LATER than eight (8) weeks after the completion of your project. Further assistance will not be given until Acquittal reports are received.

Community Assistance Application

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1.1 Assistance Recipient Details



Community Assistance Program

Acquittal Form

To be completed upon finalisation of your project.

Important information about your Quilpie Shire Council Community Assistance Program acquittal.

- Please ask Council for assistance if you are unsure about how to complete any part of this report.
- This is a legal document. It is your responsibility to ensure that all amounts and information recorded on this form and other related documents are accurate and can be justified.
- Any Quilpie Shire Council Community Assistance money not used for the project will need to be returned to the Council with this report if you have not already done so.
- All receipts / invoices relating to the Quilpie Shire Council Community Assistance Program money you have spent on your project must be attached to this acquittal form.
- Acquittal forms must be postmarked or hand delivered to the Quilpie Shire Council NO LATER than eight (8) weeks after the completion of your project.

Organisation / Individual Name:	Organisation / Individual Name: Quilpie Polocrosse CLub Inc				
Contact Person for Project:	Rebecca Thompson				
Postal Address:	PO Box 65 0	QUILPIE QLD 4480			
Email Address:	quilpiepolox	x4480@gmail.com			
Telephone No:	0458577859	9			
	ı				
Funding Year:	2022 - 2023	3			
Assistance Amount:	\$ 2500 INKIND - Machinery				
Project Name:	2023 Annua	al Carnival Prep			
1.2 Project timeframe					
Project Start Date		1 December 2023			
Project End Date		30 June 2023			
1.3 Project Summary					
Please attach a brief summary to this report (no more than one page). The summary should include a brief description of the project, results achieved and any information that could be useful for other organisations undertaking similar projects. Support material such as photographs may also be included. Copies of receipts for goods purchased should be attached.					
Quilpie Polocrosse Club hold their carnival annually, the preparation takes alot of time and money to hold the event. The carnival brings players and spectators from the whole south west and some south east, generating a revenue to our small community.					
Our annual carnival is a great event , promoting our community, Councils amazing facilities whilst promoting a family friendly sport.					
Surplus Funds					
Are there any surplus funds to be returned to Council Yes X No					

Community Assistance Acquittal

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1.4	DECLARATION		
(ar	I certify that to the best of my knowledge, information and belief, the details provided in this report (and relevant attachments) are true and correct. I understand that I may need to provide the Quilpie Shire Council with additional information on		
	e funded activity if required.	Allon pron	30.05.24
Reb	ecca Thompson	Children of the o	30.03.24
	Name	Signature	Date
Committee Member / Authorised Persons: Name		Signature	Date

Community Assistance Acquittal

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13 FINANCE

13.1 24-27 WORKS FOR QUEENSLAND PROGRAM

IX: 250059

Author: Sharon Frank, Manager Finance & Administration

Attachments: Nil

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Initiative:

Key 4.3 Maintain good corporate governance

Key 1. Great Place to Live

Outcome:

Kev

1.1 Well-planned and highly liveable communities

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

of the landscapes

EXECUTIVE SUMMARY

Council is eligible to apply for \$1,620,000 in funding under the Queensland Government's 24-27 Works for Queensland Program. To receive the funding, Council must provide a list of nominated projects for assessment and endorsement by the Queensland Government.

RECOMMENDATION

- 1. That Council submit applications under the 24-27 Works for Queensland Program for the following projects:
 - Sewerage Pump Station in Quarrion Street \$300,000
 - Quilpie Water Main Sommerfield Road Water Main Upgrade \$360,000
 - Adavale Water Main Replacement \$260,000
 - Quilpie Pool Filtration System Changeover \$250,000
 - Construct Stage 1 of the Brolga Street Masterplan including Anzac (Memorial) Park
 \$450,000)
- 2. Authorise the CEO to sign the funding agreement.

BACKGROUND

The Queensland Government has announced \$300 million for the 2024-27 Works for Queensland (W4Q) program, making it the largest round of the W4Q program to be rolled out.

\$1,620,000 has been made available to the Quilpie Shire Council.

The 2024-27 W4Q program aims to support council to deliver local infrastructure and maintenance, planning and capability development projects which:

- Support essential services, contribute to community economic development and improve council sustainability.
- Create and / or support jobs and deliver liveable communities where Queenslanders want to work live and play.

Funding and Project Categories:

In addition to infrastructure projects, Councils can choose to use:

- Up to twenty percent (20%) of their 2024-27 W4Q program allocation for planning projects.
- Up to five percent (5%) of their 2024-27 W4Q program allocation for capability development projects.

Note: Submitting planning and capability development projects is voluntary.

Examples of Infrastructure Project Proposals

Critical infrastructure projects – water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems, asset management data collection.

Disaster resilience and preparedness projects – protecting existing essential public infrastructure and/or builds resilience to future natural disasters.

Housing supply projects – provision of council staff housing, enabling works for future residential housing development.

Examples of Planning Project Proposals

Strategic planning for infrastructure projects – studies and investigations to assist local governments form a strategic view of their key infrastructure priorities and needs (needs assessment, preliminary costings, option analysis).

Business cases and/or detailed design projects – development of local government infrastructure proposals and designs to provide better clarity on investment decisions.

Asset condition assessment reports – studies or investigations to determine condition of assets and remaining useful life.

Examples of Capability Development Project Proposals

Capability development refers to core systems or actions which are critical to delivering services to communities, such as:

- > Training council staff in operating essential council assets e.g. water treatment or sewerage plants.
- Competency attainment, such as certificates.
- Improvements to council systems, such as finance and asset management systems.

Nominated Projects:

- Sewerage Pump Station in Quarrion Street \$300,000
- Quilpie Water Main Sommerfield Road Water Main Upgrade \$360,000
- Adavale Water Main Replacement \$260,000
- Quilpie Pool Filtration System Changeover \$250,000
- Construct Stage 1 of the Brolga Street Masterplan including Anzac (Memorial) Park -\$450,000

Council has until 5 July 2024 to provide its list of nominated projects for assessment and endorsement, with announcements expected from September 2024.

Council will have until 30 June 2027 to deliver endorsed projects.

OPTIONS

OPTION 1

- 1. That Council submit applications under the 24-27 Works for Queensland Program for the following projects:
 - Sewerage Pump Station in Quarrion Street \$300,000
 - Quilpie Water Main Sommerfield Road Water Main Upgrade \$360,000
 - Adavale Water Main Replacement \$260,000
 - Quilpie Pool Filtration System Changeover \$250,000
 - Construct Stage 1 of the Brolga Street Masterplan including Anzac (Memorial) Park
 \$450,000
- 2. Authorise the CEO to sign the funding agreement.

OPTION 2

That Council does not submit applications (not recommended).

OPTION 3

That Council nominate alternative projects.

CONSULTATION (Internal/External)

- Executive Leadership Team
- Councillor Workshop 4 June 2024

LEGAL IMPLICATIONS

The Head Funding Agreement executed by Council and the Queensland Government along with a specific 2024-27 W4Q Project Funding Schedule, will govern the delivery of endorsed projects.

POLICY AND LEGISLATION

N/a

FINANCIAL AND RESOURCE IMPLICATIONS

The W4Q Program will provide \$1,620,000 in funding for the projects outlined in this report.

RISK MANAGEMENT IMPLICATIONS

N/a

14 GOVERNANCE

14.1 SPECIAL HOLIDAY 2025

IX: 250101

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. 2025 Public Holiday Request 4

KEY OUTCOME

Key 1. Great Place to Live

Outcome:

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

Initiative:

EXECUTIVE SUMMARY

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

RECOMMENDATION

That Council nominate Friday 12 September 2025 (Quilpie Show Day) as the 2025 Special Holiday

BACKGROUND

Each year in accordance with the Holidays Act 1983 local governments are invited to request special holidays to be observed during the following year for districts in their area. If Council wishes to request a special holiday to be observed during 2025 a submission must be made by no later than Friday, 12 July 2024.

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

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

The Quilpie Show is held on the second Saturday of the September each year. The Quilpie Show holiday for 2021, 2022, 2023 & 2024 has been held on the Friday before the Quilpie Show and Rodeo. Prior to this Quilpie held a Bank Holiday (Special Holiday) on Melbourne Cup Day.

In 2023 the Quilpie Business Community were made aware that the Show Holiday was a Gazetted Public Holiday and employees are to be paid in accordance with their award or agreement if they work on this day.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazett will be emailed to the Council's Chief Executive Officer.

OPTIONS

- 1. That Council nominate Friday 12 September 2025 (Quilpie Show Day) as the 2025 Special Holiday.
- 2. That Council nominate another date for a Public or Bank Holiday.
- 3. That Council do not nominate a date for a Public or Bank Holiday.

CONSULTATION (Internal/External)

Quilpie Show Society

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Holidays Act 1983

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Low



Office of Industrial Relations

Department of State Development and Infrastructure

24 May 2024

Dear Chief Executive Officer,

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

If you wish to request special holidays to be observed during 2025 for districts in your local government area, please complete the attached request form and submit via email to info@oir.qld.gov.au by no later than **Friday**, **12 July 2024**.

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

A special holiday for any other reason is not a public holiday but is a bank holiday only and under the *Trading (Allowable Hours) Act 1990*, is only a holiday for banks and insurance offices and under a directive of the *Public Sector Act 2022*, a holiday for public service employees unless otherwise determined by a chief executive.

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

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

Yours sincerely

Shane Donovan

A / Executive Director, Industrial Relations
Office of Industrial Relations

1 William Street Brisbane Queensland 4000 Australia GPO Box 69 Brisbane Queensland 4001 Australia Telephone 13 QGOV (13 74 68) WorkSafe 1300 362 128

Website www.worksafe.qld.gov.au www.business.qld.gov.au

14.2 POLICY REVIEW

IX: 250418

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Website and Social Media Policy !

2. Fraud and Corruption Control Policy <a>§

3. Personal Information Privacy Policy J.

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 recently reviewed Website and Social Media Policy, Fraud and Corruption Control Policy, and Personal Information Privacy Policy.

RECOMMENDATION

That the Council adopt the Council the Website and Social Media Policy, Fraud and Corruption Control Policy and the Personal Information Privacy Policy.

BACKGROUND

As part of the Council's policy review program the Website and Social Media Policy, Fraud and Corruption Control Policy and the Personal Information Privacy Policy have been reviewed and amended.

The Policies has been updated to the new format and now includes the Human Rights declaration.

The changes to the policies are as follows:-

Website & Social Media Policy - no changes

<u>Fraud & Corruption Control Policy</u> – additions highlighted in yellow

Personal Information and Privacy Policy - No Changes.

CONSULTATION (Internal/External)

Leadership Team

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012

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FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

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G.13 Website and Social Media Policy

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Responsible Officer: Chief Executive Officer

Policy Owner: Council Policy No: G13 Version: 6 Council Resolution Number: QSC Effective Date: 11 June 2024 UNCONTROLLED DOCUMENT WHEN PRINTED
Review Due: June 2027

IX: 247360

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G.13 Website and Social Media Policy

1 OBJECTIVE

The objectives of this policy are:

- Demonstrate Council's commitment to communicating with the community through internet and other electronic systems; and
- Provide an agreed protocol for the use of various technological platforms by persons communicating with or on behalf of Council.

2 SCOPE

This policy applies to:

- The use of electronic equipment and associated programs for the purpose of informing and / or engaging the community, where that information can reasonably be expected to be accessed by a number of individuals. Examples may include, but are not limited to, social media sites (eg Facebook, X), blogs available to the general public, bulk email and sms messaging, videos, podcasts etc.;
- All Councillors, Council employees, consultants and contractors engaged by Council accessing Council's public media platforms as an administrator, moderator or content generator under Council's account profiles; (where are designated people set down?)
- Any social media user who wishes to interact on public media platforms administered by Council, including Councillors, council staff and contractors using private or third-party accounts; and
- All Councillors, council employees and contractors using any non-council or personal public media platform.

This policy does not apply to:

- The use of electronic equipment to communicate with individuals directly in relation to specific matters;
- The use of electronic equipment by Councillors in campaign activities (refer Councillor's Caretaker Period Protocol, and Councillor's Code of Conduct for Councillor requirements in this regard); or
- The use of electronic equipment in production of Council publications, radio or television.

3 STATEMENT

Council recognises the role of information technology infrastructure as essential communications tools to disseminate information to the community.

Council acknowledges the benefits of engaging with the community through current and emergent social media and technology platforms as a means to communicate key Council policy and messages.

4 HUMAN RIGHTS COMPATIBILITY STATEMENT

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

Responsible Officer: Chief Executive Officer Policy Owner: Council

Policy No: G.13 Version: 6 Council Resolution Number: QSC Effective Date: 11 June 2024 UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: June 2027 **IX:** 247360

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G.13 Website and Social Media Policy

5 DEFINITIONS

Blog: A website containing the author or author's own experiences, observations

and comments.

Bulk SMS: Often used for marketing purposes, the process of sending a text message

to a number of recipients via mobile telephone or internet technology.

Council Quilpie Shire Council

Electronic publication

equipment:

For the purposes of this policy electronic equipment may include computers (local and remote), telephone, facsimile, android and other

mobile electronic devices (eg lpads, tablets).

Social media An online environment which facilitates the creation, sharing and exchange

of information and ideas in virtual communities and networks.

Social media platforms: Programs or applications developed for the purpose of providing a network

for social media interactions, such as Facebook or X and/or other electronic means of expressing comment to a number of individuals. (eg

mass electronic email or text messages).

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

IX#	Details
240505	G.13-A Website and Social Media (Publication) Procedure
250407	G.13-B Website and Social Media (Terms of Use) Procedure

7 VERSION CONTROL

V1	14-Jan-14	Developed and adopted
V2	06-Mar-14	Reviewed and adopted
V3	10-Jun-16	Reviewed and adopted
V4	13-Apr-18	Reviewed – no changes
V5	11-Sep-20	Reviewed and adopted
V6	11-Jun-23	Reviewed and adopted

Responsible Officer: Chief Executive Officer

Policy Owner: Council
Policy No: G.13 Version: 6
Council Resolution Number: QSC
Effective Date: 11 June 2024

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Responsible Officer: Chief Executive Officer

Policy Owner: Council Policy No: F.07 Version: 4

Council Resolution Number: QSC XXX-XX-XX

Effective Date: 11 June 2024

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: Month June 2027

IX: 249051

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1 OBJECTIVE

The objectives of this policy are:

- To confirm Quilpie Shire Council's (Council) commitment to a zero-tolerance stance on fraud and corruption;
- To reduce the likelihood of fraud and / or corruption; and
- To provide a clear framework for the management of fraud and corruption control across the organisation.

2 SCOPE

This policy applies to all Councillors, Council employees, contractors, volunteers, consultants, vendors, community members and any other party engaged in undertaking business with Council.

This policy outlines Council's commitment to fraud and corruption control. Council's *Fraud and Corruption Management Plan* reflects this policy position and should be consulted for a detailed analysis of Council's fraud and corruption management strategy.

3 STATEMENT

3.1 PHILOSOPHY

Council elected members and all staff are committed to conducting its business with integrity, honesty and fairness, complying with all relevant laws, regulations, codes and corporate standards. Council maintains a zero-tolerance stance on fraud and corruption.

Council is committed to dedicating appropriate resources in pursuit of preventing, detecting and reducing fraud and corruption in the organisation.

3.2 STRATEGY

Council will implement a consistent and integrated three (3) way approach to its fraud and corruption control program. In particular, strategies and procedures across the following key areas will be developed and implemented:

- Fraud prevention designed to prevent fraud from occurring in the first instance;
- Fraud detection designed to assist in discovering fraud as soon as possible after it has occurred; and
- Fraud response the systems and processes that assist in responding appropriately to an alleged fraud when it is detected.

Overarching to the overall strategy is fraud monitoring, reporting and evaluation. This is essential to ensure accountability by providing information that demonstrates compliance with legislative responsibilities, Council expectations and specific fraud control strategies.

3.3 ELEMENTS OF THE FRAUD AND CORRUPTION CONTROL PROGRAM

In an effort to promote and enact best practice methods in fraud and corruption control, Council will develop, regularly review and maintain a comprehensive *Fraud and Corruption Control Plan* which will ensure a consistent and integrated treatment of the following elements:

- Council-wide integrated policy;
- Risk assessment;

Responsible Officer: Chief Executive Officer Policy Owner: Council

UNCONTROLLED DOCUMENT WHEN PRINTED

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- Internal controls;
- Internal reporting;
- External reporting;
- Public interest disclosures;
- Investigations;
- Codes of conduct;
- Staff and Councillor education and awareness; and
- Client and community awareness.

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

5.1 FRAUD

Fraud is dishonest activity causing actual or potential financial loss to any person or entity including theft of personal identity, moneys or other property by employees or persons external to the Council and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

Examples of fraud may include:

- Alteration of Council records including payment transfers, invoices and other records;
- Misappropriation of Council funds, assets and supplies;
- Unauthorised use of Council property (eg vehicles or equipment); or
- Falsification of Council documents (eg timesheets). Corrupt Conduct

Under the *Crime and Corruption Act 2001*, corrupt conduct is conduct by anyone that adversely affects a public agency or public official so that the performance of their functions or the exercise of their powers:

- is not honest or impartial, or
- knowingly or recklessly breaches public trust, or
- involves the misuse of agency-related information or material or equipment.

Corrupt conduct is engaged in for the purpose of providing a benefit to the person or another person, or causing a detriment to another person. In addition, the conduct must be serious enough that, if proved, would constitute a criminal offence or a disciplinary breach providing grounds for dismissal.

All suspected corrupt conduct will be reported to the Crime and Corruption Commission Queensland.

Under the *Crime and Corruption Act 2001*, corrupt conduct includes an attempt or a conspiracy to engage in the conduct, as well as neglect, failure or inaction that adversely affects a public agency or official in the ways described above.

Responsible Officer: Chief Executive Officer

UNCONTROLLED DOCUMENT WHEN PRINTED

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Examples of corrupt conduct may include:

- Collusive tendering; or
- Release of confidential information by a Council Officer.
- Benefiting financially from Council information.

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009 Local Government Regulation 2012 Public Sector Ethics Act 1994 Public Interest Disclosure Act 2010 Crime and Corruption Act 2001

Criminal Code Act 1899

IX#	Details	
450416	F.07-A Fraud and Corruption Control Management Plan	
	Councillors Code of Conduct Policy - Developed by the Department of Housing	
176905	Quilpie Shire Council Staff Code of Conduct	

VERSION CONTROL

Version	Date	Comments
V1	08-Jul-16	Developed and adopted
V2	13-Apr-18	Reviewed – no changes
V3	09-Jul-19	Reviewed – no changes
V4	11-Jun-24	Reviewed, new format and adopted

Responsible Officer: Chief Executive Officer

Policy Owner: Council Policy No: F.07 Version: 4

Council Resolution Number: QSC XXX-XXX-XX

Effective Date: 11 June 2024

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Responsible Officer: Chief Executive Officer Policy Owner: Council Policy No: G.12 Version: 5

Council Resolution Number: QSC xx-xx-xxxx

Effective Date: 11 June 2024

UNCONTROLLED DOCUMENT WHEN PRINTED Review Due: June 2027

IX: 241159

1 OBJECTIVE

Quilpie Shire Council (Council) collects and manages personal information in the course of performing its activities, functions and duties. Council respects the privacy of the personal information that it holds.

The way in which Council manages the personal information that it holds is governed by the *Information Privacy Act 2009 (Qld)* (The IP Act).

This policy provides an overview of the Council's approach in managing personal information in accordance with the requirements of the IP Act.

2 SCOPE

The IP Act establishes a personal information privacy framework (under the Information Privacy Principles (IPPs)) and a personal information access and amendment regime which is separate from the *Right to Information Act 2009* (Qld).

This policy applies to personal information held by Council. The policy sets out the Council's approach to dealing with the personal information that it holds.

3 STATEMENT

3.1 POLICY COMMITMENT

Council is committed to protecting the personal information that it holds in accordance with the requirements of the IP Act. As part of this, Council will comply with the IPPs contained in the IP Act, namely:

- IPP 1: Collection of Personal Information (lawful and fair);
- IPP 2: Collection of Personal Information (requested from an individual);
- IPP 3: Collection of Personal Information (relevance);
- IPP 4: Storage and Security of Personal Information;
- IPP 5: Providing Information about Documents Containing Personal Information;
- IPP 6: Access to Documents Containing Personal Information;
- IPP 7: Amendment of Documents Containing Personal Information;
- IPP 8: Checking of Accuracy of Personal Information before use by Council;
- IPP 9: Use of Personal Information only for Relevant Purpose;
- IPP 10: Limits on Use of Personal Information; and
- IPP 11: Limits on Disclosure.

3.2 ANONYMITY

Council will, wherever it is lawful and practicable, offer individuals the option of not identifying themselves when entering into transactions with the Council.

Responsible Officer: Chief Executive Officer Policy Owner: Council

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due:June 2027 IX: 241159

Policy No: G.12 Version: 5

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3.3 Personal Information

Council collects personal information so that it can properly carry out its functions, powers and operations. This means that Council collects personal information for a range of purposes including:

- To review and consider any applications or submissions submitted to the Council (for example, development and building applications, applications for housing);
- To process any Council-related payments or transactions made with the Council (for example, payment of Council rates):
- To carry out any Council inspections (for example building inspections and food or health inspections);
- To inform members of the public of Council and local news and developments or to notify members of the community about Council-related developments or events where members of the community have requested to be notified (for example Council email notifications or newsletters);
- To enable the Council to respond to complaints and concerns raised by members of the public;
- To answer any search requests submitted by a member of the public for publicly available information (for example property related searches);
- To register pets:
- To respond to any communications and correspondence from members of the public (which includes answering any queries and dealing with any feedback or complaints);
- For Council employees or persons who have applied for employment at Council to process employment applications, and to process any employment related tasks at any time (for example to verify employment related matters and information, grant building and IT access, to manage salary arrangements) and generally to facilitate and enable the employment, development and management of employees and staff in an appropriate and efficient manner;
- To maintain any Council information databases, records or registers including those that are required under Federal or State legislation to be maintained;
- To administer and enforce any legislation which Council is required to administer and enforce; or
- To otherwise perform Council functions, duties and activities. This includes but is not limited to any statutory duties Council has including those to other government bodies.

Council collects personal information for these purposes in a number of ways including when people contact Council directly by writing a letter, by telephone, email, internet or other form of electronic communications. When people visit and / or communicate with Council through our websites (for example through an online enquiry form) or social media sites or when people participate in a competition or promotion run by Council, personal information may also be collected.

This means that the Council may collect a range of personal information including;

Names:

Responsible Officer: Chief Executive Officer Policy Owner: Council

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- Residential and postal addresses;
- Dates of birth and gender;
- Contact details including email addresses and telephone numbers;
- Photos and video images (for example from security cameras or images taken at Council events); and
- Employment related personal information including personnel files.

3.4 COMPLAINTS

If a member of the public is not satisfied with the manner in which Council has dealt with their personal information or handled their request for access / amendment to their personal information, they may lodge a formal complaint under Council's Administrative Action Complaints Policy, a copy of which can be found on the Council's website.

4 DEFINITIONS

Access means providing an individual with personal information about

himself or herself that is held by the Council. This may include allowing that individual to inspect personal information or to obtain a copy of the

personal information.

<u>Collection</u> Gathering, acquiring or obtaining personal information from any source

and by any means, including information that the Council has come

across by accident or has not asked for.

CEO Chief Executive Officer of the Council.

Council Quilpie Shire Council.

Council Officer A permanent, temporary or casual employee or contractor engaged by

Council.

<u>Personal Information</u> Information or an opinion, including information or an opinion forming part

of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can

reasonably be ascertained, from the information or opinion.

5 HUMAN RIGHTS COMPATIBILITY STATEMENT

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

Responsible Officer: Chief Executive Officer Policy Owner: Council

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6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Information Privacy Act 2009 Information Privacy Regulation 2009 Right to Information Act 2009

IX#	Details

7 VERSION CONTROL

V1	12-Jan-16	Developed and adopted
V2	10-Jun-16	Reviewed and adopted
V3	13-Apr-18	Reviewed – no changes
V4	11-Sep-20	Reviewed and adopted
V5	11-Jun-24	Reviewed and adopted

Responsible Officer: Chief Executive Officer

Policy Owner: Council Policy No: G.12 Version: 5

Council Resolution Number: QSC xxxxxxxxxxxx

Effective Date: 11 June 2024

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due:June 2027

IX: 241159

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14.3 COUNCILLOR REQUEST FOR LEAVE OF ABSENCE

IX: 250425

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Cr Barnes Request for leave of absence 4

KEY OUTCOME

Key 4. Strong Governance

Outcome:

Key 4.3 Maintain good corporate governance

Initiative:

EXECUTIVE SUMMARY

Councillor Lyn Barnes has requested for leave

RECOMMENDATION

- 1. That council:
 - (a) approve a leave of absence for Cr Lyn Barnes for the period 15 June 2024 to 31 July 2024 in the case of technology failure and being unable to attend via Teams or Zoom; and
 - (b) That the meeting fee be paid to Cr Lyn Barnes should she be unable to attend the meeting via Teams or Zoom.

BACKGROUND

Councillor Lyn Barnes has advised that she will be leaving Australia on 15 June 2024 and returning on 31 July 2024 for family commitments. She intends to join meetings remotely via Teams or Zoom but in case of technology failures she requests approval for a leave of absence.

Legal Advice has been obtained as follows:-

Participating via audio link or video link

Section 254K of the Local Government Regulation 2012 (**LG Reg**) confirms that Council may allow a person, including a Councillor, to take part in a meeting via audio link or audio visual link. Section 254K(3) of the LG Reg confirms a councillor who takes part in this way is taken to be present provided they continue to have simultaneous audio contact with each person at the meeting (ie, all lines unmuted).

Therefore, if Cr Barnes can attend meetings in this way and Council approves her attendance in this way pursuant to section 254K(1) of the LG Reg, then she is taken to be present at the meeting.

Because section 254K(1) of the LG Reg provides that Council <u>may allow</u> a person to participate in this way, and is not an automatic entitlement on the part of a person to do so, Council should pass

a resolution at the beginning of the meeting confirming Cr Barnes is permitted to attend in this way (assuming there is not some standing resolution applying to all councillors generally).

Giving the leave of absence

The essential importance of being given a leave of absence is that if a councillor is absent from two or more consecutive ordinary meetings over a period of at least 2 months, and the councillor does not have the local government's leave, then the councillor's office becomes vacant (section 162(1)(e) of the Local Government Act 2009 (**LG Act**)).

Council can give Cr Barnes a leave of absence at the beginning of each meeting, by resolution. It may be appropriate to deal with this on a meeting-by-meeting basis, particularly if Cr Barnes considers she may be able to participate in some meetings via audio or video link.

Meeting fee

Whether Cr Barnes can be paid her meeting fee if she fails to attend a meeting but has Council's leave of absence is a slightly less straightforward question.

As you know, the basis for the payment is set out in the Remuneration Schedule which is contained in the Local Government Remuneration Commission's (**LGRC**) remuneration report. The Remuneration Schedule for 1 July 2024 says:

For councillors in category A1, A2 or A3 councils, a base payment of \$39,796.67 in payable for the 12 months commencing of 1 July 2024. A meeting fee of \$1,658 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive of the council. Mayors and deputy mayors in category A1, A2 and A3 are currently entitled to receive their full annual remuneration level shown.

The notes to the Remuneration Schedule say that:

The 2014 annual report by the former Local Government Remuneration and Discipline Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

I went back to the 2014 report, which says:

That having been said, the Tribunal does accept that, from time to time, a particular councillor who is otherwise a regular attender at Council meetings may not be able to attend a meeting. This might be because of a bereavement, the need to attend another meeting as a representative of the Council, special leave of absence to attend an important event (e.g. an interstate or overseas wedding of a sibling), a natural disaster, a medical emergency and so on. If a councillor is absent for that type of reason they should not be deprived of payment of a meeting fee. Further, Council might also periodically permit a particular councillor or councillors to participate in the regular monthly meeting by teleconference (as permitted by

section 276 of the Regulation) when there are good and cogent reasons why the councillor can only participate by that method.

It seems clear from the above that the intent of the LGRC is that councillors can still be paid meeting fees in certain circumstances where they don't attend meetings. Sick leave and medical emergencies are straightforward examples of when the meeting fee might be paid, but the 2014 LGRC report also contemplates the possibility of the fee being paid if the councillor is absent "to attend an important event", and includes examples that are personal events rather than Council related events.

I have previously written to the LGRC for another Council to confirm this interpretation in other contexts (eg sick leave), and this interpretation has been supported – although that was in the context of sick leave. I am happy to email LGRC on behalf of Council to seek some guidance in this case if that assists.

I should also note that some Councils have a remuneration policy that confirms the circumstances in which a meeting fee might be paid where the Councillor hasn't actually attended the meeting. It might be worth considering developing such a policy, but I don't think the absence of a policy changes my view in relation to the above.

Ultimately, the decision to pay a meeting fee is subject to certification by the Mayor and/or the CEO; subject to anything in any policy Council has, there is some scope for discretion based on the 2014 LGRC report.

Finally, I should note that it may be open to Council to approve Cr Barnes' leave of absence but decline to pay her meeting fee. That will ensure Cr Barnes is not at risk of vacating her office pursuant to section 162(1)(e) of the LG Act.

OPTIONS

- (a) That council approve a leave of absence for Cr Lyn Barnes for the period 15 June 2024 to 31 July 2024 in the case of technology failure and being unable to attend via video I link.
 - (b) That the meeting fee be paid to Cr Lyn Barnes should she be unable to attend the meeting via video link.
- 2. (a) That council approve a leave of absence for Cr Lyn Barnes for the period 15 June 2024 to 31 July 2024 in the case of technology failure and being unable to attend via video link.
 - (b) That the council not pay the meeting fee to Cr Lyn Barnes should she be unable to attend the meeting via Teams or Zoom.
- 3. (a) That council not approve a leave of absence for Cr Lyn Barnes for the period 15 June 2024 to 31 July 2024 in the case of technology failure and being unable to attend via video link.
- 4. (b) That the council not pay the meeting fee to Cr Lyn Barnes should she be unable to attend the meeting via Teams or Zoom

CONSULTATION (Internal/External)

Ben Hall - Mayor

Justin Hancock - Chief Executive Officer

Preston law

Local Government Division, Department of Housing, Local Government, Planning and Public Works

LEGAL IMPLICATIONS

Nil - Advice Provided by Preston Law.

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

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Janelle Menzies

From: Justin Hancock

Sent: Monday, 3 June 2024 1:38 PM

To: Janelle Menzies

Subject: Fwd: ABSENCE OF LEAVE

Begin forwarded message:

From: Cr Ben Hall - Mayor Quilpie Shire <mayor@quilpie.qld.gov.au>

Date: 3 June 2024 at 8:28:05 AM AEST

To: Cr Lyn Barnes - Quilpie Shire <LBarnes@quilpie.qld.gov.au>

Cc: Justin Hancock < ceo@quilpie.qld.gov.au>

Subject: RE: ABSENCE OF LEAVE

Thanks Lyn,

I accept your notice, Justin is there more to do with this??

Cheers, Ben

From: Cr Lyn Barnes - Quilpie Shire <LBarnes@quilpie.qld.gov.au>

Sent: Monday, June 3, 2024 7:21 AM

To: Cr Ben Hall - Mayor Quilpie Shire <mayor@quilpie.qld.gov.au>

Cc: Justin Hancock < ceo@quilpie.qld.gov.au>

Subject: ABSENCE OF LEAVE

Dear Ben,

Whilst it is my attention to remotely join meetings whilst travelling overseas via Zoom or Teams, in case of technology failures I hereby apply for Leaves of Absence for the following meetings and workshops:

- 1. 9 July Councillor Workshop
- 2. 16 July QSC Ordinary Meeting
- 3. 6 August Councillor Workshop

For your information I am leaving Australia on 15/06 and will return on 31/07. For the August workshop it will be necessary for me to join remotely as well owing to family commitments.

Yours sincerely,

Lyn

1

14.4 HOUSING DISPOSAL TO STAFF

IX: 250435

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: 1. Valuation 41 Pegler Street, Quilpie (under separate cover)

2. Valuation 65 Galah Street, Quilpie (under separate cover)

3. Valuation 7 Kookaburra Street, Quilpie (under separate cover)

4. Valuation 66 Pegler Street, Quilpie (under separate cover)

KEY OUTCOME

Key 1. Great Place to Live

Outcome:

Initiative:

Key

1.1 Well-planned and highly liveable communities

Key 2. Flourishing Economy

Outcome:

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

Key 4. Strong Governance

Outcome:

Key 4.5 Optimal asset management practices

Initiative:

EXECUTIVE SUMMARY

To advice council of the process to dispose of Housing to Staff and to approve a request for ministerial approval for an s326 exemption to dispose of assets other than tender or auction.

To provide the Council with the current valuation of the four (4) properties identified for sale.

RECOMMENDATION

1. That Council resolve to apply for a S326 Exemption to dispose of assets other than tender or auction to staff and accept the valuations as the minimum sale price if the S326 Exemption is approved as follows:-

Property Address	Independent Valuation
7 Kookaburra Street, Quilpie	\$190,000
41 Pegler Street, Quilpie	\$230,000
66 Pegler Street, Quilpie	\$215,000
65 Galah Street, Quilpie	\$320,000

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 application including without limitation any options and/or variation.

BACKGROUND

A housing shortage was first identified in late 2020, with Council ordering two (2) transportable dwellings, 1 x 3 bedroom home and 1 x 4 bedroom home, to help address the need for additional staff housing. These shortages were experienced firsthand by Councils new Chief Executive Officer, Justin Hancock, who was required to live in a Council owned retirement complex for the first seven (7) months in the community, until these dwellings were available.

Council have overseen the delivery of two (2) self-funded new homes in 2022, and five (5) new homes in 2023. These dwellings were co-funded by Council and the State Government through the Works for Queensland 2021-24 program.

Council is currently overseeing the construction of fifteen (15) additional dwellings in 2024, this includes the delivery of a 1 x 2 bedroom home and 8 x 3 bedroom homes, all self-funded by Council. Construction has also commenced on six (6) new town houses which have been co-funded by Council and the State Government through the 2022-24 Local Government Grants and Subsidies Program.

Housing growth is essential to support local employment and the long-term sustainability of our shire which is why council has committed more than \$11.8 million of its own cash funds towards additional housing since 2022.

In addition to Council's commitments to expanding housing stock, it has been identified that private investment is also required to keep up with the demand. Therefore, in 2021, Council introduced a 'New Home Owner Grant' to provide financial support for newly constructed owner-occupied dwellings in the Shire. This initiative gained world-wide interest, inundating Council with over 600 enquiries within the first month alone. To date, Council have sold eleven (11) residential blocks in the Quilpie Township, five (5) residential blocks in the Adavale Township and awarded the first home owner grant in late 2023.

The Quilpie Shire community is experiencing challenges to acquire private finance from banks or building societies to buy established houses, units, town-houses or duplex's, or to build new houses. At the 2022 LGAQ Annual Conference, Council submitted a motion to call on the State Government to reform the eligibility criteria for the Queensland Housing Finance Loan. On 6 February 2024, Premier Steven Miles MP, announced reforms to the Queensland Housing Finance Loan as part of the Homes for Queenslander plan. These reforms are much welcomed and will provide an opportunity for our locals to buy existing, build new or renovate an existing house, supporting the State's objective of increasing owner-occupied tenancy rates in the State.

Council ran a public survey to capture the demand from local community members to buy an established house, unit, town-house or duplex, to build a new house or significantly renovate an existing home. From the results received, Council identified 22 individuals or couples who were looking to acquire finance within the next 5 years for the purpose of buying, building or renovating an existing house. From the data gathered through the survey, Council estimates access to \$3.1M in financing is required to service the community to buy existing, build new or renovate an existing house. Without the ability to access lending facilities, the Shire is facing the possibility of at least 22 residents being long term renters, or the likely option of residents moving to metropolitan areas where lending standards are lower. Quilpie Shire residents should be able to choose where they

want to live, not dictated to by banks and building societies, forcing them to leave town in order to buy their own home.

QSC was also one of the first Councils as part of the WQAC to adopt a Local Housing Action Plan. The success of this plan has lead Council to self-fund a new LHAP which is currently being drafted, this plan will identify a ten year projection of new residential land developments, new housing developments and the planned disposal plan of old housing stock to increase and support home ownership in the Shire. Council have identified the first four (4) dwellings for disposal and are seeking guidance from the State as to the best practice moving forward to support this plan.

The first four homes will be offered to existing staff as retaining staff is critical for Councils operations and long term retention strategy. As these homes will be vacated upon new homes being delivered, Council proposes the following process be undertaken with the support of a S236 exemption from the Minister. Council has already obtain independent valuations for the properties (**Valuation Reports attached under separate cover**).

Property Address	Independent Valuation
7 Kookaburra Street, Quilpie	\$190,000
41 Pegler Street, Quilpie	\$230,000
66 Pegler Street, Quilpie	\$215,000
65 Galah Street, Quilpie	\$320,000

Section 227 of the Local Government Act 2009 sets out process on disposal of non-current assets by tender or auction.

Section 236(1(f) of the local Government Act 2009 provides for the exemption to comply with section 227 by applying for a Ministerial exemption.

OPTIONS

 That Council resolve to apply for a S326 Exemption to dispose of assets other than tender or auction to staff and accept the valuations as the minimum sale price if the S326 Exemption is approved as follows:-

Property Address	Independent Valuation
7 Kookaburra Street, Quilpie	\$190,000
41 Pegler Street, Quilpie	\$230,000
66 Pegler Street, Quilpie	\$215,000
65 Galah Street, Quilpie	\$320,000

2. That council not apply for a S326 Exemption to dispose of assets other than tender or auction to staff.

CONSULTATION (Internal/External)

Local Government Division – Department of Housing, Local Government, Planning and Pulblic Works.

Mayor and Councillors

Justin Hancock - Chief Executive Officer

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Section 236(1)(f) of the Local Government Act 2009 – Exemption of valuable non-current asset contracts.

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—
- (f) the Minister exempts the local government from complying with section 227
- (2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable *non*-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.
- (3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.
- (4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).

Section 227 of the Local Government Act 2009 – Valuable non-current asset contract – tenders or auction needed first

- (1)A local government can not enter into a valuable non-current asset contract unless it first—
- (a)invites written tenders for the contract under section 228; or
- (b)offers the non-current asset for sale by auction.
- (2) This section is subject to division 4

FINANCIAL AND RESOURCE IMPLICATIONS

Revenue will be received by Council and a profit or loss on sale of the disposed assets.

RISK MANAGEMENT IMPLICATIONS

Nil

15 CONFIDENTIAL ITEMS

Nil

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