



ORDINARY MEETING LATE ITEMS AGENDA

Tuesday 20 May 2025
commencing at 8.00am

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

19 May 2025

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 20 May 2025**, commencing at **8.00am**.

An agenda for the Ordinary Meeting was forwarded to all Members on 13 May 2025. 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 20 May 2025
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

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15 CONFIDENTIAL ITEMS

RECOMMENDATION

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 to discuss a confidential item that its Councillors consider is necessary to close the meeting.

In accordance with Section 254J(3) 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	Reasons Matters to be discussed (to close the meeting under the <i>Local Government Regulation 2012</i>)	Overview
15.1 Amended Budget 2024/25	(c) the local government's budget	This report presents an Amended Budget for 2024/25 for Council's consideration and adoption.

16 LATE ITEMS

16.1 RESIDENTIAL ACTIVATION FUND - ROUND 1 APPLICATION

IX: 262238

Author: Justin Hancock, Chief Executive Officer

Authorisers: Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.1 Reach the Q1000 population target

Key Outcome: 1. Great Place to Live

Key Initiative: 1.1 Well-planned and highly liveable communities

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider making application under the Residential Activation Fund – Round 1 due to close on 23 May 2025 for the construction of a new 30 lot residential estate.

RECOMMENDATION

That Council:

1. Endorse an application under the Residential Activation Fund – Round 1 with a council contribution up to \$400,000.

BACKGROUND

The **Residential Activation Fund** represents a cornerstone initiative of the *Securing Our Housing Foundations Plan*, designed to facilitate housing development across Queensland through targeted infrastructure investment.

Purpose and Scope

The Fund specifically targets critical trunk infrastructure required to activate both infill and greenfield housing projects. This includes:

- Essential utilities (water supply, sewerage, and stormwater management)
- Power and telecommunications networks
- Transport infrastructure

By addressing these fundamental requirements, the Fund removes key barriers to development, enabling timely delivery of diverse housing options - including new residential lots and both detached and attached dwellings - to meet the needs of Queensland's growing population.

Funding Allocation

The Queensland Government has committed **\$2 billion** through this initiative, with:

- A minimum **50% allocation** dedicated to regional, rural and remote council areas
- Strategic investment prioritised outside South East Queensland

This geographically balanced approach ensures equitable distribution of resources to support housing development across the state.

Strategic Impact

The Fund's infrastructure-first model:

1. Accelerates development timelines
2. Reduces upfront costs for housing providers
3. Creates enabling conditions for sustainable community growth

The initiative represents a proactive response to current housing challenges while laying the foundation for long-term housing supply solutions.

Round 1 Funding Structure and Application Pathways

Round 1 of the Residential Activation Fund prioritises **shovel-ready projects**, with **\$500 million** available through a competitive application process. Funding will be allocated via two distinct pathways:

Pathway 1: Local Government Applications

- Infrastructure Delivery Projects
 - Detailed, costed proposals for trunk/essential infrastructure enabling residential development
 - Construction must commence within **12 months** of funding agreement execution
 - Project completion required within **3 years**
- Planning Projects (Non-SEQ Councils Only)
 - Funded planning for housing-related infrastructure projects
 - Must commence within 3 months of agreement execution
 - Must demonstrate clear linkage to future trunk infrastructure delivery

Pathway 2: Developer Applications

- Detailed, costed trunk/essential infrastructure proposals
- Matching 12-month commencement/3-year completion timeframe as Pathway 1

Round 1 has funding available up to \$500 million.

Funding will be distributed through a competitive application and assessment process.

REPORT

Recent Housing Achievements

Since 2021, Council has delivered 22 new dwellings across the Shire, with 20 located within the Quilpie township. The accompanying *Home Owner Grant* initiative has garnered significant attention at both national and international levels. This period has seen considerable activity in the local property market, with strong sales of vacant lots and dwellings. Council's most recent residential

development, Curlew Estate, has now reached near full capacity, with only three remaining lots retained for strategic purposes.

Historical Context and Current Proposal

Following the completion of Curlew Estate over a decade ago, Council previously investigated potential expansion through a residential estate situated between Cemetery Road and Eagle Drive. At that time, the project was deferred due to slower-than-anticipated sales in Curlew Estate.

In response to renewed market demand, Council has recommenced planning for this development, allocating \$181,000 to date for surveying, design, development application preparation, and quantity surveying.

Project Specifications and Financial Planning

The proposed development will incorporate essential road, power, and water infrastructure, while sewerage and telecommunications services will not form part of this project. George Bourne & Associates has prepared a detailed costing estimate of **\$3,437,000** for the base infrastructure works.

To ensure prudent financial management, Council has included:

- Project management costs (10%): **\$343,700**
- Contingency provision (15%): **\$515,550**

While funding guidelines permit up to 30% contingency, Council's recent experience with similar projects supports a more conservative 15% allocation. This brings the total project estimate to **\$4,296,250**.

Funding Commitment

Council has previously earmarked a \$400,000 co-contribution for this project, representing approximately 10% of total projected costs. This commitment demonstrates Council's significant financial contribution relative to the Shire's capacity, despite no minimum co-contribution being required under funding guidelines.

OPTIONS

Option 1 – Recommended

1. That Council endorse an application under the Residential Activation Fund – Round 1 with a council contribution up to \$400,000.

Option 2

1. That Council does not endorse an application under the Residential Activation Fund – Round 1.

CONSULTATION (Internal/External)

Director Infrastructure Services

Deputy Director Infrastructure Services

Water and Sewerage Supervisor

GBA Consulting Engineers

Precinct Urban Planning

Ambridge & Associates Pty Ltd

INTERESTED PARTIES

N/A

LEGISLATION / LEGAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL AND RESOURCE IMPLICATIONS

It is recommended that Council provide a co-contribution of up to \$400,000 towards this project, with Council already committing \$181,000 to date on the planning, surveying and design of the rural residential estate.

ASSET MANAGEMENT IMPLICATIONS

Council will maintain road, water and stormwater infrastructure at the completion of this project.

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.

Table 1 Risk Calculator

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

Table 2 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 - 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>
Price Escalation	Quantity surveying and contingencies	Project escalates hire than budgeted amount.	Possible	Moderate	High	Council have undertaken independent quantity surveying and included a contingency of 15%.
Project Delays	Timeline of project delivery	Project overrun could place pressure on funding sources	Possible	Minor	Medium	Council have undertaken a project plan and risk analysis, allowing sufficient time to deliver the project.
Lack of Housing	Planning for additional residential blocks.	Without additional residential lots, the Quilpie township cannot expand.	Possible	Low	Low	Two additional residential developments have been identified providing a further 54 lots in the Quilpie Township. This will support the corporate target of Q1000 by expanding the population by an additional 130.

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.

Table 3 Human Rights

Human Rights protected under the <i>Human Rights Act 2019</i> (Qld)			
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.

ORDINARY COUNCIL MEETING AGENDA

16.2 RFQL16 24-25 SCREENING OF MATERIAL- PKG 1**IX:** 262264**Author:** Kasey-Lee Davie, Procurement Officer**Authorisers:** Sharon Frank, Manager Finance & Administration
Justin Hancock, Chief Executive Officer**Attachments:** Nil**KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance

4.5 Optimal asset management practices

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to award RFQL 16 24-25 Screening of Material - Pkg 1. The prepared material will be stock piled and stored as inventory for the use during road maintenance of the shire road network.

RECOMMENDATION

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL16 24-25 Screening of Material for 2024 Flood Damage Work to APV Contracting Ltd Pty for an amount of \$940,841.00 including GST (\$855,310.00 excluding GST); and
2. Pursuant to the *Local Government Act 2009* (Qld) s.257, delegate to the Chief Executive Officer the power 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

Council continuously maintains sealed and unsealed road networks throughout the shire. These roads require additional material for the sufficient maintenance to be carried out. Given the latest Mar 2025 Weather Event, stock piling material better prepares council for the road maintenance required in the upcoming works programme.

REPORT

The sites included for material preparation include various pits located on Adavale Black Road:

- Nickavilla Pit
- Ch 43.81
- Ch 60.00
- Ch 85.16

SCHEDULE OF WORK

A Project Plan for RFQL16 24-25 works has been developed and is scheduled.

Table 1 RFQL 16 24-25 Project Plan Works

Mobilisation	Start of Works	Duration	Practical Completion
27/05/2025	26/05/2025	60 days	Program of Works completion ~ June 2025

PROCUREMENT PROCESS

In accordance with Council's Procurement Policy and Part 3 of the *Local Government Regulation 2012* (Qld), Council invited four (3) prequalified suppliers from T02 24-25 Panel of Prequalified Suppliers of Road & Civil Construction.

Table 2 Procurement Process

Description	Details
Advertising	Vendor Panel Portal
RFQ Open	Saturday 3 May 2025
RFQ Close	2:00 PM Friday 16 May 2025

Table 3 Prequalified Suppliers and Responses Received

Suppliers Invited	Responses
APV Contracting Pty Ltd	RFQ Opened Response Received
SA Travers & SL Travers	RFQ Opened No Response
Tolbra Earthmovers & Haulage Pty Ltd	RFQ Opened No Response

At the close of the request process on 16 May 2025, Council received one (1) conforming submission from APV Contracting Pty Ltd. The request was assessed in accordance with the evaluation criteria below.

Table 4 Assessment Evaluation Criteria

Criteria	Weighting
Price	40%
Experience (Proven Performance)	30%
Quality/Environmental/Safety and Management processes	30%

Evaluation Process

The response was forwarded to the project manager to ensure it met all requirements within the scope of works.

A summary of the evaluation is provided in the table below.

Table 5 Final Assessment and Evaluation Scores

Suppliers			APV Contracting PTY LTD
Price including GST			\$940,841.00
Price excluding GST			\$855,310.00
	Price	40%	40

Suppliers			APV Contracting PTY LTD
Evaluation Criteria	Experience (Proven Performance)	30%	30
	Quality/Environmental/Safety and other management processes	30%	30
Overall Score			100

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 s. 104(3) of the *Local Government Act 2009* (Qld), 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

ethical behaviour and fair dealing

OPTIONS

Option 1 (Recommended)

That Council:

1. Subject to successful negotiation on the final terms and conditions, award RFQL16 24-25 Screening of Material - Pkg 1 to APV Contracting Pty Ltd for an amount of \$940,841.00 including GST (\$855,310.00 excluding GST); and
2. Pursuant to the *Local Government Act 2009* (Qld) s.257, delegate to the Chief Executive Officer the power to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

Option 2

That Council:

Resolve not to award RFQL 16 24-25 Screening of Material- Pkg 1

If Council makes a decision inconsistent with the recommendation, Council is required to provide a reason for the decision in accordance with Part 2, Division 1A of the Local Government Regulation 2012 (Qld). A statement of the reasons for not adopting the recommendation must be recorded in the minutes

CONSULTATION (Internal/External)

Chief Executive Officer

Deputy Director Infrastructure Services

Manager Finance and Administration

Procurement Officer

Proterra Group

INTERESTED PARTIES

Residents and road users of Adavale Black Road and surrounding areas.

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 Act 2009 (Qld)

Local Government Regulations 2012 (Qld)

Procurement Policy

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

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;*
- (b) *the decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.*

Examples of decisions to which this section might apply—

- *the grant of a licence, permit or approval, however named, under an Act or local law*
 - *the grant of a concession, rebate or waiver in relation to an amount owed to the local government*
 - *the disposal of land or a non-current asset*
- (2) *The chief executive officer must ensure the minutes of the local government meeting include a statement of the reasons for not adopting the recommendation or advice.*
- (3) *In this section—*
- advisor**, *of a local government, means a person—*
- (a) *who is an employee of the local government or is otherwise engaged to provide services to the local government; and*
- (b) *whose duties include giving a recommendation or advice.*

For the purposes of Section 254H (1)(a)(ii), 1% of Council's net rate and utility charges as stated in Council's audited Financial Statements in the 2023/24 adopted Annual Report is \$75,528.36 (net rates, levies, and charges - \$7,552,836 x 1%).

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

These screenings will be held as an inventory, then issued to projects as required. The increase in Council's value of inventory held will be included in the 2024/25 Amended Budget (separate report in this May 2025 agenda).

Previously awarded material screening packages via the T02 24-25 list –

Table 6 previously Awarded screening packages via the T02 24-25 List

RFT/RFQ#	Project Details	Contractor Awarded	Value (\$) excl. GST	Number of Conforming Submissions	Comments
RFQL 06 24-25	Screening of Material for 2024 Flood Damage	APV Contracting Pty Ltd	\$394,457.70	1	Works commenced

ASSET MANAGEMENT IMPLICATIONS

Operational efficiency: Due to the size of the Mar 2025 Weather Event, producing the screening now means Council will be better prepared to commence the road maintenance required in the upcoming works programme and as funding is approved.

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.
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Determining Consequence

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Determining the overall Risk Rating

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Evaluate Risks

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- Do nothing further;
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- Maintain existing controls;

- Reconsider objectives.

Table 7 Risk Calculator

RISK CALCULATOR					
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A. Almost Certain Expected to occur at most times	H	H	E	E	E
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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

Table 8 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 - 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>
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 to register all relevant documentation to allocated folder, regular communication between stakeholders.
No response to the request	Alternative options identified.	Time delays.	Possible	Minor	Medium	If no response received, reissue to wider field.
Lack of availability of suppliers	Alternative options identified.	Time delays, increased risk if PQ cannot be used.	Unlikely	Minor	Medium	If no response received, reissue to wider field.
Conflict of interest	COI processes followed.	Financial, legal, process review.	Possible	Minor	Medium	Everybody involved must sign a COI form.
Variations to work	Principle Representative to sign for all variations on Variation forms	Financial, however Pre-start meetings held with contractors the minutes clearly state no verbal variations, and all variations will come from this office signed by PR.	Possible	Minor	Medium	All variations signed off by QSC Principal Representative.
Not completing works on time	Contract clearly states deadlines	Contract expires after 90 days.	Possible	Moderate	Moderate	Practical Completion dates are set out in contract.
Contractor terminating after award	QSC policy to only pay for work completed.	Time delay, however, this is manageable with EOT.	Possible	Moderate	Moderate	Applications for EOT to funding bodies are successful.
Additional work added due to new damage caused by new events	Scope change allowed for by funding agency	No impacts except that road users must use damaged infrastructure longer.	Possible	Minor	Medium	Apply for EOT timeously
Unroadworthy vehicles	All vehicles are checked against QLD govt road worthy sites before starting on site.	Vehicles are uninsured, plus damage caused by these vehicles would not be covered under their respective insurances.	Possible	Moderate	Moderate	Order vehicle to be removed from construction site immediately.
Accidents	Legislation, WHS management plans-SWMS, safety briefings	Financial, legal, life threatening.	Possible	Moderate/Major	Moderate/Major	Due to several layers of legislation, WHS plans and vigilance by all, risks are minimised.
Approved processes not being followed	All work is checked against guidelines provided by funding agency and signed off plus photographic evidence recorded.	Non reimbursable from funding agency.	Possible	Minor	Medium	Several lines of systematic checking by several levels of personnel ensure that work is recorded, signed for by both contractor and inspector, plus final comparison by Contract Administrator.

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.

Table 9 Human Rights

Human Rights protected under the <i>Human Rights Act 2019</i> (Qld)			
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.

LATE DECISION REPORT

LATE ITEMS

Ordinary Council Meeting Agenda

20 May 2025

16.3 COMMUNITY ASSISTANCE GRANT APPLICATION - TOOMPINE POLOCROSSE CLUB

IX: 262267

Author: Lisa Hamlyn, Director Corporate and Community Services

Authorisers: Justin Hancock, Chief Executive Officer

Lisa Hamlyn, Director Corporate and Community Services

Attachments: 1. Community Assistance Grant Application - Toompine Polocrosse Club

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

EXECUTIVE SUMMARY

The Toompine Polocrosse Club has submitted a Community Assistance Grant application seeking financial support from Council for their Annual Polocrosse Carnival, scheduled for 14–15 June 2025.

RECOMMENDATION

That Council :

1. Acknowledges receipt of the Community Assistance Grant Application from the Toompine Polocrosse Club and approves: (a) a cash contribution of \$3,500.00; together with (b) in-kind support comprising plumbing inspections for the toilet and septic facilities, and the supply of additional wheelie bins for the carnival weekend.

BACKGROUND

Table 1 Previously Awarded Community Assistance Grant Funding - Toompine Polocrosse Club Annual Polocrosse Carnival

Year	Cash Contribution	In-Kind Support
2024	\$5,000.00	12 wheelie bins
2023	\$5,000.00	Generator and 12 wheelie bins
2022	-	Skip bins
2019	\$2,000.00	-

REPORT

The Toompine Polocrosse Club has applied for a Community Assistance Grant to support its Annual Polocrosse Carnival (14–15 June 2025).

The Club seeks:

- Financial assistance to offset event costs.
- In-kind support, including:
 - Plumbing inspections (toilets, septic system).
 - Additional wheelie bins for waste management.

A separate request has been submitted to pump out the septic system at the facility.

Recent flooding has diverted the Club's resources toward property recovery, limiting event preparation capacity. This carnival provides a vital opportunity to:

- Reconnect the community after local event cancellations.
- Foster resilience and normalcy post-disaster.
- Promote local sport and tourism.

Council's support would bolster these efforts while aligning with broader community well-being and recovery objectives.

OPTIONSOption 1 (Recommended)

That Council:

1. Acknowledges receipt of the Community Assistance Grant Application from the Toompine Polocrosse Club and approves: (a) a cash contribution of \$3,500.00; together with (b) in-kind support comprising plumbing inspections for the toilet and septic facilities, and the supply of additional wheelie bins for the carnival weekend.

Options 2

That Council:

1. Acknowledges the Community Assistance Grant application received from the Toompine Polocrosse Club seeking support for their 2025 Polocrosse Carnival but determines not to approve the requested financial contribution or in-kind assistance.

CONSULTATION (INTERNAL/EXTERNAL)

Toompine Polocrosse Club

Deputy Director Infrastructure

Quilpie Shire Council

INTERESTED PARTIES

Toompine Polocrosse Club

Deputy Director Infrastructure

Quilpie Shire Council

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

Part 5 Community grants

Section 194 Grants to community organisations

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

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

Section 195 Community grants policy

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

POLICY IMPLICATIONS

C.01 Community Assistance Program Policy

This policy applies to community and organisational requests outside Council's standard operations, including financial assistance, business support, and sponsorships. While funding is typically capped at \$2,000 per request, each application will be assessed on its merits.

The identified priorities for funding under this program are:

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

FINANCIAL AND RESOURCE IMPLICATIONS

Table 2 2024 / 25 Community Assistance Approved Application

Budget	\$253,000.00
Direct Cash Contributions to date	\$26,903.00
In-kind Contributions to date	\$15,262.00

Table 3 Community Assistance Application (Current) - Financial Implications

Direct Cash Contribution	\$3,500.00
In-kind Contribution (approx.)	\$600.00

ASSET MANAGEMENT IMPLICATIONS

Council must balance community engagement and support with responsible asset stewardship. The donation (whether monetary or in-kind) should be transparent, compliant with governance policies, and not adversely affect the asset's long-term sustainability. Involving asset management, legal, risk, and financial consideration in the process ensures a successful outcome.

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.

Table 4 Risk Calculator

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
Almost Certain Expected to occur at most times	H	H	E	E	E
Likely Will probably occur at most times	M	H	H	E	E
Possible Might occur at some time	L	M	H	E	E
Unlikely Could occur at some time	L	L	M	H	E
Rare May occur in rare conditions	L	L	M	H	E

Table 5 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 - 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>
Project objectives differ from community expectation	None	Reduced support for event Increased costs for organisation	Rare	Minor	Low	Quilpie Shire Council Community Grants Assistance Policy – C.01 Other sponsorship

HUMAN RIGHTS CONSIDERATION

Under Section 4(b) of the *Human Rights Act 2019* (Qld), public entities are required to act and make decisions in a manner that is compatible with human rights. The Act stipulates that human rights may only be limited in specific circumstances. It is important to note that the rights protected under the *Human Rights Act 2019* (Qld) are not absolute. As such, these rights must be carefully balanced against the rights of others and significant public policy considerations.

As part of this decision-making process, careful consideration has been given to the 23 human rights protected under the *Human Rights Act 2019* (Qld). It has been determined that this decision does not limit or adversely impact any of these rights.

Table 6 Human Rights

Human Rights protected under the <i>Human Rights Act 2019</i> (Qld)			
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		



COMMUNITY ASSISTANCE PROGRAM APPLICATION FORM

Type of Support

"In Kind" support - generally means a provision of goods or services or a waiver of fees etc. and is not a direct cash contribution (for example plant or equipment hire, waiver of fees or charges and provision of materials such as loam or gravel).

"Financial" support - means a direct cash donation to an organisation or person for a Council approved event, project or fundraising activity.

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

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

In determining the level of assistance required, Council shall:

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

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

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

Applications will be assessed against the following Program priorities:

Program Priorities

The identified priorities for funding under this program are:

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

1.1 Type of assistance being sought:	
<input checked="" type="checkbox"/>	Direct cash contribution
<input type="checkbox"/>	Provision of assets
<input type="checkbox"/>	Concession
<input checked="" type="checkbox"/>	In-kind
1.2 Applicant details:	
Organisation / Individual Name:	Toompine Polocrosse Club
Contact Person for Project:	James Bignell
Postal Address:	C/- 'Wambin' Quilpie QLD 4480
Email Address:	toompinepolocrosseclub@gmail.com
Telephone No:	0429497720
1.3 Brief description of the project / activity for which assistance is being requested:	
<p>We are seeking assistance from Council to get our annual Polocrosse Carnival up and running. With the recent flooding we have been busy with personal damage and haven't had much time to get things organised for the Carnival. We are asking for a cash contribution to cover some costs and also Plumbing assistance. We are asking for Council to please check the plumbing/toilets/septic and sump pumps operation to ensure the facilities are in working order. I have put in a request for the septs to be pumped out also. Could we please also request extra wheelie bins for the weekend.</p> <p><i>(Please attach additional information if required) Poster attached</i></p>	
1.4 Event Details:	
Name of Event:	Toompine Polocrosse Carnival
Date of Event:	14 th & 15 th June 2025
Amount of Funding Requested:	\$ In Kind & \$3500
Amount of Funding Provided by the Applicant	\$10000
Amount of Funding Provided by Others	\$Unknown
Total Estimated Cost of Project:	\$15000
Are you GST registered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Note: Please ensure your figures include GST, as this will be the final figure paid	
1.5 Project timeframe	
Project Start Date	14 th June 2025
Project End Date	15 th June 2025
Acquittal Report Due (8 weeks after end date)	10 th August 2025
1.6 Details of other endeavours to raise funds	
<p>Sending Sponsorship letters to try and cover the costs of the event. The club has been doing some fundraising already this year including Australian Day Bar & Bar for the Races</p>	

Community Assistance Application

1.7 Financial position of applicant as at the date of this application including a copy of a recent bank statement and supporting information on why funds are required:

The club is still trying to build financial stability to be able to purchase the required facilities such as toilet blocks, maintain and resurface playing fields, build new horse yards to become able to hold bigger carnivals. We still need to purchase grandstands, shade and PA system and in the future a clubhouse/shed to run the carnival from. Statements attached. Please note there is still an amount of un spent grant money of approx. \$7000 to be spent on Women's participation in sport which isn't eligible to be spent on any of the above.

(Please attach additional information if required)

1.8 Previous Assistance?

Have you received previous Council Assistance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No
Please list previous Council Assistance	Not in this Financial year		
Have previous programs been acquitted?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

1.9 Please outline the aims of the project and the direct benefits to the community as a result of this project:

The project aims to get the community together for a sporting event. With some events in the area being cancelled it is important to have something for the community to enjoy. With the recent flooding in the area we believe it is important to hold an event to encourage the community to get together and participate in this as a social event also to get away from the issues at home.

1.10 Bank details

Name:	Toompine Polocrosse Club		
Bank	<input type="text"/>	Branch:	Quilpie
BSB:	<input type="text"/>	Account Number:	<input type="text"/>

1.11 DECLARATION

We, the undersigned do hereby certify that we believe the information contained in this application to be accurate and reliable.

James Bignell

Name

Signature

16/05/2025

Date

Committee Member / Authorised Persons:

Name

Signature

Date

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

Community Assistance Application