



# ORDINARY MEETING LATE ITEMS AGENDA

Tuesday 29 October 2024  
commencing at 9:30 AM

Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## Ordinary Meeting of Council

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30 October 2024

The Mayor and Council Members  
Quilpie Shire Council  
QUILPIE QLD 4480

Dear Members

Reference is hereby made to the Ordinary Meeting of the Quilpie Shire Council scheduled to be held at the Council Chambers, on **Tuesday 29 October 2024**, commencing at **9:30 AM**.

An agenda for the Ordinary Meeting was forwarded to all Members on 22 October 2024. In addition to the agenda, please find attached a summary of "Late Items".

Yours faithfully

Justin Hancock  
Chief Executive Officer





# ORDINARY MEETING OF COUNCIL AGENDA

Tuesday 29 October 2024  
Quilpie Shire Council Boardroom  
50 Broлга Street, Quilpie

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## TABLE OF CONTENTS

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<b>16</b>	<b>LATE ITEMS</b> .....	<b>1</b>
16.1	2024/25 OPERATIONAL PLAN SEPTEMBER 2024 QUARTER UPDATE.....	1
16.2	WATER AGREEMENT TEMPLATES.....	18
16.3	RFQM04 24-25 ONLINE AUCTION OF REPLACED AND REDUNDANT PLANT AND EQUIPMENT .....	30

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**16 LATE ITEMS****16.1 2024/25 OPERATIONAL PLAN SEPTEMBER 2024 QUARTER UPDATE****IX: 255652****Author: Janelle Menzies, Manager Governance and Compliance****Attachments:**

- 2024/25 Operational Plan Special Projects - September 2024 Review**
- 2024/25 Operational Plan - Operational Projects - September 2024 Review**

**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

This report will present the first quarter update of the 2024/25 Operational Plan to Council.

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**RECOMMENDATION**

That Council adopt the first quarter update for the 2024/25 Operational Plan.

**BACKGROUND**

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

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

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

The September quarter assessment of the 2024/25 Operational Plan is provided as **Attachment 1**.

**CONSULTATION (Internal/External)**

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

**LEGAL IMPLICATIONS**

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

**POLICY AND LEGISLATION**

*Local Government Act 2009 (Qld)*

*Local Government Regulation 2012 (Qld)*

*Quilpie Shire Council Corporate Plan 2022 – 2027*

**FINANCIAL AND RESOURCE IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

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



QUILPIE SHIRE COUNCIL - OPERATIONAL REPORT 2024/25

28/10/2024

● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment ----> Indirect Alignment

QUILPIE OPERATIONAL 2024/25 PLAN

GREAT PLACE TO LIVE (2024/25)

Goal	Goal Template	Budget	Comment	Owner	Current ...
1 Well-planned and highly liveable communities	Objective	No value		Placeholder Role	On Track
→ 1.1.P1 Finalise installation of NBN project to Quilpie	Special Projects	\$86.01k	<b>NEW</b> NBN infrastructure has been finalised and individual connections are currently being installed. 24/10/2024	Chief Executive Officer	On Track
→ 1.1.P10 Deliver Quilpie Pool Filtration System Changeover	Special Projects	\$250k	<b>NEW</b> Recommendations have been received from Simmonds and Bristow received. Review of recommendations are in progress by Council's Acting Water and Sewage Supervisor. Work will be programmed later in the year. 07/10/2024	Director of Engineering Services	Not started
→ 1.1.P11 Delivery renovations to the Eromanga Pool	Special Projects	\$600k	<b>NEW</b> Pool renovations are completed, works included removal of fill material, straightening of pool wall, repairs to plumbing and installation of drainage material. Two sides of pool surround have been reinstated to new design width.  Designs for a new change room are currently being undertaken. Installation of new is programmed for April 2025 30/09/2024	Director of Engineering Services	On Track
→ 1.1.P12 Removal of the Slide at the Quilpie Pool	Special Projects	\$30k	<b>NEW</b> Pool slide removal is complete. Reconfiguration of the fountain was also required. 30/09/2024	Director of Engineering Services	Complete
→ 1.1.P2 Finalise & implement airport hangar Masterplan and establish leases at Quilpie Aerodrome	Special Projects	\$60k	<b>NEW</b> The 1st draft is complete, and discussions have taken place regarding the fuel location. 30/09/2024	Manager of Governance and Compliance	On Track

Goal	Goal Template	Budget	Comment	Owner	Current Status
→ 1.1.P3 Consult with the community about a project for Quilpie Cemetery Beautification Works	Special Projects	0	<b>NEW</b> Guidance from Council has been provided so that the project can commence. 17/10/2024	Director of Corporate & Community Services	On Track
→ 1.1.P4 Progress the Quilpie Masterplan: Develop a John Waugh Park Sub-plan	Special Projects	\$15k	<b>NEW</b> Two options have been provided to Council for consideration. Council have decided to progress with Option B with some alterations. 17/10/2024	Chief Executive Officer	On Track
→ 1.1.P5 Progress the Quilpie Masterplan: Undertake a Quilpie Main Street Disability Access audit	Special Projects	\$15k	<b>NEW</b> This project has not started yet. 28/10/2024	Manager Workplace Health & Safety	Not started
→ 1.1.P6 Finalise the Accommodation Strategy: Finalise - the New Housing Projects in Quilpie and Eromanga	Special Projects	\$913.91k	<b>NEW</b> Driveways and Carports are currently being installed. Plumbing supplies have been delivered for plumbing and stormwater installations. 17/10/2024	Chief Executive Officer	On Track
→ 1.1.P7 Finalise the Accommodation Strategy: Deliver - Quilpie Town House Estate construction	Special Projects	\$3.67m	<b>NEW</b> Handover of the 6 townhouses will be undertaken at the end of October. There may be a delay in the connection of electricity. 17/10/2024	Chief Executive Officer	On Track
→ 1.1.P8 Seek funding for the Quilpie Public Wi-Fi / CCTV Project	Special Projects	0	<b>NEW</b> Waiting for a suitable funding opportunity. 17/10/2024	Chief Executive Officer	Not started
→ 1.1.P9 Carryout Extension to Quilpie SES Shed	Special Projects	\$14.18k	<b>NEW</b> New extensions were completed on time. 30/09/2024	Director of Engineering Services	Complete
2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes	Objective	No value		Placeholder Role	On Track
→ 1.2.P1 Deliver Bob Young Memorial Park Upgrade (Stage 1 of the Brolga Street Masterplan)	Special Projects	\$0	<b>NEW</b> A discussion with Councillors is planned for October 2024. 07/10/2024	Director of Engineering Services	Not started
→ 1.2.P10 Undertake repairs at the Adavale Museum	Special Projects	\$18k	<b>NEW</b> This project is programmed for early 2025. 28/10/2024	Director of Engineering Services	Not started
→ 1.2.P11 Develop a Walking Track from Brolga Street to Baldy Top	Special Projects	\$0	<b>NEW</b> The design for this project has been undertaken. 28/10/2024	Director of Engineering Services	Not started

Goal	Goal Template	Budget	Comment	Owner	Current ...
→ 1.2.P12 Complete Bicentennial Park Electrical	Special Projects	\$12.9m	<b>NEW</b> The majority of the electrical works have been completed. Waiting on new property pole to be installed by Ergon Energy. 07/10/2024	Director of Engineering Services	On Track
→ 1.2.P13 Deliver Visitor Information Fencing Upgrade	Special Projects	\$2.3m	<b>NEW</b> The fence has been delivered. Installation has been scheduled in the works schedule. 07/10/2024	Director of Engineering Services	Not started
→ 1.2.P14 Complete Opalopolis Park Upgrade	Special Projects	\$1.57m	<b>NEW</b> The playground installation has been completed. The new shed has been ordered. 07/10/2024	Director of Engineering Services	On Track
→ 1.2.P2 Undertake community engagement on the Quilpie Town Hall – future use and upgrades	Special Projects	\$15k	<b>NEW</b> Community engagement is scheduled for February 2025. 10/10/2024	Director of Corporate & Community Services	On Track
→ 1.2.P3 Undertake Quilpie Hall Shower Block Upgrade	Special Projects	\$0	<b>NEW</b> The shower block has been refurbished and installed. The path to the hall has been completed. The old cooling tank has been removed. 07/10/2024	Director of Engineering Services	On Track
→ 1.2.P4 Finalise the Quilpie Master Plan: Bulloo River - Quilpie Foreshore Sub-plan	Special Projects	\$0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
→ 1.2.P5 Removal of the slide from splash pool and repair/resurface	Special Projects	\$25.68k	<b>NEW</b> The slide has been removed and the area resurfaced. An adjustment was required to the fountain pump and has been completed. 07/10/2024	Director of Engineering Services	Completed
→ 1.2.P6 Develop an Adavale Hall Master Plan	Special Projects	\$47.04k	<b>NEW</b> Consultation with Councillors has taken place regarding the camping area. 28/10/2024	Director of Corporate & Community Services	Not started
→ 1.2.P7 Undertake upgrade to the Adavale Town Hall grounds identified in the Masterplan, once developed	Special Projects	\$0	<b>NEW</b> Finalise concept design at Councillor workshop 07/10/2024	Director of Engineering Services	Not started
→ 1.2.P8 Upgrade Entrance of Bulloo Park	Special Projects	\$0	<b>NEW</b> Consultation with Councillors has taken place with for this project. 28/10/2024	Director of Engineering Services	Not started

Goal	Goal Template	Budget	Comment	Owner	Current ...
↳ 1.2.P9 Develop the Eromanga Rodeo Grounds Masterplan	Special Projects	\$0	<b>NEW</b> Onsite meeting to be scheduled with Eromanga Rodeo / Campdraft Committee and community to incorporate new ablution block (funded) into masterplan. 10/10/2024	Director of Corporate & Community Services	Not started
3 Lifelong learning spaces	Objective	No value		Placeholder Role	On Track
↳ 1.3.P1 Undertake community engagement and future needs analysis for a new childcare centre	Special Projects	\$380.1k	<b>NEW</b> Preliminary designs have been undertaken. Community consultation has not commenced. 17/10/2024	Director of Corporate & Community Services	On Track
↳ 1.3.P2 Upgrade the Library including reception, furniture, and shelving	Special Projects	\$0	<b>NEW</b> This project has been completed. 10/10/2024	Director of Corporate & Community Services	Complete
4 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes	Objective	No value		Placeholder Role	On Track
↳ 1.4.P1 Facilitate volunteer training and succession planning workshops (including grants)	Special Projects	\$0	<b>NEW</b> This project has not commenced. 28/10/2024	Chief Executive Officer	Not started

**. FLOURISHING ECONOMY (2024/25)**

Goal	Goal Template	Budget	Comment	Owner	Current ...
1 Reach the Q1000 population target	Objective	No value		Placeholder Role	On Track
↳ 2.1.P1 Website refresh: jobs listing, 'Invest in Quilpie', 'Live in Quilpie'	Special Projects	\$0	<b>NEW</b> Grant funding has been received and quotes have been obtained for this project. 28/10/2024	Director of Corporate & Community Services	Not started
2 Build digital capacity for townships and end-users	Objective	No value		Placeholder Role	On Track
↳ 2.2.P1 Develop and deliver a business digital strategy	Special Projects	\$0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
3 Maintain safe and efficient transport networks	Objective	No value		Placeholder Role	On Track
↳ 2.3.P1 Source funding and deliver reconstruction of the Quilpie Airport Main Runway and taxiway.	Special Projects	\$0	<b>NEW</b> Funding has been approved for the design of the runway. 17/10/2024	Director of Engineering Services	On Track
↳ 2.3.P2 Relocate fuel tank at Quilpie Aerodrome with Aerodrome redevelopment project	Special Projects	\$0	<b>NEW</b> Works will be included as part of runway works and the aerodrome masterplan. 07/10/2024	Director of Engineering Services	Not started



Goal	Goal Template	Budget	Comment	Owner	Current ...
→ 2.3.P3 Construct Quilpie footpaths missing link - Jabiru Street	Special Projects	\$0	<b>NEW</b> This project has been programmed for early 2025. 28/10/2024	Director of Engineering Services	Not started
→ 2.3.P4 Release an EOI for the Murana Road Site Development Project	Special Projects	\$0	<b>NEW</b> This project will commence in 2025. 28/10/2024	Manager of Governance and Compliance	Not started
→ 2.3.P5 Seeking funding for the Toompine Aerodrome Upgrade for Fencing	Special Projects	\$0	<b>NEW</b> We are waiting for funding opportunities. 28/10/2024	Director of Engineering Services	Not started
→ 2.3.P6 Deliver Road sealing to Adavale transfer station and ancillary works	Special Projects	\$0	<b>NEW</b> Works in progress, sealing of road booked for 17th October 07/10/2024	Director of Engineering Services	On Track
4 Enhance and support our agricultural industry, resource sector and all businesses	Objective	No value		Placeholder Role	On Track
→ 2.4.P1 Develop a Business Needs Strategy	Special Projects	\$7.75k	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
→ 2.4.P2 Develop a Jobs & Skill Strategy	Special Projects	\$0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
→ 2.4.P3 Establish a regional Car Hire Business	Special Projects	\$0	<b>NEW</b> Hire Agreements are currently being negotiated with The Tourism Group. Once finalised the car hire business should be able to commence. 30/09/2024	Manager of Governance and Compliance	On Track
→ 2.4.P4 Improvement of Medical Services including attracting practitioners to the Shire	Special Projects	\$0	<b>NEW</b> Ongoing - Nurse Practitioner on staff at MPHS. Regular Doctors roster & updates from SWHHS 10/10/2024	Director of Corporate & Community Services	On Track
→ 2.4.P5 Seek Funding for the extension to the Eromanga Natural History Museum	Special Projects	\$0	<b>NEW</b> An application for Funding was submitted in early October 2024. 17/10/2024	Chief Executive Officer	On Track
→ 2.4.P6 Implement Buy Local Program	Special Projects	\$0	<b>NEW</b> The program is currently in the implementation stage. Cards have been ordered and business have been sent the link to register. 30/09/2024	Manager of Governance and Compliance	On Track
6 Capture opportunities for the 2032 Olympics	Objective	No value		Placeholder Role	On Track

Goal	Goal Template	Budget	Comment	Owner	Current ...
→ 2.6.P1 Collaborate with partners/stakeholders to build 2032 Olympic Games opportunities	Special Projects	\$0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
7 Provide a sought-after visitor experience and build experiential tourism	Objective	No value		Placeholder Role	On Track
→ 2.7.P1 Commission new photos for tourism and promotion (update and refresh the photos database)	Special Projects	\$0	<b>NEW</b> A photo shot has been undertaken for a collection of photos. 30/09/2024	Manager Tourism & Economic Development	On Track
→ 2.7.P2 Capture/locate visitor data at remote locations (such as Hell Hole Gorge, Baldy Top)	Special Projects	\$0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
→ 2.7.P3 Undertake a Tourism Signage Audit	Special Projects	\$0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
→ 2.7.P4 Build experiences to tie into the visitor influx for the Rugby World Cup 2027	Special Projects	\$0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
→ 2.7.P5 Deliver Accessible Tourism elevate Funding including website upgrade, disability accessibility	Special Projects	\$2.41m	<b>NEW</b> Project planning for website & the building upgrades are progressing. 10/10/2024	Director of Corporate & Community Services	On Track
→ 2.7.P6 Investigate tourism opportunities for the opal industry	Special Projects	\$350k	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started
8 Build partnerships and grow opportunity with additional owners	Objective	No value		Placeholder Role	On Track
→ 2.8.P1 Work with traditional owners' groups on Welcome to Country signage	Special Projects	\$250k	<b>NEW</b> This project has not yet commenced. 28/10/2024	Chief Executive Officer	Not started

ENVIRONMENTAL SUSTAINABILITY (2024/25)

Goal	Goal Template	Budget	Comment	Owner	Current ...
1 Protect and enhance waterways and landscape biodiversity	Objective	No value		Placeholder Role	On Track

Goal	Goal Template	Budget	Comment	Owner	Current ...
→ 3.1.P1 Provide an exclusion fence subsidy scheme funded by Council and award by 30 September	Special Projects	\$0	<b>NEW</b> QSC Exclusion Fence Subsidy Program R7 extended. Completion date 31 March 2025 10/10/2024	Director of Corporate & Community Services	On Track
→ 3.1.P2 Review and update Council's Biosecurity Plan regarding to weed and pest animal management	Special Projects	\$6k	<b>NEW</b> This project has not yet commenced. 28/10/2024	Director of Corporate & Community Services	Not started
→ 3.1.P3 Deliver a community education programme to promote and encourage responsible pet ownership in partnership with schools	Special Projects	\$40k	<b>NEW</b> Project plan being developed to deliver to all schools. 10/10/2024	Director of Corporate & Community Services	On Track
2 Research and implement renewable energy options	Objective	No value		Placeholder Role	On Track
↳ 3.2.P1 Deliver Solar Projects as recommended in Energy Audit	Special Projects	\$245k	<b>NEW</b> A funding application was submitted and we are waiting to hear a response. 30/09/2024	Manager of Governance and Compliance	On Track
3 Set short term and long-term carbon goals	Objective	No value		Placeholder Role	On Track
↳ 3.3.P1 Undertake assessment of Council emissions and build strategies around the results	Special Projects	\$30k	<b>NEW</b> This project has not yet commenced. Parts of this project is being coordinated with the SWQROC. 28/10/2024	Manager of Governance and Compliance	Not started
4 Reduce the impact of waste on the environment	Objective	No value		Placeholder Role	On Track
↳ 3.4.P1 Complete CCTV inspections of the Waste Water System as part of the SWQWSA Project	Special Projects	0	<b>NEW</b> Works are completed. We are waiting on final report. 07/10/2024	Director of Engineering Services	On Track
5 Reduce the impact of waste on the environment	Objective	No value		Placeholder Role	On Track
↳ 3.5.P1 Connect water customers to the Toompine Water Bore	Special Projects	0	<b>NEW</b> Water main and manifold completed Water agreements need to be completed 07/10/2024	Director of Engineering Services	On Track

**STRONG GOVERNANCE (2024/25)**

Goal	Goal Template	Budget	Comment	Owner	Current ...
1 Excellence in customer service	Objective	No value		Placeholder Role	On Track
→ 4.1.P1 Develop and implement formalised SOPs for administrative and customer service activities to improve service and compliance levels	Special Projects	0	<b>NEW</b> New Customer Service Officer has commenced preparing a Manual. The first SOP's prepared are Receipting Procedures and Banking Procedures. 30/09/2024	Manager Finance & Administration	On Track

Goal	Goal Template	Budget	Comment	Owner	Current ...
→ 4.1.P2 Review the Customer Service Policy	Special Projects	0	<b>NEW</b> This project has commenced. 28/10/2024	Manager Finance & Administration	On Track
→ 4.1.P3 Improve accessibility to the Quilpie Cemetery Records through an online access facility on Council's website	Special Projects	\$5k	<b>NEW</b> Direction from Council has been obtained. 17/10/2024	Director of Corporate & Community Services	On Track
2 Be responsive to change and digitisation	Objective	No value		Placeholder Role	On Track
→ 4.2.P1 Installation of Delegation Software	Special Projects	\$10k	<b>NEW</b> Delegation software has been purchased and currently being implemented 30/09/2024	Manager of Governance and Compliance	On Track
→ 4.2.P2 Review Council's main website structure and contents	Special Projects	\$45k	<b>NEW</b> This project is being done in conjunction with the implementation of a new website. 30/09/2024	Manager of Governance and Compliance	On Track
→ 4.2.P3 Purchase of Drone & Media Resources	Special Projects	\$13k	<b>NEW</b> This project has not started yet due to the Media & Communication position being vacant. 28/10/2024	Media Officer	Not started
3 Maintain good corporate governance	Objective	No value		Placeholder Role	On Track
→ 4.3.P1 Review expired leases and establish a lease register	Special Projects	0	<b>NEW</b> CWA and Eromanga State School leases as still being reviewed. 30/09/2024	Manager of Governance and Compliance	On Track
→ 4.3.P10 Undertake Review of Human Resources Policies	Special Projects	\$10k	<b>NEW</b> Review commenced on 4 policies which are nearing adoption, with other policies to follow. 03/10/2024	Manager of Human Resources	On Track
→ 4.3.P11 Undertake Values Signage Project	Special Projects	\$5k	<b>NEW</b> Project deferred to coincide with Employer Branding Project in 2025. 30/09/2024	Manager of Human Resources	Not started
→ 4.3.P12 Undertake Certified Agreement Review Process	Special Projects	\$35k	<b>NEW</b> Planning & research well underway for upcoming Certified Agreement negotiations. 30/09/2024	Manager of Human Resources	Not started
→ 4.3.P13 Undertake 360 HR Review Project	Special Projects	\$35.1k	<b>NEW</b> Implementation deferred to coincide with implementation of ELMO HR Software system Performance Management module. 30/09/2024	Manager of Human Resources	Not started

Goal	Goal Template	Budget	Comment	Owner	Current ...
→ 4.3.P2 Review commons and reserves & Update Depastorisation Policy	Special Projects	0	<b>NEW</b> This project has commenced. 28/10/2024	Director of Corporate & Community Services	Not started
→ 4.3.P3 Review processes for management of general agreements and leases	Special Projects	0	<b>NEW</b> Delegation software has been purchased and currently being implemented 30/09/2024	Manager of Governance and Compliance	On Track
→ 4.3.P4 Undertake Annual Food Safety Audit and follow up on any non-compliances	Special Projects	\$18k	<b>NEW</b> I have been discussing with Balonne Shire Council but no dates have been set yet. It will likely happen in early 2025. 30/09/2024	Manager of Governance and Compliance	On Track
→ 4.3.P5 Undertaken Employer Branding Project	Special Projects	\$35k	<b>NEW</b> Project planned to commence in 2025. 30/09/2024	Manager of Human Resources	Not started
→ 4.3.P6 Undertake Design Project for Employer Branded Trademutt Shirts	Special Projects	\$20k	<b>NEW</b> Custom QSC Shirts are in production. Estimated delivery in early 2025. Custom Design naming process underway. 30/09/2024	Manager of Human Resources	On Track
→ 4.3.P7 Undertake Position Description Project	Special Projects	\$14.4k	<b>NEW</b> Project is progressing well. 30/09/2024	Manager of Human Resources	On Track
→ 4.3.P8 Undertake Pyschosocial Welfare Project	Special Projects	\$10k	<b>NEW</b> Project planned to be commenced in 2025. 30/09/2024	Manager of Human Resources	Not started
→ 4.3.P9 Undertake Human Rights Review for Policy Review and Decision Making Framework	Special Projects	\$5k	<b>NEW</b> A human rights checklist has been developed for the review of council internal policies. 17/10/2024	Manager of Human Resources	On Track
4 Long-term financial stability underpinned by sound financial planning and accountability	Objective	No value		Placeholder Role	On Track
→ 4.4.P1 Document service levels and monitor changes to ensure service levels are affordable	Special Projects	0	<b>NEW</b> This will be undertaken as part of an internal audit. 17/10/2024	Manager Finance & Administration	On Track
5 Optimal asset management	Objective	No value		Placeholder Role	On Track
→ 4.5.P1 Review existing Asset Management Plans for Roads, Buildings, Other Structures, Water, and Sewerage asset classes; develop 10 year programs, and carry out ongoing annual reviews thereafter	Special Projects	\$50k	<b>NEW</b> Asset Management Plans have been drafted and almost ready to go to Council for adoption. A major review will be undertaken with the Asset Valuation project in 2025. 28/10/2024	Director of Engineering Services	On Track

Goal	Goal Template	Budget	Comment	Owner	Current ...
→ 4.5.P10 Complete Adavale Transfer Station Upgrade	Special Projects	\$18.3k	<b>NEW</b> Works are almost complete. 28/10/2024	Director of Engineering Services	On Track
→ 4.5.P11 Carry out External Paint of Administration Building	Special Projects	\$25k	<b>NEW</b> Waiting on pricing from contractors 08/10/2024	Director of Engineering Services	Not started
→ 4.5.P12 Deliver a new footpath at the Council Administration Office	Special Projects	\$75k	<b>NEW</b> This project is 90% complete. Landscaping of the administration office is currently underway. 28/10/2024	Director of Engineering Services	On Track
→ 4.5.P7 Deliver Quilpie Water Main - Sommerfield Road Upgrade	Special Projects	\$360k	<b>NEW</b> This project is programmed for late 2024 or early 2025. 28/10/2024	Director of Engineering Services	Not started
→ 4.5.P8 Complete Toompine Transfer Station Upgrade	Special Projects	\$11.53k	<b>NEW</b> Transfer Station Completed Access Road booked for sealing 17th October 2024 07/10/2024	Director of Engineering Services	On Track
→ 4.5.P9 Complete Eromanga Transfer Station Upgrade	Special Projects	\$100.05k	<b>NEW</b> Earthworks completed access road works in progress 07/10/2024	Director of Engineering Services	On Track
6 Inclusive community engagement and decision making	Objective	No value		Placeholder Role	On Track
→ 4.6.P1 Investigate an online community engagement platform with development of new Website	Special Projects	0	<b>NEW</b> I have been discussing with LGAQ as they have partnered with our selected provider. 30/09/2024	Manager of Governance and Compliance	On Track
7 Staff upskilling, leadership training and wellbeing support	Objective	No value		Placeholder Role	On Track
→ 4.7.P1 Explore capacity for electronic HR system with integration with Practical - Implement HR Software Module	Special Projects	\$35k	<b>NEW</b> Implementation process well underway for HR Software system. Implementation progressing well for HR Core & Recruitment modules. 30/09/2024	Manager of Human Resources	On Track
→ 4.7.P2 Explore options for the Undergraduates/ Graduates Professionals (eg Bush Program or Country University Centres)	Special Projects	0	<b>NEW</b> This project has not started yet due to the Manager Economic Development position being vacant. 28/10/2024	Manager Tourism & Economic Development	Not started

Goal	Goal Template	Budget	Comment	Owner	Current ...
↳ 4.7.P3 Review staff induction process	Special Projects	0	<b>NEW</b> Ongoing. Minor improvements made, additional improvements to be made with onboarding through ELMO HR Software system. <i>30/09/2024</i>	Manager of Human Resources	On Track



QUILPIE SHIRE COUNCIL - OPERATIONAL REPORT 2024/25

28/10/2024

● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment ---- Indirect Alignment

QUILPIE OPERATIONAL 2024/25 PLAN

GREAT PLACE TO LIVE (2024/25)

Goal	Goal Template	Owner	Current Completion
1 Well-planned and highly liveable communities	Objective	Placeholder Role	On Track
→ 1.1.01 Deliver the Employee Wellbeing Programme (including EAP services)	Operational Actions	Manager of Human Resources	On Track
→ 1.1.02 Assist and promote access to the National Disability Insurance Scheme (NDIS) through facilitation and coordination of information and services to eligible community members and organisations.	Operational Actions	Director of Corporate & Community Services	On Track
→ 1.1.03 Implement, maintain and promote access to programs and activities that increase physical activity and healthy living for all community members.	Operational Actions	Director of Corporate & Community Services	On Track
2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes	Objective	Placeholder Role	On Track
→ 1.2.01 Continue to build relationships with the Queensland Government on developing a Hell Hole Gorge Walking Trail	Operational Actions	Manager Tourism & Economic Development	On Track
→ 1.2.02 Perform a number of fireworks displays throughout the year	Operational Actions	Director of Engineering Services	On Track
→ 1.2.04 Run a minimum 2 x Bulloo Park Users Group Meetings per annum	Operational Actions	Director of Corporate & Community Services	On Track
→ 1.2.05 Develop an event plan to host a Major Event and other events at Baldy Top	Operational Actions	Manager Tourism & Economic Development	On Track
→ 1.2.06 Finalise the small business innovation project Round 3	Operational Actions	Manager Tourism & Economic Development	On Track
→ 1.2.07 Deliver the small business innovation project Round 4	Operational Actions	Manager Tourism & Economic Development	On Track
3 Lifelong learning spaces	Objective	Placeholder Role	On Track
→ 1.3.01 Engage with Queensland State Library and Community - Library services/programmes (survey and user group meetings)	Operational Actions	Director of Corporate & Community Services	On Track
5 Supported and engaged youth	Objective	Placeholder Role	On Track
→ 1.5.01 Council to engage with school leadership team once per year	Operational Actions	Chief Executive Officer	On Track
6 Celebration of the arts, culture and local and natural history	Objective	Placeholder Role	On Track
→ 1.6.01 Collaborate to run 5 x art exhibitions per annum	Operational Actions	Manager Tourism & Economic Development	On Track
7 Recognition and celebration of indigenous culture	Objective	Placeholder Role	On Track
→ 1.7.01 Partner with the community to deliver NAIDOC Week celebrations	Operational Actions	Director of Corporate & Community Services	Complete
→ 1.7.02 Meet with Traditional Owner Groups once per year	Operational Actions	Chief Executive Officer	On Track

FLOURISHING ECONOMY (2024/25)



Goal	Goal Template	Owner	Current Completion
3 Maintain safe and efficient transport networks	Objective	Placeholder Role	On Track
→ 2.3.01 Deliver Flood Restoration (DRFA) Funding	Operational Actions	Director of Engineering Services	On Track
→ 2.3.02 Deliver Maintenance & Capital Works on the shire road network	Operational Actions	Director of Engineering Services	On Track
→ 2.3.03 Deliver Road to Recovery Program - Reseal program	Operational Actions	Director of Engineering Services	On Track
→ 2.3.04 Deliver Community Roads & Infrastructure Program 4B	Operational Actions	Director of Engineering Services	On Track
4 Enhance and support our agricultural industry, resource sector and all businesses	Objective	Placeholder Role	On Track
→ 2.4.01 Run 4 x Small Business Development Meetings	Operational Actions	Manager Tourism & Economic Development	On Track
→ 2.4.02 Meet with Resource Industry once per year	Operational Actions	Chief Executive Officer	On Track
5 Facilitate and support innovation, ideas-building and new industry	Objective	Placeholder Role	On Track
→ 2.5.01 Commence the development of the 2024 Economic Development Strategy	Operational Actions	Manager Tourism & Economic Development	Not started

**. ENVIRONMENTAL SUSTAINABILITY (2024/25)**

Goal	Goal Template	Owner	Current Completion
1 Protect and enhance waterways and landscape biodiversity	Objective	Placeholder Role	On Track
→ 3.1.01 Develop partnerships to support pest and weed management	Operational Actions	Director of Corporate & Community Services	On Track
→ 3.1.02 Undertake a systematic inspection program to monitor compliance with the Animal Management (Cats & Dogs) Act 2008 within designated township areas	Operational Actions	Manager of Governance and Compliance	On Track
→ 3.1.03 Undertake coordinated wild dog baiting programs across the shire (and hotspot baiting)	Operational Actions	Director of Corporate & Community Services	On Track
→ 3.1.04 Seek external opportunities for exclusion fencing and weed pest management funding	Operational Actions	Director of Corporate & Community Services	On Track

**. STRONG GOVERNANCE (2024/25)**

Goal	Goal Template	Owner	Current Completion
2 Be responsive to change and digitisation	Objective	Placeholder Role	On Track
→ 4.2.01 Continually explore digitisation opportunities of Council's systems and processes	Operational Actions	Manager of Governance and Compliance	On Track
→ 4.2.02 Promote 'Snap, Send, Solve' app	Operational Actions	Manager of Governance and Compliance	On Track
3 Maintain good corporate governance	Objective	Placeholder Role	On Track
→ 4.3.01 Prepare unmodified audit of Council's Annual Financial Statements within statutory deadlines	Operational Actions	Manager Finance & Administration	Complete
→ 4.3.010 Provide Quarterly reports on statistics for lost time injuries and any incident trends	Operational Actions	Manager Workplace Health & Safety	On Track
→ 4.3.011 Reduction of lost time injuries and injury claims	Operational Actions	Manager Workplace Health & Safety	On Track
→ 4.3.012 Completion of all incident reports including investigations and implementation of any identified actions.	Operational Actions	Manager Workplace Health & Safety	On Track
→ 4.3.013 Review the procurement framework to ensure procurement policies and	Operational Actions	Manager Finance &	On Track

Item	Goal Template	Owner	Current Completion
→ 4.3.014 Review project management framework to incorporate the QTC Model	Operational Actions	Director of Engineering Services	On Track
→ 4.3.015 Undertake an annual review of Council delegations and authorised persons instruments and the way they are applied	Operational Actions	Manager of Governance and Compliance	On Track
→ 4.3.016 Review governance arrangements for Council owned assets	Operational Actions	Manager of Governance and Compliance	Not started
→ 4.3.017 Upgrade MAGIQ records management software including integrated Secured Signing	Operational Actions	Manager Finance & Administration	On Track
→ 4.3.02 Review policy management processes and systems	Operational Actions	Manager of Governance and Compliance	On Track
→ 4.3.03 Compliance with funding bodies reporting milestones and acquittal due dates	Operational Actions	Manager Finance & Administration	On Track
→ 4.3.04 Compliance with LGW auditing Tool	Operational Actions	Manager Workplace Health & Safety	On Track
→ 4.3.05 Completion of all Quarterly Action Plans (QAPs)	Operational Actions	Manager Workplace Health & Safety	On Track
→ 4.3.06 Hold a minimum of 3 WHS advisory group meetings per annum	Operational Actions	Manager Workplace Health & Safety	On Track
→ 4.3.07 Completion of Hazard Inspections as outlined in the QAPs	Operational Actions	Manager Workplace Health & Safety	On Track
→ 4.3.08 Undertake an annual review of risk management framework and risk registers	Operational Actions	Manager of Governance and Compliance	Complete
→ 4.3.09 Completion of all rectification Action Plan Items as outlined from their proposed completion date	Operational Actions	Manager Workplace Health & Safety	On Track
4 Long-term financial stability underpinned by sound financial planning and accountability	Objective	Placeholder Role	On Track
→ 4.4.01 Develop and adopt a compliant and affordable Annual Budget before 1 August to fund Council's Operational Plan for the year	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.010 Establish rolling reviews of fees and charges	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.011 Reviews all financial policies due for review	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.012 Review cybersecurity and IT system processes	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.02 Perform regular reviews of long-term financial forecasts consistent with the long-term asset management plans	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.03 Undertake annual insurance review	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.04 Prepare Government Data Collection Return	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.05 Complete annual and periodic reviews to ensure alignment of the budget and the Corporate and Operational Plans	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.06 Engagement of specialist valuers to undertake Comprehensive valuations of Buildings & other Structures and land and DES; PETER SEEktp valuation for remaining asset classes	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.07 Prepare Annual Financial Statements in accordance with legislative requirements	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.08 Prepare financial sustainability statements and measures determined by the Queensland Government and monitoring trends in other financial ratios	Operational Actions	Manager Finance & Administration	On Track
→ 4.4.09 Undertake a review of general rates, utility charges and levies, including	Operational Actions	Manager Finance & Administration	On Track

Goal	Goal Template	Owner	Current Completion
5 Optimal asset management	Objective	Placeholder Role	On Track
↳ 4.5.01 Review and update the Asset Register to record Council's non-current physical assets	Operational Actions	Manager Finance & Administration	On Track
↳ 4.5.02 Deliver annual replacement Plant and Vehicles	Operational Actions	Director of Engineering Services	On Track
↳ 4.5.03 Deliver refurbishments to Gyrica Housing	Operational Actions	Director of Engineering Services	On Track
↳ 4.5.04 Deliver Council Housing Refurbishments	Operational Actions	Director of Engineering Services	On Track
6 Inclusive community engagement and decision making	Objective	Placeholder Role	On Track
↳ 4.6.01 Run Shire-wide Annual Budget / Community Catch-up workshops	Operational Actions	Chief Executive Officer	On Track
7 Staff upskilling, leadership training and wellbeing support	Objective	Placeholder Role	On Track
↳ 4.7.01 Provide 2 x Whole of Organisation staff events per annum	Operational Actions	Manager of Human Resources	On Track
↳ 4.7.02 Provide 1 x Staff Wellbeing Week with skin checks per annum	Operational Actions	Manager of Human Resources	On Track
↳ 4.7.03 Continue to support SWQROC shared Graduate Engineer	Operational Actions	Chief Executive Officer	On Track
↳ 4.7.04 Run annual budget workshops with relevant staff	Operational Actions	Chief Executive Officer	On Track
↳ 4.7.05 Provide a staff Big Day Out Field visit	Operational Actions	Manager of Human Resources	On Track

**16.2 WATER AGREEMENT TEMPLATES****IX: 256307****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: 1. Template Water Agreement (Access Water from a third party)****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

This report to provide a Water Agreement Template for approval for when Council is to access water from a third party.

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**RECOMMENDATION**

The Council:

1. The Council approve the Water Agreement Template to be used for Harkaway Bore at Twatty Pastoral and also be used for another water agreements where Council is required to access water from a third party.
2. Delegates authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with forming a Water Access Agreement with Harkaway Bore at Twatty Pastoral.

**BACKGROUND**

At the Council meeting on 27 August 2024 council agreed to contribute funds for the drilling and equipping of a new Harkaway Bore at Twatty Pastoral to access water for roadworks, assisting in drought-proofing future works for Cooma and Telephone Bore Road. Part of the resolution was for "Council to enter into a contact, withdraw from contract, negotiate, finalise and execute any and all matters associated with forming a Water Access agreement, subject to Council's normal procurement policies and practices."

Council also has several water agreements to access water at other locals which require reviewing and updating.

Council have worked with Preston Law to develop a template to be used for Water Access from a third party.

**OPTIONS**Option 1 - Recommended

1. The Council approve the Water Agreement Template to be used for Harkaway Bore at Twatty Pastoral and also be used for another water agreements where Council is required to access water from a third party.

2. Delegates authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to negotiate, finalise and execute any and all matters associated with forming a Water Access Agreement with Harkaway Bore at Twatty Pastoral.

Option 2

That Council not approve the template Water Agreement for access to water from a third party.

**CONSULTATION (Internal/External)**

CEO - Justin Hancock & Julie

A/DES – Brian Weeks

Preston Law

Councillors

**LEGAL IMPLICATION**

N/A

**POLICY AND LEGISLATION**

N/A

**FINANCIAL AND RESOURCE IMPLICATIONS**

All associated costs to future water connections will be the responsibility of the applicant.

**RISK MANAGEMENT IMPLICATIONS**

Low



# Water Access Agreement

Quilpie Shire Council

(“Council”)

**[Party details]**

(“Landholder”)

INDEX

1. REFERENCE SCHEDULE .....3

2. DEFINITIONS AND INTERPRETATION.....4

3. AGREEMENT .....5

4. MAINTAINANCE OF INFRASTRUCTURE ..... **ERROR! BOOKMARK NOT DEFINED.**

5. ACCESS.....6

6. ACCESS FEE .....7

7. SUSPENSION OF ACCESS..... **ERROR! BOOKMARK NOT DEFINED.**

8. APPROVALS.....7

9. DEFAULT AND TERMINATION.....7

10. GENERAL PROVISIONS.....7

SCHEDULE 1 - MAP OF WATER INFRASTRUCTURE ..... 10

**PARTIES**

Quilpie Shire Council of 50 Brolga Street, Quilpie Qld 4480

(Council)

[Insert landholder details]

(Landholder)

**RECITALS**

- A. The Landholder is the person who owns or controls the Land.
- B. The Landholder owns and operates the Water Infrastructure located on the Land.
- C. The Landholder has agreed to provide Council with access to the Water Infrastructure for the Permitted Purpose subject to the conditions contained in this Agreement.

**OPERATIVE PROVISIONS**

**1. REFERENCE SCHEDULE**

Data	Details
<b>Name and Address of Council</b>	Quilpie Shire Council Attention: The Chief Executive Officer <u>Postal Address:</u> PO Box 57, Quilpie Qld 4480 <u>Address for Hand Delivery:</u> 50 Brolga Street, Quilpie Qld 4480 Email Address: <a href="mailto:ceo@quilpie.qld.gov.au">ceo@quilpie.qld.gov.au</a> .
<b>Name and Address of Landholder</b>	[insert] Attention: [insert] <u>Postal Address:</u> [insert postal address] <u>Address for Hand Delivery:</u> [insert postal address] Email Address: [insert postal address]
<b>Land</b>	[insert]
<b>Commencement Date</b>	[insert]



<b>Expiry Date</b>	[insert]
<b>Access Fee</b>	\$(insert) plus GST per kilolitre of water extracted from the Water Infrastructure
<b>Use Limit</b>	[specify kilolitres per defined period of time if applicable]
<b>Permitted Purpose</b>	Any purpose associated with Council's activities as a local government.

## 2. DEFINITIONS AND INTERPRETATION

### 2.1. Definitions

In this Agreement unless inconsistent with the context of subject matter:

- 2.1.1. **Access** means access or connection to the Water Infrastructure for the purpose of extracting water for the Permitted Purpose. Access includes extraction and taking of water using the Water Infrastructure.
- 2.1.2. **Access Fee** means the fee payable to the Landholder by Council for access to the Water Infrastructure as specified in the Reference Schedule.
- 2.1.3. **Approvals** means all licences, permits, consent as required at law.
- 2.1.4. **Commencement Date** means the date specified as the Commencement Date in the Reference Schedule.
- 2.1.5. **Council** means Quilpie Shire Council, its successors and assigns. The Landholder is a party to this Agreement.
- 2.1.6. **Expiry Date** means the date specified as the Commencement Date in the Reference Schedule.
- 2.1.7. **Land** means the land described in the Reference Schedule, which is held by the Landholder.
- 2.1.8. **Landholder** means the landholder described in the Reference Schedule, and includes their successors and assigns. The Landholder is a party to this Agreement.
- 2.1.9. **Permitted Purpose** means the purpose for which Access to the Water Infrastructure may be used, as specified in the Reference Schedule.
- 2.1.10. **Term** means the period from the Commencement Date until the Expiry Date, unless this Agreement is terminated earlier than the Expiry Date in accordance with Clause 8.
- 2.1.11. **Use Limit** means the volume of water that Council is permitted to extract using the Water Infrastructure, as specified in the Reference Schedule. If the Reference Schedule is blank, or indicates "not applicable" or "nil", there is no Use Limit.

2.1.12. **Water Infrastructure** means the bore and associated plant and equipment located on the Land which is owned and operated by the Landholder, as shown by the plan in Schedule 1.

## 2.2. Interpretation

In this Agreement unless inconsistent with the context or subject matter:

- 2.2.1. a reference to a person includes any other legal entity;
- 2.2.2. headings are for reference purposes only and must not be used in interpretation;
- 2.2.3. where any word or phrase is given a defined meaning any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning;
- 2.2.4. a reference to a statute includes all regulations and subordinate legislation and amendments;
- 2.2.5. an obligation of two or more Parties binds them jointly and each of them severally;
- 2.2.6. an obligation incurred in favour of two or more Parties is enforceable by them severally;
- 2.2.7. references to time are in local time in Queensland;
- 2.2.8. a reference to a business day means any day that is not a Saturday, Sunday or public holiday in Quilpie.

## 3. AGREEMENT

### 3.1. Agreement

The Landholder hereby grants Access to Council to the Water Infrastructure on the Land with or without vehicles in exchange for payment of the Access Fee subject to the terms and conditions set out in this Agreement.

### 3.2. Term

Access is granted for the Term of this Agreement.

## 4. OWNERSHIP AND MAINTENANCE OF WATER INFRASTRUCTURE

### 4.1. Water Infrastructure

The Water Infrastructure is the property of the Landholder and remains the property of the Landholder.

### 4.2. Maintenance Obligations

The Water Infrastructure must be maintained by the Landholder at its own cost at all times and Council accepts no responsibility for maintenance, repair or replacement of the Water Infrastructure under any circumstances.

**5. ACCESS****5.1. Right of Access**

The Landholder acknowledges and agrees that Council will require Access to the Water Infrastructure to take water on an intermittent basis.

**5.2. Point of Access**

5.2.1. Council has a non-exclusive licence to use all parts of the Land at any time during the Term which are reasonably required by Council to Access the Water Infrastructure.

5.2.2. Council will Access the Water Infrastructure on the Land along the most reasonably direct practicable route, and will endeavour to minimise interference to the Landholder when entering the Land for this purpose.

5.2.3. Council may interfere with the Water Infrastructure for the purpose of attaching water extraction or supply infrastructure to the Water Infrastructure and extracting water in accordance with this Agreement.

**5.3. Use Limit**

5.3.1. If a Use Limit applies, then Council may only extract water up to and including that Use Limit.

5.3.2. Council may install meters or other devices on the Land or at the Water Infrastructure to measure water consumption. The information produced by Council's devices to measure water consumption shall constitute definitive proof of the water taken from the Water Infrastructure.

**5.4. Gates**

Council will close all gates on the Land after entry and exit to the Water Infrastructure.

**5.5. Damage to Water Infrastructure**

If damage is caused to the Water Infrastructure which is directly attributable to Council as a result of Access to the Water Infrastructure, the Landholder will notify Council and Council will make good any damage at its cost but only to the extent that the damage is attributable to Council's actions.

**5.6. Risk**

Access to the Land and Water Infrastructure is at Council's own risk and Council will take out and hold appropriate public liability insurance against any claims for loss or damage against persons or property which are a direct result of Access by Council to the Land and Water Infrastructure.

**6. ACCESS FEE****6.1. Access Fee**

- 6.1.1. The Access Fee is the amount specified in the Reference Schedule being the daily rate for Access to the Water Infrastructure up to and including the Use Limit during each day in which the Access is required.
- 6.1.2. Council shall pay the Access Fee upon receipt of a valid tax invoice by the Landholder.
- 6.1.3. The Landholder shall invoice Council within fourteen (14) days of Access and the Access Fee is payable by Council to the Landholder within fourteen (14) days of issue of the invoice.
- 6.1.4. Payment of the Access Fee shall constitute full and final compensation for any use by Council of the Water Infrastructure, Access to the Land or any other activity carried out, or right exercised, by Council under this Agreement.

**7. APPROVALS****7.1. Approvals**

- 7.1.1. The Landholder must obtain and maintain all Approvals necessary to take water pursuant to applicable legislation including but not limited to the *Water Act 2000* and the applicable Water Plan.
- 7.1.2. Council as a constructing authority has a general authorisation to take water pursuant to section 99 of the *Water Act 2000*.

**8. DEFAULT AND TERMINATION**

- 8.1. Either party may terminate this Agreement on the giving of three (3) months' written notice to the other party.
- 8.2. Council may terminate this Agreement immediately and without liability to make further payment of any kind to the Landholder if:
  - 8.2.1. The Landholder fails to maintain the Water Infrastructure as specified in clause 4 of the Agreement
  - 8.2.2. The Landholder is charged with a breach of any Approvals that may be required pursuant to the Agreement.

**9. GENERAL PROVISIONS****9.1. Non-Binding on Successors**

This Agreement shall be for the benefit of and binding upon the Parties and is personal to the Parties.

**9.2. Governing Law**

The Agreement is governed by the laws of Queensland and the Commonwealth of Australia which are in force in Queensland.

9.3. **Entire Understanding**

This Agreement contains the entire understanding and agreement between the Parties as to the subject matter of this Agreement.

9.4. **Counterparts and fax**

The Agreement may be executed in any number of counterparts and when executed communication of the fact of execution to the other Parties may be made by sending evidence of execution by fax or email.

9.5. **Costs**

Council will pay the reasonable legal costs of the Landholder capped at \$XXX plus GST for the negotiation and preparation of this Agreement within fourteen (14) days receipt of a tax invoice from the Landholder.

**EXECUTED AS AN AGREEMENT**

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EXECUTED on behalf of **QUILPIE SHIRE** )  
COUNCIL in accordance with the *Local* )  
*Government Act 2009* in the presence of: )

\_\_\_\_\_) )  
Witness )

\_\_\_\_\_) )  
Chief Executive Officer )

\_\_\_\_\_) )  
Date )

EXECUTED on behalf of **[INSERT** )  
**LANDHOLDER AND APPROPRIATE** )  
**EXECUTION DESIGNATION/LEGISLATION]** in )  
the presence of: )

\_\_\_\_\_) )  
Witness )

\_\_\_\_\_) )  
**[insert]** )

\_\_\_\_\_) )  
Date )

**SCHEDULE 1**  
**MAP OF WATER INFRASTRUCTURE**

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**16.3 RFQM04 24-25 ONLINE AUCTION OF REPLACED AND REDUNDANT PLANT AND EQUIPMENT**

**IX: 256290**

**Author: Brian Weeks, Acting Director**

- Attachments:**
1. Pickles Auction Response Schedule (under separate cover)
  2. Pickles Auction RFQ (under separate cover)
  3. Pickles Valuation (under separate cover)
  4. GDL RFQ (under separate cover)
  5. GDL Contract Proposal (under separate cover)

**KEY OUTCOME**

**Key Outcome:** 4. Strong Governance

**Key Initiative:** 4.3 Maintain good corporate governance

**EXECUTIVE SUMMARY**

A Request for Response for Online Auction of Replaced and Redundant Plant and Equipment was called on 1/10/2024. This report recommends the award of the Request for Response.

**RECOMMENDATION**

That Council:

- (1) Accept the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from **Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL**; and
- (2) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate Reserve prices, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council’s procurement policy.

**WORK SCOPE**

This request is to sell replaced and redundant Council plant and equipment that are surplus to Council’s needs. Three Auction houses have been invited to provide an online auction to dispose of the plant and equipment

**PROCUREMENT PROCESS**

A Request for Response for Online Auction of Replaced and Redundant Plant and Equipment was called by email on 1/10/2024 and closed on 15/10/ 2024.

Description	Details
Advertising	Invited by email
RFQ Open	29/09/2024
RFQ Close	15/10/2025



Suppliers Invited	Responses	
Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL	Response opened	Response Received
Pickles Auctions Pty Ltd trading as Pickles Auctions	Response opened	Response Received
National Auctions and Solutions Company (LD PTY LTD) trading as Ray White Nasco	Response opened	Declined Response
Adcock Partners	No Response	

All companies have complying quotations and all who quoted are able to conduct the works.

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

Criteria	Weighting
Total Reserve Price Total Excluding GST	80%
Average Time to Sell Auction Items	10%
Local Content	10%

#### Evaluation Process:

The Evaluation Panel (2 Council Officers) were invited to evaluate responses.

Panel members attended an evaluation meeting on the 25 October 2024.

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

SUPPLIERS-			PICKLES AUCTIONS	NUTRIEN HARCOURTS GDL
EVALUATION CRITERIA			WEIGHTED AVERAGE SCORE	WEIGHTED AVERAGE SCORE
	TOTAL RESERVE PRICE	80%	58.5	80
	AVERAGE TIME TO SELL AUCTION ITEMS	10%	7.85	7.85
	LOCAL CONTENT	10%	3	8.7
	SCORE/100		69.35	96.55

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

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

- 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.

Based on the overall evaluation, it is recommended that the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from **Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL**.

## OPTIONS

### Option 1 – Recommended

That Council:

- a) Accept the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from **Grant Daniel and Long Pty Ltd trading as Nutrien Harcourts GDL** and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate Reserve prices, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

### Option 2

- a) Subject to funding approval and finalisation accept the Request for Response for Online Auction of Replaced and Redundant Plant and Equipment from Pickles Auctions Pty Ltd trading as Pickles Auctions; and
- b) Delegate power to the Chief Executive Officer, pursuant to section 257 of the Local Government Act 2009 to negotiate Reserve prices, finalise and execute all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

### Option 3

That Council does not accept any Request for Response for Online Auction of Replaced and Redundant Plant and Equipment.

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

### **254H Recording of reasons for particular decisions.**

*(1) This section applies if a decision made at a local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both of the following apply to the decision—*

*(a) the decision is about entering into a contract the total value of which is more than the greater of the following—*

*(i) \$200,000 exclusive of GST.*

*(ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report*

**CONSULTATION (Internal/External)**

Acting Manager Works, Adam Rea

Finance Manager, Sharon Frank

Workshop Supervisor, Daniel Varley

**LEGAL IMPLICATIONS**

Nil

**POLICY AND LEGISLATION**

All Procurement has been conducted in accordance with the Local Government Regulations (Qld) 2012. The procurement also meets Council's Procurement Policy.

**FINANCIAL AND RESOURCE IMPLICATIONS**

This is within the budget for the project works.

There are no recent Auction works. The most recent auction was carried out by Nutrien Harcourts GDL.

**RISK MANAGEMENT IMPLICATIONS**

If the Request for Quotation is not approved by Council, the plant and equipment will still need to be disposed of.