



SPECIAL MEETING AGENDA

Tuesday 1 April 2025
commencing at 9:00 AM

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Special Meeting of Council

25 March 2025

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Notice is hereby given that a Pre Meeting Briefing will be held in the Council Boardroom, on **Tuesday 1 April 2025**, commencing at **8.30 am**.

Notice is also hereby given that the Special Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Tuesday 1 April 2025**, commencing at **9:00 AM**.

The agenda for the special meeting is attached for your information

Yours faithfully

Justin Hancock
Chief Executive Officer





SPECIAL MEETING OF COUNCIL AGENDA

Tuesday 1 April 2025
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

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

5 FINANCE**5.1 CHANGE DISCOUNT PERIOD****IX: 261410****Author: Sharon Frank, Manager Finance & Administration****Authorisers: Justin Hancock, Chief Executive Officer****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 recommend that Council change the discount period to end on a later day; with the due date for payment to be 1 May 2025.

RECOMMENDATION

That in accordance with section 130 of the *Local Government Regulation 2012*, Council:

1. Change the discount period to end on Thursday 1 May 2025; and
2. Change the due date for payment to the new discount day of Thursday 1 May 2025.

BACKGROUND

Due to the flooding event affecting our shire (Western Queensland Surface Trough and Associated Rainfall and Flooding) it is recommended that Council change the discount period to end on a later day.

REPORT

Levy 2 rates were issued on the 25 February 2025 with a due date for payment of Thursday 27 March 2025. The discount period ended while the rainfall and flooding event was unfolding.

This report recommends that Council change the discount period so that our community has additional time to pay their rates and take advantage of the prompt payment discount available.

OPTIONSOption 1

That in accordance with section 130 of the *Local Government Regulation 2012*, Council:

1. Change the discount period to end on Thursday 1 May 2025; and
2. Change the due date for payment to the new discount day of Thursday 1 May 2025.

Option 2

Council may consider an alternative day to the date nominated above.

CONSULTATION (Internal/External)

Chief Executive Officer

Mayor

INTERESTED PARTIES

- Ratepayers

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive

LEGISLATION / LEGAL IMPLICATIONS

Local Government Regulation 2012

130 Discount for prompt payment of rates or charges

*(7) The local government may, by resolution, change the discount period to end on a later day (the **new discount day**).*

(8) However, if the discount period is changed under subsection (7), the local government must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.

POLICY IMPLICATIONS

N/a

FINANCIAL AND RESOURCE IMPLICATIONS

Nil – this report is intended to allow more ratepayers time to pay their rates and be eligible for the discount.

ASSET MANAGEMENT IMPLICATIONS

N/a

RISK MANAGEMENT IMPLICATIONS

Council will manage risks in accordance with G.11 Enterprise risk management policy and G.11-A Risk Management Framework to achieve the following objectives:

1. Compliance - To ensure Council makes decisions and undertakes actions in compliance with the ERM Framework.
2. Right Quantity - To ensure risk management profiles identify and consider all known potential risks to Councils' business operations.
3. Right Quality - To ensure all identified risks are managed in accordance with Councils' risk appetite and tolerance.

Determining Likelihood

In determining the likelihood of each risk, the following ratings and definitions have been applied. In making your assessment you have to remember that some events happen once in a lifetime, other can happen almost every day. Judgement is required to determine the possibility and frequency that the specific risk is likely to occur.

Determining Consequence

In determining the consequence of each risk, the following ratings and definitions have been applied. There are five levels used to determine consequence and when considering how risks may impact on the organisation it is also important to think about the non-financial elements as well.

Determining the overall Risk Rating

After the consequence and likelihood ratings have been determined, they are combined in a matrix to determine the overall risk rating for each risk. The extent of the consequences and the extent of the likelihood risks will be assessed using a scale containing Low, Moderate, High and Extreme.

Evaluate Risks

Risks need to be evaluated and prioritised to ensure that management effort is directed towards resolution of the most significant organisational risks first. The initial step in this Risk Evaluation stage is to determine the effectiveness, and or existence of, controls in place to address the identified risks. This can lead to a decision to:

- do nothing further;
- consider risk treatment options;
- undertake further analysis to better understand the risk;
- maintain existing controls;
- reconsider objectives.

RISK CALCULATOR					
Likelihood	Consequence				
	1. Insignificant No injury, no-low \$ cost	2. Minor First aid treatment, low- medium \$ cost	3. Moderate Medical treatment, medium-high \$ cost	4 Major Serious injuries, major \$ cost	5. Catastrophic Death, huge \$ cost
A. Almost Certain Expected to occur at most times	H	H	E	E	E
B. Likely Will probably occur at most times	M	H	H	E	E
C. Possible Might occur at some time	L	M	H	E	E
D. Unlikely Could occur at some time	L	L	M	H	E
E. Rare May occur in rare conditions	L	L	M	H	E

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 - implement additional controls / mitigation strategy (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
			Risk calculator provided for measures			
Example: <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project.</i>
Incorrect process for changing the discount period and due date for payment	<i>Nil</i>	<i>Invalid decision</i>	<i>Rare</i>	<i>Minor</i>	<i>Low</i>	Ensure Council changes the discount period and due date for payment by resolution.

HUMAN RIGHTS CONSIDERATION

Section 4(b) of the *Human Rights Act 2019* requires public entities to act and make decisions in a way compatible with human rights. The *Human Rights Act 2019* requires public entities to only limit human rights in certain circumstances. The human rights protected under the *Human Rights Act 2019* are not absolute. This means that the rights must be balanced against the rights of others and public policy issues of significance.

In the decision-making process, Council is to consider the 23 human rights:

1. Recognition and equality before the law;
2. Right to life;
3. Protection from torture and cruel, inhuman or degrading treatment;
4. Freedom from forced work;
5. Freedom of movement;
6. Freedom of thought, conscience, religion and belief;
7. Freedom of expression;
8. Peaceful assembly and freedom of association;
9. Taking part in public life;
10. Property rights;
11. Privacy and reputation;
12. Protection of families and children;
13. Cultural rights—generally;
14. Cultural rights—Aboriginal peoples and Torres Strait Islander Peoples;
15. Right to liberty and security of person;
16. Humane treatment when deprived of liberty;
17. Fair hearing;
18. Rights in criminal proceedings;
19. Children in the criminal process;
20. Right not to be tried or punished more than once;
21. Retrospective criminal laws;
22. Right to education;
23. Right to health services.

Consideration of the 23 human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

6 LATE ITEMS