



ORDINARY MEETING AGENDA

Tuesday 17 September 2024
commencing at 9:30AM
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

10 September 2024

The Mayor and Councillors
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 17 September 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 17 September 2024**, commencing at **9:30AM**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Julie Reitano
Acting Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Tuesday 17 September 2024
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

ORDER OF PROCEEDINGS

1	OPENING OF MEETING.....	1
2	ATTENDANCE.....	1
3	APOLOGIES.....	1
4	CONDOLENCES.....	1
5	DECLARATIONS OF INTEREST.....	1
6	RECEIVING AND CONFIRMATION OF MINUTES.....	2
6.1	ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 27 AUGUST 2024.....	2
7	ITEMS ARISING FROM PREVIOUS MEETINGS.....	38
8	MAYORAL REPORT.....	38
9	COUNCILLOR PORTFOLIO REPORTS.....	38
10	OPERATIONAL STATUS REPORTS.....	39
10.1	ENGINEERING SERVICES STATUS REPORTS.....	39
10.1.1	MONTHLY STATUS REPORT FOR ENGINEERING SERVICES AUGUST 2024.....	39
10.2	CORPORATE AND COMMUNITY SERVICES STATUS REPORTS.....	53
10.2.1	TOURISM STATUS REPORT.....	53
10.2.2	NATIONAL DISABILITY INSURANCE SCHEME (NDIS) COORDINATOR STATUS REPORT.....	56
10.2.3	PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT.....	58
10.2.4	DIRECTOR OF CORPORATE AND COMMUNITY SERVICES STATUS REPORT.....	60
10.3	FINANCE SERVICES STATUS REPORTS.....	67
10.3.1	FINANCIAL SERVICES STATUS REPORT - AUGUST 2024.....	67

10.4	GOVERNANCE SERVICES STATUS REPORTS.....	71
10.4.1	MAYOR BEN HALL MONTHLY REPORT.....	71
10.4.2	DEPUTY MAYOR ROGER VOLZ REPORT.....	72
10.4.3	CR LYN BARNES MONTHLY REPORT.....	73
10.4.4	CR TONY LANDER MONTHLY REPORT.....	74
10.4.5	CR MILAN MILOSEVIC MONTHLY REPORT.....	75
11	ENGINEERING SERVICES.....	76
11.1	REQUEST FOR QUOTATION LARGE (RFQL) 04 24-25 VARIOUS BITUMEN SEALS.....	76
11.2	REQUEST FOR QUOTATION MEDIUM (RFQM) 03 24-25 SUPPLY AND DELIVERY OF 72 INCH OUT FRONT MOWER.....	81
11.3	ELECTRONIC ROAD SURVEY AND OPTIONAL DEFECT LOGGING.....	86
12	CORPORATE AND COMMUNITY SERVICES.....	90
12.1	REQUEST FOR FINANCIAL ASSISTANCE - QUILPIE SPORT AND RECREATION INC.	90
12.2	2025 AUSTRALIA DAY CELEBRATIONS.....	105
12.3	REQUEST FOR ASSISTANCE - QUEENSLAND MUSIC FESTIVAL 2025.....	108
12.4	REQUEST FOR ASSISTANCE - EROMANGA DISTRICT RODEO ASSN. INC.....	114
13	FINANCE.....	126
13.1	SECURED SIGNING AGREEMENT.....	126
13.2	FINANCIAL SERVICES REPORT MONTH ENDING 31 AUGUST 2024.....	132
13.3	LAND VALUATIONS 2025 - QUILPIE SHIRE.....	163
13.4	PREPARATION OF TENDER CONSIDERATION PLAN - FLOOD RESTORATION WORKS - MILO ROAD PACKAGE.....	167
13.5	PREPARATION OF TENDER CONSIDERATION PLAN - FLOOD RESTORATION WORKS - PINKENETTA ROAD PACKAGE.....	170
13.6	QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2023/24.....	173
13.7	FINANCIAL STATEMENTS 2023/24.....	182
14	GOVERNANCE.....	223
14.1	RATIFICATION OF THE CHAIR FOR THE AUDIT COMMITTEE.....	223
14.2	AUDIT COMMITTEE REPORT.....	225
15	CONFIDENTIAL ITEMS.....	233
	Nil	
16	LATE ITEMS.....	233
17	GENERAL BUSINESS.....	233
18	MEETING DATES.....	233

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

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 27 AUGUST 2024

IX: 254249

Author: Belinda Kindelan, Executive Assistant

Attachments: 1. Minutes of the Council Meeting held on 27 August 2024

RECOMMENDATION

That the Minutes of the Council Meeting held on 27 August 2024 be confirmed.



Ordinary Meeting of Council

MINUTES

Tuesday 27 August 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, 27 AUGUST 2024 AT 9:42 AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:42am.

2 ATTENDANCE

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

In Attendance: Ms Julie Reitano (Acting Chief Executive Officer), Mr Brian Weeks (Acting Director Engineering Services), Belinda Kindelan (Secretariat).

As Required: Mrs Lisa Hamlyn (Director Corporate and Community Services – via Microsoft Teams), Mrs Sharon Frank (Manager Finance & Administration).

3 APOLOGIES

Nil

4 CONDOLENCES

Bev Morton (Birdsville)

Geoff Turner

5 DECLARATIONS OF INTEREST

Information required	Legislation	Declaration
Agenda item number	Section 254C (for notice of meetings and agendas for councillors and committee members).	12.2
Agenda item description	<i>Local Government Regulation 2012</i>	2024/25 Regional Arts Development Fund (RADF) Applications
Declaring councillor	Chapter 5B (Councillors' conflicts of interest) <i>Local Government Act 2009</i>	Cr Lyn Barnes
Person with the interest - <i>Close associate</i>	Section 150EJ (for Prescribed conflict of interest) <i>Local Government Act 2009</i>	
- <i>Related party</i>	Section 150EP (for Declarable conflict of interest) <i>Local Government Act 2009</i>	
- <i>Other relationship</i>	Section 150EN (Declarable conflict of interest) <i>Local Government Act 2009</i>	Quilpie Cultural Society
Particulars of interest	Section 150EL (for Prescribed conflict of interest) Section 150EQ (for Declarable conflict of interest) - <i>Related party (Section 150EQ (4)(b))</i> - <i>Gift or loan (Section 150EQ (4)(c))</i>	

	- <i>Other (Section 150EQ (4)(a))</i> <i>Local Government Act 2009</i>	Cr Barnes advised that she was unaware if the Quilpie Cultural Society had applied for Regional Art Development Fund (RADF) funding for one of her pastel painting workshops in this round.
Type of conflict	Part 2 – Section 150EG, section 150EH and section 150EI (for Prescribed conflict of interest) - <i>Particular gifts or loans (Section 150EG)</i> - <i>Sponsored travel or hospitality benefits (Section 150EH)</i> - <i>Other (Section 150EI)</i> Part 3 - Section 150EN (for Declarable conflict of interest) <i>Local Government Act 2009</i>	
Action	Section 150EM (2) (for Prescribed conflict of interest) – <i>Must leave</i> Section 150ES (2) (for Declarable conflict of interest) – <i>Voluntarily leave</i> Or Section 150ES (1)-(6), excluding (2) – <i>Council decision</i> <i>Local Government Act 2009</i>	Cr Barnes advised that she would err on the side of caution, declare a conflict and leave the room.

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 16 JULY 2024

RESOLUTION NO: (QSC150-08-24)

Moved: Cr Lyn Barnes
Seconded: Cr Milan Milosevic

That the Minutes of the Special Council Meeting held on Tuesday 16 July 2024 be confirmed.

5/0

6.2 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 16 JULY 2024

RESOLUTION NO: (QSC151-08-24)

Moved: Cr Roger Volz
Seconded: Cr Tony Lander

That the Minutes of the Council Meeting held on 16 July 2024 be confirmed.

5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

Meetings Attended (July and August):

16/7 Ordinary Meeting of Council

16/7 Special Meeting of Council

19/7 Outback Masters Opening

21/7 Outback Masters Presentations

23/7 Quilpie Districts Sports Opening

24/7 Department of Transport and Main Roads (TMR) – subsidised freight information session

25/7 Wild Dog Fencing – Update from Department of Agriculture and Fisheries (DAF)

25/7 Housing Media – Video for media release re Quilpie Housing

29/7 Ann Leahy Microsoft Teams meeting – update on Freight subsidy and Rex Airlines

31/7 Regional Arts Development Fund (RADF) update

2/8 Rex Airlines update

2/8 Introduction dinner to the new regional police inspector (from Charleville)

6/8 Councillor Briefing Session

8-9 August South West Queensland Regional Organisation of Councils (SWQROC) Thargomindah

12/8 Mulga Mates opening playground

15/8 Outback Queensland Tourism Association catch up

15/8 Council Engineer interviews

19/8 Book week St Finbarr's School

20/8 Santos presentation re Carbon capture

22/8 Digital Inclusion meeting Mitch Greige – From State Libraries - what programs can be implemented in the library for the community that are identified as essential.

22/8 South West Queensland Regional Organisation of Council (SWQROC) Economic Development meeting via Zoom

23/8 Men's health morning tea

23/8 Eromanga Natural History Museum (ENHM) Meeting at Eromanga to discuss funding for Stage 3

26/8 Department of Agriculture and Fisheries (DAF) monthly phone catchup

9 COUNCILLOR PORTFOLIO REPORTS

Details	Date of Meeting	Location	Hall	Volz	Barnes	Lander	Milosevic
Ordinary Meeting of Council	16/07/2024	Quilpie	1	1	1(zoom)	1	1
Special Meeting of Council	16/07/2024	Quilpie	1	1	1(zoom)	1	1
Outback Masters Opening	19/07/2024	Quilpie	1	1			1
Outback Masters Presentations	21/07/2024	Quilpie	1	1			1
Quilpie District Sports Opening	23/07/2024	Quilpie	1	1			
Subsidised Freight Meeting TMR	24/07/2024	Quilpie	1	1			1
Wild Dog Fencing - DAF	25/07/2024	Quilpie	1	1			1
Housing Video	25/07/2024	Quilpie	1				
Meeting with Ann Leahy	29/07/2024	Teams	1				
RADF Meeting	31/07/2024	Quilpie		1			
REX update	2/08/2024	Quilpie	1				
New Police Inspector dinner	2/08/2024	Quilpie	1				
Councillor Briefing Session	6/08/2024	Quilpie	1	1		1	1
SWQROC	8/9 Sept	Thargo	1				
Opening Playground Mulga Mates	12/08/2024	Quilpie	1				
Introduction Acting CEO	12/08/2024	Quilpie	1	1	1	1	
TMR Meeting	14/08/2024	Quilpie	1	1	1		
OQTA Meeting	15/08/2024	Quilpie	1	1			
Director of Engineering Meetings	15/08/2024	Quilpie	1	1	1	1	
Jillaroos Performance	15/08/2024	Quilpie		1	1		
Book Week St Finbarr's	19/08/2024	Quilpie	1				
SANTOS Meeting	20/08/2024	Quilpie	1	1	1		
SWQROC EDAC Online Meeting	22/08/2024	Quilpie	1				
Digital Inclusion meeting Mitch Greige	22/08/2024	Quilpie	1				
Mens Health morning tea	23/08/2024	Quilpie	1	1			
ENHM Meeting	23/08/2024	Eromanga	1				
DAF Monthly Update	23/08/2024	Quilpie	Phone				

Acronyms:

CEO – Chief Executive Officer

DAF – Department of Agriculture and Fisheries

EDAC – Economic Development Advisory Committee

ENHM – Eromanga Natural History Museum

OQTA – Outback Queensland Tourism Association

RADF – Regional Arts Development Fund

SWQROC – South West Queensland Regional Organisation of Councils

TMR – Department of Transport and Main Roads

10:49 Cr Lyn Barnes left the meeting.

10:51 Cr Lyn Barnes returned to the meeting.

10 OPERATIONAL STATUS REPORTS**10.1 ENGINEERING SERVICES STATUS REPORTS****10.1.1 MONTHLY STATUS REPORT FOR ENGINEERING SERVICES JULY 2024****EXECUTIVE SUMMARY**

This report was about works conducted by Engineering Services during July 2024.

Noted

10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS**10.2.1 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT****EXECUTIVE SUMMARY**

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

Noted

10.2.2 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES STATUS REPORT**EXECUTIVE SUMMARY**

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

Noted

10.3 FINANCE SERVICES STATUS REPORTS**10.3.1 FINANCIAL SERVICES STATUS REPORT - JULY 2024****EXECUTIVE SUMMARY**

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

Noted

10.4 GOVERNANCE SERVICES STATUS REPORTS

10.4.1 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

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

Noted

10.4.2 WORKPLACE HEALTH AND SAFETY QUARTERLY REPORT

EXECUTIVE SUMMARY

This report provided information and updates on the projects and activities of the Workplace Health and Safety Office.

Noted

Mrs Lisa Hamlyn (Director Corporate and Community Services) entered the meeting at 11.30am.

11 ENGINEERING SERVICES

11.1 CONTRIBUTION TO HARKAWAY BORE

EXECUTIVE SUMMARY

The report proposed that Council contribute funds to Twatty Pastoral for the drilling and equipping of a new bore on Cooma Road, in exchange for a signed agreement to access this water for roadworks, assisting in drought-proofing future works for Cooma and Telephone Bore Road.

RESOLUTION NO: (QSC152-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Tony Lander

Resolution:

That:

1. A draft water agreement be presented to Council at an upcoming meeting for review.
2. In principle support be given to the contribution of 50%, to a maximum of \$15,000, towards the drilling and equipping of the Harkaway Bore from Council's Road Maintenance Budget. Further that this be subject to entering into a signed water agreement with Twatty Pastoral for access to the water.

5/0

11.2 EXPRESSIONS OF INTEREST FOR KYABRA ROAD CULVERT RECONSTRUCTION CHAINAGE 33 600

EXECUTIVE SUMMARY

Council identified that reconstruction works are required to a culvert at Chainage 33 600 on Kyabra Road. This report sought approval to call expressions of interest under section 228 (5) of the *Local Government Regulation 2012*, to prepare a shortlist of three contractors to price the final works to be constructed.

RESOLUTION NO: (QSC153-08-24)

Moved: Cr Roger Volz

Seconded: Cr Milan Milosevic

That Council:

1. Undertake an Expression of Interest process to shortlist no more than three (3) suitable contractors for the Kyabra Road Culvert Reconstruction Works in accordance with Section 228 (5) of the *Local Government Regulation 2012*.
2. Invite written tenders for the Kyabra Road Culvert Reconstruction works from the Expression of Interest process.

Reason for decision

An expressions of interest process is being undertaken to establish the current market of suppliers and estimated project costs prior to submitting a funding application and awarding of the reconstruction works.

5/0

11.3 REQUEST FOR QUOTATION LARGE (RFQL) 03 24-25 106 TONNE (T) PRIME MOVER

EXECUTIVE SUMMARY

The purpose of this report was to provide Council with a recommendation to award RFQL 03 24-25 Supply and Delivery of 106T Prime Mover as part of the 2024/25 fleet replacement program.

RESOLUTION NO: (QSC154-08-24)

Moved: Cr Milan Milosevic

Seconded: Cr Lyn Barnes

That Council:

1. Award RFQL 03 24-25 Supply and Delivery of 106T Prime Mover to Brown and Hurley for the amount of \$389,000.00 excluding GST.
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009*, to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including, without limitation, any options and/or variations as per Council's procurement policy.

5/0

11.4 REQUEST FOR QUOTATION LARGE (RFQL) 02 24-25 FLOOD RESTORATION WORKS 2023 JUNE - PINKENETTA ROAD PACKAGE**EXECUTIVE SUMMARY**

The purpose of this report was to provide Council with a recommendation to award RFQL 02 24-25 Flood Restoration Works 2023 June - Pinkenetta Road Pkg for the reconstruction of Essential Public Asset Works on Pinkenetta Road.

RESOLUTION NO: (QSC155-08-24)

Moved: Cr Roger Volz

Seconded: Cr Tony Lander

That Council:

1. Consistent with Option 3 in the report, not award RFQL02 24-25 Flood Restoration Works 2023 June – Pinkenetta Road Package.
2. Thank respondents for their interest in the project.

Reason for decision

As part of its commitment to continual improvement, Council will establish a panel of pre-qualified suppliers specifically for Road and Civil Construction.

5/0

11.5 REQUEST FOR QUOTATION LARGE (RFQL) 01 24-25 SEPTEMBER 2022 - FLOOD DAMAGE - MILO ROAD PACKAGE**EXECUTIVE SUMMARY**

The purpose of this report was to provide Council with a recommendation to award RFQL 01 24-25 – Sept 2022 Flood Damage - Milo Road Package for the reconstruction of Essential Public Asset Works on Adavale-Milo Road, Gooyea and Hell Hole Gorge Roads.

RESOLUTION NO: (QSC156-08-24)

Moved: Cr Roger Volz

Seconded: Cr Lyn Barnes

That Council:

1. Consistent with Option 3, not award RFQL01 24-25 Sept 2022 Flood Damage – Milo Road Package.
2. Thank respondents for their interest in the project.

Reason for decision

As part of its commitment to continual improvement, Council will establish a panel of pre-qualified suppliers specifically for Road and Civil Construction.

5/0

11.6 REQUEST FOR QUOTATION MEDIUM (RFQM) 01 24-25 SUPPLY & DELIVERY OF ONE (1) 2024, 30,000 LITRE WATER TANKER

EXECUTIVE SUMMARY

The purpose of this report was to provide Council with a recommendation to award RFQM 01 24-25 Supply and Delivery of 30,000 Lt Water Tanker as part of the 2024-2025 fleet replacement program.

RESOLUTION NO: (QSC157-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council:

1. Award RFQM 01 24-25 Supply and Delivery of 30,000 L Water Tanker to Lionel Moore Trailers for the amount of \$141,181.18 excluding GST.
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations.

5/0

12 CORPORATE AND COMMUNITY SERVICES

12.1 ST FINBARR'S SCHOOL REQUEST FOR MYSTERY HOLIDAY SPONSORSHIP

EXECUTIVE SUMMARY

St Finbarr's Parents and Friends Association wrote to Council requesting sponsorship for its annual Mystery Holiday Raffle. The Mystery Holiday Raffle is an important, major part of fundraising for the school.

A donation was requested and in return the Association offered to display the Quilpie Shire Council logo and name in the advertising campaign for the Mystery Holiday tickets.

RESOLUTION NO: (QSC158-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That Council approves the request to sponsor St Finbarr's Mystery Holiday Raffle with a direct cash contribution to the value of \$500.

5/0

At 12:23 pm, Cr Lyn Barnes left the meeting, having previously declared a conflict of interest in relation to the following item.

12.2 2024/25 REGIONAL ARTS DEVELOPMENT FUND (RADF) APPLICATIONS**EXECUTIVE SUMMARY**

The purpose of this report was for Council to consider the RADF 2024/25, Round 1 Applications. The 2024/25 RADF budget is \$26,250 (letter of approval dated 15 August 2024) - RADF contribution of \$26,250 and \$5,000 Council contribution, a total of \$31,250. The applications recommended by the RADF Committee totalled \$31,609. The RADF committee requested that Council contribute the shortfall of \$359 to allow all recommended applications to be approved.

RESOLUTION NO: (QSC159-08-24)

Moved: Cr Tony Lander

Seconded: Cr Milan Milosevic

That Council accept the recommendation of the Regional Arts Development Fund (RADF) Committee for the following 2024/25 RADF Round 1 applications and approve an additional \$359 to the RADF budget allocation sourced from the Community Assistance Grant Funding.

Organisation	Project	Amount
Quilpie & District Show & Rodeo	Leather Workshop – 2024 Show	\$2,322.00
Quilpie Cultural Society	Various workshops	\$15,247.00
Quilpie Shire Council / Western Touring Circuit	2 x Children's Performances & Workshops 2 x Comedy/Cabaret Performances	\$14,040.00
	TOTAL	\$31,609.00

4/0

Section 150F A (2)(e) of the *Local Government Act 2009*

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

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

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At 12:28 pm, Cr Lyn Barnes returned to the meeting.

12.3 COMMUNITY ASSISTANCE APPLICATION - QUILPIE MOTORBIKE GYMKHANA AND ENDURO

EXECUTIVE SUMMARY

The Quilpie Motorcycling Association Inc. submitted an application requesting a direct cash contribution of \$3,000 and in-kind provision of the following items for their annual Quilpie Motorbike Gymkhana & Enduro Weekend on 21 and 22 September 2024.

RESOLUTION NO: (QSC160-08-24)

Moved: Cr Milan Milosevic

Seconded: Cr Tony Lander

That:

1. Note the application from the Quilpie Motorcycling Association Inc. and approve a request for a direct cash donation of \$2,000 and in-kind provision of the following items for the annual Quilpie Motorbike Gymkhana and Enduro Weekend being held on 21 and 22 September 2024:

- 15 Wheelie bins
- 1 Skip bin
- 2 x Pop up tents
- 100 Chairs
- Large generator and extension leads
- 10 Tables
- 1 x 8 bay Bain Marie

Approximate Financial value of in-kind assistance - \$3,000

2. Council's Community Assistance policy be brought to an upcoming meeting for review of potential grant limits.

5/0

12.4 GIVING KIDS MEMORIES (GKM) - CHRISTMAS PARTY QUILPIE

EXECUTIVE SUMMARY

Representatives of the Giving Kids Memories (GKM) Charity are visiting Quilpie in December 2024 to distribute Christmas presents to children in the Shire and requested Council's support through the provision of a venue and tables.

RESOLUTION NO: (QSC161-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council:

1. Note the request received from Giving Kids Memories (GKM) Charity.
2. Agree to provide a venue and tables "in-kind" for this event.

3. Provide a free Sausage Sizzle to the community attending the event.
4. Encourage organisers to buy local wherever possible.

5/0

12.5 COMMUNITY ASSISTANCE GRANT PROGRAM APPLICATION - KANGARANGA DO ORGANISING COMMITTEE

EXECUTIVE SUMMARY

The Kangaranga Do Organising Committee submitted an application requesting use of Council's Stage Float at the 2024 Kangaranga Do event to be held in Brolga Street on Tuesday, 3 September 2024.

RESOLUTION NO: (QSC162-08-24)

Moved: Cr Roger Volz
Seconded: Cr Milan Milosevic

That Council note the request received from the Kangaranga Do Organising Committee and approve use of Council's Float Stage as in kind assistance for this event from 3 September 2024 (afternoon) to 4 September 2024 (morning).

5/0

Break for Lunch 12:56pm
Returned from Lunch 2:00pm

Manager Finance and Administration, Sharon Frank, entered the meeting at 2:00pm.

Mrs Lisa Hamlyn (Director Corporate and Community Services) returned to the meeting at 2.35pm during discussion for the following item.

13 FINANCE

13.1 ASSET REGISTER - PLANT & EQUIPMENT STOCKTAKE

EXECUTIVE SUMMARY

A stocktake of plant and equipment in the Asset Register identified plant and equipment to be written off.

RESOLUTION NO: (QSC163-08-24)

Moved: Cr Roger Volz
Seconded: Cr Tony Lander

That Council note the stocktake of plant and equipment in the Asset Register and endorse the write off of 40 items listed, with 4 items having a written down value totalling \$24,349.83.

5/0

13.2 TENDER (T) 01 24-25 REGISTER OF PRE-QUALIFIED SUPPLIERS OF MOBILE PLANT AND EQUIPMENT FOR WET & DRY HIRE

EXECUTIVE SUMMARY

The purpose of this report was to provide Council with a recommendation to accept pre-qualified suppliers with the technical, financial and managerial capability necessary to provide the services of mobile plant and equipment for wet and dry hire.

RESOLUTION NO: (QSC164-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That Council:

1. Approve the selection of the suppliers listed in Table 1 as 'pre-qualified suppliers' for the T01 24-25 Register of Pre-qualified Suppliers of Mobile Plant and Equipment for Wet and Dry Hire.
2. Approve the issuance of Notices of Successful Tender to the suppliers listed in Table 1 in respect of T01 24-25 Register of Pre-qualified Suppliers of Mobile Plant and Equipment for Wet And Dry Hire.
3. 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 contracts with the suppliers listed in Table 1 pursuant to T01 24-25 Register of Pre-qualified Suppliers of Mobile Plant and Equipment for Wet And Dry Hire, including without limitation, any options and/or variations as per Council's procurement policy.

Table 1 – Approved Suppliers of Mobile Plant and Equipment for Wet and Dry Hire

No	Legal Entity	Business/Trading Name	ABN
1	APV Contracting Pty Ltd	APV Contracting Pty Ltd	29 169 579 104
2	BHL & DA Hall	BHL & DA Hall Transport	40 846 702 293
3	Kev Richardson Welding Pty Ltd	Kev Richardson Welding Pty Ltd	60 072 120 793
4	Long Plain Trading Pty Ltd	Long Plain Trading Pty Ltd	92 356 950 310
5	S.L & S.A Travers	SL & SA Travers	52 818 767 498
6	Rollers Queensland	Rollers Queensland	50 087 309 091
7	K.G Bowen & S.C Bowen	SC and KG Bowen Earthmoving	43 846 443 873
8	Tolbra Earthmovers & Haulage	Tolbra Earthmovers & Haulage	96 606 706 898
9	BK Hire Pty Ltd	BK Civil Group	99 153 715 578
10	Dale Davie Contracting Pty Ltd	Dale Davie Contracting Pty Ltd	50 160 897 218
11	HIWAY Aus Pty Ltd	HIWAY	40 150 650 150
12	Purcell Civil and Construction Pty Ltd	Purcell Civil and Construction	84 646 009 163
13	Ellis Profiling (Qld) Pty Ltd	Ellis Consolidated	52 090 899 095

5/0

13.3 FINANCIAL SERVICES REPORT MONTH ENDING 31 JULY 2024**EXECUTIVE SUMMARY**

The purpose of this report was to present the monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 31 July 2024.

RESOLUTION NO: (QSC165-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

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

5/0

14 GOVERNANCE**14.1 CONVERSION OF LEASE FROM LEASEHOLD TO FREEHOLD (LOT 1873 ON PH1203, LOT 1 ON GN12, LOT 6 ON LO88, LOT 3 ON GN11 OR LOT 2 ON GN1)****EXECUTIVE SUMMARY**

The report sought Council's views on the transfer of leasehold lots to freehold.

RESOLUTION NO: (QSC166-08-24)

Moved: Cr Milan Milosevic

Seconded: Cr Tony Lander

That Council advise the Department of Resources that Council does not have any views or requirements over Lot 1873 on PH1203, Lot 1 on GN12, Lot 6 on LO88, Lot 3 on GN11 or Lot 2 on GN1 except Council has previously had an interest in gravel pits on Lot 1873 on PH1203.

5/0

14.2 RISK REGISTER UPDATE & REVIEW**EXECUTIVE SUMMARY**

The report tabled for consideration, review and adoption of the Risk Registers.

RESOLUTION NO: (QSC167-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That the report be laid on the table for discussion at an upcoming workshop and subsequent tabling at a Council meeting.

5/0

14.3 2024 CHRISTMAS SHUTDOWN PERIOD

EXECUTIVE SUMMARY

The report presented options to Council to consider in relation to the shutdown period for the Council workforce over the Christmas / New Year period.

RESOLUTION NO: (QSC168-08-24)

Moved: Cr Roger Volz

Seconded: Cr Tony Lander

That:

1. All departments of Council (excluding Tourism and limited critical services) shut down for the Christmas / New Year period as of close of business on Friday 20 December 2024, with normal operations to recommence on Monday, 6 January 2025.
2. The Quilpie Visitor Information Centre and Museum shut down for the Christmas / New Year period as of close of business on Saturday 21 December 2024, and recommence normal operations on Monday, 6 January 2025.

5/0

14.4 WESTERN QUEENSLAND ALLIANCE OF COUNCILS (WCAC) ASSEMBLY 2024

EXECUTIVE SUMMARY

The purpose of this report was to determine attendance for the Western Queensland Alliance of Councils Assembly 2024.

RESOLUTION NO: (QSC169-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council be represented at the Western Queensland Alliance of Councils Assembly 2024 to be held in Mount Isa on Wednesday, 4 September 2024 to Thursday, 5 September 2024 by Mayor Hall, Deputy Volz and Cr Lander.

5/0

14.5 THE 128TH LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) ANNUAL CONFERENCE

EXECUTIVE SUMMARY

The purpose of this report was to determine attendance for the 128th Local Government Association of Queensland Annual Conference.

RESOLUTION NO: (QSC170-08-24)

Moved: Cr Roger Volz

Seconded: Cr Tony Lander

That Council:

1. Approve the attendance of Mayor Ben Hall, Deputy Mayor Roger Volz, Councillor Lyn Barnes, Councillor Tony Lander, Councillor Milan Milosevic and Chief Executive Officer Justin Hancock at the LGAQ Annual Conference to be held in Brisbane from 21 to 23 October 2024.
2. Nominate Mayor Ben Hall and Deputy Mayor Roger Volz to attend as delegates for the LGAQ Annual Conference to be held in Brisbane from 21 to 23 October 2024.
3. Nominate Councillor Lyn Barnes, Councillor Tony Lander and Councillor Milan Milosevic to attend as observers at the LGAQ Annual Conference to be held in Brisbane from 21 to 23 October 2024.

5/0

14.6 DEVELOPMENT APPLICATION - PAULSEN

EXECUTIVE SUMMARY

The purpose of this report was for Council to decide the Development Application for a Reconfiguring a Lot – Boundary Realignment (Two (2) lots into Two (2) lots) on land situated at 23 Bulbuln Street and 43 Jabiru Street, Quilpie formally described as Lots 511 and 512 on Q6801.

RESOLUTION NO: (QSC171-08-24)

Moved: Cr Milan Milosevic

Seconded: Cr Lyn Barnes

That Council:

1. Receive this report.
2. Council issue a decision notice to the applicant approving the Development Application for a Reconfiguring a Lot – Boundary Realignment (Two (2) lots into Two (2) lots) on land situated at 23 Bulbuln Street and 43 Jabiru Street, Quilpie formally described as Lots 511 and 512 on Q6801, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.
- II. A development permit for a Material Change of Use will be required for any activity or development on the approved lot(s) that does not comply with the accepted development criteria in the *Quilpie Shire Planning Scheme*.
- III. All persons involved in the development have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.

- IV. New development on any of the approved lots must be provided with an adequate supply of electricity. In the event that an adequate supply of electricity cannot be achieved through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be made available. Prospective purchasers and/or developers of the newly created lots are encouraged to contact the relevant electricity provider to determine the availability and costs associated with connecting to the reticulated network.
- V. This approval lapses if a plan for the reconfiguration is not given to the Council within four (4) years of the approval taking effect.
- VI. The plan for the reconfiguration must be duly signed by the registered proprietor of the land and the surveyor, and submitted to Council for approval in a form acceptable to Council within the relevant period.
- VII. Unless otherwise stated all conditions shall be completed prior to the Council endorsing the relevant plan of survey.
- VIII. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the establishment of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- IX. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities that are associated with the approved development, including any permits/approvals required by any State Agencies.
- X. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. Council should be contacted for advice in the event of any potential change in circumstances.
- XI. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

Development Conditions

Development

1. The approved development is for Reconfiguring a Lot – Boundary Realignment (Two (2) lots into Two (2) lots), as defined in the *Planning Act 2016* and as shown on the approved plans.

2. Complete and maintain the approved development as follows:
 - a. in accordance with development approval documents; and
 - b. strictly in accordance with those parts of the approved development that have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.

Compliance

3. Unless otherwise stated, all conditions must be complied with prior to the Council endorsing the relevant Survey Plan.

Approved plans

4. The approved development is to be carried out in accordance with following approved plans and documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number:	Plan/Document Name:	Date:
Ref: 56523RBT	Plan of Reconfiguration	24/06/2024

Existing buildings and structures

5. Existing buildings, structures, infrastructure and services located on the development site are not to encroach on the proposed allotment boundaries.
6. All drainage (including sewer house connection and stormwater drainage) and services (including water, electricity and telephone) associated with the existing buildings on the site are to be relocated so that they are wholly contained within proposed lot it serves. A plan, drawn by a suitably qualified person, showing all drainage and services associated with the existing buildings is to be submitted to Council to demonstrate compliance with this requirement.

Services provision

7. Each approved lot must be connected to Council's reticulated water supply system in accordance with the applicable Water Services Association of Australia (WSAA) publication, at no cost to Council.
8. Each approved lot must be connected to Council's reticulated sewerage disposal system in accordance with the applicable Water Services Association of Australia (WSAA) publication at no cost to Council.
9. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council sewerage infrastructure without first obtaining the express permission of Council.

10. An electricity supply must be made available to each lot. This supply must be in accordance with the relevant standards of the electricity distributor.

Note: Confirmation that an electricity supply is available and network connections can be made to all new lots from the electrical provider will be required prior to endorsement of the plan of survey.

11. Where it is necessary for existing reticulated infrastructure networks to be extended to provide the required service connections to the approved lots, such works will require development approval for Operational Works or must otherwise be completed by private works agreement with Council.
12. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Stormwater and drainage

13. Stormwater runoff from the site must not adversely impact on flooding or drainage of properties or roads that are upstream, downstream or adjacent to the site as a result of the development.
14. Discharge of stormwater runoff from the development shall drain freely in all cases, and no nuisance of ponding is to be created as a result of the development.

Access and roads

15. The landowner is responsible for the construction and maintenance of crossovers from the road carriageway to the property boundary and all internal vehicle access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

Protection of infrastructure

16. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets. Any damage to existing infrastructure (road pavement, existing underground assets, etc.) attributable to the development, shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s) and at no cost to Council.

No cost to Council

17. All costs associated with the approved development are to be met by the developer, including costs of survey, registration, document lodgement, easement documentation preparation and plan sealing unless there is specific agreement by other parties, including the Council, to meeting those costs.

5/0

14.7 OFFER TO PURCHASE LAND IN ADAVALE

EXECUTIVE SUMMARY

The purpose of this report was to advise Council of offers to purchase blocks of land in Adavale.

RESOLUTION NO: (QSC172-08-24)

Moved: Cr Roger Volz

Seconded: Cr Lyn Barnes

That Council:

1. Accept the offer to purchase one lot of land at Adavale from Roxy Williams for Lot 406 on Lot A2451 amounting to \$2,000.
2. Accept the offer to purchase one lot of land at Adavale from Brody O'Reilly & Shari Loweke for Lot 905 on A2451 amounting to \$2,000.
3. Accept the offer to purchase one lot of land at Adavale from Martin and Narda Campbell for Lot 36 on A2453 amounting to \$2,000.
4. 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 land sale.

5/0

14.8 DEVELOPMENT APPLICATION FOR 73 GALAH STREET, QUILPIE

EXECUTIVE SUMMARY

The purpose of this report was for Council to decide the Development Application for a Material Change of Use to establish a "Non-resident workforce accommodation" (Four (4) Accommodation Units) on land situated at 73 Galah Street, Quilpie, formally described as Lot 12 on SP114859.

RESOLUTION NO: (QSC173-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Roger Volz

That Council:

1. Receive this report; and
2. Council issue a decision notice to the applicant approving the Development Application for a Material Change of Use to establish a "Non-resident workforce accommodation" on land situated at 73 Galah Street, Quilpie, formally described as Lot 12 on SP114859, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.

II. In the Planning Scheme:

Non-resident workforce accommodation *“Premises used to provide accommodation for non-resident workers. The use may include provision of recreational and entertainment facilities for the exclusive use of residents and their visitors.*

Non-resident workers *“workers who reside in areas for extended periods when employed on projects directly associated with resource extraction, major industry, major infrastructure or rural uses, but have a permanent place of residence in another area. This includes workers engaged in fly-in/fly-out or drive-in/drive-out arrangements.”*

- III. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- IV. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved works are to adhere to their ‘general environmental duty’ to minimise the risk of causing environmental harm to adjoining premises.
- V. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
- VI. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. any change to the approved plans and documents may require a new or changed development approval. it is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.

Development Conditions

Use

1. The approved development is a Material Change of Use – “Non-resident workforce accommodation” (Four (4) accommodation units) as defined in the Planning Scheme and as shown on the approved plans.

Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.
3. Prior to the commencement of use, the applicant shall contact Council and arrange a development compliance inspection.

Approved plans and documents

4. All works and operations are to be carried out generally in accordance with the approved plans listed in the following table. Where the approved plans conflict with the Assessment Manager's conditions, the Assessment Manager's conditions shall take precedence.

Plan/Document Number	Plan/Document Name	Date
Job No. L1325; Page 1 of 26; Rev 4	Title page	03/11/2023
Job No. L1325; Page 2 of 26; Rev 4	Site plan	02/22/2024
Job No. L1325; Page 3 of 26; Rev 4	Floor Plan	22/02/2024
Job No. L1325; Page 3 of 26; Rev 4	West and North Elevations	22/02/2024
Job No. L1325; Page 3 of 26; Rev 4	East and South Elevation	22/02/2024
Project No. P14530Q5; Dwg No. J3742-Delivr Group: Elevation	Front and Back Elevation	02/04/2024
Project No. P14530Q5; Dwg No. J3742-Delivr Group: Elevation	Left and Right Elevation	02/04/2024
Project No. P14530Q5; Dwg No. J3742-Delivr Group: Floor Plan	Floor Plan	02/04/2024
Project No. P14530Q5; Dwg No. J3742-Delivr Group: Floor Plan	Floor Plan	02/04/2024
Project No. P14530Q5; Dwg No. J3742-Delivr Group: Floor Plan	Floor Plan	02/04/2024

Development works

5. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
6. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
7. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

Applicable standards

8. All works must comply with:
- the development approval conditions;
 - any relevant Acceptable Solutions of the applicable codes of the planning scheme for the area;

- c) Council's standard designs for such work where such designs exist;
- d) any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any requirements imposed by any concurrence lawful requirements outside those stated above.

Stormwater drainage

9. Stormwater drainage is to be provided in accordance with:
 - a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013;
 - b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987; and
10. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.
11. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
12. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Avoiding nuisance

13. No nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.
14. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.
15. Clothes drying areas shall be provided on site and fully screened from Galah Street by a solid screen of suitable height.
16. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

17. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the Environmental Protection (Noise) Policy 2008.
18. Air emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the Environmental Protection (Air) Policy 2008.

Landscaping

19. A minimum of 10% of the development site shall be landscaped with a majority of the landscaping to be provided along the Galah Street frontage. Landscape plantings shall include a mix of trees, shrubs and ground covers to enhance the visual appeal of the development and soften the appearance of the built form.
20. A Landscaping Plan is to be submitted to and approved by Council within three (3) months of this approval taking effect. The Landscaping Plan must include details of the location and species of plants and the irrigation system. Plants are to be drought hardy and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.
21. A 1.8-metre-high screen fence is to be provided along the entire length of the eastern, western and northern property boundaries of the site.

Waste management

22. All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
23. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.

Refuse storage

24. Adequate refuse storage areas and facilities must be provided on the site to service the approved development.
25. At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state and emptied, and the waste removed from the site on a regular basis. All waste containers are to be located in a convenient and unobtrusive position and shielded from the view of travelling public and neighbours.

Parking, access and manoeuvring

26. Provide a minimum of four (4) car parking spaces on site.
27. All access points, from the edge of the existing bitumen from Galah Street to the property boundary, shall be constructed to a sealed residential standard to the satisfaction of and at no cost to Council.

28. The landowner is responsible for the construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access locations, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.
29. All vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments. Vehicle parking bays must not encroach into swept paths for vehicle movements onsite.
30. All vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.
31. Car parking and manoeuvring areas are to be designed to accommodate a B99 vehicle in accordance with:
 - a) AS2890.1 – Parking Facilities;
 - b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates; and
 - c) The 'Access to Premises Standard' (Vol 1 of the National Construction Code).

Earthworks and construction

32. During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadways.

Provision of services

33. The development must be provided with an adequate supply of water in accordance with the applicable standards and policies.
34. The development must be connected to Council's reticulated sewerage system in accordance with the applicable standards and policies.
35. The development must be connected to an adequate electricity supply system in accordance with the relevant building standards, requirements and specifications (as relevant).
36. If the premises is connected to a telecommunications service, then such works shall be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications (as relevant).

37. All services installation connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such design exist, (iv) any relevant Australian Standard that applies to that type of work and (v) any alternative specifications that Council has agreed to in writing and which the development must ensure do not conflict with any requirements imposed by any applicable laws and standards.

No cost to Council

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

Latest versions

39. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

40. It is the developer's responsibility to ensure all entities associated with this Development Approval have a legible copy of the Decision Notice and the Approved Plans and Approved Documents bearing 'Council Approval'

5/0

14.9 DEVELOPMENT APPLICATION - BOOBOOK PLACE

EXECUTIVE SUMMARY

The purpose of this report was for Council to decide the Development Application for a Reconfiguring a Lot (One (1) lot into Two (2) lots) on land situated at 2 Boobook Place, Quilpie formally described as Lot 46 on SP234965.

RESOLUTION NO: (QSC174-08-24)

Moved: Cr Lyn Barnes
Seconded: Cr Tony Lander

That Council:

1. Receive this report; and

2. Issue a decision notice to the applicant approving the Development Application for Reconfiguring a Lot (One (1) lot into Two (2) lots) on land situated at 2 Boobook Place, Quilpie formally described as Lot 46 on SP234965, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.
- II. A development permit for a Material Change of Use will be required for any activity or development on the approved lot(s) that does not comply with the accepted development criteria in the *Quilpie Shire Planning Scheme*.
- III. All persons involved in the development have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- IV. New development on any of the approved lots must be provided with an adequate supply of electricity. In the event that an adequate supply of electricity cannot be achieved through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be made available. Prospective purchasers and/or developers of the newly created lots are encouraged to contact the relevant electricity provider to determine the availability and costs associated with connecting to the reticulated network.
- V. This approval lapses if a plan for the reconfiguration is not given to the Council within four (4) years of the approval taking effect.
- VI. The plan for the reconfiguration must be duly signed by the registered proprietor of the land and the surveyor, and submitted to Council for approval in a form acceptable to Council within the relevant period.
- VII. Unless otherwise stated all conditions shall be completed prior to the Council endorsing the relevant plan of survey.
- VIII. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the establishment of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- IX. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities that are associated with the approved development, including any permits/approvals required by any State Agencies.

- X. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. Council should be contacted for advice in the event of any potential change in circumstances.
- XI. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

Development Conditions

Use

1. The approved development is for Reconfiguring a Lot (One (1) lot into Two (2) lots) as shown on the approved plans.
2. Complete and maintain the approved development as follows:
 - a. in accordance with development approval documents; and
 - b. strictly in accordance with those parts of the approved development that have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.

Compliance

3. Unless otherwise stated, all conditions must be complied with prior to the Council endorsing the relevant Survey Plan.

Approved plans

4. The approved development is to be carried out in accordance with following approved plans and documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number:	Plan/Document Name:	Date:
SP348634	Plan of Lots 10 & 11	17/07/2024

Existing buildings and structures

5. Existing buildings, structures, infrastructure and services located on the development site are not to encroach on the proposed allotment boundaries.

Services provision

6. Each approved lot must be connected to Council's reticulated water supply system in accordance with the applicable Water Services Association of Australia (WSAA) publication, at no cost to Council.
7. Each approved lot must be connected to Council's reticulated sewerage disposal system in accordance with the applicable Water Services Association of Australia (WSAA) publication at no cost to Council.
8. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council sewerage infrastructure without first obtaining the express permission of Council.
9. An electricity supply must be made available to each lot. This supply must be in accordance with the relevant standards of the electricity distributor.

Note: Confirmation that an electricity supply is available and network connections can be made to all new lots from the electrical provider will be required prior to endorsement of the plan of survey.

10. Where it is necessary for existing reticulated infrastructure networks to be extended to provide the required service connections to the approved lots, such works will require development approval for Operational Works or must otherwise be completed by private works agreement with Council.
11. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Stormwater and drainage

12. Stormwater runoff from the site must not adversely impact on flooding or drainage of properties or roads that are upstream, downstream or adjacent to the site as a result of the development.
13. Discharge of stormwater runoff from the development shall drain freely in all cases, and no nuisance of ponding is to be created as a result of the development.

Access and roads

14. The landowner is responsible for the construction and maintenance of crossovers from the road carriageway to the property boundary and all internal vehicle access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

Protection of infrastructure

15. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets. Any damage to existing infrastructure (road pavement, existing underground assets, etc.) attributable to the development, shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s) and at no cost to Council.

No cost to Council

16. All costs associated with the approved development are to be met by the developer, including costs of survey, registration, document lodgement, easement documentation preparation and plan sealing unless there is specific agreement by other parties, including the Council, to meeting those costs.

5/0

14.10 POLICY REVIEW**EXECUTIVE SUMMARY**

This report was for Council to adopt the recently reviewed, updated policies.

RESOLUTION NO: (QSC175-08-24)

Moved: Cr Lyn Barnes
Seconded: Cr Roger Volz

That Council adopt the recently reviewed:

- Investment Policy;
- Customer Service Policy;
- Recovery of Overdue Rates & Charges Policy;
- Entertainment & Hospitality Policy with the inclusion of another paragraph after 3.2.4 for Advocacy events with content mirroring that of civic functions;
- Councillor Expenses Reimbursement Policy;
- Councillor Investigations Policy.

5/0

15 ITEMS LISTED IN THE CONFIDENTIAL AGENDA**MOTION**

RESOLUTION NO: (QSC176-08-24)

Moved: Cr Roger Volz
Seconded: Cr Lyn Barnes

That Council move item **15.1 Dedicated Road Access to Lot 40 on NK839916 and Lot 51 on NK 86** into the open session of the meeting.

5/0

MOVE INTO CLOSED SESSION**RESOLUTION NO: (QSC177-08-24)**

Moved: Cr Roger Volz

Seconded: Cr Milan Milosevic

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, that Council resolve to close the meeting to the public at 4.30pm to discuss a confidential item that its Councillors consider is necessary to close the meeting.

In accordance with Section 254J(5) of the *Local Government Regulation 2012*, the following table provides:

- (a) the matter that is to be discussed; and
- (b) an overview of what is to be discussed while the meeting is closed.

Agenda item	Matters to be discussed (Reasons to close the meeting under the <i>Local Government Regulation 2012</i>)	Overview
15.2 Acquisition of Land	(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;	The purpose of this report is to consider the purchase of land in Jabiru Street, Quilpie.

5/0

MOVE OUT OF CLOSED SESSION**RESOLUTION NO: (QSC178-08-24)**

Moved: Cr Milan Milosevic

Seconded: Cr Lyn Barnes

That Council move out of closed session and resume the Ordinary Meeting at 4:41pm.

5/0

15.1 DEDICATED ROAD ACCESS TO LOT 40 ON NK839916 AND LOT 51 ON NK 86**EXECUTIVE SUMMARY**

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

RESOLUTION NO: (QSC179-08-24)

Moved: Cr Tony Lander
Seconded: Cr Milan Milosevic

That:

1. Council approve a road opening and all associated costs on Lot 71 on SP277803 to provide a dedicated road access to Lot 40 on NK839916 and Lot 51 on NK86 as requested by the property owners once approval has been provided by the Stock Route Management Unit.
2. Council concurrently approve a road opening and all associated costs, giving access for Lots 2,3,4 & 5 on NK839916, once approval has been provided by the Stock Route Management Unit, to enable these owners to change the tenure in the future.
3. Each of the roads be recorded on the road register as "unformed track".

5/0

15.2 ACQUISITION OF LAND**EXECUTIVE SUMMARY**

The purpose of this report was to consider the purchase of land in Jabiru Street, Quilpie.

RESOLUTION NO: (QSC180-08-24)

Moved: Cr Roger Volz
Seconded: Cr Lyn Barnes

That Council not proceed with the acquisition of land as outlined in the offer presented.

5/0

16 LATE ITEMS**16.1 COMMUNITY ASSISTANCE GRANT PROGRAM APPLICATION - QUILPIE & DISTRICT SHOW & RODEO****EXECUTIVE SUMMARY**

The Quilpie and District Show & Rodeo Committee submitted a Community Assistance Grant Program application requesting a waiver of hire fees for the Quilpie Shire Hall to facilitate Leather Workshops being offered to the community as part of the Quilpie & District Show & Rodeo Program from Thursday, 12 September to Friday 13, September 2024. In addition, the Committee is also requesting a waiver of hire fees for the use of the Bulloo Park Complex as the primary location of the 2024 Quilpie and District Show & Rodeo from Sunday, 1 September to Tuesday, 17 September 2024.

RESOLUTION NO: (QSC181-08-24)

Moved: Cr Milan Milosevic
Seconded: Cr Tony Lander

That Council:

1. Note the Community Assistance Grant Program application received from the Quilpie and District Show & Rodeo Committee.
2. Approve the request to waive the hire fees for the Quilpie Shire Hall from Thursday, 12 September 2024 to Friday, 13 September 2024 to facilitate Belt Making (Leather) Workshops.
3. Approve the Community Assistance Grant Program application to waive the hire fees for Bulloo Park Complex from Sunday, 1 September to Tuesday, 17 September 2024 for the Annual Quilpie and District Show & Rodeo.

5/0

17 GENERAL BUSINESS

Councillors were invited to raise any matters they wished to discuss:

Cr Barnes raised the suggestion that while works are currently being carried out at the Brolga Street entrance to the Council Administration building, could we take the opportunity to relocate the mosaic water feature / cattle trough and bore head to another location in the town.

An option put forward by Mayor Hall was for a small pond with cut out silhouettes of brolgas. This may be an attractive replacement creating a new focal point. Mayor Hall suggested a discussion of both elected members and key staff to collaboratively identify an outcome that is both aesthetically pleasing and easy to maintain.

Cr Volz indicated that it may be timely to also relocate the last remaining tree behind the flag poles as the tree impacts the visual amenity of the office frontage and the new signage as well.

MOTION

RESOLUTION NO: (QSC182-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Tony Lander

That Council:

1. Remove and relocate the mosaic water feature currently at the front of the Council Administration building.
2. Workshop a new design for the front of the Administration building with input from Quilpie Shire Council team members.
3. Remove the remaining tree in front of Council's Administration Office.

5/0

MOTION

RESOLUTION NO: (QSC183-08-24)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That Council seek an update on the status of the Hospital Extension Funding application.

5/0

Cr Barnes foreshadowed additional items for future discussions:

- John Waugh Park Masterplan Workshop to be held.
- ABC Media release.
- Invitation to King Charles to visit when in Australia.
- Bush Summit – How can we be involved; who organises?
- Remote tax line for Quilpie.
- Free Camping areas.

18 CLOSURE

There being no further business the Mayor declared the meeting closed at 5:15PM.

These minutes are to be confirmed at the next meeting of Council. In accordance with the public notice of meetings published by Council, the next Ordinary Meeting will be held on Tuesday, 17 September 2024 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 9.30AM.

Unconfirmed

- 7 ITEMS ARISING FROM PREVIOUS MEETINGS**
- 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 AUGUST 2024

IX: 250549

Author: Brian Weeks, Acting Director

Attachments: 1. QSC Fd August 2024 Month End Report [↓](#)

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

Nil

OPERATIONAL UPDATE

GENERAL

- Eromanga pool repairs including relining have now been completed. The concrete surround on 2 sides will be completed by the end of the week.
- Delays have occurred to Adavale – Quilpie Road initiated by the Queensland Department of Transport and Main Roads (TMR). Cultural clearance approvals that were given must be rechecked which means that the project will not be completed in time for the Minister to open in October.
- The Acting Director has reviewed the Quilpie Aerodrome Manual and arranged for an update to be completed and submitted to the Civil Aviation Safety Authority (CASA).

ROADS

- Construction crews have completed works on the Grey Range project of Quilpie – Windorah Road. Sealing works will take place on 11 September 2024.
- Construction crews are working on sealing a section of the Adavale Black Road.
- Crews have commenced earthworks at Eromanga Transfer Station.

RMPC

- Road crews are working on reseal preparations on Quilpie – Windorah Road.
- Murweh Shire Council's Jetpatcher has been carrying out edge repairs on Quilpie – Windorah Road.

Other Works - Queensland Department of Transport and Main Roads (TMR)

- Council's Technical Officer is working with TMR on grid removal works.

Flood Damage Works - Queensland Department of Transport and Main Roads (TMR)

- Council's Technical Officer is working with TMR on the upcoming flood repair works program.

Flood Damage Works - Shire Roads

- Attached is the report from the Proterra Group.

Concrete and Structures

- The Concrete and Structures Crew has completed capping works on Seco Crossing.
- Crews have reinstated the concrete surrounds for Eromanga Pool.
- The crew will move to Quilpie – Windorah Road to lay concrete margins.

Council Buildings and Facilities

- Works are progressing with the new homes:
 - Service connections are being installed by the builders (Baguley Build).
 - Peter Donahue is pouring tank slabs and installing stormwater.
 - Aaron Marsh is erecting the sheds at new houses and the extension to the State Emergency Service (SES) Shed.

Water and Sewerage

- Council's Water and Sewerage Supervisor has resigned.
- The water main break at Eromanga feeding fire tanks for IOR was repaired. Crews re-laid the main across the Cooper Developmental Road.
- The Eromanga Reverse Osmosis plant has been monitored. The plant was struggling to keep up with demand. Issues were identified with irrigation at the Eromanga Natural History Museum and a few residents who were watering.

Plant and Workshops

- Tenders for a new mower have been called.
- The new Kenworth prime mover has been ordered.
- The new water tanker has been ordered.
- Council's fitter has resigned from Council.

Town Services

- Staff have been busy with preparations for Quilpie Show.
- Staff have been finalising the landscape design for the Administration Building.
- Staff have been working on irrigation systems on Council housing.
- A Town Services team member has resigned.

CONSULTATION (Internal/External)

N/A

LEGAL IMPLICATIONS

N/A

FINANCIAL AND REVENUE IMPLICATIONS

- Activities are performed within the operating and capital budgets.

RISK MANAGEMENT IMPLICATIONS

Nil.



**MONTHLY PROJECT REPORT
AUGUST 2024**

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

MARCH 2021 Event-Complete

JANUARY 2022 Event-Complete

SEPTEMBER 2022 Event

June 2023 Event

Emergent Works January 2024 Event-Complete

COOMA ROAD BETTERMENT PROJECT-Complete

Renewal of existing concrete floodways-Capital funding


January 2024 Event-Currently waiting for approval of submissions



QSC – DFRA MONTHLY PROJECT REPORT

August 2024

AMENDMENT, DISTRIBUTION and APPROVAL

ISSUE	AUTHOR	REVIEWER	APPROVED FOR ISSUE		
			NAME	SIGNATURE	DATE
1	Cameron Mocke	David Bell	Cameron Mocke		4/9/2024

© Proterra Group 2022

Disclaimer

This document has been prepared on behalf of and for the exclusive use of Quilpie Shire Council and is subject to and issued in accordance with Quilpie Shire Council instruction to Proterra Group Pty Ltd.

Proterra Group accepts no liability or responsibility whatsoever for it in respect of any use of or reliance upon this document by any third party. Copying this document without the permission of Quilpie Shire Council or Proterra Group Pty Ltd is not permitted.

This document shall remain the property of Quilpie Shire Council and Proterra Group. Unauthorised use of this document in any form is prohibited.

Proterra Group Pty Ltd

31 Glasser Street (PO Box 1273) Goondiwindi QLD 4390

2 Aubigny Street (PO Box 208) Toowoomba QLD 4350

E: admin@proterragroup.com.au**W:** www.proterragroup.com.au**ABN:** 82 626 886 771



QSC – DFRA MONTHLY PROJECT REPORT
August 2024

TABLE OF CONTENTS

CONTRACT SUMMARY 4

FINANCIAL STATEMENT..... 4

FINANCIAL DISCUSSION..... 6

VARIATIONS / SCOPE CHANGES..... 6

PROGRAM..... 6

PROCUREMENT..... 6

 6.1 UPCOMING TENDERS 6

 6.2 TENDERS/QUOTES AWARDED-2022, 2022 September and January 2023 WORKS 6

 6.3 GRAVEL SCREENING 8

WATER ISSUES..... 9

QRA..... 9

PHOTOS 9

Map 12



QSC – DFRA MONTHLY PROJECT REPORT
August 2024

CONTRACT SUMMARY

Contract Number	RFQL06 22-23
Principal Representative’s Delegate	PROTERRA GROUP
Project Manager	Cameron Mocke
Target Date for Practical Completion of 2024 January event works	20 February 2026

FINANCIAL STATEMENT

Description	Status	Percentage Completed
Approved Submissions QSC.0007.1920-QSC.0023.1920	Approved	100%
Approved Submissions QSC.0027.2021L-100% complete. QSC.0028.2021L, QSC.0030.2021L, QSC.0031.2021L, QSC.0032.2021L, QSC.0029.2021L-Includes Betterment submission.	Approved	100%
2022 event works Submissions		
QSC.0036.2122F, QSC.0040.2122F, QSC.0039.2122F and QSC.0037.2122F. Betterment Works- Old Charleville Road	Completed Completed Completed	100% 100% 100%
2022-September event works Submissions		
QSC.0042.2223C, QSC.0043.2223C. QSC.0046/QSC.0047/QSC.0048/QSC.0049.2223C.	Approved Approved Approved	100% 100% 52%
2023-June event works Submissions		
QSC.0051.2223C, QSC.0052.2223C, QSC.0053.2223C.	Approved Approved Approved	70% 3% 4%



QSC – DFRA MONTHLY PROJECT REPORT

August 2024

2024-January event works Submissions		
QSC.0057.2324X, QSC.0058.2324X, QSC.0059.2324X. QSC.0060.2324X. Draft-Kyabra Rd-Possible Betterment Application	Waiting for approval	0%

Event date	Percent Complete	Estimated Final Cost
26-February-2020	100%	\$16,720,732.34
31-March-2021	100%	\$11,782,366.74
04-February-2022	100%	\$9,364,425.29
15-September-2022	89%	\$14,992,143.00
16-June 2023	21%	\$5,377,000.00
4 January 2024	0%	\$11,000,000.00



QSC – DFRA MONTHLY PROJECT REPORT

August 2024

FINANCIAL DISCUSSION

All funds for submissions approved by QRA have had the required upfront funds transferred to QSC, except for 2024 Jan event which we are still waiting for approvals.

VARIATIONS / SCOPE CHANGES

2022 REPA Works

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

Var01-04 issued for additional works around Adavale, funded by maintenance.

PROGRAM

Proterra Group have been awarded the delivery of the January 2024 works, Bench mark Rates have been finalized, building of submissions have commenced, with five submissions submitted to date, still preparing one more for works on Kyabra Road.

APV Contracting are currently busy on Adavale Black Rd, they will then move to the Adavale area to complete works on Patricia Park and Adavale Airport Rd.

SL & SA Travers have completed works on Nimboy Road.

Tolbra Earthmoving and Haulage have completed screening package near Adavale.

APV Contracting have started screening package for the Southeast Quadrant works.

PROCUREMENT

6.1 UPCOMING TENDERS

- Further quotes will be issued via Vendor Panel to coincide with preparatory works being completed.

6.2 TENDERS/QUOTES AWARDED-2022, 2022 September and January 2023 WORKS

Tender	Contractor	Value	GST	Total
RFQ 02 22-23 Flood Restoration Works Pkg A- (Keeroongooloo, Regleigh and Springfield Roads)	APV Contracting	\$750,271.91	\$75,027.19	\$825,299.10



QSC – DFRA MONTHLY PROJECT REPORT

August 2024

RFQ 06 22-23 Flood Restoration Works Pkg B- (Pinkenetta and Giberoo Roads)	APV Contracting	\$345,807.47	\$34,580.75	\$380,388.22
RFQ 016 22-23 Flood Restoration Works 2022 Pkg C- (Cheepie Adavale Road)	Tolbra Earthmovers and Haulage	\$1,057,496.87	\$105,749.59	\$1,163,245.46
RFQL 08 22 - 23 Flood Restoration Works 2022 Package F- (Wareo, Duck Creek and Napoleon Roads)	Tolbra Earthmovers and Haulage	\$320,939.55	\$32,093.96	\$353,033.51
RFQL 04 22-23 Flood Restoration Works 2022 Pkg D- (Old Charleville Road)	SA & SL Travers	\$1,110,981.28	\$111,098.13	\$1,222,079.41
RFQ 07 22-23 Flood Restoration Works 2022 Pkg E-(Big Creek Road)	APV Contracting	\$626,170.00	\$62,617.00	\$688,787.00
RFQL 09 Flood Restoration Works 2022 Pkg G- (Old Thargo and Kiandra Roads)	SC & KG Bowen	\$797,189.14	\$79,718.91	\$876,908.05
RFQL 016 22 - 23 Flood Restoration Works 2022 Package --(Tobermory Road Package)- Screening	APV Contracting	\$494,310.00	49,310.00	\$543,741.00
RFQL 015 22-23 Screening-Eromanga Pkg	APV Contracting	\$461,769.60	\$46,176.96	\$507,946.56
RFQL 017 22 - 23 Flood Restoration Works 2022 Trinidad Road Package	APV Contracting	\$1,615,500.85	\$161,550.09	\$1,777,050.94



QSC – DFRA MONTHLY PROJECT REPORT

August 2024

RFQL 018 22 - 23 Flood Restoration Works 2022 Old Thargo Road Package	SA & SL Travers	\$1,577,063.38	\$157,706.34	\$1,734,769.72
RFQL 01 23 - 24 Mt Margaret and Kyabra Road sealing	RPQ Spray Seal Pty Ltd	\$471,693.38	\$47,169.34	\$518,862.72
RFQL05 23-24 Flood Restoration Works 2022 Congie Road	SA & SL Travers	\$821,568.67	\$82,156.87	\$903,725.54
RFQL06 23-24 Flood Restoration Works 2022 Ray Road	APV Contracting	\$375,241.96	\$37,524.20	\$412,766.16
RFQL07 23-24 Flood Restoration Works 2022 Beltram Park Road	SA & SL Travers	\$903,264.67	\$90,326.47	\$993,591.14
RFQL10 23-24 Flood Restoration Works 2022 Corowa Road	APV Contracting	\$382,065.44	\$38,206.54	\$420,271.98
RFQL13 23-24 Flood Restoration Works 2022 South West Quadrant	APV Contracting	\$1,566,963.41	\$156,696.34	\$1,723,659.51
RFQL 12 23-24 Screening around Adavale Milo Rd area	APV Contracting	\$144,537.60	\$14,453.76	\$158,991.36
RFQL 16 23-24 Screening in South Easter quadrant	APV Contracting	\$71,923.44	\$7,192.34	\$79,115.78
RFQL 18 23-24 Sept 2022-Flood Damage-Adavale Pkg	APV Contracting	\$614,733.36	\$61,473.34	\$676,206.70

6.3 GRAVEL SCREENING

Tolbra Earthmoving and haulage have completed screenings near Adavale including additional work. Two more packages of screening have been awarded to APV Contracting, with work commencing 27 June 2024.



QSC – DFRA MONTHLY PROJECT REPORT
August 2024

WATER ISSUES

No known issues currently, programme in place to sign post water sources that have agreements with local landowners and QSC.

QRA

QSC have been notified of a change of Regional Liaison Officer by QRA. The new Permanent RLO is Gary McDonald. Whis visited Quilpie on Thursday 29th August 2024.

PHOTOS



Medium Formation Grade near Adavale



Proof rolling by Proterra Group staff of work completed.



QSC – DFRA MONTHLY PROJECT REPORT
August 2024

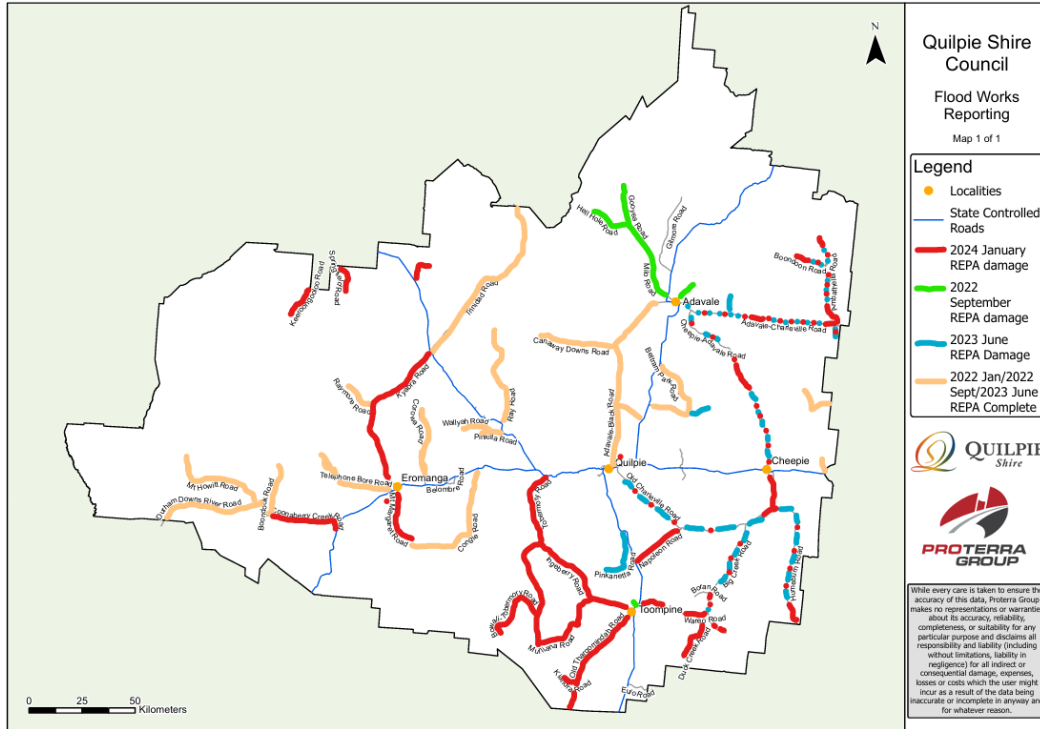


Pegging of new pits for inclusion by QSC into their reserves.



QSC – DFRA MONTHLY PROJECT REPORT
August 2024

APPENDIX A –2022 SEPTEMBER/2023 JULY/2024 JANUARY REPA WORKS MAP



10.2 CORPORATE AND COMMUNITY SERVICES STATUS REPORTS**10.2.1 TOURISM STATUS REPORT**

IX: 253714
Author: Jessica Tully, Tourism Officer
Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an update on Visitor Information Centre & Tourism activities during June-August 2024.

OPERATIONAL UPDATEFamil

The Senior Tourism Officer is currently working with Anita Clark from AC Tourism, organising a famil for October 2024. This famil package was created with TEQ (Tourism & Events Qld) and offered to agents who either work in the group travel market or already have product contracted for FIT travel in Outback Queensland and whom are attending the ATEC (Australian Tourism Export Council) Marketplace event on Monday 28th October. This is the first time that SW Outback has been included as a famil destination for an ATEC event and we are so excited that we will be welcoming 6 agents. This famil will visit SW Shires of Quilpie, Paroo and Murweh.

OQTA

On August 15 and 16 the VIC welcomed Sam Ireland from OQTA, TEQ's Group Executive of Marketing Kim McConnie and one of her team, Troy to the Centre. The primary focus of their trip was to experience ENHM and gain an understanding of the paleo tourism opportunities for the region. We took the opportunity to show off the Visitor Information Centre and take them for a tour around some of Quilpie's key tourism sites and products.

QT Awards

The Senior Tourism Officer welcomed Susan Maynard to the Centre on July 18 as the site judge for the 2024 Queensland Tourism Awards. The visit went very well and Susan was very positive. Following this visit, the Senior Tourism Officer submitted the Quilpie Tourism Awards submission for judging on Tuesday August 6. Judging is now underway with winners announced at an awards ceremony in November.

RACQ People's Choice Awards

Commencing Sunday 15th September, voting will open for the RACQ People's Choice Awards as part of the Queensland Tourism Awards. This online voting platform will close Monday 30th September.

Funding Projects

With successful funding from the Accessible Tourism Elevate Fund (\$69,500) and Building Bush Tourism Fund (\$56,109) – staff are busy working on the first stage of the projects. Currently, the Senior Tourism Officer is working with Anita Clark to develop the new Visit Quilpie Shire Website.

We are also working with a builder to order the undercover area for the Night Show. All works for both funding projects are planned to be completed by April 2025.

2025 Visitor Guide

Staff are currently working on the updates for the 2025 Visitor Guide and plan to go to print in early January 2025.

Gallery

At the end of June, the annual South West Indigenous exhibition was officially opened and was very well received. A planned exhibition for August was unfortunately cancelled when the artists were not able to supply their works in time. This allowed us to leave the SW Indigenous exhibition on display for a longer period of time.

Upcoming 2024 Exhibitions

9th October – 25th October 2024 Combined Schools
 9th November – Jan 2025 Christmas in the Gallery

Social Media - INSTAGRAM

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	595	48	616	900	475	314	646	447				
PROFILE VISITS	37	16	48	67	44	36	41	42				
NEW FOLLOWERS	9	6	12	15	17	11	11	12				

Social Media - FACEBOOK

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
REACH	13,790	3076	145,877	24,964	15816	48638	19302	15510				
PAGE VISITS	704	576	2040	2153	1286	1565	1481	1493				
NEW FOLLOWERS	13	24	139	80	28	75	19	17				

Website views

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022	1096	1314	1493	958	1864	1547	1638	1768	1313	913	996	642
2023	2026	1621	3287	2423	2058	2014	2009	1978	1456	1327	3621	1192
2024	1776	1396	1525	1416	1761	1905	1855	1450				

Visitation numbers - Visitor Information Centre

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2019	89	52	194	443	1130	1712	2725	1440	1450	548	241	97	10,121
2020	8	42	53	0	0	446	1688	1458	2172	1111	350	146	7,474
2021	64	59	295	894	2154	2657	2950	967	1515	842	290	108	12,795
2022	66	65	314	1191	1329	1573	2650	1546	1142	552	265	155	10,848
2023	80	66	279	758	1337	2372	2299	1848	1300	496	174	111	11120
2024	121	50	144	683	1272	2476	2418	1919					

Visitation number - Visitor Information Centre (Queensland only)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2019	2	5	3	196	479	530	943	480	614	234	52	35	3573
2020	5	23	39	0	0	419	1189	1518	1743	784	170	53	5943
2021	37	50	154	651	1157	1248	1327	823	1247	558	168	59	7420
2022	47	51	217	876	846	717	1197	654	558	275	130	43	5611
2023	53	49	159	506	631	1041	904	752	597	256	38	29	5015
2024	69	28	91	417	630	862	745	645					

CONSULTATION (Internal/External)

Director Corporate and Community Services

Council Staff

Tourism Stakeholders

Local Business

Community

LEGAL IMPLICATIONS

No legal implications noted

FINANCIAL AND REVENUE IMPLICATIONS

Program operates in accordance with Council's 2024/2025 Budget

RISK MANAGEMENT IMPLICATIONS

Program operates in accordance with Quilpie Shire Council Risk Management Policy & Framework

10.2.2 NATIONAL DISABILITY INSURANCE SCHEME (NDIS) COORDINATOR STATUS REPORT

IX: 254240
Author: Christine Houghton, NDIS Officer
Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

The purpose of this report is to update Council on National Disability Insurance Scheme (NDIS) activities and programs.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

General

The National Disability Insurance Scheme (NDIS) Program in Quilpie Shire continues to be busy but is operating smoothly most of the time. With ongoing education and assistance, participants and their families / carers are learning to navigate the NDIS system and advocate for themselves which is very pleasing to be a part of as it is promoting the core principles of NDIS – *Choice and Control*.

Quilpie Shire NDIS participants are once again able to use NDIS Remote Planner, Linda Wharton, who is based in Cunnamulla. Linda possesses a myriad of experience and local knowledge and understands issues that participants experience in remote areas.

Linda's NDIS plans are always fair and reasonable, with the best outcomes for participants always at the forefront of her decisions. Linda has recently acquired a budget allocation which allows her to travel to Quilpie for planning meetings and engage with existing participants.

Allied Health providers / therapists are visiting Quilpie on a regular basis. The same therapists are returning to deliver the services which ensures continuum of care, equating to better outcomes for participants. Support workers from Quilpie and Charleville are also providing an amazing service, contributing to participants achieving independence and living a fulfilled life.

NDIS Current News / Update

On 22 August 2024, the National Disability Insurance Scheme Amendment (Getting the NDIS Back on Track No. 1) Bill 2024 was passed by the Parliament. The Bill received Royal Assent on 5 September 2024 and the new NDIS laws will come into effect on 3 October 2024. The new rules will be implemented in stages over time as other key reforms are introduced.

What is changing for participants:

- How eligibility is assessed
- Supports that can be funded by the NDIS
- How plans are managed
- How funding is allocated and needs to be spent
- Requirements for information gathering for eligibility reassessment

Statistics

NDIS Client Meetings	NDIS Provider Assistance Meetings	Agency Meetings
86	32	6

Current Issues

- Long wait lists for specialist appointments
- Travel for participants and families to Charleville or Roma for appointments

Correspondence / Newsletters

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

CONSULTATION (Internal/External)

Director Corporate and Community Services

Stakeholders

Participants

LEGAL IMPLICATIONS

Not applicable.

FINANCIAL AND REVENUE IMPLICATIONS

Program operates in accordance with Council's 2024/25 Budget.

RISK MANAGEMENT IMPLICATIONS

Program operates in accordance with Quilpie Shire Council's Risk Management Policy & Framework.

10.2.3 PEST AND LIVESTOCK MANAGEMENT COORDINATOR REPORT

IX: 254241
Author: Lisa Hamlyn, Director Corporate and Community Services
Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

Nil

OPERATIONAL UPDATE

Wild Dog Scalps Presented to Council 01-07-2024 to 31-08-2024.

<u>Property</u>	<u>No of Scalps</u>			<u>Amount of Payment</u>
	Male	Female	Pups	
Greenmulla	2	-	-	\$100
Total	2	-	-	\$100

Wild Dog Scalps – Comparative Data Table

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Male	200	51	42	82	12	2
Female	106	44	17	39	7	
Pups	47	4	8	8	-	
Total	353	99	67	129	19	2

Commons and Reserves

Reserve	Condition	Notes
Quilpie Common	Good	More frequent inspections of the Reserves will be necessary as the temperature starts to increase.
Eromanga Common	Good	
Adavale Common	Good	
Warrabin Lane	Poor	
Dillon’s Well	Fair	

Wild Dog Control Program

- Due to the Pest & Livestock Management Coordinator taking Annual Leave, no wild dog control activities were undertaken during the month.

Local Laws

- One dog attack has been under investigation.

Exclusion Fencing

- Quilpie Shire Council Exclusion Fencing Subsidy Program – Round 7. Following correspondence to all successful applicants offering an extension of time (31 March 2025) to complete approved exclusion fence projects, responses were received for seven of the eight fencing projects.

Coolbinga / Wanko exclusion fence project (7km) has been completed and inspected.

Reserves

- Eromanga Common fence was inspected. Repairs have been carried out to return the fence to stockproof condition by the stock owner.
- The Pest Management Assistant checked the Quilpie and Eromanga Common fencing, cattle, waters and feed. He also repaired the 7 Mile fence and has completed the fence around the Toompine Bore.

Training

- The Pest & Livestock Management Coordinator and Pest Management Assistant attended Snake Awareness training on 14 August 2024.

CONSULTATION (Internal/External)

Director Corporate & Community Services

Council Staff

Landholders

Community Members / Animal Owners

LEGAL IMPLICATIONS

No legal implications noted.

FINANCIAL AND REVENUE IMPLICATIONS

Program operates in accordance with Council's 2024/25 Budget.

RISK MANAGEMENT IMPLICATIONS

Program operates in accordance with Quilpie Shire Council Risk Management Policy & Framework.

10.2.4 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES STATUS REPORT

IX: 254369

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

Western Queensland Primary Health Network (WQPHN) / Quilpie Shire Council Health Promotions / Health & Wellbeing Program

Seniors Program

- Ros Cuffe has been joining the Seniors Program whilst she has been visiting Quilpie this month and shared her card making and serviette decorating skills with the program participants.
- Walking Group takes place every Wednesday morning and there have been three regular participants.
- A group of Seniors have been participating in on-line chair exercises which they enjoy and keen to continue.
- Five program participants attended the Sleep Presentation by Anthony Wollaston (Nurse Practitioner) It was very interesting to learn that malted milk, cherries, kiwi fruit and pistachios can assist in getting a good night's sleep!
- Three program participants attended the "Protecting Personal Information" webinar at the Library.
- The exterior of the Queensland Country Women's Association (QCWA) Hall has been completed and has certainly given the building a face lift. We will reconvene program activities at the Hall once the equipment etc has been moved back.
- South West Hospital and Health Service's (Tackling Regional Adversity through Connected Communities 'TRACC') Nurse Navigator and Clinical Nurse Consultant (Palliative Care) will be visiting the Multi-Purpose Centre on 10 September to meet with community members in regard to connecting people to the right care at the right time and raising awareness regarding mental health and self care.
- Two Quilpie teams (Quilpie Opals and Quilpie Eagles) participated in the Outback Seniors Games held in Charleville on 30 August. Quilpie Opals team won the Best Sun Smart Team. Individual medals were awarded to Margaret Anderson (Quilpie Opals), Gwen Hennessy and Mark Wallace (Quilpie Eagles) Nine program clients participated in the Games.

- The Seniors enjoyed some pampering at Footcare with Robin and Tina – 11 clients participated.
- Scarecrow created for the Quilpie & District Show and Rodeo.

Children / Youth Programs

- After School Craft Program has been well attended, averaging 11 children per session.
- Youth Group attendance has been between 6 and 12 per session.

Swimming Pool Lessee Report – Quilpie & Eromanga Pools

Swimming Pool Maintenance Report

The following maintenance was undertaken during the closed period:

- High pressure hosing of:
 - entire pool deck, pool sides and pool grates.
 - shade sails, fences and entry walkway.
 - male and female toilets, showers and changerooms.
 - starter blocks.
 - side storage area.
 - toddler pool (as well as all features).
- Side laneway mowed, whipper snipped, leaves and debris raked and poisoned.
- Large side garden weeded and poisoned.
- All trees / hedges trimmed, and branches taken away.
- Whipper snipping and poison behind back garden shed.
- Kiosk and first aid floor scrubbed with cleaner x 2
- Vacuum in and out of main pool and 25 metre pools twice weekly.
- Kiosk sliding window ledges scrubbed and cleaned.
- Lawns fertilised and lawn seed planted.
- Splash back installed on back bench of kiosk.
- Dishwasher installed.
- Food safety certificate obtained.
- Food safety program and paperwork developed and implementation.
- Purchase of required food safety equipment – thermometers, serving utensils etc
- Repaired chlorine gas line issues due to alarm going off.

Repairs by Contractors



Pool deck post pressure cleaning



Slide removed from Leisure Pool



Depth indicators installed



Ladders installed 25 metre pool

Eromanga Pool Repairs



Progress Photos



Improved surface, steps and new depth signs

Program Update

The Quilpie Pool opened on 4 September.

Currently no programs are being conducted, however there has been some assessment classes for new people to town.

Lessons are due to commence week beginning 7 October for Quilpie and Eromanga.

Events and Courses – September 2024

<u>Date</u>	<u>Event/Course</u>	<u>Notes</u>
16 th September	Eromanga Pool due to open	
28-30 September	AUSTSWIM Teacher of Swimming and Water Safety AUSTSWIM Teacher of Infant Aquatics	Held at Quilpie Pool

Events / Functions / Group Bookings Upcoming

1-2 October	Pool Lifeguard Update	Held at Quilpie Pool Quilpie State College Staff and other
October	LAP IT UP challenge	Raise money for Youth Mental Health and Suicide Prevention
9th October	Quilpie Legends Swim Club to start	
10th October	Senior Aqua to start	
1 st or 2 nd November	with Halloween Disco and Movie	due to 31 October being a week night

Attendance Numbers

Date	Locals	Visitors	Total	Morning 6-10	Program	Adults	Teenagers 10-17years	Child 4-9 years	Babies and Toddlers 0-3yrs	Totals
01-Sep-23			0							0
02-Sep-23	53	12	65	0	0	22	14	10	10	65
03-Sep-23	38	0	38	3	0	12	16	9	1	38
04-Sep-23			0							0
05-Sep-23	54	0	54	9	0	18	12	20	4	54
06-Sep-23	45	0	45	0	0	17	13	12	3	45
07-Sep-23	61	0	61	0	0	23	14	17	7	61

Quilpie Pool Opening Hours – September

Quilpie Swimming Pool
2nd September 2024 – 29th September 2024
31st March 2025 – 24th April 2025
Pool Hours

DAY	MORNING	AFTERNOON
Monday	CLOSED	3:00pm-5:30pm
Tuesday	6:00am-8:00am	3:00pm-5:30pm
Wednesday	CLOSED	CLOSED
Thursday	6:00am-8:00am	3:00pm-5:30pm
Friday	CLOSED	3:00pm-5:30pm
Saturday	2:00pm – 5:00pm	
Sunday	2:00pm – 5:00pm	

Ph: 07 4656 1201 or 0413 201 534

0.9m

EROMANGA

Pool hours – 20 hours/week

Sign to be created!

Notes:

- Alina will start Tuesday shifts in October when lessons start.
- 3 x staff members to open Eromanga however will just be 1 until 2 others are trained.
- 3 x staff members trained on pool plant.



Getting in the spirit for the Quilpie & District Show!!

South West Queensland Care Collaborative – Community Services Coordinator

The Community Services Coordinator is making great progress with capturing services and gaps in the health and wellbeing space in Quilpie. A South West Queensland Care Collaborative Huddle Meeting was held on 6 September to discuss progress of the program in Quilpie and the South West Region. A program brochure is nearing publication and will be distributed to the community once printed.

Western Queensland Primary Health Network (WQPHN)

WQPHN advertised for Expressions of Interest to become a part of their Consumer Advisory Committee (CAC). The CAC is a WQPHN Board sub-committee to which members will bring valuable community perspectives to the table, advocating for better health outcomes and contributing to the WQPHN Health Needs Assessment and consumer engagement strategies. The South West Hospital and Health Service (SWHHS) was invited to select a representative from Consumer Advisory Groups to join the WQPHN Consumer Advisory Committee to which the author expressed interest. The SWHHS Executive Director Primary Care endorsed the nomination for appointment to the Committee.

Staff Achievements

Librarian, Annie- Jo Vogler received notification this week that she was successful in her application to participate in the State Library – Library Leaders Program. The Library Leaders Program (the program) is a building capability program for Queensland public libraries and Indigenous Knowledge Centre (IKC) staff wanting to develop their library careers. The Library Leaders program is for future, emerging and existing library leaders who are passionate about the service they provide and want to build on existing skills, knowledge, confidence, and networks needed to lead vibrant public libraries into the future.

ANZAC Day 2025 – Australian Defence Force Ceremonial Support

Applications have been submitted to Joss Qld online for Australian Defence Force Ceremonial Support for Quilpie ANZAC Day Services 2025:

- Twilight Service
- Dawn Service
- March/ Community Service

As in previous years, Council specifically requested soldiers from 2/14th light horse regiment.

Southern Queensland Regional Arts Service Network (SQRASN)

A letter was provided to Hilary Coulter – SQRASN supporting their at-home residency program, providing artists in remote locations with a paid opportunity to explore their arts practice, create new work, develop creative networks and participate in professional development without the significant cost and relocation usually associated with such programs.

Upcoming Events

RU OK Day Morning Tea	Council Administration Office	12 September
Quilpie and District Show & Rodeo	Bulloo Park	14 September
Quilpie Motorbike Gymkhana & Enduro	Quilpie Golf Club	21/22 September
Bond University Netball Clinic	Quilpie State College	25 September
Mental Health Week Sausage Sizzle	To be advised	10 October
International Day of Rural Women (Rebecca Bradshaw Workshop)	Brick Hotel	15 October
Heart Bus in Quilpie	John Waugh Park	18-20 October

CONSULTATION (Internal/External)

Chief Executive Officer

Executive Leadership Team

Council Staff

Community

Program Stakeholders

Local, State & Commonwealth Governments

LEGAL IMPLICATIONS

No legal implications noted

FINANCIAL AND REVENUE IMPLICATIONS

Programs operate in accordance with Council's 2024/2025 Budget.

RISK MANAGEMENT IMPLICATIONS

Programs operate in accordance with Quilpie Shire Council's Risk Management Policy & Framework.

OPERATIONAL STATUS REPORTS
FINANCIAL SERVICES STATUS REPORT - AUGUST 2024

ORDINARY COUNCIL MEETING AGENDA

17 SEPTEMBER 2024

10.3 FINANCE SERVICES STATUS REPORTS

10.3.1 FINANCIAL SERVICES STATUS REPORT - AUGUST 2024

IX: 253882

Author: Sharon Frank, Manager Finance & Administration

Attachments: Nil

EXECUTIVE SUMMARY

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

ACTION ITEMS

For information only.

OPERATIONAL UPDATE

Procurement of Goods and Services

Procurement of Goods and Services			
(Date Range from 01-08-2024 to 31-08-2024. Ordered by: Date. Less than 17% of year elapsed.)			
Local Supplier Analysis		Expenditure Summary	
Non-Local Supplier	\$ 3,719,814	79%	Jul-24
Local Supplier Analysis	\$ 972,903	21%	Jun-24
TOTAL	\$ 4,692,717	100%	
<i>a local supplier is deemed to be a business that is based in Quilpie Shire, has a depot in Quilpie, is a ratepayer, or employs local staff)</i>			
The following table provides information about cash spent with local companies (excluding wage creditors, reimbursements, and companies not based locally)			
Monthly Value	# Suppliers	Total \$	
\$0 - \$1,000	11	\$ 5,158	
\$1,001 - \$5,000	8	\$ 19,790	
\$5,001 - \$15,000	2	\$ 20,634	
\$15,001 - \$50,000	7	\$ 163,022	
\$50,000 +	3	\$ 680,640	
		Total: \$ 889,244	
			\$ 4,692,717
			\$ 2,201,876
			\$ 4,848,404
			-
			-\$ 200
			-\$ 155,486
			\$ 4,692,717

Tenders Prepared / Issued / Under Evaluation

T01 23-24 ROPS Hire of Mobile Plant and Equipment (Wet & Hire)

Request Sent Via: VendorPanel Platform

Contract Number: RFQL01 24-25

Request Summary: Sept 2022-Flood Damage-Milo Road Package

Request Opened: 24 July 2024

Request Closed: 8 August 2024

Decision Date: 27 August 2024 (not awarded)

As part of its commitment to continual improvement, Council will establish a panel of pre-qualified suppliers specifically for Road and Civil Construction.

T01 23-24 Register of Prequalified Suppliers (ROPS) Hire of Mobile Plant and Equipment (Wet & Hire)

Request Sent Via: VendorPanel Platform

Contract Number: RFQL02 24-25

Request Summary: Flood Restoration Works 2023 June - Pinkenetta Road Package

Request Open: 24 July 2024

Request Closed: 7 August 2024

Decision Date: 27 August 2024 (not awarded)

As part of its commitment to continual improvement, Council will establish a panel of pre-qualified suppliers specifically for Road and Civil Construction.

Public Tender - Register of Prequalified Suppliers of Mobile Plant & Equipment for Wet & Dry Hire

Contract Number: T01 24-25

Request Open: 25 June 2024

Request Closes: 25 July 2024

Decision Date: 27 August 2024 (Tender awarded)

Expression of Interest – Kyabra Road Culvert Reconstruction CH 33 600

Request Sent Via: VendorPanel Platform

Posted to: Public Marketplace – Expression of Interest

Contract Number: EOI 01 24-25

Request Summary: Kyabra Road Culvert Reconstruction CH 33 600

Request Opened: 28 August 2024

Request Closed: 18 September 2024

Anticipated Decision Date: October 2024

Grant Applications, Reporting and Acquittals

- Project submissions for the Works for Queensland (W4Q) 2024-27 funding program have been approved:
 - Bob Young Memorial Park Upgrade
 - Quilpie Pool Filtration Changeover
 - Adavale Water Main Upgrade
 - Sewer Pump Station at Quarrion Street, Quilpie (SPS002)
 - Sommerfield Road Water Main Upgrade
- Underspend query prepared and submitted in relation to the Local Roads and Community Infrastructure Program (LRCIP3) for the Eulo Road Widening Project – LRCIP Program advised that funding movements for underspend amounts can only be made to another project. However, in this instance the Eulo Road Widening Project was the only project in the program.

- Local Roads and Community Infrastructure Program (LRCIP4) project nominations were approved:
 - Eromanga Pool Refurbishment - \$600,000 LRCIP 4A funding
 - Walking Path to Baldy Top - \$291,657 LRCIP 4A funding
 - Sealing Adavale Black Road (Seal chainage 2,600 to 7,400 plus minor drainage improvements and signage) - \$514,327 LRCIP 4B funding
- Complete and submit a variation request (extension of time) for the SES Support Grant 222310 for Quilpie Shire Council – project *Replacement Vehicle for Quilpie SES*. The finalisation of this grant acquittal is pending disposal of the old vehicle at the next auction.

Rates and Charges

The auction of land for overdue rates (vacant land at Adavale) was held on 9 July 2024. As this land did not sell at auction, the land is now offered for sale by negotiation and is listed on Council's website via public notice. Council has received multiple enquiries about the land offered for sale.

The first rates levy for the 2024/25 financial year was issued in August with a due date of 18 September 2024.

Information Technology

The team is continuing to roll out Mobile Device Management to appropriately manage all Council owned devices and keep corporate data secure.

Audit

The month of August was predominately focused on the external audit, with the auditors onsite from 5 to 16 August and the audit queries and finalisation of the financial statements continuing through to the end of the month. The following is an overview of the work undertaken:

- Provided additional documentation and supporting information (sourced/prepared) as requested by audit.
- Reviewed the grant and contract assessment file with audit and made minor adjustments as agreed to revenue recognised and contract assets and liabilities finalised as at 30 June (including final journals).
- Processed the final indexation revaluation adjustment to Sewerage Infrastructure Assets.
- Updated the Asset Register to General Ledger reconciliation and the movement schedule based on final minor movement to the sewerage revaluation amount.
- Processed minor end of year journal adjustments.
- Finalised Related Party disclosures (all forms received prior to audit finalisation).
- Prepared the new Financial Sustainability Statements and provided to Auditors on 5 August.
- Prepared the draft Financial Statements 2023/24 and provided to Auditors on 5 August.
- Finalised Annual Financial Statements for 2023/24 and the Management Representation Letter was signed off.
- Prepared the draft Local Roads and Community Infrastructure Program 2 & 3 Annual Report and Financial Statements for audit.
- Prepared the draft Road to Recovery 2023-24 Annual Report for audit.

Finance

- Prepared the monthly Finance Report – for the prior month (July).
- Undertook the grant and contract assessment – monthly review with revenue recognition and adjustments for contract assets and contract liabilities as required.
- Reconciled the Work in Progress and capital expenditure.

- Processed monthly journals.
- Prepared Animal Registration Renewal Notices for issue on 1 September and will be due by 30 September.
- Prepared the Notice of Contractual Arrangements over \$200,000 excluding GST to 31 August 2024 (for the 2024/25 financial year).

Meetings

- Auditors onsite 5 – 16 August.
- Councillor Briefing Session – 6 August – as required.
- Capital Catch-up Meeting – 7 August.
- MAGIQ Secured Signing Demo Teams meeting – 8 August.
- Executive Leadership Team Meeting – 12 August.
- Audit close out meeting 15 August.
- Microsoft Teams meeting with the auditors – 22 August.
- Council Ordinary Meeting – 27 August
- Finance & Administration Team meeting – 29 August.

CONSULTATION (Internal/External)

Chief Executive Officer (Acting)

LEGAL IMPLICATIONS

None noted.

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's Budget.

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy

10.4 GOVERNANCE SERVICES STATUS REPORTS**10.4.1 MAYOR BEN HALL MONTHLY REPORT****IX: 253680****Author: Belinda Kindelan, Executive Assistant****Attachments: Nil****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the previous month.

MEETINGS ATTENDED

Date	With Whom	Where	Details of Meeting
27/08/2024	Council meeting	Quilpie	August meeting
28/08/2024	Assistant Commissioner Qld Fire department	Quilpie	Annual visitation
02/09/24-05/09/24	Western Queensland Alliance of Councils (WQAC)	Mt Isa	Conference
10/09/24	Truck-it Pty Ltd	Quilpie	Introduction and update
10/09/24	Audit Committee Meeting	Quilpie	First meeting of the new Audit Committee for this term.
10/09/24	Council Briefing Session (Councillors and Leadership Team as required)	Quilpie	Council Workshop
11/09/24	Local Government Association of Queensland (LGAQ) Representatives, Councillors and Leadership Team Representatives	Quilpie	Elected Member Update

FURTHER COMMENTS:

Nil.

10.4.2 DEPUTY MAYOR ROGER VOLZ REPORT**IX: 253681****Author: Belinda Kindelan, Executive Assistant****Attachments: Nil****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with significant meetings, forums and delegations attended by the Deputy Mayor during the previous month.

MEETINGS ATTENDED:

Date	With Whom	Where	Details of Meeting
27/09/24	Council meeting	Quilpie	August meeting
28/09/24	Meeting with Qld Fire Department Commissioners	Quilpie	Annual Visit
04–05/09/24	Western Queensland Alliance of Councils (WQAC)	Mt Isa	Conference
10/09/24	Audit Committee	Quilpie	First meeting of the new Audit Committee for this term. Transfer of the role of Chairperson to the new appointment for this term.
10/09/24	Council Briefing Session (Councillors and Leadership Team as required)	Quilpie	Council Workshop
11/09/24	Local Government Association of Queensland (LGAQ) Representatives, Councillors and Leadership Team Representatives	Quilpie	Elected Member Update

FURTHER COMMENTS:

30/08/24 – Drove the bus for seniors to attend the Southwest Masters Games in Charleville.

10.4.3 CR LYN BARNES MONTHLY REPORT**IX: 253682****Author: Belinda Kindelan, Executive Assistant****Attachments: Nil****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with significant meetings, forums and delegations attended by Cr Barnes during the previous month.

MEETINGS ATTENDED

Date	With Whom	Where	Details of Meeting
27/08/24	Council Meeting	Quilpie	August meeting
10/09/24	Audit Committee Meeting (Via Microsoft Teams)	Quilpie	First meeting of the new Committee.
10/09/24	Council Briefing Session (Councillors and Leadership Team as required)	Quilpie	Council Workshop
13/09/24	Quilpie Rodeo	Quilpie	
14/09/24	Quilpie Show	Quilpie	

FURTHER COMMENTS:

Nil

10.4.4 CR TONY LANDER MONTHLY REPORT

IX: 253683

Author: Belinda Kindelan, Executive Assistant

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with significant meetings, forums and delegations attended by Cr Lander during the previous month.

MEETINGS ATTENDED

Date	With Whom	Where	Details of Meeting
27/08/2024	Council meeting	Quilpie	August meeting
4-5/09/2024	Western Queensland Alliance of Councils (WQAC)	Mt Isa	Conference
10/09/2024	Council Briefing Session (Councillors and Leadership Team as required)	Quilpie	Council Workshop
11/09/2024	Local Government Association of Queensland (LGAQ) Representatives, Councillors and Leadership Team Representatives	Quilpie	Elected Member Update

FURTHER COMMENTS:

Nil.

10.4.5 CR MILAN MILOSEVIC MONTHLY REPORT**IX: 253684****Author: Belinda Kindelan, Executive Assistant****Attachments: Nil****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with significant meetings, forums and delegations attended by Cr Milosevic during the previous month.

MEETINGS ATTENDED

Date	With Whom	Where	Details of Meeting
27/08/2024	Council meeting	Quilpie	August meeting
10/09/2024	Council Briefing Session (Councillors and Leadership Team as required)	Quilpie	Council Workshop
11/09/2024	Local Government Association of Queensland (LGAQ) Representatives, Councillors and Leadership Team Representatives	Quilpie	Elected Member Update

FURTHER COMMENTS:

Nil.

11 ENGINEERING SERVICES

11.1 REQUEST FOR QUOTATION LARGE (RFQL) 04 24-25 VARIOUS BITUMEN SEALS

IX: 254253

Author: Kasey-Lee Davie, Procurement Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

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

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the evaluation of quotations received for Request for Quotation Large (RFQL) 04 24-25 Various Bitumen Seals.

RECOMMENDATION

That Council:

1. Subject to funding approval and finalisation, award RFQL04 24-25 Various Bitumen Seals to Austek Spray Seal Pty Ltd for an amount of \$776,898 excluding GST.
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

BACKGROUND

Quilpie Shire Council requires sealing contractors for full-service Bitumen sealing for the completion of the Quilpie-Adavale Red Road Bitumen upgrades. The vision is for the whole of Red Road to have a 7-metre-wide seal on an 8-metre-wide formation with sufficient pavement strength to carry road trains and provide an adequate trafficable width.

Additionally other sealing works will be undertaken to upgrade the Adavale dump, Adavale Black and the Adavale Airport roads to a 4-metre-wide bitumen seal, to improve accessibility for the Adavale region. The Toompine transfer station is to be sealed and a re-sheet using red aggregate is to be completed on the Toompine car park area.

WORK SCOPE

The works involve the sealing of:

- Adavale Red Road chainage 13.6-16.4
- Adavale Red Road chainage 16.4-20.6

- Adavale Dump Road
- Adavale Black Road chainage 2.8-7.4
- Adavale Airport Road
- Toompine Transfer Station
- Toompine Pub/Hotel reseal

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012*, Council invited four (4) prequalified suppliers under Local Buy Contract *Road and Civil Construction* LB313.

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	19 August 2024
RFQ Close	2:00pm 2 September 2024

Suppliers Invited	Responses	
Austek Spray Seal Pty Ltd	RFQ Opened	Response Received
Boral Resources (QLD) Pty Limited	RFQ Opened	No Response
Colas Queensland Pty Ltd	RFQ Opened	Response Received
RPQ Mackay Pty Ltd	RFQ Not Opened	No Response

At the close of the request process on 2 September 2024, Council received two (2) conforming submissions from the following suppliers:

- Austek Spray Seal Pty Ltd
- Colas Queensland Pty Ltd

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

Criteria	Weighting
Price	50%
Availability	30%
Safety	20%

Evaluation Process:

The evaluation panel (3 Officers) were invited to evaluate responses via VendorPanel Multiparty Evaluation.

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

Suppliers			Austek Spray Seal Pty Ltd	Colas Queensland Pty Ltd
Price Excluding GST			\$776,898.00	\$838,370.55
Evaluation Criteria	Price	50%	50	46.3
	Availability	30%	24	24
	Safety	20%	16	16
	Overall Score		90	86.3

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

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

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

OPTIONS

Option 1 - Recommended

That Council:

1. Subject to funding approval and finalisation, award RFQL04 24-25 Various Bitumen Seals to Austek Spray Seal Pty Ltd for an amount of **\$776,898.00** excluding GST.
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2 – Not recommended

That Council:

1. Subject to funding approval and finalisation, award RFQL04 24-25 Various Bitumen Seals to Colas Queensland Pty Ltd for an amount of **\$838,370.55** excluding GST.
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 3

That Council not award RFQL04 24-25 Various Bitumen Seals.

If a decision is made that is inconsistent with the officer's recommendation, Council is required to provide a 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

Director Engineering Services (Acting)

Technical Officer

Senior Road, Construction, Maintenance & Structures Supervisor

Procurement Officer

LEGAL IMPLICATIONS

NIL

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulations 2012

Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

The project is funded by the Queensland Government's Transport Infrastructure Development Scheme (TIDS), Australian Government's Local Roads and Community Infrastructure Program (LRCIP) Phase 4b and Council.

Previously awarded sealing projects:

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	Number of Conforming submissions	Comments
RFQL05 22-23	Full-Service Bitumen Resurfacing	RPQ Spray Seal Pty Ltd	\$654,142.34 excluding GST	4	All work completed.
RFQ 05 22-23	Various Bitumen Sealing works	Austek Asphalt Services Pty Ltd	\$551,330.95 excluding GST	3	All work completed.
RFQL 22- 23 93B	Widening Seal Works	Austek Spray Seal Pty Ltd	\$399,503.44 excluding GST	4	All work completed.

RFQL01 23-24	Mt Margaret and Kyabra Road Sealing	RPQ Spray Seal Pty Ltd	\$471,693.38 excluding GST	4	All work completed.
RFQL03 23-24	Full Services Bitumen Reseals	Austek Spray Seal Pty Ltd	\$339,031.91 excluding GST	4	All work completed.
RFQL11 23-24	Full-Service Bitumen Reseals	Austek Spray Seal Pty Ltd	\$652,613.62 excluding GST	1	All work completed.
RFQL17 23-24	Eulo-Toompine Road Seals	Austek Spray Seal Pty Ltd	\$620,956.96	4	All work completed.

RISK MANAGEMENT IMPLICATIONS

Low Risk. Procurement plan was established with the following risk register-

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Refer to risk calculator provided below for measures</i>						
Insufficient funding	None R2R/Council Budget funding	Delays to purchasing	Unlikely	Major	High	Ensure funding approvals obtained at start of project
Limited access to information, No record keeping	Records management procedure, allocated location for project	Approval delays, stakeholder objectives do not align, miss communication	Possible	Minor	Medium	Allocating a staff member who registers all relevant documentation to allocated folder, regular communication between stakeholders
No response to the request	Multiple Suppliers invited	Contract is unable to be completed	Rare	Catastrophic	Extreme	If no suppliers respond Tender will have to be readvertised
Lack of availability of suppliers	Construction methods can be altered	Sealing works to be completed later than planned	Rare	Moderate	Medium	Frequent communication with supplier and forward planning

11.2 REQUEST FOR QUOTATION MEDIUM (RFQM) 03 24-25 SUPPLY AND DELIVERY OF 72 INCH OUT FRONT MOWER

IX: 254429
Author: Brian Weeks, Acting Director
Attachments: Nil

KEY OUTCOME

- Key Outcome:** 4. Strong Governance
- Key Initiative:** 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award Request for Quotation Medium (RFQM) 03 24-25, Supply and Delivery of 72 inch Out Front Mower as part of 2024-2025 fleet replacement program.

RECOMMENDATION

That Council:

1. Award **RFQM 03 24-25, Supply and Delivery of 72 inch Out Front Mower**, to the Mower Superstore for the supply of a Toro Groundsmaster 3310 with a total value of \$94,811.22 (including GST) comprising:

	Excluding GST (Budget Impact)	GST	Total (including GST)
Unit	\$81,581.82	\$8,158.18	\$89,740.00
Mulcher	\$795.46	\$79.54	\$875.00
Extended Protection Cover / Warranty (60 months / 5000 hours)	\$3,814.75	\$381.47	\$4,196.22
	\$86,192.03	\$8,619.19	\$94,811.22
Total Value of Purchase Order (including GST)			\$94,811.22

2. Dispose of asset (plant number 4008) – Toro zero turn mower at auction.
3. 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 these contracts including without limitation any options and/or variations as per Council’s procurement policy.

BACKGROUND

The Quilpie Shire Council (QSC) adopted the original Council budget for the 2024/25 financial year on 16 July 2024. This budget included a total plant replacement budget of \$2.413 million.

Plant 4008 – Toro Zero Turn Mower was forecasted for replacement as part of this budgeted amount.

Procurement process

In accordance with Council's Procurement Policy and Section 225 *Local Government Regulation 2012*, Council invited five (5) suppliers registered on Vendor Panel, Local Buy Reference LB282 Tractors, Mowers & General Powered Equipment Category to quote for the supply of a 72 inch Out Front Mower, with air-conditioned cab.

DESCRIPTION	DETAILS
ADVERTISING	VENDOR PANEL PORTAL
TENDER OPEN	THURSDAY 22 AUGUST 2024
SUPPLIER QUERY CUT-OFF	2:00PM MONDAY 2 SEPTEMBER 2024
TENDER CLOSE	2:00PM THURSDAY 5 SEPTEMBER 2024

SUPPLIERS INVITED	RESPONSES
Husqvarna Australia Pty Ltd	No response
John Deere Equipment	Response received
Kubota Australia	Read, no response
Toro Australia Group Sales Pty Ltd	Response received
KC Equipment	Declined to respond

At the close of the request process on 5 September 2024, Council received two conforming submissions from the following suppliers:

- John Deere Equipment
- Toro Australia Group Sales Pty Ltd

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

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

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

	BUDGET	JOHN DEERE AUSTRALIA	TORO AUSTRALIA
MAKE / MODEL	FRONT DECK MOWER	John Deere 1585	Toro Groundsmaster 3310
SUPPLIER		RDO Equipment Pty Ltd	Mower Superstore
PURCHASE PRICE (EXCLUDING GST)	\$75,000.00	\$90,999.26	\$81,581.82
EXTENDED WARRANTY		24 months	\$3,814.75 (60 months / 5000 hours)
MULCHING DECK		Not applicable	\$795.46
FINAL PRICE (EXCLUDING GST)		\$99,999.26	\$86,192.03
DELIVERY TIME		June 2025	4 - 6 months

In accordance with Section 225 (3) of the *Local Government Regulation 2012*, Council may decide not to accept any of the quotes it receives.

In accordance with Section 236 (d) of the *Local Government Regulation 2012*, Council may dispose 'of a valuable non-current asset, other than land, by way of a trade-in for the supply of goods or services to the local government—

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

OPTIONS

Option 1 – Recommended

That Council:

1. Award **RFQM 03 24-25, Supply and Delivery of 72 inch Out Front Mower**, to the Mower Superstore for the supply of a Toro Groundsmaster 3310 with a total value of \$94,811.22 (including GST) comprising:

	Excluding GST (Budget Impact)	GST	Total (including GST)
Unit	\$81,581.82	\$8,158.18	\$89,740.00
Mulcher	\$795.46	\$79.54	\$875.00
Extended Protection Cover / Warranty (60 months / 5000 hours)	\$3,814.75	\$381.47	\$4,196.22
	\$86,192.03	\$8,619.19	\$94,811.22
Total Value of Purchase Order (including GST)			\$94,811.22

2. Dispose of asset (plant number 4008) – Toro zero turn mower at auction.
3. 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 these contracts including without limitation any options and/or variations as per Council's procurement policy.

Option 2

That Council:

1. Award **Request for Quotation Medium (RFQM) 03 24-25, Supply and Delivery of 72 inch Out Front Mower** to John Deere Australia for \$99,999.26 (excluding GST), including extended warranty.
2. Dispose of asset (plant number 4008) – Toro zero turn mower at auction.
3. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 3

That Council not accept any quotes received for Request for Quotation Medium (RFQM) 03 24-25, Supply and Delivery of 72 inch Out Front Mower.

CONSULTATION (Internal/External)

Director Engineering Services

Workshop Supervisor

Acting Town Services Supervisor

Procurement Officer

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

Section 225 *Medium-sized contractual arrangement—quotes needed first*

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

(2) *The invitation must be given to at least 3 persons who the local government considers can meet the local government's requirements at competitive prices.*

(3) *The local government may decide not to accept any of the quotes it receives.*

(4) *However, if the local government does decide to accept a quote, the local government must accept the quote most advantageous to it having regard to the sound contracting principles.*

(5) *This section is subject to division 3.*

FINANCIAL AND RESOURCE IMPLICATIONS

Council's total budget for plant replacement in the 2024-25 financial year is \$2.413 million. To date, a total of \$70,437.87 has been expended and an additional \$300,792.50 has been committed towards plant replacement.

The Quilpie Shire Council (QSC) adopted the original Council budget for the 2024/25 financial year on 16 July 2024. This budget included a total plant replacement budget of \$2.413 million.

RISK MANAGEMENT IMPLICATIONS

Low Risk – Within Council's standard operations.

11.3 ELECTRONIC ROAD SURVEY AND OPTIONAL DEFECT LOGGING

IX: 254469

Author: Peter See, Director Engineering Services

Attachments: 1. Attachment One Shepherd Quotation. [↓](#)

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.5 Optimal asset management practices

EXECUTIVE SUMMARY

Council has an asset data system known as ARC Geographic Information System (GIS). This system contains asset data including water, sewerage, drainage, and roads. This report seeks Council's approval to collect current asset condition data for roads.

RECOMMENDATION

That Council resolve that it is satisfied that due to the specialised nature of the service provided by Shepherd Pty Ltd it will award the works as detailed in the Quotation dated 15 August 2024 (including the optional rapid defect logging) for a total amount of \$ 68,325.00 excluding GST (\$75,157.50 including GST).

BACKGROUND

Council has previously used Shepherd Pty Ltd and their Road Asset Condition Assessment System (RACAS) unit to collect road asset data across the Council road network. The data is recorded in Council's Geographical Information System (GIS). The data is used to produce the road reseals and gravel road re-sheeting programs. It is also used as a video benchmark to enable proof of prior condition of roads when natural disaster damage occurs. The last RACAS road survey was carried out in April 2022. Very significant capital works and flood damage repairs have been done since this time.

The works proposed by Shepherd Pty Ltd are detailed in the Attachment. In general, the work will include the collection of the following data every 10m:

- 4K high definition imagery;
- Global Positioning System (GPS) geo-tagging data;
- Relative International Roughness Index (IRI);
- Other road data such as gradient, speed and altitude.

Shepherd Pty Ltd has provided GIS services for Quilpie Shire Council for a period of approximately 10 years. They have previously carried out two RACAS recording runs and the proposal would be the third occasion. All the data is recorded on Council's GIS system which is set up and maintained by Shepherd Pty Ltd remotely. Council pays an annual retainer to run these systems. Based on the above, Shepherd Pty Ltd has a very detailed understanding of the needs of Quilpie Shire Council and therefore are considered to have expert and unique knowledge of Quilpie Shire Council's assets and GIS.

The *Local Government Regulation 2012* Section 235 states:

235 Other exceptions

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

(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available: or

(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or

(c) a genuine emergency exists; or

(d) the contract is for the purchase of goods and is made by auction; or

(e) the contract is for the purchase of second-hand goods; or

(f) the contract is made with, or under an arrangement with, a government agency.

Based on subclause (b), Shepherd is considered to meet this criterion of having specialised nature.

OPTIONS

Option One (Recommended)

That Council resolve that it is satisfied that due to the specialised nature of the service provided by Shepherd Pty Ltd it will award the works as detailed in the Quotation dated 15 August 2024 for a total amount of \$68,325.00 excluding GST (\$75,157.50 including GST). This includes the optional Rapid Defect Logging.

Option Two

That Council not accept the Quotation to carry out the works.

CONSULTATION (Internal/External)

Consultation occurred with:

- Manager Finance and Administration to confirm appropriate costing and budget availability;
- the Acting Chief Executive Officer who concurred with the importance of the project.

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Regulation 2012

FINANCIAL AND RESOURCE IMPLICATIONS

The works will be funded under Engineering Management Expense – General Ledger 3000-2220-0000 which has a budget of \$120,000 for 2024/25 (of which Council has used \$17,700 Year to date) (The specific job cost would be 0480-0150-0000).

RISK MANAGEMENT IMPLICATIONS

The data is used to produce capital works programs, and to provide proof of condition for Natural Disaster recovery, both of which have significant impacts on Council's budget.

Quote No. 3383

Quilpie AP
 Quilpie Shire Council
 50 Brolga Street
 QUILPIE
 QLD 4480
 Australia



Shepherd Services Pty Ltd
 ABN 55 611 140 946
 GPO Box 422 Brisbane Q 4001
 info@shepherdservices.com.au
 Phone (07) 49112716

Quoted By: Justin Fischer

Quote

QUOTE DATE	QUOTE TOTAL	VALID TO
15-08-24	75,157.50	05-09-24

Electronic Road Survey and Optional Defect Logging

SHEPHERD would like to submit a quotation for the electronic road survey using RACAS of 192km of Sealed Roads and 1867km of Unsealed Roads. We have also included defect logging and a condition assessment as an options should Council require this service.

The road survey will be carried out utilising our specialised Road Asset Condition Assessment System (RACAS) unit. The RACAS unit is a specially designed category 4 roughness device which collects the following data every 10m :

- 4K High definition imagery
- GPS geo-tagging data
- Relative International Roughness Index (IRI)
- Other road data such as gradient, speed and altitude.

The collected data can be uploaded into Councils mapping system. The data can also be viewed utilising our Virtual RACAS software, which also has editing and reporting capabilities.

SHEPHERD have also developed a revolutionary Road Management Hub which allows captured data to be viewed through a online mapping web browser and can be accessed via any electronic device. The Road management hub provides a number of tools to view, setup traffic light filters and analysis data to enable easy decision making for maintenance and renewal planning.

The captured data can also be utilised to meet new DRFA requirements for pre-condition evidence of road asset, in the event of a flood.

SHEPHERD can also develop works programs if this is required, however its recommended that this be considered following the condition assessment.

	QTY	RATE	AMOUNT
RACAS Site Setup Process			
Preliminary Project Planning Preliminary Project planning, including SHEPHERD pre-start project execution process with nominated Client representatives	4:00	175.00	700.00

RACAS Configuration and Site Setup Review and Confirm previous RACAS GIS centerline data prior to road survey	10:00	169.00	1,690.00
Survey by SHEPHERD			
Survey of Roads Unsealed and sealed road survey by single carriageway. Includes vehicle, accommodation and meal allowance costs.	2059:00	20.00	41,180.00
Optional - Rapid Defect Logging to identify minimum defect data-set.			
Defect Logging and Condition Assessment Defect logging and condition assessment of road network using RACAS methodology	2059:00	10.00	20,590.00
Road Management Hub Portal Work			
Upload imagery, defect and condition data to GIS hubsite	10:00	169.00	1,690.00
Project Management			
Project Management Project management and quality assurance costs	5:00	175.00	875.00
Discounted Travel Rate Discounted travel rate for travel to site and site establishment	16:00	100.00	1,600.00

Subtotal	68,325.00
Tax 10.00%	6,832.50
Total AUD\$	75,157.50

Terms: Wet Weather Season - Please note that if survey is effected greatly by wet weather events resulting in traveling multiple times to site, then additional travel costs may be applied upon negotiation.

A 20% surcharge to normal hourly rates will apply for urgent work undertaken outside of normal working hours on specific request of the client.

Local Buy Approved - Contract Number LB 280 Asset Management

12 CORPORATE AND COMMUNITY SERVICES

12.1 REQUEST FOR FINANCIAL ASSISTANCE - QUILPIE SPORT AND RECREATION INC.

IX: 254242

Author: Lisa Hamlyn, Director Corporate and Community Services

- Attachments:**
- 1. Quilpie Sport and Recreation Centre Extension Plans [↓](#)**
 - 2. Quilpie Sport and Recreation Centre Extension [↓](#)**
 - 3. Quilpie Sport and Recreation Inc Letter of Support [↓](#)**

KEY OUTCOME

Key Outcome: 1. Great Place to Live

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

1.1 Well-planned and highly liveable communities

EXECUTIVE SUMMARY

The purpose of this report is to advise Council of a request from Quilpie Sport & Recreation Inc. for a financial contribution towards the Quilpie Sport & Recreation Centre – Stage 2 and Stage 3 Expansion Project to support a funding application submitted to the Australian Government's *Play Our Way Program*.

RECOMMENDATION

That Council:

1. Subject to confirmation of a successful grant application, approve the request from Quilpie Sport and Recreation Inc. for a direct cash contribution of \$200,000 to support the funding application to proceed with stage 2 and stage 3 of the Quilpie Sport and Recreation Centre through the Australian Government's *Play Our Way Program*.
2. Subject to confirmation of a successful grant application, amend the current budget to reflect this direct cash contribution.
3. Foreshadow a potential funding source for the direct cash contribution of \$200,000 within Council's budget.

BACKGROUND

Quilpie Sport and Recreation Inc. are applying for a \$2 million grant through the Australian Government's *Play Our Way Program*. Quilpie Sport and Recreation Inc. has submitted a funding application to expand the Sport and Recreation Centre, stage 2 and stage 3 and have successfully progressed to the second stage of the application process. This project will increase the value and quality of the Council owned Quilpie Sport and Recreation Centre, delivering valuable outcomes for the entire Quilpie community.

The lowest construction quote received to date for the complete project is \$2,308,426. They are currently obtaining additional and updated quotes.

Quilpie Sport and Recreation Inc. is requesting a financial contribution from Council towards stage 2 and stage 3 of the expansion project, indicating that a contribution of \$200,000 would ideally be used towards the cost of suppliers, materials, project management and / or contingencies that are essential for the project but exceed the \$2 million (excluding GST) able to be funded by the Australian Government's *Play Our Way Program*.

However, any financial contribution that Council could make towards the project will be of enormous benefit to the Quilpie community and would be greatly appreciated by the organisation.

The following additions to the existing Centre are included in stage 2 and stage 3:

1. Children's room
2. Building / updating bathroom facilities to cater for mothers and older women.
3. Extended group fitness room that will give more space to run new programs for women such as Bungee Cords, Yoga, Pilates, Zumba, Dance etc, and deliver programs for girls such as Dance, Martial Arts, Gymnastics, Rock Climbing and teen fitness classes.
4. Increased amount of cardio equipment (to better cater for women).
5. Addition of two (2) conference / consultation rooms for Allied Health Practitioners to provide women's health programs and activities.
6. Addition of phase-three indoor sports area - A 40m x 20m indoor sport facility where a variety of indoor sports can be played - such as volleyball, basketball, netball, pickleball, badminton, roller skating, soccer/futsal, cricket by women and girls.

Council provided a letter of support (copy attached) to Quilpie Sport and Recreation Inc. to support their original application to the *Play Our Way Program* to "*continue to promote the importance of fitness within our community and providing further fitness options by extending the current building to enable additional programs targeting women and girls.*"

In addition, Council committed to providing in-kind administrative support, including assistance with Project Management.

Quilpie Sport and Recreation Inc. has been successful in obtaining a grant for \$100,000 from the Gambling Community Benefit Fund for equipment which will be in the extensions of the existing facility. This funding further strengthens the project's positive outcomes for the Quilpie community.

As the second stage of the application is due by 23 September, Quilpie Sport and Recreation Inc. has indicated they would appreciate advice regarding this request at the earliest opportunity available.

OPTIONS

Option 1 (Recommended)

That Council:

1. Subject to confirmation of a successful grant application, approve the request from Quilpie Sport and Recreation Inc. for a direct cash contribution of \$200,000 to support the funding application to proceed with stage 2 and stage 3 of the Quilpie Sport and Recreation Centre through the Australian Government's *Play Our Way Program*.
2. Subject to confirmation of a successful grant application, amend the current budget to reflect this direct cash contribution.
3. Foreshadow a potential funding source for the direct cash contribution of \$200,000 within Council's budget.

Option 2

That Council:

1. Consider a direct cash contribution of another amount to support the funding application to proceed with stage 2 and stage 3 of the Quilpie Sport and Recreation Centre through the Australian Government’s *Play Our Way Program*.
2. Subject to confirmation of a successful grant application, amend the current budget to reflect this direct cash contribution.
3. Foreshadow a potential funding source for the direct cash contribution within Council’s budget.

Option 3

That Council not provide a cash contribution towards the stage 2 and stage 3 of the Quilpie Sport and Recreation Centre.

CONSULTATION (Internal/External)

Cameron Welk (President) Quilpie Sport & Recreation Inc.

Leanne Cordero, Complete Performance Solutions

LEGAL IMPLICATIONS

Not applicable.

POLICY AND LEGISLATION

This project will be governed by the *Play Our Way Program* funding guidelines.

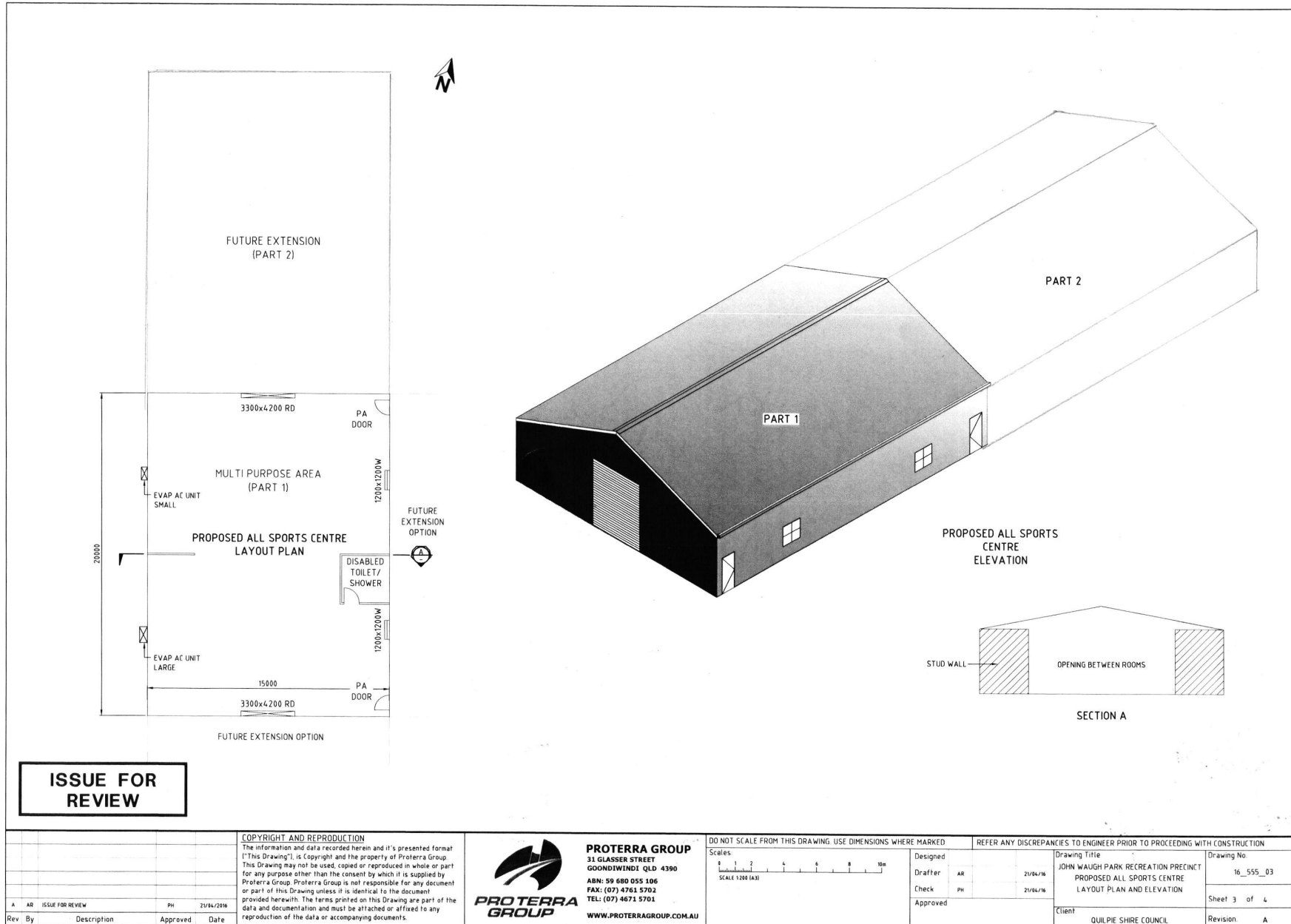
FINANCIAL AND RESOURCE IMPLICATIONS

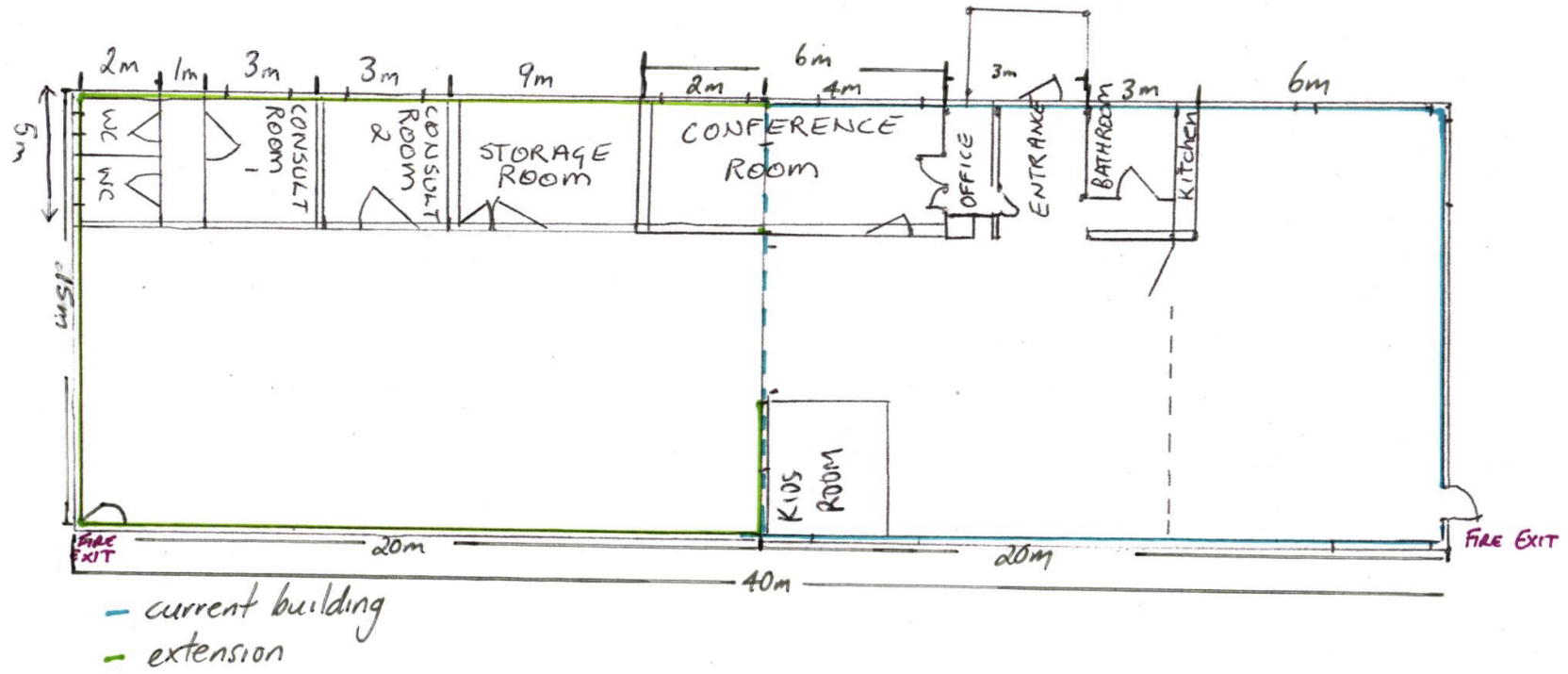
There is no funding allocation in Council’s budget to support the financial contribution requested by Quilpie Sport & Recreation Inc. A budget amendment will be required.

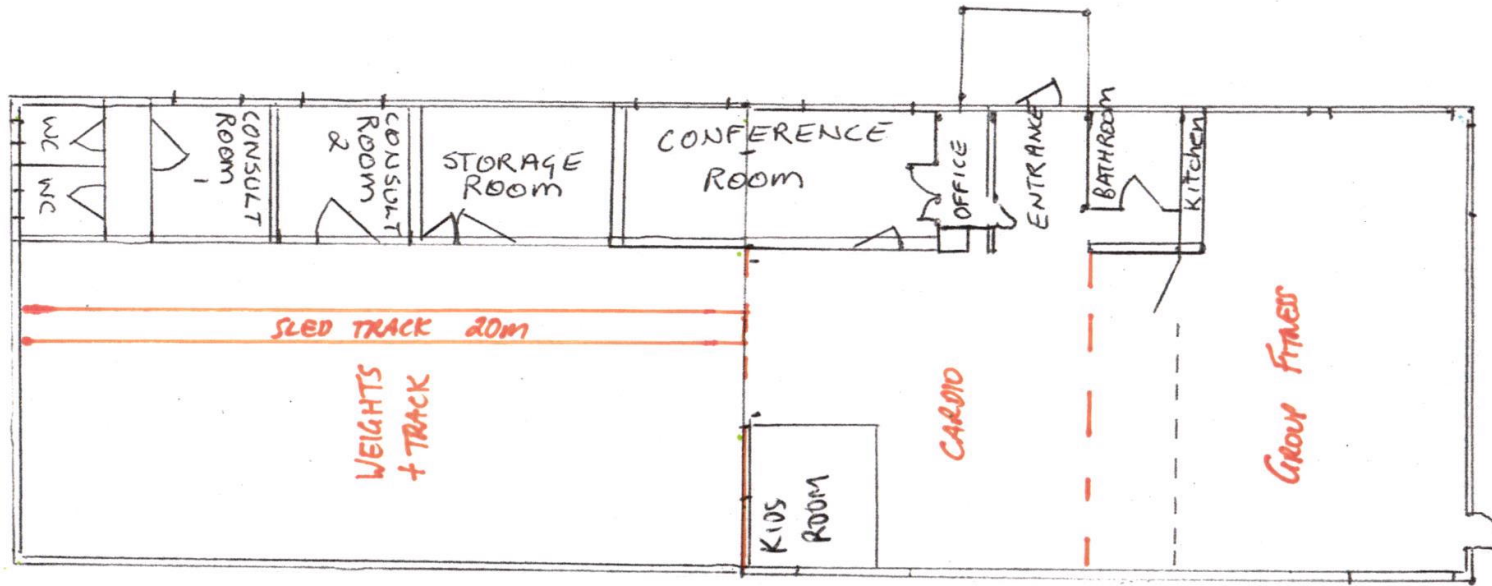
RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Refer to risk calculator provided below for measures</i>						
<i>Project objectives differ from community expectation</i>	<i>None</i>	<i>Reduced support for facility</i>	<i>Rare</i>	<i>Minor</i>	<i>Low</i>	<i>Community / member consultation</i>
<i>Failure to secure adequate funding to complete entire project</i>	<i>None</i>	<i>Project required to be re-scoped</i>	<i>Possible</i>	<i>Moderate</i>	<i>High</i>	<i>Project staged Council contribution only valid if funding application successful</i>

<i>Risk of litigation, public liability and professional negligence</i>	<i>Insurance Policies current</i>	<i>Insurance claim Reputational damage</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Moderate</i>	<i>Project Managed QSC Asset Insurance Quilpie Sport & Rec Inc. insurance</i>
---	-----------------------------------	--	-----------------	-----------------	-----------------	---







12.2 2025 AUSTRALIA DAY CELEBRATIONS

IX: 254367

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: Nil

KEY OUTCOME

Key Outcome: 1. Great Place to Live

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

1.7 Recognition and celebration of Indigenous culture

EXECUTIVE SUMMARY

The purpose of this report is to seek support and confirmation from Council regarding the 2025 Australia Day Celebrations and associated events.

RECOMMENDATION

That Council:

1. Approve the following categories for the Australia Day Awards 2025:
 - Citizen of the Year
 - Young Citizen of the Year
 - Community Group of the Year
 - Certificate of Appreciation.

2. Approve the following dates and times for Quilpie Australia Day Celebrations 2025:
 - Friday, 24 January - Australia Day Connect and Celebrate Community Event
Bulloo Park – 6pm until late
 - Sunday, 26 January – Great Aussies Pool Party
Quilpie Swimming Pool – 11.00am to 4.00pm.

BACKGROUND

Planning for 2025 Australia Day Awards & Celebrations has commenced. Community Services is drafting an application to the National Australia Day Council 2025 Community Events Grant Funding Program which opens on 16 September 2024. The funding program consists of \$10,000 Base Grant and an additional \$5,000 for inclusion and recognition of Aboriginal and Torres Strait Islander people.

Community Services would like Council to approve the celebrations for Australia Day 2025 to be held at Bulloo Park on Friday (evening) 24 January 2025, prior to families taking children back to boarding school.

The Categories for Quilpie Australia Day Awards 2024 were as follows:

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

Community Services requests that Council approves the above categories for the Quilpie Australia Day Awards 2025.

The 2025 Australia Day Celebrations Draft Program:

1. Friday, 24 January 2025

Australia Day Connect & Celebrate Community Event – Bulloo Park 6:00pm until late.

- ★ Welcome to Country / Smoking Ceremony / Storytelling and dance
- ★ Australia Day Awards presentations
- ★ Welcome to our Community new residents / “Quilpieites”
- ★ Community Dinner
- ★ Roving Childrens Entertainment
- ★ Live Music
- ★ Bar
- ★ Fireworks

2. Sunday, 26 January 2025

Great Aussie Pool Party – Quilpie Swimming Pool 11:00am to 4:00pm

- ★ Fun Activities
- ★ Prizes
- ★ BBQ

Community Services requests that Council approves the dates and times for the *Australia Day Connect and Celebrate Community Event* and the *Great Aussie Pool Party*.

Each year Council invites the community to nominate community members to be celebrated for their contributions to the community through the Australia Day Awards Program. These awards are presented to the winners of each category at the Australia Day Community Connect Event Celebration primarily held at Bulloo Park. This event consists of a community dinner, presentation of Australia Day Awards and entertainment. This event is aimed at bringing the community together to Connect and Celebrate all it means to be Australian and offers an opportunity to welcome new Australians and new community members to our Shire.

The Quilpie Swimming Pool / All About Aquatics invites the community to the Great Aussie Pool Party. A fun family-friendly day out offering the community the perfect way to beat the heat and enjoy all the Australia Day themed competitions and activities.

OPTIONSOption 1 (Recommended)

That Council:

1. Approve the following categories for the Australia Day Awards 2025:
 - Citizen of the Year
 - Young Citizen of the Year
 - Community Group of the Year
 - Certificate of Appreciation

2. Approve the following dates and times for Quilpie Australia Day Celebrations 2025:
 - Friday, 24 January - Australia Day Connect and Celebrate Community Event
Bulloo Park – 6pm until late
 - Sunday, 26 January – Great Aussies Pool Party
Quilpie Swimming Pool – 11.00am to 4.00pm.

Option 2

That Council:

1. Approve a different suite of categories for the Quilpie Australia Day Awards 2025.

2. Approve Quilpie Australia Day Celebrations 2025 to be held on alternative dates.

CONSULTATION (Internal/External)

Quilpie Shire Council

All About Aquatics

National Australia Day Council

LEGAL IMPLICATIONS

None noted.

POLICY AND LEGISLATION

None noted.

FINANCIAL AND RESOURCE IMPLICATIONS

Community Events Budget Allocation of \$5,500 – Council contribution if the *National Australia Day Council 2025 Community Events Grant Funding* (\$15,000) application is successful.

RISK MANAGEMENT IMPLICATIONS

Event operates in accordance with Quilpie Shire Council Risk Management Policy & Framework.

12.3 REQUEST FOR ASSISTANCE - QUEENSLAND MUSIC FESTIVAL 2025

IX: 254368

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments: 1. Queensland Music Trails 2025 - Letter of Request Quilpie Shire Council [↓](#)

KEY OUTCOME

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.7 Provide a sought-after visitor experience and build experiential tourism

EXECUTIVE SUMMARY

Correspondence has been received from the Head of Government Partnerships for the Queensland Music Festival as part of planning the 2025 Outback Trail itinerary. Two new destinations have been added to the planned itinerary including the Quilpie Region. They are considering hosting a Troubadour Trail event at the Eromanga Natural History Museum on Thursday, 1 May 2025 from 3:00 PM to 7:00 PM. The event is planned to cater to approximately 100–150 attendees. A list of assistance sought has been provided to Council, which is subject to availability and negotiation.

RECOMMENDATION

That Council:

1. Provide in-principle support to the Queensland Music Festival 2025 to deliver a Troubadour Trail event at the Eromanga Natural History Museum on Thursday 1 May 2025 by providing in-kind support of the following items, pending suitability and availability:
 - Supply of a generator (min 160KVA including leads and power distribution);
 - A small stage or riser (minimum 2.4m x 4.8m);
 - Support to identify local food vendors or local club for hot and cold food service during the event;
 - General waste management bins for the event site;
 - Contact details for local artists who may have performing experience to be included in programmed activities;
 - Promotion of the event on Council's social media platforms, local print and radio, local billboards and local tourism operator channels and electronic direct mailing promotions to local rate payers and residents.
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute all matters associated with or in relation to this request including without limitation any options and/or variations as per Council's procurement policy.

BACKGROUND

Following the outstanding success of the Outback Trails earlier this year, including the highly acclaimed Culinary Constellations held at The Lake, Quilpie, the Queensland Music Festival (QMF) is gearing up to deliver the final three events from September to November.

Simultaneously, they are planning the 2025 Outback Trail itinerary including a Troubadour Trail event at the Eromanga Natural History Museum.

Troubadour events are typically smaller in scale however Queensland Music Festival is committed to delivering triple bottom line value to each community they enter through economic, social and cultural impact. They achieve this by seeking to:

- Drive out-of-region audiences into each destination they program content in, thereby growing overnight visitor expenditure by extending length of stay and spend.
- Work closely with each local government to ensure that they grow the visibility of each community as desirable destinations to live, work and visit.
- Showcase the rich cultural identity of people and place, by working closely with the local community to ensure programming is authentic and genuine.
- Support local industry and local jobs by sourcing locally (goods, services, talent) and programming content in local establishments.

Following the success of the Culinary Constellations this year, Queensland Music Festival would greatly appreciate any support the Quilpie Shire Council could offer for this upcoming event. More specifically, they are seeking the following support subject to availability and negotiation:

- The provision of a suitable generator for the lawn area (minimum 160KVA, including leads and power distribution).
- A small stage or riser (minimum 2.4m x 4.8m).
- Basic stage lighting.
- Any special venue lighting to be activated (pending negotiation direct with venue).
- Provision of support to identify local food vendors or local club for hot and cold food service during the event.
- Access to the bar area (to be managed by museum bar staff, with profits retained by the museum) (pending negotiation direct with venue).
- General waste management bins for the event site.
- Provision of water refill and waste management for attendees travelling in caravans.
- Contact details for local artists who may have performing experience to be included in programmed activities.
- Promotion of the event on the Council's social media platforms, local print and radio, local billboards and local tourism operator channels and electronic direct mail promotions to local rate payers and residents.

Previous Support provided to Queensland Museum Festival (QMF) by Council

QMF hosted Echoes in the Dust at Baldy Top, Quilpie in July 2021. This event was different from most others on that trail as it involved puppets and music. It was well received by those who attended the event. Council contributed \$7,500 in cash towards this event and approximately \$4,000 as in-kind support.

QMF hosted the Degustation Dinner under the stars that was held at The Lake, Quilpie in April 2024. Council supported this event by providing the following in-kind support, totalling approximately \$2,000:

- Supply of generator.

- Supply of 21-seater bus (without driver).
- Supply of tables and chairs.
- Supply of skip bin and removal of skip bin post-event.
- Assistance in promotion of the event to both local and tourism markets through digital marketing and social media pages.

OPTIONS

Option 1 (recommended)

That Council:

1. Provide in-principle support to the Queensland Music Festival 2025 to deliver a Troubadour Trail event at the Eromanga Natural History Museum on Thursday 1 May 2025 by providing in-kind support of the following items, pending suitability and availability:
 - Supply of a generator (min 160KVA including leads and power distribution);
 - A small stage or riser (minimum 2.4m x 4.8m);
 - Support to identify local food vendors or local club for hot and cold food service during the event;
 - General waste management bins for the event site;
 - Contact details for local artists who may have performing experience to be included in programmed activities;
 - Promotion of the event on Council's social media platforms, local print and radio, local billboards and local tourism operator channels and electronic direct mailing promotions to local rate payers and residents.
2. Delegate power to the Chief Executive Officer, pursuant to section 257 of the *Local Government Act 2009* to negotiate, finalise and execute all matters associated with or in relation to this request including without limitation any options and/or variations as per Council's procurement policy.

Option 2

That Council does not enter into a partnership arrangement with the Queensland Music Festival 2025 event in Quilpie Shire.

CONSULTATION (Internal/External)

Eromanga Natural History Museum

Queensland Music Festival – Head of Government Partnerships

Acting Chief Executive Officer

Manager of Works / Director Engineering Services

LEGAL IMPLICATIONS

None noted.

POLICY AND LEGISLATION

Local Government Act 2009

FINANCIAL AND RESOURCE IMPLICATIONS

Generator \$150 per hire + Delivery / Pick up (at cost +30%)
Waste Management Bins \$347 per week (or part thereof) + Delivery / Pick up (at cost +30%)
Stage (pending permission from Quilpie & District Show & Rodeo) Delivery / Pick up
Promotion of Event \$1,000

RISK MANAGEMENT IMPLICATIONS

This event will be managed in accordance with Council's Risk Management Policy and Framework.

12.4 REQUEST FOR ASSISTANCE - EROMANGA DISTRICT RODEO ASSN. INC.

IX: 254506

Author: Lisa Hamlyn, Director Corporate and Community Services

Attachments:

1. **Eromanga District Rodeo Association Inc. - Letter of Support** [↓](#)
2. **Eromanga District Rodeo Association Inc. - Letter of Request to Council** [↓](#)

KEY OUTCOME

Key Outcome: 1. Great Place to Live

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

1.1 Well-planned and highly liveable communities

EXECUTIVE SUMMARY

The purpose of this report is to advise Council that a request has been received from Eromanga District Rodeo Association Inc. to support their organisation by providing assistance with the construction of a new ablution block at the Eromanga Sports Complex.

RECOMMENDATION

That Council:

1. Note the correspondence received from Eromanga District Rodeo Association Inc. in relation to their successful application through the Gambling Community Benefit Fund to install a new ablution block at the Eromanga Sports Complex and request for Council to assist with the project.

 2. Consider the request received from Eromanga District Rodeo Association Inc. further, following a site meeting with the Committee to establish a quotation for the level of support and financial contribution required to complete the project.
-

BACKGROUND

Eromanga District Rodeo Association received advice on 6 September that they were successful in obtaining a grant through the Gambling Community Benefit Fund (GCBF) for a new ablution block at the Eromanga Sports Complex. The Committee thanked Council for providing a letter of support for this funding application.

Discussion regarding the project took place at the Annual General Meeting held on 7 September and the Committee has submitted their conceptual plans to Council for further discussion.

The existing toilets are in a location where the tree roots are prevalent and the septic tanks are in a relatively low-lying area, hence the suggestion to change the location as indicated in the attached drawing.

The Committee has indicated they would like to see a robust building that is easily cleaned, that complements the surrounding landscape and that will be long-standing. Discussions have commenced with local builders to gauge availability and final costings.

Despite the alternate new site for the ablution block, the Committee still propose to demolish the existing toilet blocks (2 x concrete tanks, 2 x tin sheds) following completion of the construction of the new ablution block. The tin shed toilets are currently completely inoperable and the concrete tanks are unable to cope with event capacity and do not meet current standards.

In addition to the building costs being covered by the grant, the Eromanga Rodeo Association will be contributing the following to the project:

1. Demolition of existing buildings and associated infrastructure which includes:
 - Earthworks associated with cleanup and site preparation;
 - Concrete pad for the building and any pathways;
 - Landscaping upon completion of building.

Given the scope of the project and that Eromanga Sports Complex is a Council facility, the Committee would like to ask Council for assistance in completing the project by way of providing the following contributions:

1. Supply and levelling of road base for building foundations.
2. Assistance with designing a suitable septic system (for capacity crowds) and lodgement of all Council required planning, building and septic applications for approval - including waiving all associated fees.
3. Full costs of supply and installation of an approved septic system.

The Committee is hoping to have the project completed in time for their annual event held over the Easter long weekend (Friday, 8 April 2025 to Sunday, 20 April 2025). Project acquittal is due 6 September 2025.

As the building will be erected on Council property, the Committee looks forward to Council's feedback on all aspects of the outlined proposal and will work with Council staff to agree on a mutually beneficial plan.

Council's involvement in this project to date

Council provided a letter of support to Eromanga District Rodeo Association Inc. to accompany their funding application for the Gambling Community Benefit Fund (attached).

Council's Director of Corporate & Community Services, Community Services Officer, Manager of Works and Water & Sewerage Supervisor met with the President of the Eromanga District Rodeo Association in March 2024 to commence discussions in relation to a new ablution block at the Eromanga Sports Complex.

Advice was received from the Acting Director Engineering Services on 12 September that an on-site meeting with Eromanga District Rodeo Association Inc. will be required to further discuss the location and layout of the ablution block to enable a quotation to be prepared for Council's consideration.

The President of Eromanga District Rodeo Association Inc. met with Mayor, Cr Ben Hall on 9 September 2025.



OPTIONS

Option 1 (Recommended)

That Council:

1. Note the correspondence received from Eromanga District Rodeo Association Inc. in relation to their successful application through the Gambling Community Benefit Fund to install a new ablution block at the Eromanga Sports Complex and request for Council to assist with the project.
2. Consider the request received from Eromanga District Rodeo Association Inc. further, following a site meeting with the Committee to establish a quotation for the level of support and financial contribution required to complete the project.

Option 2

That Council note the correspondence received from Eromanga District Rodeo Association Inc in relation to their successful application through the Gambling Community Benefit Fund to install a new ablution block at the Eromanga Sports Complex and resolve not to provide support or a financial contribution to the project.

CONSULTATION (Internal/External)

Eromanga District Rodeo Association Inc.

Acting Director Engineering Services

Mayor, Cr Ben Hall

LEGAL IMPLICATIONS

Not applicable.

POLICY AND LEGISLATION

This project will be governed by *Gambling Community Benefit Funding* guidelines.

FINANCIAL AND RESOURCE IMPLICATIONS

There is no funding allocation in Council’s budget to support the request from Eromanga District Rodeo Association.

RISK MANAGEMENT IMPLICATIONS

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Project objectives differ from community expectation</i>	<i>None</i>	<i>Reduced support for facility</i>	<i>Rare</i>	<i>Minor</i>	<i>Low</i>	<i>Community / member consultation</i>
<i>Failure to secure adequate funding to complete entire project</i>	<i>None</i>	<i>Project will have to be reviewed.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>High</i>	<i>Quotes / costings must be within project budget.</i>
<i>Risk of litigation, public liability and professional negligence</i>	<i>Insurance Policies current</i>	<i>Insurance claim Reputational damage</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Moderate</i>	<i>QSC Asset Insurance Eromanga District Rodeo Ass. Inc. Insurance</i>

13 FINANCE**13.1 SECURED SIGNING AGREEMENT****IX:** 254135**Author:** Dominique Wells, Records Officer**Attachments:** 1. Secured Signing Digital Signature Platform Quote 2024.pdf [↓](#)**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.2 Be responsive to change and digitisation

4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council enter into an agreement with Secured Signing for a Digital Signature Platform for electronic signing.

RECOMMENDATION

That Council:

1. Note that in accordance with section 235(a) of the *Local Government Regulation 2012*, Secured Signing is the only supplier who is reasonably able to provide a platform for electronic signing that integrates with Council's current Records Management System (Magiq).
2. Select a three (3) year Secured Signing Annual Enterprise Plan for the amount of \$30,442 excluding GST which includes the One-Time Onboarding Pack/Training of \$850 (total of \$33,486.20 including GST).
3. 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 contract including without limitation any options and/or variations.

BACKGROUND

Council currently uses Magiq as our electronic document and records management system.

As part of our commitment to be responsive to change and digitisation, it is proposed that Council introduce an electronic signing platform. The electronic signing platform Secured Signing is the only software that integrates with Magiq, providing secure signing function.

This will allow Council to send documents for signing to external and internal parties directly from Magiq while retaining the original source digital document properties. This platform also provides other functions integrated through Magiq, such as templates, face to face signing and form builder, as well as system support.

OPTIONSOption 1 – Recommended

That Council:

1. Note that in accordance with section 235(a) of the *Local Government Regulation 2012*, Secured Signing is the only supplier who is reasonably able to provide a platform for electronic signing that integrates with Council's current Records Management System (Magiq).
2. Select a three (3) year Secured Signing Annual Enterprise Plan for the amount of \$30,442 excluding GST which includes the One-Time Onboarding Pack/Training (\$33,486.20 including GST).
3. 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 contract including without limitation any options and/or variations.

Option 2

That Council not proceed with an integrated electronic signing platform.

CONSULTATION (Internal/External)

Secured Signing through Magiq provided a demonstration of the platform on Thursday, 8 August 2024. Present at the demonstration were Manager of Finance and Administration, Manager of Governance and Compliance, Executive Assistant, Finance Support/ IT Officer and the Records Officer.

The presentation was extremely well received by all in attendance and all agreed that this platform would be beneficial across all Council departments.

LEGAL IMPLICATIONS

Electronic signing will be used for legal agreements. Therefore, it is important that there is a clear record of what documentation was submitted to each party for signature, and that signatures are managed securely.

POLICY AND LEGISLATION***Local Government Regulation 2012****Division 2 Entering into particular contracts*

*Section 224 (2) A **medium-sized contractual arrangement** is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.*

235 Other exceptions

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

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

(e) the contract is for the purchase of second-hand goods; or

(f) the contract is made with, or under an arrangement with, a government agency.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost for three (3) years is \$30,442.00 excluding GST (which includes one-time onboarding training of \$850) – total cost including GST is \$33,486.20. In addition to this cost there is an integration cost to Magiq of \$4,250, which has already been budgeted for under Record Management Special Projects (General Ledger 2130-2220-0000).

The software will be funded under Executive and Special Projects Expense General Ledger 1000-2020-0000 (SP – Special Projects job cost 0210-0000-0000 which has a budget of \$65,000 for 2024/25). The budget required for Year 1 2024/25 financial year is \$10,714 excluding GST (Year 2 – \$9,864 excluding GST and Year 3 - \$9,864 excluding GST).

RISK MANAGEMENT IMPLICATIONS

N/a

13.2 FINANCIAL SERVICES REPORT MONTH ENDING 31 AUGUST 2024**IX:** 254212**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. Monthly Finance Report August 2024.pdf [↓](#)**KEY OUTCOME**

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 31 August 2024.

RECOMMENDATION

That Council receive and note the Monthly Finance Report for the period ending 31 August 2024.

BACKGROUND

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

OPTIONS

Not applicable

CONSULTATION (Internal/External)

Not applicable

LEGAL IMPLICATIONS

Not applicable

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

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

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

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

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

As per attached documentation.

RISK MANAGEMENT IMPLICATIONS

Low in accordance with Council's Risk Management Policy

13.3 LAND VALUATIONS 2025 - QUILPIE SHIRE**IX:** 254214**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. Valuer-General 2025 Land Valuation Program Quilpie.pdf [↓](#)**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

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

The Valuer-General advised Council on 23 August 2024 that the Quilpie Shire will be one of 14 local government areas included in the 2025 land valuation program.

RECOMMENDATION

That the information be noted.

BACKGROUND

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

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.

Council considered this matter at its meeting held on 28 May 2024, where Council resolved as follows:

RESOLUTION NO: (QSC075-05-24)

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.

As outlined in the correspondence, the revaluation program will include over 790,000 properties, across 14 local government areas being approximately 44% of the valuation roll.

New land valuation will be issued by 31 March 2024 and will take effect for local government rating purposes from 30 June 2025.

OPTIONS

The report is only for information purposes (Council and the community).

CONSULTATION (Internal/External)

Valuer-General – Queensland Department of Resources

Rates Officer

LEGAL IMPLICATIONS

N/a

POLICY AND LEGISLATION

Local Government Regulation 2012

Chapter 4 Rates and Charges

71 What chapter 4 is about

This chapter is about local government rates and charges.

72 What is the value of land

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

74 Rateable value of land

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

FINANCIAL AND RESOURCE IMPLICATIONS

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

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

RISK MANAGEMENT IMPLICATIONS

In accordance with Council's Risk Management Policy.

13.4 PREPARATION OF TENDER CONSIDERATION PLAN - FLOOD RESTORATION WORKS - MILO ROAD PACKAGE**IX: 254217****Author: Kasey-Lee Davie, Procurement Officer****Attachments: Nil****KEY OUTCOME****Key Outcome:** 2. Flourishing Economy**Key Initiative:** 2.3 Maintain safe and efficient transport networks**Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

This report is to provide Council with consideration to approving a tender consideration plan to be prepared and adopted for the Milo Road Flood Restoration Works Package in accordance with section 230 of the *Local Government Regulation 2012*.

RECOMMENDATION

That:

1. Council authorise the Chief Executive Officer to prepare a Tender Consideration Plan in accordance with section 230 of the *Local Government Regulation 2012* for the Milo Road Flood Restoration Works Package.
2. In accordance with section 230 (2) of the *Local Government Regulation 2012*, this Tender Consideration Plan will include the following:
 - the objectives of the plan; and
 - how the objectives are to be achieved; and
 - how the achievement of the objectives will be measured; and
 - any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
 - the proposed terms of the contract for the goods or services; and
 - a risk analysis of the market from which the goods or services are to be obtained.

BACKGROUND

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

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

A quote or tender consideration plan is a document stating—

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

The scope of works and the timeline required for Milo Road Package was planned by applying an exemption under 'Part 3 Division 3 – Exemptions for medium-sized and large sized contractual arrangements' of the *Local Government Regulation 2012* i.e. a shorter timeframe given for the procurement process and the administrative actions required for the successful award of the contract. The initial process considered the timeline for project completion and cost allocation was forecast to meet the final deadline requirements for the Queensland Reconstruction Authority - Southwest Trough and Flooding Event September 2022.

Due to a process improvement Council is implementing, the recommendation for the original proposed contract RFQL01 24-25 Flood Restoration Works – Milo Rd Package was not adopted.

The objective of the Tender Consideration Plan is to procure the services required for Flood Restoration Works - Milo Road Package through a process which will allow the project to be delivered within the timeframe originally set for contract completion; also allowing sufficient time for funding acquittal requirements to be met.

With the market for these services tested multiple times and the specification for the Milo Road project having already been through a competitive process, Council identifies that allowing a tender consideration plan for the procurement of these services provides value for money and allows for on time project delivery.

OPTIONS

Recommendation 1 – Preferred

That:

1. Council authorise the Chief Executive Officer to prepare a Tender Consideration Plan in accordance with section 230 of the *Local Government Regulation 2012* for the Milo Road Flood Restoration Works Package.
3. In accordance with section 230 (2) of the *Local Government Regulation 2012*, this Tender Consideration Plan will include the following:
 - the objectives of the plan; and
 - how the objectives are to be achieved; and
 - how the achievement of the objectives will be measured; and

- any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
- the proposed terms of the contract for the goods or services; and
- a risk analysis of the market from which the goods or services are to be obtained.

Recommendation 2

That Council not proceed with preparing a Tender Consideration Plan for the for the Milo Road Flood Restoration Works Package.

CONSULTATION (Internal/External)

Chief Executive Officer – Acting

Acting Director Engineering Services

Manage Finance & Administration

Procurement Officer

Project Management Services – Proterra Group Pty Ltd

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

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

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

Council Procurement Policy – adopted 20 February 2024 Resolution Number: QSC026-02-24

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

A risk assessment will be undertaken as part of the tender consideration plan.

13.5 PREPARATION OF TENDER CONSIDERATION PLAN - FLOOD RESTORATION WORKS - PINKENETTA ROAD PACKAGE**IX: 254215****Author: Kasey-Lee Davie, Procurement Officer****Attachments: Nil****KEY OUTCOME****Key Outcome:** 2. Flourishing Economy**Key Initiative:** 2.3 Maintain safe and efficient transport networks**Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

This report proposes the preparation and adoption of a tender consideration plan for the Pinkenetta Road Flood Restoration Works Package in accordance with section 230 of the *Local Government Regulation 2012*.

RECOMMENDATION

That:

1. Council authorise the Chief Executive Officer to prepare a Tender Consideration Plan in accordance with section 230 of the *Local Government Regulation 2012* for the Pinkenetta Road Flood Restoration Works Package.
2. In accordance with section 230 (2) of the *Local Government Regulation 2012*, the Tender Consideration Plan will include the following:
 - the objectives of the plan; and
 - how the objectives are to be achieved; and
 - how the achievement of the objectives will be measured; and
 - any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
 - the proposed terms of the contract for the goods or services; and
 - a risk analysis of the market from which the goods or services are to be obtained.

BACKGROUND

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

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

A quote or tender consideration plan is a document stating—

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

The scope of works and the timeline required for Pinkenetta Road Package was planned on the basis of an exemption under 'Part 3 Division 3 – Exemptions for medium-sized and large sized contractual arrangements' of the *Local Government Regulation 2012* i.e. a shorter timeframe given for the procurement process and the administrative actions required for the successful award of the contract. The initial process considered the timeline for project completion and the high priority reconstruction works (due to road condition) required.

Due to a process improvement Council is implementing, the recommendation for the original proposed contract RFQL 02 24-25 Flood Restoration Works 2023 June - Pinkenetta Road Package was not adopted.

The objective of a Tender Consideration Plan is to procure the services required for the Flood Restoration Works 2023 June Event – Pinkenetta Road Package through a process which will allow the project to be delivered within the timeframe originally set for contract completion.

With the market for these services tested multiple times and the specification for the Pinkenetta Road project having already been through a competitive process, Council identifies that allowing a tender consideration plan for the procurement of these services achieves both value for money and on time project delivery.

OPTIONS

Recommendation 1 – Preferred

That:

1. Council authorise the Chief Executive Officer to prepare a Tender Consideration Plan in accordance with section 230 of the *Local Government Regulation 2012* for the Pinkenetta Road Flood Restoration Works Package; and
2. In accordance with section 230 (2) of the *Local Government Regulation 2012* this Tender Consideration Plan will include the following:
 - the objectives of the plan; and
 - how the objectives are to be achieved; and
 - how the achievement of the objectives will be measured; and
 - any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and

- the proposed terms of the contract for the goods or services; and
- a risk analysis of the market from which the goods or services are to be obtained.

Recommendation 2

That Council not proceed with preparing a Tender Consideration Plan for the Pinkenetta Road Flood Restoration Works Package.

CONSULTATION (Internal/External)

Chief Executive Officer – Acting

Acting Director Engineering Services

Manage Finance & Administration

Procurement Officer

Project Management Services – Proterra Group Pty Ltd

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

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

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

Council Procurement Policy

FINANCIAL AND RESOURCE IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

A risk assessment will be undertaken as part of the tender consideration plan.

13.6 QUEENSLAND AUDIT OFFICE FINAL MANAGEMENT LETTER 2023/24**IX:** 254503**Author:** Sharon Frank, Manager Finance & Administration**Attachments:** 1. Queensland Audit Office - Final Management Letter - FY24.pdf [↓](#)**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

This report facilitates Mayor Hall's presentation of the Queensland Audit Office Final Management Report for 2023/24 to Council.

RECOMMENDATION

That pursuant to Section 213(3) of the *Local Government Regulation 2012*, Council receive and note the Queensland Audit Office Final Management Report for 2023/24 as presented by the Mayor.

BACKGROUND

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

The 2023/24 financial audit was completed by RSM Australian Partners and the Financial Statements certified by the Queensland Audit Office (QAO) on 12 September 2024. The Final Management Report was issued to the Mayor on 13 September 2024.

The Auditor-General has issued an unmodified audit opinion on Quilpie Shire Council's Financial Statements for 2023/24. An unmodified opinion means Council's financial statements are reliable for the financial year reported (2023/24).

OPTIONS

N/A

CONSULTATION (Internal/External)

The draft financial statements were reviewed by the Audit Committee at a meeting on 10 September 2024.

LEGAL IMPLICATIONS

N/A

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

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

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

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

FINANCIAL AND RESOURCE IMPLICATIONS

The audit fee for the 2024 financial statements was \$106,500 (2023: \$103,000).

RISK MANAGEMENT IMPLICATIONS

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

13.7 FINANCIAL STATEMENTS 2023/24**IX: 254209****Author: Sharon Frank, Manager Finance & Administration****Attachments: 1. Certified Financial Statements 2023-24.pdf** [↓](#)**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The Financial Statements for the year ended 30 June 2024, including the General-Purpose Financial Statements and Current-Year Financial Sustainability Statement, were certified by the Queensland Audit Office on 12 September 2024, with an unmodified audit opinion for the financial statements. An unmodified audit opinion means the financial statements are reliable.

RECOMMENDATION

That Council receive and note the audited Financial Statements for 2023/24.

BACKGROUND

Council is required to prepare General Purpose Financial Statements and current year Financial Sustainability Statements for 2023/24 which must be given to the Auditor-General for auditing in accordance with section 212 of the *Local Government Regulation 2012*.

The External Auditors were onsite for their final visit from 5 August to 16 August 2024, and continued their audit off-site until the financial statements were certified.

The Financial Statements were reviewed by the Audit Committee at the meeting on 10 September 2024.

The Mayor and Chief Executive Officer signed the certificates on 11 September 2024. The Annual Statements were then forwarded to the Auditor-General's office.

Final sign-off from the Auditor-General was on 12 September 2024.

The audit opinion certified by the Auditor-General was in the form of an unmodified audit opinion for both the General-Purpose Financial Statements and the Current-Year Financial Sustainability Statement.

An unmodified opinion means Council's financial statements are reliable for the financial year reported (2023/24).

The net operating result for the 2023/24 financial year was a deficit of \$10,922,670. There were two main factors contributing to this deficit:

1. Financial Assistance Grants totalling \$7,694,506 were paid by the Queensland Government to local governments on 2 July 2024 (rather than before or on 30 June in the 2023/24 financial year as planned and budgeted for). This was meant to be an early payment of 85% of the Financial Assistance Grant allocation for 2024/25.

By way of background, the Financial Assistance Grants (General Purpose and Identified Local Road components) are provided by the Australian Government to Local government annually. For Queensland Councils, the Australian Government forwards the funds to the Queensland Government who then distributes the grant funding to Councils based on the recommendations of the Queensland Local Government Grants Commission. An early payment of the grant to local governments has been the practice since 2009 with early payment percentages varying between 50 and 100% over this time.

This issue is not unique to Quilpie and the later payment will have impacted each Queensland local government.

2. Expected credit loss of \$4,741,744 overdue rates and charges – Petroleum Leases. Petroleum leases are granted for the right to explore, test for production and produce petroleum. As the tenure of these properties is leasehold, Council is unable to sell the property to recover an outstanding rates debt. Council assessed the outstanding balance of the rates and charges, the amount attributable to petroleum leases owed by one customer and the probability of recovering the amounts based on individual circumstances when determining the amount of the expected loss.

The following table outlines Council's financial sustainability measures for 2023/24 compared with the targets determined by the Queensland Government:

Type	Measure	Target (Tier 7)	Actual Current Year	5-Year Average	Council Narrative
			Council		
Audited ratios					
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	5.02	N/A	Exceeds target
Operating Performance	Operating Surplus Ratio	N/A	-32.03%	-9.36%	The late payment of the Financial Assistance Grant resulted in an operating deficit and affected the 5-year average.
	Operating Cash Ratio	Greater than 0%	-12.38%	13.10%	The expected credit loss is impacting the current year actual percentage.
Asset Management	Asset Sustainability Ratio	Greater than 90%	55.77%	42.27%	Council's forecasting has major renewal projects that will improve this ratio.
	Asset Consumption Ratio	Greater than 60%	78.14%	78.77%	Exceeds target

OPTIONS

N/A

CONSULTATION (Internal/External)

The financial statements were reviewed by the Audit Committee at the meeting on 10 September 2024.

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Australian Accounting Standards

FINANCIAL AND RESOURCE IMPLICATIONS

Total audit fees quoted by the Queensland Audit Office relating to the 2023/24 financial statements are \$106,500 (2023: \$103,000).

RISK MANAGEMENT IMPLICATIONS

The completion of the audit and certification of the Financial Statements is in accordance with the Regulation.

14 GOVERNANCE

14.1 RATIFICATION OF THE CHAIR FOR THE AUDIT COMMITTEE

IX: 254239

Author: Janelle Menzies, Manager Governance and Compliance

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is for Council to ratify the appointment of the Independent Chair of the Audit Committee.

RECOMMENDATION

That Council ratify the Audit Committee's appointment of Mr James Gauvin as the Independent Chair.

BACKGROUND

On 16 July 2024 Council appointed an Audit Committee with independent members, and also resolved that an independent chair be appointed at the first Audit Committee meeting:

Resolution No: (QSC143-07-24)

Moved: Cr Milan Milosevic

Seconded: Cr Tony Lander

1. That the Council:
 - (a) Appoint Ms Mel Jacobs, Mr Ian Stacey, Ms Kerri Mooring and Mr James Gauvin to the Audit Committee as independent members for the period 1 August 2024 to 31 July 2028.
 - (b) To appoint Cr Ben Hall and Cr Roger Volz as Councillor representatives to the Audit Committee for the period 1 August 2024 to 31 July 2028; and
 - (c) At the first audit committee meeting of the new members, the current Chair Cr Roger Volz will call for nominations for an independent Chair and the independent chair nominated will be ratified at the next Council meeting.

4/0

The first Audit Committee meeting of the new Council was held on 10 September 2024. Nominations were called for by the Chair from the Audit Committee members. Mr James Gauvin nominated and was appointed as the Independent Chair.

CONSULTATION (Internal/External)

Audit Committee Members

Acting Chief Executive Officer

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

Audit Committee Charter

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

14.2 AUDIT COMMITTEE REPORT

IX: 254485

Author: Sharon Frank, Manager Finance & Administration

Attachments: 1. **Audit Committee Meeting 10 September 2024 - Unconfirmed Minutes.pdf** [↓](#)

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is for the Chief Executive Officer to present the unconfirmed minutes of the Audit Committee Meeting held on 10 September 2024, in accordance with section 211(4) of the *Local Government Regulation 2012*.

RECOMMENDATION

That Council receive and note the report and recommendations from the Audit Committee Meeting held on 10 September 2024.

BACKGROUND

Council has established an Audit Committee in accordance with section 105 of the *Local Government Act 2009*.

As a committee of Council, the Audit Committee is independent of management and does not have any executive powers, delegated responsibility or authority to implement action. The Audit Committee has authority to review and make recommendations to Council on any matters within its scope of responsibility. In doing so the Audit Committee has the authority to seek information it requires and has full right of access to all levels of management through the Chief Executive Officer.

The main purpose of the Committee is to provide an oversight function to Council in the effective performance of its responsibilities related to draft financial statements, internal audit and risk management as prescribed under the *Local Government Act 2009*, the *Local Government Regulation 2012* and other relevant legislation, standards and requirements.

Written Report and Recommendations (*Local Government Regulation 2012 - Section 211 (1)(c)*)

The Audit Committee met on 10 September 2024 to consider the following agenda items:

- Appointment of Independent Chairperson for Audit Committee
- Asset Register – Plant & Equipment Stocktake
- 2024 Position Paper – Expected Credit Loss

- Financial Statements for the year ended 30 June 2024 (including Management Representation Letter)
- Queensland Audit Office – Closing Report 2023/24
- Queensland Audit Office – Briefing Paper - 2 September 2024
- Internal Audit Plan 2024/25

The outcome of the meeting was as follows:

1. The committee resolved to appoint James Gauvin as Independent Chairperson for the Audit Committee.
2. The committee noted the stocktake of plant and equipment in the Asset Register and the write off of 40 items listed; with 4 items having a written down value totalling \$24,349.83.
3. The committee received and noted the Position Paper on Expected Credit Losses as presented.
4. The committee noted their review of the (draft) Financial Statements for the year ended 30 June 2024 as presented and that there may be minor edits made before signing.
5. The committee received and noted the Queensland Audit Office Closing Report on the Financial Statements for Quilpie Shire Council for the financial year ended 30 June 2024.
6. The committee received and noted the Queensland Audit Office Briefing Paper dated 2 September 2024
7. The Audit Committee received and noted the Internal Audit update.

OPTIONS

Option 1 (Recommended)

That Council receive and note the report and recommendations from the Audit Committee Meeting held on 10 September 2024.

Option 2 (Contrary to legislative requirement)

That Council not receive and note the report and recommendations from the Audit Committee Meeting held on 10 September 2024.

CONSULTATION (Internal/External)

N/a

LEGAL IMPLICATIONS

This report complies with section 211(1)(c) and section 211 (4) of the *Local Government Regulation 2012*.

POLICY AND LEGISLATION

The *Local Government Regulation 2012* outlines specific responsibilities of Council's Audit Committee, as follows:

Local Government Regulation 2012

211 Audit committee meetings

(1) *The audit committee of a local government must—*

(a) *meet at least twice each financial year; and*

(b) *review each of the following matters—*

(i) *the internal audit plan for the internal audit for the current financial year;*

(ii) *the internal audit progress report for the internal audit for the preceding*

financial year including the recommendations in the report and the actions to which the recommendations relate;

(iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;

(iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and

(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

(2) At a meeting of the audit committee—

(a) a quorum is at least half the number of members of the committee; and

Examples—

1 If the committee consists of 4 members, a quorum is 2.

2 If the committee consists of 5 members, a quorum is 3.

(b) either—

(i) the chairperson presides; or

(ii) if the chairperson is absent, the member chosen by the members present as chairperson for the meeting presides.

(3) The audit committee may, for performing its functions under subsection (1)(b), seek information or advice from the person who has carried out the internal audit.

(4) The chief executive officer must present the report mentioned in subsection (1)(c) at the next meeting of the local government.

Council adopted an Audit Committee Charter on 28 May 2024 - Resolution Number QSC 078-05-24.

FINANCIAL AND RESOURCE IMPLICATIONS

The audit committee provides and oversight function to Council.

RISK MANAGEMENT IMPLICATIONS

N/a

15 CONFIDENTIAL ITEMS

Nil

16 LATE ITEMS

17 GENERAL BUSINESS

18 MEETING DATES